

# PROPOSED



## CITY OF BETHLEHEM 2022 OPERATING & CAPITAL BUDGETS

## CITY OF BETHLEHEM

2022

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**CITY OF BETHLEHEM  
CASH BALANCE ANALYSIS  
2022 BUDGET**

	<b>General Fund</b>	<b>Water Fund</b>	<b>Sewer Fund</b>	<b>Golf Fund</b>	<b>Liquid Fuels Fund</b>	<b>Storm Water Fund</b>
<b>Cash Balance (Deficit) - 12/31/20*</b>	<b>\$17,487,221</b>	<b>\$ 5,726,829</b>	<b>\$ 7,303,491</b>	<b>\$ 854,387</b>	<b>\$1,065,848</b>	<b>\$ -</b>
2021 Actual & Estimated Revenues	83,200,295	21,451,500	17,182,062	2,314,000	2,797,822	3,550,000
2021 Actual & Estimated Expenditures	(83,147,046)	(21,272,572)	(17,120,174)	(2,034,236)	(2,754,909)	(1,158,799)
<b>Estimated Cash Balance (Deficit) - 12/31/21</b>	<b>\$17,540,470</b>	<b>\$ 5,905,757</b>	<b>\$ 7,365,379</b>	<b>\$1,134,151</b>	<b>\$1,108,761</b>	<b>\$2,391,201</b>
<b>2022 Budgeted Revenues</b>						
Real Estate Taxes	\$32,581,297	\$ -	\$ -	\$ -	\$ -	\$ -
Act 511 Taxes	15,593,000	-	-	-	-	-
City Licenses & Permits	3,227,800	-	-	-	-	-
Fines & Forfeits	415,000	-	-	-	-	-
Grants & Gifts	17,133,596	-	-	-	-	-
Departmental Earnings (Charges for Service)	6,747,000	22,779,800	16,750,148	1,956,313	-	6,011,357
Municipal Recreation	675,000	-	-	-	-	-
General Fund Charges	4,184,557	-	-	-	-	-
Returns & Allowances	2,342,750	-	-	-	-	-
Miscellaneous Revenues	550,000	-	-	-	-	-
Other Operating Revenues	9,800,000	845,200	974,852	-	-	-
Intergovernmental	-	-	-	-	2,399,415	-
<b>Total 2022 Budgeted Revenues</b>	<b>\$93,250,000</b>	<b>\$23,625,000</b>	<b>\$17,725,000</b>	<b>\$1,956,313</b>	<b>\$2,399,415</b>	<b>\$6,011,357</b>
<b>2022 Budgeted Expenditures</b>						
Personnel Costs	\$64,355,584	\$ 4,024,569	\$ 4,205,438	\$ 541,413	\$ 585,000	\$ 137,427
Materials & Supplies	1,546,696	668,675	940,120	226,950	450,000	6,836
Purchased Services	14,205,339	9,139,960	8,725,661	706,162	991,415	1,490,707
Equipment	1,036,252	204,530	125,911	206,313	373,000	4,012,077
Long-Term Debt	8,963,325	8,521,434	2,042,175	125,475	-	-
Civic Expenses	3,142,804	-	-	-	-	-
General Fund Charges	-	1,065,832	1,685,695	150,000	-	364,310
<b>Total 2022 Estimated Expenditures</b>	<b>\$93,250,000</b>	<b>\$23,625,000</b>	<b>\$17,725,000</b>	<b>\$1,956,313</b>	<b>\$2,399,415</b>	<b>\$6,011,357</b>
<b>Estimated Cash Balance (Deficit) - 12/31/22</b>	<b><u>\$17,540,470</u></b>	<b><u>\$ 5,905,757</u></b>	<b><u>\$ 7,365,379</u></b>	<b><u>\$1,134,151</u></b>	<b><u>\$1,108,761</u></b>	<b><u>\$2,391,201</u></b>

\* Source: City's audited general purpose financial statements

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**CITY OF BETHLEHEM  
GENERAL FUND  
FUND ANALYSIS SUMMARY**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget w/ Transfers</u>	<u>2021 Actual &amp; Estimated</u>	<u>2022 Budget</u>
<b>REVENUES:</b>							
<b>Real Estate Taxes</b>							
30011 Real Estate - Current	25,329,686	26,230,756	27,885,954	28,364,021	31,469,835	31,350,000	31,981,297
30050 Real Estate - Prior	650,956	686,553	652,086	524,377	600,000	550,000	600,000
<b>Total Real Estate Taxes</b>	<b>25,980,642</b>	<b>26,917,309</b>	<b>28,538,040</b>	<b>28,888,398</b>	<b>32,069,835</b>	<b>31,900,000</b>	<b>32,581,297</b>
<b>Act 511 Taxes</b>							
30102 Earned Income Taxes	8,586,982	8,663,901	9,096,596	8,898,390	9,200,000	9,150,000	9,553,000
30103 Deed Transfer Tax	1,468,122	1,664,417	1,926,006	1,571,382	1,500,000	1,550,000	1,565,000
30106 Local Services Tax	1,800,216	1,795,867	1,768,201	1,790,709	1,800,000	1,775,000	1,800,000
30108 Mercantile Tax	2,437,489	2,462,399	2,557,175	2,658,458	2,300,000	2,500,000	2,675,000
<b>Total Act 511 Taxes</b>	<b>14,292,809</b>	<b>14,586,584</b>	<b>15,347,978</b>	<b>14,918,939</b>	<b>14,800,000</b>	<b>14,975,000</b>	<b>15,593,000</b>
<b>City Licenses &amp; Permits</b>							
30201 City Licenses	26,642	23,260	25,000	25,605	30,000	25,000	30,000
30221 Permits	1,652,308	1,784,088	1,457,223	990,836	1,200,000	1,180,000	1,200,000
30231 Housing	-	-	603,255	768,754	1,000,000	950,000	1,000,000
30234 Liquor Licenses	-	70,135	24,800	25,600	32,800	26,000	32,800
30235 CATV Franchise	1,011,022	905,938	981,842	885,162	900,000	850,000	850,000
30236 Mercantile & Business Privilege	105,077	127,432	120,473	111,873	115,000	114,000	115,000
<b>Total City Licenses &amp; Permits</b>	<b>2,795,049</b>	<b>2,910,853</b>	<b>3,212,593</b>	<b>2,807,830</b>	<b>3,277,800</b>	<b>3,145,000</b>	<b>3,227,800</b>
<b>Fines &amp; Forfeits</b>							
30301 Magistrate Fines	378,721	386,048	445,880	456,829	400,000	400,000	415,000
<b>Total Fines &amp; Forfeits</b>	<b>378,721</b>	<b>386,048</b>	<b>445,880</b>	<b>456,829</b>	<b>400,000</b>	<b>400,000</b>	<b>415,000</b>

**CITY OF BETHLEHEM  
GENERAL FUND  
FUND ANALYSIS SUMMARY**

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers	2021 Actual & Estimated	2022 Budget
<b>Grants &amp; Gifts</b>							
30401 Utility Tax Reimbursement	40,658	41,171	38,176	42,987	40,000	40,000	40,000
30402 City Health	882,131	1,546,431	1,731,711	1,718,229	2,376,000	1,900,000	2,465,922
30403 County Bridge Aid	55,042	41,915	49,475	51,785	55,000	53,000	55,000
30404 Spur Route Lighting	38,918	-	5,080	3,118	5,000	4,000	5,000
30405 CARES Act	-	-	-	-	3,659,078	900,000	5,126,552
30409 Comm Development Reimb	273,435	326,607	381,148	244,010	335,000	305,000	335,000
30410 Lieu of Taxes	82,263	86,138	93,939	98,815	90,000	90,000	95,000
30411 BEDCO	-	2,000	-	38,659	-	-	-
30413 Recycling - Performance Grant	212,697	181,252	178,920	231,530	180,000	180,000	180,000
30414 Recycling - DEP Equipment	199,442	-	373,306	163,588	345,462	345,462	195,957
30415 Seat Belt Highway	18,489	21,360	17,351	13,171	-	-	-
30416 BRIA	-	11,503	-	29,174	47,700	45,000	150,000
30417 Bethlehem Housing Authority	307,807	264,625	436,887	438,749	375,000	370,000	375,000
30420 State Subsidy-Pension	3,854,133	3,887,769	4,157,845	4,012,924	4,200,000	3,972,474	4,100,000
30421 Lehigh Co Auto Theft Task Force	101,689	105,205	115,503	123,398	95,000	118,000	95,000
30422 DUI Overtime Grant	56,316	36,099	32,808	25,773	45,000	45,000	66,000
30424 Northampton Co Drug Task Force	3,284	4,811	3,151	162	15,000	7,500	15,000
30425 Law Enforcement Grant	23,430	24,491	-	971	-	2,650	-
30436 Police Grant/MPOETC	47,509	72,193	163,580	106,580	50,000	145,000	50,000
30440 Bullet Proof Vest	29,988	12,693	17,569	15,426	10,000	9,500	10,400
30443 FBI Funding-Overtime	-	38,092	16,236	19,220	20,000	15,000	18,000
30448 DEA-Task Force	16,717	18,281	19,659	13,818	18,000	15,000	18,000
30449 CARES Act - COVID	-	-	-	1,451,868	-	170,000	-
30450 PA Historical & Museum	-	-	-	-	22,000	22,000	-
30451 NC - Revitalization Grant	70,000	89,650	53,362	104,688	45,313	20,000	100,000
30452 Walk Works Grant	-	-	-	-	20,000	-	-
30453 Lehigh University	100,000	100,000	100,000	75,000	-	-	-
30456 Redevelopment Authority	25,000	25,000	-	-	33,922	33,922	33,000
30457 Keystone Communities	-	25,000	-	-	-	-	-
30458 Assistance to Firefighters Grant	-	-	13,155	-	-	-	-
30459 DCED - Municipal Assistance	-	43,231	-	-	-	-	-
30460 Certified Local Gov't Grant	-	-	-	-	-	-	7,500
30461 ARP Funding	-	-	-	-	-	-	3,500,000
30463 Liquor Control Board Grant	11,670	-	10,700	5,200	-	5,000	-
30464 Enterprise Zone Mgr - DCED	-	22,028	-	-	-	-	-
30465 Hotel Tax Grant	-	-	-	25,000	50,000	25,000	50,000
30467 EMSOF Grant (EMS)	-	-	-	5,017	-	28,700	-
30470 Police JAG	74,509	25,963	14,954	54,371	41,000	30,000	34,265
30478 PA DCED - Fire	14,625	14,910	-	12,879	13,000	14,000	13,000
<b>Total Grants &amp; Gifts</b>	<b>6,539,752</b>	<b>7,068,418</b>	<b>8,024,515</b>	<b>9,126,110</b>	<b>12,186,475</b>	<b>8,911,208</b>	<b>17,133,596</b>

**CITY OF BETHLEHEM  
GENERAL FUND  
FUND ANALYSIS SUMMARY**

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers	2021 Actual & Estimated	2022 Budget
<b>Departmental Earnings</b>							
30501 Rents, Right of Way	110,632	109,560	130,101	108,809	100,000	105,000	100,000
30503 Sundry Health	36,730	63,442	45,873	7,226	50,000	20,000	25,000
30503L Food Licenses	164,695	162,039	156,569	122,155	160,000	155,000	160,000
30504 Street/Survey/Engineer Charges	32,295	7,012	6,066	9,511	10,000	10,000	10,000
30507 Garage Rentals	17,233	16,803	16,690	16,237	17,000	17,000	17,000
30509 Roster Duty Charges	544,026	622,780	613,534	347,030	450,000	440,000	430,000
30512 Misc Police/Fire/EMS	323,659	320,771	349,959	265,998	310,000	305,000	310,000
30514 Special Event OT - Police	143,264	39,405	57,751	859	50,000	25,000	50,000
30517 Zoning & Inspection Fees	34,844	38,040	79,295	67,260	55,000	80,000	75,000
30518 Planning Fees	36,820	54,000	17,400	11,570	50,000	30,000	25,000
30519 Ambulance Fees	2,957,897	2,787,653	3,259,530	2,513,836	3,010,000	2,850,000	3,000,000
30520 Recycling	2,135,175	2,073,288	2,132,067	2,137,916	2,118,500	2,110,000	2,118,500
30520A Recycling-Sale of Materials	179,018	162,365	104,795	49,178	100,000	100,000	100,000
30520B Recycling-Miscellaneous	8,133	11,814	6,325	7,561	8,000	7,500	8,000
30520C Recycling-Compost	33,368	34,520	32,973	31,150	40,000	35,000	35,000
30520H Hanover Township	-	-	-	-	-	-	50,000
30520P Delinquent Recycling	11,994	17,515	11,938	14,549	8,500	10,000	8,500
30522 Communication Rental Income	221,172	222,702	218,482	236,227	225,000	220,000	225,000
<b>Total Departmental Earnings</b>	<b>6,990,955</b>	<b>6,743,709</b>	<b>7,239,348</b>	<b>5,947,072</b>	<b>6,762,000</b>	<b>6,519,500</b>	<b>6,747,000</b>
<b>Municipal Recreation</b>							
30601 Municipal Enterprise	150,000	150,000	150,000	150,000	150,000	150,000	150,000
30602 Self-Sustaining Activity	2,785	8,369	3,160	790	5,000	3,000	5,000
30603 Recreation Fees	93,107	75,637	94,395	6,802	90,000	85,000	90,000
30604 Swimming Fees	123,627	97,817	122,819	-	140,000	218,000	190,000
30605 Skating Rink	244,082	240,025	235,084	189,335	250,000	225,000	240,000
<b>Total Municipal Recreation</b>	<b>613,601</b>	<b>571,848</b>	<b>605,458</b>	<b>346,927</b>	<b>635,000</b>	<b>681,000</b>	<b>675,000</b>
<b>General Fund Charges</b>							
30702 Operations for Water	1,065,832	1,065,832	1,065,832	1,065,832	1,065,832	1,065,832	1,065,832
30703 Operations for Sewer	1,685,695	1,685,695	1,685,695	1,685,695	1,685,695	1,685,695	1,685,695
30704 Operations for Parking	43,188	49,161	57,070	16,823	45,000	30,000	25,000
30705 Operations for Storm Water	-	-	-	-	364,310	364,310	364,310
30706 Treasurer's Office	75,780	81,755	84,855	96,285	80,000	85,000	80,000
30707 Bethlehem Public Library	128,138	132,179	133,826	138,915	136,000	136,000	138,720
30710 School District	361,914	474,103	467,704	421,355	450,000	425,000	425,000
30713 Bethlehem Parking Authority	500,000	475,000	450,000	425,000	400,000	400,000	400,000
<b>Total General Fund Charges</b>	<b>3,860,547</b>	<b>3,963,725</b>	<b>3,944,982</b>	<b>3,849,905</b>	<b>4,226,837</b>	<b>4,191,837</b>	<b>4,184,557</b>
<b>Returns &amp; Allowances</b>							
30800 Returns & Allowances	255,833	302,019	216,723	185,570	375,000	260,000	375,000
30807 Northampton County - 9-1-1	-	-	-	341,750	341,750	341,750	341,750
30820 Sewer - Landfill Payment	400,000	400,000	400,000	400,000	400,000	400,000	400,000
30840 Festival Reimbursement	120,000	121,500	123,000	-	126,000	50,000	126,000
30880 Pension Debt Reimbursement	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
<b>Total Returns &amp; Allowances</b>	<b>1,875,833</b>	<b>1,923,519</b>	<b>1,839,723</b>	<b>2,027,320</b>	<b>2,342,750</b>	<b>2,151,750</b>	<b>2,342,750</b>

**CITY OF BETHLEHEM  
GENERAL FUND  
FUND ANALYSIS SUMMARY**

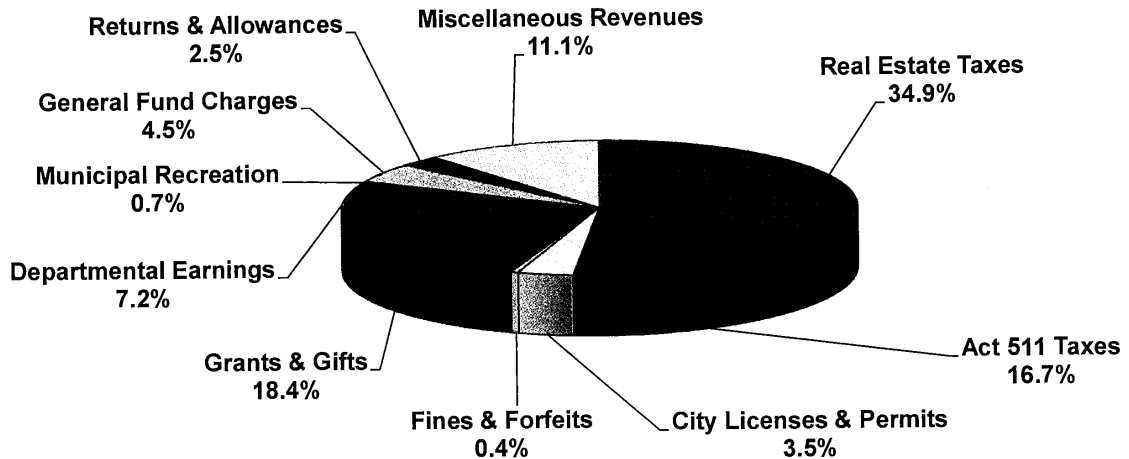
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers	2021 Actual & Estimated	2022 Budget
<b>Investment Interest</b>							
30850 Investment Interest	104,022	328,407	465,946	119,385	275,000	75,000	75,000
<b>Total Investment Interest</b>	<b>104,022</b>	<b>328,407</b>	<b>465,946</b>	<b>119,385</b>	<b>275,000</b>	<b>75,000</b>	<b>75,000</b>
<b>Miscellaneous Revenues</b>							
308901 Cash Balance	-	-	-	-	1,000,000	500,000	-
30900 Miscellaneous Revenues	65,780	85,771	65,553	73,295	85,000	75,000	85,000
30904 Escrow	-	-	-	-	31,565	-	15,000
30914 First Responder's Fee	506,787	394,208	474,255	169,156	225,000	200,000	375,000
30927 Host Fee	9,751,426	9,745,781	9,779,202	9,580,294	9,525,000	9,475,000	9,800,000
<b>Total Miscellaneous Revenues</b>	<b>10,323,993</b>	<b>10,225,760</b>	<b>10,319,010</b>	<b>9,822,745</b>	<b>10,866,565</b>	<b>10,250,000</b>	<b>10,275,000</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>73,755,924</b>	<b>75,626,180</b>	<b>79,983,473</b>	<b>78,311,460</b>	<b>87,842,262</b>	<b>83,200,295</b>	<b>93,250,000</b>
<b>EXPENDITURES BY BUREAU:</b>							
Elected Officials	980,794	1,000,666	1,041,751	1,030,628	1,096,201	1,093,526	1,132,111
Administration	1,804,803	1,794,910	1,807,388	1,990,099	2,071,375	2,038,875	2,081,368
Community & Econ Development	5,460,265	5,729,806	6,421,943	7,120,886	11,685,251	8,152,786	13,117,490
Public Works	9,701,777	10,009,847	10,499,200	9,913,504	10,685,928	10,403,772	10,687,649
Police	15,721,802	15,647,354	16,112,689	15,368,769	16,554,231	16,379,035	17,091,810
Fire	10,641,440	10,840,295	11,447,468	11,311,076	11,891,041	11,815,611	12,305,338
General Expenses	18,963,065	19,665,729	24,652,973	22,093,769	24,906,656	24,326,868	25,985,887
Civic Expenses	1,459,356	1,520,230	1,549,241	1,510,748	1,603,574	1,588,568	3,142,804
Debt Service	5,370,152	6,271,964	6,266,229	6,679,529	7,348,005	7,348,005	7,705,543
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>70,103,454</b>	<b>72,480,801</b>	<b>79,798,882</b>	<b>77,019,008</b>	<b>87,842,262</b>	<b>83,147,046</b>	<b>93,250,000</b>
<b>EXPENDITURES BY CATEGORY:</b>							
Personnel Costs	52,069,114	52,916,816	57,532,236	57,014,277	62,665,456	61,443,334	64,355,584
Materials & Supplies	1,296,890	1,497,463	1,495,356	1,287,973	1,528,598	1,433,565	1,546,696
Purchased Services	7,899,579	8,412,804	10,781,463	8,528,949	12,451,790	9,116,860	14,205,339
Equipment	750,298	604,913	916,737	737,068	989,025	960,900	1,036,252
Long-Term Debt	6,628,717	7,528,575	7,523,849	7,939,993	8,603,819	8,603,819	8,963,325
Civic Expenses	1,459,356	1,520,230	1,549,241	1,510,748	1,603,574	1,588,568	3,142,804
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>70,103,954</b>	<b>72,480,801</b>	<b>79,798,882</b>	<b>77,019,008</b>	<b>87,842,262</b>	<b>83,147,046</b>	<b>93,250,000</b>



**CITY OF BETHLEHEM  
GENERAL FUND  
REVENUE SUMMARY**

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers	2021 Actual & Estimated	2022 Budget
Real Estate Taxes	\$25,980,642	\$26,917,309	\$28,538,040	\$28,888,398	\$32,069,835	\$31,900,000	\$32,581,297
Act 511 Taxes	14,292,809	14,586,584	15,347,978	14,918,939	14,800,000	14,975,000	15,593,000
City Licenses & Permits	2,795,049	2,910,853	3,212,593	2,807,830	3,277,800	3,145,000	3,227,800
Fines & Forfeits	378,721	386,048	445,880	456,829	400,000	400,000	415,000
Grants & Gifts	6,539,752	7,068,418	8,024,515	9,126,110	12,186,475	8,911,208	17,133,596
Departmental Earnings	6,990,955	6,743,709	7,239,348	5,947,072	6,762,000	6,519,500	6,747,000
Municipal Recreation	613,601	571,848	605,458	346,927	635,000	681,000	675,000
General Fund Charges	3,860,547	3,963,725	3,944,982	3,849,905	4,226,837	4,191,837	4,184,557
Returns & Allowances	1,875,833	1,923,519	1,839,723	2,027,320	2,342,750	2,151,750	2,342,750
Investment Interest	104,022	328,407	465,946	119,385	275,000	75,000	75,000
Miscellaneous Revenues	10,323,993	10,225,760	10,319,010	9,822,745	10,866,565	10,250,000	10,275,000
<b>Total Revenues</b>	<b>\$73,755,924</b>	<b>\$75,626,180</b>	<b>\$79,983,473</b>	<b>\$78,311,460</b>	<b>\$87,842,262</b>	<b>\$83,200,295</b>	<b>\$93,250,000</b>

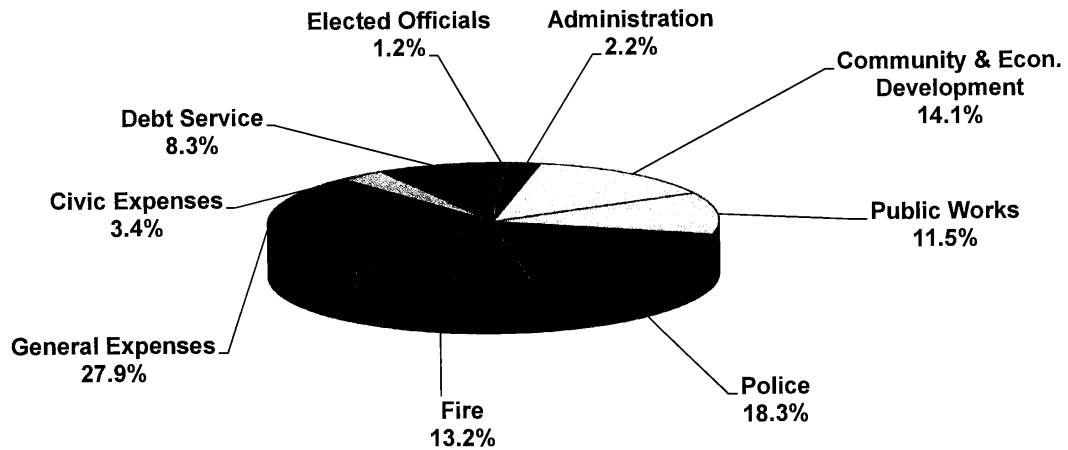
## General Fund Revenues



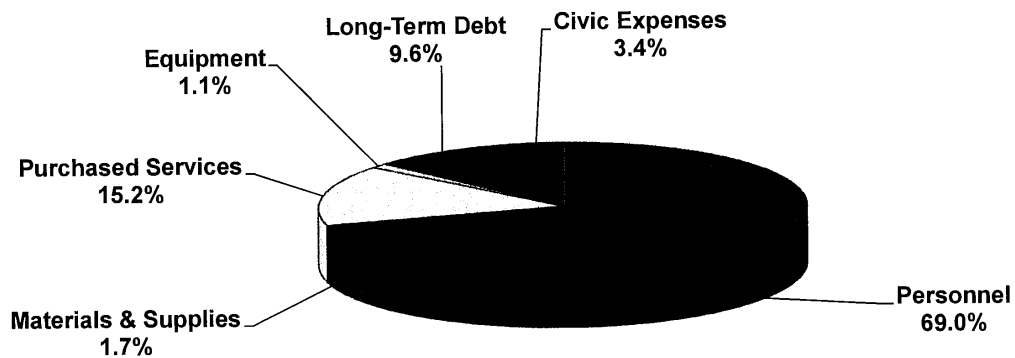
**CITY OF BETHLEHEM  
GENERAL FUND  
BUREAU RESOURCE SUMMARY**

Bureau		Personnel	Materials & Supplies	Purchased Services	Equipment	Long-Term Debt	Civic Expenses	Total
0101	Council	\$ 223,075	\$ -	\$ 14,075	\$ -	\$ -	\$ -	\$ 237,150
0102	Mayor	280,500	500	22,000	-	-	-	303,000
0103	Controller	228,600	600	2,050	-	-	-	231,250
0104	Treasurer	2,200	-	-	-	-	-	2,200
0105	Law	349,511	-	9,000	-	-	-	358,511
<b>Elected Officials</b>		<b>1,083,886</b>	<b>1,100</b>	<b>47,125</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,132,111</b>
0201	Administration	218,135	-	39,000	-	-	-	257,135
0202	Information Services	281,186	6,000	329,500	61,750	-	-	678,436
0203	Financial Services	433,150	1,000	3,100	-	-	-	437,250
0205	Purchasing	154,811	1,100	14,500	-	-	-	170,411
0206	Taxes	104,259	-	69,000	-	-	-	173,259
0207	Human Resources	276,377	1,500	87,000	-	-	-	364,877
<b>Administration</b>		<b>1,467,918</b>	<b>9,600</b>	<b>542,100</b>	<b>61,750</b>	<b>-</b>	<b>-</b>	<b>2,081,368</b>
0301	Administration	616,428	300	6,000	-	-	-	622,728
0302	Health	1,647,480	4,200	6,107,794	-	-	-	7,759,474
0303	Code Enforcement	483,679	6,050	32,570	15,000	-	-	537,299
0304	Community Development	426,416	1,100	213,190	-	-	-	640,706
0305	Planning & Zoning	279,109	1,175	181,550	-	-	-	461,834
0307	Recycling	590,889	43,964	1,698,272	217,730	-	-	2,550,855
0309	Housing Inspections	491,837	10,910	21,800	20,047	-	-	544,594
<b>Community &amp; Econ. Development</b>		<b>4,535,838</b>	<b>67,699</b>	<b>8,261,176</b>	<b>252,777</b>	<b>-</b>	<b>-</b>	<b>13,117,490</b>
0501	Administration	255,154	1,227	1,800	-	-	-	258,181
0502	Engineering	889,393	16,695	33,450	10,399	-	-	949,937
0503	Streets	951,959	114,962	49,980	22,520	-	-	1,139,421
050301	Urban Forestry	82,926	2,637	43,800	6,450	-	-	135,813
0504	Mechanical Maintenance	776,845	75,855	521,384	20,500	-	-	1,394,584
0505	Electrical Maintenance	619,835	49,364	1,170,954	49,000	375,550	-	2,264,703
0506	Traffic Maintenance	236,267	50,450	1,850	20,271	-	-	308,838
0507	Facilities	1,026,847	130,630	1,109,554	7,060	-	-	2,274,091
0508	Grounds Maintenance	1,192,214	62,405	71,154	92,718	-	-	1,418,491
0509	Recreation	482,390	21,850	37,350	2,000	-	-	543,590
<b>Public Works</b>		<b>6,513,830</b>	<b>526,075</b>	<b>3,041,276</b>	<b>230,918</b>	<b>375,550</b>	<b>-</b>	<b>10,687,649</b>
0601	Police	14,915,191	548,900	375,777	425,507	-	-	16,265,375
0602	Service Center	563,351	1,800	34,500	-	-	-	599,651
0603	Records Room	222,814	2,100	1,870	-	-	-	226,784
<b>Police</b>		<b>15,701,356</b>	<b>552,800</b>	<b>412,147</b>	<b>425,507</b>	<b>-</b>	<b>-</b>	<b>17,091,810</b>
0701	Fire	9,414,788	229,004	115,600	35,500	-	-	9,794,892
0702	EMS	2,233,313	108,418	138,915	29,800	-	-	2,510,446
<b>Fire</b>		<b>11,648,101</b>	<b>337,422</b>	<b>254,515</b>	<b>65,300</b>	<b>-</b>	<b>-</b>	<b>12,305,338</b>
0801	General Expenses	23,404,655	52,000	1,647,000	-	882,232	-	25,985,887
<b>General Expenses</b>		<b>23,404,655</b>	<b>52,000</b>	<b>1,647,000</b>	<b>-</b>	<b>882,232</b>	<b>-</b>	<b>25,985,887</b>
0901	Civic Expenses	-	-	-	-	-	3,142,804	3,142,804
<b>Civic Expenses</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,142,804</b>	<b>3,142,804</b>
1001	Debt Service	-	-	-	-	7,705,543	-	7,705,543
<b>Debt Service</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,705,543</b>	<b>-</b>	<b>7,705,543</b>
<b>TOTAL GENERAL FUND</b>		<b>\$ 64,355,584</b>	<b>\$ 1,546,696</b>	<b>\$ 14,205,339</b>	<b>\$ 1,036,252</b>	<b>\$ 8,963,325</b>	<b>\$ 3,142,804</b>	<b>\$ 93,250,000</b>

## General Fund Expenditures By Department

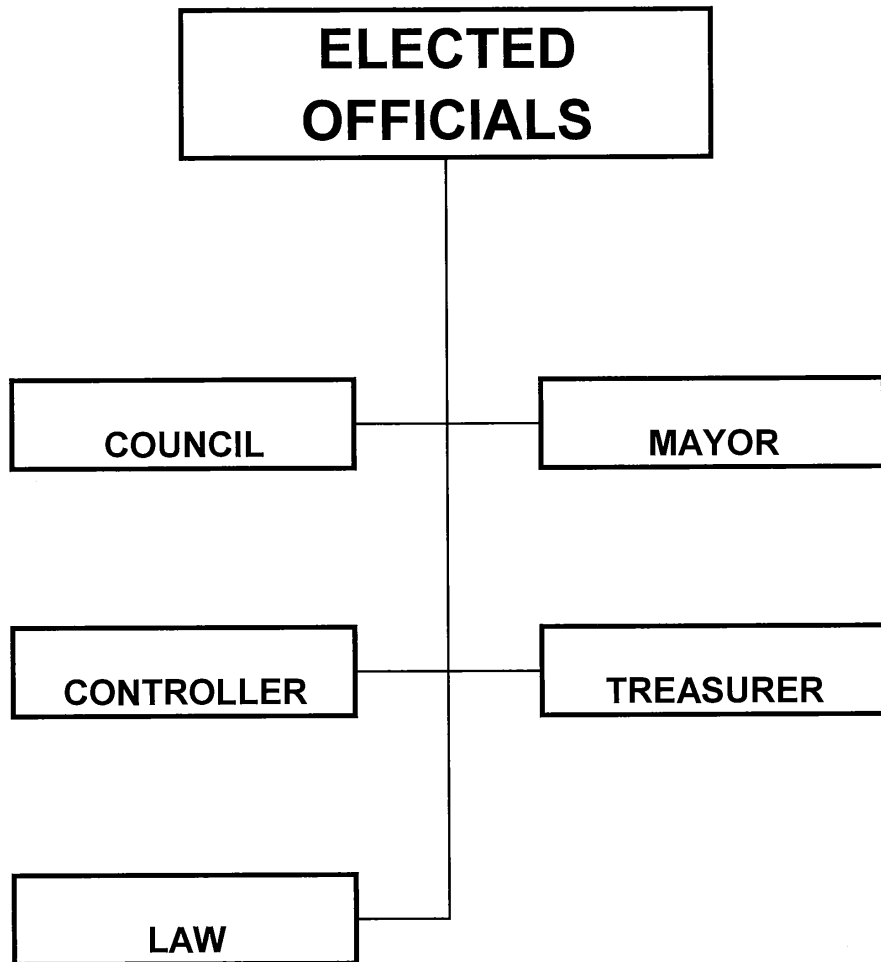


## General Fund Expenditures By Category



**CITY OF BETHLEHEM  
GENERAL FUND  
SUMMARY OF POSITIONS**

<b>Bureau</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Budget w/ Transfers</b>	<b>2021 Actual &amp; Estimated</b>	<b>2022 Budget</b>
0101 Council	10	10	10	10	10	10	10
0102 Mayor	3	3	3	3	3	3	3
0103 Controller	3	3	3	3	3	3	3
0104 Treasurer	1	1	1	1	1	1	1
0105 Law	5	5	5	5	5	5	5
<b>Elected Officials</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>
0201 Administration	2	2	2	2	2	2	2
0202 Information Services	4	4	4	4	5	5	5
0203 Financial Services	6	6	6	6	6	6	6
0205 Purchasing	2	2	2	2	2	2	2
0206 Taxes	2	1	1	1	1	1	1
0207 Human Resources	4	3	3	3	3	3	3
<b>Administration</b>	<b>20</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>19</b>	<b>19</b>	<b>19</b>
0301 Administration	7	7	7	7	7	7	8
0302 Health	8	8	8	8	8	8	8
0303 Code Enforcement	6	6	6	6	6	6	6
0304 Community Development	2	2	2	2	3	3	3
0305 Planning & Zoning	3	3	3	3	3	3	3
0307 Recycling	3	3	3	3	3	3	3
0309 Housing Inspections	2	2	2	5	5	5	5
<b>Community &amp; Econ. Development</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>34</b>	<b>35</b>	<b>35</b>	<b>36</b>
0501 Administration	3	3	3	3	3	3	3
0502 Engineering	12	12	12	12	12	12	12
0503 Streets	27	27	27	27	27	27	29
050301 Urban Forestry	1	1	1	1	1	1	1
0504 Mechanical Maintenance	11	11	11	11	11	11	11
0505 Electrical Maintenance	8	8	8	8	8	8	8
0506 Traffic Maintenance	3	3	3	3	3	3	3
0507 Facilities	12	12	13	13	13	13	13
0508 Grounds Maintenance	19	19	21	21	21	21	21
0509 Recreation	6	6	3	3	3	3	3
<b>Public Works</b>	<b>102</b>	<b>102</b>	<b>102</b>	<b>102</b>	<b>102</b>	<b>102</b>	<b>104</b>
0601 Police	154	154	154	154	154	154	154
0602 Service Center	-	-	-	15	13	13	12
0603 Records Room	4	4	4	4	4	4	4
<b>Police</b>	<b>158</b>	<b>158</b>	<b>158</b>	<b>173</b>	<b>171</b>	<b>171</b>	<b>170</b>
0701 Fire	110	110	110	110	106	106	106
0702 EMS	23	23	23	23	23	23	23
<b>Fire</b>	<b>133</b>	<b>133</b>	<b>133</b>	<b>133</b>	<b>129</b>	<b>129</b>	<b>129</b>
<b>TOTAL GENERAL FUND</b>	<b>466</b>	<b>464</b>	<b>464</b>	<b>482</b>	<b>478</b>	<b>478</b>	<b>480</b>



## BUREAU DETAIL

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**Bureau:** Council

**No:** 0101

**Department:** Elected Officials

**No:** 0010

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### Bureau Description:

The Office of City Council/City Clerk manages City Council operations and the legislative process and performs activities related to Council meetings, legislative and policy proposals, financial oversight, legal advertising, correspondence, and other operations. The Office is the liaison between City Council and the Mayor, the Administration, other political bodies, citizens, and City Authorities, Boards, and Commissions. Legislative functions include review and adoption of the Mayor's proposed budget, legislative research, developing policy and legislation, codification of the City's laws, and holding financial oversight and other hearings. Records management includes preparing and retaining legislation, legislative history, meeting minutes, reports, and campaign finance reports and filings, and managing the City's Codified Ordinances.

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### Goals and Objectives:

- To adopt ordinances and resolutions in fulfillment of legislative duties for the betterment of the City.
- To review and authorize expenditures for the Budget and approve tax rates and issuance of municipal debt.
- To provide for an annual audit of City finances and conduct financial oversight of the City Administration.
- To initiate policy and legislative proposals for the City's governance.
- To review proposals for the effective operation of the City submitted by the Administration and City Council.
- To conduct public hearings on various matters.
- To respond to citizen concerns and questions.
- To set salaries for elected officials.
- To make selected appointments to City Authorities, Boards, and Commissions.
- To confirm the Mayor's appointments to City Authorities, Boards, and Commissions.

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### Prior Year Achievements:

- Conducted 24 regular City Council meetings.
  - Conducted more than 16 Committee meetings.
  - Adopted more than 36 ordinances and more than 200 resolutions.
  - Increased transparency by live streaming Council meetings and posting meeting audio files and videos.
  - Conducted Public Safety Committee meeting on proposed Police Department reorganization.
  - Conducted Council oversight meetings of Coronavirus Aid, Relief, and Economic Security (CARES) Act funds.
  - Considered multiple zoning map and zoning text amendments including text amendments related to the former Martin Tower site, establishing a student housing zoning overlay district, first floor commercial uses in the CB and CL zoning districts, and multi-family dwellings in the CB and CL zoning districts.
  - Conducted Financial Accountability Incentive Reporting (FAIR) hearing to evaluate effectiveness of economic development incentives and increase financial transparency.
  - Conducted Public Works committee meetings on (a) proposed ordinance titled Determination of Storm Water User Fee Credits and Appealing Storm Water Fee Determinations; (b) proposed Responsible Contracting Ordinance; (c) proposed bid preference ordinance; and (c) City land transfers.
  - Conducted Finance Committee meetings on budget adjustments, transfers, and other financial matters.
  - Conducted Community Development Committee meetings on proposed third party inspections ordinance and review of economic development incentive evaluation reports.
  - Reviewed and approved inter-municipal liquor license transfers.
  - Authorized contract requests, certificates of appropriateness, and use permit agreements.
  - Approved Community Development Block Grant/HOME allocations.
  - Amended Article 1739 (Regulated Rental Units) with respect to the timing inspections and payment of fees.
  - Amended Article 913 (Water Rates and Charges) to modify water rates and charges.
  - Established Article 929A Determination of Storm Water User Fee Credits and Appealing Fee Determinations
  - Adopted Resolution approving the City's Analysis of Impediments to Fair Housing Choice.
  - Adopted resolution urging the City to incentivize operation of a grocery store at the Ahart's Market site in order to promote equity and protect the health and well-being of individuals and families in South Bethlehem.
  - Adopted resolution designating the Chimney Swift as the official Bird of the City of Bethlehem.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL  
DEPT 0010 ELECTED OFFICIALS  
BUREAU 0101 COUNCIL**

		2017	2018	2019	2020	2021	2021	2022			
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget			
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	NC	Council President	1	1	1	1	7,600	1	7,600	1	7,600
	NC	Councilperson	6	6	6	6	42,600	6	42,600	6	42,600
	NC	Attorney for Council	1	1	1	1	24,987	1	24,987	1	24,987
	NC	City Clerk	1	1	1	1	72,601	1	72,601	1	72,601
	TAMS	Assistant City Clerk	1	1	1	1	64,787	1	64,787	1	64,787
Total Positions		10	10	10	10	10	212,575	10	212,575	10	212,575
Account Detail											
40001	SALARIES	197,007	198,935	204,886	209,392	212,575	212,575	212,575			
40002	LONGEVITY	-	-	100	-	-	-	-			-
40003	OVERTIME	290	568	-	-	500	-	-			500
40004	TEMPORARY HELP	33,038	36,875	18,060	-	5,000	5,000	10,000			10,000
Personnel		230,335	236,378	223,046	209,392	218,075	217,575	223,075			
42040	ADVERTISING AND PRINTING	4,802	6,410	2,888	12,020	13,000	12,000	8,000			
42055	PROFESSIONAL SERVICES	47,050	48,390	52,884	520	2,640	2,500	2,640			
42060	OTHER EXPENSES	3,426	1,588	2,205	2,186	2,935	2,900	2,935			
42064	EQUIPMENT MAINTENANCE	-	-	499	499	500	500	500			
Purchased Services		55,278	56,388	58,476	15,225	19,075	17,900	14,075			
Total	CITY COUNCIL	285,613	292,766	281,522	224,617	237,150	235,475	237,150			

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0010 - ELECTED OFFICIALS  
BUREAU - 0101 - COUNCIL

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	500	OVERTIME 500 - ASSISTANT CITY CLERK OVERTIME FOR AFTER HOURS MEETINGS
40004	10,000	TEMPORARY HELP 10,000 - TEMPORARY HELP FOR CLERK'S OFFICE
42040	8,000	ADVERTISING AND PRINTING 8,000 - LEGAL ADVERTISEMENTS
42055	2,640	PROFESSIONAL SERVICES 400 - COUNTY RECORDERS' FEES 240 - LAW LIBRARY FILING FEES 2,000 - MICROFILMING/DIGITIZING
42060	2,935	OTHER EXPENSES 140 - EXPRESS TIMES 210 - MORNING CALL 1,000 - MISCELLANEOUS OFFICE AND MEETING EXPENSES 185 - DUES - INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS 350 - CITY DIRECTORY - POLK 500 - INSTITUTE OF MUNICIPAL CLERKS 400 - MINUTE/RESOLUTION/ORDINANCE BOOK 150 - EAC - MISCELLANEOUS EXPENSES
42064	500	EQUIPMENT MAINTENANCE 500 - SOFTWARE MAINTENANCE - CLERKS INDEX



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## BUREAU DETAIL

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**Bureau:** Mayor

**No:** 0102

**Department:** Elected Officials

**No:** 0010

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### Bureau Description:

This bureau is the responsibility of the Executive Branch of City government, which includes the supervision of all departments that deal with the health, safety, and the general welfare of the residents of the community. Responsibilities of the bureau include the consideration of legislation and co-execution of all bonds, notes, contracts, and written obligations with City Council and the City Controller.

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### Goals and Objectives:

- To represent the City's interest on City, County, State, and Federal levels of government.
- To provide open and transparent government to the City's residents.
- To provide fiscal discipline.
- To deliver the highest quality of Public Safety services.
- To focus on bringing new businesses, jobs, and residents to the City in order to continue to grow our tax base.
- To focus on building/strengthening community partnerships.
- To focus on Quality of Life/Quality Neighborhood issues.

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### Prior Year Achievements:

- Worked with all departments to mitigate the impact of COVID-19 within City Hall and throughout the community.
  - Engaged the residents of Bethlehem and provided COVID information (protocols, counts, regulations through website and social media) throughout the pandemic.
  - Supported qualifying local businesses with grants through the Small Business Economic Relief Fund.
  - Supported local businesses with parklets and road closures to increase outdoor dining capacity during pandemic.
  - World Heritage Transnational Cooperation Agreement signed 9/15/21 (Bethlehem, Gracehill, & Hernhut).
  - State Minister Michelle Müntefering presented a letter of cooperation from the German government 10/18/21.
  - Two new ambulances for the EMS fleet.
  - COVID-19 vaccination clinics BHB & Moravian University and Wind Creek.
  - Created and released two seasonal Bethlehem Newsletters.
  - 100<sup>th</sup> Annual Bethlehem Halloween Parade.
  - Released the City's Climate Action Plan.
  - Welcomed Nike to Majestic Realty.
  - Ribbon cutting for new playground equipment on the Greenway.
  - Integrated City Water Control into the Bethlehem Service Center.
  - Worked with Business Administrator, Director of Budget & Finance, and Financial Advisory Committee to update the 5 year financial plan.
  - Dedicated the Mayor Ken Smith Sand Island Recreational Facility.
  - Completed construction of Memorial pool, ribbon cutting reopening June 11, 2021.
  - Completed major changes to Municipal Golf Course resulting in increased revenue.
  - Promoted the pothole and graffiti hotlines.
  - Continued with the implementation of the Northside 2027 program.
  - Health Bureau Accreditation through the Public Health Accreditation Board.
  - Water Filtration Plant 13<sup>th</sup> consecutive AWOP award.
  - Continued to improve the City's website.
  - Supported Mayor's Against Illegal Guns.
  - Livability designated Bethlehem as one of the top 100 places to live.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

FUND 001 GENERAL  
DEPT 0010 ELECTED OFFICIALS  
BUREAU 0102 MAYOR

		2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers	2021 Actual & Estimated	2022 Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
NC	Mayor	1	1	1	1	1 90,500	1 90,500	1 90,500
NC	Dir. Of Mayor's Initiatives	1	1	1	1	1 66,746	1 66,746	1 75,000
NC	Dir. Of Equity & Inclusion	1	1	1	1	1 64,788	1 64,788	1 75,000
Total Positions		3	3	3	3	3 222,034	3 222,034	3 240,500
Account Detail								
40001	SALARIES	189,907	188,013	201,787	213,918	222,034	222,034	240,500
40002	LONGEVITY	-	95	-	-	-	-	-
40004	TEMPORARY HELP	1,350	17,668	24,841	31,065	36,770	36,770	40,000
Personnel		191,257	205,776	226,628	244,983	258,804	258,804	280,500
41013	OFFICE EXPENSE	616	484	722	252	500	500	500
Materials & Supplies		616	484	722	252	500	500	500
42055	PROFESSIONAL SERVICES	-	-	-	-	-	-	18,000
42060	OTHER EXPENSES	2,502	1,915	3,505	2,326	3,500	3,400	3,500
420607	CITY EVENTS	166	1,039	1,092	99	500	500	500
Purchased Services		2,668	2,954	4,597	2,425	4,000	3,900	22,000
Total	MAYOR	194,541	209,214	231,947	247,660	263,304	263,204	303,000

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0010 - ELECTED OFFICIALS  
 BUREAU - 0102 - MAYOR

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	40,000	TEMPORARY HELP 40,000 - EXECUTIVE ASSISTANT TO THE MAYOR
41013	500	OFFICE EXPENSE 500 - PURCHASE OF OFFICE SUPPLIES THAT ARE NOT NORMALLY STOCKED BY THE PURCHASING BUREAU
42055	18,000	PROFESSIONAL SERVICES 18,000 - INFORMATION OFFICER/COMMUNICATION SUPPORT
42060	3,500	OTHER EXPENSES 2,335 - CONFERENCES 365 - SUBSCRIPTIONS 800 - GIFTS
420607	500	CITY EVENTS 500 - SISTER CITY ACTIVITIES/GIFTS, STATE OF THE CITY, ETC.

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## BUREAU DETAIL

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**Bureau:** Controller

**No:** 0103

**Department:** Elected Officials

**No:** 0010

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### Bureau Description:

This Bureau provides professional, independent oversight and monitoring of the City's financial operations as a fiduciary agent of the taxpayers. Services include the review of all purchase orders, contracts and checks prior to payment. In addition the Bureau reviews policies and procedures in order to make recommendations to the Administration and to City Council.

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### Goals and Objectives:

- Ensure that all Contracts and Purchase Orders precede the transactional commitment and check for availability of city funds.
  - Continue review of Pension Investment policies, manager insurance coverage and fee structures.
  - Review of Petty Cash and other cash handling procedures for compliance and suggested improvements.
  - Continue oversight and review of outstanding Miscellaneous Accounts Receivables.
  - Review contracts, professional service agreements, change orders and other legally binding documents prior to execution.
  - Continue to review casino revenue collections and compare to the 2022 budget.
  - Continue monitoring of guidelines and usage for Purchasing Cards (P-Cards).
  - Follow-up with City Administration regarding the Independent CPA's audit recommendations as to procedure changes and compliance.
  - Prepare and distribute to Council and the Administration a quarterly financial review on many of the topics listed above. This report is also made public on the city website.
  - Collaborate with the Administration to establish updated policies and procedures for travel, travel advances, capital purchases and other needed areas.
- 

### Prior Year Achievements:

- Attended City Council and Committee meetings as appropriate.
  - Served on city-wide committees, task forces and the Pension Board.
  - Continued to track confirming Purchase Orders for the Purchasing Council and the Quarterly Reports.
  - Reviewed Miscellaneous Accounts Receivable and other A/R as needed.
  - Reviewed casino host fee revenue and verified the City's collection of funds.
  - Monitored the Controller's tip hotline.
  - Reviewed reports produced by the Pension Board's consultant and fund manager.
  - Continued review of Pension Investment policies, manager insurance coverage and fee structures and making appropriate recommendations.
  - Reviewed projected year-end financial results.
  - Continued quarterly reports to City Council and Administration regarding contracts, cash usage, and purchase orders including confirming Purchase Orders.
  - Reviewed Budgets Exceeded reports and follow-up as needed.
  - Monitored collection of Developer Agreement Fees ensuring collection of payments on a timely basis.
  - Requested multiple sales tax reimbursements.
  - Updated Petty Cash Policy.
  - Updated Travel Expense Reimbursement Policy.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL  
DEPT 0010 ELECTED OFFICIALS  
BUREAU 0103 CONTROLLER**

		2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers	2021 Actual & Estimated	2022 Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
NC	Controller	1	1	1	1	1 49,000	1 49,000	1 49,000
TAMS	Deputy City Controller	1	1	1	1	1 83,698	1 83,698	1 83,298
TAMS	Account Clerk II	1	1	1	1	1 64,788	1 64,788	1 64,887
<b>Total Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3 197,486</b>	<b>3 197,486</b>	<b>3 197,185</b>
Account Detail								
40001	SALARIES	184,144	173,804	178,116	188,058	196,486	196,486	196,485
40002	LONGEVITY	1,425	665	800	900	1,000	1,000	700
40004	TEMPORARY HELP	22,980	23,892	26,420	27,257	35,000	35,000	31,415
<b>Personnel</b>		<b>208,549</b>	<b>198,361</b>	<b>205,336</b>	<b>216,215</b>	<b>232,486</b>	<b>232,486</b>	<b>228,600</b>
41013	OFFICE EXPENSE	54	68	207	-	600	500	600
<b>Materials &amp; Supplies</b>		<b>54</b>	<b>68</b>	<b>207</b>	<b>-</b>	<b>600</b>	<b>500</b>	<b>600</b>
42032	TRAINING/CONT. EDUCATION	1,156	-	1,169	18	1,500	1,250	1,500
42060	OTHER EXPENSES	248	141	388	125	550	500	550
<b>Purchased Services</b>		<b>1,404</b>	<b>141</b>	<b>1,557</b>	<b>143</b>	<b>2,050</b>	<b>1,750</b>	<b>2,050</b>
<b>Total</b>	<b>CONTROLLER</b>	<b>210,007</b>	<b>198,570</b>	<b>207,100</b>	<b>216,358</b>	<b>235,136</b>	<b>234,736</b>	<b>231,250</b>

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0010 - ELECTED OFFICIALS  
BUREAU - 0103 - CONTROLLER

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	31,415	TEMPORARY HELP 31,415 - PART TIME POSITION, ADDITIONAL FOR STAFF ABSENCES
41013	600	OFFICE EXPENSE 600 - MISCELLANEOUS OFFICE SUPPLIES, PRINTER SUPPLIES, ETC
42032	1,500	TRAINING/CONTINUING ED. 1,500 - GFOA-PA, LOCAL AUDITOR/CONTROLLER'S CONFERENCES
42060	550	OTHER EXPENSES 50 - REFERENCE BOOKS/REPRINTS 100 - EQUIPMENT REPAIRS 100 - LOCAL MILEAGE 150 - PROFESSIONAL DUES 150 - MISCELLANEOUS FURNITURE, OTHER ITEMS



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## BUREAU DETAIL

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<b>Bureau:</b> Treasurer	<b>No:</b> 0104	<b>Department:</b> Elected Officials	<b>No:</b> 0010
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### **Bureau Description:**

This bureau is responsible for carrying out such duties and exercise such powers with respect to the receipt and disbursement of public monies as are provided by general law. In addition, this bureau shall receive for deposit from the departments of City government, all City monies collected by such departments.

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### **Goals and Objectives:**

- To act as depository for all monies collected by departments of the City government.
- To disburse all City funds in accordance with warrants signed by the City Controller.

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### **Prior Year Achievements:**

- Performed all duties as established by Ordinance #1730.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

FUND 001 GENERAL  
DEPT 0010 ELECTED OFFICIALS  
BUREAU 0104 TREASURER

		2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers		2021 Actual & Estimated		2022 Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
NC	Treasurer	1	1	1	1	1	2,200	1	2,200	1	2,200
	<b>Total Positions</b>	1	1	1	1	1	2,200	1	2,200	1	2,200
Account Detail											
40001	SALARIES	1,300	1,800	1,800	2,200	2,200		2,200		2,200	
	Personnel	1,300	1,800	1,800	2,200	2,200		2,200		2,200	
<b>Total</b>	<b>TREASURER</b>	1,300	1,800	1,800	2,200	2,200		2,200		2,200	

## BUREAU DETAIL

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**Bureau:** Law

**No:** 0105

**Department:** Elected Officials

**No:** 0010

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### Bureau Description:

This bureau provides a complete spectrum of legal services to the Mayor and all City departments and bureaus. The in-house professional staff consists of one full-time attorney, two part-time attorneys, and two paralegals. The Solicitor also supervises the City's Right to Know Officer who is assigned to the Law Bureau. Retained counsel is selected on merit when special expertise is required. There continues to be an increase in the demand upon the Law Bureau for service, including but not limited to litigation defense, litigation prosecution, contract preparation and review, and legal advice and counsel, all pursuant to the mandates of State law that the City Solicitor shall have the general superintendence, direction, and control of the law matters of the City.

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### Goals and Objectives:

- To continue to provide legal counsel to the City concerning its affairs in a diligent and discerning manner in accordance with our responsibilities under the Third Class City Code.
- To handle litigation involving the City or oversight and supervision of insurance defense and other outside legal counsel.
- To handle the preparation, review, and/or negotiation of contracts, leases, easements, and other related documents.
- To review and approve developer's agreements and Economic Development loan agreements and collateral documents.
- To draft and revise Ordinances for the City Administration.
- To review and process claims for damages and injuries and coordination with the City's insurance carrier regarding the same.

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### Prior Year Achievements:

- Prepared and filed municipal liens for water/sewer and recycling services and nuisance abatements.
  - Collected returned checks and other debts owed to the City, including bankruptcy cases.
  - Provided legal research and counsel to all City bureaus and departments.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

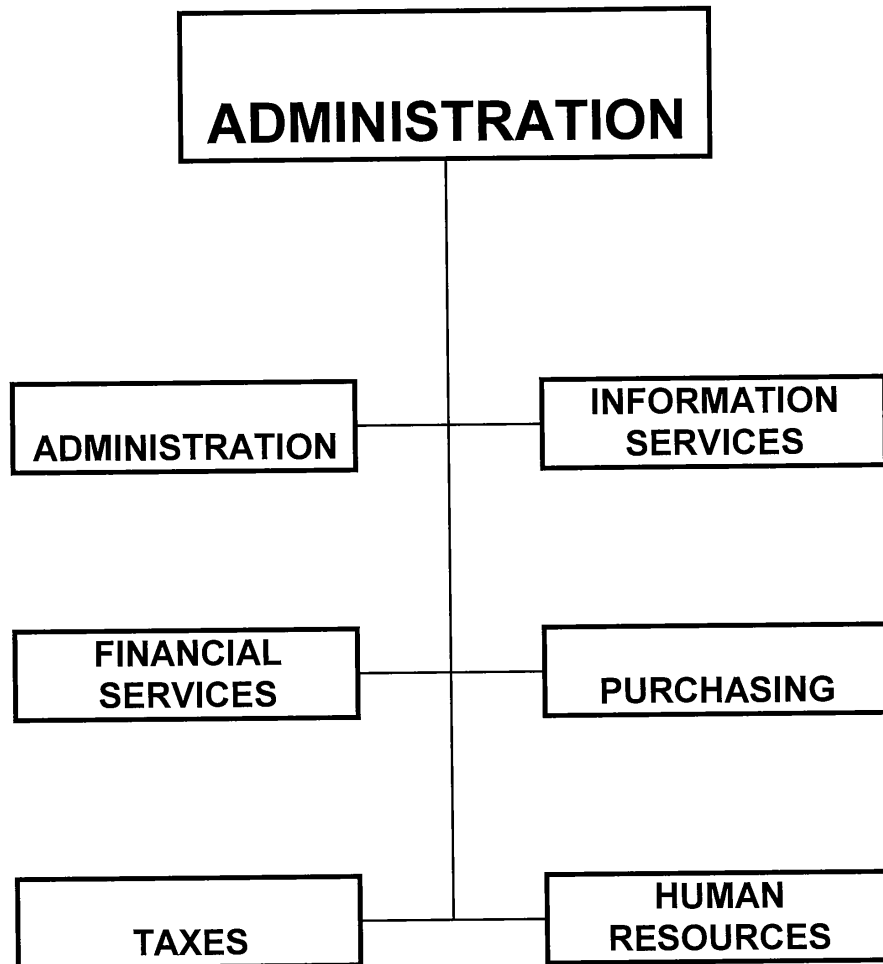
**FUND 001 GENERAL  
DEPT 0010 ELECTED OFFICIALS  
BUREAU 0105 LAW**

		2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers	2021 Actual & Estimated	2022 Budget
		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
<b>Personnel Detail</b>								
NC	Solicitor	1	1	1	1	1 61,811	1 61,811	1 61,811
NC	Assistant Solicitor	2	2	2	2	2 119,984	2 119,984	2 119,984
TAMS	Paralegal	1	1	1	1	1 73,570	1 73,570	1 73,570
TAMS	Legal Assistant	1	1	1	1	1 68,046	1 68,046	1 68,146
<b>Total Positions</b>		<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5 323,411</b>	<b>5 323,411</b>	<b>5 323,511</b>
<b>Account Detail</b>								
40001	SALARIES	276,898	285,143	298,359	313,049	321,111	321,111	321,111
40002	LONGEVITY	2,090	2,090	2,200	2,200	2,300	2,300	2,400
40004	TEMPORARY HELP	-	-	11,500	17,394	26,000	26,000	26,000
<b>Personnel</b>		<b>278,988</b>	<b>287,233</b>	<b>312,059</b>	<b>332,643</b>	<b>349,411</b>	<b>349,411</b>	<b>349,511</b>
42060	OTHER EXPENSES	10,345	11,083	7,323	7,150	9,000	8,500	9,000
<b>Purchased Services</b>		<b>10,345</b>	<b>11,083</b>	<b>7,323</b>	<b>7,150</b>	<b>9,000</b>	<b>8,500</b>	<b>9,000</b>
<b>Total</b>	<b>LAW</b>	<b>289,333</b>	<b>298,316</b>	<b>319,382</b>	<b>339,793</b>	<b>358,411</b>	<b>357,911</b>	<b>358,511</b>

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0010 - ELECTED OFFICIALS  
BUREAU - 0105 - LAW

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42060	9,000	OTHER EXPENSES
	9,000	- THIS ALLOCATION COVERS LEGAL PERIODICAL SUBSCRIPTIONS; MISCELLANEOUS OFFICE EQUIPMENT, REPAIR AND/OR REPLACEMENT; MUNICIPAL/LEGAL SEMINAR FEES; LEGAL SPECIFIC PAPER AND STATIONERY SUPPLIES NOT STOCKED OR AVAILABLE THROUGH THE PURCHASING DEPARTMENT; AND COMPUTER SUPPLIES/SOFTWARE, PRINTER AND FAX SUPPLIES.



## BUREAU DETAIL

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**Bureau:** Administration

**No:** 0201

**Department:** Administration

**No:** 0020

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### Bureau Description:

This bureau provides strategic oversight for all city operations and is responsible for citywide financial sustainability.

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### Goals and Objectives:

- Continue to work with 6-Cities Coalition on ARPA.
  - Implement ARPA operating plan. (Respond)
  - Implement ARPA capital plan. (Recover)
  - Support ARPA reinvestment plan. (Reinvest)
  - Complete contract negotiations with SEIU, and initiate contract negotiations with the FOP and IAFF.
  - Continue to assist BPA with strategic financial and project planning.
  - Execute capital projects at the golf complex (pro shop moved down).
  - Implement employee portal module.
- 

### Prior Year Achievements:

- Planned and responded to pandemic caused by COVID-19 to keep organization safe, functional, sustainable.
  - Continue to work with 6-Cities Coalition on ARPA.
  - Built a comprehensive strategic plan for ARPA funding and presented to City Council.
  - Assisted RDA with the completion of the TIF and sustainability plans post-TIF.
  - Assisted BPA with strategic financial and project planning, both strained due to the pandemic.
  - Golf course posted record revenues.
-



**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

FUND 001 GENERAL  
DEPT 0020 ADMINISTRATION  
BUREAU 0201 ADMINISTRATION

		2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers	2021 Actual & Estimated	2022 Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
NC	Business Administrator	1	1	1	1	1 111,459	1 111,459	1 111,459
TAMS	Director of Budget & Finance	1	1	1	1	1 106,576	1 106,576	1 106,676
Total Positions		2	2	2	2	2 218,035	2 218,035	2 218,135
Account Detail								
40001	SALARIES	201,002	211,339	206,486	212,681	216,935	216,935	216,935
40002	LONGEVITY	665	760	900	1,000	1,100	1,100	1,200
Personnel		201,667	212,099	207,386	213,681	218,035	218,035	218,135
42036	COMMUNICATIONS	34,596	32,738	32,786	33,600	36,000	35,700	36,000
42060	OTHER EXPENSES	2,516	2,519	2,832	2,328	3,000	2,850	3,000
Purchased Services		37,112	35,257	35,618	35,928	39,000	38,550	39,000
Total	ADMINISTRATION	238,779	247,356	243,004	249,609	257,035	256,585	257,135

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0020 - DEPT. OF ADMINISTRATION  
BUREAU - 0201 - ADMINISTRATION

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42036	36,000	COMMUNICATIONS
		36,000 - CELL PHONES FOR ALL CITY DEPARTMENTS
		0302 - HEALTH (1)
		0303 - CODE ENFORCEMENT (4)
		0305 - PLANNING (1)
		0307 - RECYCLING (2)
		0309 - HOUSING INSPECTIONS (6)
		0501 - PUBLIC WORKS ADMIN (1)
		0503 - STREETS (2)
		050301 - URBAN FORESTRY (1)
		0505 - ELECTRICAL (3)
		0506 - TRAFFIC (1)
		0508 - GROUNDS MAINTENANCE (3)
		0601 - POLICE (30)
		0701 - FIRE (13)
		REPLACEMENT PHONES, BATTERIES, CHARGERS, BELT CLIPS
42060	3,000	OTHER EXPENSES
		3,000 - MISCELLANEOUS
		PA LEAGUE OF CITIES REGISTRATION FEES,
		TRAVEL, OFFICE SUPPLIES, AND BUDGET BOOK.

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## BUREAU DETAIL

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**Bureau:** Information Services    **No:** 0202

**Department:** Administration

**No:** 0020

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### Bureau Description:

This bureau is responsible for the administration of the City's blend of server and network computer systems. It programs, controls, troubleshoots, and monitors a wide array of server-based systems and applications used throughout the City's operations. This bureau also provides technical support and maintenance for the City's network and personal computers and is responsible for the installation, maintenance, and troubleshooting of servers, routers, switches, and firewalls. This bureau also acts as a Support Desk for any user related issues.

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### Goals and Objectives:

- Investigate the opportunity to replace hosted phone system with updated onsite PBX.
- Develop Storm water inspection application to facilitate recording and maintenance of inspection data for Storm water assets.
- Migration of Microsoft Office, Windows Server, and Exchange to versions 2019 or higher.
- Establish initial and routine training schedules for current and new employees in Cognos report writing, PLUS applications, EAC, MS Office, data integrity, work process, etc.
- Upgrade City GIS geodatabases to MSSQL Server 2019 and deploy ArcGIS Enterprise for use by all City departments.
- Replace and upgrade aging wireless infrastructure for cameras and video management servers.
- Continue to update, upgrade, automate, data cleanse, and integrate ERP applications.
- Explore replacing leased fiber connection to water filtration with microwave hop.
- Analyze and assist WSR in the implementation of an ArcGIS Utility network and the selection of Asset Management/Work Order applications to manage all WSR assets and inspections.
- Create application to collect status of Lead Service lines at 37,000+ meter locations for WSR.
- Prepare for Windows 11 migrations.

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### Prior Year Achievements:

- Completed Exchange 2013 Server migration.
  - Deployed ArcGIS Enterprise on premises for Health Bureau to manage and protect privacy of healthcare related GIS data.
  - Assisted with transition of Police Records data and applications from New World to Mark43.
  - Replaced and upgraded microwave links to Stefko Building complex and Southside camera network.
  - Assisted with deployment of new City mobile app and synchronization of data with Service Requests application.
  - Upgraded and replaced all VMware hosts.
  - Completed the update and integration of Storm water data from Wood Eng. into both GIS and CommunityPlus Utility Billing, enabling billing and the development of web applications for ongoing maintenance and viewing data online.
  - Developed process to integrate and automatically synchronize CommunityPlus and GIS data.
  - Completed SCADA software migrations for WDC and WTP.
  - Completed development, configuration, testing, and initial rollout of Employee Access Center enabling secure online access of employee payroll information.
  - Completed installation of technology infrastructure to facilitate opening of new IT and CED conference rooms.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL  
DEPT 0020 ADMINISTRATION  
BUREAU 0202 INFORMATION SERVICES**

		2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers	2021 Actual & Estimated	2022 Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
TAMS	Computer Systems Mgr	1	1	1	1	-	-	-
TAMS	Network Manager	1	1	1	1	1 92,825	1 92,825	1 92,925
TAMS	Network Technician	-	-	-	-	1 69,672	1 69,672	1 82,931
TAMS	Programming Manager	1	1	1	1	1 92,125	1 92,125	1 92,225
TAMS	Application Support Prog	-	-	-	-	1 69,672	1 69,672	1 73,262
TAMS	GIS Manager	1	1	1	1	1 72,512	1 72,512	1 74,681
<b>Total Positions</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>5 396,806</b>	<b>5 396,806</b>	<b>5 416,024</b>
TAMS	25% Allocated to 20015 GIS Manager					(18,128)	(18,128)	(18,670)
TAMS	25% Allocated to 3001 GIS Manager					(18,128)	(18,128)	(18,670)
TAMS	33% Allocated to 20015 Programming Manager					(30,708)	(30,708)	(30,434)
TAMS	33% Allocated to 3001 Programming Manager					(30,708)	(30,708)	(30,434)
TAMS	25% Allocated to 20015 Application Support Programmer					(17,418)	(17,418)	(18,315)
TAMS	25% Allocated to 3001 Application Support Programmer					(17,418)	(17,418)	(18,315)
						<b>264,298</b>	<b>264,298</b>	<b>281,186</b>
<b>Account Detail</b>								
40001	SALARIES	242,125	246,444	262,350	263,358	262,258	262,258	278,612
40002	LONGEVITY	3,851	4,121	4,522	4,706	2,340	2,340	2,574
40004	TEMPORARY HELP	18,215	31,999	32,960	32,251	-	-	-
<b>Personnel</b>		<b>264,191</b>	<b>282,564</b>	<b>299,832</b>	<b>300,315</b>	<b>264,598</b>	<b>264,598</b>	<b>281,186</b>
41014	OPERATING SUPPLIES	1,085	2,791	1,862	2,588	6,000	5,000	6,000
<b>Materials &amp; Supplies</b>		<b>1,085</b>	<b>2,791</b>	<b>1,862</b>	<b>2,588</b>	<b>6,000</b>	<b>5,000</b>	<b>6,000</b>
42032	TRAINING/CONT. EDUCATION	10,121	2,869	9,080	-	5,000	4,000	8,000
42047	DEPARTMENT CONTRACTS	144,974	116,463	131,581	284,914	335,500	320,000	309,500
42055	PROFESSIONAL SERVICES	28,230	65,539	19,750	-	2,000	1,250	2,000
42064	EQUIPMENT MAINTENANCE	4,045	7,107	13,935	8,816	10,000	9,000	10,000
<b>Purchased Services</b>		<b>187,370</b>	<b>191,978</b>	<b>174,346</b>	<b>293,730</b>	<b>352,500</b>	<b>334,250</b>	<b>329,500</b>
43099	EQUIPMENT	50,493	53,466	42,586	59,995	44,800	40,000	61,750
<b>Equipment</b>		<b>50,493</b>	<b>53,466</b>	<b>42,586</b>	<b>59,995</b>	<b>44,800</b>	<b>40,000</b>	<b>61,750</b>
<b>Total</b>	<b>INFORMATION SERVICES</b>	<b>503,139</b>	<b>530,799</b>	<b>518,626</b>	<b>656,628</b>	<b>667,898</b>	<b>643,848</b>	<b>678,436</b>

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0020 - DEPT. OF ADMINISTRATION  
BUREAU - 0202 - INFORMATION SERVICES

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	6,000	OPERATING SUPPLIES 1,000 - NETWORK CABLE SUPPLIES 1,000 - IT TOOLS, SUPPLIES, COMPUTER ROOM MODS, ETC. 2,500 - REPLACE ALL CLOSET UPS UNITS (3 YRS) 1,500 - REPLACE BATTERIES IN MAIN COMPUTER ROOM UPS (3 YRS)
42032	8,000	TRAINING/CONTINUING ED. 8,000 - IT STAFF TRAINING (MS SQL, ESRI, HTML, ETC.)
42047	309,500	DEPARTMENT CONTRACTS 130,000 - FINANCIAL APPLICATION SOFTWARE MAINTENANCE 45,000 - ETHERPOINT SERVICES 10,000 - VERIZON WIRELESS - CODE ENFORCE/FIRE INSP/IPADS 32,000 - KSA&D WEBSITE SUPPORT AND DEVELOPMENT 55,000 - GIS ESRI ANNUAL MAINTENANCE 8,000 - GIS UPGRADES 11,000 - VEEAM BACKUP ANNUAL MAINTENANCE 1,500 - ADMIN ARSENAL ANNUAL MAINTENANCE 14,500 - BARACUDA ADVANCED WEB/EMAIL FILTERING 9,000 - TYLER NETMOTION ANNUAL MAINTENANCE 30,000 - TYLER RMS MAINTENANCE 500 - DOMAIN REGISTRATION 7,000 - MCAFEE LICENSES 8,000 - VMWARE ANNUAL MAINTENANCE 2,500 - GLOBALSIGN SSL CERTIFICATES 1,000 - WEBSITE CONSTANT CONTACTS 1,500 - ADOBE ANNUAL LICENSES 25,000 - OPENGOV ANNUAL MAINTENANCE 8,000 - SERVER HARDWARE MAINTENANCE -45,000 - CHARGED TO WATER FUND -45,000 - CHARGED TO SEWER FUND
42055	2,000	PROFESSIONAL SERVICES 12,000 - IT 3RD PARTY SUPPORT -5,000 - CHARGED TO WATER FUND -5,000 - CHARGED TO SEWER FUND
42064	10,000	EQUIPMENT MAINTENANCE 10,000 - HARDWARE/SOFTWARE REPAIR/REPLACEMENT COMPONENTS
43099	61,750	EQUIPMENT 10,000 - NETWORK COMPONENTS 22,500 - UPGRADE OF SLOWEST CPUS 22,000 - DEPT REQUEST - FIRE - (4) MDT'S W/MOUNTS, KYBD'S, ETC. 1,000 - DEPT REQUEST - FIRE (1) LAPTOP 6,250 - DEPT REQUEST - PW (5) TABLETS FOR STORMWATER

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## BUREAU DETAIL

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**Bureau:** Financial Services

**No:** 0203

**Department:** Administration

**No:** 0020

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### Bureau Description:

This bureau performs all activities necessary to ensure proper accounting for and financial reporting of all City funds. Major activities include posting the books of account and the preparation of interim and annual financial reports in addition to a variety of special purpose reports. This bureau also disburses City funds through the Accounts Payable system.

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### Goals and Objectives:

- Implement GASB 87-Leases. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments.
  - Update the preparation of Tax Certifications for efficiency so time can be spent on more value added activities.
  - Apply new technology to the revenue processing function.
  - Assist the Administration in the financial management and reconciliation of the American Rescue Plan funding.
- 

### Prior Year Achievements:

- Successfully prepared Schedule of Expenditures of Federal Awards (SEFA). Completed and submitted a report that was reviewed by Maher Duessel and deemed accurate.
  - Provided excellent service to our residents during the Coronavirus pandemic. Encouraged alternative payment methods to minimize customer contact while maintaining service.
  - Trained and mentored new staff to maintain efficiency in daily operations.
  - Assisted Golf Course and Recreation departments with the implementation of new cash receipt accounting software to improve efficiency and accuracy of recorded revenues.
  - Received ARP (American Rescue Plan) funding accounting training.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL  
DEPT 0020 ADMINISTRATION  
BUREAU 0203 FINANCIAL SERVICES**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
<b>Personnel Detail</b>		<b>Number of Permanent Positions</b>				<b># Salaries</b>	<b># Salaries</b>	<b># Salaries</b>
TAMS	Director of Fin Services	1	1	1	1	1 109,134	1 109,134	1 107,676
TAMS	Financial Ops Accountant	1	1	1	1	1 83,198	1 83,198	1 83,598
TAMS	Mgr Accounts Payable	1	1	1	1	1 75,859	1 75,859	1 75,959
TAMS	Admin. Support Assistant	1	1	1	1	1 53,493	1 53,493	1 59,141
SEIU	Account Clerk II	2	2	2	2	2 106,575	2 106,575	2 106,776
<b>Total Positions</b>		6	6	6	6	6 428,259	6 428,259	6 433,150
<b>Account Detail</b>								
40001	SALARIES	383,636	392,485	402,003	415,760	423,059	423,059	427,250
40002	LONGEVITY	3,230	3,800	4,300	4,800	5,200	5,200	5,900
<b>Personnel</b>		386,866	396,285	406,303	420,560	428,259	428,259	433,150
41013	OFFICE EXPENSE	917	506	479	550	1,000	800	1,000
<b>Materials &amp; Supplies</b>		917	506	479	550	1,000	800	1,000
42048	BANK SERVICE CHARGE	-	125	-	191	1,000	750	1,500
42060	OTHER EXPENSES	1,028	863	5,797	610	1,600	1,400	1,600
<b>Purchased Services</b>		1,028	988	5,797	801	2,600	2,150	3,100
<b>Total</b>	<b>FINANCIAL SERVICES</b>	388,811	397,779	412,579	421,911	431,859	431,209	437,250

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0020 - DEPT. OF ADMINISTRATION  
 BUREAU - 0203 - FINANCIAL SERVICES

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	1,000	OFFICE EXPENSE 1,000 - OFFICE SUPPLIES THAT ARE NORMALLY NOT STOCKED IN PURCHASING BUREAU
42048	1,500	BANK SERVICE CHARGE 1,500 - DEPOSIT BOOKS, MANUAL CHECKS, DEPOSIT BAGS, AND MISC BANKING SUPPLIES. ALSO, INCLUDES FEES FOR ONLINE BANKING PAYMENT SERVICES
42060	1,600	OTHER EXPENSES 1,600 - EQUIPMENT PARTS AND REPAIRS NOT COVERED BY MAINTENANCE AGREEMENTS GOVERNMENT FINANCE OFFICERS ASSOCIATION DUES CONTINUING PROFESSIONAL EDUCATION EXPENSES, CPA LICENSES, PICPA DUES UNFORESEEN EXPENSES

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## BUREAU DETAIL

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**Bureau:** Purchasing

**No:** 0205

**Department:** Administration

**No:** 0020

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### Bureau Description:

This bureau ensures the most strategic, efficient and compliant sourcing methods are used for the procurement of goods and services for the City of Bethlehem incorporating procurement, accounts payable and supply chain management best practices. This bureau oversees the requisition to pay process for compliance with established purchasing regulations and procedures. Work jointly with various City departments in developing bid specifications, scope of work and facilitate the bidding and contract awarding process. This bureau leverages purchases city wide with preferred vendors to reduce costs and create efficiency across all City departments. This bureau encumbers all City obligations upon proper authorization and verification by the respective bureaus, and is also responsible for the disposition of all surplus materials.

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### Goals and Objectives:

- Continue financial vendor credit checks and background checks, federal and state debarment checks, etc., prior to on-boarding vendors and continue vendor monitoring throughout active life of vendor.
- Continue to provide training to City staff on requisition to pay policies including SharePoint contract execution process for Professional Services, Construction and Goods and Services.
- Conduct vehicle and equipment surplus auctions.
- Upgrade SharePoint platform to enhance current workflow tasks and document library. Utilize new copier/scanner technology for back scanning of old contracts.

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### Prior Year Achievements:

- Strategic purchasing initiatives including but not limited to maintenance agreements, co-operative purchasing alliances, preferred vendor partnerships, energy, etc.
  - Re-negotiated copier/printer contract, postage meter contract, facilities/uniform contracts and chemical contracts at lower cost.
  - Conducted vehicle and equipment auctions resulting in salvage value of \$101,500.
  - Completed financial audit reviews on various vendors/projects including: PPL Pole Attachments, Verizon Landlines and Tyler Technologies.
  - Implemented electronic workflow in SharePoint for Professional Service Contracts thus reducing contract turnaround time.
  - Continued as President of Lehigh Valley Cooperative Purchasing Council (LVCPC) and member of Pennsylvania Public Purchasing Association (PAPPA). Served as Mentor for National Institute of Public Procurement (NIGP). Presented Procurement Best Practices and Six Sigma for Government at numerous PAPPA and NIGP forums.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

FUND 001 GENERAL  
DEPT 0020 ADMINISTRATION  
BUREAU 0205 PURCHASING

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
TAMS	Purchasing Director	1	1	1	1	1 100,773	1 100,773	1 100,873
SEIU	Secretary II	1	1	1	1	1 53,838	1 53,838	1 53,938
Total Positions		2	2	2	2	2 154,611	2 154,611	2 154,811
Account Detail								
40001	SALARIES	138,536	141,782	145,546	149,913	152,911	152,911	152,911
40002	LONGEVITY	950	1,045	1,300	1,500	1,700	1,700	1,900
40003	OVERTIME	201	715	38	-	-	-	-
Personnel		139,687	143,542	146,884	151,413	154,611	154,611	154,811
41013	OFFICE EXPENSE	1,052	330	898	777	1,100	950	1,100
Materials & Supplies		1,052	330	898	777	1,100	950	1,100
42032	TRAINING/CONT. EDUCATION	865	1,225	1,567	525	1,500	1,250	1,500
42040	ADVERTISING AND PRINTING	6,526	4,350	3,029	5,608	7,000	6,800	7,000
42047	DEPARTMENT CONTRACTS	3,969	4,799	3,994	5,525	5,000	4,400	5,000
42060	OTHER EXPENSES	1,600	739	515	65	1,000	800	1,000
Purchased Services		12,960	11,113	9,105	11,723	14,500	13,250	14,500
Total	PURCHASING	153,699	154,985	156,887	163,913	170,211	168,811	170,411

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0020 - DEPT. OF ADMINISTRATION  
 BUREAU - 0205 - PURCHASING

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	1,100	OFFICE EXPENSE 1,100 - PURCHASING OFFICE SUPPLIES - MISCELLANEOUS
42032	1,500	TRAINING/CONTINUING ED. 500 - PROFESSIONAL DEVELOPMENT/CONTINUING EDUCATION/ 600 - CONFERENCE FEES/LODGING 200 - NIGP, PAPP, LVCPC, NAPW DUES & MEMBERSHIPS 200 - SHAREPOINT TRAINING
42040	7,000	ADVERTISING AND PRINTING 7,000 - LEGAL ADS FOR BIDS
42047	5,000	DEPARTMENT CONTRACTS LEASE/PURCHASE AGREEMENTS: 3,000 - NEOPOST IN 700 1,500 - MAINTENANCE AGREEMENTS/SHAREPOINT 500 - MISCELLANEOUS
42060	1,000	OTHER EXPENSES 1,000 - MISCELLANEOUS ITEMS

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## BUREAU DETAIL

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**Bureau:** Taxes

**No:** 0206

**Department:** Administration

**No:** 0020

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### Bureau Description:

This Bureau administers the City Real Estate Tax and assists Tri-State Financial Group/Keystone Collections Group with the collection of the Business Privilege and Mercantile Tax, Earned Income Tax, and Local Services Tax in accordance with appropriate enabling legislation. This Bureau reconciles and audits bi-monthly collections of Business Privilege and Mercantile Tax and Licensing from Tri-State Financial Group. Significant activities include Taxpayer assistance, managing in-City Real Estate property records for tax billing purposes, file maintenance and receipt reconciliation from county reports.

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### Goals and Objectives:

- Audit/Analyze data entered in CommunityPLUS in order to ensure businesses are compliant with tax obligations.
  - Enhance COGNOS reporting of various analysis of the City of Bethlehem CommunityPLUS database system.
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### Prior Year Achievements:

- Supported 3rd party collection agencies for the purpose of collection of Act 511 taxes and associated licenses (Mercantile, BP Licensing, EIT, & LST) through analysis of city ownership, residency, and occupancy data to ensure the collections of tax revenue.
  - Generated COGNOS reports regarding Tax Incentivized Zones and in-city assessed base tracking.
  - Created and generated COGNOS reporting identifying businesses conducting business within the City. Results were audited and turned over for collections for BP Licensing.
  - Expanded the visibility of BPL throughout the organization by facilitating the search ability of active businesses conducting business within the City.
  - Monitored Special Events and Permitting Process, enforcing Business Privilege requirements.
  - Provided assistance to other employees with questions in CommunityPLUS and COGNOS .
  - Generated COGNOS reporting in order to continue to identify unit/parcel Information of in-city parcels.
  - Audited and assisted in processing Entity Consolidation in CommunityPLUS.
  - Electronically reported new deed transfers to Keystone Collections Group.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL  
DEPT 0020 ADMINISTRATION  
BUREAU 0206 TAXES**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
<b>Personnel Detail</b>		<b>Number of Permanent Positions</b>				<b># Salaries</b>	<b># Salaries</b>	<b># Salaries</b>
TAMS	Tax Auditor	1	1	1	1	1 77,259	1 77,259	1 77,259
TAMS	Tax Technician/Mail Room	1	-	-	-	- -	- -	- -
<b>Total Positions</b>		2	1	1	1	1 77,259	1 77,259	1 77,259
<b>Account Detail</b>								
40001	SALARIES	129,562	76,490	71,444	73,587	75,059	75,059	75,059
40002	LONGEVITY	3,800	1,805	2,000	2,100	2,200	2,200	2,200
40004	TEMPORARY HELP	-	21,660	25,755	26,265	28,136	28,136	27,000
<b>Personnel</b>		133,362	99,955	99,199	101,952	105,395	105,395	104,259
42040	ADVERTISING AND PRINTING	-	-	-	-	1,000	800	1,000
42055	PROFESSIONAL SERVICES	65,611	64,744	69,253	66,148	67,000	66,850	67,000
42060	OTHER EXPENSES	87	776	530	215	1,000	800	1,000
<b>Purchased Services</b>		65,698	65,520	69,783	66,363	69,000	68,450	69,000
<b>Total</b>	<b>TAXES</b>	199,060	165,475	168,982	168,315	174,395	173,845	173,259

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0020 - DEPT. OF ADMINISTRATION  
BUREAU - 0206 - TAXES

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	27,000	TEMPORARY HELP 27,000 - PART-TIME POSITION 25 HOURS/WEEK
42040	1,000	ADVERTISING AND PRINTING 1,000 - ENVELOPES & FORMS RULES AND REGULATIONS TAXPAYER BILL OF RIGHTS - DISCLOSURE STATEMENTS
42055	67,000	PROFESSIONAL SERVICES 65,000 - TRI-STATE FINANCIAL GROUP CONTRACT CHARGES 2,000 - NORTHAMPTON COUNTY TCC ASSESSMENT
42060	1,000	OTHER EXPENSES 1,000 - MISCELLANEOUS OFFICE EXPENSES, TRAVEL COSTS, AND OTHER UNFORESEEN EXPENSES.

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## BUREAU DETAIL

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**Bureau:** Human Resources

**No:** 0207

**Department:** Administration

**No:** 0020

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### **Bureau Description:**

This Bureau provides operational and strategic services to the City of Bethlehem, partnering with the Mayor, department heads and bureau leaders to support all City employees through fair and equitable policies and procedures and innovative, cost-effective programs, providing an excellent working environment that enhances retention and improves employee relations. These efforts promote the City as an employer of choice and enable our workforce to provide service excellence to City residents. The Bureau is responsible for ensuring compliance with applicable Federal, State and local laws, coordinating the recruiting, testing, and selection of Civil Service and Non-Civil Service employees, providing a safe and healthy work environment, developing and implementing training and development programs, and promoting cooperative and effective labor relations. This Bureau designs and administers total compensation, including competitive benefits and salaries, and meaningful performance evaluation. In addition, it performs a wide variety of employee and community relations functions such as fund-raising efforts, recognition programs, and efforts to support diversity.

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### **Goals and Objectives:**

- Review and revise personnel policies and procedures as necessitated by practical and/or legal considerations.
- Establish training program and resource guide for all supervisors to ensure consistent application of City policies and procedures.
- Complete phased implementation of employee portal to include additional access to employee information and resources.

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### **Prior Year Achievements:**

- Continued support of City's response to COVID-19 pandemic by creating, updating, and training employees on new policies and procedures created to ensure the safety of employees and continuity of City services.
  - Identified fraudulent unemployment claims filed against the City, notified employees, and reported fraud to appropriate authorities.
  - Created, implemented, and managed Act 17 Policy and associated benefits for eligible employees as a result of the Heart and Lung Act amendment.
  - Provided supervisor training including the process for handling reasonable suspicion and the effects of substance abuse in the workplace of the worker's compensation reporting process.
  - Provided Implicit Bias training for all full-time and permanent part-time employees.
  - Coordinated efforts with Information Services Bureau to update and customize employee portal module and create plan for phased implementation. This module eliminates the need for printing of direct deposit vouchers and provide employees with improved access to information and resources.
  - Coordinated with Administration on enhancement of benefit package for full-time contract employees to improve employee retention and equity among employee classes.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

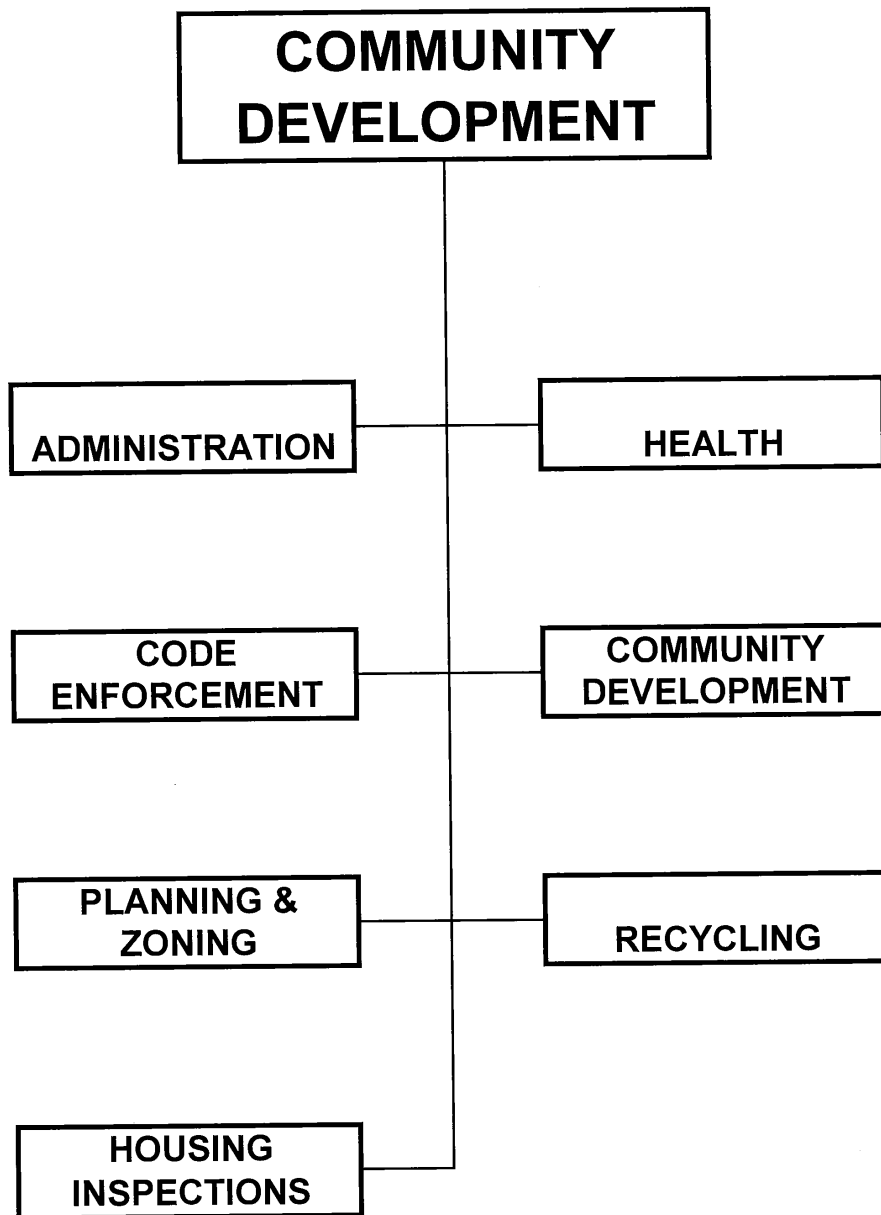
**FUND 001 GENERAL  
DEPT 0020 ADMINISTRATION  
BUREAU 0207 HUMAN RESOURCES**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
<b>Personnel Detail</b>		<b>Number of Permanent Positions</b>				<b># Salaries</b>	<b># Salaries</b>	<b># Salaries</b>
TAMS	Director of HR	1	1	1	1	1 106,877	1 106,877	1 106,977
TAMS	Compliance Officer	1	1	1	1	1 75,159	1 75,159	1 75,259
TAMS	Compensation Coordinator	1	1	1	1	1 75,059	1 75,059	1 75,259
TAMS	Benefits Coordinator	1	-	-	-	- -	- -	- -
<b>Total Positions</b>		<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3 257,095</b>	<b>3 257,095</b>	<b>3 257,495</b>
<b>Account Detail</b>								
40001	SALARIES	259,275	235,422	238,522	250,583	255,595	255,595	255,595
40002	LONGEVITY	1,900	1,045	1,200	1,300	1,600	1,600	1,900
40004	TEMPORARY HELP	865	12,860	14,492	15,342	16,882	16,882	16,882
40011	EDUCATION INCENTIVE BONUS	-	-	-	-	2,000	1,500	2,000
<b>Personnel</b>		<b>262,040</b>	<b>249,327</b>	<b>254,214</b>	<b>267,225</b>	<b>276,077</b>	<b>275,577</b>	<b>276,377</b>
41013	OFFICE EXPENSE	1,281	1,007	1,020	1,284	1,900	1,500	1,500
<b>Materials &amp; Supplies</b>		<b>1,281</b>	<b>1,007</b>	<b>1,020</b>	<b>1,284</b>	<b>1,900</b>	<b>1,500</b>	<b>1,500</b>
42032	TRAINING/CONT. EDUCATION	14,166	1,080	-	14,025	14,500	14,250	15,500
42055	PROFESSIONAL SERVICES	18,087	-	-	-	-	-	-
42060	OTHER EXPENSES	1,044	1,019	904	732	1,500	1,250	1,500
42067	RECRUITING & TESTING	24,697	46,083	51,172	46,457	76,000	72,000	70,000
<b>Purchased Services</b>		<b>57,994</b>	<b>48,182</b>	<b>52,076</b>	<b>61,214</b>	<b>92,000</b>	<b>87,500</b>	<b>87,000</b>
<b>Total</b>	<b>HUMAN RESOURCES</b>	<b>321,315</b>	<b>298,516</b>	<b>307,310</b>	<b>329,723</b>	<b>369,977</b>	<b>364,577</b>	<b>364,877</b>

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0020 - DEPT. OF ADMINISTRATION  
BUREAU - 0207 - HUMAN RESOURCES

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	16,882	TEMPORARY HELP 16,882 - PART-TIME POSITION 15 HOURS/WEEK
40011	2,000	EDUCATION INCENT BONUS 2,000 - EDUCATION INCENTIVE BONUS FOR NON-UNIFORMED PERSONNEL.
41013	1,500	OFFICE EXPENSE 200 - PRINTING - EMPLOYEE HANDBOOK, UNION CONTRACT 200 - MANDATORY LABOR LAW POSTERS 1,000 - FORMS PRINTING - W2, 1095 C, AND ENVELOPES 100 - ORIENTATION MATERIALS
42032	15,500	TRAINING/CONTINUING ED. 1,500 - GENERAL HR TRAINING 600 - BENEFITS/PAYROLL TRAINING 200 - PROFESSIONALISM/ER TRAINING 200 - SAFETY/WEELLNESS TRAINING 13,000 - CLASS A COMMERCIAL DRIVER'S LICENSE
42060	1,500	OTHER EXPENSES 700 - MEMBERSHIPS 450 - LOCAL ASSOCIATION MEETINGS 150 - MILEAGE REIMBURSEMENT 200 - MISCELLANEOUS ITEMS
42067	70,000	RECRUITING & TESTING 30,000 - POLICE PROMOTIONAL TESTING 15,000 - FIRE PROMOTIONAL TESTING 25,000 - EMPLOYMENT ADVERTISING



## BUREAU DETAIL

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**Bureau:** Administration

**No:** 0301

**Department:** Community & Econ Dev

**No:** 0030

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### **Bureau Description:**

This bureau provides for the planning, directing, supervising, and monitoring of programs and activities within the Department of Community and Economic Development to include the bureaus of Health, Code Enforcement, Housing Rehabilitation, Planning & Zoning, Recycling, and Housing Inspections.

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### **Goals and Objectives:**

- To plan and direct the various bureaus of the Community and Economic Development Department in a manner, which produces measurable productivity increases and increased citizen satisfaction with services.
- To work with the State to secure new funding for various redevelopment projects.
- To continue to develop new programs and initiatives to spur redevelopment in the City's neighborhoods and business districts.
- To compile program performance reports for state and federal agencies.
- To continue monitoring state and federal legislation.
- To ensure that the bureaus of DCED are working cooperatively toward citywide objectives and priorities.

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### **Prior Year Achievements:**

- Departmental achievements are summarized in the various bureaus that follow.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL**  
**DEPT 0030 COMMUNITY & ECONOMIC DEVELOPMENT**  
**BUREAU 0301 ADMINISTRATION**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
<b>Personnel Detail</b>		<b>Number of Permanent Positions</b>				<b># Salaries</b>	<b># Salaries</b>	<b># Salaries</b>
NC	Dir Comm & Econ Dev	1	1	1	1	1 111,501	1 111,501	1 111,501
NC	Deputy Dir Econ Dev	-	-	-	-	- -	- -	1 99,500
NC	Deputy Dir Comm Dev	1	1	1	1	1 91,728	1 91,728	1 91,728
TAMS	Business Manager	1	1	1	1	1 62,943	1 62,943	1 66,798
SEIU	Departmental Secretary	1	1	1	1	1 55,698	1 55,698	1 55,798
SEIU	Secretary II	3	3	3	3	3 162,013	3 162,013	3 146,540
<b>Total Positions</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7 483,883</b>	<b>7 483,883</b>	<b>8 571,865</b>
<b>Account Detail</b>								
40001	SALARIES	447,278	457,727	491,966	472,549	477,783	477,783	566,465
40002	LONGEVITY	4,180	3,610	5,100	5,600	6,100	6,100	5,400
40003	OVERTIME	164	-	-	639	250	250	250
40004	TEMPORARY HELP	-	-	-	25,323	44,313	34,000	44,313
<b>Personnel</b>		<b>451,622</b>	<b>461,337</b>	<b>497,066</b>	<b>504,111</b>	<b>528,446</b>	<b>518,133</b>	<b>616,428</b>
41013	OFFICE EXPENSE	34	103	286	55	300	250	300
<b>Materials &amp; Supplies</b>		<b>34</b>	<b>103</b>	<b>286</b>	<b>55</b>	<b>300</b>	<b>250</b>	<b>300</b>
42032	TRAINING/CONT. EDUCATION	1,721	3,924	711	1,215	4,000	2,000	4,000
42060	OTHER EXPENSES	1,585	1,489	1,809	1,595	2,000	1,500	2,000
<b>Purchased Services</b>		<b>3,306</b>	<b>5,413</b>	<b>2,520</b>	<b>2,810</b>	<b>6,000</b>	<b>3,500</b>	<b>6,000</b>
<b>Total</b>	<b>ADMINISTRATION</b>	<b>454,962</b>	<b>466,853</b>	<b>499,872</b>	<b>506,976</b>	<b>534,746</b>	<b>521,883</b>	<b>622,728</b>

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0030 - DEPT. OF COMM.& ECO. DEV.  
 BUREAU - 0301 - ADMINISTRATION

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	250	OVERTIME 250 - SECRETARIAL OVERTIME FOR AFTER HOURS MEETINGS AND SPECIAL REPORTS.
40004	44,313	TEMPORARY HELP 44,313 - FINANCIAL ASSISTANT
41013	300	OFFICE EXPENSE 300 - PURCHASE OF OFFICE SUPPLIES
42032	4,000	TRAINING/CONTINUING ED. 4,000 - TRAINING/CONTINUING ED.
42060	2,000	OTHER EXPENSES 590 - MEETING EXPENSES 600 - TRAVEL/MILEAGE 90 - BUSINESS CARDS 220 - OTHER MISCELLANEOUS EXPENSES 500 - DUES

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## BUREAU DETAIL

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**Bureau:** Health

**No:** 0302

**Department:** Community & Econ Dev

**No:** 0030

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### Bureau Description:

This bureau directs the development and implementation of public health services in the City. This entails assuring that all high quality public health services are delivered in accordance with current public health practice standards and statutes in order to protect and promote optimal health and well-being in the City.

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### Goals and Objectives:

- Provide city residents with health initiatives and direct services set forth by the five core program areas: Chronic Disease, Communicable Disease, Environmental Health, Maternal/Child Health, and Public Health Preparedness.
- Mitigate and enhance jurisdictional resiliency and recovery from COVID-19.
- Advance health equity through the creation and implementation of a plan based on the CDC framework of integrating equity into programs, data/measurement, policy and infrastructure.
- Purchase a mobile medical van in an effort to provide direct education and clinical services into specific neighborhoods in Bethlehem.
- Transition to EPIC, electronic health records system.
- Utilize geographical information systems to streamline data collection and analysis.
- Improve service delivery and health outcomes using data from performance management, customer satisfaction surveys, after action reports, accreditation gaps and employee input.
- Coordinate and streamline HUD Lead/Healthy Homes program between the health bureau, housing bureau and housing rehabilitation.
- Promote healthy behaviors that reduce chronic diseases.

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### Prior Year Achievements:

- Created a community health advisory committee comprised of 10 Bethlehem residents who provide recommendations to the health bureau on matters relating to the development and implementation of public health services and to serve as a forum for the exchange of views and information between community members and local public health officials.
  - Addressed COVID-19 through investigations, surveillance, community awareness, education, mitigation and recovery efforts.
  - Provided COVID-19 vaccinations to over 32,000 individuals.
  - Utilized Lead and Healthy Homes funding to improve the housing stock in Bethlehem.
  - Incorporated social workers to support the Bethlehem Police Department in fostering healthy relationships with the community they serve by assisting police with overall referrals in social service areas of need.
  - Conducted surveillance, inspection and abatement of public health nuisance complaints involving solid waste, high grass and weeds, standing pools of water and animal concerns.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL**  
**DEPT 0030 COMMUNITY & ECONOMIC DEVELOPMENT**  
**BUREAU 0302 HEALTH**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
NC	Health Bureau Director	1	1	1	1	1 98,128	1 98,128	1 98,128
TAMS	Dir of EMV Health Prog	1	1	1	1	1 92,924	1 92,924	1 93,024
TAMS	Dir Chronic/Disease Ed Pr	1	1	1	1	1 93,224	1 93,224	1 93,324
TAMS	Dir of MCH Prog/Nursing	1	1	1	1	1 93,124	1 93,124	1 82,861
TAMS	Sanitarian	1	1	1	1	1 75,559	1 75,559	1 75,659
SEIU	Environmental Health Tech	1	1	1	1	1 62,753	1 62,753	1 62,853
SEIU	Office Manager	1	1	1	1	1 59,541	1 59,541	1 59,541
SEIU	Health Secretary	1	1	1	1	1 50,047	1 50,047	1 52,738
<b>Total Positions</b>		<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8 625,300</b>	<b>8 625,300</b>	<b>8 618,128</b>
Account Detail								
40001	SALARIES	546,634	560,303	578,265	617,553	614,400	614,400	608,728
40002	LONGEVITY	8,075	8,645	9,700	10,300	10,900	10,900	9,400
40004	TEMPORARY HELP	561,859	660,991	683,565	783,600	1,091,034	905,000	1,029,352
<b>Personnel</b>		<b>1,116,568</b>	<b>1,229,939</b>	<b>1,271,530</b>	<b>1,411,453</b>	<b>1,716,334</b>	<b>1,530,300</b>	<b>1,647,480</b>
41013	OFFICE EXPENSE	561	841	568	554	1,500	1,000	500
41014	OPERATING SUPPLIES	1,382	1,743	1,182	142	1,350	1,000	1,350
41016	UNIFORMS/SAFETY SHOES	580	324	215	363	700	500	750
41023	GASOLINE	1,277	1,557	1,353	610	1,600	1,000	1,600
<b>Materials &amp; Supplies</b>		<b>3,800</b>	<b>4,465</b>	<b>3,318</b>	<b>1,669</b>	<b>5,150</b>	<b>3,500</b>	<b>4,200</b>
42032	TRAINING/CONT. EDUCATION	1,436	2,195	2,005	200	2,500	1,250	2,500
42040	ADVERTISING AND PRINTING	210	807	908	-	1,000	750	1,000
42060	OTHER EXPENSES	10,464	10,615	7,269	3,525	7,000	5,000	7,000
42070	CLINIC SERVICE	55,662	59,451	63,855	37,296	72,800	50,000	76,000
42171	LEAD/HEALTHY HOMES	-	-	28,167	35,393	76,000	40,000	177,476
42172	PEDIATRIC OUTREACH	9,706	7,060	13,606	2,632	10,158	6,000	2,792
42172E	MCH INITIATIVE	1,421	452	687	625	17,925	2,000	-
42174	FOOD SAFETY	5,673	5,970	8,449	415	7,500	2,000	7,500
42175	LEAD HAZARD	12,020	99,715	438,128	236,301	534,400	300,000	350,500
42176	AIDS PROGRAM	370	1,132	14,399	2,761	17,212	8,000	40,771
42177	IMMUNIZATION OUTREACH	2,701	4,081	3,478	30,582	171,933	110,000	95,385
42177E	IMMUNIZATIONS EDU PRGM	-	320	52	-	3,166	1,000	-
42179	HOME VISITATION PROGRAM	-	-	9,939	-	1,810	1,200	4,000
42180	SAFE & HEALTHY COMMUNITY	17,106	54,166	57,744	63,579	86,300	80,000	67,236
42181	HEALTHY WOMEN 50+	9,427	6,186	18,243	16,666	40,000	20,000	40,000
42185	TB PROGRAM	1,474	1,892	-	-	3,012	1,000	3,263
42187E	ELECTRONIC HEALTH RECORD	7,796	10,824	9,797	19,016	24,000	18,000	-
42188	OPIOID PREVENTION	-	-	8,959	9,624	127,358	105,000	99,696
42190	HEALTH-HIGHWAY SAFETY PGM	3,596	4,735	3,154	1,379	8,200	5,000	14,412
42190E	CHRONIC DISEASE HLTH EDU	32,284	63,805	15,394	18,085	6,000	6,000	22,000
42192	TOBACCO PROGRAM	40,961	-	-	-	-	-	-
42193	PUBLIC HEALTH PREAREDNESS	36,919	57,230	88,266	427,532	3,533,051	850,000	5,096,263
<b>Purchased Services</b>		<b>249,226</b>	<b>390,636</b>	<b>792,499</b>	<b>905,611</b>	<b>4,751,325</b>	<b>1,612,200</b>	<b>6,107,794</b>
<b>Total</b>	<b>HEALTH</b>	<b>1,369,594</b>	<b>1,625,040</b>	<b>2,067,347</b>	<b>2,318,733</b>	<b>6,472,809</b>	<b>3,146,000</b>	<b>7,759,474</b>

\* - Expense account is 100% grant reimbursed.

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0030 - DEPT. OF COMM.& ECO. DEV.  
 BUREAU - 0302 - HEALTH

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	1,029,352	TEMPORARY HELP 171,210 - PUBLIC HEALTH PREPAREDNESS/MEDICAL RESERVE CORP** 98,937 - MATERNAL CHILD HEALTH** 121,709 - HIV/AIDS PROGRAM** 4,441 - TB PROGRAM OUTREACH** 101,534 - IMMUNIZATION PROGRAM** 193,839 - LEAD HAZARD CONTROL HEALTHY HOMES-HUD** 66,312 - TOBACCO/OPIOID** 25,000 - LEAD HAZARD CONTROL HEALTHY HOMES-PA STATE** 46,330 - HIGHWAY SAFETY** 40,000 - HEALTH SUPPORT 114,440 - SAFE AND HEALTHY COMMUNITIES** 9,600 - MFHS** 36,000 - CDBG-NORTHAMPTON COUNTY**
41013	500	OFFICE EXPENSE 500 - OFFICE SUPPLIES THAT ARE NOT NORMALLY STOCKED BY THE PURCHASING BUREAU.
41014	1,350	OPERATING SUPPLIES 100 - POOL TESTING CHEMICALS 750 - DOSIMETRY BADGES & AREA MONITOR-REQUIRED 200 - SOLID WASTE/NUISANCE ABATEMENT SUPPLIES 300 - ENVIRONMENTAL INSPECTION SUPPLIES
41016	750	UNIFORMS/SAFETY SHOES 650 - SAFETY SHOES ENVIRONMENTAL STAFF 100 - INSPECTION/HOME VISIT UNIFORM
41023	1,600	GASOLINE 1,600 - GAS FOR CAR NOS.541, 05, 16, 454 AT \$2.07/GALLON
42032	2,500	TRAINING/CONTINUING ED. 2,500 - APHA ANNUAL MEETING (DIRECTOR, PROGRAM DIRECTORS FOOD AND DRUG MEETING AND CONFERENCES ENVIRONMENTAL VARIOUS REQUIRED CERTIFICATIONS, TRAININGS, ETC.)
42040	1,000	ADVERTISING AND PRINTING 1,000 - ADVERTISING/PROMOTING SERVICES AND HEALTH INFORMATION ALERTS VIA VARIOUS MEDIA, AND OTHER RECRUITMENT EXPENSES
42060	7,000	OTHER EXPENSES 500 - APHA /ACHI/NACCHO MEMBERSHIPS (BUREAU) 6,000 - NUISANCE ABATEMENT (ENVIRONMENTAL HEALTH) 500 - MILEAGE (DIRECTOR, PROGRAM DIRECTORS)
42070	76,000	CLINIC SERVICE 4,000 - STD CLINIC SUPPLIES 200 - TB TESTING SUPPLIES, X-RAYS/LAB TESTS 10,000 - FEE FOR SERVICE VACCINE 20,000 - INFLUENZA AND PNEUMOCOCCAL VACCINES 3,000 - STD CLINIC MEDICATIONS/LAB TESTS

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0030 - DEPT. OF COMM.& ECO. DEV.  
BUREAU - 0302 - HEALTH

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		2,000 - TB CLINIC MEDICATIONS
		30,000 - PHYSICIAN/NURSE PRACTITIONER SERVICES/NURSING/ MALPRACTICE
		4,000 - CLINIC SITE ITEMS: ANTIBACTERIAL SOAP, BULLETIN BOARD SIGNS, CHARTS, AND CHART HANGERS
		800 - LABORATORY LICENSE FEES
		2,000 - WOMEN'S CLINIC SUPPLIES/MEDICATIONS: CONTRACEPTIVES, SPECULUMS, TABLE PAPER AND GERMICIDAL CLEANER
42171	177,476	LEAD/HEALTHY HOMES-PA HUD
		160,830 - SUBCONTRACT SERVICES**
		16,646 - OTHER COSTS**
42172	2,792	PEDIATRIC OUTREACH
		450 - SUPPLIES**
		1,229 - TRAVEL**
		1,113 - OTHER COSTS**
42174	7,500	FOOD SAFETY
		5,000 - SUPPLIES**
		2,500 - TRAVEL**
42175	350,500	LEAD HAZARD
		2,400 - CONSULTANT
		327,400 - SUBCONTRACT SERVICES**
		2,000 - EQUIPMENT
		1,350 - SUPPLIES**
		7,350 - TRAINING AND TRAVEL**
		10,000 - OTHER COSTS**
42176	40,771	AIDS PROGRAM
		6,268 - SUPPLIES**
		4,300 - TRAVEL**
		30,203 - OTHER COSTS**
42177	95,385	IMMUNIZATION OUTREACH
		2,367 - SUBCONTRACT**
		17,321 - SUPPLIES**
		697 - TRAVEL **
		75,000 - OTHER COSTS**
42179	4,000	HOME VISITATION PROGRAM
		2,000 - SUPPLIES**
		2,000 - OTHER COSTS**
42180	67,236	SAFE & HEALTHY COMMUNITY
		36,324 - SUPPLIES**
		2,200 - TRAVEL**
		28,712 - OTHER COSTS**
42181	40,000	HEALTHY WOMEN 50+
		40,000 - SUBCONTRACT SERVICES**

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0030 - DEPT. OF COMM.& ECO. DEV.  
 BUREAU - 0302 - HEALTH

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42185	3,263	TB PROGRAM
		50 - PATIENT SERVICES**
		88 - SUPPLIES**
		1,025 - TRAVEL**
		2,100 - OTHER COSTS**
42188	99,696	OPIOID PREVENTION
		53,500 - SUBCONTRACT SERVICES**
		8,687 - SUPPLIES**
		5,600 - TRAVEL**
		31,909 - OTHER COSTS**
42190	14,412	HEALTH-HIGHWAY SAFETY PGM
		3,026 - SUPPLIES
		11,386 - TRAVEL**
42190E	22,000	CHRONIC DISEASE HLTH EDU
		2,000 - TRAVEL**
		20,000 - OTHER COSTS**
42193	5,096,263	PUBLIC HEALTH PREPARED
		957,469 - SUBCONTRACT**
		73,747 - SUPPLIES**
		7,329 - TRAVEL**
		4,057,718 - OTHER COSTS**



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## BUREAU DETAIL

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**Bureau:** Code Enforcement    **No:** 0303

**Department:** Community & Econ Dev    **No:** 0030

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### **Bureau Description:**

This bureau is responsible to safeguard the public health, safety, and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment in accordance with Article 1701 of the Codified Ordinances.

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### **Goals and Objectives:**

- To provide efficient and effective enforcement of Article 1701 of the City's Codified Ordinances.
  - Continue to enforce the 2015 edition of the International Building and Residential Code and begin implementing the 2018 International Building and Residential Code in 2022.
  - Continue to improve on turn-around time from the application date received to permit issue date.
  - Incorporate new community plus updates to improve operation of bureau.
  - Implement technology upgrades to make field inspections more efficient.
- 

### **Prior Year Achievements:**

- Continued to meet state mandated certification requirements for all inspectors.
  - All permits, reviews, approvals, and inspections entered community plus.
  - Continue to deny permits to non-compliant property owners through Act 90 of 2010, the Neighborhood Blight Reclamation and Revitalization Act.
  - Continued excellent customer service.
  - Through August 2021, 2,327 permits issued for an estimated construction cost of \$241,702,943.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL**  
**DEPT 0030 COMMUNITY & ECONOMIC DEVELOPMENT**  
**BUREAU 0303 CODE ENFORCEMENT**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
<b>Personnel Detail</b>		<b>Number of Permanent Positions</b>				<b># Salaries</b>	<b># Salaries</b>	<b># Salaries</b>
TAMS	Chief Building Inspector	1	1	1	1	1 100,473	1 100,473	1 100,573
TAMS	Building/Housing Inspector	2	2	2	2	2 160,192	2 160,192	2 154,106
TAMS	Mechanical Inspector	1	1	1	1	1 79,646	1 79,646	1 79,746
TAMS	Electrical Inspector	1	1	1	1	1 61,353	1 61,353	1 64,108
TAMS	Permit Coordinator	1	1	1	1	1 70,146	1 70,146	1 70,146
<b>Total Positions</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6 471,810</b>	<b>6 471,810</b>	<b>6 468,679</b>
<b>Account Detail</b>								
40001	SALARIES	433,408	451,390	394,847	436,018	466,010	466,010	464,279
40002	LONGEVITY	6,175	6,650	6,000	5,500	5,800	5,800	4,400
40004	TEMPORARY HELP	-	3,941	25,078	-	-	-	15,000
<b>Personnel</b>		<b>439,583</b>	<b>461,981</b>	<b>425,925</b>	<b>441,518</b>	<b>471,810</b>	<b>471,810</b>	<b>483,679</b>
41014	OPERATING SUPPLIES	650	258	636	734	930	900	1,130
41016	UNIFORMS/SAFETY SHOES	500	235	375	623	520	500	520
41023	GASOLINE	3,351	3,430	3,958	3,319	4,400	4,100	4,400
<b>Materials &amp; Supplies</b>		<b>4,501</b>	<b>3,923</b>	<b>4,969</b>	<b>4,676</b>	<b>5,850</b>	<b>5,500</b>	<b>6,050</b>
42032	TRAINING/CONT. EDUCATION	935	3,663	1,682	2,936	4,000	3,800	4,000
42040	ADVERTISING AND PRINTING	617	764	326	291	1,000	500	1,000
42055	PROFESSIONAL SERVICES	-	1,020	-	10,960	23,000	15,000	23,000
42060	OTHER EXPENSES	1,279	3,798	758	1,294	1,000	500	4,570
<b>Purchased Services</b>		<b>2,831</b>	<b>9,245</b>	<b>2,766</b>	<b>15,481</b>	<b>29,000</b>	<b>19,800</b>	<b>32,570</b>
43099	EQUIPMENT	6,267	6,267	-	-	-	-	15,000
<b>Equipment</b>		<b>6,267</b>	<b>6,267</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>
<b>Total</b>	<b>CODE ENFORCEMENT</b>	<b>453,182</b>	<b>481,416</b>	<b>433,660</b>	<b>461,675</b>	<b>506,660</b>	<b>497,110</b>	<b>537,299</b>

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0030 - DEPT. OF COMM.& ECO. DEV.  
 BUREAU - 0303 - CODE ENFORCEMENT

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	15,000	TEMPORARY HELP 15,000 - HISTORIC COMPLIANCE INSPECTOR
41014	1,130	OPERATING SUPPLIES 500 - COMPUTERIZED PERMIT FORMS 630 - MISCELLANEOUS MATERIALS - DUCT TAPE, CAUTION TAPE,
41016	520	UNIFORMS/SAFETY SHOES 520 - 4 PAIR SAFETY SHOES FOR INSPECTORS @ \$130.00/PR.
41023	4,400	GASOLINE 4,400 - FUEL CONSUMPTION FOR BUREAU OF CODE ENFORCEMENT
42032	4,000	TRAINING/CONTINUING ED. 2,000 - CONTINUING EDUCATION TO MAINTAIN STATE CERTIFICATIONS 2,000 - NATIONAL ICC CONFERENCE
42040	1,000	ADVERTISING AND PRINTING 1,000 - LEGAL ADVERTISEMENTS FOR THE PLUMBING, ELECTRICAL, AND CODE BOARD OF APPEALS
42055	23,000	PROFESSIONAL SERVICES 23,000 - EMERGENCY 3RD PARTY CERTIFIED INSPECTORS
42060	4,570	OTHER EXPENSES 180 - BUSINESS CARDS. 240 - INTERNATIONAL ELECTRICAL INSPECTORS DUES 4,000 - REFERENCE BOOKS FOR CERTIFICATION TESTING AND CODE 150 - PABCO MEMBERSHIP DUES 2 @ 75.00
43099	15,000	EQUIPMENT 15,000 - 2 VEHICLES YEAR 1 OF 3

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## BUREAU DETAIL

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**Bureau:** Community Development **No:** 0304

**Department:** Community & Econ Dev **No:** 0030

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### Bureau Description:

This Bureau provides administration and oversight for all CDBG and HOME funded programs. The Office of Housing Rehab is housed in this Bureau, which provides financial and technical assistance to qualified homeowners to make improvements to their residence, including the correction of code violations. Funding is geared towards improving the City's low to moderate income census tracts, microenterprise economic development activities, supporting the development of low/moderate income housing and eliminating blight throughout the City. Administration and marketing of the City's Enterprise Zone, LERTAs, Northside 2027 neighborhood and KIZ is also housed in this Bureau. Compliance with the City's Analysis of Impediments report is accomplished through this Bureau. The Bureau provides support for other City initiatives in the form of grant writing, affordable housing planning, and program administration where necessary.

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### Goals and Objectives:

- Effectively administer the City's CDBG, HOME, and HOME-ARP funding.
  - Manage a housing rehabilitation program utilizing CDBG, HOME, PHARE, Lead, and Healthy Homes funding.
  - Collaborate on the 5-year capital budget process.
  - Strengthen social service providers by implementing needed facilities projects and program expansions.
  - Implement key recommendations from an outline in the Northside 2027 Neighborhood Study.
  - Communicate with local economic development entities regarding economic development programs and assist with site selection.
  - KIZ marketing and implementation: Attract talent and technology; market to graduating students at Lehigh Valley colleges & universities; and retain and expand KIZ Partners.
  - Maintain and operate PI occupancy, LERTA programs, economic development media platforms, Enterprise Zone and the related Enterprise Loan Fund Programs, and Southside Ambassadors program.
  - As available, acquire and resell certified blighted properties for demolition and or rehabilitation.
  - Establish needed partnerships that can implement future strategies.
  - Collect housing data to better understand target priority populations.
- 

### Prior Year Achievements:

- Manage and provide technical assistance of HUD entitlement awards (PY2021: \$1,391,664 in CDBG and \$388,033 in HOME program funds). There are 13 subrecipients.
  - Received NRSA Designation for the Northside Neighborhood.
  - Managed the completion of 5 facility rehabilitation projects including Carlton Avenue repaving, YMCA Phase 1 childcare wing, New Bethany Ministries Shelter unit rehab and roof replacement, Hispanic Center food pantry, and Bethlehem Library elevator installation.
  - Expanded the housing rehabilitation program to include façade improvements. Applied and received PHARE funds to improve 8-10 more façade projects.
  - Expected to complete 35 housing rehabilitation cases spending \$400,000.
  - Worked with New Bethany Ministries to assist 112 families with rental subsidies spending \$300,000.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL**  
**DEPT 0030 COMMUNITY & ECONOMIC DEVELOPMENT**  
**BUREAU 0304 COMMUNITY DEVELOPMENT**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
TAMS	Housing & CD Planner	1	1	1	1	1 86,781	1 86,781	1 86,781
TAMS	Grant Program Manager	-	-	-	-	1 24,230	1 24,230	1 78,746
TAMS	Rehab Finance Specialist	1	1	1	1	1 71,844	1 71,844	1 71,870
<b>Total Positions</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3 182,855</b>	<b>3 182,855</b>	<b>3 237,397</b>
<b>Account Detail</b>								
40001	SALARIES	135,892	139,115	124,023	137,018	182,455	182,455	236,897
40002	LONGEVITY	-	95	300	300	400	400	500
40004	TEMPORARY HELP	105,055	131,093	127,089	158,346	166,715	166,715	189,019
<b>Personnel</b>		<b>240,947</b>	<b>270,303</b>	<b>251,412</b>	<b>295,664</b>	<b>349,570</b>	<b>349,570</b>	<b>426,416</b>
41014	OPERATING SUPPLIES	753	602	154	1,098	1,100	500	1,100
41016	UNIFORMS/SAFETY SHOES	-	230	-	1,683	-	-	-
<b>Materials &amp; Supplies</b>		<b>753</b>	<b>832</b>	<b>154</b>	<b>2,781</b>	<b>1,100</b>	<b>500</b>	<b>1,100</b>
42032	TRAINING/CONT. EDUCATION	2,659	2,110	-	-	-	-	-
42040	ADVERTISING AND PRINTING	1,192	1,373	-	-	-	-	-
42047	DEPARTMENT CONTRACTS	199,054	168,552	-	-	-	-	-
42150	HOUSING INITIATIVES	-	-	2,535	-	2,140	1,200	2,390
42151	NORTHSIDE 2027	-	-	905	193	1,300	1,000	1,300
42152	ECONOMIC DEVELOPMENT	-	-	102,366	662,235	141,270	120,000	199,500
42153	BLIGHT PROJECT	-	-	50	-	-	-	-
42154	BUSINESS DEVELOP/RETENT	-	-	35,495	4,600	10,000	5,000	10,000
42060	OTHER EXPENSES	7,804	5,438	-	-	-	-	-
42064	EQUIPMENT MAINTENANCE	7,388	3,530	-	-	-	-	-
<b>Purchased Services</b>		<b>218,097</b>	<b>181,003</b>	<b>141,351</b>	<b>667,028</b>	<b>154,710</b>	<b>127,200</b>	<b>213,190</b>
<b>Total</b>	<b>COMMUNITY DEVELOPMENT</b>	<b>459,797</b>	<b>452,138</b>	<b>392,917</b>	<b>965,473</b>	<b>505,380</b>	<b>477,270</b>	<b>640,706</b>

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0030 - DEPT. OF COMM.& ECO. DEV.  
 BUREAU - 0304 - COMMUNITY DEVELOPMENT

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	189,019	TEMPORARY HELP 189,019 - COMMUNITY DEVELOPMENT STAFF: ECONOMIC DEVELOPMENT COORDINATOR REHAB TECH SPECIALIST CDBG MONITOR COMMUNITY FELLOW
41014	1,100	OPERATING SUPPLIES 1,100 - OPERATING SUPPLIES
42150	2,390	HOUSING INITIATIVES 1,000 - MEMBERSHIPS 500 - SUPPLIES 500 - PRINTING/ADVERTISING 390 - SHOES
42151	1,300	NORTHSIDE 2027 800 - MEETING EXPENSES 500 - PRINTING/ADVERTISING
42152	199,500	ECONOMIC DEVELOPMENT 1,000 - PRINTING/ADVERTISING 2,000 - TRAINING 75,000 - MARKETING CONTRACT 500 - SUPPLIES 1,000 - SOFTWARE/OTHER EXPENSES 30,000 - ENTERPRISE ZONE IMPLEMENTATION 90,000 - PHARE FACADE - NC REVITALIZATION GRANT
42154	10,000	BUSINESS DEVELOP/RETENT 10,000 - BUSINESS DEVELOPMENT AND RETENTION SUPPORT SERVICES



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## BUREAU DETAIL

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**Bureau:** Planning & Zoning

**No:** 0305

**Department:** Community & Econ Dev

**No:** 0030

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### Bureau Description:

This bureau includes those activities that relate to the development and maintenance of a long-range community-planning program for the City. Activities undertaken are varied and are intended to implement goals and objectives of the City's Comprehensive Plan and other varied master plans and support various community-planning initiatives. Historic preservation initiatives are included within this Bureau.

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### Goals and Objectives:

- Continue to facilitate and manage the Planning and Zoning review process so that it continues to be efficient, thorough and detailed while protecting the overall goals and objectives of the comprehensive plan.
- Research and pursue additional funds and funding sources for Plan implementation.
- Update the subdivision and land development ordinance and finalize for adoption.
- Coordinate efforts with other departments and additional partners to implement long term plan recommendations, including those of the Northside 2027 Plan.
- Continue to work with the DPW for the completion of additional phases of City Wayfinding Program.
- Enforce and implement policies and provisions included in Zoning Ordinance.
- Continue to research amendments and updates to the Zoning Ordinance as appropriate, including provisions for a student overlay zone, parking requirements and other miscellaneous amendments.
- Implement recommendations for the South Side Plan to ensure compatibility between historic preservation and zoning.
- Pursue implementation of the recommendations of the Broad Street Active Transportation Plan.
- Finalize the feasibility study for the bike/pedestrian bridge over the Lehigh River.

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### Prior Year Achievements:

- Continue to work with Planning Commission, Zoning Hearing Board, Historic Commission and HARB.
  - Continue prepare later phases of the Wayfinding Signage program for installation.
  - Review and management of land development and subdivision plans.
  - Researched and drafted zoning amendments as appropriate and necessary. Finalized student overlay provisions.
  - Participated in the Southside Vision Development Committee Activities.
  - Prepared a final draft of a new SALDO for Planning Commission review and consideration.
  - Continued public outreach and design for the feasibility study for pedestrian bridge over the Lehigh River.
  - Finalize south side planning study to provide recommendations to coordinate development with historic preservation initiatives. Acquired subsequent grant funds to assist with ordinance/policy revisions.
  - Pursued funding for implementation of some components of the Broad Street Active Transportation Plan.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

FUND 001 GENERAL  
DEPT 0030 COMMUNITY & ECONOMIC DEVELOPMENT  
BUREAU 0305 PLANNING & ZONING

		2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers	2021 Actual & Estimated	2022 Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
NC	Dir of Planning & Zoning	1	1	1	1	1 99,504	1 99,504	1 99,504
TAMS	Assistant Plannning Dir	1	1	1	1	1 92,724	1 92,724	1 92,824
TAMS	Zoning Officer	1	1	1	1	1 84,762	1 84,762	1 86,781
<b>Total Positions</b>		3	3	3	3	3 276,990	3 276,990	3 279,109
Account Detail								
40001	SALARIES	251,331	256,357	243,500	262,638	275,390	275,390	277,409
40002	LONGEVITY	2,090	2,280	1,400	1,500	1,600	1,600	1,700
<b>Personnel</b>		253,421	258,637	244,900	264,138	276,990	276,990	279,109
41013	OFFICE EXPENSE	292	153	572	391	675	500	675
41014	OPERATING SUPPLIES	-	-	349	1,236	500	250	500
<b>Materials &amp; Supplies</b>		292	153	921	1,627	1,175	750	1,175
42030	HEARING BOARD EXPENSES	35,180	46,091	67,533	66,321	58,300	55,000	69,800
42032	TRAINING/CONT. EDUCATION	1,774	1,237	2,028	474	2,500	1,400	2,500
42040	ADVERTISING AND PRINTING	6,545	5,726	10,004	13,099	16,200	15,000	17,000
42047	DEPARTMENT CONTRACTS	30,817	49,131	71,719	38,574	149,400	125,000	90,500
42060	OTHER EXPENSES	2,456	1,539	1,788	1,104	1,350	1,000	1,750
<b>Purchased Services</b>		76,772	103,724	153,072	119,572	227,750	197,400	181,550
<b>Total</b>	<b>PLANNING &amp; ZONING</b>	330,485	362,514	398,893	385,337	505,915	475,140	461,834

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0030 - DEPT. OF COMM.& ECO. DEV.  
 BUREAU - 0305 - PLANNING & ZONING

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	675	OFFICE EXPENSE 675 - OFFICE SUPPLIES
41014	500	OPERATING SUPPLIES 500 - MISCELLANEOUS OPERATING SUPPLIES
42030	69,800	HEARING BOARD EXPENSES 3,500 - ZHB MEMBERS - 20 MEETINGS @ \$175/MEETING 57,500 - LEGAL FEES 8,500 - STENOGRAPHER COSTS TO ZHB 300 - COURT FEES
42032	2,500	TRAINING/CONTINUING ED. 1,000 - HARB & SBHCC: MANDATED BY STATE 1,500 - SEMINARS/TRAINING/CONFERENCES
42040	17,000	ADVERTISING AND PRINTING 16,500 - ZHB LEGAL ADS 500 - HISTORICAL CONSERVATION COMMISSION, HISTORICAL AND ARCHITECTURAL REVIEW BOARD AND PLANNING COMMISSION LEGAL ADS
42047	90,500	DEPARTMENT CONTRACTS 7,500 - CLG GRANT-PLANNING STUDY ADMIN COSTS 33,000 - HISTORIC AND ARCHITECTURAL CONSULTING CONTRACT 50,000 - GATEWAY SCULPTURES-HOTEL TAX GRANT
42060	1,750	OTHER EXPENSES 1,100 - PROFESSIONAL MEMBERSHIPS 500 - MILEAGE AND TRAVEL COSTS 150 - LITERATURE, PUBLICATIONS, SUBSCRIPTIONS

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## BUREAU DETAIL

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**Bureau:** Recycling

**No:** 0307

**Department:** Community & Econ Dev

**No:** 0030

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### **Bureau Description:**

This bureau manages the curbside collection of recyclable materials for all City of Bethlehem residential households, small businesses and City facilities. This bureau also oversees operational activities for the Theis/Cornfeld Recycling Drop-off Center and Bethlehem Yard Waste Facility.

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### **Goals and Objectives:**

- Expand current E-Waste collection program with Northampton County.
- Continue to reduce contaminants in curbside recycling program using public forums, focus groups and local educational outlets.
- Continue joint compost and mulch venture at the Bethlehem Yard Waste Facility with Hanover Township & Fountain Hill.

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### **Prior Year Achievements:**

- Completed renovations at Bethlehem Yard Waste Facility. Renovations included new yard configuration, larger material loading areas and various safety upgrades for our residential customers.
  - Processed and removed over 45,000 cubic yards of compost and mulch materials from Bethlehem Yard Waste Facility.
  - Accepted and processed over 1,500 cubic yards of oversize log/wood materials collected from various City of Bethlehem properties.
  - Accepted and processed over 100 pounds of illegally discarded TV sets/electronics collected from various City properties.
  - Invoiced over \$2,100,000 in annual residential recycling fees.
  - Received over \$200,000 in PA DEP 904 Performance Grant monies.
  - Received over \$345,000 in PA DEP 902 Equipment Grant monies. Funding for this grant allowed City to purchase a new front end loader, compactor units and roll-off containers used at our facilities.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL  
DEPT 0030 COMMUNITY & ECONOMIC DEVELOPMENT  
BUREAU 0307 RECYCLING**

		2017	2018	2019	2020	2021	2021	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated			Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	#	Salaries	
TAMS	Director of Recycling	1	1	1	1	1	91,124	1	91,124	1 91,224
SEIU	Rec Maint/Op Specialist	1	1	1	1	1	68,240	1	68,240	1 68,240
SEIU	Rec Truck Driver/ Equip Op	1	1	1	1	1	65,136	1	65,136	1 65,216
<b>Total Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>224,500</b>	<b>3</b>	<b>224,500</b>	<b>3 224,680</b>
<b>Account Detail</b>										
40001	SALARIES	193,067	173,541	192,228	211,165	220,500	220,500			220,480
40002	LONGEVITY	4,180	4,180	2,200	3,900	4,000	4,000			4,200
40003	OVERTIME	52,453	57,227	51,002	25,249	46,500	30,000			18,000
40004	TEMPORARY HELP	290,452	288,420	270,992	242,858	302,184	245,000			340,489
40005	HOLIDAY PAY	4,661	4,378	3,983	3,659	6,920	4,000			6,920
40006	DIFFERENTIAL PAY	217	222	139	203	300	200			300
40008	MEAL REIMBURSEMENT	1,430	1,339	195	104	500	200			500
<b>Personnel</b>		<b>546,460</b>	<b>529,307</b>	<b>520,739</b>	<b>487,138</b>	<b>580,904</b>	<b>503,900</b>			<b>590,889</b>
41013	OFFICE EXPENSE	1,518	391	1,152	719	1,000	1,000			1,000
41014	OPERATING SUPPLIES	2,421	4,064	4,533	3,984	7,510	7,400			4,500
41016	UNIFORMS/SAFETY SHOES	1,928	3,172	2,166	3,432	2,200	2,000			3,250
41023	GASOLINE	30,246	36,931	42,421	21,408	41,710	35,000			35,214
<b>Materials &amp; Supplies</b>		<b>36,113</b>	<b>44,558</b>	<b>50,272</b>	<b>29,543</b>	<b>52,420</b>	<b>45,400</b>			<b>43,964</b>
42032	TRAINING/CONT. EDUCATION	-	-	-	35	1,500	500			1,500
42038	EQUIPMENT REPAIRS-FLEET	12,551	30,826	36,371	29,152	40,250	30,000			40,250
42040	ADVERTISING AND PRINTING	2,878	3,964	595	3,492	3,515	1,500			3,515
42047	DEPARTMENT CONTRACTS	1,246,646	1,352,710	1,466,070	1,393,378	1,485,310	1,485,310			1,602,660
42054	RENTALS	3,634	3,645	2,340	2,350	3,316	3,000			3,482
42055	PROFESSIONAL SERVICES	-	-	-	-	500	250			500
42060	OTHER EXPENSES	14,484	13,204	13,044	18,143	16,715	12,000			21,365
42064	EQUIPMENT MAINTENANCE	8,864	14,325	23,338	8,348	15,000	12,000			15,000
42065	PLANT MAINTENANCE	21,353	9,592	19,472	66,269	10,000	7,500			10,000
<b>Purchased Services</b>		<b>1,310,410</b>	<b>1,428,266</b>	<b>1,561,230</b>	<b>1,521,167</b>	<b>1,576,106</b>	<b>1,552,060</b>			<b>1,698,272</b>
43099	EQUIPMENT	236,857	41,818	188,173	50,613	423,046	420,000			217,730
<b>Equipment</b>		<b>236,857</b>	<b>41,818</b>	<b>188,173</b>	<b>50,613</b>	<b>423,046</b>	<b>420,000</b>			<b>217,730</b>
<b>Total</b>	<b>RECYCLING</b>	<b>2,129,840</b>	<b>2,043,949</b>	<b>2,320,414</b>	<b>2,088,461</b>	<b>2,632,476</b>	<b>2,521,360</b>			<b>2,550,855</b>

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0030 - DEPT. OF COMM.& ECO. DEV.  
 BUREAU - 0307 - RECYCLING

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	18,000	OVERTIME 18,000 - RECYCLING/COMPOST CENTER OVERTIME
40004	340,489	TEMPORARY HELP 75,133 - OFFICE STAFF 189,540 - TCRC STAFF 75,816 - COMPOST STAFF
40005	6,920	HOLIDAY PAY 6,920 - RECYCLING CENTER/COMPOST CENTER
40006	300	DIFFERENTIAL PAY 300 - RECYCLING CENTER/COMPOST CENTER
40008	500	MEAL REIMBURSEMENT 500 - RECYCLING/COMPOST MEALS
41013	1,000	OFFICE EXPENSE 1,000 - OFFICE SUPPLIES
41014	4,500	OPERATING SUPPLIES 4,000 - BALING WIRE 500 - GENERAL SUPPLIES
41016	3,250	UNIFORMS/SAFETY SHOES 2,990 - STAFF CLOTHING 260 - SAFETY SHOES
41023	35,214	GASOLINE 414 - TRUCK #24 30,000 - HEAVY EQUIPMENT 3,000 - OIL/LUBRICANTS 1,800 - ENFORCEMENT CARS
42032	1,500	TRAINING/CONTINUING ED. 1,500 - COMPOST CERTIFICATIONS
42038	40,250	EQUIPMENT REPAIRS - FLEET 10,000 - 2 ROLL-OFFS, 1 PICK-UP TRUCK, 1 CAR, 30,250 - REPAIR & SERVICE FOR 2 FRONT END LOADERS/SKID STEER
42040	3,515	ADVERTISING AND PRINTING 1,515 - UPDATED BROCHURES 2,000 - MISC. EDUCATIONAL PRINTING/ANNUAL REPORTS
42047	1,602,660	DEPARTMENT CONTRACTS 1,117,860 - REPUBLIC SERVICES CURBSIDE CONTRACT 134,800 - YARD WASTE GRINDING SERVICES 350,000 - COUGLES CURBSIDE PROCESSING & TRANSPORTATION
42054	3,482	RENTALS 3,482 - SERVICE BATHROOM & SINK TCRC



FUND - 001 - GENERAL FUND  
DEPARTMENT - 0030 - DEPT. OF COMM.& ECO. DEV.  
BUREAU - 0307 - RECYCLING

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42055	500	PROFESSIONAL SERVICES 500 - AUDIT SERVICES
42060	21,365	OTHER EXPENSES 6,000 - RESIDENTIAL CONTAINER 2,000 - MISCELLANEOUS SIGNS 750 - EARTH BAGS 750 - BOOKS/PERIODICALS 1,900 - PROFESSIONAL ASSOCIATIONS 2,940 - CITY HALL CHARGES 4,000 - LANDFILL CHARGES/OVERSIZE LOGS/TV'S 1,000 - MILEAGE 200 - TOLLS 500 - PETTY CASH 200 - CDL 1,125 - OFFICE SUPPLIES
42064	15,000	EQUIPMENT MAINTENANCE 15,000 - COMPACTORS/BALER/SHREDDER/DENSIFIER/TIPPER
42065	10,000	PLANT MAINTENANCE 5,000 - ASPHALT REPAIRS 5,000 - STONE
43099	217,730	EQUIPMENT 174,833 - NEW ROLLOFF TRUCK (90% REIMBURSABLE BY STATE GRANT) 42,897 - NEW SKID STEER (90% REIMBURSABLE BY STATE GRANT)

## BUREAU DETAIL

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**Bureau:** Housing Inspections    **No:** 0309

**Department:** Community & Econ Dev    **No:** 0030

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### Bureau Description:

This Bureau of Housing Inspections is responsible to inspect the housing stock of the City of Bethlehem. All residential properties that are used as a rental, a regulated rental, and short term lodging are subject to periodic inspections by the Bureau. These inspections ensure that the housing stock is held to a standard that keeps properties safe, keeps up appearances, increases property values and the quality of life in the neighborhoods are in good health. The Bureau also follows through on property and citizen complaints regarding the conditions of properties.

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### Goals and Objectives:

- Continue the increased amount of inspections performed on properties offered for rent to ensure the properties can be safely occupied.
  - To continue our aggressive approach in handling complaints and abating them in a timely manner.
  - Continue to work with the date-driven inspection program that allows for inspection on a 3 year rotating basis
  - Continue enforcing Article 1731.03 which requires all rental properties to be registered annually.
  - Continue to progress in the fight on blight throughout the City.
  - Continue to improve technology used in field by inspectors to ease inspection process.
  - Add additional software to help monitor Regular Rental, Regulated Rental and Short Term Lodging.
  - Continue the transition of the bureau to tri-annual inspections to increase the number and frequency of properties inspected.
  - Add additional staff to coincide with the annual registration and multiple phased year inspections.
  - Continue to improve number of Certificates of Occupancy issued.
- 

### Prior Year Achievements:

- Completed the first full year of the 3 year annual inspection/registration program.
  - Through August 2021, 1,999 rental inspections, 1,784 rental re-checks, 2,202 abatements, 891 sales inspections, 514 complaints, 472 regulated rentals and 55 misc inspections.
  - The first year of the rental licensing program has generated 3,230 licenses.
  - Continue to streamline the inspection process by upgrading software and utilizing in-field inspection technology.
  - Increased the training hours for the inspectors to keep them up to date with the most current regulations.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

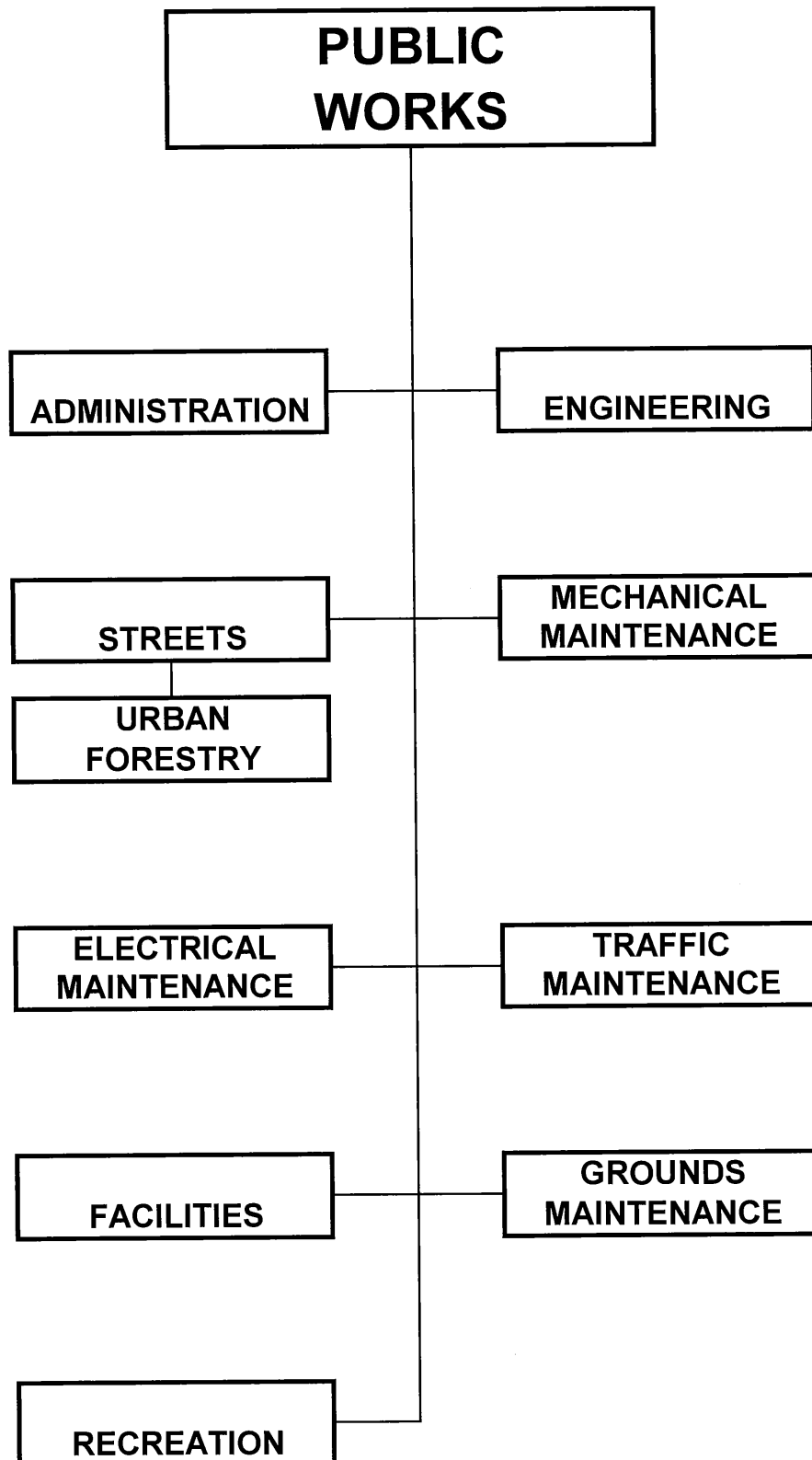
**FUND 001 GENERAL**  
**DEPT 0030 COMMUNITY & ECONOMIC DEVELOPMENT**  
**BUREAU 0309 HOUSING INSPECTIONS**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
TAMS	Housing Inspector	2	2	2	4	4 272,735	4 272,735	4 276,856
TAMS	Res. Rental Housing Spec.	-	-	-	1	1 58,938	1 58,938	1 60,699
<b>Total Positions</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>5 331,673</b>	<b>5 331,673</b>	<b>5 337,555</b>
<b>Account Detail</b>								
40001	SALARIES	123,072	137,329	142,888	272,182	330,973	330,973	336,655
40002	LONGEVITY	190	285	400	500	700	700	900
40003	OVERTIME	-	2,646	-	-	-	-	-
40004	TEMPORARY HELP	128,527	142,000	142,272	92,590	154,282	145,000	154,282
<b>Personnel</b>		<b>251,789</b>	<b>282,260</b>	<b>285,560</b>	<b>365,272</b>	<b>485,955</b>	<b>476,673</b>	<b>491,837</b>
41013	OFFICE EXPENSE	14	532	616	1,358	1,000	750	1,000
41014	OPERATING SUPPLIES	1,123	3,110	5,226	2,295	4,000	3,700	4,000
41016	UNIFORMS/SAFETY SHOES	245	470	450	655	910	800	910
41023	GASOLINE	1,582	2,876	2,490	1,629	5,000	4,800	5,000
<b>Materials &amp; Supplies</b>		<b>2,964</b>	<b>6,988</b>	<b>8,782</b>	<b>5,937</b>	<b>10,910</b>	<b>10,050</b>	<b>10,910</b>
42032	TRAINING/CONT. EDUCATION	713	886	790	1,231	4,000	2,000	4,000
42040	ADVERTISING AND PRINTING	-	-	-	-	-	-	900
42047	DEPARTMENT CONTRACTS	-	375	125	7,177	8,500	8,000	14,900
42060	OTHER EXPENSES	672	1,120	13,583	1,314	1,900	1,800	2,000
<b>Purchased Services</b>		<b>1,385</b>	<b>2,381</b>	<b>14,498</b>	<b>9,722</b>	<b>14,400</b>	<b>11,800</b>	<b>21,800</b>
43099	EQUIPMENT	6,267	6,267	-	13,300	16,000	15,500	20,047
<b>Equipment</b>		<b>6,267</b>	<b>6,267</b>	<b>-</b>	<b>13,300</b>	<b>16,000</b>	<b>15,500</b>	<b>20,047</b>
<b>Total</b>	<b>HOUSING INSPECTIONS</b>	<b>262,405</b>	<b>297,896</b>	<b>308,840</b>	<b>394,231</b>	<b>527,265</b>	<b>514,023</b>	<b>544,594</b>

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0030 - DEPT. OF COMM.& ECO. DEV.  
BUREAU - 0309 - HOUSING INSPECTIONS

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	154,282	TEMPORARY HELP 154,282 - HOUSING INSPECTIONS STAFF: RENTAL PROJECT MANAGER HOUSING INSPECTOR HOUSING INSPECTOR
41013	1,000	OFFICE EXPENSE 1,000 - OFFICE SUPPLIES
41014	4,000	OPERATING SUPPLIES 4,000 - MISCELLANEOUS EQUIPMENT
41016	910	UNIFORMS/SAFETY SHOES 910 - SAFETY SHOES 7 @ 130.00 PER PAIR
41023	5,000	GASOLINE 5,000 - FUEL CONSUMPTION FOR BUREAU OF HOUSING INSPECTION VEHICLES
42032	4,000	TRAINING/CONTINUING ED. 4,000 - PROPERTY MAINTENANCE CODE SEMINARS
42040	900	ADVERTISING AND PRINTING 900 - BLIGHTED PROPERTY ADS
42047	14,900	DEPARTMENT CONTRACTS 900 - STENOGRAPHER FOR BLIGHTED PROPERTY REVIEW 14,000 - INSPECTION SOFTWARE
42060	2,000	OTHER EXPENSES 500 - MILEAGE/TRAVEL EXPENSES 300 - FUEL LICENSE FORMS 1,200 - FUEL LICENSE STICKERS
43099	20,047	EQUIPMENT 7,500 - 1 VEHICLE LEASE YEAR 1 OF 3 12,547 - 2 VEHICLE LEASES YEAR 3 OF 3



## BUREAU DETAIL

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**Bureau:** Administration

**No:** 0501

**Department:** Public Works

**No:** 0050

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### Bureau Description:

This bureau provides for the overall administration of department activities and provides guidance to bureau managers in the management of their respective areas. The bureau administers a variety of annual programs that affect the health, convenience, and comfort of City residents and the community, including engineering, the maintenance and repair of all City streets, bridges, facilities, sewers, water lines, sidewalks, fire stations, pools, parks, trails, greenway, and vegetation management on all City properties, as well as a comprehensive traffic signal and signing network and design, permitting and review of public works projects and related construction.

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### Goals and Objectives:

- To manage and monitor activities and budgets in the Department of Public Works in an efficient, cost effective and proactive manner.
  - To streamline operations, control costs, and maintain or continually improve the level of services throughout the department.
  - To develop innovative techniques and keep up with changing conditions or technologies to aid in accomplishing the stated goals and objectives.
  - To reorganize and provide continuing training to the various Public Works bureaus, as appropriate, and assist in meeting the goals and objectives.
  - Seek and pursue grant opportunities for various functions/projects.
  - Continue to reduce/eliminate confirming invoices through the use of PCards, blankets and/or purchase orders.
  - Provide support to the new Storm Water Program.
  - Continue the development and implementation of the Climate Action Plan to reduce greenhouse gas emissions city wide.
  - Continue the oversight of construction of all City Capital Projects.
- 

### Prior Years Achievements:

- Due to the significant impacts of COVID-19 and the restrictions of patrons within businesses, Public Works assisted local establishments by again setting up Parklets, creating temporary street closures, and by closing off parking areas for the businesses to expand. Public Works built, created and permitted many decorative planters used for these closures and outdoor dining in both the North and Southside business districts.
  - Implemented a new fleet management and maintenance program to track parts, inventory, fuel usage, and maintenance scheduling. Also installed and implemented a comprehensive telematics GPS system for more efficient tracking of city vehicles and immediate notification of engine or drive train faults and efficient monitoring of operations.
  - Made significant improvements/upgrades to city facilities; replaced bathroom fixtures, removed and replaced asbestos flooring on various floors.
  - Replaced an old inefficient chiller at City Hall with a cutting edge high efficiency smart chiller that will reduce energy costs and usage by 50%.
  - Continued to improve the productivity, and efficiencies of various field operations such as snow plowing, street sweeping, storm sewer maintenance, leaf collection, and Christmas lighting decorations. Completed and updated (on a as needed basis) basic services operation plans (street sweeping, snow operations, storm sewer maintenance, and leaf collection plans) utilizing the AVL system to better monitor, track, and improve efficiency in providing said basic services.
  - Maintained a road management program for the resurfacing and maintenance of all City streets. Expanded, improved, and continuing to improve our in-house paving program.
  - Expanded and improved urban forestry functions within the City, which will be detailed in that bureau's prior year achievements. Completed the Urban Forestry tree inventory data-base.
  - Continue to replace the non-decorative street lights (over 5000) with LEDs.
  - As a result of COVID-19 we developed a comprehensive cleaning and disinfecting program which includes documentation of all cleaning efforts in 2020 and 2021.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL  
DEPT 0050 PUBLIC WORKS  
BUREAU 0501 ADMINISTRATION**

		2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers	2021 Actual & Estimated	2022 Budget
<b>Personnel Detail</b>		<b>Number of Permanent Positions</b>				<b># Salaries</b>	<b># Salaries</b>	<b># Salaries</b>
NC	Dir Pub Wks/City Engineer	1	1	1	1	1 113,872	1 113,872	1 113,872
TAMS	Dept Business Manager	1	1	1	1	1 81,391	1 81,391	1 83,562
TAMS	Administrative Assistant	1	1	1	1	1 52,816	1 52,816	1 57,720
<b>Total Positions</b>		3	3	3	3	3 248,079	3 248,079	3 255,154
<b>Account Detail</b>								
40001	SALARIES	224,873	216,553	232,753	249,256	245,879	245,879	252,854
40002	LONGEVITY	2,850	2,945	2,200	4,400	2,200	2,200	2,300
<b>Personnel</b>		227,723	219,498	234,953	253,656	248,079	248,079	255,154
41013	OFFICE EXPENSE	329	103	263	89	500	400	500
41023	GASOLINE	649	515	374	422	720	600	727
<b>Materials &amp; Supplies</b>		978	618	637	511	1,220	1,000	1,227
42032	TRAINING/CONT. EDUCATION	933	279	768	-	1,250	1,100	1,250
42060	OTHER EXPENSES	529	195	643	442	550	400	550
<b>Purchased Services</b>		1,462	474	1,411	442	1,800	1,500	1,800
<b>Total</b>	<b>ADMINISTRATION</b>	230,163	220,590	237,001	254,609	251,099	250,579	258,181

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
 BUREAU - 0501 - ADMINISTRATION

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	500	OFFICE EXPENSE 500 - SUPPLIES (FOR STAFF MEETINGS, RECORD KEEPING, ETC.) THAT ARE NOT NORMALLY STOCKED IN PURCHASING.
41023	727	GASOLINE 727 - FOR DIRECTOR'S VEHICLE TO RESPOND TO CITY BUSINESS 24/7 INCLUDING LEAF COLLECTION, CHRISTMAS DECORATIONS, SEVERE WINTER EVENTS, SINKHOLES, AND SNOW PLOWING OPERATIONS. BASED ON YEARLY ACTUAL USAGE OF 365 GALLONS @ \$1.99 PER GALLON.
42032	1,250	TRAINING/CONTINUING ED. 1,250 - THIS ACCOUNT IS UTILIZED FOR CONTINUING PROFESSIONAL EDUCATION FOR THE DIRECTOR/CITY ENGINEER TO MAINTAIN PROFESSIONAL ENGINEERING LICENSURE PER THE STATE OF PENNSYLVANIA REQUIREMENTS AND CITY ORDINANCE. THIS ACCOUNT IS ALSO TO BE USED BY THE DIRECTOR AND STAFF TO ATTEND CONFERENCES AND SEMINARS SUCH AS LATEST SNOW/ICE REMOVAL TECHNIQUES, CONSTRUCTION MEANS AND METHODS, MANAGEMENT SYSTEMS, ROAD SCHOLAR SEMINARS, WINTER SYMPOSIUM, PA LEAGUE OF CITIES AND MUNICIPALITIES ANNUAL CONVENTION, ETC. MAY COVER ONLY ONE, POSSIBLY TWO SEMINARS DEPENDING ON LOCATION AND COST.
42060	550	OTHER EXPENSES 100 - MISCELLANEOUS (PARKING FEES, TOLLS, ETC). 150 - REFERENCE/CROSS DIRECTORY/POLK DIRECTORY. 300 - PUBLIC WORKS SUBSCRIPTIONS AND MEMBERSHIP DUES.



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## BUREAU DETAIL

**Bureau:** Engineering

**No:** 0502

**Department:** Public Works

**No:** 0050

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### Bureau Description:

This bureau provides professional design, drafting, surveying and inspection services for the numerous infrastructure projects undertaken by the City, reviews all subdivisions and land developments for compliance with City Ordinances and Codes, and maintains permanent records of the City's infrastructure as required. Work includes permitting and inspecting all activities and projects in public Right of Ways and in streets, design and manage all city owned projects, and review of land development Site Plans.

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### Goals and Objectives:

- To provide engineering, permitting, construction inspection, record keeping, and surveying services for the execution of Public Works projects, land development activities, and engineering support to all other City departments and bureaus as needed.
- Construction of street scape improvements to New Street from Third Street to East Morton Street.
- Complete construction of the City's Rodgers Street Maintenance Facility, anticipated to be completed in spring 2022.
- Repair/replacement of a concrete beam and the concrete flooring in the City Center Garage.
- Repairs to the exterior columns at the City Library.
- Complete the construction of a trail connection and amenities from the South Bethlehem Greenway to the Saucon Park Ballfields (Greenway phase V).
- Structural and roadway repairs to the South Main Street Bridge over the Monocacy Creek.
- Complete ADA curb ramps improvements and street overlays projects at various location in the city based on conditions.
- Complete the installation of the City Wayfinding Signage project (Phase II and III).
- Sanitary Sewer replacement at Broadway and Brodhead Road from Third Street to Five Points partially funded by an H2O grant.
- Design and bid phase 1 of the Water & Sewer trenches restoration City Wide.

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### Prior Year Achievements:

- Completed oversight and design and construction of several water distribution projects, which included Red Fern Lane, Mud Lane, and Drexel Heights.
- Completed the design/bid packages of street re-surfacing projects, curb ramps, and sidewalks, at Union Blvd, Main Street, Lehigh Street, and Johnston Drive. Also this project included 26 curb ramps at various locations.
- Completed design and construction of the sanitary sewer replacement at Pierce Street.
- Completed review of numerous site development plans including Westgate Mall Improvements, LVIP 7, Boyd Theatre, 610 flats, Lehigh University development, Royal Farms on airport Road, Wawa on 412, and HOP plans.
- Completed design and permitting of South Bethlehem Greenway Connection to Saucon Park Ballfields (Phase V).
- Completed construction of the new Memorial Pool.
- Completed construction of improvements to the Rose Garden (Phase I).
- Completed construction of improvements to the former Water Control Room in the City Center Garage for use as a kennel for stray dogs.
- Completed rehabilitation of the 8th Ave Bridge deck.
- Completed oversight of design and construction of various upgrades to the Mountaintop Pump Station, to the Bar Screens & Detritors, to the Effluent Pump Station and electrical testing of the Substations.
- Completed curb, sidewalk and ADA improvements on southside streets including Polk, Pierce, Fillmore, and Buchanan. The South Bethlehem Connections project is funded through a Multimodal grant.
- Completed the replacement of the gasoline and diesel Underground Storage Tanks (UST) at the Municipal Service Center fueling islands.
- Completed Rodgers St facility asbestos abatement and demolition.
- Completed tile replacement at various floors in building B and police department, and bathroom fixture replacement at city hall.

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL  
DEPT 0050 PUBLIC WORKS  
BUREAU 0502 ENGINEERING**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
<b>Personnel Detail</b>		<b>Number of Permanent Positions</b>				<b># Salaries</b>	<b># Salaries</b>	<b># Salaries</b>
NC	Dep Director/Chief Eng	1	1	1	1	1 105,003	1 105,003	1 92,096
TAMS	Section Engineer	1	1	1	1	1 86,780	1 86,780	1 86,780
TAMS	Project Engineer	2	2	2	2	2 166,695	2 166,695	2 166,796
TAMS	Design Asst-Chief of Surv	1	1	1	1	1 73,570	1 73,570	1 73,570
TAMS	Design Assistant	2	2	2	2	2 133,754	2 133,754	2 128,140
TAMS	Engineering Assistant	5	5	5	5	5 339,178	5 339,178	5 332,010
<b>Total Positions</b>		12	12	12	12	12 904,980	12 904,980	12 879,392
<b>Account Detail</b>								
40001	SALARIES	825,378	832,573	829,451	844,516	897,680	897,680	872,392
40002	LONGEVITY	8,645	9,405	10,500	6,700	7,300	7,300	7,000
40003	OVERTIME	9,265	6,866	3,928	4,588	10,000	10,000	10,000
40004	TEMPORARY HELP	-	-	-	-	1	-	1
<b>Personnel</b>		843,288	848,844	843,879	855,804	914,981	914,980	889,393
41014	OPERATING SUPPLIES	3,473	2,962	4,686	2,261	4,800	4,800	4,800
41016	UNIFORMS/SAFETY SHOES	1,454	2,133	1,446	1,863	1,985	1,900	2,940
41023	GASOLINE	7,200	9,200	8,067	7,122	9,303	8,500	8,955
<b>Materials &amp; Supplies</b>		12,127	14,295	14,199	11,246	16,088	15,200	16,695
42032	TRAINING/CONT. EDUCATION	126	83	118	-	250	100	250
42047	DEPARTMENT CONTRACTS	74,083	2,500	21,053	3,500	20,000	18,500	20,000
42060	OTHER EXPENSES	10,492	8,042	12,470	10,808	12,000	11,000	10,100
42064	EQUIPMENT MAINTENANCE	1,155	1,225	1,649	1,417	2,700	2,000	3,100
<b>Purchased Services</b>		85,856	11,850	35,290	15,725	34,950	31,600	33,450
43099	EQUIPMENT	14,447	16,761	16,436	21,155	22,200	20,000	10,399
<b>Equipment</b>		14,447	16,761	16,436	21,155	22,200	20,000	10,399
<b>Total</b>	<b>ENGINEERING</b>	955,718	891,750	909,804	903,930	988,219	981,780	949,937

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
BUREAU - 0502 - ENGINEERING

## 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	10,000	OVERTIME 10,000 - BASED ON ANTICIPATED CONSTRUCTION ACTIVITY IN 2022. MOSTLY TO COVER CONSTRUCTION INSPECTION SERVICES AND WARRANTS OF SURVEY DURING PEAK CONSTRUCTION SEASON. CONSTRUCTION SERVICES ARE FOR BOTH CITY PROJECTS AS WELL AS PRIVATE DEVELOPMENTS FOR WHICH SERVICES ARE PAID BY DEVELOPERS INTO OUR GENERAL FUND. WE ANTICIPATE OVERTIME FOR SEVERAL LARGE PROJECTS IN 2022 (LEHIGH UNIVERSITY FACILITIES, GOLF COURSE IMPROVEMENTS, RODGERS ST. FACILITY REPLACEMENT, CITY CENTER GARAGE, FLOOR IMPROVEMENTS, ETC.). WE CONTINUALLY TRY TO LIMIT OVERTIME USAGE IN ENGINEERING TO THE EXTENT POSSIBLE.
40004	1	TEMPORARY HELP 1 - TO PAY FOR INTERNS TO WORK ON ANY UNANTICIPATED WORK REQUIRING TEMPORARY HELP. KEPT TO A MINIMUM TO MEET BUDGET CONSTRAINTS. WE WERE ABLE TO SECURE UNPAID INTERNS IN THE PAST.
41014	4,800	OPERATING SUPPLIES 4,800 - ANNUAL COST OF PLAN PRINTING MATERIALS, DRAFTING, AND SURVEYING SUPPLIES FOR THE YEAR. MISCELLANEOUS (MOSTLY SURVEYING) ITEMS SUCH AS GAMMON REELS, PLUMB BOB POINTS, P.K. NAILS AND SPIKES.
41016	2,940	UNIFORMS/SAFETY SHOES 2,940 - FIVE (5) T-SHIRTS/TWO (2) SWEATSHIRTS TO BE PURCHASED FOR SURVEYORS AND INSPECTORS. FIELD EMPLOYEES AND PROJECT ENGINEERS ARE ELIGIBLE FOR SAFETY SHOES IN 2022.
41023	8,955	GASOLINE 8,955 - BASED ON ANNUAL USAGE OF 4,500 GALLONS (10 VEHICLES) AT \$1.99 PER GALLON. TOTAL BUDGET WILL NOT BE SPENT IN 2021 BECAUSE OF NOT BEING FULLY STAFFED FOR FEW MONTHS.
42032	250	TRAINING/CONTINUING ED. 250 - REFERENCE TEXTS, MANUALS, AND SOFTWARE TO IMPROVE WORK PERFORMANCE AND JOB SAFETY. BASIC AND ADVANCED TRAINING AND COURSES FOR ENGINEERING SOFTWARE SUCH AS AUTOCAD, ETC. CONTINUE TO LIMIT EXPENDITURES TO MEET BUDGET CONSTRAINTS. WE HAVE EXTENSIVELY UTILIZED FREE SEMINARS WHENEVER POSSIBLE.
42047	20,000	DEPARTMENT CONTRACTS 5,000 - LINE ITEM FOR UNEXPECTED OUTSIDE CONSULTING AND ENGINEERING WORK DURING THE YEAR. INCLUDES RESPONSE TO SUBMITTALS OF LAND DEVELOPMENT PLANS AND DESIGN CONSULTATION.

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
 BUREAU - 0502 - ENGINEERING

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		15,000 - FOR REPLACEMENT OF DEFICIENT SIDEWALKS THAT PROPERTY OWNERS DO NOT REPLACE (EVENTUAL REIMBURSEMENT TO THE CITY IS ANTICIPATED). THIS FUNDING LEVEL CURRENTLY ADDRESSES 2 OR 3 PROPERTIES AGAINST A CURRENT DATA-BASE BACKLOG OF 50-60 PROPERTIES.
42060	10,100	OTHER EXPENSES
		300 - PAINT FOR SURVEY CREW.
		200 - BATTERIES AND HAND CALCULATORS.
		1,000 - MISCELLANEOUS FIELD AND OFFICE SUPPLIES.
		350 - STATIONERY SPECIALTY ITEMS.
		150 - FIRST AID SUPPLIES INCLUDING POISON IVY IMMUNIZATIONS, SAFETY BULLETINS, ETC.
		4,100 - AUTOCAD UPGRADES.
		4,000 - VERIZON CHARGE FOR DATA PACKAGES FOR TABLETS USED FOR FIELD INSPECTIONS, GIS UPDATES AND 4 AIR CARDS.
42064	3,100	EQUIPMENT MAINTENANCE
		3,100 - ANNUAL ADJUSTMENT & ACCURACY CHECK FOR TWO (2) EDMS. SERVICE FOR PLOTTER, AND LARGE FORMAT PRINTER SCANNER INCLUDING ANNUAL CONTRACTS.
43099	10,399	EQUIPMENT
		10,399 - 3RD YR. OF A 3 YR LEASE FOR A 2020 FORD EXPLORER.

## BUREAU DETAIL

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**Bureau:** Streets

**No:** 0503

**Department:** Public Works

**No:** 0050

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### Bureau Description:

This bureau provides for the maintenance and paving of streets, alleys, including the repair of sinkholes, frost boils, potholes, and crack sealing. The bureau is also responsible for street sign repair, leaf collection, snow removal, cleanup support for events, and ensuring the streets are safe and passable at all times.

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### Goals and Objectives:

- Provide basic services to city residents including:
    - Leaf Collection
    - Manage snow and ice
    - Street sweeping
    - Street paving
    - General cleanup activities
    - Maintain storm sewers, city storm sewer detention basins, and swales
  - Streamline and continuously improve on leaf collection and snow removal with the City's upgraded vehicle tracking system. Complete/update the Leaf Collection, Street Sweeping, Storm Sewer Maintenance, and Snow Operations Plans to improve accountability, procedures, and efficiencies.
  - With a street cleaning program in place (Street Sweeping Plan), we will be able to maintain city streets in a more efficient and more frequent manner.
  - Manage vegetation growth along city roadways.
  - Maintain both business districts streetscapes to assist business owners and promote our downtowns.
  - Improve paving and patching programs to maintain and extend the life of City roadways.
  - Continue to increase in-house paving output through efficiency and quality improvements.
  - Add a 2<sup>nd</sup> Vac Truck (to be funded by Stormwater fund) to increase the number of storm sewer catch basins to be cleaned per year to comply with our Stormwater Program.
  - Add a 2<sup>nd</sup> spray patch truck to increase road maintenance efficiency while decreasing demand on personnel.
- 

### Prior Year Achievements:

- In 2021 added 2<sup>nd</sup> truck mount single-man leaf loader to improve our leaf collection operation efficiency while utilizing less personnel.
  - Deployed flower planter boxes, again in 2021, throughout the city as part of the COVID-19 outdoor dining plan to assist downtown businesses.
  - 2021 In-House Paving Program-placed 8,000 tons of macadam and paved 20,000 feet of roadway, which equates to 3.78 road miles or approximately 11 lane miles.
  - 2021 Road Maintenance Repairs-placed 2,407 tons of macadam, 24,839 feet scratched, which equates to 2.5 road miles/4.7 lane miles.
  - Deployed spray patch truck to improve road maintenance operations, filling over 7,000 pot holes.
  - Improved in-house paving program through personnel training and cooperation with the Water Department.
  - Improved streetscape, cleaning services, and added flowers in the downtown areas. Painted, repaired, and/or replaced flower urns and bollards, replaced slate and bricks.
  - Collected over 45,000 cubic yards of leaves during the 2020 leaf collection operation.
  - Maintained storm sewers – cleaning and flushing of over 350 basins throughout the city.
  - Upgraded street signs with new hardware and replaced over 250 street signs.
  - Maintained an in-house tree trimming program in support of street sweeping activities.
  - Roadside tractor cut over 35 miles of vegetation growth along city roadways.
  - Improved the brine operation by using a deicing additive (GEOMELT 55 BEET JUICE) and AGG4 Ice Melt.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL  
DEPT 0050 PUBLIC WORKS  
BUREAU 0503 STREETS**

		2017	2018	2019	2020	2021	2021	2022	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries
	TAMS Superintendent of Streets	1	1	1	1	1	102,073	1	102,073
	TAMS Streets Supervisor	2	2	2	2	2	151,795	2	151,795
	SEIU Maintenance Worker III	9	9	9	9	9	571,350	9	571,350
	SEIU Maintenance Worker II	13	13	13	13	13	691,615	13	691,615
	SEIU Maintenance Worker I	2	2	2	2	2	76,357	2	76,357
	Total Positions	27	27	27	27	27	1,593,190	27	1,593,190
	Allocated to 005A						(400,000)		(400,000)
	Allocated to 012A						(391,342)		(391,342)
							801,848		801,848
									830,359
Account Detail									
40001	SALARIES	929,595	991,081	1,012,636	1,062,313	785,748	785,748		810,359
40002	LONGEVITY	22,420	18,145	16,100	14,900	16,100	16,100		20,000
40003	OVERTIME	74,462	73,592	79,929	82,977	85,000	82,000		85,000
40004	TEMPORARY HELP	5,617	5,484	20,383	-	26,400	10,000		26,400
40006	DIFFERENTIAL PAY	3,629	3,612	3,556	3,470	4,200	4,200		4,200
40008	MEAL REIMBURSEMENT	4,043	4,498	4,069	1,443	6,000	6,000		6,000
	Personnel	1,039,766	1,096,412	1,136,673	1,165,103	923,448	904,048		951,959
41014	OPERATING SUPPLIES	14,955	13,643	10,289	13,294	17,000	15,000		17,000
41016	UNIFORMS/SAFETY SHOES	4,924	7,992	6,113	5,706	8,015	7,500		8,015
41023	GASOLINE	60,301	76,304	86,004	56,829	87,328	85,000		89,947
	Materials & Supplies	80,180	97,939	102,406	75,829	112,343	107,500		114,962
42031	UNIFORM RENTAL	835	-	-	-	-	-		-
42033	TRAINING AND SAFETY	3,189	3,296	6,679	3,296	3,580	2,500		3,580
42047	DEPARTMENT CONTRACTS	12,945	26,799	20,173	25,085	30,000	25,000		29,320
42060	OTHER EXPENSES	5,604	5,443	4,518	3,658	6,080	5,000		6,080
42060A	BUSINESS DIST STREETScape	9,506	16,081	5,548	5,310	10,000	9,500		10,000
42064	EQUIPMENT MAINTENANCE	994	995	310	1,172	1,000	500		1,000
	Purchased Services	33,073	52,614	37,228	38,521	50,660	42,500		49,980
43099	EQUIPMENT	16,576	-	187,376	13,268	6,300	6,200		22,520
	Equipment	16,576	-	187,376	13,268	6,300	6,200		22,520
Total	STREETS	1,169,595	1,246,965	1,463,683	1,292,721	1,092,751	1,060,248		1,139,421

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
BUREAU - 0503 - STREETS

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	85,000	OVERTIME 85,000 - ACCOUNT IS USED FOR STAND BY & EMERGENCY CALLOUTS, MUSIKFEST PREPARATION & CLEAN UP, CELTIC CLASSIC PREPARATION & CLEAN-UP, SUMMER STORM RESPONSE & CLEAN UP, LEAF COLLECTION & OTHER EVENTS. THIS ACCOUNT IS ALSO USED FOR CLEANING STORM DRAINS ON THE HILL-TO-HILL BRIDGE ON THE WEEKEND WHICH IS REIMBURSED BY THE COUNTIES. OVERTIME WAS USED AGAIN IN 2021 TO REPAIR, SET-UP, AND REMOVE PLANTERS FOR OUTDOOR DINING.
40004	26,400	TEMPORARY HELP 26,400 - AMOUNT IS BASED ON \$11.00 PER HOUR FOR FIVE (5) EMPLOYEES FOR 12 WEEKS OF WORK. THE SUMMER HELP IS USED TO AUGMENT OUR PAVING ACTIVITIES, CLEAN-UP ACTIVITIES, VEGETATION CONTROL, ERECT STREET SIGNS, AND TO PAINT SIGN POLES. SUMMER HELP HAS BECOME CRITICAL TO OUR IN-HOUSE PAVING AND THESE PERSONEL ARE NEEDED FOR UNSKILLED LABOR ON THE PAVING CREW. DUE TO COVID-19 AND NO APPLICANTS, TEMPORARY HELP WAS NOT USED IN 2021.
40006	4,200	DIFFERENTIAL PAY 4,200 - ACCOUNT COVERS MIDDLE SHIFT AND NIGHT SHIFT EMPLOYEES FOR 2022. THIS ALSO INCLUDES WORK PERFORMED DURING SPECIAL EVENTS AND OPERATIONS.
40008	6,000	MEAL REIMBURSEMENT 6,000 - MEAL REIMBURSEMENT FOR SHIFTS EXCEEDING 10 HOURS OR MORE.
41014	17,000	OPERATING SUPPLIES 17,000 - THIS ITEM COVERS SUPPLIES SUCH AS PROPANE, BAG CONCRETE, LUMBER, HARDWARE, MASONRY ITEMS, WEED KILLER, PAINT, OXYGEN, AND ACETYLENE FOR BURNING TORCH AND OTHER MISCELLANEOUS ITEMS NEEDED TO PERFORM THE JOBS REQUIRED. THIS ALSO COVERS CONTRACT SPRAYING FOR LARGE AND DIFFICULT TO REACH AREAS SUCH AS BRIDGE STRUCTURES.
41016	8,015	UNIFORMS/SAFETY SHOES 8,015 - REQUIRED BY UNION AGREEMENT. NEEDED TO COVER COST OF SHOES AND UNIFORMS FOR 2022. THIS AMOUNT WILL COVER 27 EMPLOYEES FOR UNIFORMS AND WORK SHOES. PURCHASING IS GIVING EMPLOYEES A CHOICE OF SHIRTS WHICH MAY ESCALATE COSTS.
41023	89,947	GASOLINE 89,947 - TO OPERATE STREET'S VEHICLES AND HEAVY EQUIPMENT. APPROXIMATELY 35,257 GALLONS OF DIESEL AT \$2.12 PER GALLON (\$74,744) AND 7,640 GALLONS OF REGULAR/ PREMIUM GASOLINE AT \$1.99 PER GALLON (\$15,203).
42033	3,580	TRAINING AND SAFETY



FUND - 001 - GENERAL FUND  
DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
BUREAU - 0503 - STREETS

## 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		3,000 - SAFETY GLASSES, GLOVES, RESPIRATORS, GOGGLES, RAIN GEAR, HARD HATS, CONES, SIGNS, BARRICADES, ETC. WOOD FOR BARRICADES AND SAFETY SIGNS.
		180 - CPR CLASSES FOR TEN (10) EMPLOYEES AT \$18/PERSON.
		400 - PESTICIDE LICENSE FOR TWO (2) EMPLOYEES TO TREAT IN THE PUBLIC RIGHT OF WAY.
42047	29,320	DEPARTMENT CONTRACTS
		19,320 - ESTIMATED MUNICIPAL WASTE 322 TONS AT \$60.00 PER TON. THIS IS A DECREASE OF \$2.11 PER TON FROM 2021. CLEAN FILL DISPOSAL FROM STREET EXCAVATIONS AND RECYCLED SWEEPER DIRT. WE WILL CONTINUE NOT UTILIZING THE LANDFILL AS MUCH AS POSSIBLE BY USING OTHER SITES IF SUITABLE.
		10,000 - 50% OF CONTRACTED CLEANING COSTS FOR THE STEFKO COMPLEX. BUDGET AT COVID LEVEL CLEANING IN THE EVENT IT BECOMES REQUIRED AGAIN IN 2022.
42060	6,080	OTHER EXPENSES
		2,500 - OFFICE SUPPLIES, UNEXPECTED EXPENSES, TRAVEL EXPENSES.
		2,400 - VERIZON AIR CARD EXPENSES (4) TO ACCESS AVL SYSTEM.
		700 - DEP WASTE HAULING PERMITS.
		480 - CDL REIMBURSEMENT.
42060A	10,000	BUSINESS DIST STREETScape
		10,000 - THIS ACCOUNT WILL COVER COST OF REPAIRS, MAINTENANCE, OR REPLACEMENT OF BENCHES, FLOWER URNS, BOLLARDS, TREE TRIMMING, SLATES, ETC. FOR SIDEWALK REPLACEMENT/REPAIR AND ANY OTHER EXPENSES THAT ARE NEEDED TO ASSIST PROPERTY OWNERS TO MAINTAIN THE BUSINESS DISTRICT'S STREETScape IN THE CITY OF BETHLEHEM.
42064	1,000	EQUIPMENT MAINTENANCE
		1,000 - SMALL TOOL PARTS AND REPAIRS SUCH AS CHAIN SAWS, JACK-HAMMERS, AIR TOOLS, TAMPERS, WEED WACKERS ETC.
43099	22,520	EQUIPMENT
		11,440 - FOUR (4) MOBILE RADIOS AT \$2,860 EACH FOR NEW STREET DEPARTMENT TRUCKS (SPRAY TRUCK, 2 MACK DUMP TRUCKS, SERVICE BODY TRUCK).
		4,560 - TWO (2) PORTABLE RADIOS AT \$2,280 EACH TO REPLACE AGING UNITS.
		600 - THREE (3) REPLACEMENT BATTERIES FOR EXISTING RADIOS AT \$200 EACH.
		5,920 - EIGHT (8) SETCOM WIRELESS HEADSETS FOR USE WHILE PAVING AND STORM SEWER CLEANING. HEADSETS NEEDED TO COMMUNICATE IN VERY NOISY ENVIRONMENTS TO IMPROVE SAFETY AT JOB SITES.

## BUREAU DETAIL

**Bureau:** Urban Forestry

**No:** 050301

**Department:** Public Works

**No:** 0050

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### Bureau Description:

This bureau manages all urban forestry activities including monitoring, promoting, conducting, permitting, and overseeing all urban forestry functions within the right-of way in accordance with the City's shade tree ordinance (Article 910). The bureau also reviews all land development plans and ensures compliance with the City's SALDO and Zoning ordinances pertaining to landscaping. In addition, Urban Forestry manages and supports work with other departments and bureaus on forestry related matters, special programs, community outreach, education, and greening initiatives and collaborates with community associations, government agencies, and volunteer groups to build and maintain a sustainable and attractive community.

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### Goals and Objectives:

- Maintain and update the citywide Urban Forestry tree inventory GIS database to track and manage this asset.
- Manage and maintain the urban forest to include: the review of land development plans for adherence to SALDO and Zoning ordinances, investigation of citizen concerns, oversight of pruning, removal, planting, and treatment activities on public property, testing, licensing, and monitoring of tree contractors.
- Conduct site visits and review local nurseries to develop a list for property owners of potential quality sources of plant material.
- Develop additional city standard details related to Urban Forestry.
- Continue working with other bureaus and departments to improve processes and procedures for management of tree-related issues and resolve problems such as tree/sidewalk conflicts. Research alternatives for conflicts including structural soil and flexible paving.
- Seek improvements for bureau related activities, such as permitting, licensing, nuisance abatement notifications, tree replacement, and landscape plan reviews.
- Advise and assist interested citizens in the formation of a tree board or commission.
- Plant street trees in locations around the City where street trees are lacking.

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### Prior Year Achievements:

- ArborPro Inc. was contracted to create a citywide street tree inventory by collecting data concerning the location, size, and condition of street trees throughout the City to create a tree inventory and report which will detail the health and maintenance needs, removal requirements, and areas for tree plantings, as well as the carbon sequester rates and capabilities of such trees. This database will also be used for efficient code enforcement.
  - Fulfilled the requirements to maintain, for the 28<sup>th</sup> year, Bethlehem's Tree City USA status. Also qualified for a Tree City USA Growth Award for the 13<sup>th</sup> consecutive year in recognition of environmental improvement and achievements in education and public relations, partnerships, planning and management, and tree planting and maintenance.
  - Continued enforcement of the revised street tree ordinance to conform to changes in the 3<sup>rd</sup> class City Code and remain abreast of current arboricultural practices. The revised ordinance addresses deficiencies concerning definitions, property owner responsibilities, tree replacements, permitting, licensing applications, public nuisances, emergency work, and owner liability.
  - Created a suggested list of tree nurseries for residents where they can purchase City of Bethlehem approved street trees for planting or replacement trees.
  - Completed CEU's to maintain ISA arborist certification and PA Pesticide Applicator certification.
  - Continued work on Northside 2027 phase I, this project consisted of removing dead and declining trees, grinding existing tree stumps, and replacement of trees in the Northside 2027 territory.
  - Created a Memorial Tree application on the City's website for anyone looking to have a tree planted in remembrance of someone.
  - Updated the City of Bethlehem's licensed arborist exam to include new ANSI standards.
  - Created an approved street tree description list. The public can now view on the City's website what each approved street tree looks like with a description of the trees growing pattern and fall color.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL  
DEPT 0050 PUBLIC WORKS  
BUREAU 050301 URBAN FORESTRY**

		2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers	2021 Actual & Estimated	2022 Budget
<b>Personnel Detail</b>		<b>Number of Permanent Positions</b>				<b># Salaries</b>	<b># Salaries</b>	<b># Salaries</b>
TAMS	Forester	1	1	1	1	74,563	74,563	78,746
<b>Total Positions</b>		1	1	1	1	74,563	74,563	78,746
<b>Account Detail</b>								
40001	SALARIES	71,343	72,770	69,072	66,438	74,563	74,563	78,746
40002	LONGEVITY	570	665	800	-	-	-	-
40004	TEMPORARY HELP	2,320	-	-	-	4,180	4,180	4,180
<b>Personnel</b>		74,233	73,435	69,872	66,438	78,743	78,743	82,926
41014	OPERATING SUPPLIES	1,084	1,010	829	1,252	1,900	1,750	1,900
41016	UNIFORMS/SAFETY SHOES	-	-	-	-	130	130	-
41023	GASOLINE	-	-	-	304	729	650	737
<b>Materials &amp; Supplies</b>		1,084	1,010	829	1,556	2,759	2,530	2,637
42047	DEPARTMENT CONTRACTS	8,000	10,000	10,850	23,685	44,065	43,000	27,500
4204707	NUISANCE ABATEMENTS	19,303	11,761	13,775	12,815	15,000	14,000	15,000
42060	OTHER EXPENSES	780	1,297	748	800	1,300	1,000	1,300
<b>Purchased Services</b>		28,083	23,058	25,373	37,300	60,365	58,000	43,800
43099	EQUIPMENT	-	-	-	6,700	6,450	6,000	6,450
<b>Equipment</b>		-	-	-	6,700	6,450	6,000	6,450
<b>Total</b>	<b>URBAN FORESTRY</b>	103,400	97,503	96,074	111,994	148,317	145,273	135,813

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
 BUREAU - 050301 - URBAN FORESTRY

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	4,180	TEMPORARY HELP 4,180 - SUMMER HELP OF ONE (1) COLLEGE AGE STUDENT FOR A TOTAL OF 380 HOURS, APPROXIMATELY 10 WEEKS. SUMMER HELP IS USED TO ASSIST IN RECORD KEEPING, SIMPLE INSPECTIONS, UPDATING DATA, SENDING AND TRACKING NOTIFICATIONS, RESEARCHING LAND RECORDS, ISSUING PERMITS, MONITORING LICENSING REQUIREMENTS, ASSISTING WITH UPDATING URBAN FORESTRY DATABASE, AND OTHER GENERAL OFFICE DUTIES DURING PEAK SEASON FOR VEGETATION MANAGEMENT ISSUES WITHIN THE CITY.
41014	1,900	OPERATING SUPPLIES 1,900 - SEEDLINGS, EDUCATIONAL MATERIALS FOR ARBOR DAY, SMALL TOOLS, TREE INVENTORY SUPPLIES, URBAN FORESTRY BROCHURES, ETC. DUE TO BUDGET CONSTRAINTS, PURCHASES HAVE BEEN KEPT TO A MINIMUM.
41023	737	GASOLINE 737 - 370 GALLONS AT A COST OF \$1.99 PER GALLON. BASED ON ANTICIPATED USAGE BY CITY FORESTER IN 2021.
42047	27,500	DEPARTMENT CONTRACTS 7,500 - PRUNING OF TREES FOR STREET OVERLAY AND STREET CLEANING PROGRAMS. FUNDING IS BASED ON ANTICIPATED NEED. THE SCOPE OF THE PROJECT FLUCTUATES FROM YEAR TO YEAR. 5,000 - WEED CONTROL AND TREE TRIMMING FOR THE STAR SITE AND FLOOD CONTROL STATION IS EVALUATED YEARLY. FUNDING IS BASED ON THE ARMY CORP. OF ENGINEER'S MAINTENANCE REQUIREMENTS FOR THE FLOOD CONTROL STATION AND ANTICIPATED NEED AT THE STAR SITE. 15,000 - CITY WIDE TREE PLANTING-THIS PLAN WOULD BE TO TARGET STREETS IN THE CITY WHERE TREES ARE LACKING. THIS ACTIVITY WILL BE FUNDED FROM THE DEVELOPER'S TREE FUND.
4204707	15,000	NUISANCE ABATEMENTS 15,000 - NUISANCE ABATEMENT PRUNING AND REMOVAL OF HAZARDOUS TREES AND STUMPS PER ARTICLE 910 OF CODIFIED CITY ORDINANCES. FUNDS SPENT UNDER THIS ACTIVITY ARE TYPICALLY EVENTUALLY PAID BACK TO THE CITY BY THE RESPONSIBLE ABUTTING PROPERTY OWNER. THIS ACCOUNT IS USED TO REPLACE TREES WHEN HOMEOWNERS HAVE FAILED, NEGLECTED, OR REFUSED TO REPLACE TREES AFTER PERMITTED REMOVALS PER THE REVISED SHADE ORDINANCE (DECEMBER 2014). MISSING TREES AS EVIDENCED BY EMPTY TREE WELLS AND OBVIOUS CUT OUTS LEFT IN SIDEWALKS COULD ALSO BE REPLACED WITH THIS ACCOUNT. THE COST OF PLANTING OF TREES ARE NOW ALSO RECOVERABLE PER THE NEW ORDINANCE. THIS WORK IS TYPICALLY SCHEDULED FOR THE FALL PLANTING SEASON (OCTOBER, NOVEMBER, AND EARLY DECEMBER).

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
BUREAU - 050301 - URBAN FORESTRY

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42060	1,300	OTHER EXPENSES
	1,300 -	MEMBERSHIPS TO VARIOUS TECHNICAL ASSOCIATIONS, BOOKS AND PERIODICALS, CONTINUING EDUCATION, SEMINARS, PESTICIDES RELICENSING, CERTIFIED ARBORIST RECERTIFICATION, TRAVEL AND MISCELLANEOUS EXPENSES. AGAIN, DUE TO BUDGET CONSTRAINTS, CONTINUING EDUCATION AND SEMINARS HAVE BEEN KEPT TO A MINIMUM.
43099	6,450	EQUIPMENT
	6,450 -	3RD YEAR OF A THREE YEAR LEASE FOR A 2020 FORD FUSION.

## BUREAU DETAIL

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**Bureau:** Mechanical Maintenance

**No:** 0504

**Department:** Public Works

**No:** 0050

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### **Bureau Description:**

This bureau provides for the acquisition, service and repair of the City's owned/leased motorized fleet of vehicles, including Fire, Police, and construction equipment. This bureau performs state inspections, road service, lubes, responds to after-hours emergencies, and rebuilding of component parts for vehicles and equipment.

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### **Goals and Objectives:**

- Continue to standardize fleet to save on tool purchases, training, and parts inventory.
  - Prolong the life of vehicles and provide the most cost effective service and repairs.
  - Provide for the safe operation of over 400 vehicles and pieces of equipment in the City's fleet.
  - Continue evaluation of the City's fleet and develop a unit replacement schedule to achieve the most effective use and costs of vehicles.
  - Identify and implement innovative ways to conserve fuel, improve maintenance, and reduce environmental impacts.
  - Improve utilization of the City's fleet.
  - Cost effectively acquire new replacement units for the fleet.
  - Continue to evaluate parts and supply vendors and state contracts to assure we are getting the best possible prices.
  - Continue to evaluate and implement the possible electrification of our fleet starting with the smaller units.
- 

### **Prior Year Achievements:**

- Conducted over 700 state inspections.
  - Maintained all emergency equipment cost effectively.
  - Installed radio, computer systems, and cameras in new police vehicles.
  - Maintained a safe reliable fleet.
  - Maintained and repaired snow plows and De-Icing equipment.
  - Increased training opportunities for mechanics.
  - Spec'd and procured 28 new vehicles and equipment to replace aging units.
  - Upgraded fuel monitoring and leak detection system at the Municipal Service Center.
  - Planned and replaced/upgrade the fueling island at Municipal Service Center.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL  
DEPT 0050 PUBLIC WORKS  
BUREAU 0504 MECHANICAL MAINTENANCE**

		2017	2018	2019	2020	2021	2021	2022			
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget			
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries		
	TAMS Fleet Manager	1	1	1	1	1	93,324	1	93,324	1	76,797
	TAMS Auto Mechanic Supervisor	1	1	1	1	1	77,259	1	77,259	1	77,259
	SEIU Automotive Mechanic	8	8	8	8	8	558,067	8	558,067	8	525,409
	SEIU Account Clerk II	1	1	1	1	1	54,638	1	54,638	1	53,538
	Total Positions	11	11	11	11	11	783,288	11	783,288	11	733,003
Account Detail											
	40001 SALARIES	658,907	710,133	723,681	750,319	766,888	766,888	723,203			
	40002 LONGEVITY	13,395	14,060	15,300	15,800	16,400	16,400	9,800			
	40003 OVERTIME	23,502	25,539	26,050	23,595	29,400	29,400	29,400			
	40004 TEMPORARY HELP	3,534	-	7,555	9,225	11,050	10,000	11,242			
	40006 DIFFERENTIAL PAY	1,888	1,995	1,966	2,073	2,200	2,200	2,200			
	40008 MEAL REIMBURSEMENT	533	442	767	143	1,000	1,000	1,000			
	Personnel	701,759	752,169	775,319	801,155	826,938	825,888	776,845			
	41014 OPERATING SUPPLIES	21,230	10,231	2,224	2,938	2,800	2,200	2,800			
	41016 UNIFORMS/SAFETY SHOES	1,399	1,528	1,706	1,514	1,750	1,750	1,750			
	41017 SMALL TOOLS	5,636	5,675	6,235	5,538	7,000	5,000	7,000			
	41023 GASOLINE	24,869	33,182	34,139	25,341	34,850	34,500	30,305			
	41024 LUBRICANTS	23,741	24,044	30,032	19,155	30,000	26,500	34,000			
	Materials & Supplies	76,875	74,660	74,336	54,486	76,400	69,950	75,855			
	42031 UNIFORM RENTAL	3,524	2,737	2,549	2,841	3,500	3,000	3,500			
	42033 TRAINING AND SAFETY	1,790	2,893	2,152	1,937	3,500	2,000	3,500			
	42038 EQUIPMENT REPAIRS - FLEET	347,216	431,371	455,096	364,461	425,400	415,000	430,000			
	42047 DEPARTMENT CONTRACTS	2,588	2,598	2,186	15,221	65,022	64,000	67,484			
	42060 OTHER EXPENSES	2,913	2,352	1,776	1,314	3,500	2,500	3,500			
	42064 EQUIPMENT MAINTENANCE	10,044	11,065	15,645	7,414	11,400	11,000	13,400			
	Purchased Services	368,075	453,016	479,404	393,188	512,322	497,500	521,384			
	43099 EQUIPMENT	32,926	-	5,700	28,489	22,650	20,000	20,500			
	Equipment	32,926	-	5,700	28,489	22,650	20,000	20,500			
Total	MECHANICAL MAINTENANCE	1,179,635	1,279,845	1,334,759	1,277,318	1,438,310	1,413,338	1,394,584			

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
 BUREAU - 0504 - MECH MAINTENANCE

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	29,400	OVERTIME 29,400 - CALL OUTS FOR EMERGENCY BREAK DOWNS AND REPAIRS AND TO MEET PEAK DEMANDS. BUDGET ITEM IS NEEDED TO COVER THE NUMBER OF EMERGENCY CALL OUTS FOR VEHICLE ASSISTANCE AND THE NUMBER OF POLICE IMPOUND CALLS. THIS ACCOUNT IS ALSO UTILIZED FOR SUPPORT OF WINTER OPERATIONS FOR EMERGENCY SERVICES WHICH ARE NOT ELIGIBLE TO BE CHARGED TO THE LIQUID FUELS FUND SUCH AS SUPPORT FOR POLICE, FIRE, AND OTHER EMERGENCY SERVICES. THIS ASSUMES AN AVERAGE WINTER AND CALL-OUTS. AMOUNT REFLECTS 3 YEAR AVERAGE.
40004	11,242	TEMPORARY HELP 11,242 - PART TIME EMPLOYEE FOR FOUR (4) HOURS PER DAY, FIVE (5) DAYS A WEEK TO PROVIDE CLEANING SERVICES TO FLEET VEHICLES. RATE OF \$10.81 PER HOUR FOR FOUR (4) HOURS PER DAY. 2021 BUDGET IS NOT EXPECTED TO BE ENTIRELY USED AS THE POSITION IS CURRENTLY OPEN.
40006	2,200	DIFFERENTIAL PAY 2,200 - TO COVER MIDDLE SHIFT AND NIGHT SHIFT HOURS WORKED BY THE STAFF DURING EMERGENCIES IN ACCORDANCE WITH THE UNION CONTRACT.
40008	1,000	MEAL REIMBURSEMENT 1,000 - REIMBURSEMENT FOR MEALS DURING EXTENDED WORK HOURS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	2,800	OPERATING SUPPLIES 2,800 - TO PURCHASE FUEL TICKETS FOR OFF-SITE FUELING, BREATHING MASKS, HAND TOWELS, HAND SOAP, BATTERIES, AIR LINE FILTERS, PAINT BOOTH FILTERS, AND REPAIR ORDER FORMS AND STAND-BY CELL PHONE.
41016	1,750	UNIFORMS/SAFETY SHOES 1,750 - TO PURCHASE UNIFORMS AND SAFETY SHOES PER UNION CONTRACT.
41017	7,000	SMALL TOOLS 7,000 - TO UPGRADE AND PURCHASE NEW AND REPLACEMENT TOOLS AS NEEDED TO PERFORM EQUIPMENT MAINTENANCE. WE CONTINUALLY NEED ADDITIONAL SMALL TOOLS FOR THE STAFF BASED ON WORKLOAD AND CONSTANTLY CHANGING REQUIREMENTS.
41023	30,305	GASOLINE 30,305 - BASED ON ESTIMATED USAGE AND ANTICIPATED PRICE. GAS USAGE FOR THE LIBRARY AND PARKING AUTHORITY ARE ALSO CHARGED TO THIS ACCOUNT AND REIMBURSEMENT IS MADE TO THE GENERAL FUND. ESTIMATED USAGE IS 3,500 GALLONS OF DIESEL AT AN ESTIMATED COST OF \$2.12 PER GALLON, USAGE OF 11,500 GALLONS OF GAS ESTIMATED COST AT \$1.99 PER GALLON.



FUND - 001 - GENERAL FUND  
DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
BUREAU - 0504 - MECH MAINTENANCE

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41024	34,000	LUBRICANTS 34,000 - TO PURCHASE MOTOR OILS, GEAR OILS, HYDRAULIC OILS, TRANSMISSION FLUIDS, GREASE AND OTHER LUBRICANTS. INCREASE DUE TO ADDING DIESEL EMISSION FLUID ON 2010 AND NEWER MODEL VEHICLES TO THIS ACCOUNT.
42031	3,500	UNIFORM RENTAL 3,500 - FOR UNIFORM RENTAL AND CLEANING.
42033	3,500	TRAINING AND SAFETY 3,500 - TO PURCHASE TECHNICAL MATERIALS (MANUALS AND TRAINING CLASSES) AND SAFETY EQUIPMENT. RECERTIFICATION FOR FIVE (5) MECHANICS DUE IN 2022 AT APPROXIMATELY \$300 PER MECHANIC. FOR FLEET TRAINING SUBSCRIPTIONS, WHICH COVERS UNLIMITED ON-LINE MECHANICS TRAINING AND LIMITED CLASSROOM TRAINING. PROPER TRAINING RESULTS IN MORE IN-HOUSE REPAIRS AND HENCE REDUCES OVERALL REPAIR COSTS.
42038	430,000	EQUIPMENT REPAIRS - FLEET 430,000 - USED TO PURCHASE PARTS TO MAINTAIN THE CITY FLEET AND TO PAY FOR REPAIR SERVICES FROM OUTSIDE VENDORS WHEN NECESSARY. BUDGET REFLECTS AVERAGE AMOUNT SPENT IN THE PAST 5 YEARS AND ANTICIPATED COST OF PARTS AND SERVICES IN 2022. BUREAU CONTINUES TO DO AN OUTSTANDING JOB IN KEEPING COSTS DOWN BY TAKING ON MORE IN-HOUSE REPAIRS. WE CONTINUE TO MAKE ALL EFFORTS TO IMPROVE EFFICIENCY AND REDUCE COSTS WHILE MAINTAINING OUR FLEET IN SERVICABLE ORDER. PAST SURVEYS/EVALUATIONS REVEALED THAT OUR BUREAU MAINTAINS THE THE CITY'S FLEET AT SIGNIFICANTLY LOWER PER UNIT COST ANNUALLY VERSUS NUMEROUS OTHER CITY FLEETS IN PENNSYLVANIA. NEED TO BE COGNIZANT OF THE FACT THAT THE AVERAGE AGE OF UNITS IN OUR FLEET IS ELEVEN (11) YEARS. OLDER HIGHER MILEAGE VEHICLES WILL COST MORE TO REPAIR AND MAINTAIN. THIS ACCOUNT ALSO ALLOW US TO DO MORE EXTENSIVE REPAIR/REBUILD IN-HOUSE, SAVE ON OUTSOURCING, AND REDUCES MORE EXPENSIVE VEHICLE REPLACEMENT COSTS. INCREASE IS FOR ADDING AERIAL SERVICE FOR FIRE TRUCKS AND THE INCREASE IN PRICING OF PARTS.
42047	67,484	DEPARTMENT CONTRACTS 2,900 - SAFETY KLEEN PARTS WASHER/SERVICE CONTRACT. 27,984 - FLEETIO-ANNUAL SUBSCRIPTION FOR FLEET MANAGEMENT AND MAINTENANCE PROGRAM USED TO TRACK PARTS , INVENTORY, FUEL USAGE, AND MAINTENANCE SCHEDULING. THIS PROGRAM ALSO INTEGRATES WITH OUR GPS SYSTEM, RECEIVING VALUABLE ENGINE DATA DIRECTLY FROM OUR FLEET VEHICLES TO ANTICIPATE POTENTIAL BREAKDOWN AND OFTEN PREVENT MORE COSTLY REPAIRS. 36,600 - RUSH/GEO-TAB IS A COMPREHENSIVE FLEET TELEMATICS

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
BUREAU - 0504 - MECH MAINTENANCE

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		GPS SYSTEM. THIS WILL PROVIDE REAL TIME TRACKING AND INFORMATION FOR CITY VEHICLES AND EQUIPMENT. THIS SYSTEM WILL IMMEDIATELY NOTIFY US WHEN VEHICLE FAULTS OCCUR IN ENGINES OR DRIVE TRAINS, OFTEN HELPING US TO AVOID COSTLY REPAIRS. INCREASE FOR INSTALLING AVL'S IN NEWLY PURCHASED VEHICLES.
42060	3,500	OTHER EXPENSES 3,500 - TO PURCHASE OFFICE SUPPLIES, STATE INSPECTION, MEMBERSHIPS, REPAIR MANUALS, REIMBURSEMENT OF CDL LICENSES, TRAVEL EXPENSES, AND GASBOY TECHNICAL SUPPORT, VERIZON AIR CARD (1).
42064	13,400	EQUIPMENT MAINTENANCE 10,150 - FOR REPAIRS TO ALL SHOP EQUIPMENT, COMPRESSOR, JACKS, LIFTS FOR INSPECTIONS, AND REPAIRS. UPDATES FOR SHOPKEY AND SCANNER, SERVICE FRONT END MACHINE, TOW TRUCK CABLES, AND ACCESSORIES. ALSO INCLUDES FUEL PUMP REPAIRS. INCREASE TO COVER UNDERGROUND STORAGE TANK REGULATION FEES AND INSPECTION COSTS. 150 - DEP PERMITS FOR UNDERGROUND STORAGE TANKS. 1,100 - UNDERGROUND STORAGE TANK INDEMNIFICATION FUND (INSURANCE AGAINST LEAKAGE). 2,000 - UNFORESEEN EXPENSES FOR REPAIRS AS A RESULT OF ANY INSPECTION OF TANKS AND IS BASED ON THE AVERAGE OF THE PAST FIVE (5) YEARS.
43099	20,500	EQUIPMENT 13,000 - SECOND YEAR OF A THREE (3) YEAR LEASE FOR A 2021 FORD F150. 1,500 - FOR DUMP BODY SAFETY STAND TO SUPPORT DUMP BODIES WHILE MECHANICS WORK ON THEM. 4,500 - MACK TRUCK SOFTWARE PROGRAM TO CHECK FAULTS AND TO PROGRAM THE ECM NOTES. INITIAL PURCHASE GO TO \$200 A YEAR TO UPDATE SOFTWARE. 1,500 - REPLACE ONE (1) MECHANIC TOOL BOX.

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## BUREAU DETAIL

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**Bureau:** Electrical Maintenance **No:** 0505

**Department:** Public Works

**No:** 0050

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### Bureau Description:

This bureau provides for the management, permitting, and maintenance of the City's street and traffic signal lights. This bureau also provides electrical support to special events, safety communication system maintenance, and electrical support to all public buildings, in-house projects, and recreational facilities.

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### Goals and Objectives:

- Upgrade all of the 2500 decorative street lights city wide to LED using in house labor. This will complete our transition to 100% LED street lighting.
  - Continue to work towards the goal of maintaining all city street lighting owned by the city in house when the LED upgrade contract expires in 2023.
  - Continue to upgrade the Christmas decorations.
  - Continue to manage and maintain the City's street lighting and traffic/transportation signal systems, communication & electronic systems along with all city portable and vehicle radios.
  - Continue to provide assistance to the IT department to maintain the surveillance camera systems and the VOIP system operations.
  - Provide electrical support to the various festivals and events in the City, Christmas lighting, maintain the electrical support to the various city buildings, projects and facilities.
  - Provide cost saving solutions to complex technical issues throughout the City and implement solutions.
- 

### Prior Year Achievements:

- Monitored and reviewed cost savings for LED traffic signal lamps installation project, City wide Streetlight Acquisition Project, and the LED Street Light Upgrade Project.
  - Continued to improve the City's Christmas lighting decorations. In 2021, 180 additional pole spray wraps were installed on the south side decorative poles on 3<sup>rd</sup> and 4<sup>th</sup> Streets.
  - Completed the upgrade replacement of 178 street lights in the Steel Stacks area to LED fixtures for a modern look and achieved a 60% energy savings.
  - Completed the 100% reprogramming of every Police, Fire and EMS radio and converted them to encrypted operation. This includes the college police and the Northampton and Lehigh county dispatch centers.
  - Completed the upgrading of the traffic signal at Elizabeth and Linden and we are going out to bid for Broad Street and Linden Street.
  - Continue to evaluate the quality and timely service provided with only 1 electronic technician.
  - Successfully working towards our goal of maintaining all of the city owned street lights without any outside contractors in anticipation of the LED upgrade project maintenance agreement expiring in 2023.
  - Upgraded the electrical systems at two little league /football facilities in Bethlehem funded by a grant.
  - Installed electrical outlets and wiring at Memorial pool including heaters throughout the building, an electrical panel for a storage shed and electrical outlets to accommodate a pool cleaning system.
  - Replaced all 13 main electrical breakers at the festival grounds that were damaged by floods.
  - Worked on the replacement of the Stefko Water and Streets building garage lights with new LED lights that are smart lights that sense motion so they will not be consuming energy when the garage is not being used.
  - Upgraded the golf course cart barn incoming electrical service from a 200 amp to a 400 amp electrical service with a separate meter to accommodate the new tenant.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL  
DEPT 0050 PUBLIC WORKS  
BUREAU 0505 ELECTRICAL MAINTENANCE**

		2017	2018	2019	2020	2021	2021			2022	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated			Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS City Electrician	1	1	1	1	1	92,024	1	92,024	1	92,124
	TAMS Electrical Supervisor	1	1	1	1	1	79,446	1	79,446	1	79,546
	TAMS Electronics Tech II	1	1	1	1	1	75,359	1	75,359	1	73,299
	TAMS Electronics Tech I	1	1	1	1	1	68,046	1	68,046	-	-
	SEIU Electrician II	4	4	4	4	4	257,483	4	257,483	5	323,866
Total Positions		8	8	8	8	8	572,358	8	572,358	8	568,835
Account Detail											
40001	SALARIES	458,699	501,756	507,703	543,902	569,858	569,858			566,035	
40002	LONGEVITY	1,045	1,330	1,300	1,900	2,200	2,200			2,800	
40003	OVERTIME	30,085	39,997	45,955	44,956	50,000	46,000			50,000	
40006	DIFFERENTIAL PAY	35	70	111	352	500	300			500	
40008	MEAL REIMBURSEMENT	104	208	442	104	500	500			500	
Personnel		489,968	543,361	555,511	591,214	623,058	618,858			619,835	
41014	OPERATING SUPPLIES	23,401	23,564	24,959	17,061	37,000	30,000			35,000	
41016	UNIFORMS/SAFETY SHOES	919	1,896	1,371	1,907	2,000	1,500			2,000	
41017	SMALL TOOLS	257	2,456	2,089	2,500	2,500	2,000			2,500	
41023	GASOLINE	7,468	9,665	9,375	6,813	9,850	9,300			9,864	
Materials & Supplies		32,045	37,581	37,794	28,281	51,350	42,800			49,364	
42033	TRAINING AND SAFETY	5,784	4,044	3,138	1,284	3,000	2,500			3,000	
42041	STREET LIGHTING	1,193,046	1,232,207	1,245,414	1,133,821	1,194,955	1,185,000			1,204,000	
42041A	FESTIVAL SERVICES	21,007	32,133	12,568	16,039	23,500	23,500			23,500	
42041B	ST LIGHTS REPAIR/REPLACE	77,409	116,173	115,431	143,664	157,045	150,000			150,000	
42042	CHRISTMAS LIGHTING	19,880	34,037	74,902	61,433	40,000	38,000			40,000	
42043	TRAFFIC SIGNAL CURRENT	54,955	57,740	57,209	57,728	50,000	50,000			50,000	
42047	DEPARTMENT CONTRACTS	104,100	95,895	58,780	16,643	40,985	40,000			42,304	
42056	STREET LIGHTING MAINT	-	759	285	830	1,000	500			1,000	
42060	OTHER EXPENSES	-	548	740	3,381	3,200	2,000			3,200	
42064	EQUIPMENT MAINTENANCE	8,102	14,310	19,481	12,712	29,500	25,000			29,500	
Purchased Services		1,484,283	1,587,846	1,587,948	1,447,535	1,543,185	1,516,500			1,546,504	
43099	EQUIPMENT	33,294	42,724	31,597	20,229	15,500	15,500			49,000	
Equipment		33,294	42,724	31,597	20,229	15,500	15,500			49,000	
Total	ELECTRICAL MAINTENANCE	2,039,590	2,211,512	2,212,850	2,087,259	2,233,093	2,193,658			2,264,703	

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
BUREAU - 0505 - ELEC MAINTENANCE

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	50,000	OVERTIME 50,000 - CALLBACKS DUE TO POWER FAILURES, LIGHTNING STORMS, STREETLIGHT KNOCKDOWNS, TRAFFIC SIGNAL FAILURES, MALFUNCTIONING RADIO SYSTEM, AND PA ONE CALLS. COVERS POLES DAMAGED AS A RESULT OF AUTO ACCIDENT, TRAFFIC CONTROLLER FAILURES, CHRISTMAS LIGHTING CEREMONY, AND VARIOUS EVENTS. ALSO, SATURDAY/SUNDAY WORK DUE TO EXTRA CHRISTMAS LIGHTING, MUSIKFEST, CELTICFEST, WEEKEND EVENTS, POSSIBLE BAD WEATHER AND PERFORMING MAINTENANCE ON ALL THE CITY DECORATIVE STREET LIGHT SYSTEM ELIMINATING THE DEPARTMENT CONTRACT AT A COST OF \$109,070 FOR OUTSIDE CONTRACTOR. CONTINUE TO MAKE ALL EFFORTS TO MINIMIZE USE TO EXTENT PRACTICABLE. BUDGET BASED ON USAGE AND TRENDS OVER THE PAST FIVE YEARS (\$36,000 WAS NEEDED IN 2018, \$33,000 IN 2019, AND \$44,000 IN 2020 AND \$50,000 IN 2021).
40006	500	DIFFERENTIAL PAY 500 - HOURS WORKED FOR MIDDLE AND NIGHT SHIFT DURING CALL OUTS AND EXTENDED HOURS.
40008	500	MEAL REIMBURSEMENT 500 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH UNION CONTRACT.
41014	35,000	OPERATING SUPPLIES 6,600 - TRAFFIC SIGNAL SUPPLIES AND UPGRADES: LAMPS, CONTACTS, NUMEROUS RELAYS, CABLE, STRAND, SIGNAL BRACKETS, DETECTOR UNITS, TIME CLOCKS, PAINTS, 3M MATERIAL, SOLID STATE LOAD-RELAYS, TRAFFIC LIGHT DISPLAYS, SIGN BRACKETS, BREAKERS, VISORS, LIGHTING SURGE ARRESTORS, VARIOUS TAPES AND WIRE NUTS, STAKONS CONNECTORS, SOLID STATE CONTROLLER MODULES, ROPE, LOCKS, PUSH BUTTONS, CABLE HANGERS, AND MANY OTHER MISC. ITEMS. INCLUDES SUPPLIES FOR ANTICIPATED NEW OR UPGRADED SIGNAL INTERSECTIONS FOR THE YEAR 2022. SUPPLY COSTS HAVE INCREASED SIGNIFICANTLY IN 2020 AND AGAIN IN 2021. 8,000 - RADIO SUPPLIES: TRANSISTORS, TUBES, MIC ASSEMBLIES, VARIOUS RADIO MODULES, ANTENNAS, CABLE, NUMEROUS ELECTRICAL COMPONENTS, SOLDER AND P. A. MATERIALS. COVERS MISCELLANEOUS SUPPLIES, COMPUTER REPAIR PARTS, AND ACCESSORIES RELATED TO THE RADIO USERS EQUIPMENT AND TOWER SITES. 20,400 - MISCELLANEOUS REPLACEMENT PARTS FOR VIDEO SYSTEMS, REPAIRS TO ELECTRICAL SYSTEM AND EQUIPMENT: POWER PANELS, BREAKERS, LAMPS, WIRE, CONDUIT AND RELATED EQUIPMENT, FUSES, STARTERS, SWITCHES, RECEPTACLES, CONTACTORS, LIGHT FIXTURES, STAKONS-ELECTRICAL CONNECTORS, TRANSFORMERS, COAX CABLES, CORDS, TIME CLOCKS, LIGHT FIXTURE BALLASTS, SINGLE & THREE PHASE DISCONNECTS & ELECTRICAL METER BASE SOCKETS, SPECIAL

FUND - 001 - GENERAL FUND  
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BUREAU - 0505 - ELEC MAINTENANCE

## 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		EVENT MATERIALS, TELEPHONE SUPPLIES, SAFETY SUPPLIES & EQUIPMENT. INCREASE DUE TO CHANGES IN NATIONAL ELECTRICAL CODE REQUIRING SPECIAL DEVICES TO BE INSTALLED AND MORE COMPUTERS NEEDING SPECIAL CIRCUITS. ADDITIONAL MATERIALS ARE NEEDED TO PERFORM A 25% ANNUAL RELAMP OF THE DECORATIVE STREET LIGHTS ALONG WITH REPLACEMENT BALLASTS, FUSES, LAMPS AND PHOTO CELLS THAT WERE PART OF THE DECORATIVE STREET LIGHTING CONTRACT. THAT CONTRACT HAS BEEN ELIMINATED AND IS NOW PERFORMED BY CITY FORCES INCLUDING THE LED PROJECT MAINTENANCE.
41016	2,000	UNIFORMS/SAFETY SHOES 2,000 - SAFETY SHOES (8). SWEATSHIRTS AND TEE-SHIRTS PER UNION CONTRACT. ALSO RAIN SUITS AND RAIN BOOTS AS NEEDED FOR EXISTING AND NEWLY HIRED EMPLOYEES.
41017	2,500	SMALL TOOLS 2,500 - REPLACEMENT OF WORN OR BROKEN HAND TOOLS.
41023	9,864	GASOLINE 9,864 - BASED ON 4,800 GALLONS AT AN AVERAGE COST OF \$2.05 PER GALLON. BASED ON 2018, 2019, AND 2020 ANTICIPATED USAGE.
42033	3,000	TRAINING AND SAFETY 3,000 - CONTINUAL TRAINING IS NECESSARY FOR SPECIALIZED RADIO PROGRAMMING ON FEATURES IN THE DIGITAL RADIO SYSTEM, AND USER EQUIPMENT, INCLUDING POLICE BODY BODY CAMERAS. ALSO TRAINING FOR MICROWAVE EQUIPMENT, IP TELEPHONE EQUIPMENT, NEW TRAFFIC CONTROL TECHNOLOGY, APCO SEMINARS, COMPUTER TRAINING AND ELECTRICAL SEMINARS. ADDITIONAL IMSA TRAFFIC SIGNAL TRAINING AND CERTIFICATION CLASSES TO KEEP STAFF CURRENT. PURCHASE OF GENERAL SAFETY ITEMS (GLOVES, EAR AND EYE PROTECTION, CONES, SIGNS, BOTTLED WATER AND SAFETY VESTS).
42041	1,204,000	STREET LIGHTING 1,204,000 - THE CITY'S NEARLY 7,000 STREET LIGHTS AND RELATED INFRASTRUCTURE HAS BEEN PURCHASED FROM PPL. THE CITY HAS BEEN MAINTAINING THIS INFRASTRUCTURE WHOSE INVENTORY HAS BEEN INCREASING SIGNIFICANTLY. THE PURCHASE OF THE INFRASTRUCTURE WAS DONE USING A 20-YEAR BOND ISSUE. A 20-YEAR SCHEDULE ANALYSIS HAD BEEN PROVIDED FOR THIS PROJECT AND CHARGES INCURRED TO PPL WOULD HAVE BEEN \$2,301,191 FOR 2020, UNDER THE OLD SYSTEM PER ANALYSIS/SCHEDULE, THE COST WOULD HAVE ALSO BEEN SIGNIFICANTLY GREATER THAN SHOWN HERE AS WE HAVE ADDED A SUBSTANTIAL AMOUNT OF LIGHTS SINCE THE ANALYSIS. ENERGY BILLS, DEBT SERVICE ON THE BOND, PHASE I OF THE LED UPGRADE PROJECT DEBT SERVICE, FOR THE LED LIGHTS ARE CHARGED TO THIS ACCOUNT AND THE DIFFERENCE BETWEEN

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
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## 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		WHAT PPL WOULD HAVE CHARGED AND THIS BUDGETED LINE ITEM IS USED AS A REVENUE SOURCE FOR THE SLCSRA EXPENDITURES ACCOUNT WHICH DEMONSTRATES THE BENEFITS/SAVINGS OF THESE PROJECTS AND MORE IMPORTANTLY PAY FOR CAPITAL IMPROVEMENTS, ADDITIONS, REPAIRS AND/OR REPLACEMENTS TO THE INFRASTRUCTURE. FUNDING LEVEL IS TO OFFSET DEBT SERVICES, MAINTENANCE, ENERGY, AND REPAIRS OF THE SYSTEM. WE ARE CURRENTLY EVALUATING UPGRADING OUR DECORATIVE STREET LIGHTS TO LED. WHEN THE ANNUAL DEBT SERVICE TO COMPLETE THE UPGRADE, THE ENERGY COST, AND O&M ARE LESS THAN OR EQUAL TO THE CITY'S ENERGY SAVINGS, WE WOULD THEN PURSUE THE PROJECT. BUDGET INCLUDES THE 3% PPL INCREASE FOR 2022, ENERGY SAVINGS FROM PREVENTATIVE PROGRAM AND ELIMINATION OF DECORATIVE LIGHTING CONTRACT.
42041A	23,500	FESTIVAL SERVICES
	23,000	- MAINTAIN COSTS FOR ELECTRIC BILLS FOR CITY SPONSORED FESTIVALS (MUSIKFEST, CELTIC FEST, AND ANY OTHER EVENTS HELD AT MUSIKFEST SITES).
	500	- REPLACEMENT OF FESTIVAL CORDS, LIGHTS, AND PANELS DUE TO AGE AND FAILURE. WE ARE ALSO CURRENTLY UPGRADING THE FESTIVAL ELECTRICAL SERVICES AND THESE FUNDS WILL BE USED FOR THAT WORK. DUE TO COVID-19 ONLY A FEW FESTIVALS WERE HELD IN 2020 AND 2021.
42041B	150,000	ST LIGHTS REPAIR/REPLACE
	150,000	- ACCOUNT (FORMALLY SLCSEA FUNDED FROM SAVINGS INDICATED IN 42041) TO COVER EXPENSES RELATED TO STREET LIGHTING SUCH AS UNEXPECTED REPAIR COSTS FOR STREET LIGHTING, REPLACEMENT OF DAMAGED LIGHTING, AND OTHER RELATED PROJECTS. THIS ACCOUNT IS ESSENTIALLY FUNDED BY SAVINGS REALIZED BY THE ACQUISITION, SHOPPING OUR ENERGY, AND UPGRADE TO LED OF STREET LIGHTS. THIS ACCOUNT IS ALSO USED TO PURCHASE REPLACEMENT TRAFFIC SIGNAL POLES DUE TO ACCIDENTS, STREET LIGHT POLE REPLACEMENT COSTS DUE TO KNOCK DOWNS SUCH AS ON ROUTE 412 HAVE BEEN SUBSTANTIAL. INCREASE IS BASED ON THE ESCALATING COST OF REPLACING STEEL STREET LIGHT POLES.
42042	40,000	CHRISTMAS LIGHTING
	40,000	- BASED ON ESTIMATED USAGE OF POWER AND MATERIALS FOR CHRISTMAS LIGHTING AND MUSIC. POWER - \$10,000, MATERIALS - \$30,000. SOUTH SIDE IMPROVEMENTS ARE SCHEDULED FOR 2022 TO PURCHASE NEW DECORATIONS (POLE WRAPS/LIGHTS) TO ENHANCE THE CITY'S DECORATING EFFORTS.
42043	50,000	TRAFFIC SIGNAL CURRENT
	50,000	- IMPLEMENTED AN ENERGY SAVINGS PROGRAM FOR OUR 128 TRAFFIC SIGNALS VIA THE SWITCH OVER TO LIGHT EMITTING DIODE (LED) LAMPS INSTEAD OF INCANDESCENT



FUND - 001 - GENERAL FUND  
DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
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## 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		LAMPS. LEDS SAVE BETWEEN 60% AND 80% ON ENERGY COSTS. WE TOOK OUT A LOAN TO PURCHASE LEDS. THIS ACCOUNT USED TO BE BUDGETED AT THE LEVEL (2021 WOULD HAVE BEEN \$165,676 AND SAVINGS WOULD HAVE BEEN PLACED IN AN ESCROW ACCOUNT FOR PURCHASE OF THE NEXT SET OF LEDS) IT WOULD HAVE COST HAD WE REMAINED USING THE OLD LAMPS BUT IS NOW SET TO ONLY COVER THE ACTUAL ENERGY COSTS. THIS COVERS A PPL INCREASE ON TRANSMISSION AND DISTRIBUTION.
42047	42,304	DEPARTMENT CONTRACTS PROFESSIONAL SERVICE AGREEMENTS FOR BACK UP POWER GENERATORS, RADIO ROOM AIR CONDITIONING SYSTEMS, 3 MICROWAVE SITES AND FIRE LAN SYSTEM. 1,722 - EMERGENCY SYSTEMS SERVICE CO. AGREEMENT FOR 3 SITES (WILLIAMS STREET/SOUTH MOUNTAIN/GARRISON STREET). 2,275 - PALMERTON TELEPHONE TOWER RENTAL. 2,325 - MISCELLANEOUS TRAFFIC SIGNAL OUTSIDE SUPPORT SERVICES. 5,624 - SERVICE AGREEMENT TO MAINTAIN THE THREE (3) CITY-OWNED TOWER SITE A/C SYSTEMS (SOUTH MOUNTAIN, WILLIAM ST, AND GARRISON ST.). AGREEMENT INCREASED 8% OVER 2021. 30,358 - MAINTENANCE AGREEMENT FOR THE MICROWAVE LINKS THAT CONNECT CITY HALL TO SOUTH MOUNTAIN, SOUTH MOUNTAIN TO GARRISON STREET AND ALL FIRE STATIONS. THESE MICROWAVE LINKS CARRY CITY DATA AND RADIO TRAFFIC. A SIGNIFICANT PORTION OF THIS COST USED TO BE COVERED BY 911. AGREEMENT INCREASED 5% OVER 2021.
42056	1,000	GENERAL LIGHTING MAINT. 1,000 - LIGHTS AROUND THE CITY GARAGE, SAUCON POOL, SOUTH MOUNTAIN PARKING LOTS, SAND ISLAND, AND MISCELLANEOUS EXTERIOR BUILDING LIGHTING.
42060	3,200	OTHER EXPENSES 3,200 - MANUALS, SIGNAL ASSOCIATION MEMBERSHIP, VIDEO TRAINING TAPES AND MISCELLANEOUS EXPENSES.
42064	29,500	EQUIPMENT MAINTENANCE 29,500 - COVERS COST FOR REPAIRS TO EQUIPMENT SUCH AS BUCKET TRUCKS, UNINTERRUPTABLE POWER SUPPLY BATTERY FAILURES, UPS, ANNUAL A.N.S.I. INSPECTIONS FOR BUCKET TRUCKS, ETC. IN THE BUREAU. REPAIRS TO ELECTRICAL BUCKET TRUCKS AND RELATED EQUIPMENT SUCH AS GENERATORS, MOTORS, HYDRAULIC SYSTEMS AND TOOLS. REPAIRS AND UPGRADES TO BETHLEHEM SERVICE CENTER, CITY ELECTRICAL RELATED EQUIPMENT INCLUDING COMPUTERS, TRAFFIC SIGNAL EQUIPMENT AND BENCH REPAIRS TO MOBILE AND PORTABLE RADIOS. ALSO STORM DAMAGE, ACCIDENT DAMAGE, AND LIGHTING DAMAGE. CALIBRATION OF CONFLICT MONITOR TESTER AND UNDERGROUND LOCATOR REPAIRS FOR POLICE, FIRE, AND EMS RADIO REPAIRS.

FUND - 001 - GENERAL FUND  
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2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
43099	49,000	EQUIPMENT
	49,000 -	REPLACEMENT ENGINE FOR BUCKET TRUCK #3099 -THIS IS FOR THE REPLACEMENT OF THE 2002 FREIGHTLINER DIESEL ENGINE INCLUDING ALL HOSES, BELTS, MISC PARTS INCLUDING THE RADIATOR. THIS BUCKET TRUCK WAS RE- PLACED BECAUSE OF EXCESSIVE OIL BLOWBY IN THE DIESEL ENGINE BUT THE CHASSIS HAS BEEN INSPECTED AND IS IN VERY GOOD CONDITION. A NEW REPLACEMENT BUCKET TRUCK COST BETWEEN \$160,000 AND \$200,000. WITH A NEW ENGINE AND RE-BUILT BOOM, THIS WILL EXTEND THE LIFE OF THIS BUCKET TRUCK 10 TO 20 YEARS FOR USE AS A 4TH BUCKET TRUCK TO ALLOW FOR TAKING ON ALL STREET LIGHT MAINT- NANCE IN-HOUSE.

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## BUREAU DETAIL

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**Bureau:** Traffic Maintenance    **No:** 0506

**Department:** Public Works

**No:** 0050

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### Bureau Description:

This bureau conducts all line painting, sign work, and traffic control throughout the City in addition to coordinating and setting up traffic control for over 70 events each year. This bureau also reviews land development plans, manages traffic safety improvement projects, conducts traffic evaluations, and assists the public and contractors on a daily basis throughout the year.

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### Goals and Objectives:

- Continue to provide for the safe and efficient movement of traffic within the City of Bethlehem.
- Maintain and upgrade traffic control signs and markings.
- Enhance pedestrian safety with pedestrian devices and traffic calming measures.
- Coordinate with others to provide for the safe movement of traffic and pedestrians during special events.
- Respond in a timely manner to requests for assistance by others during storms and traffic accidents throughout the City.
- Respond in a timely manner to provide answers and solutions to citizen's concerns/complaints.
- Continue to apply for grants to improve vehicular, pedestrian, and bicycle safety.
- Develop process for conducting inventory on the City's crosswalks to assist with maintenance.
- Oversee the completion and construction of the S. New Street Streetscape Project.
- Oversee the construction of the signal replacement at Linden and Broad Streets.
- Oversee the design of two (2) new traffic signals.

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### Prior Year Achievements:

- Managed the traffic signal replacement project at the intersection of Elizabeth Ave & Linden St.
  - Managing the S. New Street Streetscape Improvement/Beautification Project.
  - Applied for multiple traffic and pedestrian safety improvement grants.
  - Assisted the Recreation Bureau in completing painting at various parks.
  - Assisted in planning and set up of outdoor dining parklets at the Northside and Southside Business Districts.
  - Assisted with traffic control and coordination with the Police Department for multiple events.
  - Reviewed and coordinated with many developers to include pedestrian safety and upgrades to pavement markings and signals as part of their planned developments.
  - Coordinated with CTAC and others on pedestrian and bicycle safety issues and worked to mitigate them.
  - Coordinated with the Bethlehem Parking Authority to address parking issues throughout the City.
  - Completed upgrades to pavement markings and line paintings.
  - Worked with many citizens on complaints, questions, requests, etc.
  - Coordinated with Police on numerous roads to improve safety by adding signage, vascar lines, completing traffic studies, etc.
  - Worked with countless contractors on street closings.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL  
DEPT 0050 PUBLIC WORKS  
BUREAU 0506 TRAFFIC MAINTENANCE**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
<b>Personnel Detail</b>		<b>Number of Permanent Positions</b>				<b># Salaries</b>	<b># Salaries</b>	<b># Salaries</b>
TAMS	Traffic Coord/Design Asst	1	1	1	1	1 87,480	1 87,480	1 87,580
SEIU	Traffic Technician	2	2	2	2	2 131,072	2 131,072	2 131,031
<b>Total Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3 218,552</b>	<b>3 218,552</b>	<b>3 218,611</b>
<b>Account Detail</b>								
40001	SALARIES	190,318	194,267	199,851	209,255	213,452	213,452	213,411
40002	LONGEVITY	4,465	4,560	4,900	5,000	5,100	5,100	5,200
40003	OVERTIME	6,939	7,461	8,225	1,269	7,500	6,000	6,000
40004	TEMPORARY HELP	9,965	5,684	9,680	10,032	11,400	7,500	11,400
40006	DIFFERENTIAL PAY	42	29	32	2	100	100	100
40008	MEAL REIMBURSEMENT	65	39	65	13	156	150	156
<b>Personnel</b>		<b>211,794</b>	<b>212,040</b>	<b>222,753</b>	<b>225,571</b>	<b>237,708</b>	<b>232,302</b>	<b>236,267</b>
41014	OPERATING SUPPLIES	36,420	17,636	39,034	35,649	46,150	41,000	46,150
41016	UNIFORMS/SAFETY SHOES	480	582	456	457	600	600	600
41023	GASOLINE	3,018	3,515	2,999	2,348	3,618	3,600	3,700
<b>Materials &amp; Supplies</b>		<b>39,918</b>	<b>21,733</b>	<b>42,489</b>	<b>38,454</b>	<b>50,368</b>	<b>45,200</b>	<b>50,450</b>
42033	TRAINING AND SAFETY	100	50	20	60	150	100	150
42054	RENTALS	640	2,810	1,040	-	1,500	750	1,500
42060	OTHER EXPENSES	67	-	171	-	200	200	200
<b>Purchased Services</b>		<b>807</b>	<b>2,860</b>	<b>1,231</b>	<b>60</b>	<b>1,850</b>	<b>1,050</b>	<b>1,850</b>
43099	EQUIPMENT	4,865	4,028	-	21,800	29,050	25,000	20,271
<b>Equipment</b>		<b>4,865</b>	<b>4,028</b>	<b>-</b>	<b>21,800</b>	<b>29,050</b>	<b>25,000</b>	<b>20,271</b>
<b>Total</b>	<b>TRAFFIC MAINTENANCE</b>	<b>257,384</b>	<b>240,661</b>	<b>266,473</b>	<b>285,885</b>	<b>318,976</b>	<b>303,552</b>	<b>308,838</b>

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
BUREAU - 0506 - TRAFFIC MAINTENANCE

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	6,000	OVERTIME 6,000 - OVERTIME TO COVER THE MANY EVENTS HELD THROUGHOUT THE YEAR (MUSIKFEST, CELTIC CLASSIC, FINE ARTS, FIRE-WORKS, NON-PROFIT 5-K RUNS, HALLOWEEN PARADE, SNOW REMOVAL, ETC.) AND CALL OUTS FOR STREET CLOSURES DUE TO EMERGENCY SITUATIONS (FIRES, SUMMER STORMS, TRAFFIC ACCIDENTS ETC.). DUE TO COVID-19 MINIMAL EVENTS WERE HELD IN 2021 AND ANTICIPATING LOWER SPEND IN FUTURE OVERTIME ON EVENTS.
40004	11,400	TEMPORARY HELP 11,400 - SUMMER HELP OF TWO (2) STUDENTS FOR A TOTAL 1040 HRS (520 HR. EACH) FOR APPROX 13 WEEKS. SUMMER HELP IS USED TO SUPPLEMENT SUMMER PAINTING DUTIES, PREPARATION FOR WEEK LEADING INTO MUSIKFEST, SIGN PLACEMENT, BARRICADE DELIVERY, ETC. WORKLOADS ARE PROVING TO EXCEED RESOURCES TO COMPLETE DESIRED WORK. WAS ONLY ABLE TO HIRE ONE (1) SUMMER EMPLOYEE IN 2021 AND SAME COULD NOT WORK THE ENTIRE 13 WEEKS.
40006	100	DIFFERENTIAL PAY 100 - DIFFERENTIAL PAY IS NECESSARY DURING MUSIKFEST, SNOW OPERATIONS, 4TH OF JULY, AND DURING CALL-OUTS.
40008	156	MEAL REIMBURSEMENT 156 - MEAL REIMBURSEMENT IS \$13.00 PER MEAL AND WOULD COVER A TOTAL OF TWELVE (12) MEALS. THIS BUREAU IS CALLED UPON FOR SNOW REMOVAL AS NECESSARY.
41014	46,150	OPERATING SUPPLIES OPERATING SUPPLIES ARE USED FOR THE PURPOSE OF STREET PAINT, BARRICADES AND MAINTAINING TRAFFIC CONTROL (EITHER PERMANENT OR TEMPORARY) WITH CHANNEL POSTS, SIGNS, PAINT, WOOD, ETC. EACH YEAR NEW SIGNS ARE ERECTED OR UPGRADED AND SIGN IMPROVEMENTS ARE MADE WHILE THE MAINTENANCE DEMANDS AND COSTS CONTINUE TO INCREASE. LINE PAINTING AND THE INSTALLATION AND MAINTENANCE OF CROSSWALKS, STOP BARS, ETC. REQUIRE THE PURCHASE OF PAINT AND PLASTIC. 9,445 - REPLACEMENT SIGNS (STOP, SPEED LIMIT, ETC.). 11,505 - PAINT AND GLASS BEADS 1,600 - LUMBER AND VARIOUS HAND/POWER TOOLS. 1,320 - STROBE LIGHTS. 3,040 - CONES AND CHANNELS. 1,940 - TEMPORARY SIGNS. 10,500 - SCOTCH-LITE SHEETING, PREFORMED PLASTIC, AND HOT PLASTIC FOR MACHINE (DOING MORE CROSSWALKS WITH THERMOPLASTIC TO INCREASE THE LIFE OF APPLICATIONS TO ASSIST IN KEEPING UP WITH FUNCTIONS). 1,900 - PROPANE, NAPHTHA & REPLACEMENT TANKS. 1,600 - PORTABLE STOP SIGNS TO REPLACE OLD OUTDATED SIGNS IN USE. 3,300 - REPLACEMENT OF FADED AND DAMAGED STREET CLEANING

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
 BUREAU - 0506 - TRAFFIC MAINTENANCE

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		SIGNS ALONG CITY STREETS. ANNUALLY SIGNS ARE REPLACED AS NEEDED. THIS ACCOUNT IS ALSO USED TO CHARGE REPAIRS TO OUR PAINT EQUIPMENT THAT IS DIRECTLY RELATED TO THE PAINTING OPERATION, I.E. HOSES, REGULATORS, VALVES, AND TO PURCHASE TOOLS THAT ARE USED TO MAKE REPAIR OF EQUIPMENT, AND ERECT/REMOVE TRAFFIC CONTROL DEVICES.
41016	600	UNIFORMS/SAFETY SHOES 600 - SHIRTS, SHOES, AND SWEATSHIRTS ARE APPROXIMATELY \$300 PER EMPLOYEE IN 2022.
41023	3,700	GASOLINE 3,700 - ESTIMATED GASOLINE USAGE FOR VEHICLES AND EQUIPMENT IS 1,800 GALLONS AT AN AVERAGE OF \$2.06 PER GALLON. (DIESEL AT \$2.12 AND REGULAR AT \$1.99).
42033	150	TRAINING AND SAFETY 150 - ATTEND SEMINARS TO IMPROVE SKILLS AND MAINTAIN PROPER KNOWLEDGE OF TRAFFIC MANAGEMENT, DESIGN, AND IMPLEMENTATION (ASSUMES 1 TO 2 SEMINARS DEPENDING ON LOCATION). PURCHASE OF EDUCATIONAL MATERIALS THAT WILL COVER NEW TECHNOLOGY, TRAFFIC CALMING APPLICATIONS AND OTHER TRAFFIC RELATED TOPICS. COSTS ARE KEPT TO A MINIMUM THROUGH USE OF LOCAL FREE EDUCATIONAL PROGRAMS. ALSO INCLUDED ARE SAFETY VESTS FOR FULLTIME EMPLOYEES AND SUMMER HELP.
42054	1,500	RENTALS 1,500 - RENTAL OF TRAFFIC CONTROL SIGNS AND BARRICADES PERIODICALLY USED BUT NOT FEASIBLE OR APPROPRIATE TO PURCHASE AND MAINTAIN IN-HOUSE.
42060	200	OTHER EXPENSES 200 - THIS ACCOUNT IS FOR THE PURCHASE OF MISC. ITEMS SUCH AS CDL RENEWALS AND MEMBERSHIP DUES.
43099	20,271	EQUIPMENT 20,271 - THIRD YEAR OF THREE (3) YEAR LEASE, 2020 DODGE RAM 4X4.

## BUREAU DETAIL

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**Bureau:** Facilities

**No:** 0507

**Department:** Public Works

**No:** 0050

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### Bureau Description:

This bureau provides for a two-phased approach towards the care of all City-owned buildings. Phase I provides for general maintenance activities that are required due to the normal use of these facilities and equipment. Related functions include general housekeeping/appearance, and provisions for the health and safety of the public and employees. Phase II of the program provides for a cost-effective preventative maintenance plan in order to minimize the wear and tear on City buildings and reduce operational cost. Finally, develop and implement a Capital Improvement Plan for our facilities, and our in-house team provides remodeling and/or construction support on Capital projects.

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### Goals and Objectives:

- Replace the old/leaking roof of the Bureau of Facilities Maintenance Barn building at the Compost Center.
  - Replace the siding at the nine hole golf course cashier building, and the roof of the golf course maintenance barn.
  - Repair the roof at Lincoln Fire Station.
  - Upgrade restroom facilities at several City parks.
  - Complete phased improvements at City Hall including Library column repairs, city garage floor repairs, and structural beam repairs in garage.
  - Provide a safe, clean, and conducive working environment while ensuring an adequate useful life for City buildings and facilities.
  - Establish cost effective ways and means to maintain over 100 City buildings.
  - Utilize the carpentry, plumbing, and mechanical skills of the bureau employees implementing as much in-house specialty work as possible to keep project costs to a minimum.
  - Continue the floor replacement plan in City Hall.
  - HVAC duct work cleaning at various fire houses.
  - Raise 4 condensers onto platforms due to flooding on Sand Island.
  - Update HVAC system at Ice House.
  - Replace underground oil tank at Ice Rink facility.
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### Prior Year Achievements:

- Prepped and painted rooms A-100, B-309, and in the Police area at City Hall.
  - Completed and released the City's Climate Action Plan. The CAP won an award from the American Planning Association.
  - Replaced the floor tiles on the 3<sup>rd</sup> and 5<sup>th</sup> floors of the Administration Building and in the Police area.
  - Completed construction of Memorial Pool and renovation of the bath house.
  - Took over maintenance responsibility of the Hoover Mason Trestle and Pavilion Square.
  - Replaced the air conditioning system at 540 Stefko Boulevard office, Lincoln Fire Station, and in the electronics area of the City Hall penthouse.
  - Replaced the bathroom fixtures in both buildings at City Hall.
  - Cleaned and televised the drain system in Payrow Plaza. Additional work will be done to improve drainage in this area.
  - Installed high efficiency lighting in the Streets/Water & Sewer garage area at 540 Stefko Boulevard.
  - Replaced the decking of the wooden bridge along the trail at Burnside Plantation.
  - Repaired the wood decking at the Luckenbach Mill.
  - Power washed the exterior of Schweder Fire Station.
  - Cleaned and repaired the restrooms at the Bethlehem Skate Plaza.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL  
DEPT 0050 PUBLIC WORKS  
BUREAU 0507 FACILITIES**

Personnel Detail	2017	2018	2019	2020	2021		2021		2022	
	Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS Facilities Superintendent	1	1	1	1	1	93,324	1	93,324	1	91,124
TAMS Facilities Foreman	-	-	-	-	-	-	-	-	1	77,259
SEIU Bldg Maint & Pool Tech	1	1	1	1	1	74,314	1	74,314	-	-
SEIU Engineer Mechanic	2	2	2	2	2	142,387	2	142,387	2	142,387
SEIU Maintenance Worker III	6	6	7	7	7	445,507	7	445,507	7	447,140
SEIU Maintenance Worker I	1	1	1	1	1	55,146	1	55,146	1	55,725
SEIU Custodian I	1	1	1	1	1	50,690	1	50,690	1	50,790
<b>Total Positions</b>	<b>12</b>	<b>12</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>861,368</b>	<b>13</b>	<b>861,368</b>	<b>13</b>	<b>864,425</b>
<b>Account Detail</b>										
40001 SALARIES	657,531	770,589	809,132	821,179		843,468		843,468		849,125
40002 LONGEVITY	14,820	15,485	18,200	17,900		17,900		17,900		15,300
40003 OVERTIME	60,787	83,818	109,926	88,210		87,550		87,550		90,000
40004 TEMPORARY HELP	49,500	34,304	44,006	53,186		67,972		40,000		69,972
40006 DIFFERENTIAL PAY	790	808	907	1,480		1,250		1,250		1,250
40008 MEAL REIMBURSEMENT	156	416	741	260		1,200		1,200		1,200
<b>Personnel</b>	<b>783,584</b>	<b>905,420</b>	<b>982,912</b>	<b>982,215</b>		<b>1,019,340</b>		<b>991,368</b>		<b>1,026,847</b>
41014 OPERATING SUPPLIES	34,857	43,456	61,067	92,695		63,800		60,000		71,000
41016 UNIFORMS/SAFETY SHOES	2,079	3,693	2,800	2,704		3,810		3,500		3,810
41017 SMALL TOOLS	3,189	4,890	4,816	3,814		3,900		3,000		5,000
41021 CHEMICALS	-	-	-	6,643		40,000		33,000		40,000
41023 GASOLINE	8,077	9,395	10,750	6,100		10,010		9,500		10,820
<b>Materials &amp; Supplies</b>	<b>48,202</b>	<b>61,434</b>	<b>79,433</b>	<b>111,956</b>		<b>121,520</b>		<b>109,000</b>		<b>130,630</b>
42033 TRAINING AND SAFETY	1,666	375	997	1,461		6,250		3,000		4,000
42037 STORM WATER FEES	-	-	-	-		80,880		80,880		80,880
42044 ELECTRIC	567,481	522,594	553,209	530,241		559,310		555,000		559,527
42045 GAS	114,609	117,369	103,244	97,341		118,223		118,000		118,246
42046 HEATING OIL	27,260	35,079	45,406	23,061		45,000		35,000		45,000
42047 DEPARTMENT CONTRACTS	141,280	142,439	160,702	194,864		182,503		175,000		219,901
42060 OTHER EXPENSES	214	227	206	646		500		250		1,000
42064 EQUIPMENT MAINTENANCE	2,734	3,432	4,163	2,474		7,200		5,000		9,000
42065 PLANT MAINTENANCE	48,788	53,621	62,010	61,307		66,000		60,000		72,000
<b>Purchased Services</b>	<b>904,032</b>	<b>875,136</b>	<b>929,937</b>	<b>911,395</b>		<b>1,065,866</b>		<b>1,032,130</b>		<b>1,109,554</b>
43099 EQUIPMENT	30,589	31,233	30,234	24,293		819		500		7,060
<b>Equipment</b>	<b>30,589</b>	<b>31,233</b>	<b>30,234</b>	<b>24,293</b>		<b>819</b>		<b>500</b>		<b>7,060</b>
<b>Total FACILITIES</b>	<b>1,766,407</b>	<b>1,873,223</b>	<b>2,022,516</b>	<b>2,029,859</b>		<b>2,207,545</b>		<b>2,132,998</b>		<b>2,274,091</b>

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
BUREAU - 0507 - FACILITIES

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	90,000	OVERTIME 90,000 - SCHEDULED WORK SUCH AS SNOW REMOVAL FROM CITY FACILITIES, AND CALL OUTS FOR PERSONNEL ASSIGNED TO CITY CENTER, ICE RINK, SWIMMING POOLS, PARK FACILITIES, PAVILION RENTALS, COVID CLEANING, AND CLEANING OF POLICE SUB-STATIONS. STAFFING OF ICE RINK DURING SEASON IS ALSO PAID BY THIS ACCOUNT. AVERAGE ANNUAL NEED OVER PAST 5 YEARS IS APPROXIMATELY \$90,000.
40004	69,972	TEMPORARY HELP 69,972 - ASSIGNMENT OF FOUR PART TIME CUSTODIAL HELP. 4 @ \$11.60 HR X 29 HRS/WK X 52 WKS BASED ON HR SCHEDULE. ONE POSITION WAS VACANT AND NOT ABLE TO BE FILLED IN 2021.
40006	1,250	DIFFERENTIAL PAY 1,250 - MIDDLE SHIFT HOURS WORKED BY CITY CENTER CUSTODIAL STAFF AND CALL OUTS FOR PERSONNEL AT CITY CENTER, ICE RINK, POOLS ETC.
40008	1,200	MEAL REIMBURSEMENT 1,200 - REIMBURSEMENT FOR MEALS IN ACCORDANCE WITH UNION CONTRACT.
41014	71,000	OPERATING SUPPLIES 5,000 - PLUMBING/HARDWARE SUPPLIES. OVERALL SUPPLY COSTS ARE EXPERIENCING INCREASES ACROSS THE BOARD. 8,000 - FREON #22 AND #12 CYLINDERS. 8,000 - PAINTING SUPPLIES (BRUSHES, POLES, PAINT, ETC.). THIS ALSO INCLUDES COST FOR POOL PAINT (\$4500). 4,500 - CLEANING TOOLS. 18,000 - CLEANING PRODUCTS (THIS INCLUDES CLEANING SUPPLIES FOR FIRE HOUSES). 5,500 - LAMPS AND BALLASTS. 7,000 - MISC. ITEMS SUCH AS AIR/VENT COIL CLEANER, HOSES, REFRIGERENT, PUMP COUPLERS, OXYGEN, GREASE, OIL, BELTS, AND ACETYLENE REFILLS FOR TORCH TANKS, COIL CLEANER, AND MOTOR CONTROL PARTS. 8,000 - FAN COIL FILTERS AND CLIMATE CONTROL FILTERS. 4,000 - ICE RINK SUPPLIES. 3,000 - PROPANE FOR COMPRESSORS AND ZAMBONI MACHINE.
41016	3,810	UNIFORMS/SAFETY SHOES 980 - T-SHIRTS FOR (10) FULL TIME AND (4) PART TIME EMPLOYEES. 1,400 - SWEATSHIRTS FOR (10) FULL TIME AND (4) PART TIME EMPLOYEES. 1,430 - SHOES FOR (11) FULL TIME EMPLOYEES.
41017	5,000	SMALL TOOLS 5,000 - MISCELLANEOUS TOOLS, INCREASE DUE TO INCREASED COSTS.
41021	40,000	CHEMICALS

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
BUREAU - 0507 - FACILITIES

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		40,000 - POOLS/RINK CHEMICALS, TEST KITS, AND SUPPLIES.
41023	10,820	GASOLINE BASED ON ACTUAL USAGE IN 2021. 6,368 - GASOLINE, 3,200 GALLONS @ \$1.99. 4,452 - DIESEL, 2,100 GALLONS @ \$2.12.
42033	4,000	TRAINING AND SAFETY 1,000 - SAFETY LITERATURE, TRAINING, EQUIPMENT/SUPPLIES. 3,000 - HVAC TRAINING FOR ONE (1) EMPLOYEE. ANTICIPATING RETIREMENT OF PERSONNEL AND THIS IS TO TRAIN FUTURE EMPLOYEES ASSIGNED TO THIS FUNCTION, ONE (1) WAS TRAINED IN 2021.
42037	80,880	STORM WATER FEES 80,880 - FEES FOR STORM WATER AS ENACTED BY THE CITY EFFECTIVE JANUARY 2021 FOR ALL CITY-OWNED PROPERTIES WITHIN CITY LIMITS.
42044	559,527	ELECTRIC BASED ON 2020 ACTUAL USAGE PLUS COSTS OF PENNONI ENERGY PROCUREMENT CONTRACT FEES. 6,583 - FACILITIES MAINTENANCE BARN. 130,990 - CITY CENTER COMPLEX. 5,812 - ELECTRICAL BUREAU. 25,476 - FIRE STATIONS. 44,015 - PARKS/PLAYGROUNDS. 25,990 - MUNICIPAL SERVICE CENTER. 9,025 - GROUNDS MAINTENANCE BARN. 2,757 - POLICE SUBSTATIONS. 7,457 - POOLS AND RINKS. MEMORIAL POOL NOT OPEN IN 2020. 8,162 - SAND ISLAND. 4,122 - RECYCLING. 1,050 - GREENWAY LIGHTS (100) AND ELECTRICAL FOR SPECIAL EVENTS 1,898 - RADIO TRANSMISSION TOWER (SOUTH MOUNTAIN). 363 - 2ND STREET RAMP. 18,379 - CONTINGENCY FOR NON USE DUE TO COVID19. 252,448 - ENERGY UPGRADE CONTRACT. (INCREASED BY \$7551 VERSUS 2021). 15,000 - PENNONI ENERGY PROCUREMENT CONTRACT FEES.
42045	118,246	GAS BASED ON 2020 USAGE PLUS COSTS OF PENNONI ENERGY PROCUREMENT CONTRACT FEES. 15,981 - GROUND MAINTENNANCE. 5,854 - ICE HOUSE. 6,713 - STEFKO BRAZING MACHINE. 15,614 - MUNICIPAL SERVICE CENTER. 56,892 - CITY CENTER. 1,833 - LINCOLN FIRE. 2,599 - MEMORIAL FIRE. 2,514 - NORTHWEST FIRE. 2,553 - SCHWEDER FIRE.

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
BUREAU - 0507 - FACILITIES

## 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		3,521 - DEWBERRY EMS.
		1,188 - YOSKO PARK.
		315 - CITY LINE PUMP.
		2,669 - PENNONI ENERGY PROCUREMENT CONTRACT FEES.
42046	45,000	HEATING OIL
		BASED ON 2019 ACTUAL USAGE. NOT USING 2020 NUMBERS BECAUSE IT WAS AN OUTLIER YEAR.
		10,256 - CONTINGENCY FOR EXTREME WEATHER.
		4,231 - FACILITIES BUILDING.
		2,591 - DAR HOUSE.
		10,550 - ICE RINK.
		11,196 - MEMORIAL POOL, BASED ON 2019 USAGE.
		2,912 - ELECTRICAL BUREAU.
		3,264 - MILL BUILDING.
		PAST HISTORY OF HEATING COSTS.
		2017 \$27,260
		2018 \$35,079
		2019 \$45,406
		2020 \$23,062
42047	219,901	DEPARTMENT CONTRACTS
		65,300 - CITY CENTER ENERGY SYSTEM MAINTENANCE INCREASED BY \$15,715 FROM 2021 AND INCLUDES ANNUAL CLEANING OF THE AIR HANDLERS AT CITY HALL (HT LYONS).
		13,750 - ELEVATOR MAINTENANCE AT CITY HALL, AND 540 STEFKO BLVD (SCHINDLER).
		5,000 - PEST CONTROL (EHRlich).
		3,200 - SERVICE FIRE EXTINGUISHERS INSPECTION/SUPPRESSION SYSTEMS (KISTLER).
		3,025 - SERVICE AND CHEMICALS FOR COOLING WATER TREATMENT AT ICE HOUSE, MILL BUILDING, AND ICE RINK (PROASYS).
		5,500 - WATER TESTING AND CHEMICAL TREATMENT FOR COOLING TOWERS/HEATING SYSTEMS AT CITY CENTER (US WATER).
		5,000 - SPRINKLER TRIP TEST AND FIRE PUMP TEST AT CITY CENTER GARAGE, ICE HOUSE, AND ANY UNFORESEEN REPAIRS (PARKSIDE FIRE AND SECURITY).
		5,100 - TRANE SERVICE ON TWO CHILLERS AT CITY CENTER INCREASED BY \$292.00 FROM 2021 (HT LYONS).
		4,600 - PREVENTIVE MAINTENANCE OF ELECTRICAL SWITCH GEAR AT CITY CENTER (ALBARELL).
		3,500 - EDDY CURRENT TEST-CONDENSER & EVAPORATOR TUBES FOR CITY CENTER CHILLERS (H.T. LYONS).
		1,100 - SERVICE CONTRACT FOR ELECTRIC DOOR ACTUATORS AT CITY CENTER (ADVANCE DOOR).
		5,600 - FIRE ALARM TESTING AT CITY CENTER (CSI).
		6,560 - CLEANING OF VENTILATION SYSTEMS AT FIRE HOUSES (AIR CLEANING SYSTEMS).
		3,500 - ELECTRICAL HAZARD DETECTION SERVICE FOR CITY CENTER ELECTRICAL DISTRIBUTION SYSTEM (ALBARELL).
		5,000 - UNDERGROUND STORAGE TANKS INDEMINIFICATION/REGISTRATION /INSPECTION INCREASED BY \$570.00 FROM 2021.
		15,270 - ICE RINK MAINTENANCE (HT LYONS).

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
BUREAU - 0507 - FACILITIES

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		4,000 - PREVENTIVE MAINTENANCE FOR ELECTRIC DISTRIBUTION SYSTEM AT CITY CENTER (ALBARELL).
		2,000 - ALARM SERVICE FOR ICE HOUSE FIRE PROTECTION INSPECTION & AIR TEST INCREASED BY \$500.00 FROM 2021 (ABE ALARMS).
		28,000 - PAPER PRODUCTS SUPPLY CONTRACT INCREASED BY \$3500 FROM 2021 ACTUAL COSTS (UNIFIRST).
		450 - SECURITY MONITORING AT ELECTRICAL BUREAU INCREASED BY \$75.00 FROM 2021 (PROTECT ALARMS).
		3,400 - YEARLY MAINTENANCE ON GENERATORS AT VARIOUS LOCATIONS (EMERGENCY SYSTEMS).
		10,500 - ELEVATOR MAINTENANCE FOR ELEVATOR AT MILL BUILDING AND HOOVER MASON TRESTLE INCREASED BY \$8,000 FROM 2021 FOR THE HMT ELEVATOR (OTIS).
		10,100 - 5-YEAR SPRINKLER INVESTIGATION AT CITY CENTER AND ICE HOUSE.
		1,200 - ANNUAL FIRE ALARM SYSTEM INSPECTION INCREASED BY \$200.00 FROM 2121 (EASTERN TIME).
		600 - SECURITY MONITORING AT MECHANICAL GARAGE INCREASED BY \$50.00 FROM 2121 (DM2 SECURITY).
		2,500 - ELEVATOR INSPECTION SERVICES INCREASED BY \$300.00 FROM 2021 (LIBERTY ELEVATOR).
		3,000 - COOLING TOWER MAINTENANCE, NEW FOR 2022 (KURITA AMERICA).
		800 - GOLF COURSE BOILER ROOM ANNUAL PREVENTIVE MAINTENANCE, NEW FOR 2022 (ELLIOTT LEWIS).
		460 - POLICE WHEELCHAIR LIFT (ACCESS ABILITY).
		1,886 - HVAC WATER TREATMENT CHEMICALS AT CITY HALL, NEW FOR 2022 (KURITA).
42060	1,000	OTHER EXPENSES
		1,000 - UNFORESEEN EXPENSES.
42064	9,000	EQUIPMENT MAINTENANCE
		5,000 - REPAIRS AND REPLACEMENT PARTS TO EQUIPMENT UTILIZED FOR MAINTENANCE PURPOSES. INCREASE DUE TO INCREASED COSTS ON EQUIPMENT MAINTENANCE ITEMS.
		4,000 - REPAIRS TO ZAMBONI AND KNIFE GRINDING.
42065	72,000	PLANT MAINTENANCE
		2,000 - FLOOR TILES.
		5,000 - BUILDING MATERIALS (PLYWOOD, FRAME LUMBER, WHITE PINE).
		2,000 - HBI REPAIRS/RENOVATIONS.
		3,000 - ELEVATOR CODE REQUIREMENTS.
		6,000 - BOILER MAINTENANCE/CHEMICALS.
		5,000 - REPLACE APPROX 150 PLAZA PAVERS (UNSAFE).
		4,000 - FAN COIL REPLACEMENT MOTORS FOR CITY CENTER BUILDING A.
		14,000 - UNCLOG DRAIN SYSTEMS (ROTO ROOTER, ETC.), EXPERIENCING SUBSTANTIALLY MORE MAINTENANCE ON AGING FACILITIES.
		10,000 - ICE RINK FACILITY REPAIRS.
		4,000 - WINDOW REPAIRS/REPLACEMENTS,
		17,000 - UNFORESEEN MAINTENANCE.

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
BUREAU - 0507 - FACILITIES

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
43099	7,060	EQUIPMENT
	3,800	- NEW LEAF AND LITTER VACUUM FOR CITY HALL CLEAN UP.
	560	- NEW LEAF BLOWER FOR CITY HALL CLEAN UP.
	1,050	- NEW FIRE PROOF STORAGE CABINET FOR CITY HALL GARAGE.
	1,650	- TRIMMER/PRUNER/EDGER COMBINATION TOOL FOR CITY HALL MAINTENANCE.

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## BUREAU DETAIL

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**Bureau:** Grounds Maintenance **No:** 0508

**Department:** Public Works

**No:** 0050

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### Bureau Description:

This bureau provides for the development and maintenance of the City's parks, playgrounds, ball fields, trails and greenways; and for the landscape maintenance/vegetation management of other City properties including swimming pools, fire stations, street islands, riparian corridors, detention basins, swales and vacant City property. In addition to assisting with general snow removal from all City properties, the bureau clears 11 parking lots, 20 miles of sidewalks and 25 bridge sidewalks. The bureau also provides trash removal at more than 225 locations, a graffiti removal program, and various masonry work at city owned properties. In addition to the 40 parks located throughout the city, the bureau maintains 71 additional properties, grass lots and city owned buildings.

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### Goals and Objectives:

- Continue to make improvements at various city parks and playgrounds.
- To cost effectively and efficiently maintain and enhance more than 40 public parks, playgrounds, ball fields and other public properties covering more than 700 acres and including 6 miles of historic canal and towpath.
- Provide the citizens of Bethlehem with daily services such as landscape maintenance at 114 city owned properties, trash removal, leaf and snow removal, and various masonry support work.
- Assist in planning and construction of a new Grounds and Traffic Maintenance Facility at Rodgers St.
- Assist community and volunteer organizations with improvements at city owned properties by providing services, materials, and coordination.

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### Prior Year Achievements:

- Worked with the Phase I Rose Garden upgrades contractor in completing improvements and assisted volunteer group with re-design and new layout of flower beds at the Rose Garden.
  - Snow removal and de-icing at all city owned sidewalks (approximately 20 miles and over 75 sites or locations), bridges, and parking lots.
  - Replaced/renewed new safety surfaces at 14 city playgrounds, with the balance of 13 to be completed in 2022.
  - Poured new concrete pads at Memorial Pool, the Waste Water Treatment Plant, and the Greenway for various utility and maintenance needs.
  - Continued and made improvements to mowing schedule and daily parks operations, resulting in more efficient daily work routines and output.
  - Performed maintenance at H.B.I. throughout the year.
  - Continued to assist various youth sports organizations throughout the year.
  - Continued assisting community and volunteer organizations that maintain and beautify public spaces by providing materials, services, and facilitating coordination.
  - Assisted Streets Bureau by completing 50% percent of 2021 leaf removal operations.
  - Assisted Streets Bureau with 36% of 2020/2021 snow removal operations.
  - Daily trash removal at more than 225 stops throughout the city (year round) including the downtowns on weekends.
  - Tree removal, pruning and landscape maintenance at numerous Bethlehem parks, properties and city facilities.
  - Prepped and maintained the City's athletic fields (softball, soccer, rugby, football).
  - Graffiti removal program.
  - Re-surfaced 2 miles of the D & L Trail Tow Path from Bethlehem to Freemansburg.
  - Made multiple repairs to stone walls at H.B.I. Industrial Quarter and along Saucon Creek.
  - Upkeep of 114 parks and city properties throughout the spring and summer.
  - Completed all labor related issues pertaining to the City's Recreation Department.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL  
DEPT 0050 PUBLIC WORKS  
BUREAU 0508 GROUNDS MAINTENANCE**

		2017	2018	2019	2020	2021	2021	2022			
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget			
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS Superintendent of Maint	1	1	1	1	1	93,324	1	93,324	1	93,324
	TAMS Stone Mason	1	1	1	1	1	77,259	1	77,259	1	77,259
	TAMS Foreman	1	1	1	1	1	67,946	1	67,946	1	68,446
	SEIU Maintenance Worker III	6	6	6	6	6	390,216	6	390,216	6	390,791
	SEIU Maintenance Worker II	8	8	9	9	9	515,352	9	515,352	9	471,741
	SEIU Maintenance Worker I	2	2	3	3	3	153,505	3	153,505	3	134,081
Total Positions		19	19	21	21	21	1,297,602	21	1,297,602	21	1,235,642
Allocated to 012A							(125,228)		(125,228)		(125,228)
							1,172,374		1,172,374		1,110,414
Account Detail											
40001	SALARIES	1,021,947	1,116,908	1,171,191	1,149,107	1,146,374	1,146,374				1,088,714
40002	LONGEVITY	18,715	21,375	25,900	26,900	26,000	26,000				21,700
40003	OVERTIME	57,643	59,251	57,853	37,435	55,000	55,000				55,000
40004	TEMPORARY HELP	16,421	11,187	17,985	12,320	22,000	22,000				22,000
40006	DIFFERENTIAL PAY	1,789	1,506	1,377	2,033	2,100	2,100				2,100
40008	MEAL REIMBURSEMENT	2,691	2,548	1,950	442	2,700	2,700				2,700
Personnel		1,119,206	1,212,775	1,276,256	1,228,237	1,254,174	1,254,174				1,192,214
41014	OPERATING SUPPLIES	12,103	11,137	12,295	12,923	25,400	23,000				25,400
41016	UNIFORMS/SAFETY SHOES	3,834	5,963	4,197	4,743	5,800	5,000				4,850
41017	SMALL TOOLS	828	1,931	1,344	1,477	2,000	1,800				2,000
41023	GASOLINE	27,240	30,374	30,935	18,723	28,460	28,460				30,155
Materials & Supplies		44,005	49,405	48,771	37,866	61,660	58,260				62,405
42032	TRAINING/CONT. EDUCATION	-	175	1,810	300	1,000	500				500
42047	DEPARTMENT CONTRACTS	21,146	17,181	20,859	19,552	27,500	24,000				27,500
42054	RENTALS	858	-	-	102	2,000	500				1,000
42060	OTHER EXPENSES	954	1,045	1,116	1,079	1,200	1,000				2,654
42064	EQUIPMENT MAINTENANCE	12,519	10,279	12,124	11,356	16,500	12,000				14,000
42065	PLANT MAINTENANCE	17,814	14,156	21,148	19,227	27,500	25,000				25,500
Purchased Services		53,291	42,836	57,057	51,616	75,700	63,000				71,154
43099	EQUIPMENT	37,067	77,425	113,480	128,367	97,300	94,200				92,718
Equipment		37,067	77,425	113,480	128,367	97,300	94,200				92,718
Total	GROUND'S MAINTENANCE	1,253,569	1,382,441	1,495,564	1,446,086	1,488,834	1,469,634				1,418,491

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
BUREAU - 0508 - GROUNDS MAINTENANCE

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	55,000	OVERTIME 55,000 - OVERTIME NECESSARY DEPENDING ON WORK LOAD AND CALL OUTS FOR STORM EMERGENCIES. SCHEDULED OVERTIME FOR CLEARING SIDEWALKS AND BRIDGES DURING SNOW OPERATIONS, GRASS MOWING, LEAF PICKUP, SERVICES TO SPECIAL EVENTS, WEEKEND GARBAGE PICK UP IN NORTH AND SOUTH DOWNTOWN AREAS, AND OTHER GROUNDS MAINTENANCE ACTIVITIES AS NEEDED. THIS IS BASED ON A THREE (3) YEAR AVERAGE EXCLUDING 2020 WHICH WAS AN OUTLIER (COVID-19).
40004	22,000	TEMPORARY HELP 22,000 - SIX (6) SUMMER EMPLOYEES TO ASSIST WITH VARIOUS PLAYGROUNDS, PARKS, ATHLETIC FIELDS, HBI, GRASS CUTTING, WEED CONTROL, MAINTENANCE OF GREENWAY, STREET MEDIANS, GRAFFITI PROGRAM, AND ASSIST WITH SPECIAL EVENTS. DUE TO LIMITED FULL TIME WORKFORCE, WE MAKE EVERY EFFORT TO START SEASONAL EMPLOYEES EARLY IN THE SEASON AND KEEP THEM LATER TO ASSIST WITH THE MAINTENANCE OF OVER 110 PROPERTIES DEPENDING ON THEIR AVAILABILITY, SPECIFICALLY FOR GRASS CUTTING NEEDS AND MUSIKFEST SUPPORT.
40006	2,100	DIFFERENTIAL PAY 2,100 - HOURS WORKED FOR MIDDLE AND NIGHT SHIFT DURING CALL OUTS AND EXTENDED HOURS.
40008	2,700	MEAL REIMBURSEMENT 2,700 - MEALS PAID IN ACCORDANCE WITH UNION CONTRACT. NOT MUCH SPENT IN 2020 DUE TO PRIMARILY A MILD WINTER.
41014	25,400	OPERATING SUPPLIES FUNDS FOR VARIOUS SUPPLIES REQUIRED FOR MAINTENANCE AT CITY PARKS, PLAYGROUNDS, GARDENS, ATHLETIC FIELDS, ETC. SEVERAL ITEMS NORMALLY BUDGETED IN RECREATION BUREAU WERE MOVED TO THIS ITEM IN 2020. 3,500 - SAND ISLAND TENNIS COURTS. TOP DRESSING, TAPES, ETC. (MOVED FROM RECREATION) 5,000 - PLAYGROUND SAFETY SURFACES. (MOVED FROM RECREATION) 2,000 - REPLACEMENT LIGHTS AT BALLFIELDS. (MOVED FROM RECREATION). 800 - CITY HALL BEAUTIFICATION. 2,000 - ROSES FOR ROSE GARDEN. 3,300 - CHEMICALS (BEE SPRAY, CLEANSERS, VEGETATION MANAGEMENT, GRAFFITI REMOVAL, ETC.). 1,000 - PAINT AND SUPPLIES FOR PLAYGROUND FACILITIES TO COVER GRAFFITI, PLAYGROUND EQUIPMENT, ETC. 1,800 - CONCRETE. 500 - (3) PUSH MOWERS. 600 - (2) HAND BLOWERS. 2,000 - (6) STRING TRIMMERS. 400 - MISCELLANEOUS SUPPLIES. 2,500 - MARKING PAINT FOR BASEBALL/FOOTBALL/SOCCER FIELDS.

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
BUREAU - 0508 - GROUNDS MAINTENANCE

## 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		THIS WAS BUDGETED IN RECREATION IN 2019.
41016	4,850	UNIFORMS/SAFETY SHOES 950 - T-SHIRTS (19 PEOPLE) PER NEXT YEAR'S COSTS. 1,150 - SWEATSHIRTS (19 PEOPLE) PER NEXT YEAR'S COSTS. 2,750 - SHOES (21 PEOPLE) PER NEXT YEAR'S COSTS.
41017	2,000	SMALL TOOLS 2,000 - MISCELLANEOUS TOOLS FOR OPERATIONS/MAINTENANCE FUNCTIONS.
41023	30,155	GASOLINE BASED ON PAST ACTUAL USAGE. 8,955 - GASOLINE (4,500 GALLONS) X \$1.99. 21,200 - DIESEL (10,000 GALLONS) X \$2.12.
42032	500	TRAINING/CONTINUING ED. 500 - EMPLOYEE TRAINING, PESTICIDE SPRAYING CERTIFICATION, EDUCATIONAL SEMINARS, HEAVY EQUIPMENT TRAINING, PLAYGROUND SAFETY INSPECTION CERTIFICATION. CDL TRAINING WHEN NECESSARY IS ALSO CHARGED TO THIS ACCOUNT.
42047	27,500	DEPARTMENT CONTRACTS 27,500 - LANDFILL TIPPING FEES.
42054	1,000	RENTALS 1,000 - RENTAL OF EQUIPMENT NOT AVAILABLE IN CITY.
42060	2,654	OTHER EXPENSES 300 - SUBSCRIPTIONS, CDL REIMBURSEMENT. 314 - WATER COOLER DELIVERY 600 - DEP WASTE HAULING PERMITS (6). 1,440 - VERIZON AIR CARD (2) ADDED IN 2021.
42064	14,000	EQUIPMENT MAINTENANCE SERVICES AND PARTS FOR MAINTENANCE OF EQUIPMENT NEEDED FOR PARKS MAINTENANCE ACTIVITIES. 8,000 - TRACTORS/MOWERS. 2,000 - CULTIVATORS/TRIMMERS. 1,000 - JACKHAMMERS, CHAIN SAWS, HEDGE TRIMMERS, ETC. 3,000 - MISCELLANEOUS PARTS/REPAIRS TO OTHER EQUIPMENT.
42065	25,500	PLANT MAINTENANCE 19,500 - PURCHASE TOOLS AND MATERIALS TO PERFORM MAINTENANCE, LANDSCAPING, AND NECESSARY REPAIRS TO CITY PARKS, GARDENS, ATHLETIC FIELDS, CITY CENTER COMPLEX. MATERIALS REQUIRED TO MAINTAIN PARK FACILITIES SUCH AS MULCH, BARK FERTILIZER, GRASS SEED TOPSOIL, LUMBER AND PAINT. 6,000 - TREE REMOVAL, PRUNING, AND REPLACEMENTS AT CITY FACILITIES.

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
 BUREAU - 0508 - GROUNDS MAINTENANCE

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
43099	92,718	EQUIPMENT
	19,958	- GMC SIERRA 3500 HD DOUBLE CAB PICKUP TRUCK WITH PLOW PACKAGE AND SALT SPREADER. WILL REPLACE A 2008 UTILITY TRUCK (UNIT 93) WITH OVER 100,000 MILES WHICH WAS DEADLINED IN 2021. YEAR 1 OF 3 YEAR LEASE.
	4,300	- JOHN DEERE Z950M ZERO TURN MOWER. WILL REPLACE A 2010 850R ZTRAC MOWER (YEAR 1 OF 3 YEAR LEASE).
	2,860	- ONE (1) STANDARD VEHICLE MOBILE RADIO APX1500 FOR NEW GMC SIERRA 3500 PICKUP TRUCK.
	21,400	- GMC UTILITY TRUCK. YEAR 3 OF 3 YEAR LEASE.
	23,000	- GROUNDS MASTER TORO 7210 ZERO TURN MOWER WITH 100 INCH DECK THAT TRANSFORMS TO SNOW UNIT WITH BLOWER, V-PLOW, CAB AND TRACKS. MOWER COMPONENT REPLACES 2008 997 ZERO TURN MOWER AND SNOW COMPONENT REPLACES 1996 HONDA TRACTOR WITH SNOW BLOWER AND NO PLOW. YEAR 3 OF 3 YEAR LEASE.
	21,200	- INTIMIDATOR 18XP BRUSH BANDIT. NEW UNIT IS A TOW BEHIND TREE BRANCH CHIPPER USED FOR TREE REMOVAL AND CLEAN-UP AT VARIOUS PARKS AND CITY PROPERTIES. YEAR 2 OF 3 YEAR LEASE.

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## BUREAU DETAIL

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**Bureau:** Recreation

**No:** 0509

**Department:** Public Works

**No:** 0050

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### Bureau Description:

This bureau provides the planning, implementation and management of recreation programs, operations and activities to meet the needs of the community.

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### Goals and Objectives:

- Continue to provide affordable recreation programs and facilities in the City.
  - Manage current and develop new activities and programs to meet the needs of the community, including those with disabilities.
  - Continue to review and update recreational programming policies to make them relevant to current ordinances and needs of the community.
  - Continue to improve recreation areas and facilities.
  - Continue partnerships with City departments to enhance our facilities and programming.
  - Continue to support groups who utilize our City recreation facilities (youth organizations, Ice House, Illick's Mill, etc.).
  - Continue to provide additional summer programming through a partnership with St. Luke's Health Network at the Earl E. Schaeffer Ice Rink and Monocacy Recreation Complex.
  - Continue to increase participation in our programs by utilizing our website, recreation software, social media outlets, and face to face promotions.
  - Continue to use recreation software for online signups to continue to increase revenue and minimize cash transactions as well as make our programming operations more efficient.
  - Continue partnership with local schools and universities to help provide staffing for our seasonal positions.
  - Promote park and recreational area clean-ups by reaching out to businesses, community groups and schools.
  - Create more Pickle Ball courts in our parks to satisfy the requests of many of our residents.
- 

### Prior Year Achievements:

- Supported City youth organizations with their operations and helped them manage allotted recreation fee expenditures.
  - Implemented a new lease agreement with East Coast Tournament Baseball at Upper Saucon fields and license agreements with Lehigh Diving and Bethlehem Stingrays Swim Clubs at Memorial Pool.
  - Organized four successful movie nights in our parks with support from the Grounds and Facilities bureaus.
  - Organized a free summer park program at seven of our parks with support from several City departments and community organizations.
  - Organized a "3 on 3" basketball tournament for all ages at Sand Island.
  - Supported the Mount Airy Neighborhood Association with their "Rose Fest" community festival.
  - Supported the Community Action Corporation of the Lehigh Valley with their annual festival at Yosko Park.
  - Obtained a new concession vendor for Earl E. Schaeffer Ice Rink and Memorial Pool for 2021 summer season.
  - Assisted in the planning and oversight of the Memorial Pool and bath house reconstruction project.
  - Offered new adult fitness programming for residents and COB employees.
  - Successfully opened and operated 3 pools, including the new Memorial Pool and experienced record attendance.
  - Substantially increased revenue at our pools and sold a record number of season passes.
  - Continued our partnership with St. Luke's Health Network and provided additional youth programming.
  - Offered an adaptive public skating session at the ice rink for those with special needs.
  - Successfully organized our annual "Bernie Fritz Night" festival with the support of several City departments and community businesses and organizations.
  - Organized the 100<sup>th</sup> Annual Bethlehem Halloween Parade with support from St. Luke's and Lehigh Valley Health Networks, Bethlehem Area School District, and the Hotel Bethlehem.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL  
DEPT 0050 PUBLIC WORKS  
BUREAU 0509 RECREATION**

		2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers	2021 Actual & Estimated	2022 Budget
<b>Personnel Detail</b>		<b>Number of Permanent Positions</b>				<b># Salaries</b>	<b># Salaries</b>	<b># Salaries</b>
TAMS	Recreation Director	1	1	1	1	1 77,262	1 77,262	1 80,761
TAMS	Recreation Coordinator	1	1	1	1	1 65,187	1 65,187	1 55,991
SEIU	Maintenance Worker III	1	1	-	-	- -	- -	- -
SEIU	Maintenance Worker II	1	1	-	-	- -	- -	- -
SEIU	Maintenance Worker I	1	1	-	-	- -	- -	- -
SEIU	Account Clerk II	1	1	1	1	1 53,538	1 53,538	1 53,638
<b>Total Positions</b>		<b>6</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>3 195,987</b>	<b>3 195,987</b>	<b>3 190,390</b>
<b>Account Detail</b>								
40001	SALARIES	373,907	243,007	192,343	184,395	194,487	194,487	189,190
40002	LONGEVITY	4,845	3,990	3,500	1,300	1,500	1,500	1,200
40003	OVERTIME	35,047	18,249	-	-	-	-	-
40004	TEMPORARY HELP	177,680	186,889	182,578	20,470	262,000	200,000	292,000
40006	DIFFERENTIAL PAY	935	303	-	-	-	-	-
40008	MEAL REIMBURSEMENT	351	156	-	-	-	-	-
<b>Personnel</b>		<b>592,765</b>	<b>452,594</b>	<b>378,421</b>	<b>206,165</b>	<b>457,987</b>	<b>395,987</b>	<b>482,390</b>
41013	OFFICE EXPENSE	681	874	1,568	775	1,200	600	600
41014	OPERATING SUPPLIES	45,086	50,889	28,594	9,323	22,950	22,000	20,950
41016	UNIFORMS/SAFETY SHOES	410	668	-	-	-	-	-
41017	SMALL TOOLS	4,023	345	-	-	-	-	-
41021	CHEMICALS	39,171	28,653	22,246	-	-	-	-
41023	GASOLINE	2,021	1,928	197	90	397	375	300
<b>Materials &amp; Supplies</b>		<b>91,392</b>	<b>83,357</b>	<b>52,605</b>	<b>10,188</b>	<b>24,547</b>	<b>22,975</b>	<b>21,850</b>
42032	TRAINING/CONT. EDUCATION	851	-	1,762	-	2,200	2,000	2,200
42040	ADVERTISING AND PRINTING	1,406	1,331	1,893	88	1,400	1,200	1,200
42047	DEPARTMENT CONTRACTS	31,640	5,000	5,000	2,995	10,000	9,500	11,000
42049	REFUNDS	825	235	715	360	8,800	7,800	9,000
42060	OTHER EXPENSES	13,744	8,456	7,897	3,045	5,650	5,250	5,950
42063	SPECIAL PROGRAMS	13,693	14,384	12,183	1,002	8,200	8,000	8,000
<b>Purchased Services</b>		<b>62,159</b>	<b>29,406</b>	<b>29,450</b>	<b>7,490</b>	<b>36,250</b>	<b>33,750</b>	<b>37,350</b>
43099	EQUIPMENT	-	-	-	-	-	-	2,000
<b>Equipment</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,000</b>
<b>Total</b>	<b>RECREATION</b>	<b>746,316</b>	<b>565,357</b>	<b>460,476</b>	<b>223,843</b>	<b>518,784</b>	<b>452,712</b>	<b>543,590</b>

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
BUREAU - 0509 - RECREATION

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	292,000	TEMPORARY HELP TEMPORARY SEASONAL HELP PROVIDED BY HIGH SCHOOL AND COLLEGE STUDENTS FOR VARIOUS CITY RECREATIONAL AMENITIES. 230,000 - -POOL (LIFEGUARDS, LESSONS, ETC). LINE ITEM REFLECTS INTENT TO OPEN ALL 5 POOLS IN 2022. (2 POOLS WERE CLOSED IN 2021 DUE TO LABOR SHORTAGE) 6,000 - PARK PROGRAMS (PLAYGROUND ATTENDANTS, FITNESS INSTRUCTORS). LINE ITEM REFLECTS CHANGE IN PROGRAMMING NO DAY CAMP RUN BY CITY AT THE ICE RINK, ADDITION OF ADULT FITNESS CLASSES. 21,000 - -SAND ISLAND (CASHIERS, LESSONS, ETC). 1,000 - -BASKETBALL LEAGUE (GAME HELP). LINE ITEM REFLECTS CHANGE IN PROGRAMMING DUE TO LACK OF INTEREST IN SOFTBALL LEAGUE. 34,000 - -ICE RINK (CASHIERS, GUARDS, LESSONS, ETC).
41013	600	OFFICE EXPENSE 300 - SUPPLIES NOT AVAILABLE FROM STOCK INVENTORY. 300 - LAMINATING POUCHES FOR SIGNS.
41014	20,950	OPERATING SUPPLIES 500 - TOURNAMENT TROPHIES. 4,200 - LIFEGUARD SWIMSUITS, WHISTLES, STAFF SHIRTS. 750 - ARTS AND CRAFTS SUPPLIES 1,000 - ATHLETIC EQUIPMENT. 3,500 - FIRST AID SUPPLIES. 6,000 - POOL SUPPLIES. 1,000 - EASTER EGG HUNT. 4,000 - SKATES. LINE ITEM REFLECTS SUFFICIENT ALLOCATIONS FOR YEARLY SKATE REPLACEMENT.
41023	300	GASOLINE 300 - BASED ON HISTORICAL USAGE OF 150 GALLONS AT \$1.99.
42032	2,200	TRAINING/CONTINUING ED. 500 - SEMINARS/CONFERENCES 400 - CPR TRAINING AND CERTIFICATION. LINE ITEM REFLECTS REDUCED COST USING IN-HOUSE TRAINING. 1,300 - LIFEGUARD TRAINING. LINE ITEM REFLECTS INCREASE IN NON CERTIFIED LIFEGUARD HIRES.
42040	1,200	ADVERTISING AND PRINTING 1,200 - PROGRAMS/ADVERTISING. -PPOOL/TENNIS/ICE RINK PASSES. -PROGRAMMING BROCHURES.
42047	11,000	DEPARTMENT CONTRACTS 5,000 - BOYS & GIRLS CLUB OVERSIGHT - YOSKO PLAYGROUNDS. 5,500 - RECREATION MANAGEMENT SOFTWARE SUBSCRIPTION TO IMPROVE THE ONLINE PURCHASING PROCESS FOR SEASON PASSES, PAVILLION RENTALS, FIELD RENTALS, ETC. SUBSCRIPTION COST IS RELATED TO USAGE AND REVENUE

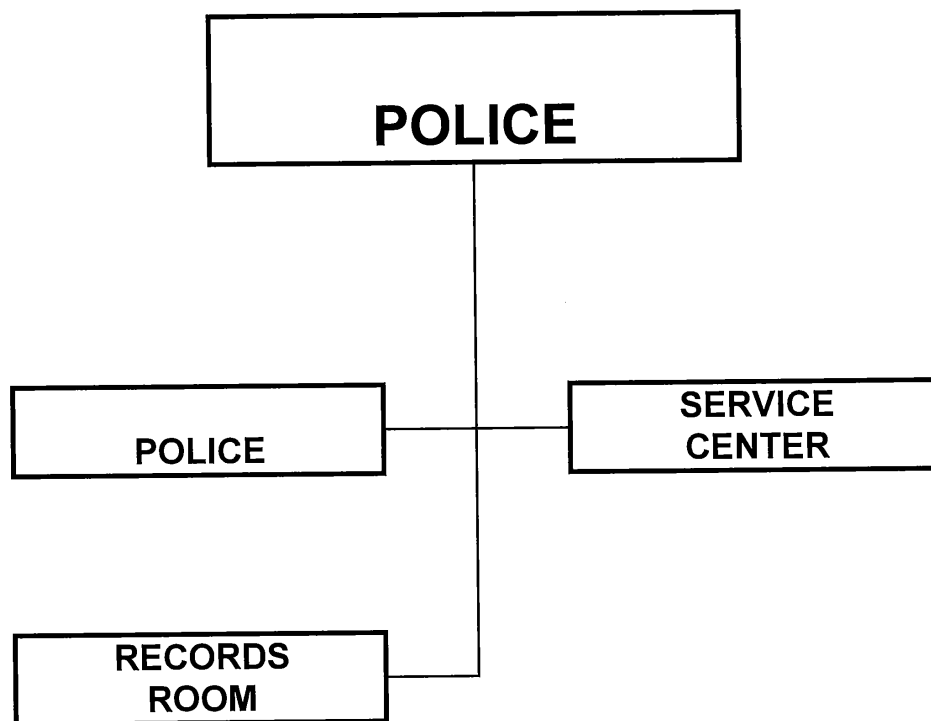


FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS  
 BUREAU - 0509 - RECREATION

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		IN 2021 WAS HIGHER.
	500 -	ROBOT POOL VACUUM PREVENTATIVE MAINTENANCE . LINE ITEM REFLECTS YEARLY MAINTENANCE NEEDED FOR VACUUM USED AT POOLS.
42048	9,000	BANK SERVICE CHARGE
	9,000 -	CREDIT CARD TRANSACTION FEES FOR ALL PROGRAMMING FORMERLY BUDGETED UNDER REFUND LINE ITEM. PROMOTING CASHLESS OPERATIONS THROUGHOUT RECREATION TO INCREASE ACCOUNTABILITY AND POTENTIALLY REVENUE. IN ADDITION, CASHLESS OPERATIONS WOULD AID IN PREVENTING THE SPREAD OF COVID-19. LINE ITEM REFLECTS INCREASE IN CASHLESS SALES (ON-LINE, CREDIT CARD) AS WELL AS REVENUE DUE TO MEMORIAL POOL OPENING.
42060	5,950	OTHER EXPENSES
	500 -	REIMBURSEMENT FOR GAS MILEAGE.
	3,500 -	ASCP, SESAC AND BMI MUSIC LICENSES. LINE ITEM REFLECTS INCREASE IN FEES/COST.
	1,100 -	PORT-A-LET RENTAL. LINE ITEM REFLECTS INCREASE IN NEED (USE AT PARK PROGRAM WHERE FACILITIES ARE NOT AVAILABLE).
	850 -	UTILITY CART LEASE FOR SAND ISLAND TENNIS COURTS. -6 MONTH LEASE
42063	8,000	SPECIAL PROGRAMS
	4,000 -	LEAGUES AND TOURNAMENT PERSONNEL SUPPORT (REFEREES, SCORE KEEPERS, ETC.). LINE ITEM REFELCTS SPORTING GOODS FOR VARIOUS TOURNAMENTS (SOFTBALL, BASKETBALL, ETC.).
	1,000 -	POOL/ICE RINK/PLAYGROUND/CLINIC EXPENSES.
	3,000 -	MOVIES IN THE PARK AND UPKEEP OF EQUIPMENT. LINE ITEM REFLECTS SUFFICIENT ALLOCATION FOR 4 MOVIES THROUGHOUT SUMMER.
43099	2,000	EQUIPMENT
	2,000 -	POS EQUIPMENT (TABLETS, BARCODE SCANNER, ETC.). LINE ITEM REFLECTS EQUIPMENT NEEDS TO SUPPORT RECREATION SOFTWARE.

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## BUREAU DETAIL

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**Bureau:** Police

**No:** 0601

**Department:** Police

**No:** 0060

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### Bureau Description:

The Bethlehem Police Department is an accredited law enforcement agency that strives to enhance the quality of life in the City of Bethlehem by working together with the public to prevent crime, enforce the laws, preserve the peace, and provide a safe environment. The Police Department is comprised of three divisions: patrol, support services, and administration. These divisions include specialized units such as traffic, mounted patrol, school resources officers, community officers, detective bureau, forensic services, Bethlehem Housing Authority officers, and special operations.

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### Goals and Objectives:

- Continue to incorporate social work into the police department through the continuation and expansion of our social work liaison program.
  - Further develop the department's relationship with the community through participation in community engagement activities and events.
  - Utilize the department's social media outlets to continue to provide crime, public safety, and community engagement information to the public.
  - Strive to lower Part 1 offenses (violent crime) and Part II offenses.
  - Invest in training to develop officers and supervisors.
  - Transition to the federally mandated National Incident-Based Reporting System (NIBRS).
  - Increase our capability to store physical evidence, such as vehicles and furniture, long-term.
  - Improve working conditions and community engagement/access at our dated headquarters.
  - Improve the condition of our police vehicle fleet.
  - Expand city camera network, update and replace existing city cameras that are outdated.
  - Purchase database that accurately tracks and manages employee training records, use of force data, and citizen complaints.
- 

### Prior Year Achievements:

- Implementation of our social work liaison program, a joint effort between the police department and health bureau, to provide enhanced support to individuals with mental illnesses as well as promote connections to health care services and community resources.
  - Restructured the police department, resulting in a more efficient command structure as well as the ability to better address the community's needs.
  - Creation and implementation of the Neighborhood Outreach Initiative which placed officers on foot and bike in designated areas of the city with the goal of building community trust through positive police interactions.
  - Reaccredited by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) as well as the Pennsylvania Law Enforcement Accreditation Commission (PLEAC).
  - Implementation and utilization of Mark43 a new, comprehensive report management system that improves our ability to collect and analyze crime statistics.
  - Restoration and rededication of the Bethlehem Police Memorial, which was severely damaged in 2019 by a drunk driver.
  - Increased the department's social media presence.
  - Finished construction on the Kennel Facility for stray dogs.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL**  
**DEPT 0060 POLICE**  
**BUREAU 0601 POLICE**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
NC	Police Chief	1	1	1	1	1 112,789	1 112,789	1 112,789
NC	Deputy Police Chief	1	1	1	1	1 107,209	1 107,209	1 107,209
FOP	Captain	3	3	3	3	3 321,803	3 321,803	3 330,226
FOP	Lieutenant	6	6	6	6	6 589,019	6 589,019	6 607,716
FOP	Detective/Sergeant	23	23	23	23	23 2,090,339	23 2,090,339	23 2,149,134
FOP	Police Officer	120	120	120	120	120 9,261,985	120 9,261,985	120 9,564,017
<b>Total Positions</b>		<b>154</b>	<b>154</b>	<b>154</b>	<b>154</b>	<b>154 12,483,144</b>	<b>154 12,483,144</b>	<b>154 12,871,091</b>
Vacancy Factor						(100,000)	(100,000)	(100,000)
						12,383,144	12,383,144	12,771,091
<b>Account Detail</b>								
40001	SALARIES	10,670,829	10,346,347	11,350,408	11,353,860	12,012,944	12,012,944	12,406,091
40002	LONGEVITY	423,100	409,500	383,200	360,100	370,200	370,200	365,000
4000383	FBI OVERTIME	18,154	17,087	17,555	17,618	18,000	15,000	18,000
4000384	LCB O/T GRANT-LEHIGH	12,718	-	-	-	20,000	7,500	20,000
4000389	US MARSHALL OVERTIME	-	-	-	-	1,000	1,000	-
4000390	DEA-TASK FORCE OVERTIME	14,802	20,490	19,533	13,123	18,000	13,500	18,000
4000391	TASK FORCE OVERTIME	10,026	12,894	5,094	7,350	20,000	10,000	20,000
4000392	GENERAL OVERTIME	365,092	428,906	554,064	204,123	220,000	220,000	220,000
4000393	CDBG OVERTIME	13,921	2,819	3,193	-	60,000	60,000	25,000
4000394	DUI/AGGRESS. DRIVING OT	32,503	34,518	34,621	23,657	40,000	35,000	59,600
4000395	MUSIKFEST OVERTIME	142,874	174,180	171,193	-	170,000	162,000	170,000
4000396	SPECIAL EVENT OVERTIME	65,504	64,222	81,428	4,071	75,000	45,000	50,000
4000398	SEAT BELT HIGHWAY SAFETY	18,872	19,897	17,773	19,129	18,700	18,500	-
4000399	LV AUTO THEFT TASK O/T	8,717	9,140	10,197	5,910	15,000	10,000	16,000
40004	TEMPORARY HELP	301,458	294,657	289,580	149,888	317,950	275,000	330,500
40005	HOLIDAY PAY	574,453	604,704	629,819	670,364	675,000	675,000	705,000
40006	DIFFERENTIAL PAY	52,492	50,172	52,179	54,524	55,000	55,000	55,000
40007	ROSTER DUTY	272,589	253,392	249,933	260,319	200,000	180,000	200,000
40011	EDUCATION INCENT BONUS	70,399	104,175	99,078	122,758	101,500	101,500	102,000
40012	HEARING TIME	135,935	118,513	135,492	118,712	135,000	135,000	135,000
<b>Personnel</b>		<b>13,204,438</b>	<b>12,965,613</b>	<b>14,104,340</b>	<b>13,385,506</b>	<b>14,543,294</b>	<b>14,402,144</b>	<b>14,915,191</b>

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL**  
**DEPT 0060 POLICE**  
**BUREAU 0601 POLICE**

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers	2021 Actual & Estimated	2022 Budget
41014 OPERATING SUPPLIES	56,513	60,510	75,565	59,795	54,000	50,000	50,500
41016 UNIFORMS/SAFETY SHOES	169,052	165,690	180,090	181,182	187,900	185,000	177,900
41018 IDENTIFICATION	20,400	24,058	21,775	23,241	23,700	21,000	25,000
41019 RECRUITMENT EXP-GRANT	25,800	68,747	63,038	48,000	35,000	30,000	49,000
41023 GASOLINE	136,276	155,793	149,668	134,257	150,000	150,000	150,000
41026 MUNITIONS	68,275	95,191	96,143	93,377	96,200	95,000	96,500
<b>Materials &amp; Supplies</b>	<b>476,316</b>	<b>569,989</b>	<b>586,279</b>	<b>539,852</b>	<b>546,800</b>	<b>531,000</b>	<b>548,900</b>
42032 TRAINING/CONT. EDUCATION	27,721	24,650	22,725	23,732	25,000	24,000	30,000
42036 COMMUNICATIONS	-	-	-	25,453	27,100	26,000	28,402
42047 DEPARTMENT CONTRACTS	96,129	137,019	128,253	176,473	220,617	218,000	242,610
420472 CALEA/PLEAC ACCREDIT	6,270	5,630	6,630	2,093	7,100	6,000	7,100
42049 REFUNDS	20	156	150	128	500	250	500
42060 OTHER EXPENSES	23,325	22,735	26,569	16,159	25,500	25,500	18,500
42064 EQUIPMENT MAINTENANCE	5,136	7,756	3,629	6,325	6,900	6,000	8,000
42165 DUI/AGGRESSIVE GRANT	3,996	829	267	799	6,400	6,000	6,400
42166 JAG-JUSTICE ASSIST GRANT	19,090	6,098	21,212	48,116	41,319	40,000	34,265
<b>Purchased Services</b>	<b>181,687</b>	<b>204,873</b>	<b>209,435</b>	<b>299,278</b>	<b>360,436</b>	<b>351,750</b>	<b>375,777</b>
43099 EQUIPMENT	166,478	206,739	245,732	289,300	213,610	210,000	425,507
<b>Equipment</b>	<b>166,478</b>	<b>206,739</b>	<b>245,732</b>	<b>289,300</b>	<b>213,610</b>	<b>210,000</b>	<b>425,507</b>
<b>Total POLICE</b>	<b>14,028,919</b>	<b>13,947,214</b>	<b>15,145,786</b>	<b>14,513,936</b>	<b>15,664,140</b>	<b>15,494,894</b>	<b>16,265,375</b>

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0060 - DEPT OF POLICE  
BUREAU - 0601 - POLICE

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
4000383	18,000	FBI OVERTIME 18,000 - FBI VIOLENT CRIME/GANG TASK FORCE OVERTIME 100% REIMBURSED FUNDS
4000384	20,000	LCB O/T GRANT--LEHIGH 20,000 - PLCB GRANT- 100% REIMBURSED FUNDS
4000390	18,000	DEA-TASK FORCE OVERTIME 18,000 - DEA TASK FORCE OVERTIME 100% REIMBURSED FUNDS
4000391	20,000	TASK FORCE OVERTIME 20,000 - NORTHAMPTON COUNTY DRUG TASK FORCE OVERTIME 100% REIMBURSED FUNDS
4000392	220,000	GENERAL OVERTIME 200,000 - OVERTIME - SERVICING LATE CALLS, SHIFT SUPPLEMENT, CRIMINAL INVESTIGATIONS, AND OTHER EVENTS 20,000 - PARKS PATROL - SAUCON PARK/ILICK'S MILL OVERTIME
4000393	25,000	C.D.B.G. OVERTIME 12,500 - COMMUNITY POLICING ACTIVITIES 12,500 - COMMUNITY POLICING PATROLS - BIKE/FOOT ANTICIPATED AWARD - 100% REIMBURSABLE FUNDS
4000394	59,600	DUI/AGGRESSIVE DRIVING OT 59,600 - DUI/AGRESSIVE DRIVING OVERTIME GRANT 100% REIMBURSED FUNDS
4000395	170,000	MUSIKFEST OVERTIME 170,000 - MUSIKFEST OVERTIME 100% REIMBURSED FUNDS
4000396	50,000	SPECIAL EVENT OVERTIME 50,000 - SPECIAL EVENT OVERTIME
4000399	16,000	LV AUTO THEFT TASK O/T 16,000 - LEHIGH VALLEY AUTO THEFT TASK FORCE OVERTIME 100% REIMBURSED FUNDS
40004	330,500	TEMPORARY HELP 302,000 - CROSSING GUARD SALARIES 28,500 - CITY CENTER MONITORS
40005	705,000	HOLIDAY PAY 705,000 - HOLIDAY PAY 12 HOLIDAYS
40006	55,000	DIFFERENTIAL PAY 55,000 - SHIFT DIFFERENTIAL - \$0.45/HR MIDDLE, \$0.50/HR NIGHT (CONTRACT ITEM)
40007	200,000	ROSTER DUTY 200,000 - ROSTER DUTY ASSIGNMENTS

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0060 - DEPT OF POLICE  
BUREAU - 0601 - POLICE

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		100% REIMBURSED FUNDS
40011	102,000	EDUCATION INCENT BONUS 60,000 - EDUCATION BONUS - CONTRACT ITEM 42,000 - TUITION REIMBURSEMENT
40012	135,000	HEARING TIME 135,000 - HEARING PAY - CONTRACTUAL
41014	50,500	OPERATING SUPPLIES 26,000 - DUTY EQUIPMENT BELTS, HOLSTERS, PROTECTIVE EQUIPMENT, GLOVES RESPIRATORS, FLASHLIGHTS, HANDCUFFS 4,000 - FLARES, POLICE TAPE, EMERGENCY BLANKETS 6,000 - CANINE TRAINING AND SUPPLIES *UNIT WILL BE PARTIALLY FUNDED THROUGH DONATIONS 6,000 - MOUNTED UNIT OPERATING SUPPLIES FEED, MEDICAL CARE, BEDDING, FARRIER SUPPLIES AND SERVICES *UNIT WILL BE PARTIALLY FUNDED THROUGH DONATIONS 6,000 - PORTABLE RADIO / BWC BATTERIES (60) 2,500 - SECURITY BADGES/PRINT CARTRIDGES, ETC.
41016	177,900	UNIFORMS/SAFETY SHOES 85,000 - UNIFORMS AND EQUIPMENT ALLOWANCE 11,400 - CLOTHING ALLOWANCE 19 X \$600 40,500 - UNIFORM MAINTENANCE 135 X \$300 15,000 - EMERGENCY RESPOSE TEAM BODY ARMOR AND UNIFORMS 26,000 - SOFT BODY ARMOR - 40% REIMBURSED THRU THE BULLET PROOF VEST GRANT PROGRAM
41018	25,000	IDENTIFICATION 13,600 - FORENSIC SERVICES SUPPLIES 4,500 - FORENSIC CERTIFICATIONS/TRAININIG 1,200 - AFIS OPERATOR FOR THREE DETECTIVES 2,000 - 3M PARTICULATE RESPIRATORS & PURAIR UNIT FILTERS 3,700 - OFF SITE EVIDENCE STORAGE
41019	49,000	RECRUITMENT EXPENSE 49,000 - POLICE ACADEMY FOR SEVEN OFFICERS AT APPROX. \$7,000.00 PER OFFICER *75% REIMBURSEMENT PER OFFICER BY MPOTC
41023	150,000	GASOLINE 150,000 - GASOLINE FOR ALL POLICE VEHICLES
41026	96,500	MUNITIONS MUNITIONS 50,300 - FIREARMS AMMUNITION FOR TRAINING AND QUALIFICATION 3,000 - LESS LETHAL 43,200 - AXON TASER CONTRACT YEAR 4 OF 5
42032	30,000	TRAINING/CONTINUING ED.



FUND - 001 - GENERAL FUND  
DEPARTMENT - 0060 - DEPT OF POLICE  
BUREAU - 0601 - POLICE

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		30,000 - TRAINING AND CONTINUING EDUCATION
42036	28,402	COMMUNICATIONS
		5,202 - NCIC - CLEAN OPERATIONAL COSTS
		1,000 - LANGUAGE LINE
		22,200 - MDT/AIR CARD COSTS
42047	242,610	DEPARTMENT CONTRACTS
		THIS ACCOUNT COVERS THE FOLLOWING:
		52,903 - MARK 43 MAINTENANCE AGREEMENT
		2,000 - BACKGROUND CHECK COMPUTER CONTRACT (ACCURINT)
		52,812 - CSI CAMERA MAINTENANCE AGREEMENT
		8,000 - CSI SPARE EQUIPMENT COSTS
		2,000 - TOTAL STATION MAINTENANCE COSTS
		650 - 1033 LAW ENFORCEMENT PROGRAM-SUPPLIES/EQUIPMENT/OPS
		12,000 - PPL CAMERA ELECTRICAL COSTS AND POLE RENTAL
		2,000 - POLYGRAPH MAINTENANCE AGREEMENT
		5,850 - AFIS MAINTENANCE AGREEMENT
		4,500 - PROGRESSIVE K-9 TRAINING (\$1500.00 / DOG)
		8,500 - ANIMAL CONTROL - STRAYS, RABIES, LAB COSTS
		20,000 - LEHIGH COUNTY HUMAN CENTER CONTRACT
		*PARTIAL REIMBURSEMENT FROM DOG FEES COLLECTED
		18,600 - POSS UPDATE / MAINTENANCE
		1,355 - LIVE SCAN / CPIN / MOBILE AFIS MAINTENANCE
		10,800 - T-1 LINE FEES
		1,500 - CELLBLOCK CLEANING CONTRACT
		26,950 - WATCHGUARD - IN CAR CAMERA - SOFTWARE AND
		HARDWEAR WARRANTY AND MAINTENANCE
		1,800 - ELSAG LPR - SOFTWARE MAINTENANCE
		1,000 - CALL ONE - VIDEO ARRAIGNMENT MAINTENANCE
		9,390 - LEFTA SYSTEMS - PUBLIC SAFETY SOFTWARE
420472	7,100	CALEA/PLEAC ACCREDITATION
		6,100 - CALEA ACCREDITATION & MEMBERSHIP DUES
		1,000 - PLEAC ACCREDITATION
42049	500	REFUNDS
		500 - EXPENSES FOR PERSONAL ITEMS DAMAGED OR LOST DURING
		THE PERFORMANCE OF THEIR DUTIES.
42060	18,500	OTHER EXPENSES
		10,000 - OTHER EXPENSES
		THIS ACCOUNT COVERS THE EXPENSES NOT COVERED
		BY ANY OTHER ACCOUNT
		5,000 - EXTRADITION/PRISONER TRANSPORT COSTS
		500 - SRO JUNIOR POLICE ACADEMY PROGRAM
		500 - BPD CIVILIAN POLICE ACADEMY PROGRAM
		1,500 - CPR CERT.& FIRST AID CERT.
		1,000 - INVESTIGATIVE CELL PHONE RECORDS
42064	8,000	EQUIPMENT MAINTENANCE
		8,000 - REPAIR, PARTS, REPLACEMENT AND CALIBRATIONS

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0060 - DEPT OF POLICE  
 BUREAU - 0601 - POLICE

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42165	6,400	DUI/AGGRESSIVE DRIVING 6,400 - DUI CHECKPOINT EQUIPMENT MAINTENANCE AND REPAIR/AGGRESSIVE DRIVING - FUNDS ARE 100% REIMBURSED.
42166	34,265	JAG-JUSTICE ASSIST GRANT 34,265 - EDWARD BYNE MEMORIAL JAG GRANT 100% REIMBURSED FUNDS
43099	425,507	EQUIPMENT 70,513 - 2020 LEASE PAYMENT - 3RD INSTALLMENT OF 3 YR. LEASE FOR 6 UTILITY INTERCEPTORS. 35,515 - 2021 LEASE PAYMENT - 2ND INSTALLMENT OF 3YR. LEASE FOR 2 UTILITY INTERCEPTORS AND 1 CARGO VAN. 45,562 - 2 HARLEY-DAVIDSON POLICE MOTORCYCLES. 10,492 - EQUIPMENT TO UPFIT (2) NEW POLICE VEHICLES 188,425 - 5 UTILITY INTERCEPTORS. 75,000 - EQUIPMENT TO UPFIT (5) NEW POLICE VEHICLES.

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## BUREAU DETAIL

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**Bureau:** Service Center

**No:** 0602

**Department:** Police

**No:** 0060

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### Bureau Description:

The Bethlehem Service Center (BSC) is a twenty-four hour, seven day a week, city wide communication center that serves the City of Bethlehem providing service to all residents for non-emergency calls. The center's primary focus is to work with NC 911 and also dispatch services for Police, Fire, and Emergency Medical Services. They also provide service to Lehigh University Police, Moravian Police, Bethlehem BHA, BPA, Bethlehem Area School District and several county agencies. The Communication Center also serves all other city bureaus i.e. Public Works, Parks, etc.

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### Goals and Objectives:

- Streamlining all "Special Events" under Emergency Management.
  - Transfer of vital information between the City of Bethlehem Service Center and Northampton County 911 Center.
  - Expanded usage of trained staff for National Crime Information Center to assist Bethlehem, Lehigh University and Moravian College Police Departments.
  - Monitor a joint network of surveillance cameras in cooperation with Lehigh University and the Bethlehem Housing Authority.
  - Recordings and securing footage of criminal incidents.
  - Work jointly with all 3 Public Safety Entities, Police/Fire/EMS.
  - Work with COB Health Department Covid 19 response to improve communications with the public.
- 

### Prior Year Achievements:

- Total integration of the City Water Control Room into the Bethlehem Service Center.
  - Integration of 4 methods of receiving city wide issues.
  - YTD Phone X7000 [30,000], App [1,120], E-Mail [536], & E.Gov [42].
  - Streamlining of "Special Events" for Public Safety requirements.
  - Promoted City App through Bethlehem Health Department Covid 19 Clinics.
  - Enhancement of current App to reach more subscribers.
  - Retention of skilled staff members.
  - Cross-training of Service Center staff w/ Water Control.
  - Improved customer service.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL**  
**DEPT 0060 POLICE**  
**BUREAU 0602 SERVICE CENTER**

			2017	2018	2019	2020	2021	2021	2022
			Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
Personnel Detail			Number of Permanent Positions				# Salaries	# Salaries	# Salaries
TAMS	EMC/BSC Director		-	-	-	1	1 86,880	1 86,880	1 86,980
TAMS	BSC Supervisor		-	-	-	4	4 262,895	4 262,895	4 265,150
SEIU	BSC Specialist		-	-	-	10	8 492,660	8 492,660	7 380,223
<b>Total Positions</b>			-	-	-	15	13 842,435	13 842,435	12 732,353
TAMS	17% Allocated to 20022	EMC/BSC Director					(14,770)	(14,770)	(14,787)
TAMS	17% Allocated to 20022	BSC Supervisor					(44,692)	(44,692)	(45,076)
SEIU	17% Allocated to 20022	BSC Specialist					(85,452)	(85,452)	(64,638)
TAMS	17% Allocated to 3002	EMC/BSC Director					(14,770)	(14,770)	(14,787)
TAMS	17% Allocated to 3002	BSC Supervisor					(44,692)	(44,692)	(45,076)
SEIU	17% Allocated to 3002	BSC Specialist					(85,452)	(85,452)	(64,638)
							552,607	552,607	483,351
Account Detail									
40001	SALARIES		-	-	-	545,376	543,895	543,895	474,639
40002	LONGEVITY		-	-	-	9,130	8,712	8,712	8,712
40003	OVERTIME		-	-	-	38,423	35,000	35,000	45,000
4E+06	DUI OVERTIME		1,293	1,581	-	328	-	-	-
40005	HOLIDAY PAY		-	-	-	28,663	31,000	30,000	28,000
40006	DIFFERENTIAL PAY		-	-	-	3,671	4,500	4,000	4,000
40008	MEAL REIMBURSEMENT		-	-	-	2,081	3,000	3,000	3,000
<b>Personnel</b>			1,293	1,581	-	627,672	626,107	624,607	563,351
41013	OFFICE EXPENSE		-	-	-	1,214	1,800	1,700	1,800
41016	UNIFORMS/SAFETY SHOES		3,372	3,231	-	-	-	-	-
<b>Materials &amp; Supplies</b>			3,372	3,231	-	1,214	1,800	1,700	1,800
42032	TRAINING/CONT. EDUCATION		-	-	-	68	1,000	500	1,000
42047	DEPARTMENT CONTRACTS		-	-	-	3,142	27,000	25,000	27,000
42060	OTHER EXPENSES		-	234	-	-	-	-	-
42064	EQUIPMENT MAINTENANCE		-	-	-	2,668	6,500	5,000	6,500
420772	TRANSFERS TO 9-1-1		1,485,000	1,485,000	750,000	-	-	-	-
<b>Purchased Services</b>			1,485,000	1,485,234	750,000	5,878	34,500	30,500	34,500
<b>Total</b>	<b>COMMUNICATIONS</b>		1,489,665	1,490,046	750,000	634,764	662,407	656,807	599,651

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0060 - DEPT OF POLICE  
BUREAU - 0602 - SERVICE CENTER

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	45,000	OVERTIME 45,000 - THIS REFLECTS THE ANTICIPATED COSTS OF PROVIDING REPLACEMENT FOR FULL-TIME EMPLOYEES ON CONTRACTUAL LEAVE.
40005	28,000	HOLIDAY PAY 28,000 - THIS ACCOUNT COVERS THE COST OF HOLIDAYS AND INCLUDES THE COST OF PAYING TIME AND ONE-HALF TO THE APPLICABLE EMPLOYEES SCHEDULED TO WORK ON THESE HOLIDAYS.
40006	4,000	DIFFERENTIAL PAY 4,000 - PERSONNEL WILL RECEIVE \$0.45 PER HOUR FOR MIDDLE SHIFT AND \$0.50 PER HOUR FOR NIGHT SHIFT
40008	3,000	MEAL REIMBURSEMENT 3,000 - THIS ACCOUNT IS USED TO COVER THE CONTRACTUAL COST OF MEALS FOR EMPLOYEES WHEN THEY WORK PAST THEIR NORMAL EIGHT HOUR DAY. ALSO USED FOR EMERGENCY COMMAND POST AT SPECIAL EVENTS.
41013	1,800	OFFICE EXPENSE 1,800 - INK, TONER, COPY PAPER, AND OFFICE SUPPLIES.
42032	1,000	TRAINING/CONTINUING ED. 1,000 - THESE FUNDS WILL BE USED FOR CONTINUING EDUCATION OF PERSONNEL, BY ATTENDING SEMINARS, CONFERENCES, AND IN-HOUSE TRAINING. TRAINING FOR EOC.
42047	27,000	DEPARTMENT CONTRACTS 15,000 - DIGITAL LOGGING RECORDER MAINTENANCE 12,000 - PA ONE CALL
42064	6,500	EQUIPMENT MAINTENANCE 1,500 - REPAIR HEADSETS AND OTHER EQUIPMENT 3,000 - MAINTENANCE AGREEMENT FOR ELECTRICAL GENERATOR WHICH PROVIDES EMERGENCY POWER IN THE EVENT OF A POWER OUTAGE. 2,000 - POE NETWORK SWITCH

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## BUREAU DETAIL

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**Bureau:** Records Room

**No:** 0603

**Department:** Police

**No:** 0060

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### **Bureau Description:**

The Police Records Room is staffed by non-sworn personnel who are responsible for data entry, control, maintenance, and retrieval of police reports. Records room staff also assist with citizen inquiries both in person and on the telephone. Strict regulations for the storage of police records falls under the federal Criminal Justice Information Services (CJIS) Security Policy, City Directives and the Pennsylvania Criminal History Records Information Act (CHRIA).

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### **Goals and Objectives:**

- To accurately process and file all police records and provide administrative support to members of the police department.
  - Continue to process citizen and Right To Know requests, court paperwork and legal paperwork requests for police records and/or expungement of records.
  - Promote the efficiency and effectiveness of the criminal justice system through improved coordination and cooperation with other criminal justice agencies and government entities.
  - Maintain a high level of customer service.
- 

### **Prior Year Achievements:**

- Cross train employees to fulfill additional duties and control costs.
  - Train all personnel on the new report management system, Mark43, as well as the National Incident-Based Reporting System (NIBRS).
  - Use "light duty" Officers (Officers injured) in the Records Room to assist in the service of Court Orders of Expungement and other Record Room duties.
-



**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

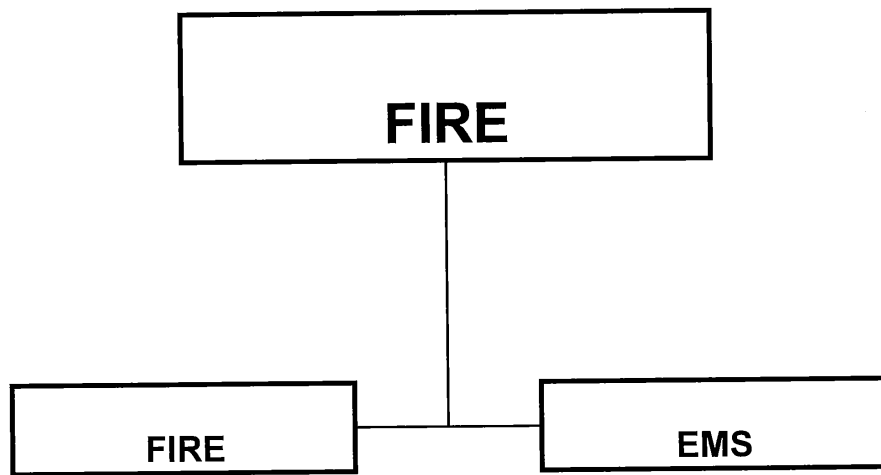
**FUND 001 GENERAL  
DEPT 0060 POLICE  
BUREAU 0603 RECORDS ROOM**

		2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers	2021 Actual & Estimated	2022 Budget
<b>Personnel Detail</b>		<b>Number of Permanent Positions</b>				<b># Salaries</b>	<b># Salaries</b>	<b># Salaries</b>
SEIU	Admin Aide Record Room	1	1	1	1	1 59,541	1 59,541	1 59,541
SEIU	Departmental Secretary	1	1	1	1	1 56,998	1 56,998	1 55,898
SEIU	Secretary II	3	2	2	2	2 107,175	2 107,175	2 107,375
<b>Total Positions</b>		5	4	4	4	4 223,714	4 223,714	4 222,814
<b>Account Detail</b>								
40001	SALARIES	195,121	201,478	207,524	209,900	217,014	217,014	217,014
40002	LONGEVITY	5,225	5,510	6,700	7,000	6,700	6,700	5,800
<b>Personnel</b>		200,346	206,988	214,224	216,900	223,714	223,714	222,814
41013	OFFICE EXPENSE	1,210	1,394	929	1,366	2,100	1,750	2,100
<b>Materials &amp; Supplies</b>		1,210	1,394	929	1,366	2,100	1,750	2,100
42047	DEPARTMENT CONTRACTS	1,662	1,712	1,750	1,803	1,870	1,870	1,870
<b>Purchased Services</b>		1,662	1,712	1,750	1,803	1,870	1,870	1,870
<b>Total</b>	<b>RECORDS ROOM</b>	203,218	210,094	216,903	220,069	227,684	227,334	226,784

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0060 - DEPT OF POLICE  
BUREAU - 0603 - POLICE/RECORDS ROOM

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	2,100	OFFICE EXPENSE
		500 - DUPLICATING
		500 - TONER CARTRIDGES
		500 - MISC. OFFICE SUPPLIES
		600 - NOTARY RE-CERTIFICATION, REGISTRATION & INSURANCE
42047	1,870	DEPARTMENT CONTRACTS
		1,870 - READER/PRINTER CONTRACT



## BUREAU DETAIL

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**Bureau:** Fire

**No:** 0701

**Department:** Fire

**No:** 0070

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### **Bureau Description:**

The bureau responds to a wide variety of emergencies throughout the City of Bethlehem. Ensuring the safety of our residents and visitors is top priority. The Fire Department puts great emphasis on fire prevention and public fire safety education. Through the use of state of the art equipment and ongoing training, the department provides fire suppression activities, vehicle accident mitigation and emergency medical response in support of our EMS Bureau. Three separate special teams enhance our capabilities to provide Hazardous Materials mitigation, Water Rescue and Hazardous Device disposal. The fire inspection division conducts fire safety inspections in both new and existing businesses under the direction of the Fire Marshal.

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### **Goals and Objectives:**

- To provide fire and life safety inspections to every commercial property.
- To continue to mitigate incidents within the City of Bethlehem and provide life safety and property conservation to the community.
- To continue fire safety education to school age children through school public relations programs and fire drills.
- Install smoke detectors as requested to homeowners within the City of Bethlehem through donated funds.
- Continue to support the Burn Prevention Foundation's juvenile fire setter program.
- Investigate every fire incident through the Office of the Fire Marshal.
- Provide Fire Department services to all special events held throughout the City of Bethlehem.
- Host a ProBoard Hazmat Technician certification program.
- Update department Standard Operational Procedures (SOP).
- Certify a firefighter as a ProBoard Fire Investigator.
- Replace E-9 at the Catasauqua Fire Station through funds from the American Rescue Plan.

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### **Prior Year Achievements:**

- Responded to over 3,670 calls for service.
  - Conducted fire inspections, CO inspections, special inspections and sale inspections for businesses and festivals within the City of Bethlehem to ensure compliance with local codes and ordinances.
  - Updated Local Fire Ordinances to meet the State of PA adopted code.
  - Personnel assisted with Covid-19 Clinics.
  - Will be taking delivery of a 2021 Pierce Engine (E-3) in October to immediately be put into service.
  - Put into service two new response vehicles for the Fire Marshal and on-duty OIC.
  - Added turnout gear cleaning extractors to all fire stations to improve firefighter safety.
  - Began the preliminary training to with personnel to develop a high angle rescue team.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL  
DEPT 0070 FIRE  
BUREAU 0701 FIRE**

		2017	2018	2019	2020	2021		2021		2022	
		Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
NC	Fire Chief	1	1	1	1	1	109,867	1	109,867	1	109,867
NC	Deputy Fire Chief	1	1	1	1	1	107,182	1	107,182	1	107,182
IAFF	Assistant Chief	4	4	4	4	4	375,194	4	375,194	4	385,862
IAFF	Captain-Charge of Train	1	1	1	1	1	87,872	1	87,872	1	90,361
IAFF	Captain	5	5	5	5	5	439,358	5	439,358	5	451,804
IAFF	Lieutenant Inspector	4	4	4	4	4	348,218	4	348,218	4	358,224
IAFF	Lieutenant	12	12	12	12	12	996,338	12	996,338	12	1,026,137
IAFF	Firefighter	80	80	80	80	76	5,706,490	76	5,706,490	76	5,981,007
TAMS	Business Manager	1	1	1	1	1	79,146	1	79,146	1	79,246
SEIU	Departmental Secretary	1	1	1	1	1	55,998	1	55,998	1	56,098
<b>Total Positions</b>		110	110	110	110	106	8,305,663	106	8,305,663	106	8,645,788
Vacancy Factor							(50,000)		(50,000)		(50,000)
							8,255,663		8,255,663		8,595,788
<b>Account Detail</b>											
40001	SALARIES	7,061,652	7,082,007	7,709,185	7,787,727		7,880,446		7,880,446		8,190,193
40002	LONGEVITY	318,361	344,045	349,358	355,948		375,217		375,217		405,595
40003	OVERTIME	286,734	239,956	222,224	141,917		204,000		204,000		240,000
4000371	SPECIAL TEAM DRILLS OT	11,525	17,514	14,813	11,698		25,750		20,000		25,000
40005	HOLIDAY PAY	341,344	373,300	375,602	411,142		415,000		415,000		435,000
40006	DIFFERENTIAL PAY	51,987	52,247	52,474	53,355		57,000		56,000		57,000
40007	ROSTER DUTY	35,020	32,767	39,819	3,756		41,200		40,000		43,000
40011	EDUCATION INCENT BONUS	13,674	14,417	17,634	16,111		18,000		18,000		19,000
<b>Personnel</b>		8,120,297	8,156,253	8,781,109	8,781,654		9,016,613		9,008,663		9,414,788
41014	OPERATING SUPPLIES	58,901	77,161	92,124	42,456		66,120		60,000		76,500
41016	UNIFORMS/SAFETY SHOES	121,558	152,392	109,123	123,420		112,200		110,000		116,504
41023	GASOLINE	33,103	44,638	40,466	24,379		36,000		35,000		36,000
<b>Materials &amp; Supplies</b>		213,562	274,191	241,713	190,255		214,320		205,000		229,004
42032	TRAINING/CONT. EDUCATION	6,003	52,747	42,606	21,098		45,000		30,000		32,000
42036	COMMUNICATIONS	840	840	840	10,806		12,000		12,000		12,500
42038	EQUIPMENT REPAIRS-FLEET	-	2,456	1,761	1,567		3,000		1,500		3,000
42047	DEPARTMENT CONTRACTS	3,278	4,061	6,587	11,456		10,750		8,000		20,650
42060	OTHER EXPENSES	9,407	6,153	4,385	3,315		21,400		20,500		22,350
42064	EQUIPMENT MAINTENANCE	15,467	18,412	10,886	10,409		18,450		15,000		25,100
<b>Purchased Services</b>		34,995	84,669	67,065	58,651		110,600		87,000		115,600
43099	EQUIPMENT	10,542	41,297	35,610	53,429		71,500		70,000		35,500
<b>Equipment</b>		10,542	41,297	35,610	53,429		71,500		70,000		35,500
<b>Total</b>	<b>FIRE</b>	8,379,396	8,556,410	9,125,497	9,083,989		9,413,033		9,370,663		9,794,892

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0070 - DEPT OF FIRE  
BUREAU - 0701 - FIRE

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	240,000	OVERTIME 240,000 - LOST MAN HOURS ARE SOMETIMES REPLACED AS A RESULT OF SICKNESS, INJURIES SUSTAINED WHILE ON DUTY, REPLACEMENT OF INDIVIDUALS RECIEVING SPECILZED TRAINING THAT IS NOT AVAILABLE LOCALLY, AND THE TIME LAPSE BETWEEN RETIREMENTS AND THE HIRING AND TRAINING OF NEW PERSONNEL. THE ACCOUNT IS ALSO USED FOR EXTENDED SHIFTS DUE TO FIRE OR EMERGENCY INCIDENTS, AND WHEN PERSONNEL ARE CALLED OUT FROM OFF-DUTY FOR MULTIPLE ALARMS OR MAJOR INCIDENTS THAT REQUIRE THESE ADDITIONAL PERSONNEL FOR THE SAFE AND EFFICIENT TERMINATION OF THE EMERGENCY INCIDENT. PERSONNEL SUBPOENAED FOR THE PURPOSE OF DEPOSITIONS, APPEARING AT MAGISTRATE OR COUNTY COURT ARE ALSO REIMBURSED FROM THIS ACCOUNT.
4000371	25,000	SPECIAL TEAM DRILLS OT 25,000 - SPECIAL OPERATIONS TEAMS - DRILLS OVERTIME REQUIRED TRAINING FOR THE WATER RESCUE TEAM, THE HAZARDOUS MATERIALS TEAM, AND THE BOMB SQUAD. BOMB SQUAD TRAINING FOR DRILLS, MOCK SCENARIOS AND OTHER ADVANCED EQUIPMENT PRACTICES.
40005	435,000	HOLIDAY PAY 435,000 - THIS ACCOUNT IS USED FOR THE PAYMENT OF HOLIDAY PAY TO PERSONNEL FOR THE YEAR AS STIPULATED IN THE CURRENT LABOR AGREEMENT.
40006	57,000	DIFFERENTIAL PAY 57,000 - THIS AMOUNT IS NEEDED FOR THE PAYMENT OF THE ADDITIONAL \$.50 PER HOUR FOR INDIVIDUALS REQUIRED TO WORK THE NIGHT TOUR OF DUTY.
40007	43,000	ROSTER DUTY 43,000 - THIS WILL COVER THE SERVICES BY OFF-DUTY FIRE DEPARTMENT MEMBERS AT FUNCTIONS WHERE THEIR PRESENCE IS REQUIRED FOR THE SAFETY OF THE PUBLIC. THIS ACCOUNT IS RETURNED TO THE GENERAL FUND AS INCOME.
40011	19,000	EDUCATION INCENT BONUS 19,000 - PERSONNEL ARE AWARDED A BONUS FOR ACHIEVING EITHER AN ASSOCIATE OR BACHELORS DEGREE. PAYMENT FOR THIS EDUCATIONAL INCENTIVE IS FUNDED THROUGH THIS ACCOUNT.
41014	76,500	OPERATING SUPPLIES 6,000 - NOZZLES AND WATER FLOW APPLIANCES THAT CANNOT BE REPAIRED.  10,000 - HOSES AND ACCESSORIES FOR THE REPLACEMENT OF HOSE THAT FAILS THE REQUIRED ANNUAL SERVICE TEST OR IS DAMAGED AT A FIRE INCIDENT.

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0070 - DEPT OF FIRE  
BUREAU - 0701 - FIRE

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	2,000	- PASS ALARM SAFETY DEVICE MAINTENANCE AND REPLACEMENT.
	1,000	- ELECTRICAL APPLIANCES & HAND LIGHTS FOR REPAIR AND REPLACEMENT OF ELECTRICAL CORDS, ADAPTORS AND HAND LIGHTS.
	2,000	- HAND TOOLS FOR THE REPLACEMENT AND REPAIR OF PIKE POLES, AXES, HALOGEN BARS, ETC.
	5,600	- BATTERIES REPLACEMENT BATTERIES FOR PORTABLE RADIOS, AIRPACKS, METERS, AND ANY OTHER BATTERY OPERATED SAFETY RESCUE EQUIPMENT.
	5,000	- SELF CONTAINED BREATHING APPARATUS 1,000 - SPARE PARTS FOR THE REPAIR OF SCBA UNITS AND MASKS. 1,000 - REPLACEMENT OF DAMAGED SCBA MASKS. 3,000 - SCBA EYEGLASS ASSEMBLIES, NECK STRAPS, HAZMAT CHEST STRAPS AND STEMS II ANTENNA.
	4,000	- ROPE AND RESCUE EQUIPMENT NEEDED TO REPLACE AND UPDATE EXISTING EQUIPMENT. THIS INCLUDES REPEL HARNESSSES, BELTS, CARABINERS, WEBBING AND PULLEYS.
	500	- FIRE EXTINGUISHERS
	400	- SAW BLADES
	4,000	- BOMB SQUAD OPERATING SUPPLIES.
	1,000	- LADDER MAINTENANCE SUPPLIES.
	15,000	- HAZARDOUS MATERIALS OPERATING EQUIPMENT 2,400 - SPILL CONTAINMENT 1,600 - CHEMICAL IDENTIFICATION SUPPLIES 950 - MITIGATION SUPPLIES 950 - DECONTAMINATION SUPPLIES 2,000 - METER SENSORS AND REPAIRS 2,400 - LEVEL B HAZMAT SUITES 4,700 - HAZMAT P.P.E.
	500	- SMOKE DETECTOR INSTALLATION SUPPLIES.
	3,000	- RESCUE TOOLS REPLACEMENT OF DAMAGED TOOLS AND EQUIPMENT USED FOR VEHICLE RESCUE WORK.
	2,000	- RIVER RESCUE TEAM OPERATING SUPPLIES REPLACEMENT AND MAINTENANCE OF RIVER RESCUE EQUIPMENT.

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0070 - DEPT OF FIRE  
BUREAU - 0701 - FIRE

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		6,000 - Q.R.S. MATERIALS AND SUPPLIES FOR EMS CALLS.
		4,000 - FIRE INVESTIGATIVE TEAM OPERATING SUPPLIES.
		1,000 - TOOL FUEL FOR VENTILATION SAWS AND RESCUE TOOLS.
		3,500 - OFFICE SUPPLIES.
41016	116,504	UNIFORMS/SAFETY SHOES
		55,000 - UNIFORMS ALL PERSONNEL ARE PROVIDED WITH WORK UNIFORMS THAT CONFORM TO NFPA STANDARDS ON STATION WORK UNIFORMS FOR FIREFIGHTERS AS PER THE CBA.
		1 - CLASS A UNIFORM FOR ONE (1) FIREFIGHTER - JACKET, TROUSER, SHIRT, TIE, HAT, HAT BADGE, AND UNIFORM HAT.
		3,500 - BADGES, HAT SHIELDS, COLLAR INSIGNIAS AND SHOULDER PATCHES.
		1 - UNIFORM FOR ONE (1) NEW FIREFIGHTER.
		1 - BUNKER GEAR FOR ONE (1) NEW FIREFIGHTER.
		50,000 - BUNKER GEAR ALL BUNKER GEAR HAS A 10 YEAR SERVICE LIFE. ALL PERSONNEL ARE PROVIDED WITH BUNKER GEAR TO ASSURE THEIR SAFETY DURING EMERGENCY INCIDENTS. BUNKER GEAR INCLUDES - COATS, PANTS, HELMETS, HOODS, GLOVES, AND EYE PROTECTION.
		5,000 - PROTECTIVE GEAR FOR THE MEMBERS OF THE WATER RESCUE TEAM. THIS WILL REPLACE GEAR THAT HAS BECOME WORN OR OBSOLETE.
		3,000 - CLEANING AND REPAIR OF TURNOUTS GEAR.
		1 - GEAR RENTAL GEAR RENTAL FOR ACADEMY FOR ONE (1) NEW FIREFIGHTER.
41023	36,000	GASOLINE
		36,000 - GASOLINE GASOLINE AND DIESEL FUEL BASED ON THE PROJECTED VEHICLE USAGE THROUGHOUT THE YEAR.
42032	32,000	TRAINING/CONTINUING ED.
		9,000 - TRAINING COST OF FIRE PERSONNEL TO ATTEND SCHOOLS, SEMINARS AND CONFERENCES RELATED TO FIRE, RESCUE, DISASTER PLANNING, FIRE PREVENTION, AND OTHER FIRE RELATED FIELDS. TUITION FOR THE NATIONAL FIRE ACADEMY, STATE



FUND - 001 - GENERAL FUND  
DEPARTMENT - 0070 - DEPT OF FIRE  
BUREAU - 0701 - FIRE

## 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		FIRE SCHOOLS AND OTHER VARIOUS TRAINING FACILITIES. THIS WILL ALSO BE USED TO HIRE OUTSIDE INSTRUCTORS TO TRAIN PERSONNEL IN SPECIALIZED TRAINING AREAS.
	1 -	COST OF ONE (1) NEW FIREFIGHTER TO ATTEND THE ALLENTOWN FIRE ACADEMY @ \$8,000 PER RECRUIT.
	2,000 -	PURCHASE OF BOOKS FOR PERSONNEL ATTENDING A LOCAL COMMUNITY COLLEGE IN RELATION TO THEIR ASSOCIATE DEGREE IN FIRE TECHNOLOGY. THESE BOOKS ARE RETURNED TO THE DEPARTMENT UPON COMPLETION OF THE COURSES AND ARE MADE AVAILABLE TO ALL DEPARTMENT PERSONNEL.
	4,000 -	THE TRAINING AND REFRESHER COURSE FOR DEPARTMENT PERSONNEL FOR FIRST RESPONDER RE-CERTIFICATION. THIS WILL BE IN ADDITION TO THE CPR TRAINING CONDUCTED YEARLY. OUTSIDE INSTRUCTORS MUST BE BROUGHT IN FOR THE TRAINING OF PERSONNEL. ALSO, THIS MONEY WILL BE USED TO UPGRADE FIRE PERSONNEL TO EMERGENCY MEDICAL TECHNICIANS, (EMT'S), AND TRAINING THE TRAINER COURSES IN EMS.
	3,000 -	THE UPGRADING OF HAZARDOUS MATERIALS REFERENCE MANUALS SO THAT UPDATED INFORMATION IS AVAILABLE TO EMERGENCY PERSONNEL. WITH THE DAILY ADDITION OF CHEMICALS AND MATERIALS, THESE REFERENCE MANUALS MUST BE UPDATED YEARLY SO THAT THE BEST CURRENT DATA IS AVAILABLE FOR RESPONDING EMERGENCY PERSONNEL.
	3,000 -	TWO (2) BOMB SQUAD MEMBERS ATTENDANCE TO IABTI REGIONAL TRAINING CONFERENCE.
	3,499 -	UPGRADING OF CODE BOOKS, CODE REFERENCE BOOKS, AND CODE HANDBOOKS, FOR UPDATING OF FIRE CODE MATERIALS FOR THE INSPECTIONS OFFICE AND FIRE MARSHALL. REPLACING OUTDATED FIRE DEPARTMENT TRAINING MANUALS.
	3,000 -	ATTENDANCE OF HAZ-MAT TEAM MEMBERS TO OUTSIDE SCHOOLS.
	500 -	ATTENDANCE OF WATER RESCUE TEAM MEMBERS TO ATTEND OUTSIDE SCHOOLS.
	4,000 -	FIRE INVESTIGATORS AND FIRE INSPECTORS TRAINING FOR RE-CERTIFICATIONS.
42036	12,500	COMMUNICATIONS
	12,500 -	WIRELESS AIRCARD SERVICE FOR DEPARTMENT.
42038	3,000	EQUIPMENT REPAIRS - FLEET
	2,000 -	TIRE SNOW CHAIN REPLACEMENT LINKS.
	1,000 -	UNFORESEEN VEHICLE EXPENSES.

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0070 - DEPT OF FIRE  
 BUREAU - 0701 - FIRE

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42047	20,650	DEPARTMENT CONTRACTS
	4,500	- THE TESTING AND INSPECTION OF AERIAL APPARATUS TO COMPLY WITH APPARATUS SAFETY CERTIFICATION. THIS PROGRAM ALSO INCLUDES SCHEDULED TESTING OF ALL GROUND LADDERS USED BY THE DEPARTMENT TO ENSURE THAT THEY ARE SAFE FOR EMERGENCY USE. THESE TESTING PROGRAMS ARE MANDATED BY NFPA 1904, STANDARD FOR TESTING FIRE DEPARTMENT AERIAL LADDERS, ELEVATING PLATFORMS, NFPA 1932, STANDARD ON USE, MAINTENANCE AND SERVICE TESTING OF FIRE DEPARTMENT GROUND LADDERS.
	2,600	- ANNUAL CALIBRATION AND CERTIFICATION OF SCBA MASK FIT TESTING BY MANUFACTURER.
	4,000	- THE SERVICE AND PREVENTATIVE MAINTENANCE OF HYDRAULIC OPERATED TOOLS.
	800	- VETTER RESCUE AIRBAG TESTING SERVICE.
	450	- DRAFTING SOFTWARE RENEWAL.
	800	- MATTERPORT CAMERA SUBSCRIPTION.
	7,500	- HYDROSTATIC TESTING OF SCBA CYLINDERS. NEW CYLINDERS ARE COMING UP ON FIVE (5) YEAR MARK.
42060	22,350	OTHER EXPENSES
	2,000	- FIRE PREVENTION MATERIALS: PURCHASE OF PAMPHLETS, BOOKS AND PROMOTIONAL MATERIAL TO BE USED TO EDUCATE THE PUBLIC IN FIRE AND BURN PREVENTION.
	500	- COST TO REPLACE BROKEN OR DAMAGED EYEGLASSES AS SPECIFIED BY THE LABOR AGREEMENT IN EFFECT.
	3,000	- RENEWAL OF MEMBERSHIPS FOR THE FIRE CHIEF, DEPUTY CHIEF, FIRE INSPECTORS, AND FIRE INVESTIGATORS.
	300	- MEMBERSHIP OF ALL BOMB SQUAD MEMBERS TO THE INTERNATIONAL ASSOCIATION OF BOMB TECHNICIANS AND INVESTIGATORS.
	500	- THE IMMUNIZATION OF FIRE DEPARTMENT PERSONNEL FOR HEPATITIS "B" AS REQUIRED.
	500	- BOTTLED WATER AND REHAB SUPPLIES FOR USE AT FIRE CALLS.
	550	- XRAY REGISTRATION FOR BOMB SQUAD AND DEP EXPLOSIVE STORAGE LICENSE.
	15,000	- LEVEL A HAZMAT SUITES TO REPLACE SUITES THAT EXPIRE IN IN 2022. TO BE REIMBURSED BY THE STATE FIRE

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0070 - DEPT OF FIRE  
BUREAU - 0701 - FIRE

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		COMMISSIONER ANNUAL GRANT.
42064	25,100	EQUIPMENT MAINTENANCE
	1,300	- HYDRO-STATIC TESTING, MAINTENANCE AND RECHARGING OF PORTABLE FIRE EXTINGUISHERS.
	6,000	- ANNUAL TESTING OF SCBA AND FACE PIECES.
	2,000	- NOZZLE REPAIR KITS.
	4,000	- MAINTENANCE FOR BREATHING AIR-COMPRESSOR. INCLUDES EMERGENCY SERVICING, ROUTINE AND ANNUAL MAINTENANCE.
	1,500	- MAINTENANCE OF GAS POWERED EQUIPMENT, CHAIN SAW SHARPENING AND OTHER MISCELLANEOUS SMALL TOOLS MAINTENANCE.
	2,000	- MAINTENANCE LABOR AND CALIBRATION GASES FOR GAS DETECTION METERS.
	1,500	- EQUIPMENT MAINTENANCE CABLE SPRAY, LUBRICANT, WAX, AND POLISH FOR APPARATUS.
	2,500	- PARTS FOR THE REPAIR AND MAINTENANCE OF FIRE HOSES.
	300	- KNOX BOX PROGRAM MAINTENANCE.
	2,000	- CALIBRATION OF RAD METERS.
	1,000	- AIR TOOL MAINTENANCE AND SERVICE TESTING.
	1,000	- PISTON INTAKE FOR STYLE 10 MAINTENANCE.
43099	35,500	EQUIPMENT
	13,500	- THIRD AND FINAL PAYMENT OF A 3 YEAR LEASE ON A FORD EXPOLORER TO REPLACE THE COMMAND SUV.
	22,000	- SECOND PAYMENT OF A 3 YEAR LEASE ON A PICKUP TRUCK TO REPLACE A 1988 GMC INVESTIGATIONS VEHICLE.

## BUREAU DETAIL

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**Bureau:** EMS

**No:** 0702

**Department:** Fire

**No:** 0070

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### Bureau Description:

The bureau of EMS provides pre-hospital emergency medical service (EMS) at the (BLS) basic life support and (ALS) advanced life support level, delivered by specially trained state-certified paramedics.

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### Goals and Objectives:

- To maintain a comprehensive, efficient, and coordinated pre-hospital emergency medical service system that meets the needs of people who live, work, and visit the City of Bethlehem.
  - To participate with allied agencies and other municipal services to plan, organize, and maintain and provide readiness and capability to respond to all types of incidents.
  - To provide a timely, effective, and high quality medically valued response to all emergencies.
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### Prior Year Achievements:

- Provided EMS responses to over 12,000 calls.
  - Mutual Aid EMS responded to approximately 645 calls.
  - Transported over 8,156 patients to area hospitals.
  - Maintained a fleet of eight State Certified BLS/ALS ambulances and 2 BLS/ALS Tahoe Supervisor vehicles.
  - All Full-Time personnel completed the University of Pittsburgh "Strategies to Coordinate Overdose Prevention Efforts" (SCOPE) training that introduces first responders on expanded services that can be implemented to better serve community members who may be at risk of substance use disorder.
  - Received two new 2021 Ford E-350 ambulances (one from Northampton County and one from Lehigh County) using CARES funds.  
Assisted Bethlehem Health Bureau at mass vaccination clinics.
  - Participated in meetings with other City departments and regional EMS agencies pertaining to COVID 19.
  - Provided EMS data to Health Bureau tracking COVID 19 EMS calls.
  - Continued streamlining the EMS Billing system while maintaining the claim turn-around time to under 7 days.
  - Deployed (2) additional Physio-Control Lucas 3 Chest Compression System on frontline ambulances. All devices have been used approximately 55 times.
  - Received the Gold Plus level designation from Mission Lifeline EMS for early recognition and treatment of cardiac patients for the 5<sup>th</sup> year in a row.
  - Renewed the Master level designation from the PA Department of Health for providing improved emergency care to children for 5th year in a row.
  - Provided EMS stand-by coverage for Bethlehem Area School District Stadium Varsity Football Games, Wind Creek Event Center, Musikfest, Celtic Classic and annual fireworks displays.
  - Provided Heart Saver First Aid / CPR / AED training to City of Bethlehem Employees (Police, Fire, SEIU and TAMS).
  - Participated on the Northampton County Heroin and Opioid Task Force.
  - Participated on the Bethlehem Fire Department Haz-Mat and Bomb Teams.
  - Participated on the Northampton County Child Death Review Team.
  - Participated in Eastern PA EMS Council ALS/BLS/PI, EMS Managers, and Training committees.
  - Participated in preparedness drills with City, Skilled Nursing Facilities and other agencies for such things as pandemics, surges, airport incidents and active shooter incidents. Most drills were virtual due to the pandemic.
  - Continued with Peer Review Quality Assurance and Improvement of patient care, customer service and documentation to measure the quality of medical care provided to the patient as well as compliance.
  - Continued PCR documentation training updates for staff to minimize liability and maximize reimbursement.
  - Maintained the usage of dual vision video cameras in the ambulance fleet.
  - Participated in the Tactical Emergency Medical Service component of the Police Emergency Response Team.
  - Preceptors for paramedic students, PHRN's, Physician Assistants from DeSales University and local emergency department physicians.
  - Provides familiarization of EMS training for emergency room nurses, newly hired BPD and BFD employees.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL  
DEPT 0070 FIRE  
BUREAU 0702 EMS**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
Personnel Detail		Number of Permanent Positions				#	Salaries	#
TAMS	EMS Director	1	1	1	1	1	102,673	1
TAMS	Paramedic Supervisor	2	2	2	2	2	175,861	2
SEIU	Paramedic	20	20	20	20	20	1,411,614	20
<b>Total Positions</b>		<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>1,690,148</b>	<b>23</b>
Account Detail								
40001	SALARIES	1,477,554	1,499,498	1,540,504	1,599,644	1,672,848	1,672,848	1,668,841
40002	LONGEVITY	16,625	15,295	15,100	15,600	17,300	17,300	17,300
40003	OVERTIME	116,189	82,210	148,546	79,277	170,987	160,000	170,987
40004	TEMPORARY HELP	199,783	224,900	207,655	197,157	167,551	165,000	171,316
40005	HOLIDAY PAY	76,795	85,240	84,662	93,435	101,327	100,000	101,327
40006	DIFFERENTIAL PAY	8,319	7,998	8,216	8,387	9,294	9,000	9,294
40007	ROSTER DUTY	77,431	85,844	88,635	15,953	76,411	75,000	92,248
40008	MEAL REIMBURSEMENT	2,028	1,170	1,742	962	1,300	1,300	2,000
<b>Personnel</b>		<b>1,974,724</b>	<b>2,002,155</b>	<b>2,095,060</b>	<b>2,010,415</b>	<b>2,217,018</b>	<b>2,200,448</b>	<b>2,233,313</b>
41014	OPERATING SUPPLIES	36,051	39,714	37,907	49,628	45,900	40,000	48,300
41016	UNIFORMS/SAFETY SHOES	14,848	16,068	20,434	18,954	28,668	25,000	28,668
41023	GASOLINE	28,238	38,159	34,787	21,612	30,750	30,000	31,450
<b>Materials &amp; Supplies</b>		<b>79,137</b>	<b>93,941</b>	<b>93,128</b>	<b>90,194</b>	<b>105,318</b>	<b>95,000</b>	<b>108,418</b>
42032	TRAINING/CONT. EDUCATION	2,655	1,825	3,150	2,310	3,500	2,500	3,500
42036	COMMUNICATIONS	-	-	-	2,626	3,000	3,000	3,000
420381	EQUIP REPAIRS-AMBULANCE	762	1,345	1,482	28	1,500	1,000	1,500
42047	DEPARTMENT CONTRACTS	95,606	99,893	102,516	108,489	120,472	118,000	123,515
42060	OTHER EXPENSES	5,530	7,838	6,822	6,895	7,400	7,000	7,400
<b>Purchased Services</b>		<b>104,553</b>	<b>110,901</b>	<b>113,970</b>	<b>120,348</b>	<b>135,872</b>	<b>131,500</b>	<b>138,915</b>
43099	EQUIPMENT	103,630	76,888	19,813	6,130	19,800	18,000	29,800
<b>Equipment</b>		<b>103,630</b>	<b>76,888</b>	<b>19,813</b>	<b>6,130</b>	<b>19,800</b>	<b>18,000</b>	<b>29,800</b>
<b>Total EMS</b>		<b>2,262,044</b>	<b>2,283,885</b>	<b>2,321,971</b>	<b>2,227,087</b>	<b>2,478,008</b>	<b>2,444,948</b>	<b>2,510,446</b>

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0070 - DEPT OF FIRE  
BUREAU - 0702 - EMS

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	170,987	OVERTIME 113,345 - OVERTIME HOURS TO FILL OPEN SHIFTS WHEN (20) PARAMEDICS ARE ON VACATION, P-DAYS, SICK LEAVE, AND BIRTHDAY HOLIDAY (2222 HOURS X \$51.01) 24,485 - OVERTIME HOURS FOR (5) PARAMEDICS TO TRAIN WITH POLICE EMERGENCY RESPONSE TEAM (TEMS) (480 HOURS X \$51.01) 15,303 - OVERTIME HOURS TO FILL OPEN SHIFTS FOR (20) PARAMEDICS FOR TRAINING, DRILLS, PUBLIC RELATIONS EVENTS, STAFF MEETINGS (300 HOURS X \$51.01) 17,854 - OVERTIME HOURS TO COMPLETE REQUIRED PATIENT CARE REPORT FOR LATE CALLS AT END OF WORK SHIFT 350 HOURS X \$51.01)
40004	171,316	TEMPORARY HELP 22,500 - PART-TIME PARAMEDIC HOURS TO COVER (20) PARAMEDICS FOR COMP. TIME = 900 HRS. (\$25.00/HR. REGULAR , \$37.50/HR. HOLIDAY/ PREMIUM) 45,116 - CONTRACTED ADMINISTRATIVE ASSISTANT (\$21.01/HR. X 2080 HRS. AND \$1,400 LONGEVITY) 52,000 - PART-TIME PARAMEDIC HOURS FOR TUESDAY DAY & NIGHT SHIFT (\$25.00/HR. REGULAR AND \$37.50/HR. HOLIDAY/PREMIUM) 20 HOURS X 2 PARAMEDICS X 52 WEEKS = 2080 HRS. 6,250 - PART-TIME PARAMEDIC ORIENTATION = 250 HRS. (\$25.00/HR.) 45,450 - PART-TIME PARAMEDIC HOURS TO FILL FOR (20) FULL-TIME PARAMEDICS VACATIONS, AND B-DAY (\$25.00/HR. REGULAR X 1,700 HOURS AND \$37.50/HR HOLIDAY AND/OR PREMIUM PAY X 118 HOURS)
40005	101,327	HOLIDAY PAY 101,327 - 12 PAID HOLIDAYS FOR 22 FULL-TIME PARAMEDICS AS PER UNION CONTRACT.
40006	9,294	DIFFERENTIAL PAY 9,294 - SHIFT DIFFERENTIAL PAY FOR NIGHTSHIFT HOURS BETWEEN 6 PM AND 6 AM AS PER UNION CONTRACT.
40007	92,248	ROSTER DUTY 4,342 - REIMBURSABLE BY AGREEMENT: CELTIC CLASSIC AMBULANCE STAND-BY 81 HOURS 2,895 - REIMBURSABLE BY AGREEMENT: LIBERTY / FREEDOM VARSITY FOOTBALL STAND-BYS 54 HOURS 24,335 - REIMBURSABLE BY AGREEMENT: MUSIKFEST STAND-BY 454 HOURS 3,216 - REIMBURSEMENT BY AGREEMENT: MISCELLANEOUS STAND-BY REQUESTS 60 HOURS 51,456 - WIND CREEK EVENT CENTER (SMG) 960 HOURS 3,752 - 5K,10K RACES

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0070 - DEPT OF FIRE  
BUREAU - 0702 - EMS

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		70 HOURS
	2,252	- MORAVIAN UNIVERSITY VARSITY FOOTBALL
		42 HOURS
40008	2,000	MEAL REIMBURSEMENT
	2,000	- MEAL COMPENSATION OF \$13.00 FOR PARAMEDICS WORKING GREATER THAN 14 CONSECUTIVE HOURS AS PER UNION CONTRACT.
41014	48,300	OPERATING SUPPLIES
	3,500	- CARDIAC MONITOR/EKG PAPER/SUPPLIES
	1,500	- CARDIAC MONITOR DEFIBRILLATION PADS
	1,000	- LUCAS DEVICE SUPPLIES
	900	- OXYGEN CYLINDER REPLACEMENT AND REPAIRS
	600	- INFECTION CONTROL CLEANING AND PROTECTION SUPPLIES
	900	- REPAIRS TO MEDICAL EQUIPMENT, NOT INCLUDING VEHICLES
	900	- REPAIRS TO OXYGEN EQUIPMENT FOR EMS/PD/FIRE
	5,000	- DISPOSABLE MEDICAL GLOVES
	8,000	- MEDICAL OXYGEN AND TANK RENTAL.
	10,000	- ALS AND BLS MEDICAL SUPPLIES
	6,000	- FIRST RESPONDER SUPPLIES FOR POLICE
	3,800	- AED BATTERIES AND PADS FOR CITY HALL, FIRST RESPONDERS, AND OTHER CITY FACILITIES.
	2,000	- REPLACEMENT/PURCHASE OF EXPIRED MEDICATIONS
	3,000	- BATTERIES AND CHARGERS FOR RADIOS AND OTHER EQUIPMENT. (RECHARGEABLE NICAD AND ALKALINE)
	1,200	- CO DETECTORS FOR FIRST-IN MED BAGS
41016	28,668	UNIFORMS/SAFETY SHOES
	1,000	- REPLACEMENT OF DAMAGED SHIRTS OR CARRIERS
	6,780	- UNIFORM SHIRTS FOR 23 FT STAFF
	4,070	- UNIFORM SHIRTS FOR 31 PT STAFF
	3,378	- BODY ARMOR FOR 5 NEW PART-TIME PARAMEDICS. (EMPLOYEE WILL PAY \$275 TOWARD COST OF VEST, CARRIER, AND SHOCK PLATE), 1 ARMOR SKIN, 1 SHIRT
	2,200	- HEAVY TURNOUT GEAR
	1,000	- BADGES, EMBLEMS, PATCHES, ETC.
	2,500	- OUTERWEAR - RAINWEAR, COATS, JACKETS.
	2,990	- STEEL TIP SAFETY SHOES FOR 24 PARAMEDICS AS PER UNION CONTRACT AT \$130 PER PAIR OF SHOES.
	4,750	- UNIFORM PANTS
41023	31,450	GASOLINE
	21,592	- 10,850 GALLONS OF REGULAR FUEL AT \$1.99/GAL
	9,858	- 4,650 GALLONS OF DIESEL FUEL AT \$2.12/GAL.
42032	3,500	TRAINING/CONTINUING ED.
	3,000	- MISCELLANEOUS TRAINING FOR STAFF.
	500	- TRAINING MATERIALS AND EQUIPMENT
42036	3,000	COMMUNICATIONS
	3,000	- MOBILE DATA TERMINAL AIRCARDS

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0070 - DEPT OF FIRE  
 BUREAU - 0702 - EMS

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
420381	1,500	EQUIP. REPRS.-AMBULANCE 1,500 - MINOR REPAIRS, COSMETIC, AND APPEARANCE ITEMS FOR AMBULANCES.
42047	123,515	DEPARTMENT CONTRACTS 20,000 - SERVICE CONTRACT WITH STRYKER FOR CARDIAC MONITORS AND LUCAS DEVICES 4,800 - MEDPRO SERVICE CONTRACT FOR STRETCHERS 1,000 - MEDCOM SERVICE FEES FOR MEDICAL COMMAND 775 - PENNSYLVANIA AMBULANCE ASSOCIATION FEES 70,140 - AMBULANCE BILLING SERVICE FEES 6,000 - ALS SERVICE MEDICAL DIRECTOR FEE 4,800 - ECORE INTERNET SCHEDULING YEARLY FEE 11,000 - ELECTRONIC PATIENT CARE REPORT YEARLY FEE BASE FEE, CAD, AND EKG IMPORT 5,000 - PROFESSIONAL SERVICE AGREEMENT WITH PAGE WOLFBERG AND WIRTH LLC
42060	7,400	OTHER EXPENSES 3,000 - STATIONARY SUPPLIES, PRINTER CARTRIDGES, ETC. 1,000 - REPAIR AND MAINTENANCE OF SMALL HAND TOOLS, RESCUE EQUIPMENT, AND VEHICLE MAINTENANCE ITEMS. 1,500 - MAINTENANCE AND CLEANING ITEMS FOR THE STATION AND AMBULANCES 400 - JOURNALS, SOFTWARE, ETC. 1,500 - BUILDING, APPLIANCE, FURNITURE REPAIR OR REPLACEMENT.
43099	29,800	EQUIPMENT 10,000 - (10) VEHICLE SAFETY CAMERAS TO REPLACE AGING ONES 5,000 - (2) CF-54 LAPTOP MDT TO REPLACE AGING MDTs 1,800 - (2) DOCKING STATIONS FOR CF-54 MDTs 13,000 - (10) AED REPLACEMENTS FOR POLICE AND FIRE.



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## BUREAU DETAIL

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**Bureau:** General Expenses

**No:** 0801

**Department:** General Fund

**No:** 0080

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### **Bureau Description:**

This bureau provides for the payment of general expenditures not allocated to bureau programs such as medical, life, and long-term disability insurance, the City's share of Social Security, unemployment compensation, the Minimum Municipal Obligation (MMO) for the various pension funds, landfill debt, as well as other general expenditures.

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### **Goals and Objectives:**

- To provide for the timely payment of centralized expenditures.
- 

### **Prior Year Achievements:**

- Ensured all City obligations related to employee benefits were paid in a timely manner.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL  
DEPT 0080 GENERAL FUND  
BUREAU 0801 GENERAL EXPENSES**

Personnel Detail	2017	2018	2019	2020	2021	2021	2022
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
	Number of Permanent Positions				# Salaries	# Salaries	# Salaries
	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-
<b>Account Detail</b>							
41013 OFFICE EXPENSE	15,886	16,841	19,171	14,854	20,000	19,500	20,000
41025 POSTAGE	27,139	29,636	26,747	28,126	32,000	30,000	32,000
Materials & Supplies	43,025	46,477	45,918	42,980	52,000	49,500	52,000
42036 COMMUNICATIONS	213,119	180,960	205,480	191,442	210,000	205,000	210,000
42047 DEPARTMENT CONTRACTS	109,790	97,015	86,207	169,213	156,000	150,000	145,000
42049 REFUNDS	-	-	-	3,264	4,000	2,000	4,000
42055 PROFESSIONAL SERVICES	183,705	280,138	222,803	172,657	252,550	220,000	315,000
42058 UNEMPLOYMENT COMPENSATION	35,223	26,558	24,726	126,486	70,000	50,000	60,000
42064 EQUIPMENT MAINTENANCE	-	-	250	-	2,000	1,500	2,000
42069 PARKING AUTHORITY	-	-	-	330,840	-	-	-
42071 PRIOR YEAR ENCUMBRANCES	6,623	1,540	-	3,058	15,530	12,000	20,000
42072 PENSIONS-POLICEMEN	4,463,427	4,515,210	5,316,066	5,372,729	6,258,279	6,258,279	6,325,420
42073 PENSIONS-FIRE	2,595,844	2,668,509	3,384,368	3,422,628	3,652,422	3,652,422	3,668,775
42075 PENSIONS-PMRS MMO	1,172,225	1,187,912	1,913,755	1,859,503	2,217,303	2,217,303	2,381,092
420751 DEF CONTRIB PLAN MATCH	210,164	231,602	250,839	288,169	290,000	290,000	310,000
42076 TRUST PAYMENTS	5,500	9,850	8,100	10,250	8,500	8,500	11,000
420771 LANDFILL TRANSFER	879,815	879,261	881,770	881,214	878,364	878,364	882,232
420802 CITY INSURANCE PACKAGE	636,690	709,894	721,310	902,152	925,000	915,000	940,000
42083 TRANSFER TO NON-UTILITY	-	-	2,500,000	-	-	-	-
42084 GROUP LIFE INSURANCE	70,157	68,742	64,650	65,402	70,000	68,000	70,000
420841 LONG TERM DISABILITY INS	18,221	16,496	17,129	18,248	20,000	19,000	20,000
42085 MEDICAL INSURANCE	5,676,972	5,748,213	6,595,858	5,999,284	6,929,692	6,700,000	7,325,000
42086 WORKMEN'S COMPENSATION	1,192,507	1,495,706	868,386	646,084	1,120,000	900,000	975,000
42087 SOCIAL SECURITY	1,312,313	1,378,151	1,420,713	1,479,203	1,620,000	1,580,000	1,680,000
42088 ACCUMULATED SICK LEAVE	137,745	123,495	124,645	108,963	155,000	150,000	160,000
42090 UNFORESEEN CONTINGENCY	-	-	-	-	16	-	429,368
Purchased Services	18,920,040	19,619,252	24,607,055	22,050,789	24,854,656	24,277,368	25,933,887
Total GENERAL EXPENSES	18,963,065	19,665,729	24,652,973	22,093,769	24,906,656	24,326,868	25,985,887

FUND - 001 - GENERAL FUND  
DEPARTMENT - 0080 - GENERAL FUND  
BUREAU - 0801 - GENERAL EXPENSES

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	20,000	OFFICE EXPENSE 20,000 - COVERS OFFICE SUPPLIES, PAPER AND ENVELOPES.
41025	32,000	POSTAGE 32,000 - POSTAGE FOR GENERAL FUND
42036	210,000	COMMUNICATIONS 210,000 - ESTIMATED COMMUNICATIONS COST.
42047	145,000	DEPARTMENT CONTRACTS 65,000 - PRINTING/MAILING CONTRACT WITH LEVEL ONE AND HOMETOWN PRESS. 60,000 - COPIER/PRINTER/WORKSTATION LEASES 20,000 - FORMS PRINTING
42049	4,000	REFUNDS 4,000 - THIS ACCOUNT IS NEEDED FOR MISCELLANEOUS REFUNDS OF MONEY COLLECTED.
42055	315,000	PROFESSIONAL SERVICES 201,340 - PROVIDE FOR LEGAL EXPERTISE NEEDED IN LABOR RELATIONS AND OTHER PROFESSIONAL SERVICES. 53,660 - FINANCIAL STATEMENT AUDIT 60,000 - SUSTAINABILITY OFFICER/SUPPORT
42064	2,000	EQUIPMENT MAINTENANCE 2,000 - COVERS THE REPAIRS OF OFFICE EQUIPMENT NOT COVERED BY SERVICE AGREEMENTS.
42071	20,000	PRIOR YEAR ENCUMBRANCES 20,000 - THIS AMOUNT IS BASED ON ITEMS ENCUMBERED IN PRIOR YEAR WHICH WILL NOT BE RECEIVED UNTIL 2022
42072	6,325,420	PENSIONS - POLICE 6,325,420 - MMO CONTRIBUTION REQUIRED BY ACT 205
42073	3,668,775	PENSIONS - FIRE 3,668,775 - MMO CONTRIBUTION REQUIRED BY ACT 205
42075	2,381,092	PENSIONS - P.M.R.S. MMO 2,381,092 - MMO CONTRIBUTION REQUIRED BY ACT 205 AND DEBT SERVICE.
420771	882,232	LANDFILL TRANSFER 882,232 - FUNDS NEEDED TO PAY LANDFILL DEBT SERVICE.
42088	160,000	ACCUMULATED SICK LEAVE 160,000 - PROVIDE FOR RETIREES UNUSED SICK DAYS COMPENSATION AND PAYMENT FOR UNUSED SICK DAYS FOR ACTIVE EMPLOYEES PER CONTRACT AGREEMENT.
42090	429,368	UNFORESEEN CONTINGENCY 429,368 - THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN AT THE TIME OF BUDGET PREPARATION.

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## BUREAU DETAIL

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**Bureau:** Civic Expenses

**No:** 0901

**Department:** General Fund

**No:** 0090

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### **Bureau Description:**

This bureau provides City contributions to various local civic agencies.

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### **Goals and Objectives:**

- To support local civic agencies whose activities provide a service to the citizens of Bethlehem and improve the quality of life in the community.
- 

### **Prior Year Achievements:**

- Continued to provide support for civic agencies that improve the quality of life in the community.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL  
DEPT 0090 GENERAL FUND  
BUREAU 0901 CIVIC EXPENSES**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
<b>Personnel Detail</b>		<b>Number of Permanent Positions</b>				<b># Salaries</b>	<b># Salaries</b>	<b># Salaries</b>
		-	-	-	-	-	-	-
<b>Total Positions</b>		-	-	-	-	-	-	-
<b>Account Detail</b>								
95004	MEMORIAL DAY DECOR	900	900	900	900	900	900	900
95005	PA LEAGUE OF CITIES	29,008	28,943	23,994	23,994	25,000	23,994	25,000
95006	FOURTH OF JULY	32,000	32,000	32,000	33,280	34,000	34,000	34,000
95007	LIBRARY	1,315,934	1,315,934	1,381,731	1,416,274	1,416,274	1,416,274	1,431,504
95008	HALLOWEEN PARADE	10,945	11,970	9,190	-	12,500	12,000	12,500
95009	FINE ARTS COMMISSION	7,400	12,376	7,400	-	7,400	7,400	7,400
95010	MUSIC FUND	28,000	28,000	28,000	32,300	-	-	20,000
95011	ARP FUNDING/INITIATIVES	-	-	-	-	-	-	1,500,000
95012	DOWNTOWN INITIATIVE	35,169	36,350	16,026	-	50,000	45,000	50,000
95013	NORTHSIDE 2027	-	49,757	50,000	-	50,000	44,500	50,000
95014	HUMAN RELATION COMMISSION	-	-	-	-	7,500	4,500	7,500
95020	SISTER CITY	-	4,000	-	4,000	-	-	4,000
<b>Civic Expenses</b>		1,459,356	1,520,230	1,549,241	1,510,748	1,603,574	1,588,568	3,142,804
<b>Total</b>	<b>CIVIC EXPENSES</b>	1,459,356	1,520,230	1,549,241	1,510,748	1,603,574	1,588,568	3,142,804

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0090 - GENERAL FUND  
 BUREAU - 0901 - CIVIC EXPENSES

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
95009	7,400	FINE ARTS COMMISSION 7,400 - ANNUAL ALLOCATION
95011	1,500,000	ARP FUNDING/INITIATIVES 1,500,000 - TO FUND ORGANIZATIONS AND INITIATIVES THAT QUALIFY UNDER THE AMERICAN RESCUE PLAN ACT GUIDELINES.
95012	50,000	DOWNTOWN INITIATIVE 50,000 - STRATEGIC MARKETING EFFORT FOR ALL DOWNTOWN BUSINESS DISTRICTS THAT INCLUDES THE CURRENT AND ONGOING WEBSITE ANALYSIS ALONG WITH OTHER APPROACHES. ALSO, INCLUDES EXPENSES TO ENHANCE THE DOWNTOWNS.



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## BUREAU DETAIL

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**Bureau:** Debt Service

**No:** 1001

**Department:** General Fund

**No:** 0100

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### **Bureau Description:**

This bureau provides for the timely payment of amortized long-term debt obligations in accordance with applicable bond ordinances and indentures.

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### **Goals and Objectives:**

- To reduce costs of borrowing and long-term debt.
  - To maintain or improve the City's bond ratings.
- 

### **Prior Year Achievements:**

- Continued the use of creative capital financing in order to reduce the costs of long-term borrowing.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

FUND 001 GENERAL  
DEPT 0100 GENERAL FUND  
BUREAU 1001 DEBT SERVICE

	2017	2018	2019	2020	2021	2021	2022
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
<b>Personnel Detail</b>	<b>Number of Permanent Positions</b>				<b># Salaries</b>	<b># Salaries</b>	<b># Salaries</b>
	-	-	-	-	-	-	-
<b>Total Positions</b>	-	-	-	-	-	-	-
<b>Account Detail</b>							
42091 BOND REDEMPTION	2,160,000	3,155,000	3,455,000	4,307,000	4,956,000	4,956,000	5,496,000
42092 COUPON INTEREST	3,210,152	3,116,964	2,811,229	2,372,529	2,392,005	2,392,005	2,209,543
<b>Purchased Services</b>	5,370,152	6,271,964	6,266,229	6,679,529	7,348,005	7,348,005	7,705,543
<b>Total DEBT SERVICE</b>	5,370,152	6,271,964	6,266,229	6,679,529	7,348,005	7,348,005	7,705,543

## Schedule of Payment of Bond & Note Indebtedness

	(9-1-1) Series of 2007		Series of 2013 B		Series of 2014 A		Series of 2015 A		Series of 2015 B		Series of 2017 A	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2022	356,000	9,719	710,000	172,232	325,000	24,900	35,000	141,132	350,000	25,550	200,000	306,740
2023			740,000	143,527	630,000	17,588	35,000	140,300	360,000	17,675	205,000	301,740
2024			770,000	112,128	105,000	2,625	825,000	139,469	365,000	9,125	210,000	296,359
2025			805,000	76,377			955,000	118,844			220,000	290,059
2026			840,000	39,001			1,235,000	93,775			225,000	283,459
2027							1,275,000	59,813			230,000	277,272
2028							690,000	21,563			1,275,000	270,372
2029											1,960,000	232,122
2030											1,885,000	171,362
2031											1,940,000	112,455
2032											1,550,000	50,375
2033												
2034												
	356,000	9,719	3,865,000	543,266	1,060,000	45,113	5,050,000	714,896	1,075,000	52,350	9,900,000	2,592,315

Except for the Series A of 2019 and Series B of 2013, all bond proceeds were used for and toward funding (1) certain non-utility capital improvements, (2) funding the acquisition of certain office, maintenance, police, fire, public safety and recycling equipment and (3) the advance refunding of the City's outstanding bonds in order to create savings for the City.

The Series B of 2013 was issued to refund and restructure outstanding Landfill debt.

Series A of 2019 was used for and toward the funding/restructuring of the City's unfunded accrued actuarial liability in its employee pension funds.

Series of 2017 B		Series of 2017 E		Series of 2019		Series of 2019 A		Series of 2019 AA		Total
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
310,000	168,339	2,000,000	580,200	315,000	125,846	3,330,000	1,377,086	285,000	103,725	11,251,469
320,000	155,939	2,090,000	480,200	325,000	116,396	3,105,000	1,307,522	300,000	92,325	10,883,211
335,000	143,139	1,950,000	375,700	335,000	106,646	3,170,000	1,239,802	315,000	80,325	10,885,319
345,000	129,739	2,430,000	278,200	340,000	99,946	3,245,000	1,167,494	315,000	74,025	10,889,685
360,000	115,939	2,305,000	156,700	345,000	93,146	3,320,000	1,090,782	320,000	61,425	10,884,227
370,000	106,039	3,230,000	104,838	355,000	85,556	3,405,000	1,008,978	335,000	55,025	10,897,521
380,000	94,939	1,125,000	28,125	365,000	77,569	4,385,000	922,116	340,000	48,325	10,023,009
395,000	83,539			370,000	68,900	5,060,000	805,870	350,000	41,100	9,366,531
405,000	71,294			380,000	59,650	5,085,000	666,669	350,000	33,663	9,107,638
420,000	58,638			390,000	49,200	5,230,000	523,221	365,000	25,788	9,114,302
430,000	45,198			405,000	37,500	4,865,000	372,022	380,000	17,575	8,152,670
445,000	31,223			415,000	25,350	3,740,000	228,942	380,000	9,025	5,274,540
460,000	15,870			430,000	12,900	3,850,000	117,079			4,885,849
4,975,000	1,219,835	15,130,000	2,003,963	4,770,000	958,606	51,790,000	10,827,583	4,035,000	642,326	121,615,971

**Debt Service****Bureau 1001**

	<b><u>2021</u></b>	<b><u>2022</u></b>	
Series of 2007 (9-1-1)			
Principal	346,000	356,000	5,496,000
Interest	19,165	9,719	2,209,543
Series of 2014 A			
Principal	15,000	325,000	
Interest	25,200	24,900	
Series of 2015 A			
Principal	35,000	35,000	
Interest	141,963	141,132	
Series of 2017 A			
Principal	195,000	200,000	
Interest	312,590	306,740	
Series of 2017 B			
Principal	295,000	310,000	
Interest	180,139	168,339	
Series of 2017 E			
Principal	2,135,000	2,000,000	
Interest	686,950	580,200	
Series of 2019			
Principal	305,000	315,000	
Interest	134,996	125,846	
Series of 2019 A			
Principal	1,350,000	1,670,000	
Interest	776,077	748,942	
Series of 2019 AA			
Principal	280,000	285,000	
Interest	114,925	103,725	
	<u>7,348,005</u>	<u>7,705,543</u>	

**Bureau 0801- Landfill Transfer**

Series of 2013 B		
Principal	680,000	710,000
Interest	198,364	172,232
	<u>878,364</u>	<u>882,232</u>

**Bureau 0505 - Street Lighting**

Series of 2015 B		
Principal	345,000	350,000
Interest	32,450	25,550
	<u>377,450</u>	<u>375,550</u>

**Bureau 0801- PMRS MMO**

Series of 2019 A		
Principal	1,485,000	1,660,000
Interest	657,992	628,144
	<u>2,142,992</u>	<u>2,288,144</u>

**Total General Fund**

	<u>10,746,811</u>	<u>11,251,469</u>
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**CITY OF BETHLEHEM  
WATER FUND  
FUND ANALYSIS SUMMARY**

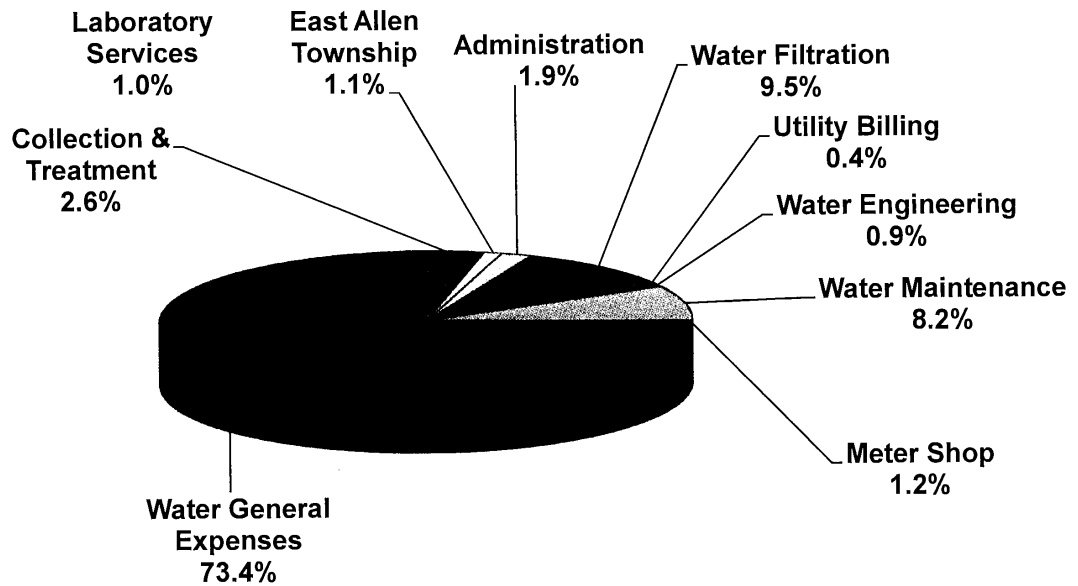
	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers	2021 Actual & Estimated	2022 Budget
<b>REVENUES:</b>							
<b>Sale of Water</b>							
31001A Residential	12,696,445	12,600,162	12,651,625	12,917,312	12,671,649	12,650,000	13,737,947
31001B Commercial	2,915,254	3,115,947	3,079,827	2,993,500	2,960,597	2,950,000	3,259,617
31001C Industrial	1,696,445	1,689,330	1,664,455	1,592,102	1,679,032	1,625,000	1,869,080
31001D Institutional	1,238,690	1,289,288	1,239,736	1,049,086	1,268,000	1,100,000	1,334,785
31001E Public	94,309	20,040	16,636	17,402	83,000	120,000	89,972
31003 Northampton Borough	-	-	-	1,867	13,000	13,000	13,000
31004 Salisbury Township	3,985	4,032	4,041	4,044	4,017	4,000	4,354
31005 East Allen Township	-	13	-	-	1	-	1
31006 Utilities Inc	232,086	237,606	226,928	241,002	229,737	235,000	249,035
31007 Upper Saucon	40,047	53,902	46,147	44,595	46,945	44,000	50,888
31008 Lower Saucon	564,553	576,225	525,514	555,279	542,547	550,000	588,121
31009 Fire Protection	810,924	852,211	883,228	926,634	863,075	885,000	900,000
31012 Penalty on Delinquents	91,958	131,507	97,717	100,645	75,750	70,000	70,000
31014 Building Permit Water	13,747	14,965	15,532	10,297	15,150	5,000	12,000
31016 Fire Hydrant Water Use	584,672	609,888	608,972	607,183	590,850	600,000	600,000
31017 Penalty - Fire Protection	-	-	1,748	257	1,000	500	1,000
31050D Delinquent Water	-	595	97	6,924	-	5,000	-
<b>Total Sale of Water</b>	<b>20,983,115</b>	<b>21,195,711</b>	<b>21,062,203</b>	<b>21,068,129</b>	<b>21,044,350</b>	<b>20,856,500</b>	<b>22,779,800</b>
<b>Other Operating Revenues</b>							
308901 Cash Balance	-	-	-	-	500,000	500,000	750,000
31101 Water Main Assessment	-	-	-	-	-	-	-
31103 Permits & Materials	60,346	24,579	35,969	36,978	30,000	35,000	30,000
31105 Expense Returns	-	350	1,924	16,024	-	-	-
31106 Miscellaneous	79,062	150,784	54,428	52,485	45,450	45,000	50,000
31108 Backflow	-	-	-	-	100	-	100
31109 Dist System Improve Charge	-	-	-	-	100	-	100
<b>Total Other Operating Revenues</b>	<b>139,408</b>	<b>175,713</b>	<b>92,321</b>	<b>105,487</b>	<b>575,650</b>	<b>580,000</b>	<b>830,200</b>
<b>Investment Interest</b>							
30850 Investment Interest	22,365	70,191	117,049	27,500	35,000	15,000	15,000
<b>Total Investment Interest</b>	<b>22,365</b>	<b>70,191</b>	<b>117,049</b>	<b>27,500</b>	<b>35,000</b>	<b>15,000</b>	<b>15,000</b>
<b>TOTAL WATER FUND REVENUES</b>	<b>21,144,888</b>	<b>21,441,615</b>	<b>21,271,573</b>	<b>21,201,116</b>	<b>21,655,000</b>	<b>21,451,500</b>	<b>23,625,000</b>
<b>EXPENDITURES BY BUREAU/DIVISION:</b>							
Collection & Treatment	443,296	498,199	513,120	535,251	619,353	585,373	604,370
Laboratory Services	155,467	173,296	209,409	193,179	236,172	221,322	235,958
East Allen Township	184,627	188,945	225,171	183,867	239,050	213,000	253,225
Administration	340,911	357,152	422,919	434,907	519,323	513,593	439,230
Water Filtration	1,579,533	1,557,134	1,687,227	1,774,821	2,182,924	2,048,974	2,234,248
Utility Billing	73,222	75,638	75,836	89,945	81,964	80,214	84,626
Water Engineering	206,188	214,007	210,469	211,632	224,016	218,016	224,116
Water Control	350,197	371,884	375,953	-	-	-	-
Water Maintenance	1,328,329	1,411,295	1,364,140	1,515,166	1,847,342	1,766,692	1,930,174
Meter Shop	410,273	417,092	417,359	248,010	280,098	269,348	279,427
Water General Expenses	16,156,935	14,667,653	16,643,065	14,544,184	15,424,758	15,356,040	17,339,626
<b>TOTAL WATER FUND EXPENDITURES</b>	<b>21,228,978</b>	<b>19,932,295</b>	<b>22,144,668</b>	<b>19,730,962</b>	<b>21,655,000</b>	<b>21,272,572</b>	<b>23,625,000</b>
<b>EXPENDITURES BY CATEGORY:</b>							
Personnel Costs	3,724,199	3,907,741	4,029,926	3,771,993	4,092,087	4,064,082	4,024,569
Materials & Supplies	301,941	350,047	371,794	358,030	493,305	424,850	668,675
Purchased Services	17,144,475	15,628,848	17,707,618	15,540,114	16,971,808	16,698,040	18,727,226
Equipment	58,363	45,659	35,330	60,825	97,800	85,600	204,530
<b>TOTAL WATER FUND EXPENDITURES</b>	<b>21,228,978</b>	<b>19,932,295</b>	<b>22,144,668</b>	<b>19,730,962</b>	<b>21,655,000</b>	<b>21,272,572</b>	<b>23,625,000</b>

**CITY OF BETHLEHEM  
WATER FUND  
BUREAU/DIVISION RESOURCE SUMMARY**

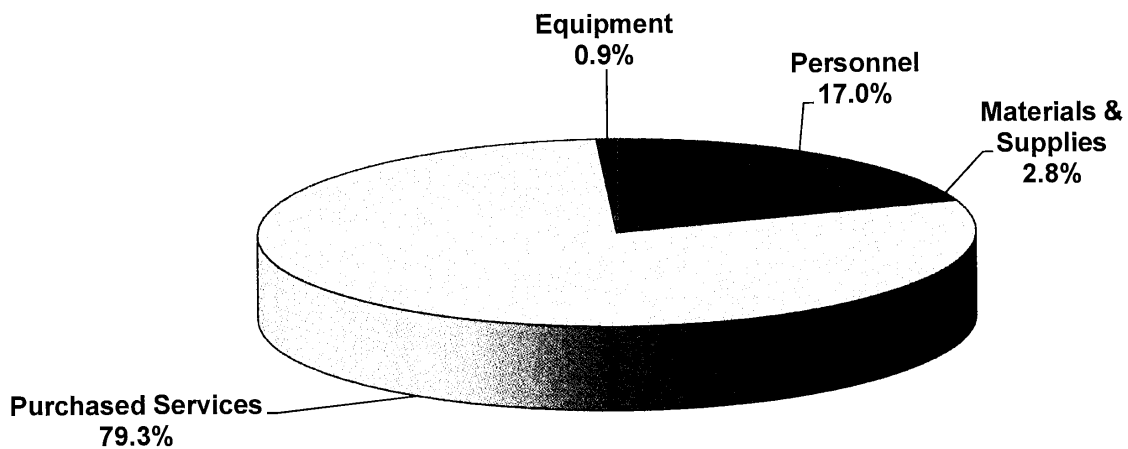
<b>Bureau/Divison</b>		<b>Personnel</b>	<b>Materials &amp; Supplies</b>	<b>Purchased Services</b>	<b>Equipment</b>	<b>Total</b>
20011	Collection & Treatment	\$ 426,370	\$ 29,300	\$ 141,700	\$ 7,000	\$ 604,370
20012	Laboratory Services	171,308	21,750	36,200	6,700	235,958
20014	East Allen Township	-	23,300	229,925	-	253,225
20015	Administration	362,570	1,660	70,000	5,000	439,230
20016	Water Filtration	1,256,273	465,775	477,200	35,000	2,234,248
20017	Utility Billing	81,626	1,000	1,000	1,000	84,626
20018	Water Engineering	152,616	-	71,500	-	224,116
<b>Supply &amp; Treatment</b>		<b>2,450,763</b>	<b>542,785</b>	<b>1,027,525</b>	<b>54,700</b>	<b>4,075,773</b>
20022	Utility Maintenance	1,359,684	101,690	326,800	142,000	1,930,174
20023	Meter Shop	214,122	18,500	38,975	7,830	279,427
<b>Water Maintenance</b>		<b>1,573,806</b>	<b>120,190</b>	<b>365,775</b>	<b>149,830</b>	<b>2,209,601</b>
2006	Water General Expenses	-	5,700	17,333,926	-	17,339,626
<b>Water General Expenses</b>		<b>-</b>	<b>5,700</b>	<b>17,333,926</b>	<b>-</b>	<b>17,339,626</b>
<b>TOTAL WATER FUND</b>		<b>\$ 4,024,569</b>	<b>\$ 668,675</b>	<b>\$ 18,727,226</b>	<b>\$ 204,530</b>	<b>\$ 23,625,000</b>



## Water Fund Expenditures by Bureau/Division



## Water Fund Expenditures by Category



**CITY OF BETHLEHEM  
WATER FUND  
SUMMARY OF POSITIONS**

<b>Bureau/Divison</b>		<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Budget w/ Transfers</b>	<b>2021 Actual &amp; Estimated</b>	<b>2022 Budget</b>
20011	Collection System	6	6	6	6	6	6	6
20012	Laboratory Services	3	3	3	4	4	4	4
20014	East Allen Township	-	-	-	-	-	-	-
20015	Administration	4	4	4	5	5	5	5
20016	Water Filtration	15	15	15	15	15	15	15
20017	Utility Billing	3	3	3	3	3	3	3
20018	Water Engineering	2	2	2	2	2	2	2
20019	Water Control	6	6	6	-	-	-	-
<b>Supply &amp; Treatment</b>		<b>39</b>	<b>39</b>	<b>39</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>
20022	Utility Maintenance	26	26	26	26	26	26	26
20023	Meter Shop	7	7	7	7	7	7	7
<b>Water Maintenance</b>		<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>
<b>TOTAL WATER FUND</b>		<b>72</b>	<b>72</b>	<b>72</b>	<b>68</b>	<b>68</b>	<b>68</b>	<b>68</b>

## Debt Service

### Bureau 2006

	<u>2021</u>	<u>2022</u>
<b>Account 42094 Lease Rental</b>		
<b>Series of 2014</b>		
Principal	5,550,000	35,000
Interest	<u>1,488,050</u>	<u>1,210,550</u>
	7,038,050	1,245,550
5% Coverage	351,903	62,278
Credit	<u>(100,000)</u>	<u>(100,000)</u>
	<u>7,289,953</u>	<u>1,207,828</u>
<b>1998 Capital Appreciation Bond</b>		
Principal	419,547	2,038,880
Interest	<u>990,453</u>	<u>5,166,120</u>
	1,410,000	7,205,000
5% Coverage	<u>70,500</u>	<u>360,250</u>
	<u>1,480,500</u>	<u>7,565,250</u>
	<u>8,770,453</u>	<u>8,773,078</u>
<b>Account 42095 2007 G.O Note</b>		
Principal	67,000	69,000
Interest	<u>3,713</u>	<u>1,884</u>
	<u>70,713</u>	<u>70,884</u>

## Schedule of Payment of Bond & Note Indebtedness

	1998 Capital Appreciation Bond		2007 GO Note		2014 Guaranteed Water Revenue Bonds		Total
	Principal	Interest	Principal	Interest	Principal	Interest	
2022	2,038,880	5,166,120	69,000	1,884	35,000	1,210,550	8,521,434
2023	1,941,153	5,288,847			80,000	1,209,500	8,519,500
2024	1,835,213	5,414,787			65,000	1,207,100	8,522,100
2025	1,746,838	5,528,163			40,000	1,205,150	8,520,150
2026	1,662,661	5,637,339			15,000	1,203,900	8,518,900
2027	1,581,392	5,738,608			-	1,203,413	8,523,413
2028	1,240,878	4,809,122			1,270,000	1,203,413	8,523,413
2029					7,360,000	1,160,550	8,520,550
2030					7,625,000	893,750	8,518,750
2031					5,960,000	512,500	6,472,500
2032					5,720,000	214,500	5,934,500
Totals	12,047,015	37,582,986	69,000	1,884	28,170,000	11,224,325	89,095,209

The bonds and notes were issued to provide funds for and towards the cost and expenses related to the construction of the Penn Forest Dam.

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## BUREAU DETAIL

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<b>Bureau:</b> Supply & Treatment	<b>No:</b> 2001	<b>Department:</b> Water/Sewer Resources	<b>No:</b> 0055
<b>Division:</b> Collection & Treatment	<b>No:</b> 20011		

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### Division Description:

This division provides for the collection, storage, and pretreatment (when necessary) of raw water that is to be treated and distributed throughout the City and surrounding communities; operation and maintenance of the Penn Forest and Wild Creek reservoirs/dams that contain a combined 10 billion gallons of water, along with all related facilities; maintenance and patrolling of 23,000 acres of watershed/forest lands; and maintenance and patrolling of a vast network of fire lanes, waterways, and approximately 15 miles of security fencing. This division also assists in the maintenance and clearing of rights-of-way along all raw water transmission mains and appurtenances.

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### Goals and Objectives:

- Continue clearing brush from raw water transmission line south to the Blue Mountain.
- Enroll the three newest employees in woodland fire suppression when the DCNR resumes training classes.
- Continue to remark and cut, as needed, as much boundary line as time allows.
- Repair and pave parking lot at Wild Creek Administration Building.
- Replace lighting in Penn Forest access tunnel with fixtures suitable for damp conditions.

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### Prior Year Achievements:

- Installed security measures at garages to improve security when facility is unoccupied.
  - Completed upstream inspections of the Wild Creek Dam and Penn Forest Dam drawdown pipes.
  - Completed 10-year inspections of Wild Creek and Penn Forest Dams and submitted reports to PA DEP.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 002 WATER**  
**DEPT 0055 WATER/SEWER RESOURCES**  
**BUREAU 2001 SUPPLY & TREATMENT**  
**DIVISION 20011 COLLECTION & TREATMENT**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
<b>Personnel Detail</b>		<b>Number of Permanent Positions</b>				<b># Salaries</b>	<b># Salaries</b>	<b># Salaries</b>
TAMS	Chief Watershed Op	1	1	1	1	1 84,898	1 84,898	1 84,898
SEIU	WSR Maint Worker III	1	1	1	1	1 68,040	1 68,040	1 68,140
SEIU	Maintenance Worker III	1	1	1	1	1 64,936	1 64,936	1 65,015
SEIU	Automotive Mechanic	1	1	1	1	1 65,536	1 65,536	1 65,015
SEIU	Maintenance Worker II	2	2	2	2	2 118,638	2 118,638	2 118,197
<b>Total Positions</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6 402,048</b>	<b>6 402,048</b>	<b>6 401,265</b>
<b>Account Detail</b>								
40001	SALARIES	319,169	367,046	375,632	387,563	391,848	391,848	391,765
40002	LONGEVITY	7,980	8,265	9,400	9,800	10,200	10,200	9,500
40003	OVERTIME	22,160	23,299	24,215	25,088	25,000	22,000	25,000
40006	DIFFERENTIAL PAY	-	-	-	-	25	25	25
40008	MEAL REIMBURSEMENT	-	-	-	-	80	50	80
<b>Personnel</b>		<b>349,309</b>	<b>398,610</b>	<b>409,247</b>	<b>422,451</b>	<b>427,153</b>	<b>424,123</b>	<b>426,370</b>
41014	OPERATING SUPPLIES	2,986	2,944	3,009	2,942	6,000	5,000	6,000
41016	UNIFORMS/SAFETY SHOES	585	1,363	733	1,257	1,000	750	1,700
41021	CHEMICALS	-	-	-	-	100	50	100
41023	GASOLINE	13,182	16,501	17,741	8,326	21,500	18,500	21,500
<b>Materials &amp; Supplies</b>		<b>16,753</b>	<b>20,808</b>	<b>21,483</b>	<b>12,525</b>	<b>28,600</b>	<b>24,300</b>	<b>29,300</b>
42031	UNIFORM RENTAL	1,961	1,192	1,244	1,270	1,500	1,200	1,500
42036	COMMUNICATIONS	2,774	2,802	2,810	2,922	3,000	3,000	3,500
42044	ELECTRIC	9,403	12,216	11,576	13,640	12,500	12,000	13,000
42046	HEATING OIL	2,375	4,344	4,275	2,526	8,000	6,000	8,000
42047	DEPARTMENT CONTRACTS	49,278	51,731	49,882	64,595	120,000	100,000	99,200
42054	RENTALS	210	-	210	-	500	250	500
42060	OTHER EXPENSES	1,222	1,352	1,921	2,823	4,000	3,000	4,000
42064	EQUIPMENT MAINTENANCE	2,557	3,451	5,742	8,942	6,000	5,000	6,000
42065	PLANT MAINTENANCE	7,454	773	4,730	3,274	7,100	6,000	6,000
<b>Purchased Services</b>		<b>77,234</b>	<b>77,861</b>	<b>82,390</b>	<b>99,992</b>	<b>162,600</b>	<b>136,450</b>	<b>141,700</b>
43099	EQUIPMENT	-	920	-	283	1,000	500	7,000
<b>Equipment</b>		<b>-</b>	<b>920</b>	<b>-</b>	<b>283</b>	<b>1,000</b>	<b>500</b>	<b>7,000</b>
<b>Total</b>	<b>COLLECTION &amp; TREATMENT</b>	<b>443,296</b>	<b>498,199</b>	<b>513,120</b>	<b>535,251</b>	<b>619,353</b>	<b>585,373</b>	<b>604,370</b>

FUND - 002 - WATER FUND  
 DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
 BUREAU - 2001 - SUPPLY & TREATMENT  
 DIVISION - 20011 - COLLECTION & TREATMENT

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	25,000	OVERTIME 25,000 - OVERTIME REQUIRED FOR SECURITY PATROL ON HOLIDAYS, WEEKENDS, DEER SEASON, AND DAM READINGS AND OBSERVATIONS.
40006	25	DIFFERENTIAL PAY 25 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION AGREEMENT.
40008	80	MEAL REIMBURSEMENT 80 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	6,000	OPERATING SUPPLIES 6,000 - PARTS, PENS, CHARTS FOR RECORDERS, FORESTRY SUPPLIES (CHAINSAW CHAINS, MARKING PAINT, MISC. TOOLS, ETC.), HERBICIDES FOR ROAD/TRAIL TREATMENT, GARAGE SUPPLIES (GASES, WELDING SUPPLIES, ETC.), PROPANE FOR EMERGENCY GENERATOR, PIPE, MISCELLANEOUS CONSTRUCTION LUMBER, FENCE POSTS/FABRIC, DAM MAINTENANCE SUPPLIES, LUMBER, METAL STOCK, IRON FABRICATION, HOSES, AND MISC SUPPLIES, COLD/HOT PATCH, BAGGED PERSONAL PROTECTION EQUIPMENT, LAB SUPPLIES ASPHALT CRACK SEALER, ROAD REPAIR STONE AND MISC ITEMS/TOOLS, SOAP/TOWELS/TOILET ROLLS, ANNUAL CYLINDER LEASE RENTAL, WATERSHED SIGNS.
41016	1,700	UNIFORMS/SAFETY SHOES 1,700 - TO PURCHASE SAFETY SHOES AND T-SHIRTS AND SWEATSHIRTS AS PER UNION CONTRACT.
41021	100	CHEMICALS 100 - POTASSIUM PERMANGANATE FOR PRE-TREATMENT DURING RESERVOIR TURNOVER.
41023	21,500	GASOLINE 21,500 - GASOLINE AND DIESEL FUEL FOR CITY AND BETHLEHEM AUTHORITY VEHICLES.
42031	1,500	UNIFORM RENTAL 1,500 - UNIFORM RENTALS AND REPLACEMENTS.
42036	3,500	COMMUNICATIONS 3,500 - TELEPHONE SERVICE FOR WILD CREEK.
42044	13,000	ELECTRIC 13,000 - ELECTRIC SERVICE FOR WILD CREEK CHEMICAL TREATMENT/AUXILIARY BUILDINGS, WILD CREEK AND PENN FOREST DAMS, TUNKHANNOCK INTAKE/BP CHAMBER AND TRANSMISSION MAIN CHAMBER.
42046	8,000	HEATING OIL



FUND - 002 - WATER FUND  
DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
BUREAU - 2001 - SUPPLY & TREATMENT  
DIVISION - 20011 - COLLECTION & TREATMENT

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	8,000	- HEATING OIL FOR WILD CREEK CHEMICAL TREATMENT AND AUXILIARY BUILDINGS.
42047	99,200	DEPARTMENT CONTRACTS 99,200 - SERVICE CONTRACT FOR GENERATORS, MAINTENANCE FOR TWO (2) GAS DETECTORS, FIRE EXTINGUISHER SERVICING AND REPLACEMENT, WILD CREEK DAM VEGETATION TREATMENT, INSPECT INTAKE CRANE, BOILER SERVICING, USGS CONTRACT, ANNUAL DAM INSPECTIONS/REPORTS AND INSTRUMENTATION REPORT AS REQUIRED BY PA DEP,
42054	500	RENTALS 500 - SEPTIC TANK CLEANING, MISCELLANEOUS EQUIPMENT RENTALS.
42060	4,000	OTHER EXPENSES 4,000 - GARBAGE COLLECTION FEES, MAPS, FLAGS, CDL REIMBURSEMENTS, COOLER RENTAL, BOAT LICENSE FEE, SAMPLING LICENSE, DEBRIS AND SCRAP METAL DISPOSAL, TIRE DISPOSAL, TRUCK WASTE HAULING LICENSE, BOTTLED WATER COOLER RENTAL, OFFICE SUPPLIES, BOOTS, RAIN GEAR AND OTHER MISCELLANEOUS ITEMS.
42064	6,000	EQUIPMENT MAINTENANCE 6,000 - REPAIR PARTS FOR MOTORIZED VEHICLES AND SMALL UNITS (PUMPS, MOWERS, CHAINSAWS, ETC.), VALVES, METERS, ACTUATORS, ELECTRICAL PARTS, PUMPS, GENERATORS, MOTORS, EQUIPMENT, SCADA INSTRUMENTATION.
42065	6,000	PLANT MAINTENANCE 6,000 - HARDWARE, PAINT, PLUMBING, FITTINGS, PIPE, AND SUNDRY/RELATED SUPPLIES FOR UPKEEP TO WILD CREEK, PENN FOREST, TUNKHANNOCK AND AUXILIARY BUILDINGS, STAIN/PAINT FOR STORAGE BUILDING, MASONRY SUPPLIES FOR 3 O'CLOCK SPRINGS, SPILLWAYS AND DAM PANELS, CHEMICAL PRETREATMENT BUILDING, WINDOW AIR CONDITIONER FOR ADMINISTRATION BUILDING, SAFETY COATING FOR VALVES AND GATES.
43099	7,000	EQUIPMENT 7,000 - FOUR (4) DEHUMIDIFIERS; ROTOBATER TRACTOR ATTACHMENT.

## BUREAU DETAIL

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**Bureau:** Supply & Treatment    **No:** 2001  
**Division:** Laboratory Services    **No:** 20012

**Department:** Water/Sewer Resources    **No:** 0055

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### Division Description:

This division serves a very influential, cross functional role within the department. Not only striving for excellence when it comes to the quality of our drinking water but also ensuring process quality in wastewater operations and business processes. This division is responsible for all quality control monitoring and reporting to PA DEP and US EPA.

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### Goals and Objectives:

- Install treatment system to reduce manganese levels at Shady Lane well system.
  - Continue compliance with all Chapter 109 and Chapter 252 regulations.
  - Continue everyday use of Hach WIMS software and implementation of tablet for field use.
  - Collect and submit data for AWWA Partnership for Safe Water Distribution System Optimization.
- 

### Prior Year Achievements:

- Accredited in Colilert total coliform method which provides faster turnaround time for bacteriological results.
  - Coordinated with Utility Maintenance Bureau to install backup generators at three well systems as required for compliance with the PA DEP's Uninterrupted System Service Plan (USSP).
  - Completed deficiency-free USSP for City of Bethlehem drinking water system.
  - Developed and tested a treatment plan for manganese levels at Shady Lane well system.
  - Maintained compliance with Chapter 109 and Chapter 252 regulations.
  - Began everyday use of Hach WIMS software package for management of lab data.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 002 WATER**  
**DEPT 0055 WATER/SEWER RESOURCES**  
**BUREAU 2001 SUPPLY & TREATMENT**  
**DIVISION 20012 LABORATORY SERVICES**

		2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers	2021 Actual & Estimated	2022 Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
TAMS	Water Quality Manager	1	1	1	1	1 100,573	1 100,573	1 100,673
TAMS	Laboratory Technician	1	1	1	2	2 139,926	2 139,926	2 142,897
TAMS	Microbiologist	1	1	1	1	1 79,146	1 79,146	1 79,246
<b>Total Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4 319,645</b>	<b>4 319,645</b>	<b>4 322,816</b>
TAMS	50% Allocated to 3004	Water Quality Manager				(50,237)	(50,237)	(50,437)
TAMS	50% Allocated to 3004	Laboratory Technician				(69,963)	(69,963)	(71,448)
TAMS	50% Allocated to 3004	Microbiologist				(39,573)	(39,573)	(39,623)
						<b>159,872</b>	<b>159,872</b>	<b>161,308</b>
Account Detail								
40001	SALARIES	110,700	116,054	126,081	154,022	158,522	158,522	159,858
40002	LONGEVITY	1,947	2,043	2,250	1,250	1,350	1,350	1,450
40004	TEMPORARY HELP	19,050	24,128	29,091	-	10,000	5,000	10,000
<b>Personnel</b>		<b>131,697</b>	<b>142,225</b>	<b>157,422</b>	<b>155,272</b>	<b>169,872</b>	<b>164,872</b>	<b>171,308</b>
41014	OPERATING SUPPLIES	4,249	6,200	5,832	7,451	18,000	16,500	20,000
41016	UNIFORMS/SAFETY SHOES	250	369	441	388	500	400	750
41023	GASOLINE	544	826	855	499	1,000	750	1,000
<b>Materials &amp; Supplies</b>		<b>5,043</b>	<b>7,395</b>	<b>7,128</b>	<b>8,338</b>	<b>19,500</b>	<b>17,650</b>	<b>21,750</b>
42031	UNIFORM RENTAL	-	125	61	16	100	50	100
42047	DEPARTMENT CONTRACTS	13,815	14,043	36,300	21,369	35,000	30,000	27,500
42060	OTHER EXPENSES	4,480	3,470	6,174	4,031	6,600	5,000	6,600
42064	EQUIPMENT MAINTENANCE	432	506	343	294	2,000	1,000	2,000
<b>Purchased Services</b>		<b>18,727</b>	<b>18,144</b>	<b>42,878</b>	<b>25,710</b>	<b>43,700</b>	<b>36,050</b>	<b>36,200</b>
43099	EQUIPMENT	-	5,532	1,981	3,859	3,100	2,750	6,700
<b>Equipment</b>		<b>-</b>	<b>5,532</b>	<b>1,981</b>	<b>3,859</b>	<b>3,100</b>	<b>2,750</b>	<b>6,700</b>
<b>Total</b>	<b>LABORATORY SERVICES</b>	<b>155,467</b>	<b>173,296</b>	<b>209,409</b>	<b>193,179</b>	<b>236,172</b>	<b>221,322</b>	<b>235,958</b>

FUND - 002 - WATER FUND  
 DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
 BUREAU - 2001 - SUPPLY & TREATMENT  
 DIVISION - 20012 - LABORATORY SERVICES

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	10,000	TEMPORARY HELP 10,000 - PART-TIME WATER/WASTEWATER LAB INTERN/ TEMPORARY HELP DURING STAFFING SHORTAGES. TO BE SPLIT 50/50 BETWEEN FUNDS.
41014	20,000	OPERATING SUPPLIES 20,000 - LABORATORY SUPPLIES AS REQUIRED FOR ALL WATER TESTING AND ANALYSIS SUCH AS ANALYTICAL CHEMICALS, GLASSWARE, PLASTICWARE, CRYPTO ANALYSIS KITS, FILTERS, PADS, BACT ID KITS, OFFICE SUPPLIES, IDEXX SUPPLIES FOR COLIERT ANALYSIS, ETC.
41016	750	UNIFORMS/SAFETY SHOES 750 - SAFETY SHOES, SHIRTS AND SWEATSHIRTS FOR EMPLOYEES.
41023	1,000	GASOLINE 1,000 - REGULAR GASOLINE FOR ROUTINE SAMPLING.
42031	100	UNIFORM RENTAL 100 - LAB COAT RENTALS AND REPLACEMENTS.
42047	27,500	DEPARTMENT CONTRACTS 27,500 - CONTRACT LABORATORY ANALYSIS FOR SDWA, QA/QC SAMPLES, LAGOON RESIDUALS AND GROUNDWATER MONITORING, PROCESS CONTROL MONITORING, PB AND CU MONITORING.
42060	6,600	OTHER EXPENSES 6,600 - STATE LAB CERTIFICATION FEES, MEMBERSHIP FEES FOR PAAEL AND AWWA, TRAVEL EXPENSES, HACH WIMS SUPPORT, SAFE PARTNERSHIP ANNUAL FEES
42064	2,000	EQUIPMENT MAINTENANCE 2,000 - PREVENTIVE MAINTENANCE/REPAIR/REPLACEMENT OF LABORATORY EQUIPMENT.
43099	6,700	EQUIPMENT 6,700 - LABORATORY MICROSCOPE BENCHTOP PH METER FIELD TABLET FOR WIMS

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## BUREAU DETAIL

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**Bureau:** Supply & Treatment    **No:** 2001  
**Division:** East Allen Township    **No:** 20014

**Department:** Water/Sewer Resources    **No:** 0055

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### Division Description:

This division provides for the efficient treatment and uninterrupted distribution of ground water for the East Allen Gardens, Wil-Mar Manor, Country Squire Estates and Shady Lane water systems in East Allen Township in quantities to meet system and PA DEP regulatory requirements; provides for uninterrupted flow of water through the Airport Road Pumping Station and provision of Bath Borough Authority Water to the Route 512 water system; development and implementation of all operations, maintenance, inspections, and preventative maintenance programs for all chemical, mechanical, pumping, electrical, communications and distribution equipment; laboratory analyses to meet PA DEP regulatory requirements.

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### Goals and Objectives:

- Implement manganese treatment solution at Shady Lane well station.
- Design and install water main extension and booster station for East Allen Gardens system.
- Design and install water main extension at Colony Dr. and Snowdrift Rd.

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### Prior Year Achievements:

- Established permanent emergency power solutions for East Allen Twp. well systems.
  - Installed new 2" water main and services, thereby eliminating deficient pipe network for Airport Rd. customers.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

FUND 002 WATER  
DEPT 0055 WATER/SEWER RESOURCES  
BUREAU 2001 SUPPLY & TREATMENT  
DIVISION 20014 EAST ALLEN TOWNSHIP

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
		-	-	-	-	-	-	-
Total Positions		-	-	-	-	-	-	-
Account Detail								
41014	OPERATING SUPPLIES	3,456	5,197	10,112	11,392	14,700	12,000	14,700
41021	CHEMICALS	2,245	2,981	2,538	2,765	4,500	3,000	7,500
41023	GASOLINE	-	-	-	170	1,100	500	1,100
	Materials & Supplies	5,701	8,178	12,650	14,327	20,300	15,500	23,300
42036	COMMUNICATIONS	955	970	1,015	923	2,050	1,500	2,050
42044	ELECTRIC	14,633	14,786	13,076	13,530	16,700	14,000	19,500
42047	DEPARTMENT CONTRACTS	42,670	48,085	44,410	44,855	50,000	45,000	58,375
42060	OTHER EXPENSES	116,621	105,278	119,415	104,829	120,000	117,000	120,000
42064	EQUIPMENT MAINTENANCE	4,047	11,648	34,605	5,403	30,000	20,000	30,000
	Purchased Services	178,926	180,767	212,521	169,540	218,750	197,500	229,925
Total	EAST ALLEN TOWNSHIP	184,627	188,945	225,171	183,867	239,050	213,000	253,225

FUND - 002 - WATER FUND  
 DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
 BUREAU - 2001 - SUPPLY & TREATMENT  
 DIVISION - 20014 - EAST ALLEN TOWNSHIP

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	14,700	OPERATING SUPPLIES 14,700 - MISCELLANEOUS SUPPLIES (TUBING, PLUMBING FITTINGS, SIGNAGE, SAFETY EQUIPMENT, ETC.) PLANNED FLUSHING PROGRAM AND EMERGENCY WATER DELIVERY BY TANKER TRUCK.
41021	7,500	CHEMICALS 7,500 - SODIUM HYPOCHLORITE AND CALGON C5 (AQUA MAG) AND MANGANESE REMOVAL.
41023	1,100	GASOLINE 1,100 - DIESEL FUEL FOR GENERATORS.
42036	2,050	COMMUNICATIONS 2,050 - PHONE SERVICE (AUTO DIALERS) FOR WELL SYSTEMS AND AIRPORT ROAD PUMP STATION AND SHADY LANE.
42044	19,500	ELECTRIC 19,500 - ELECTRIC SERVICE FOR EAST ALLEN GARDENS, WIL MAR, AIRPORT ROAD BOOSTER, SHADY LANE, BUTTWOOD RD BOOSTER STATION, AND COUNTRY SQUIRE ESTATES.
42047	58,375	DEPARTMENT CONTRACTS 58,375 - ANNUAL GENERATOR SERVICE, LAWN CARE AND SPRING CLEAN UP AT FACILITIES, CONTRACT WELL SYSTEM OPERATOR, TANKER SERVICE FOR MANGANESE WASTE REMOVAL.
42060	120,000	OTHER EXPENSES 120,000 - PURCHASED WATER FROM BATH BOROUGH AUTHORITY FOR THE RT. 512 SYSTEM.
42064	30,000	EQUIPMENT MAINTENANCE 30,000 - MISC. REPAIR PARTS AND MATERIALS, EMERGENCY AND ROUTINE REPAIRS TO WELL PUMPING FACILITIES, OTHER REPAIRS AND DIAGNOSTICS.



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## BUREAU DETAIL

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**Bureau:** Supply & Treatment  
**Division:** Administration

**No:** 2001  
**No:** 20015

**Department:** Water/Sewer Resources **No:** 0055

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### Division Description:

This division provides the strategic direction to the combined water and sewer utility to ensure that every operational, commercial, organizational, and financial opportunity is explored and implemented in a way to optimize ratepayer value.

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### Goals and Objectives:

- Oversee the PennVest Grant for the Lead Service Line Replacement Project.
- Explore options for long-term capital financing for the Water Capital Fund.
- Continue with adequate succession plans for retiring management staff.
- Implement plan to address unaccounted-for-water use (unbilled/unmetered) in the drinking water system.

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### Prior Year Achievements:

- Received for the thirteenth consecutive year the Area-wide Optimization Program (AWOP) Award. AWOP is a national filter plant optimization effort among 22 states, the Environmental Protection Agency (EPA) and the Association of State Drinking Water Administrators (ASDWA). This award recognizes outstanding efforts toward optimizing filter plant performance.
  - Awarded a \$2.87M federally funded PennVest Grant. These grant funds will be used for the Lead Service Line Replacement Project which will commence in 2022.
  - Implemented the PA PUC approved general water rate increase.
  - Assisted in the financial support of our capital budgets in 2021 with \$1.54M for Water and \$2.45M for Sewer in Capital Appropriations.
  - Successfully transitioned new management staff to replace long-term retirees.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 002 WATER**  
**DEPT 0055 WATER/SEWER RESOURCES**  
**BUREAU 2001 SUPPLY & TREATMENT**  
**DIVISION 20015 ADMINISTRATION**

			2017	2018	2019	2020	2021	2021	2022
			Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
Personnel Detail			Number of Permanent Positions				# Salaries	# Salaries	# Salaries
NC	Dir Water/Sewer Resource		1	1	1	1	1 111,501	1 111,501	1 111,501
TAMS	Water Supply/Treat Sup		1	1	1	1	1 97,834	1 97,834	1 81,680
TAMS	Commercial Ops Manager		1	1	1	1	1 91,924	1 91,924	1 81,680
TAMS	Project Manager		-	-	-	1	1 71,843	1 71,843	1 74,431
TAMS	Dept Business Manager		1	1	1	1	1 84,898	1 84,898	1 84,898
<b>Total Positions</b>			<b>4</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>5 458,000</b>	<b>5 458,000</b>	<b>5 434,190</b>
TAMS	25% Allocated from 0202	GIS Manager					18,128	18,128	18,670
TAMS	33% Allocated from 0202	Programming Manager					30,708	30,708	30,434
TAMS	33% Allocated from 0202	Application Support Programmer					17,418	17,418	18,315
NC	50% Allocated to 3001	Dir Water/Sewer Resource					(55,750)	(55,750)	(55,750)
TAMS	50% Allocated to 3001	Commercial Ops Manager					(45,962)	(45,962)	(40,840)
TAMS	50% Allocated to 3001	Dept Business Manager					(42,449)	(42,449)	(42,449)
							<b>380,093</b>	<b>380,093</b>	<b>362,570</b>
<b>Account Detail</b>									
40001	SALARIES		262,553	267,296	275,791	293,604	376,063	376,063	361,107
40002	LONGEVITY		3,727	3,830	4,139	4,247	4,030	4,030	1,463
40004	TEMPORARY HELP		-	16,000	16,480	16,126	-	-	-
<b>Personnel</b>			<b>266,280</b>	<b>287,126</b>	<b>296,410</b>	<b>313,977</b>	<b>380,093</b>	<b>380,093</b>	<b>362,570</b>
41014	OPERATING SUPPLIES		129	216	81	575	1,000	750	1,000
41016	UNIFORMS/SAFETY SHOES		-	-	-	-	130	50	260
41023	GASOLINE		198	214	184	96	400	200	400
<b>Materials &amp; Supplies</b>			<b>327</b>	<b>430</b>	<b>265</b>	<b>671</b>	<b>1,530</b>	<b>1,000</b>	<b>1,660</b>
42032	TRAINING/CONT. EDUCATION		10,566	8,406	9,795	4,223	9,000	7,000	9,000
42047	DEPARTMENT CONTRACTS		44,948	43,273	51,600	49,645	56,900	55,000	12,000
42060	OTHER EXPENSES		18,539	17,675	62,325	65,515	66,800	66,500	49,000
<b>Purchased Services</b>			<b>74,053</b>	<b>69,354</b>	<b>123,720</b>	<b>119,383</b>	<b>132,700</b>	<b>128,500</b>	<b>70,000</b>
43099	EQUIPMENT		251	242	2,524	876	5,000	4,000	5,000
<b>Equipment</b>			<b>251</b>	<b>242</b>	<b>2,524</b>	<b>876</b>	<b>5,000</b>	<b>4,000</b>	<b>5,000</b>
<b>Total</b>	<b>ADMINISTRATION</b>		<b>340,911</b>	<b>357,152</b>	<b>422,919</b>	<b>434,907</b>	<b>519,323</b>	<b>513,593</b>	<b>439,230</b>

FUND - 002 - WATER FUND  
 DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
 BUREAU - 2001 - SUPPLY & TREATMENT  
 DIVISION - 20015 - ADMINISTRATION

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	1,000	OPERATING SUPPLIES 1,000 - OFFICE SUPPLIES, ENVELOPES, BINDERS AND OTHER MISCELLANEOUS ITEMS.
41016	260	UNIFORMS/SAFETY SHOES 260 - SAFETY SHOES FOR TWO (2) EMPLOYEES.
41023	400	GASOLINE 400 - GASOLINE FOR ONE (1) SHARED VEHICLE.
42032	9,000	TRAINING/CONTINUING ED. 9,000 - MEETINGS, SEMINARS, CONFERENCES, TRAINING AIDS. ONLINE, CLASSROOM, CORRESPONDENCE COURSES, EXAMS TOWARD RECEIVING A CERTIFICATION/LICENSE AND TRAVEL EXPENSES INVOLVED FOR ALL WATER FUND DIVISIONS. INITIAL LICENSE/LICENSE RENEWAL FEES AND EXPENSES.
42047	12,000	DEPARTMENT CONTRACTS 12,000 - XEROX MACHINE LEASE FOR 4TH FLOOR, WATER TREATMENT PLANT, METER SHOP, UTILITY BILLING, WILD CREEK, UTILITY MAINTENANCE AND NETWORK/IMPRESSION CHARGES.
42060	49,000	OTHER EXPENSES 49,000 - PA CODE UPDATES, MEMBERSHIPS TO VARIOUS TECHNICAL ASSOCIATIONS, PA DEP STORAGE TANK REGISTRATION, CAPACITY AND INDEMNIFICATION FUND, BOOKS, PERIODICALS, STANDARDS AND VIDEOS, BOILER CERTIFICATION FEES, OPERATOR CERTIFICATION ANNUAL SERVICE FEE, PA DEP NPDES ANNUAL PERMIT FEE, DRBC WATER WITHDRAWAL ANNUAL FEE, PA DEP COMMUNITY WATER SYSTEM ANNUAL FEE, OTHER EXPENSES AS REQUIRED.
43099	5,000	EQUIPMENT 5,000 - UPGRADE AGING HARDWARE AND SOFTWARE AS NEEDED.

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## BUREAU DETAIL

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**Bureau:** Supply & Treatment    **No:** 2001  
**Division:** Water Filtration    **No:** 20016

**Department:** Water/Sewer Resources    **No:** 0055

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### Division Description:

This division provides for the efficient production of quality water in quantities to meet customer demand and PA DEP regulatory requirements; laboratory analysis for in-plant process control/regulatory reporting and the development and implementation of all operations, maintenance, inspections, and preventative maintenance programs for all chemical, mechanical and electrical process control equipment.

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### Goals and Objectives:

- Repair leaking roof.
- Begin routine Filter Plant Performance Evaluations to test life expectancy of media in all filters.
- Begin utilizing Mobil Water Information Management System (WIMS) for accurate data management and reporting.
- Replace differential pressure flow meters at three plant locations.
- Continue operation and maintenance training program for Filtration Plant Operators.

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### Prior Year Achievements:

- Replaced South Lagoon Baffle System.
  - Completed Emergency Generator replacement project.
  - Completed Water Information Management System (WIMS) integration.
  - Upgraded SCADA computer software.
  - Completed the evaluation for roof repairs.
  - Calibrated Venturi Flow meters throughout the plant.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 002 WATER**  
**DEPT 0055 WATER/SEWER RESOURCES**  
**BUREAU 2001 SUPPLY & TREATMENT**  
**DIVISION 20016 WATER FILTRATION**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
TAMS	Filtration Operation Sup	1	1	1	1	1 93,324	1 93,324	1 93,324
TAMS	Filtration Maint Sup	1	1	1	1	1 82,998	1 82,998	1 83,098
SEIU	Operator III	6	6	6	7	8 584,409	8 584,409	9 648,117
SEIU	Acting Operator III	-	-	-	5	4 255,499	4 255,499	3 200,040
SEIU	Electronics Repair Tech.	1	1	1	1	1 71,194	1 71,194	1 71,194
SEIU	Relief Operator I	6	6	6	-	-	-	-
<b>Total Positions</b>		<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15 1,087,424</b>	<b>15 1,087,424</b>	<b>15 1,095,773</b>
Account Detail								
40001	SALARIES	864,129	883,807	937,166	998,781	1,074,124	1,074,124	1,081,373
40002	LONGEVITY	11,495	9,880	12,400	13,400	13,300	13,300	14,400
40003	OVERTIME	122,648	86,326	99,097	108,414	104,800	103,000	107,300
40005	HOLIDAY PAY	33,838	39,074	41,709	44,474	44,800	44,800	45,900
40006	DIFFERENTIAL PAY	5,616	5,563	5,547	5,795	5,600	5,600	5,600
40008	MEAL REIMBURSEMENT	2,849	1,560	1,638	1,872	1,700	1,700	1,700
<b>Personnel</b>		<b>1,040,575</b>	<b>1,026,210</b>	<b>1,097,557</b>	<b>1,172,736</b>	<b>1,244,324</b>	<b>1,242,524</b>	<b>1,256,273</b>
41014	OPERATING SUPPLIES	18,519	22,992	25,459	21,612	28,600	24,000	30,300
41016	UNIFORMS/SAFETY SHOES	2,201	3,691	2,936	2,983	3,500	3,500	3,675
41021	CHEMICALS	164,534	169,043	192,052	204,633	269,500	225,000	430,000
41023	GASOLINE	1,779	1,590	1,560	1,082	1,800	1,600	1,800
<b>Materials &amp; Supplies</b>		<b>187,033</b>	<b>197,316</b>	<b>222,007</b>	<b>230,310</b>	<b>303,400</b>	<b>254,100</b>	<b>465,775</b>
42044	ELECTRIC	78,101	56,110	64,579	55,995	64,000	60,000	67,000
42046	HEATING OIL	32,136	40,393	56,428	30,922	54,000	45,000	48,000
42047	DEPARTMENT CONTRACTS	192,476	163,572	161,044	234,042	396,700	350,000	270,000
42054	RENTALS	-	10,923	-	-	24,400	20,000	1,100
42060	OTHER EXPENSES	1,394	1,391	1,345	1,429	1,500	1,250	1,700
42064	EQUIPMENT MAINTENANCE	33,541	45,429	74,671	33,729	65,800	50,000	76,500
42065	PLANT MAINTENANCE	7,049	6,351	3,664	10,319	11,600	9,000	12,900
<b>Purchased Services</b>		<b>344,697</b>	<b>324,169</b>	<b>361,731</b>	<b>366,436</b>	<b>618,000</b>	<b>535,250</b>	<b>477,200</b>
43099	EQUIPMENT	7,228	9,439	5,932	5,339	17,200	17,100	35,000
<b>Equipment</b>		<b>7,228</b>	<b>9,439</b>	<b>5,932</b>	<b>5,339</b>	<b>17,200</b>	<b>17,100</b>	<b>35,000</b>
<b>Total</b>	<b>WATER FILTRATION</b>	<b>1,579,533</b>	<b>1,557,134</b>	<b>1,687,227</b>	<b>1,774,821</b>	<b>2,182,924</b>	<b>2,048,974</b>	<b>2,234,248</b>

FUND - 002 - WATER FUND  
 DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
 BUREAU - 2001 - SUPPLY & TREATMENT  
 DIVISION - 20016 - WATER FILTRATION

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	107,300	OVERTIME 107,300 - TO PROVIDE COVERAGE FOR SICK, VACATION, OTHER LEAVES, PERSONAL HOLIDAYS, AND STANDBY.
40005	45,900	HOLIDAY PAY 45,900 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	5,600	DIFFERENTIAL PAY 5,600 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT.
40008	1,700	MEAL REIMBURSEMENT 1,700 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	30,300	OPERATING SUPPLIES 30,300 - LABORATORY SUPPLIES, OFFICE SUPPLIES, ELECTRODES AND PROBES, MAINTENANCE SUPPLIES, MISC GREASE, OIL, ETC., SMALL/HAND TOOLS, CIRCULAR CHARTS, SENSORS, ROCK SALT, RAGS, DEHUMIDIFIERS, CHAIN HOISTS AND MISCELLANEOUS ITEMS, MATS/SOAPS/TOWELS/TOILET ROLLS, FAX MACHINE PARTS, PORTABLE HEATERS. SCADA COMPUTER SUPPLIES, REKEY LOCKS, SCBA TESTING, ANALYZER PARTS, TABLETS.
41016	3,675	UNIFORMS/SAFETY SHOES 3,675 - T-SHIRTS, SWEATSHIRTS, SAFETY SHOES PER CONTRACT.
41021	430,000	CHEMICALS 430,000 - GASEOUS CHLORINE, BULK LIQUID ORTHOPHOSPHATE, SODIUM BISULFITE, BULK HYDRATED LIME, BULK LIQUID HYDROFLUOSILICIC ACID, BULK LIQUID ALUM, POLYMER; SLUDGE CONDITIONING, BULK LIQUID CAUSTIC SODA, SODIUM HYPOCHLORITE SOLUTION.
41023	1,800	GASOLINE 1,800 - GASOLINE AND DIESEL FUEL FOR TWO (2) TRUCKS AND EQUIPMENT.
42044	67,000	ELECTRIC 67,000 - ELECTRIC SERVICE FOR CARBON BUILDING, FILTRATION PLANT, GARAGE, RECYCLING CHAMBER, METER CHAMBER, AND GROUNDS LIGHTING, INCLUDING ACT 129 PHASE 3 COMPLIANCE RIDER, SMART METER RIDER, STORM DAMAGE EXPENSE RIDER AND DSIC.
42046	48,000	HEATING OIL 48,000 - HEATING OIL FOR FILTRATION PLANT AND EMERGENCY GENERATOR.
42047	270,000	DEPARTMENT CONTRACTS



FUND - 002 - WATER FUND  
DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
BUREAU - 2001 - SUPPLY & TREATMENT  
DIVISION - 20016 - WATER FILTRATION

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	270,000	- SERVICE CONTRACTS ON HVAC EQUIPMENT, CHLORINATION EQUIPMENT, FIRE ALARM/SECURITY SYSTEM, EMERGENCY GENERATOR, DEIONIZATION SYSTEM, ELECTRICAL EQUIPMENT, SCADA MAINTENANCE, SCADA PROPRIETARY SW MAINTENANCE, CHLORINE CRANES, TRANSFER SWITCH, UPS/BATTERIES, EMPTY SPILL CONTAINMENT TANK, BOILER TREATMENT, MAINTENANCE FOR TWO (2) GAS DETECTORS, FILTER EFFLUENT VALVE/UPS/BATTERIES, FAX REPAIRS, ANNUAL EXPENSES, SEMI-ANNUAL ELEVATOR INSPECTION AND MAINTENANCE, DIESEL TANK TESTING, FIRE EXTINGUISHER TESTING, REMOVAL, TRANSPORTATION AND PROCESSING OF LAGOON RESIDUALS (2021 RETAINAGE AND 2022 CONTRACT), CONTRACT WATER LAB ANALYSES. MEDIA FILTER SAMPLING.
42054	1,100	RENTALS
	1,100	- SEPTIC TANK CLEANING, SAND MOUND CLEANING.
42060	1,700	OTHER EXPENSES
	1,700	- GARBAGE COLLECTION FEE, CDL REIMBURSEMENTS AND OTHER MISCELLANEOUS EXPENSES.
42064	76,500	EQUIPMENT MAINTENANCE
	76,500	- REPAIR PARTS FOR PUMPS, CHEMICAL FEEDERS AND OTHER EQUIPMENT, UNFORESEEN REPAIRS, MAINTENANCE OF PICKUP TRUCKS, REPAIR, REPLACE AND TESTING OF MOTORS, SCADA AND UPS MAINTENANCE, COMPRESSOR MAINTENANCE, EMERGENCY GENERATOR REPAIR PARTS/LABOR, SUMP PUMPS. SCADA REPAIR PARTS, CONTROL VALVE REPAIR, BLOWER REPAIR, VFD REPAIR.
42065	12,900	PLANT MAINTENANCE
	12,900	- ENTRANCE ROAD REPAIRS, FRONT PATIO REPAIR, REPLACE FENCE POSTS, GATE LATCH, FENCE RAIL, LANDSCAPING, AND OTHER MISCELLANEOUS MAINTENANCE.
43099	35,000	EQUIPMENT
	35,000	- SPARE SAMPLE PUMPS/MOTORS TO REPLACE WORN UNITS ONE (1) STIHL FS 131 R LOOP-HANDLE PROFESSIONAL GRASS TRIMMER OR EQUIVALENT ONE (1) SPARE RAW WATER VALVE ACTUATOR ONE (1) FLOW METER CALIBRATION PUMP ONE (1) FLUKE METER CALIBRATION PUMP THREE (3) FLOW METERS ONE (1) SPARE FIBER OPTIC COMMUNICATION HUB TABLET WITH PROTECTIVE CASE

## BUREAU DETAIL

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**Bureau:** Supply & Treatment    **No:** 2001  
**Division:** Utility Billing        **No:** 20017

**Department:** Water/Sewer Resources    **No:** 0055

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### Division Description:

This division serves as the initial contact for customers for all matters relating to the Water and Sewer Resources and Public Works Departments. This includes the utility billing process, handling delinquent accounts, payment arrangements, termination/restoration of service, billing disputes, scheduling meter repair/replacement appointments, tree permits, customer complaints for leaves, snow, pot holes and street lighting.

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### Goals and Objectives:

- Cross-train employees to import and export meter reading from handheld units.
- Modify exception reports to include account alert information to increase billing accuracy.
- Work with IT to reduce website log in and payment issues.
- Investigate options for alternative payment methods (auto-pay, pay by phone).

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### Prior Year Achievements:

- Updated phone prompts to include information on frequently asked questions to better assist customers and reduce call volume.
  - Collection of up-to-date account contact information to improve the Notify database.
  - Initiated a second collection letter for those delinquent accounts that are below the collection agency threshold for collections.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 002 WATER**  
**DEPT 0055 WATER/SEWER RESOURCES**  
**BUREAU 2001 SUPPLY & TREATMENT**  
**DIVISION 20017 UTILITY BILLING**

		2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers	2021 Actual & Estimated	2022 Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
TAMS	Customer Service Supvr	1	1	1	1	1 56,897	1 56,897	1 58,578
SEIU	Customer Service Rep	2	2	2	2	2 99,030	2 99,030	2 102,674
<b>Total Positions</b>		3	3	3	3	3 155,927	3 155,927	3 161,252
TAMS	50% Allocated to 3001	Customer Service Supvr				(28,448)	(28,448)	(29,289)
SEIU	50% Allocated to 3001	Customer Service Rep				(49,515)	(49,515)	(51,337)
						77,964	77,964	80,626
<b>Account Detail</b>								
40001	SALARIES	66,379	71,653	73,896	87,001	77,114	77,114	79,676
40002	LONGEVITY	1,567	1,663	1,800	1,850	850	850	950
40003	OVERTIME	233	63	-	126	1,000	500	1,000
<b>Personnel</b>		68,179	73,379	75,696	88,977	78,964	78,464	81,626
41014	OPERATING SUPPLIES	1,517	1,291	140	164	1,000	500	1,000
<b>Materials &amp; Supplies</b>		1,517	1,291	140	164	1,000	500	1,000
42060	OTHER EXPENSES	-	-	-	-	1,000	500	1,000
<b>Purchased Services</b>		-	-	-	-	1,000	500	1,000
43099	EQUIPMENT	3,526	968	-	804	1,000	750	1,000
<b>Equipment</b>		3,526	968	-	804	1,000	750	1,000
<b>Total</b>	<b>UTILITY BILLING</b>	73,222	75,638	75,836	89,945	81,964	80,214	84,626

FUND - 002 - WATER FUND  
 DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
 BUREAU - 2001 - SUPPLY & TREATMENT  
 DIVISION - 20017 - UTILITY BILLING

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	1,000	OVERTIME 1,000 - TO PROCESS SHERIFF SALES, LIENS AND OTHER MISCELLANEOUS WORK.
41014	1,000	OPERATING SUPPLIES 1,000 - OFFICE SUPPLIES AND OTHER OPERATING ITEMS.
42060	1,000	OTHER EXPENSES 1,000 - LEGAL FILING FEES AND OTHER MISC EXPENSES.
43099	1,000	EQUIPMENT 1,000 - DESKTOP PC COMPUTERS, MONITORS, OTHER OFFICE EQUIPMENT.

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## BUREAU DETAIL

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**Bureau:** Supply & Treatment    **No:** 2001  
**Division:** Water Engineering    **No:** 20018

**Department:** Water/Sewer Resources    **No:** 0055

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### Division Description:

This section of the Bureau of Engineering provides for the design of water main extensions and the preparation of plans and specifications for contract work on the water system. Other section activities include the performance of water distribution studies and analysis, liaison services with consultants and other municipalities, and the preparation of cost estimates. The section also provides contractors and homeowners with information regarding utility location and permitting to tie into the system, and fire flow information.

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### Goals and Objectives:

- Launch the Lead Service Line Replacement Project which will entail replacing 250 existing lead service lines with copper piping.
- Complete the conversion of the East Allen Gardens well system to City of Bethlehem water by installing 1,000 feet of new water main and a new booster pump station.
- Begin the Broadway Sanitary Sewer Replacement Project which will replace 1,200 feet of inadequate and undersized 24" sewer line with new 30" sewer line. Also installing new flow meter to accurately measure the sanitary sewer flow from the Borough of Fountain Hill.
- Install 300 feet of new water main on South New Street in Bethlehem between Third and Fourth Streets on the Southside. This new water main installation will improve fire protection needs for the area.
- Install 450 feet of water main in conjunction with the planned road reconstruction on Cloverleaf Street in the City of Bethlehem.

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### Prior Year Achievements:

- Installed new 30" butterfly valve at the Howertown East PRV station in order to isolate the pressure reducing valve.
  - Completed the design and submission of PA DEP permit application for the conversion of the East Allen Gardens well system to City water.
  - Replaced 400 feet of leaking water main which crosses Rt. 22 at Hecktown Road.
  - Updated and recalibrated the water system hydraulic model last completed in 2014.
  - Oversaw the installation of 2,500 feet of 8-12" water line for Nancy Run Estates in Bethlehem Township.
  - Oversaw the installation of 7,000 feet of 16" water line on Cesanek Drive in Allen Township for the Northampton Business Center commercial development.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

FUND 002 WATER  
DEPT 0050 PUBLIC WORKS  
BUREAU 2001 SUPPLY & TREATMENT  
DIVISION 20018 WATER ENGINEERING

		2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers	2021 Actual & Estimated	2022 Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
TAMS	Design Assistant	1	1	1	1	1 73,570	1 73,570	1 73,570
TAMS	Engineering Assistant	1	1	1	1	1 68,946	1 68,946	1 69,046
<b>Total Positions</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2 142,516</b>	<b>2 142,516</b>	<b>2 142,616</b>
Account Detail								
40001	SALARIES	126,220	128,744	133,868	136,585	139,316	139,316	139,316
40002	LONGEVITY	2,660	2,755	3,000	3,100	3,200	3,200	3,300
40003	OVERTIME	3,173	10,328	8,711	7,552	10,000	7,500	10,000
<b>Personnel</b>		<b>132,053</b>	<b>141,827</b>	<b>145,579</b>	<b>147,237</b>	<b>152,516</b>	<b>150,016</b>	<b>152,616</b>
42055	PROFESSIONAL SERVICES	74,135	72,180	64,890	64,395	71,500	68,000	71,500
<b>Purchased Services</b>		<b>74,135</b>	<b>72,180</b>	<b>64,890</b>	<b>64,395</b>	<b>71,500</b>	<b>68,000</b>	<b>71,500</b>
<b>Total</b>	<b>WATER ENGINEERING</b>	<b>206,188</b>	<b>214,007</b>	<b>210,469</b>	<b>211,632</b>	<b>224,016</b>	<b>218,016</b>	<b>224,116</b>

FUND - 002 - WATER FUND  
DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
BUREAU - 2001 - SUPPLY & TREATMENT  
DIVISION - 20018 - WATER ENGINEERING

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	10,000	OVERTIME 10,000 - OVERTIME
42055	71,500	PROFESSIONAL SERVICES 71,500 - CONTRACT ENGINEERING SERVICES (INCLUDES ONE MONTH CARRYOVER FROM 2021).



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## BUREAU DETAIL

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<b>Bureau:</b> Supply & Treatment	<b>No:</b> 2001	<b>Department:</b> Water/Sewer Resources	<b>No:</b> 0055
<b>Division:</b> Water Control	<b>No:</b> 20019		

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### Division Description:

Beginning in 2020, this bureau was eliminated based on department consolidation.

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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 002 WATER**  
**DEPT 0055 WATER/SEWER RESOURCES**  
**BUREAU 2001 SUPPLY & TREATMENT**  
**DIVISION 20019 WATER CONTROL**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
TAMS	Water Dist/Control Sup	1	1	1	-	-	-	-
SEIU	Control Oper Permit Off	1	1	1	-	-	-	-
SEIU	Water Dist Cont Oper	4	4	4	-	-	-	-
<b>Total Positions</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Account Detail</b>								
40001	SALARIES	237,097	257,680	277,433	-	-	-	-
40002	LONGEVITY	4,873	6,327	5,850	-	-	-	-
40003	OVERTIME	44,069	40,921	38,500	-	-	-	-
40005	HOLIDAY PAY	11,973	15,032	13,951	-	-	-	-
40006	DIFFERENTIAL PAY	2,544	2,508	2,394	-	-	-	-
40008	MEAL REIMBURSEMENT	1,496	1,231	1,212	-	-	-	-
<b>Personnel</b>		<b>302,052</b>	<b>323,699</b>	<b>339,340</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
41014	OPERATING SUPPLIES	1,169	688	314	-	-	-	-
41016	UNIFORMS/SAFETY SHOES	300	673	510	-	-	-	-
<b>Materials &amp; Supplies</b>		<b>1,469</b>	<b>1,361</b>	<b>824</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
42036	COMMUNICATIONS	7,455	8,962	-	-	-	-	-
42047	DEPARTMENT CONTRACTS	33,623	36,075	34,599	-	-	-	-
42060	OTHER EXPENSES	60	-	-	-	-	-	-
42064	EQUIPMENT MAINTENANCE	-	998	1,000	-	-	-	-
42065	PLANT MAINTENANCE	62	-	-	-	-	-	-
<b>Purchased Services</b>		<b>41,200</b>	<b>46,035</b>	<b>35,599</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
43099	EQUIPMENT	5,476	789	190	-	-	-	-
<b>Equipment</b>		<b>5,476</b>	<b>789</b>	<b>190</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>WATER CONTROL</b>	<b>350,197</b>	<b>371,884</b>	<b>375,953</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## BUREAU DETAIL

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**Bureau:** Utility Maintenance    **No:** 2002  
**Division:** Utility Maintenance    **No:** 20022

**Department:** Water/Sewer Resources    **No:** 0055

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### Division Description:

This division effectively maintains, repairs and replaces, as required, all water transmission, water distribution and sanitary sewer collection system infrastructure and potable water storage facilities. This division maintains 24/7 emergency standby for the purpose of responding to water and sewer system problems within the utilities' service territories for each respective utility, which include the following areas: all of the City of Bethlehem, Fountain Hill and Freemansburg boroughs, portions of Hanover Township in both Lehigh and Northampton Counties, portions of Bethlehem, Lower Saucon, Upper Saucon, East Allen, Allen, and Salisbury Townships.

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### Goals and Objectives:

- Install improvements to Southside Reservoir piping network.
- Develop long-range plan for replacing large valves in the distribution system that are old and/or inoperable.
- Implement new Asset Management system integrated with City GIS.

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### Prior Year Achievements:

- Rebuilt 30" PRV @ Howertown Station.
  - Installed (4) new valves in the water distribution system to allow for strategic control during both preventative maintenance and emergency repair activities.
  - Replaced (10) fire hydrants.
  - Replaced 1,200+ feet of water service lateral piping.
  - Repaired (50+) water main breaks.
  - Permanently restored (100+) asphalt utility trenches.
  - Leak detected (80+) miles of water main; discovered (6) leaks in City system; (4) on homeowner's side.
  - Mountain Top Pump Station rebuild completed.
  - Exercised 900+ valves in surrounding water districts.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 002 WATER**  
**DEPT 0055 WATER/SEWER RESOURCES**  
**BUREAU 2002 UTILITY MAINTENANCE**  
**DIVISION 20022 UTILITY MAINTENANCE**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
TAMS	Water Superintendent	1	1	1	1	1 102,673	1 102,673	1 102,673
TAMS	Utility Maint Supervisor	2	2	2	2	2 158,092	2 158,092	2 140,542
SEIU	Utility Maint Mechanic II	1	1	1	1	1 74,314	1 74,314	1 74,314
SEIU	Utility Maint Mechanic I	2	2	2	2	2 135,880	2 135,880	2 134,880
SEIU	Maintenance Worker III	11	11	11	11	11 690,058	11 690,058	11 662,626
SEIU	Maintenance Worker II	9	9	9	9	9 452,738	9 452,738	9 459,839
<b>Total Positions</b>		<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26 1,613,755</b>	<b>26 1,613,755</b>	<b>26 1,574,874</b>
TAMS	50% Allocated to 3002 Water Superintendent					(51,336)	(51,336)	(51,337)
TAMS	50% Allocated to 3002 Utility Maint Supervisor					(79,046)	(79,046)	(70,270)
SEIU	50% Allocated to 3002 Utility Maint Mechanic II					(37,157)	(37,157)	(37,157)
SEIU	50% Allocated to 3002 Utility Maint Mechanic I					(67,940)	(67,940)	(67,440)
SEIU	50% Allocated to 3002 Maintenance Worker III					(345,029)	(345,029)	(331,313)
SEIU	50% Allocated to 3002 Maintenance Worker II					(226,369)	(226,369)	(229,919)
TAMS	17% Allocated from 0602 EMC/BSC Director					14,770	14,770	14,787
TAMS	17% Allocated from 0602 BSC Supervisor					44,692	44,692	45,076
SEIU	17% Allocated from 0602 BSC Specialist					85,452	85,452	64,638
TAMS	50% Allocated from 3002 Utility Maint Supervisor					44,468	44,468	44,468
SEIU	50% Allocated from 3002 Utility Maint Mechanic I					67,090	67,090	66,840
SEIU	50% Allocated from 3002 Maintenance Worker III					85,594	85,594	85,454
SEIU	50% Allocated from 3002 Maintenance Worker II					79,963	79,963	72,283
						<b>1,228,907</b>	<b>1,228,907</b>	<b>1,180,984</b>
<b>Account Detail</b>								
40001	SALARIES	930,114	972,337	986,611	1,101,055	1,214,213	1,214,213	1,169,190
40002	LONGEVITY	14,393	13,775	15,450	13,760	14,694	14,694	11,794
40003	OVERTIME	99,957	126,230	105,826	124,251	157,000	152,000	157,000
40004	TEMPORARY HELP	-	1,856	4,136	-	15,000	10,000	15,000
40006	DIFFERENTIAL PAY	1,504	1,742	1,514	2,903	2,675	2,600	3,000
40008	MEAL REIMBURSEMENT	3,074	3,686	2,899	2,548	3,685	3,685	3,700
<b>Personnel</b>		<b>1,049,042</b>	<b>1,119,626</b>	<b>1,116,436</b>	<b>1,244,517</b>	<b>1,407,267</b>	<b>1,397,192</b>	<b>1,359,684</b>
41014	OPERATING SUPPLIES	22,213	24,497	29,693	28,705	25,800	24,000	30,000
41016	UNIFORMS/SAFETY SHOES	4,094	7,382	5,897	7,520	8,625	8,000	8,625
41021	CHEMICALS	-	1,489	-	136	3,350	2,500	3,065
41023	GASOLINE	43,808	62,568	54,277	41,182	58,000	57,000	60,000
<b>Materials &amp; Supplies</b>		<b>70,115</b>	<b>95,936</b>	<b>89,867</b>	<b>77,543</b>	<b>95,775</b>	<b>91,500</b>	<b>101,690</b>
42031	UNIFORM RENTAL	456	-	-	-	-	-	-
42033	TRAINING AND SAFETY	-	-	-	-	20,000	10,000	26,800
42044	ELECTRIC	117,494	104,338	95,665	88,592	111,000	100,000	105,000
42047	DEPARTMENT CONTRACTS	28,479	26,802	20,300	29,221	79,000	60,000	101,000
42054	RENTALS	4,147	17,110	4,609	6,704	22,300	15,000	24,300
42060	OTHER EXPENSES	10,276	10,008	8,106	12,277	20,000	15,000	21,700
42064	EQUIPMENT MAINTENANCE	9,059	10,142	5,202	8,982	13,000	13,000	13,000
42065	PLANT MAINTENANCE	1,290	3,490	4,087	3,498	15,000	10,000	35,000
<b>Purchased Services</b>		<b>171,201</b>	<b>171,890</b>	<b>137,969</b>	<b>149,274</b>	<b>280,300</b>	<b>223,000</b>	<b>326,800</b>
43099	EQUIPMENT	37,971	23,843	19,868	43,832	64,000	55,000	142,000
<b>Equipment</b>		<b>37,971</b>	<b>23,843</b>	<b>19,868</b>	<b>43,832</b>	<b>64,000</b>	<b>55,000</b>	<b>142,000</b>
<b>Total</b>	<b>UTILITY MAINTENANCE</b>	<b>1,328,329</b>	<b>1,411,295</b>	<b>1,364,140</b>	<b>1,515,166</b>	<b>1,847,342</b>	<b>1,766,692</b>	<b>1,930,174</b>

FUND - 002 - WATER FUND  
 DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
 BUREAU - 2002 - UTILITY MAINTENANCE  
 DIVISION - 20022 - UTILITY MAINTENANCE

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	157,000	OVERTIME 157,000 - PROVIDES FUNDS FOR EMERGENCY CALL-OUTS ON SATURDAYS, SUNDAYS, HOLIDAYS PLUS HOURS WHICH ARE NOT PART OF SCHEDULED WORK WEEK. INCLUDES STANDBY TIME PAYMENTS. BASED ON PROJECTED OVERTIME AND HISTORY.
40004	15,000	TEMPORARY HELP 15,000 - SUMMER HELP TO PAINT HYDRANTS, ETC.
40006	3,000	DIFFERENTIAL PAY 3,000 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT.
40008	3,700	MEAL REIMBURSEMENT 3,700 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	30,000	OPERATING SUPPLIES 30,000 - MISC. TOOLS AND SUPPLIES (SHOVELS, HAND TOOLS, BAGGED CONCRETE, CUTTING BLADES, SCRAPERS, GLOVES, FASTENERS, GASES, ETC.), SURGE SUPPRESSORS FOR SCADA SYSTEM, PORTABLE ELECTRIC HEATERS, SUMP PUMPS, RAGS, BACK-UP BATTERIES FOR SCADA SYSTEM, AND OTHER OPERATING SUPPLIES AS NEEDED.
41016	8,625	UNIFORMS/SAFETY SHOES 8,625 - TO PURCHASE SAFETY SHOES, T-SHIRTS AND SWEATSHIRTS FOR EMPLOYEES AS PER UNION CONTRACT.
41021	3,065	CHEMICALS 3,065 - DECHLOR TABS, CALCIUM HYPOCHLORITE, SODIUM HYPOCHLORITE, AND FOOD GRADE OIL.
41023	60,000	GASOLINE 60,000 - REGULAR GASOLINE AND DIESEL FUEL.
42033	26,800	TRAINING AND SAFETY 26,800 - MISC. TRAINING AND SAFETY RELATED ITEMS, OPERATOR CERTIFICATION MANUALS, OPERATOR CERTIFICATION EXAM FEES, CONFINED SPACE, WORKZONE SAFETY, FIRST AID/CPR, EXCAVATION AND TRENCHING SAFETY, FIRE EXTINGUISHER INSPECTION/REPLACEMENTS, HEAVY EQUIPMENT OPERATOR TRAINING AND CDL CLASS A TRAINING
42044	105,000	ELECTRIC 105,000 - ELECTRIC USAGE AT PUMPING STATIONS, STORAGE TANKS, RESERVOIRS, BOOSTER STATIONS, AND SCADA SYSTEM LOCATIONS.
42047	101,000	DEPARTMENT CONTRACTS

FUND - 002 - WATER FUND  
DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
BUREAU - 2002 - UTILITY MAINTENANCE  
DIVISION - 20022 - UTILITY MAINTENANCE

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	101,000	- EXCAVATION SPOILS DUMPING FEES, ASPHALT/CONCRETE EXCAVATION WASTE, VEGETATION CONTROL SERVICES, ANNUAL GENERATOR MAINTENANCE, JANITORIAL SERVICES FOR 540 STEFKO BLVD (SPLIT 50/50 WITH PUBLIC WORKS), ASSET MANAGEMENT SOFTWARE USER FEES, INFRAED INSPECTION - MCC'S, PANEL AND TRANSFORMER AT PUMP STATION SITES, PREVENTIVE MAINTENANCE ON ELECTRICAL EQUIPMENT AT PUMP STATION SITES, EMERSON ON-SITE SERVICES FOR EMERGENCIES, IWATER SOFTWARE SUPPORT AND USER LICENSES, AVL EXPENSES INCLUDING MONTHLY MONITORING FEES, GAS DETECTOR CALIBRATIONS AND SENSOR REPLACEMENTS,
42054	24,300	RENTALS 24,300 - RENTAL EQUIPMENT AS REQUIRED SUCH AS CONCRETE SAWS, LIFTS, WOOD CHIPPERS, EXCAVATORS, PUMPS, ETC.
42060	21,700	OTHER EXPENSES 21,700 - NORFOLK SOUTHERN ANNUAL LEASE AGREEMENTS, PA DEP WASTE HAULING LICENSES, BOOKS, MAPS, PETTY CASH, CDL REIMBURSEMENTS, BUSINESS CARDS ETC, ROAD OPENING FEES FOR OTHER MUNICIPALITIES, AND OTHER MISCELLANEOUS EXPENSES.
42064	13,000	EQUIPMENT MAINTENANCE 13,000 - REPAIRS TO LEAK DETECTION EQUIPMENT, MISCELLANEOUS OTHER EQUIPMENT REPAIRS/PARTS, HYDRAULIC REPAIRS.
42065	35,000	PLANT MAINTENANCE 35,000 - PRE-FABRICATED CONCRETE BLOCKS/HOT ASPHALT/ CONCRETE FOR BINS FOR STORING EXCAVATION MATERIALS, FENCE REPAIRS AT TANK SITES, WAREHOUSE/SHOP STORAGE, LOCKERS, SHELVING, AND OTHER MISC. SITE MAINTENANCE REQUIRED.
43099	142,000	EQUIPMENT 142,000 - GROUND MAINTENANCE EQUIPMENT (LAW MOWERS, TRIMMERS, ETC.), 4200 PSI PRESSURE WASHER WITH ACCESSORIES, LEAK DETECTION DATA LOGGERS (PERMALOGS) WITH SOFTWARE AND LEAK DETECTION EQUIPMENT (GROUND MIC SETS), ASSORTED WATER MAINTENANCE EQUIPMENT, SCADA SYSTEM COMPONENTS (CONTROL BOARDS SURGE SUPPRESSORS), SCADA RADIO KITS, ROSEMOUNT PRESSURE TRANSMITTERS - 0-200PSI, ROSEMOUNT LEVEL TRANSMITTERS - 0-240 IN H2O,

FUND - 002 - WATER FUND  
 DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
 BUREAU - 2002 - UTILITY MAINTENANCE  
 DIVISION - 20022 - UTILITY MAINTENANCE

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		PNEUMATIC 60 LB BREAKER HAMMER,
		PNEUMATIC 90 LB BREAKER HAMMER,
		JACKHAMMER BITS,
		SCHONSTEDT "MAGGIE" MAGNETIC LOCATOR
		LINE TRACERS,
		MOBILE 2-WAY RADIOS FOR VEHICLES,
		PORTABLE RADIOS,
		MOBILE COMPUTER DEVICES WITH ACCESSORIES,
		CHIPPING HAMMER WITH ACCESSORIES,
		GODWIN TRENCH DEWATERING PUMPS
		3000 WATT GENERAC PORTABLE GENERATORS,
		14" CUT OFF SAW
		B101 TAPPING MACHINE,
		HACH COLORIMETER FOR FIELD CL2 ANALYSIS
		WACKER PLATE TAMPER,
		WACKER GROUND POUNDER,
		HYDRASTOP TAPPING/LINE STOPPING EQUIPMENT,
		ELECTRIC CEMENT MIXER,
		BULK SAW BLADE FOR CUT OFF SAW



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## BUREAU DETAIL

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**Bureau:** Utility Maintenance    **No:** 2002  
**Division:** Meter Shop        **No:** 20023

**Department:** Water/Sewer Resources    **No:** 0055

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### Division Description:

This division provides for the reading, maintenance, repairs and replacement of all residential, commercial and industrial meters in the following areas: all of the City of Bethlehem, Fountain Hill and Freemansburg boroughs, portions of Hanover Township in both Lehigh and Northampton Counties, portions of Bethlehem, Lower Saucon, Upper Saucon, East Allen, Allen, and Salisbury Townships. This division also maintains 23 interconnections, bulk meters and meter pits.

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### Goals and Objectives:

- Replace 80 meters and measuring chambers ranging from 1 ½" to 8" as a continued part of our Annual Large Meter Replacement program.
- Replace approximately 1,300 aging residential meters up to 1".
- Install approximately 1,500 endpoints as a continued part of our AMR/AMI conversion.

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### Prior Year Achievements:

- Installation of 1,200 endpoints (RF units) bringing the total of meters supported by AMI to 6,500 creating efficiency in both reading and billing as well as increasing customer satisfaction for those accounts.
  - Replaced 100 meters between the size of 1 ½" to 6" under the ongoing large meter replacement program.
  - Replaced approximately 1,000 meters.
  - Installed the 4<sup>th</sup> and final tower at Clearview Park as part of the AMR/AMI project.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 002 WATER**  
**DEPT 0055 WATER/SEWER RESOURCES**  
**BUREAU 2002 WATER MAINTENANCE**  
**DIVISION 20023 METER SHOP**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
TAMS	Meter Shop Foreman	1	1	1	1	1 65,087	1 65,087	1 65,187
SEIU	Meter Repairman	2	2	3	3	3 186,058	3 186,058	3 180,003
SEIU	Meter Reader	4	4	3	3	3 172,249	3 172,249	3 142,654
<b>Total Positions</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7 423,394</b>	<b>7 423,394</b>	<b>7 387,844</b>
TAMS	50% Allocated to 3002	Meter Shop Foreman				(32,543)	(32,543)	(32,594)
SEIU	50% Allocated to 3002	Meter Repairman				(93,029)	(93,029)	(90,001)
SEIU	50% Allocated to 3002	Meter Reader				(86,124)	(86,124)	(71,327)
						<b>211,698</b>	<b>211,698</b>	<b>193,922</b>
Account Detail								
40001	SALARIES	365,595	369,863	371,511	216,010	207,998	207,998	191,272
40002	LONGEVITY	4,997	5,277	5,700	3,350	3,700	3,700	2,650
40003	OVERTIME	14,283	19,811	14,961	7,466	20,000	15,000	20,000
40006	DIFFERENTIAL PAY	49	26	18	-	100	50	100
40008	MEAL REIMBURSEMENT	88	62	49	-	100	50	100
<b>Personnel</b>		<b>385,012</b>	<b>395,039</b>	<b>392,239</b>	<b>226,826</b>	<b>231,898</b>	<b>226,798</b>	<b>214,122</b>
41014	OPERATING SUPPLIES	2,309	1,685	1,913	1,549	3,500	3,000	3,500
41016	UNIFORMS/SAFETY SHOES	1,028	1,907	1,447	1,297	2,000	1,800	2,000
41023	GASOLINE	7,837	9,433	8,953	7,179	12,000	10,500	13,000
<b>Materials &amp; Supplies</b>		<b>11,174</b>	<b>13,025</b>	<b>12,313</b>	<b>10,025</b>	<b>17,500</b>	<b>15,300</b>	<b>18,500</b>
42047	DEPARTMENT CONTRACTS	10,176	5,003	5,035	4,812	21,700	20,000	36,475
42060	OTHER EXPENSES	-	99	-	-	1,000	500	1,000
42064	EQUIPMENT MAINTENANCE	-	-	2,937	515	1,500	1,250	1,500
<b>Purchased Services</b>		<b>10,176</b>	<b>5,102</b>	<b>7,972</b>	<b>5,327</b>	<b>24,200</b>	<b>21,750</b>	<b>38,975</b>
43099	EQUIPMENT	3,911	3,926	4,835	5,832	6,500	5,500	7,830
<b>Equipment</b>		<b>3,911</b>	<b>3,926</b>	<b>4,835</b>	<b>5,832</b>	<b>6,500</b>	<b>5,500</b>	<b>7,830</b>
<b>Total</b>	<b>METER SHOP</b>	<b>410,273</b>	<b>417,092</b>	<b>417,359</b>	<b>248,010</b>	<b>280,098</b>	<b>269,348</b>	<b>279,427</b>

FUND - 002 - WATER FUND  
 DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
 BUREAU - 2002 - UTILITY MAINTENANCE  
 DIVISION - 20023 - METER SHOP

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	20,000	OVERTIME 20,000 - STAND-BY PAY FOR METER REPAIRMEN AND OVERTIME FOR LEAKING, FROZEN OR BLOCKED METERS.
40006	100	DIFFERENTIAL PAY 100 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT.
40008	100	MEAL REIMBURSEMENT 100 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	3,500	OPERATING SUPPLIES 3,500 - SMALL METER PARTS, COMPRESSION FITTINGS, COUPLINGS, PAINT, GREASE, DOG REPELLENT, AND OTHER MISC OPERATING ITEMS; OFFICE SUPPLIES.
41016	2,000	UNIFORMS/SAFETY SHOES 2,000 - TO PURCHASE SAFETY SHOES, T-SHIRTS AND SWEATSHIRTS FOR EMPLOYEES AS PER UNION CONTRACT.
41023	13,000	GASOLINE 13,000 - GASOLINE.
42047	36,475	DEPARTMENT CONTRACTS 600 - SERVICE CONTRACT FOR ONE (1) GAS DETECTOR, 5,000 - BULK METER CALIBRATIONS, 900 - CALIBRATIONS OF SHOP TEST TANKS, METER TESTS FOR HIGH CONSUMPTION CUSTOMERS, 29,975 - ANNUAL RNI SAAS FEE YEAR #4.
42060	1,000	OTHER EXPENSES 1,000 - CDL REIMBURSEMENTS, BOOKS, PORTABLE RADIO BATTERIES AND PROFESSIONAL MEMBERSHIPS FEES.
42064	1,500	EQUIPMENT MAINTENANCE 1,500 - REPAIRS TO METER SHOP EQUIPMENT.
43099	7,830	EQUIPMENT 7,830 - MISC SMALL TOOLS AND EQUIPMENT FOR OPERATIONS AND OFFICE, T PAD POCKET READERS, NEW LAPTOP COMPUTER WITH MOBILE DOCKING STATION AND POWER.

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## BUREAU DETAIL

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**Bureau:** General Expenses      **No:** 2006

**Department:** Water/Sewer Resources      **No:** 0055

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### **Bureau Description:**

This bureau provides for the payment of general expenditures not allocated to bureau programs such as the Water Fund's share of the Minimum Municipal Obligation (MMO) for the O&E and PMRS pension funds, lease rental, debt payments, professional services, capital appropriations, General Fund charges, as well as other general expenditures.

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### **Goals and Objectives:**

- To provide for the timely payment of centralized expenditures.
- 

### **Prior Year Achievements:**

- Ensured all Water Fund obligations within this bureau were paid in a timely manner.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 002 WATER**  
**DEPT 0055 WATER/SEWER RESOURCES**  
**BUREAU 2006 WATER GENERAL EXPENSES**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
		-	-	-	-	-	-	-
Total Positions		-	-	-	-	-	-	-
Account Detail								
41025	POSTAGE	2,809	4,307	5,117	4,127	5,700	5,000	5,700
	Materials & Supplies	2,809	4,307	5,117	4,127	5,700	5,000	5,700
42036	COMMUNICATIONS	8,554	8,340	24,252	25,074	31,800	30,000	31,800
42047	DEPARTMENT CONTRACTS	-	-	-	-	111,400	95,000	142,900
42048	BANK SERVICE CHARGE	1	473	-	185	500	250	1,000
42050	TAXES	47,584	47,584	47,584	47,584	47,600	47,584	47,600
42055	PROFESSIONAL SERVICES	234,864	185,712	173,863	403,766	314,300	275,000	245,000
42074.1	PENSIONS-O&E	300,000	300,000	300,000	300,000	300,000	300,000	300,000
42075	PENSIONS-PMRS MMO	629,750	629,750	629,750	629,750	629,750	629,750	629,750
42077	GENERAL FUND CHARGES	1,065,832	1,065,832	1,065,832	1,065,832	1,065,832	1,065,832	1,065,832
42078	BETHLEHEM AUTHORITY OPEXP	287,085	300,000	300,000	325,000	350,000	350,000	365,000
420802	CITY INSURANCE PACKAGE	140,000	140,000	140,000	140,000	140,000	140,000	140,000
42085	MEDICAL INSURANCE	1,580,500	1,580,500	1,580,500	1,580,500	1,580,500	1,580,500	1,580,500
42086	WORKMEN'S COMPENSATION	135,717	135,717	135,717	135,717	135,717	135,717	135,717
42087	SOCIAL SECURITY	310,000	315,000	321,000	305,000	313,830	313,830	320,000
42090	UNFORESEEN CONTINGENCY	4,908	-	-	-	10,251	-	118,023
42093	PENNVEST LOAN	1,393,768	348,442	-	-	-	-	-
42094	LEASE RENTAL	7,217,932	8,248,098	8,600,350	8,630,012	8,770,453	8,770,453	8,773,078
42095	2007 G.O. LOAN	71,036	69,624	65,646	66,810	70,713	70,713	70,884
42097	CAPITAL APPROPRIATIONS-DSIC	-	-	-	-	1	-	1
42098	CAPITAL APPROPRIATIONS	2,726,595	1,288,274	3,253,454	884,827	1,546,411	1,546,411	3,366,841
	Purchased Services	16,154,126	14,663,346	16,637,948	14,540,057	15,419,058	15,351,040	17,333,926
<b>Total</b>	<b>WATER GENERAL EXPENSES</b>	<b>16,156,935</b>	<b>14,667,653</b>	<b>16,643,065</b>	<b>14,544,184</b>	<b>15,424,758</b>	<b>15,356,040</b>	<b>17,339,626</b>

FUND - 002 - WATER FUND  
DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
BUREAU - 2006 - WATER GENERAL EXPENSES

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41025	5,700	POSTAGE 5,700 - POSTAGE FOR USPS AND UPS
42036	31,800	COMMUNICATIONS 31,800 - ALL VERIZON CELL PHONES AND PLANS, AS WELL AS ALL VERIZON M2M WIRELESS CONNECTION CHARGES FOR FIELD LAPTOP PCS, AMR/AMI TOWERS, CELL MODEMS, VALVE ACTUATOR AND MOBILE HOT SPOT, FOR WATER DEPARTMENT BUREAUS, AND PENN TELE DATA T1 SERVICES.
42047	142,900	DEPARTMENT CONTRACTS 142,900 - SUPERION LLC ANNUAL SOFTWARE MAINTENANCE KSAD WEBSITE ADMINISTRATION LEVEL ONE BILLING AND MAILING CONTRACT WITH POSTAGE GEODECISONS NOTIFY AGREEMENT OPTICS CONSULTING
42048	1,000	BANK SERVICE CHARGE 1,000 - BANK FEES INCLUDING MANUAL CHECKS AND DEPOSIT BOOKS
42050	47,600	TAXES 47,600 - PAYMENTS IN LIEU OF TAXES TO CARBON AND MONROE COUNTIES AND LEHIGH TOWNSHIP
42055	245,000	PROFESSIONAL SERVICES 245,000 - LABOR ATTORNEY/LEGAL SERVICES MAXIMUS - INDIRECT COST ALLOCATION STUDY MAHER DUESSEL ANNUAL AUDIT CONRAD SIEGEL AC PREFERRED EAP GFVR CONSULTANTS - UPDATE CAPITAL VALUE/ DEPRECIATION RETIREMENTS FOR PA PUC ANNUAL REPORT PA PUC ATTORNEY FEES (RETAINER) WEISS SCHANTZ AG - ROAD OPENING PERMITS WIMS DATA MANAGEMENT SUPPORT RISK MANAGEMENT PLAN AUDIT UNACCOUNTED-FOR-WATER STUDY
42074.1	300,000	PENSIONS - O & E 300,000 - THIS IS THE AMOUNT OF O & E PENSION APPLICABLE TO THE WATER FUND IN ACCORDANCE WITH ACT 205
42075	629,750	PENSIONS - P.M.R.S. MMO 629,750 - THIS IS THE AMOUNT OF P.M.R.S. PENSION APPLICABLE TO THE WATER FUND IN ACCORDANCE WITH ACT 205 AND DEBT SERVICE
42077	1,065,832	GENERAL FUND CHARGES 1,065,832 - CHARGES REIMBURSED TO THE GENERAL FUND FOR EXPENSES PAID INITIALLY BY THE GENERAL FUND BUT WHICH APPLY TO THE WATER FUND



FUND - 002 - WATER FUND  
DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
BUREAU - 2006 - WATER GENERAL EXPENSES

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42078	365,000	BETHLEHEM AUTHORITY OPEXP 365,000 - ADMINISTRATIVE EXPENSES OF THE BETHLEHEM AUTHORITY
420802	140,000	CITY INSURANCE PACKAGE 140,000 - BUILDING CONTENTS AND LIABILITY INSURANCE
42085	1,580,500	MEDICAL INSURANCE 1,580,500 - REIMBURSEMENT OF WATER FUND MEDICAL CLAIMS PAID BY GENERAL FUND
42086	135,717	WORKMEN'S COMPENSATION 135,717 - WORKMEN'S COMPENSATION
42087	320,000	SOCIAL SECURITY 320,000 - SOCIAL SECURITY
42090	118,023	UNFORESEEN CONTINGENCY 118,023 - THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN AT THE TIME OF BUDGET PREPARATION
42094	8,773,078	LEASE RENTAL 8,773,078 - FUNDS REQUIRED BY THE LEASE AGREEMENT WITH THE BETHLEHEM AUTHORITY FOR THE 2014 GUARANTEED WATER REVENUE BONDS AND 1998 CAPITAL APPRECIATION BOND.
42095	70,884	2007 G.O. LOAN 70,884 - FUNDS REQUIRED TO MAKE PRINCIPAL AND INTEREST PAYMENTS ON THE 2007 GENERAL OBLIGATION LOAN
42097	1	CAP APPROPRIATION - DSIC 1 - DISTRIBUTION SYSTEM IMPROVEMENT CHARGE USED FOR UPGRADE OR REPLACEMENT OF AGING INFRASTRUCTURE
42098	3,366,841	CAPITAL APPROPRIATION 3,366,841 - CONTRIBUTION TOWARDS WATER CAPITAL PROJECTS

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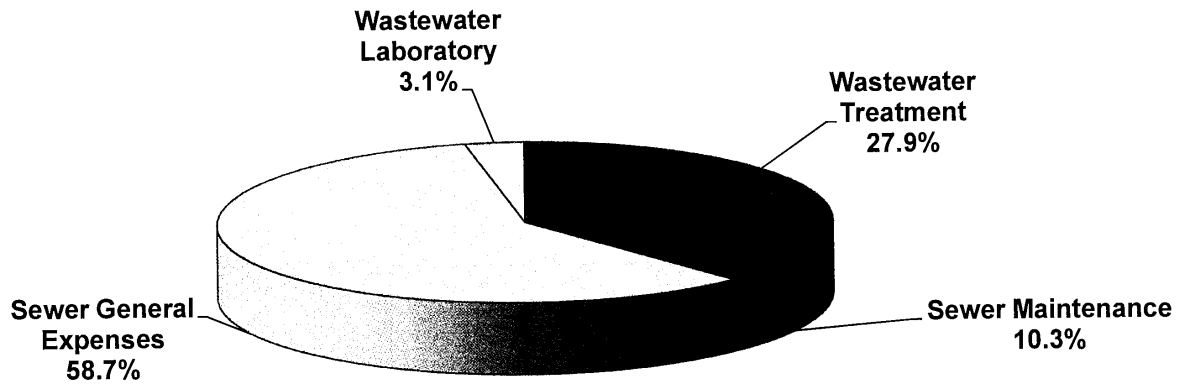
**CITY OF BETHLEHEM  
SEWER FUND  
FUND ANALYSIS SUMMARY**

	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget w/ Transfers	2021 Actual & Estimated	2022 Budget
<b>REVENUES:</b>							
<b>Sale of Sewer</b>							
32001A Residential	6,798,403	6,832,199	6,847,056	7,406,708	7,551,125	7,475,000	7,557,079
32001B Commercial	1,129,159	1,179,131	1,193,872	1,098,383	1,166,417	1,150,000	1,166,417
32001C Industrial	680,038	595,931	731,802	769,937	774,676	775,000	774,676
32001D Institutional	733,088	766,472	727,370	654,235	755,825	700,000	720,000
32001E Public	2,857	3,600	3,492	3,675	3,645	3,500	3,645
32003 MIPP Sampling/Surcharge	1,492,030	1,465,596	1,611,090	2,292,004	1,450,000	1,425,000	1,600,000
32003F MIPP Fines	2,000	1,700	2,700	13,600	2,000	8,000	2,000
32007 Industrial Sewer Rental	26,323	27,436	24,309	29,108	22,500	28,000	25,000
32008 Fountain Hill	394,536	462,648	762,556	538,938	440,819	440,000	440,819
32009 Hellertown	590,714	665,048	711,408	535,465	492,186	500,000	539,337
32010 Allentown	10,096	9,827	9,547	10,684	11,630	10,000	11,630
32011 Salisbury Township	152,777	188,950	279,653	176,239	169,860	165,000	169,860
32012 Freemansburg	122,748	124,701	121,448	136,366	144,643	135,000	135,000
32013 Bethlehem Township	1,715,379	1,555,356	1,830,498	1,559,299	1,452,114	1,425,000	1,452,114
32014 Hanover Township (L. Cnty)	90,103	90,177	88,354	88,252	92,187	85,000	92,187
32014NA HN Residential	1,227,678	1,251,169	1,259,230	1,350,391	1,353,900	1,325,000	1,353,900
32014NB HN Commercial	287,565	325,786	299,743	279,535	328,360	330,000	328,360
32014NC HN Industrial	74,880	63,075	57,073	63,340	58,737	55,000	58,737
32014ND HN Institutional	56,338	56,305	55,150	54,665	55,713	55,000	55,713
32014NE HN Public	1,591	1,596	1,527	1,148	1,674	1,500	1,674
32015 Lower Saucon Township	176,521	191,556	204,166	193,729	226,927	210,000	200,000
32016 Lower Nazareth Township	3,855	8,775	10,766	13,782	10,000	20,000	15,000
32017 East Allen Township	-	-	-	4	5,000	7,000	5,000
32103 Delinquent Sewer Penalty	43,732	68,633	45,804	52,525	42,000	35,000	42,000
<b>Total Sale of Sewer</b>	<b>15,812,411</b>	<b>15,935,667</b>	<b>16,878,614</b>	<b>17,322,012</b>	<b>16,611,938</b>	<b>16,363,000</b>	<b>16,750,148</b>
<b>Other Operating Revenues</b>							
308901 Cash Balance	-	-	-	-	-	-	-
32106 Debt Service Contributions	829,204	901,828	910,449	723,699	723,699	723,699	890,489
32107 East Allen Appropriation	-	-	-	66,363	66,363	66,363	66,363
32109 Sundry	1,932	653	21,345	13,523	500	12,000	500
32112 Permits	1,050	9,650	3,200	1,900	2,500	2,000	2,500
<b>Total Other Operating Revenues</b>	<b>832,186</b>	<b>912,131</b>	<b>934,994</b>	<b>805,485</b>	<b>793,062</b>	<b>804,062</b>	<b>959,852</b>
<b>Investment Interest</b>							
30850 Investment Interest	22,365	77,171	108,107	36,871	35,000	15,000	15,000
<b>Total Investment Interest</b>	<b>22,365</b>	<b>77,171</b>	<b>108,107</b>	<b>36,871</b>	<b>35,000</b>	<b>15,000</b>	<b>15,000</b>
<b>TOTAL SEWER FUND REVENUES</b>	<b>16,666,962</b>	<b>16,924,969</b>	<b>17,921,715</b>	<b>18,164,368</b>	<b>17,440,000</b>	<b>17,182,062</b>	<b>17,725,000</b>
<b>EXPENDITURES BY BUREAU:</b>							
Wastewater Treatment	4,641,966	4,064,015	4,262,917	4,365,480	4,724,260	4,564,260	4,952,648
Sewer Maintenance	1,162,159	1,273,595	1,215,005	1,578,159	1,849,068	1,818,593	1,825,590
Sewer General Expenses	8,888,249	9,357,025	11,342,891	10,259,522	10,283,245	10,183,894	10,399,316
Wastewater Laboratory	432,226	459,970	444,522	466,751	583,427	553,427	547,446
<b>TOTAL SEWER FUND EXPENDITURES</b>	<b>15,124,600</b>	<b>15,154,605</b>	<b>17,265,335</b>	<b>16,669,912</b>	<b>17,440,000</b>	<b>17,120,174</b>	<b>17,725,000</b>
<b>EXPENDITURES BY CATEGORY:</b>							
Personnel Costs	3,366,384	3,651,662	3,612,127	4,075,899	4,299,130	4,296,330	4,205,438
Materials & Supplies	533,461	476,671	556,363	679,866	715,720	682,750	940,120
Purchased Services	11,201,692	11,009,265	13,065,775	11,836,993	12,279,950	12,009,594	12,453,531
Equipment	23,063	17,007	31,070	77,154	145,200	131,500	125,911
<b>TOTAL SEWER FUND EXPENDITURES</b>	<b>15,124,600</b>	<b>15,154,605</b>	<b>17,265,335</b>	<b>16,669,912</b>	<b>17,440,000</b>	<b>17,120,174</b>	<b>17,725,000</b>

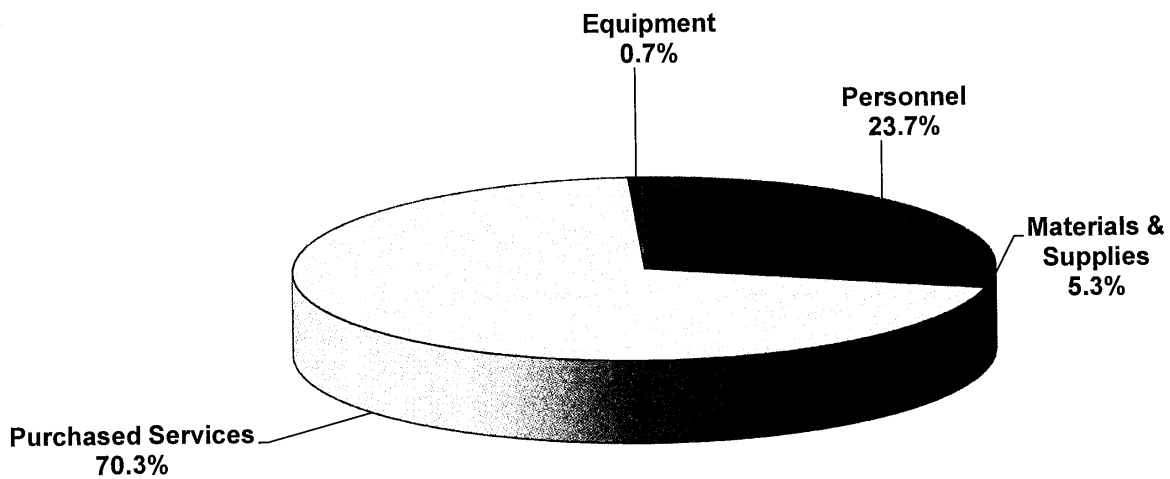
**CITY OF BETHLEHEM  
SEWER FUND  
BUREAU RESOURCE SUMMARY**

<b>Bureau</b>		<b>Personnel</b>	<b>Materials &amp; Supplies</b>	<b>Purchased Services</b>	<b>Equipment</b>	<b>Total</b>
3001	Wastewater Treatment	\$ 2,311,148	\$ 843,500	\$ 1,748,000	\$ 50,000	\$ 4,952,648
3002	Utility Maintenance	1,525,244	55,220	189,215	55,911	1,825,590
3003	Sewer General Expenses	-	2,000	10,397,316	-	10,399,316
3004	Wastewater Laboratory	369,046	39,400	119,000	20,000	547,446
<b>TOTAL SEWER FUND</b>		<b>\$ 4,205,438</b>	<b>\$ 940,120</b>	<b>\$ 12,453,531</b>	<b>\$ 125,911</b>	<b>\$ 17,725,000</b>

## Sewer Fund Expenditures by Bureau



## Sewer Fund Expenditures by Category



**CITY OF BETHLEHEM  
SEWER FUND  
SUMMARY OF POSITIONS**

<b>Bureau</b>		<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Budget w/ Transfers</b>	<b>2021 Actual &amp; Estimated</b>	<b>2022 Budget</b>
3001	Wastewater Treatment	27	26	26	26	26	26	26
3002	Utility Maintenance	8	9	9	9	9	9	9
3004	Wastewater Laboratory	3	3	3	3	3	3	3
<b>TOTAL SEWER FUND</b>		<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>

**Debt Service****Bureau 3003**

	<u>2021</u>	<u>2022</u>
<b>Accounts 42091 &amp; 42092</b>		
Series of 2017 C		
Principal	205,000	215,000
Interest	163,521	155,321
Series of 2019 AA		
Principal	320,000	335,000
Interest	123,294	110,494
Series of 2020		
Principal	55,000	430,000
Interest	185,275	173,150
	<u>1,052,090</u>	<u>1,418,965</u>
<b>Account 42093</b>		
2012 Pennvest		
Principal	-	-
Interest	-	-
2014 Pennvest		
Principal	496,015	487,297
Interest	108,062	135,913
	<u>604,077</u>	<u>623,210</u>

## Schedule of Payment for Bond Indebtedness

	<u>2014 Pennvest</u>		<u>Series of 2017 C</u>		<u>Series of 2019 AA</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
<b>2022</b>	487,298	135,912	215,000	155,321	335,000	110,494
<b>2023</b>	495,860	127,350	225,000	146,721	345,000	97,094
<b>2024</b>	504,572	118,638	235,000	137,721	360,000	83,294
<b>2025</b>	513,437	109,773	245,000	128,321	370,000	76,094
<b>2026</b>	522,458	100,752	250,000	118,521	385,000	61,294
<b>2027</b>	531,638	91,572	260,000	111,646	390,000	53,594
<b>2028</b>	540,978	82,231	265,000	103,846	400,000	45,794
<b>2029</b>	550,483	72,726	275,000	95,896	405,000	37,294
<b>2030</b>	560,155	63,054	285,000	87,371	415,000	28,688
<b>2031</b>	569,997	53,212	290,000	78,465	430,000	19,350
<b>2032</b>	580,012	43,198	300,000	69,185	430,000	9,675
<b>2033</b>	590,203	33,007	310,000	59,435		
<b>2034</b>	600,573	22,637	320,000	48,740		
<b>2035</b>	611,124	12,085	335,000	37,700		
<b>2036</b>	361,479	2,103	345,000	25,556		
<b>2037</b>			360,000	13,050		
<b>Totals</b>	<u>8,020,267</u>	<u>1,068,250</u>	<u>4,515,000</u>	<u>1,417,498</u>	<u>4,265,000</u>	<u>622,665</u>

Proceeds from the sale of Bonds were used for and toward funding the acquisition and construction of certain additions and improvements to the City's sanitary sewage collection, transportation and treatment system.



Series 2020		
<u>Principal</u>	<u>Interest</u>	<u>Total</u>
430,000	173,150	2,042,175
450,000	151,150	2,038,175
475,000	128,025	2,042,250
500,000	103,650	2,046,275
515,000	86,000	2,039,025
525,000	76,225	2,039,675
535,000	66,250	2,039,099
545,000	55,450	2,036,849
560,000	44,400	2,043,668
570,000	33,100	2,044,124
580,000	21,600	2,033,670
595,000	9,850	1,597,495
195,000	1,950	1,188,900
		995,909
		734,138
		373,050
<u>6,475,000</u>	<u>950,800</u>	<u>27,334,480</u>

## BUREAU DETAIL

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**Bureau:** Wastewater Treatment **No:** 3001

**Department:** Water/Sewer Resources **No:** 0055

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### Bureau Description:

This division is responsible for the treatment of wastewater and the disposal of residual biosolids and operation of the wastewater treatment plant in accordance with PA DEP regulations and industry standards.

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### Goals and Objectives:

- Act 537 Plan – Organic Capacity Assurance
    - Planning projects for the upgrade of the WWTP to accommodate existing and future needs of the City and contributing municipalities.
    - Address organic capacity and hydraulic capacity issues.
    - Develop a schedule for the completion of the WWTP upgrades. Meet with DRBC and PADEP for approval.
  - West Influent Pump Room Project
    - Replace failing influent pumps and valves in the West Influent Pump Room. Install three (3) 12-mgd pumps with VFD motor controls.
    - Install new ventilation system for odor and corrosion control.
  - Chemically Enhanced Primary Treatment (CEPT) Project
    - Improve primary clarifier solids removal to allow the plant to accept higher peak influent BOD loading while maintaining the loading to the secondary process within the original design intent.
    - Addition of a coagulant (ferric chloride) and a polymer to increase flocculation and make the settling process faster than conventional primary settling.
- 

### Prior Year Achievements:

- Upgrade of WWTP's Preliminary Treatment System
    - Installed four (4) new fine bar screens with washer/compactors for drier screenings.
    - Installed four (4) detritors with grit classifier for drier grit.
    - New screenings conveyor systems. New detritus room ventilation.
    - Reduce and prevent downstream plant issues. Remove screenings/grit prior to digesters and sludge dewatering (centrifuges) for beneficial use of biosolids.
  - West Intermediate Clarifier and Bridge Rebuild Project
    - Complete rehab and upgrade of the West Intermediate Clarifier.
    - New density baffles, boxes, rakes, flights and bridges.
    - Improve clarifier settling and performance.
    - Enhance and improve nitrification capabilities for NPDES Permit compliance.
    - Replacement of Primary and Final Clarifier bridges for safety.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 003 SEWER  
DEPT 0055 WATER/SEWER RESOURCES  
BUREAU 3001 WASTEWATER TREATMENT**

		2017	2018	2019	2020	2021	2021	2022	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget	
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries	
TAMS	Wastewater Treatment Sup	1	1	1	1	1	102,673	1	102,673
TAMS	Chief of Operations WWT	1	1	1	1	1	85,425	1	85,425
TAMS	Maintenance Supervisor	1	1	1	1	1	82,998	1	82,998
SEIU	Operator III	6	8	8	10	9	642,545	9	642,545
SEIU	Utility Maint Mechanic II	1	1	1	1	1	74,314	1	74,314
SEIU	Acting Operating III	8	5	5	3	4	255,066	4	255,066
SEIU	Electronics Repair Man	2	2	2	2	2	139,187	2	139,187
SEIU	Plant Op II Ind Samp Tech	2	2	2	2	2	136,480	2	136,480
SEIU	Utility Maint Mechanic I	3	3	3	3	3	202,520	3	202,520
SEIU	Maintenance Worker III	-	1	1	1	1	64,536	1	64,536
SEIU	Maintenance Worker II	1	-	-	-	-	-	-	-
SEIU	Account Clerk II	1	1	1	1	1	54,638	1	54,638
Total Positions		27	26	26	26	26	1,840,382	26	1,840,382
TAMS	25% Allocated from 0202 GIS Manager						18,128		18,128
TAMS	33% Allocated from 0202 Programming Manager						30,708		30,708
TAMS	33% Allocated from 0202 Application Support Programmer						17,418		17,418
NC	50% Allocated from 20015 Dir Water/Sewer Resource						55,750		55,750
TAMS	50% Allocated from 20015 Commercial Ops Manager						45,962		45,962
TAMS	50% Allocated from 20015 Dept Business Manager						42,449		42,449
TAMS	50% Allocated from 20017 Customer Service Supvr						28,448		28,448
SEIU	50% Allocated from 20017 Customer Service Rep						49,515		49,515
							2,128,760		2,128,760
Account Detail									
40001	SALARIES	1,794,998	1,905,587	1,885,491	1,977,923		2,099,180		2,099,180
40002	LONGEVITY	27,334	27,247	28,139	28,597		29,580		29,580
40003	OVERTIME	140,451	157,419	175,528	195,937		160,000		160,000
40004	TEMPORARY HELP	-	16,000	16,480	16,126		-		-
40005	HOLIDAY PAY	26,524	28,495	28,496	31,293		30,000		30,000
40006	DIFFERENTIAL PAY	5,740	5,829	5,419	6,333		6,000		6,000
40008	MEAL REIMBURSEMENT	2,067	2,756	2,548	3,081		3,000		3,000
Personnel		1,997,114	2,143,333	2,142,101	2,259,290		2,327,760		2,327,760
41014	OPERATING SUPPLIES	55,013	47,515	46,644	42,858		60,000		48,000
41016	UNIFORMS/SAFETY SHOES	3,730	5,993	4,281	4,936		6,000		5,500
41021	CHEMICALS	411,182	354,947	447,294	565,915		550,000		545,000
41023	GASOLINE	4,111	4,040	4,140	1,927		12,500		8,000
Materials & Supplies		474,036	412,495	502,359	615,636		628,500		606,500
42031	UNIFORM RENTAL	7,499	5,140	4,536	4,399		7,500		5,500
42033	TRAINING AND SAFETY	1,531	4,866	4,357	9,072		10,000		7,500
42044	ELECTRIC	653,020	556,313	519,376	518,257		550,000		525,000
42046	HEATING OIL	-	7,406	-	-		16,000		16,000
42047	DEPARTMENT CONTRACTS	1,245,683	550,897	737,730	626,496		750,000		710,000
42054	RENTALS	41,232	33,160	4,856	507		7,500		5,000
42060	OTHER EXPENSES	11,389	11,330	13,844	9,669		15,000		12,000
42062	WATER CONSUMPTION	-	100,000	100,000	92,313		65,000		55,000
42064	EQUIPMENT MAINTENANCE	171,751	195,986	157,940	151,742		250,000		205,000
42065	PLANT MAINTENANCE	31,788	33,680	58,645	47,981		60,000		55,000
Purchased Services		2,163,893	1,498,778	1,601,284	1,460,436		1,731,000		1,596,000
43099	EQUIPMENT	6,923	9,409	17,173	30,118		37,000		34,000
Equipment		6,923	9,409	17,173	30,118		37,000		34,000
Total	WASTEWATER TREATMENT	4,641,966	4,064,015	4,262,917	4,365,480		4,724,260		4,564,260

FUND - 003 - SEWER FUND  
DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
BUREAU - 3001 - WASTEWATER TREATMENT

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	160,000	OVERTIME 160,000 - TO PROVIDE SHIFT COVERAGE FOR VACATIONS, OTHER LEAVE AND WORK AS NEEDED PER THE UNION CONTRACT.
40005	30,000	HOLIDAY PAY 30,000 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	6,000	DIFFERENTIAL PAY 6,000 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT.
40008	3,000	MEAL REIMBURSEMENT 3,000 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	60,000	OPERATING SUPPLIES 60,000 - MAINTENANCE/OPERATING SUPPLIES AS REQUIRED TO OPERATE THE PLANT.
41016	6,000	UNIFORMS/SAFETY SHOES 6,000 - TO PURCHASE SAFETY SHOES, T-SHIRTS AND SWEATSHIRTS FOR EMPLOYEES AS PER UNION CONTRACT.
41021	770,000	CHEMICALS 770,000 - ALKALINITY PRODUCTS, CHLORINE, POLYMER, AND OTHER PLANT CHEMICALS.
41023	7,500	GASOLINE 7,500 - GASOLINE/DIESEL FOR VEHICLES, EQUIPMENT AND AND GAS POWERED PUMPS.
42031	7,500	UNIFORM RENTAL 7,500 - UNIFORM RENTALS AND REPLACEMENTS.
42033	10,000	TRAINING AND SAFETY 10,000 - OPERATOR CERTIFICATION TRAINING AND CONTINUING EDUCATION, SEMINARS, CLASSES AND TRAINING MATERIALS. SAFETY PRODUCTS SUCH AS GAS MONITORS, SAFETY SIGNS, PLACARDS AND OTHER ITEMS.
42044	550,000	ELECTRIC 550,000 - TO PAY FOR ALL ELECTRIC POWER IN THE PLANT.
42046	8,000	HEATING OIL 8,000 - HEATING OIL FOR PLANT BUILDINGS AND DIGESTERS. NEEDED AS BACKUP FOR BIO-METHANE GAS.
42047	750,000	DEPARTMENT CONTRACTS 750,000 - BIOSOLIDS MANAGEMENT SERVICES, BACKUP BIOSOLIDS MANAGEMENT SERVICES, GRIT AND RAG DISPOSAL,

FUND - 003 - SEWER FUND  
DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
BUREAU - 3001 - WASTEWATER TREATMENT

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		CITY WIDE HVAC CONTRACT, SCADA SOFTWARE SUPPORT, RICO COPIERS/PRINTERS.
42054	7,500	RENTALS 7,500 - FOR RENTAL EQUIPMENT WHEN NEEDED FOR REPAIRS WHEN CITY DOESN'T HAVE SUITABLE EQUIPMENT.
42060	15,000	OTHER EXPENSES 15,000 - PA BULLETIN, WATER ENV. DUES, EPWPCOA DUES, CDL REIMBURSEMENTS AS PER UNION CONTRACT, ANNUAL COMMONWEALTH OF PENNSYLVANIA FEES AND PERMIT CHARGES, BOILER/ELEVATOR INSPECTIONS, UNDERGROUND STORAGE TANK FEES, ETC., OFFICE SUPPLIES AND OTHER MISC EXPENSES.
42062	90,000	WATER CONSUMPTION 90,000 - WATER USAGE FOR PLANT (BASED ON 2021 CONSUMPTION).
42064	250,000	EQUIPMENT MAINTENANCE 250,000 - MAINTENANCE AND REPAIR INCLUDING PARTS AND LABOR FOR ALL WASTEWATER TREATMENT PLANT EQUIPMENT, ELECTRONICS, VEHICLES, AND FACILITY.
42065	60,000	PLANT MAINTENANCE 60,000 - INSECT AND VEGETATION CONTROL, GRASS CUTTING EQUIPMENT, PAINT, LUMBER, SHRUBBERY, AND MISC BUILDING MAINTENANCE AND REPAIRS.
43099	50,000	EQUIPMENT 50,000 - COMPUTER HARDWARE/SOFTWARE ISCO SAMPLER PARTS AND SUPPLIES ASSORTED TOOLS OFFICE AC UNITS PUMPS AND MIXERS HOSE AND HANGERS PLANT REFRIGERATORS/APPLIANCES GOLF CART COVERS - WEATHERPROOF MISC OFFICE EQUIPMENT - DESKS, CHAIRS ETC. GODWIN PUMP PIPE SECTIONS ASSORTED ELECTRICIAN EQUIPMENT SAFETY EQUIPMENT AND TOOLS MONITORING PROBE REPLACEMENTS SPILL CONTAINMENT CURBING

## BUREAU DETAIL

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**Bureau:** Utility Maintenance    **No:** 3002

**Department:** Water/Sewer Resources    **No:** 0055

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### Bureau Description:

This division effectively maintains, repairs and replaces, as required, all water transmission, water distribution and sanitary sewer collection system infrastructure and potable water storage facilities. This division maintains 24/7 emergency standby for the purpose of responding to water and sewer system problems within the utilities' service territories for each respective utility, which include the following areas: all of the City of Bethlehem, Fountain Hill and Freemansburg boroughs, portions of Hanover Township in both Lehigh and Northampton Counties, portions of Bethlehem, Lower Saucon, Upper Saucon, East Allen, Allen, and Salisbury Townships.

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### Goals and Objectives:

- Continue South Side manhole and collection system inspection/rehab program.
  - Upgrade control systems at Langhorne and Airport sewer stations.
  - Install 100+ manhole inserts to remediate inflow and infiltration issues.
  - Utilize mobile CCTV unit to inspect ten (10) miles of the sanitary sewer collection system.
  - Begin design to upgrade Applebutter Rd lift station and upsize piping.
- 

### Prior Year Achievements:

- Installed 200 manhole inserts to remediate inflow and infiltration issues.
  - Utilized mobile CCTV unit to inspect (6) six miles of the sanitary sewer collection system.
  - Performed (20+) sanitary sewer main repairs.
  - Jet flushed (200+) miles of sanitary sewer main.
  - Installed safety improvements at north side of Minsi Trail siphon.
  - Partnership with MicroSpring to reduce grease build up in sanitary sewer collection system realized less time for repetitive jetting and increased jetting P.M. activities throughout the system. Year to date, we have seen a 45% decrease in blockages in city sanitary mains.
  - Completed Phase 1 of Southside sanitary sewer inspection/rehab program.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 003 SEWER  
DEPT 0055 WATER/SEWER RESOURCES  
BUREAU 3002 UTILITY MAINTENANCE**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
<b>Personnel Detail</b>		<b>Number of Permanent Positions</b>				<b># Salaries</b>	<b># Salaries</b>	<b># Salaries</b>
TAMS	Utility Maint Supervisor	1	1	1	1	1 88,936	1 88,936	1 88,936
SEIU	Utility Maint Mechanic I	1	2	2	2	2 134,180	2 134,180	2 133,680
SEIU	Maintenance Worker III	3	3	3	3	3 171,189	3 171,189	3 170,908
SEIU	Maintenance Worker II	3	3	3	3	3 159,926	3 159,926	3 144,566
<b>Total Positions</b>		<b>8</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9 554,231</b>	<b>9 554,231</b>	<b>9 538,090</b>
TAMS	50% Allocated to 20022 Utility Maint Supervisor					(44,468)	(44,468)	(44,468)
SEIU	50% Allocated to 20022 Utility Maint Mechanic I					(67,090)	(67,090)	(66,840)
SEIU	50% Allocated to 20022 Maintenance Worker III					(85,594)	(85,594)	(85,454)
SEIU	50% Allocated to 20022 Maintenance Worker II					(79,963)	(79,963)	(72,283)
TAMS	17% Allocated from 0602 EMC/BSC Director					14,770	14,770	14,787
TAMS	17% Allocated from 0602 BSC Supervisor					44,692	44,692	45,076
SEIU	17% Allocated from 0602 BSC Specialist					85,452	85,452	64,638
TAMS	50% Allocated from 2002 Water Superintendent					51,336	51,336	51,337
TAMS	50% Allocated from 2002 Utility Maint Supervisor					79,046	79,046	70,270
SEIU	50% Allocated from 2002 Utility Maint Mechanic II					37,157	37,157	37,157
SEIU	50% Allocated from 2002 Utility Maint Mechanic I					67,940	67,940	67,440
SEIU	50% Allocated from 2002 Maintenance Worker III					345,029	345,029	331,313
SEIU	50% Allocated from 2002 Maintenance Worker II					226,369	226,369	229,919
TAMS	50% Allocated from 2002 Meter Shop Foreman					32,543	32,543	32,594
SEIU	50% Allocated from 2002 Meter Repairman					93,029	93,029	90,001
SEIU	50% Allocated from 2002 Meter Reader					86,124	86,124	71,327
						<b>1,440,603</b>	<b>1,440,603</b>	<b>1,374,904</b>
<b>Account Detail</b>								
40001	SALARIES	929,722	1,008,572	997,743	1,291,713	1,422,209	1,422,209	1,360,160
40002	LONGEVITY	13,167	12,526	14,200	17,110	18,394	18,394	14,744
40003	OVERTIME	103,730	129,042	107,240	131,712	125,000	125,000	135,000
40005	HOLIDAY PAY	1,330	1,670	1,339	7,537	8,800	8,500	8,800
40006	DIFFERENTIAL PAY	1,742	1,985	1,659	2,902	2,000	2,000	3,000
40008	MEAL REIMBURSEMENT	3,206	3,809	2,899	2,548	3,540	3,540	3,540
<b>Personnel</b>		<b>1,052,897</b>	<b>1,157,604</b>	<b>1,125,080</b>	<b>1,453,522</b>	<b>1,579,943</b>	<b>1,579,643</b>	<b>1,525,244</b>
41014	OPERATING SUPPLIES	13,003	13,584	11,497	16,600	20,000	18,500	25,000
41016	UNIFORMS/SAFETY SHOES	1,982	2,200	1,743	1,893	2,220	2,000	2,220
41021	CHEMICALS	-	2,798	-	1,794	5,000	3,500	5,000
41023	GASOLINE	13,279	17,143	15,355	12,681	23,000	19,000	23,000
<b>Materials &amp; Supplies</b>		<b>28,264</b>	<b>35,725</b>	<b>28,595</b>	<b>32,968</b>	<b>50,220</b>	<b>43,000</b>	<b>55,220</b>
42031	UNIFORM RENTAL	1,883	1,436	899	1,860	3,150	2,500	3,150
42033	TRAINING AND SAFETY	1,024	728	8,356	3,858	13,580	10,000	19,240
42044	ELECTRIC	4,682	4,772	4,730	7,530	15,650	11,000	15,650
42045	GAS	268	236	246	477	1,650	1,250	2,000
42047	DEPARTMENT CONTRACTS	40,306	30,765	4,128	13,009	86,000	80,000	114,500
42054	RENTALS	2,550	3,337	1,223	1,125	8,000	6,000	8,000
42060	OTHER EXPENSES	654	1,955	3,718	2,030	2,575	2,200	2,575
42064	EQUIPMENT MAINTENANCE	17,244	30,119	26,284	21,244	20,000	19,500	20,000
42065	PLANT MAINTENANCE	-	-	996	-	1,100	1,000	4,100
<b>Purchased Services</b>		<b>68,611</b>	<b>73,348</b>	<b>50,580</b>	<b>51,133</b>	<b>151,705</b>	<b>133,450</b>	<b>189,215</b>
43099	EQUIPMENT	12,387	6,918	10,750	40,536	67,200	62,500	55,911
<b>Equipment</b>		<b>12,387</b>	<b>6,918</b>	<b>10,750</b>	<b>40,536</b>	<b>67,200</b>	<b>62,500</b>	<b>55,911</b>
<b>Total</b>	<b>UTILITY MAINTENANCE</b>	<b>1,162,159</b>	<b>1,273,595</b>	<b>1,215,005</b>	<b>1,578,159</b>	<b>1,849,068</b>	<b>1,818,593</b>	<b>1,825,590</b>

FUND - 003 - SEWER FUND  
DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
BUREAU - 3002 - UTILITY MAINTENANCE

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	135,000	OVERTIME 135,000 - PROVIDES FUNDS FOR EMERGENCY CALL-OUTS ON SATURDAYS, SUNDAYS AND HOLIDAY HOURS WHICH ARE NOT PART OF THE SCHEDULED WORK WEEK. INCLUDES STANDBY TIME PAYMENTS. BASED ON PROJECTED OVERTIME AND HISTORY.
40005	8,800	HOLIDAY PAY 8,800 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	3,000	DIFFERENTIAL PAY 3,000 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT.
40008	3,540	MEAL REIMBURSEMENT 3,540 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	25,000	OPERATING SUPPLIES 25,000 - MISCELLANEOUS SUPPLIES SUCH AS TOOLS, CONCRETE, BRICK AND MASONRY SUPPLIES, FASTENERS, MARKING PAINT, CUTTING BLADES, GLOVES, ADHESIVES, FLASHLIGHTS, BRICK, TOOLS, MASONRY ITEMS ETC., AND OFFICE SUPPLIES.
41016	2,220	UNIFORMS/SAFETY SHOES 2,220 - TO PURCHASE SAFETY SHOES, T-SHIRTS AND SWEATSHIRTS FOR EMPLOYEES AS PER UNION CONTRACT.
41021	5,000	CHEMICALS 5,000 - JET POWER II DEGREASER AND ROOT GROWTH INHIBITOR.
41023	23,000	GASOLINE 23,000 - REGULAR GASOLINE AND DIESEL FUEL.
42031	3,150	UNIFORM RENTAL 3,150 - UNIFORM RENTALS AND REPLACEMENTS.
42033	19,240	TRAINING AND SAFETY 19,240 - MISC. TRAINING AND SAFETY RELATED ITEMS, CERTIFICATION TRAINING MANUALS, EXAM FEES, CONTINUING EDUCATION, CUES CAMERA OPERATOR TRAINING, HEAVY EQUIPMENT OPERATOR TRAINING, AND CDL CLASS A TRAINING.
42044	15,650	ELECTRIC 15,650 - FUNDING TO PAY FOR ELECTRIC POWER FOR OPERATING SIX (6) PUMPING STATIONS.
42045	2,000	GAS 2,000 - NATURAL GAS FOR AIRPORT RD, EASTON RD AND BETH BATH PIKE PUMPING STATIONS, GAS FOR



FUND - 003 - SEWER FUND  
DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
BUREAU - 3002 - UTILITY MAINTENANCE

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		BACK UP GENERATOR.
42047	114,500	DEPARTMENT CONTRACTS 114,500 - MICROSPPRINGS ENVIRONMENTAL SERVICES, 360 DEGREE SEWER INSPECTION, ANNUAL GENERATOR MAINTENANCE, EXCAVATION POILS DISPOSAL, ASPHALT AND CONCRETE DISPOSAL, CUES LICENSE/UPGRADE/SOFTWARE SUPPORT, PRIVATE LATERAL TV INSPECTIONS, TANKER PUMPING SERVICES, ASSET MANAGEMENT SOFTWARE USER FEES, HACH CELLULAR SERVICE, AVL EXPENSES INCLUDING MONTHLY MONITORING FEES, IWATER SOFTWARE SUPPORT AND USER LICENSES,
42054	8,000	RENTALS 8,000 - RENTAL EQUIPMENT AS REQUIRED BY BUREAU.
42060	2,575	OTHER EXPENSES 2,575 - NORFOLK SOUTHERN LEASE AGREEMENTS, PA DEP WASTE HAULING LICENSES, PETTY CASH, CDL REIMBURSEMENTS, DATA HOSTING FEE.
42064	20,000	EQUIPMENT MAINTENANCE 20,000 - REPAIR PARTS FOR FLUSHER/RODDER/TV EQUIPMENT, REPLACEMENT RODS, PUMP REPAIRS, GENERAL EQUIPMENT PARTS, REPAIRS/REPLACEMENTS.
42065	4,100	PLANT MAINTENANCE 4,100 - VEGETATION CONTROL FOR PUMP STATIONS AND MISCELLANEOUS REPAIRS TO PUMP STATION FACILITIES AND ASPHALT FOR AIRPORT ROAD STATION.
43099	55,911	EQUIPMENT 55,911 - NOZZLES FOR SEWER JET FLUSHER, ASSORTED SEWER MAINTENANCE EQUIPMENT, ASSORTED SEWER MAINTENANCE HOSES, PROBES FOR FLOW METERS, MAGNETIC LINE LOCATORS, GAS DETECTORS, GROUND POUNDER (SOIL COMPACTOR), COMPUTERS FOR VEHICLES PLUS ACCESSORIES, PORTABLE RADIO REPLACEMENTS, MOBILE RADIO REPLACEMENTS, SETCOM LIBERATOR WIRELESS HEADPHONES.

## BUREAU DETAIL

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**Bureau:** General Expenses      **No:** 3003

**Department:** Water/Sewer Resources      **No:** 0055

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### **Bureau Description:**

This division is responsible for the payment of general expenditures not allocated to bureau programs such as the Sewer Fund's share of the Minimum Municipal Obligation (MMO) for the O & E and PMRS Pension Funds, lease rental, debt payments, professional services, capital appropriation, General Fund charges, as well as other general expenditures.

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### **Goals and Objectives:**

- To provide for the timely payment of centralized expenditures.

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### **Prior Year Achievements:**

- Ensured all Sewer Fund obligations within this bureau were paid in a timely manner.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 003 SEWER  
DEPT 0055 WATER/SEWER RESOURCES  
BUREAU 3003 SEWER GENERAL EXPENSES**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
Personnel Detail		Number of Permanent Positions				\$ Salaries	\$ Salaries	\$ Salaries
		-	-	-	-	-	-	-
Total Positions		-	-	-	-	-	-	-
Account Detail								
41025	POSTAGE	1,516	1,435	1,117	1,127	2,000	1,500	2,000
	Materials & Supplies	1,516	1,435	1,117	1,127	2,000	1,500	2,000
42036	COMMUNICATIONS	2,168	2,441	2,322	1,647	3,100	2,500	3,100
42047	DEPARTMENT CONTRACTS	-	-	-	-	103,000	95,000	144,225
42048	BANK SERVICE CHARGE	1	-	-	185	300	300	1,000
42055	PROFESSIONAL SERVICES	123,146	227,295	123,604	270,885	350,000	270,000	280,000
42074.1	PENSIONS-O&E	800,000	800,000	800,000	800,000	800,000	800,000	800,000
42075	PENSIONS-PMRS MMO	731,270	731,270	731,270	731,270	731,270	731,270	731,270
42077	GENERAL FUND CHARGES	1,685,695	1,685,695	1,685,695	1,685,695	1,685,695	1,685,695	1,685,695
420775	BETH AUTH LANDFILL PAYMENT	400,000	400,000	400,000	400,000	400,000	400,000	400,000
420802	CITY INSURANCE PACKAGE	130,000	130,000	130,000	130,000	130,000	130,000	130,000
42085	MEDICAL INSURANCE	1,456,500	1,456,500	1,456,500	1,456,500	1,456,500	1,456,500	1,456,500
42086	WORKMEN'S COMPENSATION	172,217	172,217	172,217	172,217	172,217	172,217	172,217
42087	SOCIAL SECURITY	285,000	290,000	295,800	325,000	329,670	329,670	335,000
42090	UNFORESEEN CONTINGENCY	-	-	-	-	10,251	-	118,223
42091	BOND REDEMPTION	650,000	560,000	625,000	460,000	580,000	580,000	980,000
42092	COUPON INTEREST	176,484	335,526	323,641	296,017	472,090	472,090	438,965
42093	PENNVEST LOAN	1,133,320	1,132,786	1,173,942	993,684	604,077	604,077	623,210
42098	CAPITAL APPROPRIATION	1,140,932	1,431,860	3,421,783	2,535,295	2,453,075	2,453,075	2,097,911
	Purchased Services	8,886,733	9,355,590	11,341,774	10,258,395	10,281,245	10,182,394	10,397,316
<b>Total</b>	<b>SEWER GENERAL EXPENSES</b>	<b>8,888,249</b>	<b>9,357,025</b>	<b>11,342,891</b>	<b>10,259,522</b>	<b>10,283,245</b>	<b>10,183,894</b>	<b>10,399,316</b>

FUND - 003 - SEWER FUND  
 DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
 BUREAU - 3003 - SEWER GENERAL EXPENSES

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41025	2,000	POSTAGE 2,000 - POSTAGE.
42036	3,100	COMMUNICATIONS 3,100 - VERIZON WIRELESS MOBILE PHONES AND AIR CARDS FOR ALL SEWER BUREAUS.
42047	144,225	DEPARTMENT CONTRACTS 144,225 - SUPERION LLC ANNUAL SOFTWARE MAINTENANCE KSAD WEBSITE ADMINISTRATION LEVEL ONE BILLING AND MAILING CONTRACT WITH POSTAGE OPTICS CONSULTING ELECTRICAL EQUIPMENT VIBRATION AND THERMAL SCANNING SERVICE
42048	1,000	BANK SERVICE CHARGE 1,000 - SERVICE CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNT FEES.
42055	280,000	PROFESSIONAL SERVICES 280,000 - LABOR ATTORNEY/LEGAL SERVICES MAXIMUS - INDIRECT COST ALLOCATION STUDY MAHER DUESSEL ANNUAL AUDIT CONRAD SIEGEL AC PREFERRED EAP RMP AUDIT, NPDES PERMIT RENEWAL, AIR PERMIT SUPPORT, MIPP PRETREATMENT CONSULTING SERVICES AND EMERGENCY RESPONSE PLAN, WIMS INFORMATION MANAGEMENT SYSTEM SUPPORT, ANNUAL BIOSOLIDS REPORT, PLANT CAPACITY STUDY (PLANNING MODULES/ACT 537 UPDATE), NPDES PERMIT ASSISTANCE AND REPORTIN, SCADA CONSULTING, WWTP CONTROL BUILDING RENOVATION STUDY.
42074.1	800,000	PENSIONS - O & E 800,000 - O & E - REQUIRED PER ACT 205.
42075	731,270	PENSIONS - P.M.R.S. MMO 731,270 - PENSIONS - PMRS MMO AND DEBT SERVICE.
42077	1,685,695	GENERAL FUND CHARGES 1,685,695 - REIMBURSEMENTS TO THE GENERAL FUND FOR EXPENSES WHICH ARE INITIALLY PAID BY THE GENERAL FUND BUT WHICH APPLY TO THE SEWER FUND.
420775	400,000	BETH AUTH LANDFILL PYMNT 400,000 - LANDFILL PAYMENT.
420802	130,000	CITY INSURANCE PACKAGE 130,000 - BUILDING CONTENTS AND LIABILITY INSURANCE.
42085	1,456,500	MEDICAL INSURANCE

FUND - 003 - SEWER FUND  
DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
BUREAU - 3003 - SEWER GENERAL EXPENSES

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	1,456,500	- REIMBURSEMENT OF SEWER FUND MEDICAL CLAIMS PAID BY GENERAL FUND.
42086	172,217	WORKMEN'S COMPENSATION 172,217 - WORKMAN'S COMPENSATION.
42087	335,000	SOCIAL SECURITY 335,000 - SOCIAL SECURITY
42090	118,223	UNFORESEEN CONTINGENCY 118,223 - THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN AT THE TIME OF BUDGET PREPARATION.
42091	980,000	BOND REDEMPTION 980,000 - PRINCIPAL PAYMENT ON OUTSTANDING DEBT.
42092	438,965	COUPON INTEREST 438,965 - INTEREST PAYMENT ON OUTSTANDING DEBT.
42093	623,210	PENNVEST LOAN 623,210 - PENNVEST PRINCIPAL AND INTEREST PAYMENT FOR WWTP UPGRADES.
42098	2,097,911	CAPITAL APPROPRIATION 2,097,911 - CONTRIBUTION TOWARD SEWER CAPITAL PROJECTS AND EQUIPMENT PURCHASES.

## BUREAU DETAIL

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**Bureau:** Wastewater Laboratory **No:** 3004

**Department:** Water/Sewer Resources **No:** 0055

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### **Bureau Description:**

This division is responsible for sampling, analysis, and compliance monitoring of influent and effluent at Wastewater Treatment Plant as well as discharge monitoring of local industrial companies as part of our Municipal Industrial Pretreatment (MIPP) program.

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### **Goals and Objectives:**

- Update Laboratory Quality Assurance Manual to reflect current practices.
  - Incorporate streamlined procedures and bench sheets into Hach WIMS.
  - Become accredited in QuantiTray fecal coliform method which provides a faster turnaround time without the need for multiple sample dilutions.
  - Update the MIPP Enforcement Response Plan and incorporate other subjects such as sampling and surcharging to create a complete MIPP Manual.
  - Initiate the implementation of a Fats, Oils, and Grease (FOG) Program.
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### **Prior Year Achievements:**

- Began everyday use of Hach WIMS software package for management of lab data.
  - Updated laboratory SOPs to comply with Chapter 252 regulations.
  - Trained four new operators in daily sampling and analysis procedures.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 003 SEWER  
DEPT 0055 WATER/SEWER RESOURCES  
BUREAU 3004 WASTEWATER LABORATORY**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
<b>Personnel Detail</b>		<b>Number of Permanent Positions</b>				<b># Salaries</b>	<b># Salaries</b>	<b># Salaries</b>
TAMS	MIPP Coord/QC Coord	1	1	1	1	1 66,014	1 66,014	1 65,684
TAMS	Plant Chemist	1	1	1	1	1 84,898	1 84,898	1 69,871
TAMS	Lab Technician	1	1	1	1	1 70,742	1 70,742	1 61,983
<b>Total Positions</b>		3	3	3	3	3 221,654	3 221,654	3 197,538
TAMS	50% Allocated from 20012 Water Quality Manager					50,237	50,237	50,437
TAMS	50% Allocated from 20012 Laboratory Technician					69,963	69,963	71,448
TAMS	50% Allocated from 20012 Microbiologist					39,573	39,573	39,623
						381,427	381,427	359,046
<b>Account Detail</b>								
40001	SALARIES	294,845	322,559	295,529	359,637	377,777	377,777	357,396
40002	LONGEVITY	3,848	4,038	4,450	3,450	3,650	3,650	1,650
40004	TEMPORARY HELP	17,680	24,128	44,967	-	10,000	7,500	10,000
<b>Personnel</b>		316,373	350,725	344,946	363,087	391,427	388,927	369,046
41014	OPERATING SUPPLIES	27,831	24,731	22,297	28,259	32,000	29,000	36,000
41016	UNIFORMS/SAFETY SHOES	463	569	650	753	1,000	1,000	1,400
41023	GASOLINE	1,351	1,716	1,345	1,123	2,000	1,750	2,000
<b>Materials &amp; Supplies</b>		29,645	27,016	24,292	30,135	35,000	31,750	39,400
42031	UNIFORM RENTAL	137	497	234	133	500	250	500
42033	TRAINING AND SAFETY	1,126	533	280	965	2,000	1,000	2,000
42055	PROFESSIONAL SERVICES	75,674	77,822	66,297	61,872	105,000	90,000	108,000
42060	OTHER EXPENSES	5,518	2,697	2,758	2,345	4,000	3,500	4,000
42064	EQUIPMENT MAINTENANCE	-	-	2,568	1,714	4,500	3,000	4,500
<b>Purchased Services</b>		82,455	81,549	72,137	67,029	116,000	97,750	119,000
43099	EQUIPMENT	3,753	680	3,147	6,500	41,000	35,000	20,000
<b>Equipment</b>		3,753	680	3,147	6,500	41,000	35,000	20,000
<b>Total</b>	<b>WASTEWATER LABORATORY</b>	432,226	459,970	444,522	466,751	583,427	553,427	547,446

FUND - 003 - SEWER FUND  
 DEPARTMENT - 0055 - WATER/SEWER RESOURCES  
 BUREAU - 3004 - WASTEWATER LABORATORY

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	10,000	TEMPORARY HELP 10,000 - PART TIME WATER/WASTEWATER LAB INTERN/TEMPORARY HELP DURING STAFFING SHORTAGES. SPLIT 50/50 BETWEEN FUNDS.
41014	36,000	OPERATING SUPPLIES 36,000 - LABORATORY SUPPLIES FOR COMPLIANCE TESTING PROCESS CONTROL, QC SAMPLES, HAZARDOUS CHEMICAL DISPOAL, IDEXX QUANTI-TRAY ANALYSIS, MIPP TESTING AND SAMPLING.
41016	1,400	UNIFORMS/SAFETY SHOES 1,400 - TO PURCHASE SAFETY SHOES, T-SHIRTS AND SWEATSHIRTS FOR EMPLOYEES AS PER UNION CONTRACT.
41023	2,000	GASOLINE 2,000 - REGULAR GASOLINE FOR ROUTINE SAMPLING
42031	500	UNIFORM RENTAL 500 - LAB COAT RENTALS AND REPLACEMENTS.
42033	2,000	TRAINING AND SAFETY 2,000 - MISCELLANEOUS TRAINING, SEMINARS, AND OPERATOR CERTIFICATION TRAINING AS REQUIRED BY PA DEP AND SAEFTY EQUIPMENT.
42047	108,000	DEPARTMENT CONTRACTS 108,000 - CONTRACT LABORATORY ANALYSIS FOR MIPP, PLANT SAMPLE ANALYSIS FOR NPDES PERMIT AND MISCELLANEOUS ANALYSIS, 50% OF ANNUAL ANNUAL CONSULTING SERVICES FOR THE INDUSTRIAL PRETREATMENT PROGRAM.
42060	4,000	OTHER EXPENSES 4,000 - STATE LABORATORY CERTIFICATION FEES, OFFICE SUPPLIES, MISCELLANEOUS MEMBERSHIP RENEWAL DUES (PAAEL, WEF,WWOAP), TRAVEL EXPENSES, AND SNC EXPENSES, ANNUAL COMMONWEALTH OF PA PAYMENTS FOR LAB CERTIFICATION.
42064	4,500	EQUIPMENT MAINTENANCE 4,500 - MAINTAIN, REPAIR, REPLACE LABORATORY AND MIPP EQUIPMENT INCLUDING INSTRUMENTATION, REFRIGERATORS, INCUBATORS, DRYING OVENS ICE MACHINES, AND QC CALIBRATIONS.
43099	20,000	EQUIPMENT 20,000 - BENCHTOP DO METER WITH DO PROBE AND SOFTWARE. IDEXX SEALER, DRYING OVEN, PORTABLE FLOW SENSORS, SAMPLE REFRIGERATOR.



**CITY OF BETHLEHEM  
GOLF FUND  
FUND ANALYSIS SUMMARY**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Budget w/ Transfers</b>	<b>2021 Actual &amp; Estimated</b>	<b>2022 Budget</b>
<b>REVENUES:</b>							
<b>Operating Revenues</b>							
33001 Golf Course Fees	781,757	669,762	724,751	839,893	750,000	900,000	800,000
33003 Golf Cart Rentals	311,667	269,167	351,341	404,452	350,000	430,000	375,000
33004 Golf Merchandise Sales	43,844	44,384	50,310	20,255	35,000	22,000	22,000
33006 Driving Range	100,312	101,825	126,513	191,726	140,000	175,000	150,000
33007 Restaurant Lease	37,841	38,180	92,777	75,489	85,000	80,000	80,000
33008 Cart Barn Lease	-	-	-	-	-	-	30,000
33009 Vending Commission	8,392	7,938	6,955	5,865	10,000	8,000	8,000
33011 Miscellaneous	1,188	9,415	12,184	12,175	5,000	15,000	12,000
33012 Golf Room Rental	-	3,200	3,600	14,750	3,000	4,000	3,000
33013 Sponsorships	-	-	40,000	20,000	20,000	20,000	20,000
33014 PA DCED Gaming Grant	-	-	75,000	-	160,000	160,000	-
<b>Total Operating Revenues</b>	<b>1,285,001</b>	<b>1,143,871</b>	<b>1,483,431</b>	<b>1,584,605</b>	<b>1,558,000</b>	<b>1,814,000</b>	<b>1,500,000</b>
<b>Other Operating Revenues</b>							
308901 Cash Balance	-	-	-	-	250,000	250,000	250,000
33101 2018 Loan Proceeds	-	100,000	1,654,266	-	387,230	250,000	206,313
<b>Total Other Operating Revenues</b>	<b>-</b>	<b>100,000</b>	<b>1,654,266</b>	<b>-</b>	<b>637,230</b>	<b>500,000</b>	<b>456,313</b>
<b>Investment Interest</b>							
30850 Investment Interest	-	-	7,519	2,971	-	-	-
<b>Total Investment Interest</b>	<b>-</b>	<b>-</b>	<b>7,519</b>	<b>2,971</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL GOLF FUND REVENUES</b>	<b>1,285,001</b>	<b>1,243,871</b>	<b>3,145,216</b>	<b>1,587,576</b>	<b>2,195,230</b>	<b>2,314,000</b>	<b>1,956,313</b>
<b>EXPENDITURES BY CATEGORY:</b>							
Personnel Costs	565,730	566,250	498,259	508,127	513,829	501,629	541,413
Materials & Supplies	135,840	151,709	157,713	174,580	197,350	193,000	226,950
Purchased Services	720,124	725,129	625,921	646,236	936,821	929,607	981,637
Equipment	3,500	27,600	1,045,872	316,508	547,230	410,000	206,313
<b>TOTAL GOLF FUND EXPENDITURES</b>	<b>1,425,194</b>	<b>1,470,688</b>	<b>2,327,765</b>	<b>1,645,451</b>	<b>2,195,230</b>	<b>2,034,236</b>	<b>1,956,313</b>

## BUREAU DETAIL

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**Bureau:** Golf Course

**No:** 004A

**Department:** Golf Course

**No:** 004A

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### **Bureau Description:**

The bureau's mission is to provide the economically self-sustaining operation of the 18-Hole and 9-Hole golf courses, and the golf driving range. The Golf Enterprise Fund is financed by revenues generated from green fees, cart rentals, range ball sales, and annual rents collected from tenant leases. Fees are established and adjusted based on being competitively priced, and understanding the demands of the golf market in and around the Greater Lehigh Valley.

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### **Goals and Objectives:**

- To promote patronage of the municipal golf course by maintaining it in peak condition and producing revenues that exceed expenses.
  - To provide a quality playing surface in combination with a renovated course that will be sustainable in a cost-effective manner.
  - To continuously adjust to market conditions in order to increase sales while attracting new customers.
- 

### **Prior Year Achievements:**

- Adding to the golf course irrigation system to automate the watering of the newly renovated green surrounds.
  - Maintained a strong market share of patrons in the Lehigh Valley Golf Market, while also attracting a significant percentage of "regular" players from the Poconos, Philadelphia area, and New Jersey.
  - Continued success with The First Tee program of the Lehigh Valley and The LPGA-USGA Girls Golf program.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 004 GOLF COURSE  
DEPT 004A GOLF COURSE  
BUREAU 004A GOLF COURSE**

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
TAMS	Golf Course Superintend	1	1	1	1	1 78,229	1 78,229	1 80,590
TAMS	Golf Clubhouse Manager	1	1	1	1	1 68,946	1 68,946	1 75,045
TAMS	Assistant Manager	1	1	-	-	-	-	-
SEIU	Golf Course Lead Tech	1	1	1	1	1 73,714	1 73,714	1 73,814
SEIU	Maintenance Worker III	-	-	1	1	1 57,490	1 57,490	1 60,014
SEIU	Maintenance Worker II	3	3	-	-	-	-	-
SEIU	Maintenance Worker I	1	1	-	-	-	-	-
<b>Total Positions</b>		<b>8</b>	<b>8</b>	<b>4</b>	<b>4</b>	<b>4 278,379</b>	<b>4 278,379</b>	<b>4 289,463</b>
Account Detail								
40001	SALARIES	414,805	390,769	259,973	280,869	275,479	275,479	286,263
40002	LONGEVITY	8,170	8,645	6,000	4,600	2,900	2,900	3,200
40003	OVERTIME	32,165	23,668	17,988	16,567	20,000	18,000	20,000
400047	MAINTENANCE-TEMP HELP	24,075	48,632	97,112	103,385	94,000	94,000	120,000
400048	GOLF OPS.-TEMP HELP	82,298	91,279	116,598	101,640	120,000	110,000	110,000
40005	HOLIDAY PAY	3,134	2,515	271	909	1,000	1,000	1,500
40006	DIFFERENTIAL PAY	419	326	122	105	200	100	200
40008	MEAL REIMBURSEMENT	664	416	195	52	250	150	250
<b>Personnel</b>		<b>565,730</b>	<b>566,250</b>	<b>498,259</b>	<b>508,127</b>	<b>513,829</b>	<b>501,629</b>	<b>541,413</b>
41014	OPERATING SUPPLIES	79,729	96,047	101,173	143,173	151,350	150,000	174,950
41016	UNIFORMS/SAFETY SHOES	1,288	1,140	852	751	2,000	1,500	2,000
41017	SMALL TOOLS	1,973	827	2,278	1,817	-	-	-
41020	GOLF MERCHANDISE	29,523	28,553	30,383	15,992	19,000	17,500	20,000
41023	GASOLINE	23,327	25,142	23,027	12,847	25,000	24,000	30,000
<b>Materials &amp; Supplies</b>		<b>135,840</b>	<b>151,709</b>	<b>157,713</b>	<b>174,580</b>	<b>197,350</b>	<b>193,000</b>	<b>226,950</b>
42040	ADVERTISING AND PRINTING	8,392	6,556	206	83	-	-	-
42044	ELECTRIC	22,978	16,764	17,517	18,464	20,000	19,500	20,000
42045	GAS	11,612	14,085	15,042	6,725	15,000	14,000	15,000
42047	DEPARTMENT CONTRACTS	98,316	108,211	35,175	19,040	37,000	36,000	37,600
42048	BANK SERVICE CHARGE	19,843	17,501	18,756	38,588	35,000	35,000	45,000
42054	RENTALS	736	2,043	1,166	1,489	1,500	1,000	1,500
42055	PROFESSIONAL SERVICES	2,700	3,096	2,600	2,600	4,500	4,000	4,500
42060	OTHER EXPENSES	9,542	8,129	5,248	6,917	9,500	9,000	12,000
42061	ST LUKES SPONSORSHIP	-	-	38,323	17,571	20,000	20,000	20,000
42064	EQUIPMENT MAINTENANCE	27,502	28,433	28,043	34,864	40,500	38,500	40,000
42065	PLANT MAINTENANCE	17,359	18,517	26,402	19,013	19,000	18,000	27,000
42075	PENSIONS-PMRS MMO	163,044	163,044	81,522	81,522	81,522	81,522	81,522
42077	GENERAL FUND CHARGES	150,000	150,000	150,000	150,000	150,000	150,000	150,000
42083	TRANSFER TO NON-UTILITY	-	-	-	-	250,000	250,000	250,000
42085	MEDICAL INSURANCE	136,090	136,090	75,000	75,000	75,000	75,000	75,000
42086	WORKMEN'S COMPENSATION	8,160	8,160	8,160	8,160	8,160	8,160	8,160
42087	SOCIAL SECURITY	43,850	44,500	40,000	41,000	42,000	42,000	42,000
42090	UNFORESEEN CONTINGENCY	-	-	-	-	214	-	26,880
42091	BOND REDEMPTION	-	-	65,000	65,000	70,000	70,000	70,000
42092	COUPON INTEREST	-	-	17,761	60,200	57,925	57,925	55,475
<b>Purchased Services</b>		<b>720,124</b>	<b>725,129</b>	<b>625,921</b>	<b>646,236</b>	<b>936,821</b>	<b>929,607</b>	<b>981,637</b>
43099	EQUIPMENT	3,500	-	75,884	1,326	160,000	160,000	-
43099004	CAPITAL PROJECTS - LTD	-	27,600	969,988	315,182	387,230	250,000	206,313
<b>Equipment</b>		<b>3,500</b>	<b>27,600</b>	<b>1,045,872</b>	<b>316,508</b>	<b>547,230</b>	<b>410,000</b>	<b>206,313</b>
<b>Total</b>	<b>GOLF COURSE</b>	<b>1,425,194</b>	<b>1,470,688</b>	<b>2,327,765</b>	<b>1,645,451</b>	<b>2,195,230</b>	<b>2,034,236</b>	<b>1,956,313</b>

FUND - 004 - GOLF COURSE ENTERPRISE  
 DEPARTMENT - 004A - GOLF COURSE ENTERPRISE

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	20,000	OVERTIME 20,000 - WEEKEND SCHEDULING TO ENSURE COURSE IS IN TOP CONDITION FOR PUBLIC PLAY, SPRING AND FALL RENOVATIONS (AERATING AND OVER SEEDING GREENS, TEES, AND FAIRWAYS). OVERTIME NEEDED FOR STORM CLEAN UP AND DURING WEATHER EXTREMES.
400047	120,000	MAINTENANCE--TEMP. HELP ASSIST WITH THE DAILY OPERATION OF BOTH GOLF COURSES: 120,000 - SEASONAL GOLF LABORERS
400048	110,000	GOLF OPS. - TEMP. HELP 110,000 - ASSIST WITH THE DAILY OPERATION OF BOTH GOLF COURSES: STARTERS CASHIERS RANGERS CART ATTENDANTS AND BALL PICKERS
40005	1,500	HOLIDAY PAY 1,500 - THIS AMOUNT COVERS 12 HOLIDAYS AND INCLUDES THE COST OF PAYING TIME AND A HALF TO EMPLOYEES SCHEDULED TO WORK ON HOLIDAYS.
40006	200	DIFFERENTIAL PAY 200 - MIDDLE SHIFT HOURS WORKED DURING SUMMER MONTHS
40008	250	MEAL REIMBURSEMENT 250 - REIMBURSEMENT FOR MEALS IN ACCORDANCE WITH UNION CONTRACT.
41014	174,950	OPERATING SUPPLIES 5,000 - DRIVING RANGE BALLS 950 - PRO SHOP SUPPLIES 2,500 - JANITORIAL SUPPLIES 3,500 - GRASS SEED 140,000 - PESTICIDES 20,000 - FERTILIZERS 3,000 - MISCELLANEOUS COURSE SUPPLIES -- MARKERS FOR FAIRWAYS AND TEES, BUNKER RAKES, FLAGS, FLAGPOLES, CUPS, ETC.
41016	2,000	UNIFORMS/SAFETY SHOES 370 - SAFETY SHOES 830 - UNIFORMS 300 - RAIN GEAR 500 - STAFF SHIRTS
41020	20,000	GOLF MERCHANDISE 20,000 - PURCHASE OF MERCHANDISE FOR RESALE AT THE GOLF COURSE.
41023	30,000	GASOLINE 30,000 - BASED ON ESTIMATED USAGE

FUND - 004 - GOLF COURSE ENTERPRISE  
DEPARTMENT - 004A - GOLF COURSE ENTERPRISE

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42044	20,000	ELECTRIC 20,000 - BASED ON ESTIMATED USAGE
42045	15,000	GAS 15,000 - BASED ON ESTIMATED USAGE
42047	37,600	DEPARTMENT CONTRACTS 11,000 - MAINTENANCE AGREEMENT FOR 72 GOLF CARTS 3,500 - PORT-A-JOHN RENTALS 2,000 - ALARM MONITORING 3,100 - GPS SERVICE PLAN IRRIGATION COMPUTER 18,000 - AERATION - GREENS AND FAIRWAYS
42048	45,000	BANK SERVICE CHARGE 45,000 - FOR CHARGE CARD SYSTEM.
42054	1,500	RENTALS 1,500 - RENTAL OF EQUIPMENT FOR MAINTENANCE PROJECTS AT THE GOLF COURSE
42055	4,500	PROFESSIONAL SERVICES 4,500 - ANNUAL AUDIT, EAP, AND OTHER PROFESSIONAL SERVICES.
42060	12,000	OTHER EXPENSES 1,000 - PESTICIDE UPDATE TRAINING 1,000 - MEMBERSHIP GCSAA, PTGA, PGA, PGSA 700 - TURFGRASS MEETINGS 7,250 - CONCESSION FEES 2,050 - MISCELLANEOUS EXPENSES
42061	20,000	ST LUKES SPONSORSHIP 20,000 - SPONSORSHIP AGREEMENT WITH ST LUKE'S HOSPITAL.
42064	40,000	EQUIPMENT MAINTENANCE 40,000 - REPAIR OF GOLF COURSE EQUIPMENT, TRIPLEXES, FAIRWAY MOWERS, SPRAYERS, TRACTORS, ROUGH UNITS, AERIFIERS, SEEDERS, TRIM MOWERS, ETC. ALL EQUIPMENT IS OVERHAULED IN THE OFF SEASON -- NOVEMBER THROUGH MARCH.
42065	27,000	PLANT MAINTENANCE 10,500 - TOP DRESSING TO FILL AERATION HOLES 10,000 - IRRIGATION SUPPLIES 1,000 - TREE PLANTING, CARE AND ANNUAL FLOWERS 1,000 - DIVOT MIX 2,000 - SAND & DRAINAGE MATERIALS FOR BUNKERS 2,500 - MISC. MAINTENANCE SUPPLIES, PAINT, LUMBER, ETC.
42075	81,522	PENSIONS - P.M.R.S. MMO 81,522 - PENSIONS - P.M.R.S. MMO AND DEBT SERVICE.
42077	150,000	GENERAL FUND CHARGES

FUND - 004 - GOLF COURSE ENTERPRISE  
DEPARTMENT - 004A - GOLF COURSE ENTERPRISE

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		150,000 - GENERAL FUND CHARGES
42085	75,000	MEDICAL INSURANCE 75,000 - MEDICAL INSURANCE
42086	8,160	WORKMEN'S COMPENSATION 8,160 - WORKMEN'S COMP
42087	42,000	SOCIAL SECURITY 42,000 - SOCIAL SECURITY
42090	26,880	UNFORESEEN CONTINGENCY 26,880 - GOLF CONTINGENCY
42091	70,000	BOND REDEMPTION 70,000 - PRINCIPAL PAYMENT ON LONG-TERM DEBT
42092	55,475	COUPON INTEREST 55,475 - INTEREST PAYMENT ON LONG-TERM DEBT

### Schedule of Payment of Note Indebtedness

	<b>Series of 2018</b>		
	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
<b>2022</b>	70,000	55,475	125,475
<b>2023</b>	70,000	53,025	123,025
<b>2024</b>	75,000	50,575	125,575
<b>2025</b>	80,000	47,950	127,950
<b>2026</b>	80,000	45,150	125,150
<b>2027</b>	85,000	42,350	127,350
<b>2028</b>	85,000	39,375	124,375
<b>2029</b>	90,000	36,400	126,400
<b>2030</b>	90,000	33,250	123,250
<b>2031</b>	95,000	30,100	125,100
<b>2032</b>	100,000	26,775	126,775
<b>2033</b>	100,000	23,275	123,275
<b>2034</b>	105,000	19,775	124,775
<b>2035</b>	110,000	16,100	126,100
<b>2036</b>	115,000	12,250	127,250
<b>2037</b>	115,000	8,225	123,225
<b>2038</b>	120,000	4,200	124,200
	<u>1,585,000</u>	<u>544,250</u>	<u>2,129,250</u>

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**CITY OF BETHLEHEM  
LIQUID FUELS FUND  
FUND ANALYSIS SUMMARY**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget w/ Transfers</u>	<u>2021 Actual &amp; Estimated</u>	<u>2022 Budget</u>
<b>REVENUES:</b>							
<b>Operating Revenues</b>							
34002 State Allocation	2,026,656	2,128,809	2,172,224	2,120,580	1,962,482	1,962,482	1,940,009
34004 Maintenance Turnback	8,840	8,840	8,840	8,840	8,840	8,840	8,840
308901 Cash Balance	-	-	-	-	1,065,848	825,000	450,566
<b>Total Operating Revenues</b>	<u>2,035,496</u>	<u>2,137,649</u>	<u>2,181,064</u>	<u>2,129,420</u>	<u>3,037,170</u>	<u>2,796,322</u>	<u>2,399,415</u>
<b>Investment Interest</b>							
30850 Investment Interest	8,158	23,877	28,169	4,919	-	1,500	-
<b>Total Investment Interest</b>	<u>8,158</u>	<u>23,877</u>	<u>28,169</u>	<u>4,919</u>	<u>-</u>	<u>1,500</u>	<u>-</u>
<b>TOTAL LIQUID FUELS FUND REVENUES</b>	<u><b>2,043,654</b></u>	<u><b>2,161,526</b></u>	<u><b>2,209,233</b></u>	<u><b>2,134,339</b></u>	<u><b>3,037,170</b></u>	<u><b>2,797,822</b></u>	<u><b>2,399,415</b></u>
<b>EXPENDITURES:</b>							
Liquid Fuels	1,458,141	2,145,507	2,233,363	2,129,106	3,037,170	2,754,909	2,399,415
<b>TOTAL LIQUID FUELS FUND EXPENDITURES</b>	<u><b>1,458,141</b></u>	<u><b>2,145,507</b></u>	<u><b>2,233,363</b></u>	<u><b>2,129,106</b></u>	<u><b>3,037,170</b></u>	<u><b>2,754,909</b></u>	<u><b>2,399,415</b></u>

## BUREAU DETAIL

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**Bureau:** Liquid Fuels

**No:** 005A

**Department:** Liquid Fuels

**No:** 005A

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### Bureau Description:

This fund provides for the maintenance of the City's streets including resurfacing, crack sealing, storm sewer cleaning, and snow operations. Salaries during a portion of the year are funded by Liquid Fuels. These costs are paid for by funds received by the City from the Liquid Fuels Fund as promulgated by State Regulations.

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### Goals and Objectives:

- To provide safe, accessible roadways through street overlay and maintenance programs.
  - To improve and maintain our winter operations, storm sewers, and leaf collection systems.
  - Maintain the vegetation growth along city roadways.
  - Improve paving and patching programs to extend the life of City roadways.
  - Repair, maintenance, and replacement of storm sewer systems serving streets.
  - Evaluate paving program and identify ways to increase the amount of roads we annually pave.
- 

### Prior Year Achievements:

- Managed snow plowing and snow removal throughout worst winter in recent history including 2<sup>nd</sup> largest snowfall in Bethlehem's history.
  - Supported and funded all street maintenance and operation activities including Streets Bureau equipment and fleet.
  - Continued to improve:
    - Snow/Salt/Brine Operations
    - Sweeper and Leaf Operations
    - Storm Sewer Operations
  - Collected over 45,000 cubic yards of leaves during the 2021 leaf collection operation.
  - Maintained storm sewers – cleaning and flushing of over 250 basins throughout the City.
  - Improved brine operation by using a deicing additive (GEOMELT 55 BEET JUICE).
  - Added a second single-man leaf truck.
  - New salt storage structure was built in 2016 with an improved capacity of 4,100 tons that will allow us to store an increased amount of salt needed for adequate winter operations.
  - 2021 – pothole truck was able to fill approximately 70 pot holes per day which reduced response time average – 8,400 per season.
  - 2021 In-House Paving Program-placed 8,000 tons of macadam, paved 20,000 feet of roadway, which equates to 3.78 road miles or 11 lane miles.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

FUND 005 LIQUID FUELS  
DEPT 005A LIQUID FUELS  
BUREAU 005A LIQUID FUELS

		2017	2018	2019	2020	2021	2021	2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget
Personnel Detail		Number of Permanent Positions				#	Salaries	#
						Salaries		Salaries
		-	-	-	-	-	-	-
Total Positions		-	-	-	-	-	-	-
Account Detail								
55001	SNOW AND ICE REMOVAL	132,825	149,324	169,271	62,631	260,000	255,000	185,000
55003	ROAD MAINTENANCE	401,042	393,643	390,471	394,318	400,000	390,000	400,000
55004	SNOW REMOVAL OPER SUPPLY	181,919	364,733	226,861	68,536	300,000	280,000	300,000
55005	ROAD MAINT OPER SUPPLIES	114,936	154,208	194,339	61,479	150,000	135,000	150,000
55007	HAND TOOLS	3,296	4,241	4,385	3,445	5,000	4,000	5,000
55008	REPAIRS TOOLS & MACHINERY	131,781	94,792	125,543	91,446	130,000	128,000	130,000
55011	CURB RAMPS	-	20,000	-	10,000	10,000	7,500	10,000
55014	CONTRACT SNOW REMOVAL	-	-	-	-	197,740	197,640	100
55016	STREET OVERLAYS	169,646	658,518	450,512	876,223	973,997	750,000	825,815
55017	STANFORD ROAD - SS EXT	-	-	99,652	-	-	-	-
55022	STREET SIGNS	9,522	10,059	9,521	11,752	13,000	12,000	20,000
55031	LINDEN ST SS REPLACEMENT	-	-	-	96,122	-	-	-
55046	W BROAD ST SS IMPROVEMENT	-	-	-	78,146	98,706	98,706	-
55047	BROAD & MAIN TRAFFIC SIGNAL	-	-	50,000	-	-	-	-
55050	BANK SERVICE CHARGES	-	-	-	-	500	250	500
55099	EQUIPMENT	313,174	295,989	512,808	375,008	498,227	496,813	373,000
<b>Total</b>	<b>LIQUID FUELS</b>	<b>1,458,141</b>	<b>2,145,507</b>	<b>2,233,363</b>	<b>2,129,106</b>	<b>3,037,170</b>	<b>2,754,909</b>	<b>2,399,415</b>

FUND - 005 - LIQUID FUELS FUND  
DEPARTMENT - 005A - LIQUID FUELS FUND

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
55001	185,000	SNOW AND ICE REMOVAL 185,000 - ACCOUNT TO COVER OVERTIME FOR REMOVING SNOW AND ICE FROM STREETS AND BRIDGES. NO LABOR CAN BE CHARGED TO THIS ACCOUNT WHEN SNOW AND ICE IS REMOVED FROM SIDEWALKS AND PARKING LOTS.
55003	400,000	ROAD MAINTENANCE 400,000 - ACCOUNT TO COVER REGULAR LABOR FOR REPAIRS TO STREETS, BRIDGES, AND OTHER PUBLIC WORKS INFRA-STRUCTURE ALLOWED UNDER LIQUID FUELS (SIX WEEKS OF PAYROLL).
55004	300,000	SNOW REMOVAL OPER SUPPLY 300,000 - ACCOUNT TO CHARGE THE PURCHASE OF SALT, LIQUID CALCIUM, AND OTHER MATERIALS USED FOR SNOW AND ICE REMOVAL ON STREETS AND BRIDGES BASED ON APPROXIMATE (ANNUAL ANTICIPATED USAGE OF 4,500 TONS OF SALT AT \$63.29 PER TON PLUS LIQUID CALCIUM COSTS). THE UNIT PRICE USED IS THE SAME AS 2021 BUT IS EXPECTED TO CHANGE IN 2022 VIA A NEW CONTRACT. THE PURCHASE OF SUCH MATERIALS FOR USE ON SIDEWALKS AND PARKING LOTS CANNOT BE CHARGED TO THIS ACCOUNT.
55005	150,000	ROAD MAINT OPER SUPPLIES 150,000 - PURCHASE OF ROADWAY SUPPLIES SUCH AS BLACKTOP PATCH MATERIALS, GUARD RAILS, SWEEPER SUPPLIES, CRACK FILLER, ETC. WHEN USED ONLY ON STREETS. ALSO USED TO PURCHASE SAND AND CONCRETE FOR SINKHOLE REPAIRS.
55007	5,000	HAND TOOLS 5,000 - PURCHASE OF SMALL TOOLS RELATED TO AND USED FOR THE REPAIR, MAINTENANCE AND CONSTRUCTION OF STREETS AND CATCH BASINS IN THE STREET. ALSO TO PURCHASE ELECTRIC HAND TOOLS FOR STREET REPAIR. THIS ACCOUNT WILL INCLUDE ALL ELECTRIC DRILLS OR ANY OTHER TOOLS NEEDED FOR BASIN OR STREET REPAIRS.
55008	130,000	REPAIRS TOOLS & MACHINERY 130,000 - ACCOUNT TO CHARGE THE PURCHASE OF REPAIR PARTS, CONTRACT MAINTENANCE, ETC. TO EQUIPMENT, TOOLS AND MACHINERY USED IN ROAD REPAIR AND CONSTRUCTION. THIS ACCOUNT WILL ALSO COVER REPAIRS TO DAMAGED EQUIPMENT DUE TO ACCIDENTS, CUTTING BLADES ON LOADERS, REPAIRS NEEDED FOR PAVER, THE COST OF SIDE BROOMS AND MAIN BROOMS FOR SWEEPERS, AND MILLING MACHINE NEEDS.
55011	10,000	CURB RAMPS 10,000 - ACCOUNT TO CHARGE THE COST TO REPAIR AND CONSTRUCT HANDICAP CURB CUTS AS REQUIRED BY THE ADA ACT.
55014	100	CONTRACT SNOW REMOVAL 100 - ACCOUNT TO CHARGE CONTRACT SNOW AND ICE REMOVAL.

FUND - 005 - LIQUID FUELS FUND  
DEPARTMENT - 005A - LIQUID FUELS FUND

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		THE AMOUNT SHOWN WILL NOT PROVIDE FOR SUCH WORK BUT IS ONLY THERE TO KEEP THE LINE ITEM OPEN FOR QUICK TRANSFER OF FUNDS WHEN AND IF NEEDED.
55016	825,815	STREET OVERLAYS 825,815 - ACCOUNT TO COVER THE COST OF BLACK TOP MATERIALS FOR IN-HOUSE PAVING AND POSSIBLE CONTRACTED STREET OVERLAYS.
55022	20,000	STREET SIGNS 20,000 - THIS BUDGET ITEM IS PRIMARILY TO COVER ANNUAL REPLACEMENT AND MAINTENANCE OF STREET SIGNS INCLUDING DOWNTOWN HISTORIC BETHLEHEM STREET SIGNS. INCREASED FUNDING LEVEL TO BETTER MEET EVENTUAL REPLACEMENT OF ALL STREET SIGNS TO ACCOMODATE PENNDOTS NEW STANDARDS PASSED IN 2013.
55050	500	BANK SERVICE CHARGES 500 - CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNTING FEES.
55099	373,000	EQUIPMENT 220,000 - 2022 MACK DUMP TRUCK WITH PLOW, SALT SPREADER TO REPLACE UNIT #161, A 2005 GMC DUMP TRUCK. 70,000 - PURCHASE A NEW SERVICE BODY TRUCK TO REPLACE UNIT #159, A 2012 JEEP CHEROKEE. A SERVICE BODY TRUCK INSTEAD OF AN SUV IS BEING PROCURED TO ALLOW FOR PERMANENT ORGANIZED STORAGE OF ALL THE NEEDED TOOLS AND SUPPLIES IN SECURE CABINETS ON THE TRUCK FOR TRANSPORT BY THE SUPERVISORS AND USE BY THE WORKFORCE AT THE JOB SITES. 83,000 - LANDOLL GOOSENECK TRAILER TO REPLACE UNIT #736, AN EAGER BEAVER 10 TON TRAILER FOR SMALL PAVER AND ROLLERS, UNIT #741 AND UNIT #746, BOTH 2006 IMPERIAL TRAILERS. THIS LARGER TRAILER WILL ALLOW US TO TRANSPORT TWICE THE CARGO OF ONE OF THE SMALLER TRAILERS WHILE UTILIZING ONLY ONE TRUCK AND ONE DRIVER.

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**CITY OF BETHLEHEM  
NON-UTILITY CAPITAL FUND  
FUND ANALYSIS SUMMARY**

**2022  
Budget**

**REVENUES:**

**Operating Revenues**

308901	Cash Balance	2,227,866
35006	Escrow	138,000
35008	2015 Bond	35,304
35011	Recreation Fac Fund	150,000
35017	2019 Bond	1,720,124
35023	2013 Bond	242,614
35024	Signage Contribution	127,755
35027	PENNDOT - New Street	80,000
35033	2017 Bond	565,706
35059	Lehigh - New Street 3rd to 4th	335,954
35060	NC CIPP Grant - New Street	50,000
35067	Golf Fund Cash Account	500,000
35080	DCNR - Greenway to Saucon Park	500,000
35083	Multimodal - S New Street	1,000,000
35111	CRIZ - New Street	120,293
35114	DCNR - Pedestrian Bridge	36,433
35119	ARP Funding	9,319,000
35120	NC EMS Grant	99,900
35121	NC Grow Norco Grant	50,000
35122	Technical Assistance Grant	78,000

**TOTAL NON-UTILITY CAPITAL FUND REVENUES**

**17,376,949**

**EXPENDITURES BY BUDGET UNIT:**

62013	2013 Bond	242,614
62015	2015 Bond	35,304
62017	2017 Bond	565,706
62019	2019 Bond	1,720,124
69000	ARP Funding	9,319,000
69999	Other Revenue	5,494,201

**TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES**

**17,376,949**

**EXPENDITURES BY CATEGORY:**

Public Safety	1,456,900
Public Works	14,884,091
Recreation	246,958
Administration	500,000
Community & Economic Development	289,000

**TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES**

**17,376,949**

**CITY OF BETHLEHEM**  
**2022 NON-UTILITY CAPITAL IMPROVEMENT PLAN**

	2019 Bond	2017 Bond	2015 Bond	2013 Bond	ARP Funding	Fed, State & Local Grants	Rec. Fees	Cash Reserves	Other Funds	Total
<b>Public Safety</b>										
Ambulance Replacement					175,000					175,000
Fire Apparatus Replacement Plan					850,000					850,000
Lifepak 15 Cardiac Monitors					25,000	49,900				74,900
Monitoring/Metering Equipment						78,000				78,000
Self-Contained Breathing Apparatus								100,000		100,000
Vehicle Rescue Tool Replacement					25,000	50,000				75,000
Wireless Mesh Public Data/Video Network					54,000	50,000				104,000
<b>Total Public Safety</b>	-	-	-	-	<b>1,129,000</b>	<b>227,900</b>	-	<b>100,000</b>	-	<b>1,456,900</b>
<b>Public Works - Traffic</b>										
Decorative Street Lights LED Lamps					215,000					215,000
Isolated Intersections	89,966	470			800,000					890,436
Traffic Safety Improvements	5,997				100,000					105,997
<b>Total Public Works - Traffic</b>	<b>95,963</b>	<b>470</b>	-	-	<b>1,115,000</b>	-	-	-	-	<b>1,211,433</b>
<b>Public Works - Streets</b>										
Mack Heavy Duty Large Dump Truck					220,000					220,000
South New St - Streetscape Improvements						1,724,247				1,724,247
Spray Patch Truck					245,000					245,000
Street Overlays	222,579				3,000,000			97,895	825,815	4,146,289
<b>Total Public Works - Streets</b>	<b>222,579</b>	-	-	-	<b>3,465,000</b>	<b>1,724,247</b>	-	<b>97,895</b>	<b>825,815</b>	<b>6,335,536</b>
<b>Public Works - Storm Sewers</b>										
Miscellaneous Drainage Structure	6,975								100,000	106,975
Storm Water Pollution & Flood Prevention								76,691	600,000	676,691
<b>Total Public Works - Storm Sewers</b>	<b>6,975</b>	-	-	-	-	-	-	<b>76,691</b>	<b>700,000</b>	<b>783,666</b>
<b>Public Works - Facilities</b>										
City Hall Garage Floor Repair	200,000				800,000			200,000		1,200,000
City Hall Garage Structural Concrete Beam	179,500									179,500
City Hall Plaza Drainage Pipe Replacement					100,000					100,000
Domestic Water Tank Replacement					110,000					110,000
Facilities Capital Improvements	35,421	13,537			1,000,000					1,048,958
Floor Tile Replacement					250,000					250,000
Library Exterior Column Repair	200,000				200,000			200,000		600,000
Police Forensics & DUI Heat Pump System	80,000									80,000
Rodgers St Facility Replacement	487,800							1,513,280		2,001,080
<b>Total Public Works - Facilities</b>	<b>1,182,721</b>	<b>13,537</b>	-	-	<b>2,460,000</b>	-	-	<b>1,913,280</b>	-	<b>5,569,538</b>
<b>Public Works - Grounds</b>										
Greenway/Saucon Park Ball Fields Connect				242,614		500,000	150,000			892,614
Grounds Capital Improvement Plan	24,928	2,654			400,000					427,582
Mack Heavy Duty Medium Dump Truck					250,000					250,000
<b>Total Public Works - Grounds</b>	<b>24,928</b>	<b>2,654</b>	-	<b>242,614</b>	<b>650,000</b>	<b>500,000</b>	<b>150,000</b>	-	-	<b>1,570,196</b>
<b>Public Works - Other Projects</b>										
Bridge Repairs	140,000	121,668	35,304		200,000					496,972
Citywide Wayfinding Signage		100,000				127,755				227,755
Pedestrian Bridge Feasibility Study						36,433		40,000		76,433
Service Truck Mechanical Bureau					100,000					100,000
W. Broad St Lighting-3rd Ave to 5th Ave		38,377								38,377
<b>Total Public Works - Other Projects</b>	<b>140,000</b>	<b>260,045</b>	<b>35,304</b>	-	<b>300,000</b>	<b>164,188</b>	-	<b>40,000</b>	-	<b>939,537</b>
<b>Recreation</b>										
General Pool Improvement	39,522				100,000					139,522
Municipal Ice Rink	7,436				100,000					107,436
<b>Total Recreation</b>	<b>46,958</b>	-	-	-	<b>200,000</b>	-	-	-	-	<b>246,958</b>
<b>Administration</b>										
Golf Course Capital Projects								500,000		500,000
<b>Total Administration</b>	-	-	-	-	-	-	-	<b>500,000</b>	-	<b>500,000</b>
<b>Community &amp; Economic Development</b>										
Blighted Property Acquisition		289,000								289,000
<b>Total Community &amp; Economic Development</b>	-	<b>289,000</b>	-	-	-	-	-	-	-	<b>289,000</b>
<b>Total Non-Utility Capital (Net Other Funds)</b>	<b>1,720,124</b>	<b>565,706</b>	<b>35,304</b>	<b>242,614</b>	<b>9,319,000</b>	<b>2,616,335</b>	<b>150,000</b>	<b>2,727,866</b>		<b>17,376,949</b>



# 2022 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

## PUBLIC SAFETY

### Ambulance Replacement \$175,000

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The plan is to replace ambulances as necessary to maintain a fully operational fleet of eight (8) ambulances, minimizing breakdowns and expenses incurred from heavy usage and high mileage. The plan involves the on-going replacement from bond or other alternate funding sources. The mechanical bureau will determine which ambulance will need to be replaced regardless of age based on warranty information, mechanical maintenance records and visual inspections of the fleet at the time of replacement.

**Funding Source:**  
ARP 175,000 69000- 66009

### Fire Apparatus Replacement Plan \$850,000

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Engine Replacement – By 2022 three of the fire department's engines will be 20 years or older. This purchase would be made to upgrade the pump for the northwest fire station on Catasauqua Rd. Ladder Truck – By 2024, the South Bethlehem Ladder Truck will be 16 years old. It takes 13 months for production. It would be estimated that it would go into service in 2025 making it 17 years old, 7 years past the N.F.P.A recommendation of 10 years for a front line fire vehicle. It is recommended that this replacement also contain pumping capacity, the current ladder does not have a pump, to take into consideration the size of the steel property redevelopment.

**Funding Source:**  
ARP 850,000 69000- 660074

### Lifepak 15 Cardiac Monitors \$74,900

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EMS is applying for funds from the Northampton County EMS Grant in the amount of \$50,000, with matching funds from the City of Bethlehem in the amount of \$25,000, for the replacement of (3) three aging Lifepak 15 Version 1 monitors. The electronic components of Version 1 models are no longer serviceable. The new monitors will be Version 4. Of the 10 Lifepak 15 monitors EMS uses, 7 are Version 1.

**Funding Source:**  
ARP 25,000 69000-66143  
NC EMS Grant 49,900 69999-66143  
74,900

### Monitoring/Metering Equipment \$78,000

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The Bethlehem Fire Department will purchase monitoring/metering equipment designed to better prepare our response team to implement an "all hazards" response approach which will enhance our capabilities to successfully identify, monitor and mitigate hazards. The equipment will be utilized for pipeline emergencies and other hazard material incidents due to their multiple mission benefits.

**Funding Source:**  
Technical Assistance Grant 78,000 69999-66055

## 2022 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

### Self-Contained Breathing Apparatus

**\$100,000**

The Bethlehem Fire Department is in the second phase of replacing outdated SCBA that has met the end of its service life. In 2017, all fire department SCBA were replaced with new equipment that meets the current NFPA requirements in addition to the filling system. The Bethlehem Police Department has several packs that are coming to the end of their service life. It is essential that the police department air packs be compatible with the fire department SCBA program so that filling empty bottles, fit testing, minor repairs and interagency use of spare bottles does not impede public safety. The primary use of the BPD SCBA would be used for Emergency Response Team operations when individuals pose a threat using chemical or biological hazards. Law enforcement packs are designed with less audible alarms so as to not give away an officers position during an operation unlike the multiple alarms on a fire service pack.

**Funding Source:**

Cash Reserves	100,000	69999-66135
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### Vehicle Rescue Tool Replacement

**\$75,000**

The fire departments vehicle rescue tools were purchased in 2007. Each year, we respond to numerous calls for persons trapped in vehicles due to accidents and other type of rescues. Passenger vehicle safety continues to improve each year with stronger metals and technology that eventually makes the older rescue tools obsolete. We have put in a grant request with Northampton County to fund the replacement of some of the rescue tool package we have on our apparatus. It is expected that we would have to match funds of one dollar for every two dollar award.

**Funding Source:**

ARP	25,000	69000-66008
NC EMS Grant	<u>50,000</u>	69999-66008
	75,000	

### Wireless Mesh Public Safety Data & Video Network

**\$104,000**

IT is applying for funds from the Northampton County Grow NORCO Grant in the amount of \$50,000, with matching funds from the City of Bethlehem in the amount of \$54,000, for the upgrade/replacement of the network infrastructure supporting the City's camera system as it is past end of life. Several critical components have failed completely.

**Funding Source:**

ARP	54,000	69000-66126
NC Grow Norco Grant	<u>50,000</u>	69999-66126
	104,000	

## PUBLIC WORKS – TRAFFIC

### Decorative Street Lights LED Lamp Replacement

**\$215,000**

The City continues to undergo the complete transition from HPS street lighting to LED street lighting, including decorative style street lighting. This project is to replace approximately 2,650 existing high pressure sodium lamps with energy efficient LED lamps in the decorative street lights including the 412 corridor. The City will start recouping the annual savings of 60% on our energy bill, which will offset the cost of the upgrade over the next few years. The total cost is estimated at \$215,000 for materials and labor.

**Funding Source:**

ARP	215,000	69000-66036
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# 2022 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

## Isolated Intersections

**\$890,436**

Install new or upgrade existing signals at various locations. Each intersection will be between \$230,000 and \$250,000. Proposed potential new signal locations include East Boulevard & Linden Street, Butztown Road & Easton Avenue, Linden Street & Elmhurst Avenue, and Third Avenue & Union Boulevard. Needed upgrade locations include Linden & Goepp Streets, Goepp & Main Streets, New & Market Streets, North & Main Streets, Center & Church Streets, Center & Market Streets and Walnut & New Streets, etc. Design/permit is completed and construction at Linden and Broad Streets will occur in 2022. Design for the intersections of Linden & Goepp Streets and Goepp & Main Streets will be completed in 2022, with construction to follow in 2023 depending on funding.

### Funding Source:

2019 Bond	89,966	62019-66002
2017 Bond	470	62017-66002
ARP	<u>800,000</u>	69000-66002
	890,436	

## Traffic Safety Improvements

**\$105,997**

Replacement of outdated traffic controllers and traffic signal cabinets at various locations for our 128 signalized intersections and flashers. Purchase of uninterrupted power supply units (UPS), radio communication/interconnect equipment, and video detection cameras and equipment to replace damaged or broken in-roadway traffic loop detection is also budgeted under this item.

### Funding Source:

2019 Bond	5,997	62019-66003
ARP	<u>100,000</u>	69000-66003
	105,997	

## PUBLIC WORKS – STREETS

### Mack Heavy Duty Large Dump Trucks (Tandem Axle)

**\$220,000**

This is to replace Unit # 170, a 2002 GMC Dump Truck in 2022 and Unit #165 in 2024 that are used for plowing, pulling leaf loaders, clean-up, and assist in the streets paving operation. These trucks are in poor condition and need to be replaced.

### Funding Source:

ARP	220,000	69000-66184
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### South New Street – Streetscape Improvements

**\$1,724,247**

The City received a grant and commitments from Lehigh University for streetscape improvements to South New Street from 3<sup>rd</sup> Street to Farrington Square. The conceptual design and public input meetings took place in 2018. Design of the project was completed and bid but bids came in too high and for some trades we received no bids. -The project will be re-bid in late 2021, with construction starting in 2022. The work will also include improvements required as part of the turnback of the section of road between 3<sup>rd</sup> and 4<sup>th</sup> Streets from PennDOT, as well as a unique bus shelter/gathering place located at the Greenway and New Street.

### Funding Source:

State	80,000	69999-66080
Multimodal Grant	1,000,000	69999-66080
Lehigh University	335,954	69999-66080
CRIZ	120,293	69999-66080
Northampton County	50,000	69999-66080
Escrow – Tree Developer	<u>138,000</u>	69999-66080
	1,724,247	

## 2022 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

### Spray Patch Truck

**\$245,000**

The spray patch truck the City acquired for road maintenance (pothole repair) has proven to be a great asset and repairs made with this unit have been long lasting. One of the biggest advantages this unit affords is that it only requires 1 operator versus 4 with a traditional pothole repair crew. Given that we continue to struggle with not having adequate personnel to keep in-house paving going consistently, we propose to add another patch truck to our fleet.

**Funding Source:**

ARP	245,000	69000-66178
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### Street Overlays

**\$3,320,474**

Overlay various streets throughout the City in accordance with our road management program. Proper upkeep/maintenance of the City's 260 miles plus of roadway require well over \$2,000,000 in annual expenditures and we are currently backlogged approximately \$18 million in work.

**Funding Source:**

2019 Bond	222,579	62019-66058
Cash Reserves	97,895	69999-66058
ARP	3,000,000	69000-66058
Liquid Fuels	825,815	
	4,146,289	

## PUBLIC WORKS – STORM SEWERS

### Miscellaneous Drainage Structures

**\$6,975**

These funds are used to make repairs to catch basins, headwalls, culverts, pipes, etc. throughout the City's extensive storm sewer system.

**Funding Source:**

2019 Bond	6,975	62019-66047
SWF	<u>100,000</u>	
	106,975	

### Storm Water Pollution & Flood Prevention Program

**\$76,691**

This is for the phased implementation of the storm water pollution and flood prevention plan capital program. Projects may include storm water pollutant reduction Best Management Practices (BMPs), which could consist of detention basin restoration, retrofits of existing detention basins, installations of new basins, water quality improvements, stream bank restoration, and other BMP installations.

**Funding Source:**

Cash Reserves	76,691	69999-66046
SWF	<u>600,000</u>	
	676,691	

# 2022 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

## PUBLIC WORKS – FACILITIES

### City Hall Garage Floor Repair \$1,200,000

The floor in the City Hall Garage has deteriorated over the years due to deicing salts, studded tires and other impacts. This has caused significant spalling of the concrete for approximately 75% of the floor resulting in various degrees of roughness and tripping hazards. The scope will include removal of the entire floor and replacement with a bituminous section floor.

**Funding Source:**

2019 Bond	200,000	62019-66025
Cash Reserves	200,000	69999-66025
ARP (2 years)	<u>800,000</u>	69000-66025
	1,200,000	

### City Hall Garage Structural Concrete Beam Repair \$179,500

The concrete beam in the garage below the front of the Library Entrance is spalling and rebar is exposed and corroding. This beam carries much of the load from the front façade of the Library. Temporary shoring will be necessary to support the beam while the deteriorated concrete is removed. Corroded reinforcing steel will be repaired and the repair material will be dowelled into the existing concrete. This item covers engineering costs for this work and other City Hall Complex projects as well as repairs to this beam estimated at approximately \$60,000.

**Funding Source:**

2019 Bond	179,500	62019-66018
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### City Hall Plaza Drainage Pipe Replacement \$100,000

The drain pipes for the plaza run through the garage and are galvanized steel. The pipes are corroding, frequently clog, and gather Calcium deposits which causes backups in the plaza drains and likely contributes to or causes the existing leaks in the facility. The piping is jetted annually, but the problems persist. The drain piping in the garage will be replaced with larger diameter PVC pipe which will not collect future calcium deposits as readily as the galvanized steel. In addition, some of the existing piping has asbestos insulation that will be abated. Construction is anticipated to begin in 2023.

**Funding Source:**

ARP	100,000	69000-66069
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### Domestic Water Tank Replacement \$110,000

This project is for the replacement of two large domestic water tanks with hot water heat exchangers. These tanks are original to the City Hall Complex and are insulated with asbestos. The circulating pumps, controls, and heat exchangers are all beyond their expected life and in need of replacement. The asbestos will be abated and the tanks replaced with smaller, gas fired, condensing water heaters. Construction is anticipated to begin in 2023.

**Funding Source:**

ARP	110,000	69000-66070
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# 2022 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

## Facilities Capital Improvements

**\$1,048,958**

Funding is to support improvements identified by the comprehensive facilities evaluation, other previously identified improvements, and unexpected major necessary capital improvements to all City facilities. Currently identified improvements include Ice House porch and steps replacement, HVAC replacement at Ice House, and replacement of air handlers, heat exchangers, pumps, pneumatic controls, air filters, condensers and pumps at various facilities, exterior improvements, railings, new windows on ground floor for the Police Department, HVAC component replacements, replacement of pavers on the plaza, and upgrade of the City Center elevators (parts are no longer available for existing elevators). In addition, funding is included for improvements/renovations at the City's Fire Houses focusing on functional concerns of the facilities and energy efficiency improvements. Work includes replacing/upgrading heating/cooling/ventilation systems, paving, replacement of doors/windows, other facility interior/exterior improvements and renovations. Safety concerns and code issues identified by Public Works, Safety Committee, Fire Department, and Inspections will also be addressed. Projects may include roof renovations/replacement, exhaust/air systems to improve air quality, emergency lighting, renovation/replacement of unsafe structures, purchase of special equipment as deemed necessary to handle safety/code requirements, and other unforeseen repairs/improvements to facilities/equipment to extend the life of a capital asset. Funding in this line item also includes evaluation and improvements to the Police Department space.

### Funding Source:

2017 Bond	13,537	62017-660999
2019 Bond	35,421	62019-660999
ARP	<u>1,000,000</u>	69000-660999
	1,048,958	

## Floor Tile Replacement

**\$250,000**

Much of the flooring in the City Center is original 9"x9" resilient tile with a low-percentage asbestos mastic. The City has been remediating the ACM on an as-needed basis with renovations. The flooring in some of the Police areas is chipped and damaged and entire sections are missing, exposing the subfloor. Some finish flooring has already been replaced with VCT or is finished concrete. This funding is to complete the remaining areas.

### Funding Source:

ARP	250,000	69000-66065
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## Library Exterior Column Repair

**\$600,000**

The 38 steel columns around the perimeter of the Library are corroded at the bases. Several columns had repairs made in the recent past, but the repairs are beginning to corrode. The concrete slab will be removed below the columns down to the beam and new piers will be built to support the steel column base. This project will be completed in phases to address the repairs in order of condition. Some repairs (4-5 columns) should be done as soon as possible.

### Funding Source:

2019 Bond	200,000	62019-66017
Cash Reserves	200,000	69999-66017
ARP	<u>200,000</u>	69000-66017
	600,000	

## Police Forensics and DUI Area Heat Pump System

**\$80,000**

The Forensics and DUI Center located in the basement are not connected to the central air handling system. Temporary units were installed in the past and are inadequate and have exceeded their useful life. A heat pump system will be added to address these areas.

### Funding Source:

2019 Bond	80,000	62019-66016
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## 2022 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

### Rodgers Street Maintenance Facility Replacement

**\$2,001,080**

The City's Grounds Maintenance Bureau and Traffic Maintenance Bureau both work out of the facility at Rodgers and Lewis Streets. This is a former Naval Reserve Center built in 1950 and is in poor condition and not suitable or cost effective for the current use. The structure will be demolished and replaced with a new pole barn structure better suited to the City's operations and needs. Funding is to cover design, demolition, asbestos abatement and construction. Asbestos removal and demolition work was completed in 2021, and design & bidding for the new building was also completed in 2021. Funds in 2022 are to cover all construction payments in 2022.

**Funding Source:**

Cash Reserves	1,513,280	69999-66048
2019 Bond	<u>487,800</u>	62019-66048
	2,001,080	

### PUBLIC WORKS – GROUNDS

#### Greenway/Saucon Park Ball Fields Connection

**\$892,614**

This project provides for an extension of the Greenway to the ball fields at the north end of Saucon Park off of Millside Drive, along with storm water improvements. Construction is anticipated to begin in the fall of 2021 and will be completed in 2022.

**Funding Source:**

2013 Bond	242,614	62013-66163
State	500,000	69999-66163
Recreation Fees	<u>150,000</u>	69999-66163
	812,914	

#### Grounds Capital Improvements

**\$427,582**

Funding in this item is to cover smaller capital project needs already identified such as improvements and renovations to athletic fields (grading, aerating, topsoil, and backstops), tennis court resurfacing, landscaping, tree removal/replacements, parking lot improvements, sidewalk replacements, pathway improvements, parks buildings, and equipment. Funds may also be used to cover our construction bids that come in high on other projects for these facilities.

**Funding Source:**

2017 Bond	2,654	62017-66090
2019 Bond	24,928	62019-66090
ARP	<u>400,000</u>	69000-66090
	427,582	

#### Mack Heavy Duty Medium Dump Truck (Single Axle)

**\$250,000**

This unit will be equipped with a plow package and salt spreader for snow operations, pulling leaf loaders, and hauling materials.

**Funding Source:**

ARP	250,000	69000-66071
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# 2022 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

## PUBLIC WORKS – OTHER PROJECTS

### Bridge Repairs \$496,972

The project is for maintenance and repair of ten (10) bridges the City is responsible for maintaining. Funding has been carried over to cover some larger projects. Repairs to South Main Street over the Monocacy Creek are anticipated in early 2022. The City is currently working on completing "Priority 0 and 1" repairs on 8th Ave Bridge deck with anticipated completion date in September 2021. Several of the remaining bridges are in need of significant repairs. The City receives regular inspection reports through the National Bridge Inspection System (NBIS). These reports detail needed repairs including concrete repair, deck overlay, deck and bearing rehabilitation and painting. The Public Works Department annually completes repairs that are within our expertise utilizing in-house forces. Much of the more complex work requires specialized bridge contractors. In addition, the NBIS inspections sometimes result in "Priority 1" repairs which must be addressed within a few months. Failure to make these repairs may result in further deterioration and greater future costs, as well as possible closures in extreme instances.

**Funding Source:**

2015 Bond	35,304	62015-66067
2017 Bond	121,668	62017-66067
2019 Bond	140,000	62019-66067
ARP	<u>200,000</u>	69000-66067
	496,972	

### Citywide Wayfinding Signage \$227,755

A comprehensive effort to install a network of wayfinding signage is underway in both downtown areas and at several gateway entrances to the City. This project brands Bethlehem and provides improved wayfinding for tourists and visitors. Phase I was completed in early 2018 and Phase II in 2021, design for Phase III is currently under way. . Additional funds have been acquired from grants and donations to complete the final phases. Operating costs will be affected long term, but the signs are designed with durability and efficient maintenance in mind.

**Funding Source:**

2017 Bond	100,000	62017-66033
Contributions	<u>127,755</u>	69999-66033
	227,755	

### Pedestrian Bridge Feasibility Study \$76,433

Funds to be used towards a pedestrian bridge feasibility study.

**Funding Source:**

Cash Reserves	40,000	69999-66026
DCNR Grant	<u>36,433</u>	69999-66026
	76,433	



## 2022 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

### Service Truck Mechanical Bureau

**\$100,000**

The Mechanical Bureau is requesting a replacement service truck. Currently the truck that is being utilized as a "service truck" is a 2000 Chevy pick-up truck with a fuel tank in the bed. It has no air compressor and there are no provisions for tools. Equipment items transported must be placed on the seat or behind the seat and must be transferred in and out as needed. This is time consuming and inefficient, especially for emergency call-outs. The Mechanical Bureau must perform maintenance and repair work on vehicles and equipment at various facilities and locations around the city as well as emergency repairs and refueling on the road. Ideally, to perform these tasks in an efficient, timely manner a service truck, designed and equipped with the proper tools and materials, is needed. This truck would be on a heavy-duty pick-up chassis with a mechanic service body. This body will incorporate cabinets and drawers for gas cans, jacks, tools, fluids, consumable aerosols and other items needed for on-site repairs. It would be equipped with an auxiliary fuel tank and pump for refueling pavers and heavy equipment at construction sites and fire apparatus at fire scenes and refilling several small refueling sites at bureaus around the city. It would also be equipped with a heavy-duty air compressor for repairing tires on the road and for running multiple air tools including impact guns to remove lugs on large rims. It includes a lift gate to help transport large tires, oil drums and other heavy parts and is four-wheel drive for all weather use.

**Funding Source:**

ARP	100,000	69000-66052
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### W. Broad Street Lighting – 3<sup>rd</sup> Ave. to 4<sup>th</sup> Ave.

**\$38,377**

A Multimodal Transportation Fund Grant was applied for and received for this work. This project is for the installation of decorative street lights along West Broad Street from 3<sup>rd</sup> Avenue to 4<sup>th</sup> Avenue (application was for 3<sup>rd</sup> Avenue to 8<sup>th</sup> Avenue, but award of grant was not in full and project was scaled back). This is a continuation of previous work from 1<sup>st</sup> Avenue to 3<sup>rd</sup> Avenue completed as a part of the Elm Street Program. Design was completed in 2018. Construction is anticipated to be completed in 2020 and some funding is being carried to 2021 to make final payments.

**Funding Source:**

2017 Bond	38,377	62017-66154
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## Recreation

### General Pool Improvement

**\$139,522**

Improvements/renovations to pools, bathhouses, filter systems and related buildings based on the Park and Pool Study of 2017 and arising needs.

**Funding Source:**

2019 Bond	39,522	62019-66019
ARP	<u>100,000</u>	69000-66019
	139,522	

### Skating Rink

**\$107,436**

Improvements/ purchases of equipment as needed for operations and capital upgrades. Future plans also include purchase of a new Zamboni and renovation of the restrooms.

**Funding Source:**

2019 Bond	7,436	62019-66028
ARP	<u>100,000</u>	69000-66028
	107,436	

## 2022 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

### ADMINISTRATION

<b>Golf Course Capital Projects</b>	<b>\$500,000</b>
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A portion of year-end cash balance will be transferred from the Golf Course Enterprise fund (004) to the Non-utility fund to be used towards future capital projects. \$250,000 was transferred in 2021 and the balance will be transferred in 2022.

**Funding Source:**

Cash Reserves	500,000	69999-66063
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### COMMUNITY & ECONOMIC DEVELOPMENT

<b>Blighted Property Acquisition</b>	<b>\$186,999</b>
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Capital funds are needed to acquire buildings that have been deemed as blighted per the Blighted Property Review Committee and Planning Commission. Without funding to purchase buildings, owners of these properties tend to retain them as they fall further into disrepair, and negatively affect neighborhoods. Funds will be used to conduct the necessary appraisals, due diligence and finally purchase the property. Properties will be subject to sale to qualified developers for a below market price, but at a price high enough to help replenish this initial funding. Recaptured funds from sales will be reincorporated in to available funds for blighted property acquisition.

**Funding Source:**

2017 Bond	186,999	62017-66159
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**CITY OF BETHLEHEM  
WATER CAPITAL FUND  
FUND ANALYSIS SUMMARY**

	<b>2022 Budget</b>
<b>REVENUES:</b>	
308901 Cash	391,193
37004 PENNVEST Grant - Lead Service Lines	2,875,000
37005 Bond Redemption and Improvement	1,461,463
39805 Capital Appropriations	3,366,841
<b>TOTAL WATER CAPITAL FUND REVENUES</b>	<b>8,094,497</b>
<b>EXPENDITURES:</b>	
770016 5 Million Gallon Northeast Standpipe Engineering	111,900
77002 Distribution Systems Extension	250,000
77003 Service Lines New/Renewal	150,000
77004 Metering	484,000
77005 Replace, Relocate, Rehabilitate Distribution System	642,000
77006 Fire Hydrant New/Renewal	200,000
77010 5 MG SE Tank Engineering	300,000
77011 Lead Service Line Replacement Project	2,875,000
77015 0.5 MG SE Tank Engineering	32,800
77016 Emergency Repair Transmission Mains	15,000
77022 Facilities Improvements	170,000
77023 Fire Pump Station Engineering/Construction	1
77026 Sidewalk/Trench Restoration	370,000
77028 Rt. 512 Extension for EAT Engineering	1
77032 SCADA System Upgrade	10,000
77034 WTP Chlorination Alternatives Design/Construction	1
77036 Commercial & Industrial Meter Replacement	78,000
77037 Automatic Meter Reading Project	1
77038 Replace WTP Air Blowers	1
77039 Master Meters/Pits/Appurtenances	36,000
77040 Fixed Asset Repairs	50,210
77042 2 MG SE Storage Tank Modifications	1
77045 5 MG SW Tank Engineering	1
77052 WTP Lagoon Baffle System Replacement	84,793
77053 Distribution System Auto Flushing Stations	24,000
77054 Drexel Heights Pressure Improvement	1
77055 Hecktown Road Bridge Main Replacement	870,000
77056 WTP Emergency Generator	140,000
77057 WTP Lower Roof Replacement/Engineering	50,000
77059 Well System Generators and Transfer Switches	75,000
77060 Mud Lane Water Main Extension and Well Abandonment	525,000
77062 Shady Lane Manganese Treatment	90,000
77084 Security Enhancements	100,000
77096 Penn Forest Dam SCADA	1
77099 Equip. Water Maint.	160,333
770991 Equip. Collection & Treatment	57,950
770992 Equip. Water Laboratory	30,000
770993 Equip. Meter Shop	1
770996 Equip. WTR. Filtration	102,500
770997 Equip. Utility Billing	1
770999 Equip. Tech. Support	10,000
<b>TOTAL WATER CAPITAL FUND EXPENDITURES</b>	<b>8,094,497</b>

# 2022 WATER CAPITAL PROJECT DETAIL

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## 5 Million Gallon Northeast Standpipe Engineering

007A-770016

Project includes the painting of interior/exterior, antenna retrofit service, mixing system installation and inspection services. Professional engineers will be responsible for ongoing asset management and scheduling of maintenance and for future structural integrity and renovations.

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## Distribution System Extensions

007A-77002

The extension of the distribution system and the routine expansion of the distribution mains to serve customers.

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## Service Lines New/Renewal

007A-77003

Pipe, fittings and material for repair/replacement of service lines. These lines are installed from the main to the curb line and are generally  $\frac{3}{4}$ " in size, but can be as large as 4". Also includes tapping sleeves and valves for fire lines and other supplies.

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## Metering

007A-77004

This is an annual project for replacement of older residential and small commercial property meters. Meters range from  $\frac{5}{8}$ " to 1" in size including washers, couplings, wire and endpoints.

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## Replace, Relocate, Rehabilitate Distribution System

007A-77005

This is an annual project. Replacement, relocation or rehabilitation of water distribution system based on Long Term Infrastructure Improvement Plan or emergencies.

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## Fire Hydrant - New/Renewal

007A-77006

This is an annual project. Additional hydrants are needed to eliminate spacing deficiencies. Damaged and worn hydrants must be replaced and new hydrants added as distribution system expands. Includes new hydrants, hydrant repair kits and hydrant locks.

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## 5 MG SE Tank Engineering

007A-77010

The 5 million gallon South East tank is in need of a long term maintenance plan to prolong its useful life. A formal maintenance agreement will include tasks such as inspections, painting, repairs, and engineering structural analysis as needed. The work will begin in 2022 with a complete renovation of the nearly 60 year old tank including interior blasting, solids removal, and making improvements/repairs to the structure of the tank.

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## Lead Service Line Replacement Project

007A-77011

This \$2.875 million project involves the replacement of approximately 250 lead service lines that feed existing residential customers in the City's urban core. The scope of work will include replacement of each lead service line from the water main to the building foundation. All lead material will be replaced with copper piping. This project is funded by a Pennvest Grant.

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## 0.5 MG SE Tank Engineering

007A-77015

Project includes the painting of interior/exterior, mixing system installation and inspection services. Professional engineers will be responsible for ongoing asset management and scheduling of maintenance and for future structural integrity and renovations.

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## Emergency Repair Transmission Mains

007A-77016

To repair transmission main leaks including permitting, construction administration, and construction/repair costs. To replace transmission main appurtenances.

# 2022 WATER CAPITAL PROJECT DETAIL

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## Facilities Improvements

007A-77022

Ongoing project for various maintenance tasks at water system properties. 2022 projects will include:

Tree and shrub removal at the Water Treatment Plant to open up drainage swales and clear encroachment on the facilities; paving of access roads at the Watershed which have fallen in disrepair; replacement of inoperable lighting inside the Penn Forest Dam access tunnel.

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## Fire Pump Station Engineering/Replacement

007A-77023

Project for design, bid, and construction to install new pumps, motors, isolation and check valves, actuators, motor control center, piping, electrical work, flow meter and emergency generator/transfer switch. Project closeout in 2021.

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## Sidewalk/Trench Restoration

007A-77026

This is an annual project which includes trench, curb and sidewalk restoration following water line repairs.

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## Route 512 Extension for East Allen Township

007A-77028

Project to extend water distribution main on Route 512 in East Allen Township. Contingent on development along the Rt. 512 Corridor. Includes cost to acquire Rights-of-Way.

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## SCADA System Upgrade

007A-77032

This is an annual project to perform software updates, server upgrades, replacement instrumentation, SCADA conversions.

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## Chlorine Gas Alternatives Design/Construction

007A-77034

Design alternative to chlorine gas at the Water Filtration Plant based on results of alternatives study completed in 2018. Design and construction will be planned for a future year pending availability of capital funding.

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## Commercial and Industrial Meter Replacement

007A-77036

This is an annual project. It is to provide for replacement of meters in commercial, industrial, public and institutional buildings and pits and for meter bypasses and fire lines. Meters range from 1 ½" to 8" in size.

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## Automatic Meter Reading Project

007A-77037

Strategic plan to complete the installation of Advanced Metering Infrastructure. (AMI) technology will provide for automatic meter reading via central radio towers. One additional tower and base station to be installed in 2021 with a possibility of smaller tower depending on the efficiency of the entire AMI infrastructure.

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## Replace Air Blowers at WTP

007A-77038

To replace two (2) air blowers at WTP which are 25 years old. Slated for a future budget year.

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## Master Meters/Pits/Appurtenances

007A-77039

To maintain master meters in meter pits with piping and for our bulk service customers to monitor flows and for accurate billing purposes.

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## Fixed Asset Repair

007A-77040

Repairs or replacements to the utility's fixed assets which may include buildings, computer equipment, computer software, machinery, and vehicles. Equipment repairs including but not limited to pumps, generators and other process control equipment needed to maintain good working order and/or to restore the equipment to its previous condition.

# 2022 WATER CAPITAL PROJECT DETAIL

## **2 MG SW Reservoir Engineering**

**007A-77042**

Planned replacement of the 90-year old concrete reservoir. Slated for a future budget year.

## **5 MG SW Tank Engineering**

**007A-77045**

Project includes the painting of interior/exterior, mixing system installation and inspection services. Professional engineers will be responsible for ongoing asset management and scheduling of maintenance and for future structural integrity and renovations. Slated for a future budget year.

## **WTP Lagoon Baffle System Replacement**

**007A-77052**

To replace WTP Floating Lagoon Baffle System in the north lagoon in 2020 and in the south lagoon in 2021. Floats and skirts are deteriorating and must be replaced to avoid short circuiting. Project closeout in 2022.

## **Distribution System Auto Flushing Stations**

**007A-77053**

Installation of automatic flushing stations at various locations in the distribution system to maintain water quality to meet new PA DEP regulations.

## **Drexel Heights Pressure Improvement**

**007A-77054**

To design and construct new water main feed to the Drexel Heights development in Allen Township to increase water pressure to acceptable levels. Project closeout in 2022.

## **Hecktown Road Bridge Main Replacement**

**007A-77055**

To replace water main on Hecktown Road over Route 22. Includes design, bidding and construction services.

## **WTP Emergency Generator Replacement**

**007A-77056**

To replace emergency generator at WTP which is at the end of its useful life. Includes generator, enclosure, load bank, fuel tank, automatic transfer switch, mechanical/HVAC, demo of existing UST, replace electronic controller, site work, conduit, fencing and other electrical modifications, start-up, and training.

## **WTP Lower Roof Replacement**

**007A-77057**

To make repairs to the existing WTP lower roof. In 2021 performed diagnostic scans and invasive testing. Small project to remove and repair roofing at several roof drains and parapet sections.

## **Well System Emergency Generators and Transfer Switches**

**007A-77059**

To install emergency generators and automatic transfer switches at each of the City's well systems as per the Uninterrupted System Service Plan requirements of PA DEP Chapter 109.

## **Mud Lane Water Main Extension and Well Abandonment**

**007A-77060**

Project to extend 1,500 feet of water main on Mud Lane including pump package and connection to the East Allen Gardens distribution system. Existing well system will be abandoned.

## **Shady Lane Manganese Treatment**

**007A-77062**

Installation of equipment necessary to reduce high manganese at the Shady Lane well system.

## **Security Enhancements**

**007A-77084**

To design and install security enhancements identified as a result of a security study assessment of the water system.

## 2022 WATER CAPITAL PROJECT DETAIL

### **Penn Forest Dam SCADA System**

**007A-77096**

To provide SCADA system services on an as needed basis. Needed to monitor dam measurements to ensure structural integrity of the dam.

### **Equipment –Utility Maintenance**

**007A-77099**

The following is the list of equipment requested by the Bureau of Utility Maintenance:

#### **New Vehicle Purchase:**

2022 Ford F150 Crew Cab pickup (Supervisor) with truck bed accessories

#### **New Vehicle Leases:**

2022 Ford F-350 Reg Cab Crew Truck (Lease year 1 of 3); **Carryover from 2021**

#### **Current Vehicle Leases:**

2021 John Deere 310 SL Backhoe w/ accessories (Lease year 2 of 3)

#### **New Equipment:**

Asphalt Roller

### **Equipment – Collection & Treatment**

**007A-770991**

#### **Current Vehicle Leases:**

John Deere 6130M Cab Tractor 4x4 with diamond mower (Lease year 3 of 4)  
2021 GMC Sierra 3500 HD 4WD Pickup Truck (Lease year 2 of 3)

### **Equipment – Laboratory Services**

**007A-770992**

#### **New Vehicle Purchase**

AWD SUV for daily City-wide lab sampling.

### **Equipment – Meter Shop**

**007A-770993**

No capital equipment purchases planned for 2022

### **Equipment – Water Filtration**

**007A-770996**

One (1) Water Service Pump Rebuild.

#### **New Equipment Purchase**

Bobcat Loader

### **Equipment – Utility Billing**

**007A-770997**

No capital equipment purchases planned for 2021.

### **Equipment – Technical Support**

**007A-770999**

SCADA system pressure, level and flow transmitters.

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**CITY OF BETHLEHEM  
SEWER CAPITAL FUND  
FUND ANALYSIS SUMMARY**

**2022  
Budget**

**REVENUES:**

30850	Investment Interest	15,000
308901	Cash Balance	6,760,000
32113	Tapping Fees	200,000
32123	2017 PA Small Water & Sewer Grant	250,000
32126	2019 PA Small Water & Sewer Grant	525,000
39805	Capital Appropriations	2,097,911

**TOTAL SEWER CAPITAL FUND REVENUES**

**9,847,911**

**EXPENDITURES:**

88001	Sewer Laterals New/Renewal	5,000
88002	Collection System New/Renewal	200,000
880022	W Intermediate Clrfr Drive	640,000
880024	Fine Bar Scrns-Deirtus Rm	1
880031	RAS Pump/Piping Upgrades	50,000
880034	Security Enhancements	1
880035	Sludge/Gas/Flow Meters Digest.	25,000
88004	Inflow/Infiltration Mitigation	50,000
88007	ACT 537 Collection System	1,500,000
88008	Chlorinator/Tot Res Anal	15,000
88010	WWTP Dike Stabilization	1
88012	WWTP Electrical Sub-Stations Replacement	550,000
88013	Gravity Thickener Upgrades	1
88016	Sewer Maintenance Equipment	176,000
88017	Centrate Side Stream Treatment System	1
88019	Fixed Asset Repair	212,902
88020	Influent Sampling Relocation Project	25,000
88021	GBT Building Upgrades	10,000
88022	Effluent Pump Station Upgrade	60,000
88023	Clarifier Catwalks Replacement	475,000
88024	Chemically Enhanced Primary Treatment (CEPT)	1,200,000
88025	Third Intermediate Clarifier - Engineering	1
88026	Sewer Trench Restoration	50,000
88027	Applebutter Road Lift Station	30,000
88073	SCADA system Upgrades	30,000
88114	Odor Control	1
88120	WWT Equipment	200,000
88121	WWT Laboratory Equipment	20,000
88123	West Influent Pump Room	2,100,000
88125	Cogeneration System	1
88126	Primary Clarifier Scum Pits	1
88127	WWTP Control Bldg Renovations	100,000
88131	Sewer Department Vehicles	384,000
88136	Facilities Improvement	300,000
88145	Pump Station #1 Pumps	40,000
88146	Raw Sewage Pumps	50,000
88148	East Intermediate Clarifier	1,250,000
88153	Aeration Tank Upgrade	100,000

**TOTAL SEWER CAPITAL FUND EXPENDITURES**

**9,847,911**

## 2022 SEWER CAPITAL PROJECT DETAIL

### **Sewer Laterals – New/Renewal**

**008A-88001**

To construct and repair sewer laterals as required throughout the collection system.

### **Collection System New/Renewal**

**008A-88002**

To construct and repair the collection system and lift stations including gravity mains, force mains, manholes, siphons, lift stations, grounds and appurtenances. This ensures compliance with Federal and State regulations, specifically the Clean Water Act governing SSO's and CSO's.

### **West Intermediate Clarifier Drive**

**008A-880022**

Rebuild of West Intermediate Clarifier sludge removal mechanisms and installation of baffles to improve settling performance. Originally installed in 1976.

### **Fine Bar Screens – Detritus Room**

**008A-880024**

Design and construction services to replace bar screens, washer/compactor, screw conveyors, detritors, ventilation system, and electrical components. Improved screening at head end of plant will greatly benefit downstream processes. Project closeout in 2021.

### **Return Activated Sludge Pump and Piping Replacement**

**008A-880031**

Replacement of RAS sludge pumps in Pump House No. 1. Originally installed in 1976.

### **Security Enhancements**

**008A-880034**

Design and install security enhancements identified as a result of a security study of the wastewater system.

### **Sludge/Gas/Flow Meters**

**008A-880035**

Installation of sludge and gas and plant flow meters as needed.

### **Infiltration/Inflow Mitigation**

**008A-88004**

To investigate, seal, and chemically treat leaking sewer mains and to locate and eliminate storm drain connections, and parts/repairs to the meter equipment to determine flows in the system. The overall goal is to reduce the excessive non-waste-water flow to the treatment plant which occurs during heavy rain fall. Ensures compliance with federal and state regulations governing SSO's and CSO's.

### **Act 537 Collection System Improvements**

**008A-88007**

Act 537 collection system improvements. Plan for sewer main replacement/upgrades as identified in the Act 537 Plan. Projects include Fifth and Pierce Streets, and Broadway sanitary sewer replacement.

### **Chlorinator/Total Residuals Analyzer**

**008A-88008**

Replacement of current chlorination control system, including analyzers and related instrumentation.

### **WWTP Dike Stabilization**

**008A-88010**

Evaluation and repair of dike surrounding the Wastewater Treatment Plant to mitigate erosion, control growth of vegetation, and stabilize soils. Slated for future budget year.

### **WWTP Electrical Substation Replacement**

**008A-88012**

Design, testing, and construction services to evaluate and ultimately replace plant substations, switchgear, and power cables which have reached the end of their useful life.

## 2022 SEWER CAPITAL PROJECT DETAIL

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<b>Gravity Thickener Upgrades</b>	<b>008A-88013</b>
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Design and construction service to upgrade the gravity thickener mechanical equipment, meters, sensors, and controls. Slated for future budget year.

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<b>Sewer Maintenance Equipment</b>	<b>008A-88016</b>
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The following is the list of equipment requested by the Sewer Maintenance Bureau:

**Current Equipment Lease:**

2021 Ramvac 3000 Debris Vac (Lease year 2 of 3)

**New Equipment:**

CCTV pole camera used for manhole inspections – Carryover from 2021  
Replacement lift pump and equipment  
CCTV equipment upgrade  
Trailer mounted air compressor

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<b>Centrate Side Stream Treatment System</b>	<b>008A-88017</b>
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Design and construction of an aeration system to reduce ammonia-nitrogen concentration in the liquid centrate (dewatering reject water) which gets recycled through the plant. Slated for future budget year.

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<b>Fixed Asset Repair</b>	<b>008A-88019</b>
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Repairs or replacements to the utility's fixed assets which may include buildings, computer equipment, computer software, machinery, and vehicles. Equipment repairs including but not limited to pumps, generators and other process control equipment needed to maintain good working order and/or to restore the equipment to its previous condition.

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<b>Influent Sampling Relocation Project</b>	<b>008A-88020</b>
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Design and construction for relocating centrate discharge line from the plant influent to allow for accurate sampling.

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<b>GBT Building Upgrades</b>	<b>008A-88021</b>
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Install new doors, heaters, and other mechanical/electrical equipment that has failed due to corrosion.

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<b>Effluent Pump Station Upgrade</b>	<b>008A-88022</b>
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Install VFD's and motor starters, overloads and other electrical equipment for two (2) 25 mgd pumps.

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<b>Clarifier Catwalks Replacement</b>	<b>008A-88023</b>
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Replace catwalks on clarifiers that are corroding and are a safety issue.

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<b>Chemically Enhanced Primary Treatment (CEPT)</b>	<b>008A-88024</b>
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Design and construction for Chemically Enhanced Primary Treatment (CEPT) system. Coagulant addition to the primary clarifiers to enhance solids settling for improved treatment performance.

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<b>Third Intermediate Clarifier</b>	<b>008A-88025</b>
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Design and construction for a third intermediate clarifier. Additional clarifier for improved treatment, wet weather flows and redundancy. Slated for future budget year.

## 2022 SEWER CAPITAL PROJECT DETAIL

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<b>Sewer Trench Restoration</b>	<b>008A-88026</b>
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Annual project which includes trench, curb, and sidewalk restoration following sewer line repairs.

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<b>Applebutter Road Lift Station</b>	<b>008A-88027</b>
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Design services to evaluate pump station performance during wet-weather events, recommend modifications, and install flow meters.

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<b>SCADA System Upgrades</b>	<b>008A-88073</b>
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Annual project for hardware/software upgrades for the SCADA system. Installation of fiber optic cable loop throughout the plant.

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<b>Odor Control</b>	<b>008A-88114</b>
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Hydrogen sulfide gas detector system for plant's fence line. Includes potassium permanganate and magnesium hydroxide tanks and feeders for odor control.

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<b>WWTP Equipment</b>	<b>008A-88120</b>
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The following is the list of equipment requested by the Wastewater Treatment Plant:

Oil Meter System  
Emergency Portable Generator  
One (1) ISCO Refrigerated Auto Sampler  
One (1) Aeration Mixer  
Two (2) Air Blowers  
Trailer weight scale – for weighing biosolids trailers for land application  
Hach probes for Solids monitoring  
Influent wet-well gates – two (2) Limitorque actuators

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<b>WWTP Laboratory Equipment</b>	<b>008A-88121</b>
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The following is the list of equipment requested by the Quality Bureau:

BOD automatic bottle washer

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<b>West Influent Pump Room</b>	<b>008A-88123</b>
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Design and construction services to replace pumps, valves, piping and motor controls in the west influent pump room. All equipment has exceeded its useful life.

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<b>Cogeneration System</b>	<b>008A-88125</b>
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Design for a cogeneration system that will take advantage of increased production of biogas from digesters. A cogeneration system will burn the biogas in an engine for plant heating and electricity production. Slated for a future budget year.

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<b>Primary Clarifier Scum Pits</b>	<b>008A-88126</b>
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Design and construction of clarifier scum pit mixers, heaters, and controls to allow automatic transfer of sludge to the digester. Slated for a future budget year.

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<b>WWTP Control Bldg Renovations</b>	<b>008A-88127</b>
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Design and construction service to renovate the main control building offices, labs, locker rooms, and other work spaces.

## 2022 SEWER CAPITAL PROJECT DETAIL

### Sewer Department Vehicles

008A-88131

The following is the list of vehicles for Utility Maintenance and Wastewater Treatment:

#### New Vehicle Leases:

2022 Mack Single Axle Dump Truck (Lease year 1 of 3); **Carry over from 2021**

#### New Vehicle Purchases:

Utility cart - WWTP

Two (2) Ford Transit 250 AWD Cargo vans - UM

#### Current Vehicle Leases:

2020 Mack Tandem Wheel Dump Truck – UM (Lease year 3 of 4)

2020 Mack Single Axle Dump Truck – UM (Lease year 3 of 4)

2019 GMC Savana Cutaway Van – MIPP (Lease year 3 of 3)

2021 Mack Dump Truck with Plow – WW (Lease year 2 of 3)

### Facilities Improvement

008A-88136

Annual project to make repairs/upgrades to the Wastewater Treatment Plant facilities: HVAC and electrical systems, air conditioner units, locker rooms, buildings, fencing, gates, signage, paving, and other non-process items.

### Pump Station #1 Pumps

008A-88145

Upgrade and maintain pumps that flow from the activated sludge process to the trickling filters.

### Raw Sewage Pumps

008A-88146

Upgrade and maintain pumps that flow from the headworks to downstream treatment processes. These pumps must be reliable during high flows caused by wet weather.

### East Intermediate Clarifier

008A-88148

Rebuild of East Intermediate Clarifier including all baffles, rakes, drive mechanisms, and sludge removal equipment. Installation of new baffles to improve settling performance.

### Aeration Tank Upgrade

008A-88153

Evaluation and design of aeration basin to improve BOD removal settling, reduce sludge production and maintain permit compliance. Construction planned for a future budget year.

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**CITY OF BETHLEHEM  
2022 COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Total</u>
<b>CDBG Funding</b>						
Bethlehem Food Co-Op Construction			57,500	105,000		162,500
Bethlehem Public Library	55,000			20,000		75,000
CACLV-Home Purchase Assistance				7,070		7,070
CADCB-Facades			22,575	30,000	30,000	82,575
CADCB-NS 2027 Comm Façade					30,000	30,000
CADCB-Neighborhood Housing Organizer				5,000		5,000
Cares COVID-19 CDBG-CV				729,405		729,405
Catholic Senior Housing dba Grace Mansion	50,000					50,000
Center for Humanistic Change				391	19,000	19,391
Embrace Your Dreams				6,738		6,738
Future Grants		9,648	12,803	1,093		23,544
Hispanic Center of the LV-Food Pantry	20,000		50,000			70,000
Hispanic Center of the LV-Empowerment Program				10,000	10,000	20,000
Housing Rehab-Grants & Loans		45,402	57,318	231,980	226,664	561,364
Housing Rehab-Delivery Costs			53,124	231,145		284,269
Kellyn Foundation					16,168	16,168
LVCIL/ADA Counseling				9,682	35,000	44,682
New Bethany Ministries-Rep Payee					35,000	35,000
New Bethany Ministries-Delivery Costs					20,000	20,000
North Penn Legal Services				9,624	15,500	25,124
Police Community & BHA				41,678		41,678
Program Administration				198,113	264,847	462,960
Recreation Projects				15,000		15,000
Redevelopment Authority-Project Delivery					20,000	20,000
ShareCare					10,000	10,000
Street Construction					300,000	300,000
YMCA					300,000	300,000
YWCA					5,000	5,000
<b>Total CDBG Funding</b>	<u><b>125,000</b></u>	<u><b>55,050</b></u>	<u><b>253,320</b></u>	<u><b>1,651,919</b></u>	<u><b>1,337,179</b></u>	<u><b>3,422,468</b></u>

**CITY OF BETHLEHEM**  
**2022 COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

	2016	2017	2018	2019	2020	2021	Total
<b>HOME Funding</b>							
American Rescue Plan						1,404,987	1,404,987
Habitat for Humanity	52,354		59,669				112,023
Home Program Admin Expenses					13,248	38,803	52,051
CACLV First Time Homebuyers				20,000			20,000
CACLV CHDO Set Aside					59,791	58,205	117,996
Future Grants			34,395	120,000	150,000	99,995	404,390
Housing Rehab-Grants & Loans				130,486	148,955	191,030	470,471
Lehigh Valley Community Land Trust			79,909	90,000			169,909
New Bethany Ministries	22,431	100,000					122,431
<b>Total HOME Funding</b>	<b>74,785</b>	<b>100,000</b>	<b>173,973</b>	<b>360,486</b>	<b>371,994</b>	<b>1,793,020</b>	<b>2,874,258</b>

<b>Total Community Development Block Grants</b>	<b>3,422,468</b>
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<b>Total Home Investment Partnership Grants</b>	<b><u>2,874,258</u></b>
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**6,296,726**



## CDBG PROJECT DETAIL

<b>Bethlehem Food Co-Op</b>	<b>\$162,500</b>
Planning and development of community grocery store.	
<b>Bethlehem Public Library</b>	<b>\$75,000</b>
Installation of elevator at Southside Branch.	
<b>CACLV Community Action Financial Services</b>	<b>\$7,070</b>
Operational support for first time homebuyers program.	
<b>CADCB - South Side Vision</b>	<b>\$82,575</b>
Funding to support façade programs through South Side Vision.	
<b>CADCB – North Side 2027</b>	<b>\$30,000</b>
Funding to support façade programs through North Side 2027	
<b>CADCB – Neighborhood Housing Organizer</b>	<b>\$5,000</b>
Program support for contractor business training and community outreach.	
<b>Cares COVID-19 CDBG-CV Round 1</b>	<b>\$729,405</b>
Funding to prevent, prepare for and respond to the coronavirus outbreak.	
<b>Catholic Senior Housing dba Grace Mansion</b>	<b>\$50,000</b>
Bathroom renovations at existing low income residences.	
<b>Center for Humanistic Change</b>	<b>\$19,391</b>
Funds to support youth mentoring program.	
<b>Embrace Your Dreams</b>	<b>\$6,738</b>
Funds for The First Tee and the First Serve youth programs.	
<b>Future Grants</b>	<b>\$23,544</b>
Reprogramed and cancelled activities holding account.	
<b>Hispanic Center of the Lehigh Valley</b>	<b>\$70,000</b>
Food pantry renovation.	

## CDBG PROJECT DETAIL

<b>Hispanic Center of the Lehigh Valley</b>	<b>\$20,000</b>
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Empowerment Program offers resources to families in crisis.

<b>Housing Rehabilitation - Grants and Loans</b>	<b>\$561,364</b>
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Rehabilitation funds for low/moderate income residents.

<b>Housing Rehabilitation - Staff Delivery Costs</b>	<b>\$284,269</b>
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Administrative costs for the housing rehabilitation program.

<b>Kellyn Foundation</b>	<b>\$16,168</b>
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Serve residents with increased availability and affordability of fresh food.

<b>Lehigh Valley Center for Independent Living</b>	<b>\$44,682</b>
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Support of the PLACE program, which assists disabled City residents obtain suitable housing.

<b>New Bethany Ministries Re-Payee</b>	<b>\$35,000</b>
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Support for the Social Security Representative Payee Program administered by New Bethany.

<b>New Bethany Ministries Rent Assistance</b>	<b>\$20,000</b>
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Provides financial counseling, case management, and rent payment assistance to low-income individuals.

<b>North Penn Legal Services</b>	<b>\$25,124</b>
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Support of fair housing services for City residents and trainings for City property owners.

<b>Police in the Community</b>	<b>\$41,678</b>
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Connect City Cops with residents living in targeted neighborhoods in South Bethlehem.

<b>Program Administration</b>	<b>\$462,960</b>
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Reimbursement to the General Fund for staff costs, operating costs and planning studies associated with management of CDBG/Home Programs and their implementation.

<b>Recreation Projects</b>	<b>\$15,000</b>
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Purchase and installation of recreation improvements along the South Bethlehem Greenway.

## CDBG PROJECT DETAIL

<b>Redevelopment Authority</b>	<b>\$20,000</b>
Payment for loan program administrative support.	
<b>Sharecare</b>	<b>\$10,000</b>
Operational support for elderly assistance programs.	
<b>Street Construction</b>	<b>\$300,000</b>
Main & Union.	
<b>YMCA</b>	<b>\$300,000</b>
Costs related to childcare center improvements and other building upgrades.	
<b>YWCA</b>	<b>\$5,000</b>
Funding for the TechGYRLS program.	
<b>TOTAL CDBG FUNDS</b>	<b><u>\$3,422,468</u></b>

## HOME PROJECT DETAIL

<b>American Rescue Plan</b>	<b>\$1,404,987</b>
Assist renters and homeowners who are behind on rent and mortgage payments.	
<b>Habitat for Humanity</b>	<b>\$112,023</b>
Rehabilitation and construction funds for new owner occupied housing.	
<b>Home Program Administrative Expenses</b>	<b>\$52,051</b>
Administration of the HOME Program.	
<b>CACLV – Community Action Financial Services</b>	<b>\$20,000</b>
Administration of first time homebuyer's program.	
<b>CACLV – CHDO</b>	<b>\$117,996</b>
Community Housing Development Organization operational support.	
<b>Future Grants</b>	<b>\$404,390</b>
Reprogramed and cancelled activities holding account.	
<b>Housing Rehabilitation</b>	<b>\$470,471</b>
Funds for correction of code violations in low/moderate homes.	
<b>Lehigh Valley Community Land Trust</b>	<b>\$169,909</b>
Funding for the renovation of one affordable home.	
<b>New Bethany Ministries</b>	<b>\$122,431</b>
Funding for renovations of transitional housing units.	
<b>TOTAL HOME FUNDS</b>	<b><u>\$2,874,258</u></b>

**CITY OF BETHLEHEM  
STORM WATER FUND  
FUND ANALYSIS SUMMARY**

	<u>2017</u> <u>Actual</u>	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Budget w/</u> <u>Transfers</u>	<u>2021</u> <u>Actual &amp;</u> <u>Estimated</u>	<u>2022</u> <u>Budget</u>
<b>REVENUES:</b>							
<b>Operating Revenues</b>							
31202 Storm Water Program	-	-	-	-	3,022,165	3,550,000	3,566,270
<b>Total Operating Revenues</b>	-	-	-	-	3,022,165	3,550,000	3,566,270
<b>Other Operating Revenues</b>							
308901 Cash Balance	-	-	-	-	-	-	2,445,087
<b>Total Other Operating Revenues</b>	-	-	-	-	-	-	2,445,087
<b>TOTAL STORM WATER FUND REVENUES</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,022,165</u>	<u>3,550,000</u>	<u>6,011,357</u>
<b>EXPENDITURES BY CATEGORY:</b>							
Personnel Costs	-	-	-	-	132,169	130,169	137,427
Materials & Supplies	-	-	-	-	7,074	3,750	6,836
Purchased Services	-	-	-	-	1,489,480	949,880	1,855,017
Equipment	-	-	-	-	1,393,442	75,000	4,012,077
<b>TOTAL STORM WATER FUND EXPENDITURES</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,022,165</u>	<u>1,158,799</u>	<u>6,011,357</u>

## BUREAU DETAIL

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**Bureau:** Storm Water

**No:** 012A

**Department:** Storm Water

**No:** 012A

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### Bureau Description:

This fund provides for the complete evaluation of the City's Storm Water System, identifying capacity deficiencies, designing and constructing improvements to address deficiencies, preparation of a Pollutant Reduction Plan, identification of Best Management Practices (BMPs) and or retrofit measures to improve water quality/remove pollution, and design and implementation of those improvements. The fund also provides for the inspection and maintenance of the Storm Water System, NPDES MS-4 permitting, cleaning of streets, and cleaning of inlets and overall storm sewer system. The Storm Water Program's main objective is to reduce the amount of pollutants discharged to local streams and the Lehigh River, improve water quality, and mitigate or eliminate flooding to reduce erosion.

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### Goals and Objectives:

- Repair, maintain, and replacement or upgrade of the City's Storm Water System.
  - Completion of all annual requirements of the City's NPDES MS-4 Storm Water Permit, fees, public outreach, and submission of the Annual Report.
  - Evaluate and analyze hydraulic capacity of Storm Water system to determine condition, deficiencies, and identify needed improvements. Areas of the system with inadequate capacity will be included as projects on the 5 Year Capital Plan.
  - Design and construction of Storm Water capital projects at the following locations: Jischke to 3<sup>rd</sup> Street, Millside Drive and Travelers Avenue, East 5<sup>th</sup> Street, North Street, Broad and Guetter Street, West Goepp Street and 4<sup>th</sup> Ave, Greenway Swale, Cloverleaf Street, and East Boulevard.
  - Design and construction/retrofitting of Storm Water projects required as part of the City's Pollutant Reduction Plan such as: Beaufort Park Basin (3220 Chenault Dr), East Blvd Basin (2900 East Blvd), Ondine Estates Basin (1001 Johnston Dr.), and other projects.
  - Streets sweeping and storm sewer inlets and catch basins vacuuming to improve the water quality of Storm water transported to the city's rivers and creeks and prevent nuisance flooding to reduce erosion.
  - To address all Storm Water Fee payer's appeals and concerns.
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### Prior Year Achievements:

- Implementation of the Storm Water Program including addition of new staff members, design/management of storm water capital projects, implementation of the Pollutant Reduction Plan, annual storm water MS-4 permitting, storm water facility inspections, and other related tasks.
  - Prepared a Plan for the new Storm Water Program which will include new requirements and projects to comply with our Pollutant Reduction Plan as well as the City's MS-4 permit.
  - Implemented and administered the Storm Water Utility Fee program.
  - Maintenance and repairs completed at the following locations: 8<sup>th</sup> and Liebert Street, Barnsdale West of Linden, East 3<sup>rd</sup> Street, North New Street, and Way Street.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

**FUND 012 STORM WATER  
DEPT 012A STORM WATER  
BUREAU 012A STORM WATER**

		2017	2018	2019	2020	2021		2021		2022
		Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Budget
<b>Personnel Detail</b>		<b>Number of Permanent Positions</b>				#	Salaries	#	Salaries	# Salaries
TAMS	Project Engineer	-	-	-	-	1	68,352	1	68,352	1 66,081
TAMS	Engineering Assistant	-	-	-	-	1	58,817	1	58,817	1 68,846
<b>Total Positions</b>		-	-	-	-	2	127,169	2	127,169	2 134,927
<b>Account Detail</b>										
40001	SALARIES	-	-	-	-		126,369		126,369	134,027
40002	LONGEVITY	-	-	-	-		800		800	900
40003	OVERTIME	-	-	-	-		5,000		3,000	2,500
<b>Personnel</b>		-	-	-	-		132,169		130,169	137,427
41014	OPERATING SUPPLIES	-	-	-	-		5,000		2,500	5,000
41016	UNIFORMS/SAFETY SHOES	-	-	-	-		498		250	244
41023	GASOLINE	-	-	-	-		1,576		1,000	1,592
<b>Materials &amp; Supplies</b>		-	-	-	-		7,074		3,750	6,836
42032	TRAINING/CONT. EDUCATION	-	-	-	-		2,000		1,000	2,000
42047	DEPARTMENT CONTRACTS	-	-	-	-		20,000		7,500	400,000
42060	OTHER EXPENSES	-	-	-	-		6,600		5,500	6,600
42077	GENERAL FUND CHARGES	-	-	-	-		364,310		364,310	364,310
42090	UNFORESEEN CONTINGENCY	-	-	-	-		370,000		25,000	400,000
42201	STREET CLEANING	-	-	-	-		123,490		123,490	123,490
42202	LEAF COLLECTION	-	-	-	-		152,765		152,765	152,765
42203	SS MAINTENANCE & REPAIR	-	-	-	-		122,624		122,624	122,624
42204	BASIN/SWALE MAINTENANCE	-	-	-	-		97,691		97,691	97,691
42205	MS-4 PERMITTING	-	-	-	-		5,000		2,500	5,000
42206	SW DEDICATED ST POSITIONS	-	-	-	-		-		-	130,537
42207	SW SYSTEM INSPECTION	-	-	-	-		5,000		2,500	-
42208	SW ORDINANCE ENFORCEMENT	-	-	-	-		200,000		25,000	-
42209	STORM CLEAN UP & REPAIR	-	-	-	-		20,000		20,000	50,000
<b>Purchased Services</b>		-	-	-	-		1,489,480		949,880	1,855,017
43099	EQUIPMENT	-	-	-	-		30,000		25,000	30,000
43201	POLLUTION REDUCTION PROG.	-	-	-	-		300,000		-	600,000
43202	W BROAD ST STORM SEWER	-	-	-	-		-		-	-
43203	E BOULEVARD STORM SEWER	-	-	-	-		234,000		-	230,000
43204	W GEOPP ST STORM SEWER	-	-	-	-		250,000		-	250,000
43205	MISC. DRAINAGE STRUCTURES	-	-	-	-		87,500		50,000	100,000
43206	GREENWAY SS DRAINAGE	-	-	-	-		-		-	300,000
43207	MILLSIDE DR & TRAVELER AVE	-	-	-	-		-		-	150,000
43208	NORTH STREET SS	-	-	-	-		-		-	150,000
43209	BROAD ST & GUETTER ST SS	-	-	-	-		-		-	120,000
43210	CLOVERLEAF SS DRAINAGE	-	-	-	-		-		-	100,000
43299	FUTURE CAPITAL NEEDS	-	-	-	-		491,942		-	1,982,077
<b>Projects/Equipment</b>		-	-	-	-		1,393,442		75,000	4,012,077
<b>Total</b>	<b>STORM WATER</b>	-	-	-	-		3,022,165		1,158,799	6,011,357

FUND - 012 - STORM WATER FUND  
DEPARTMENT - 012A - STORM WATER FUND

## 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	2,500	OVERTIME 2,500 - BASED ON ANTICIPATED CONSTRUCTION ACTIVITY ON STORM WATER/SEWER PROJECTS IN 2022. MOSTLY TO COVER CONSTRUCTION INSPECTION SERVICES FOR CAPITAL AND PRP PROJECTS AND TO COVER ONE (1) INSPECTOR.
41014	5,000	OPERATING SUPPLIES 5,000 - ANNUAL COST OF OFFICE SUPPLIES, EDUCATIONAL MATERIALS, AND PUBLIC INFORMATION HANDOUTS. ALSO INCLUDES MATERIALS FOR INSPECTING STORM WATER FACILITIES.
41016	244	UNIFORMS/SAFETY SHOES 244 - ONE (1) SWEATSHIRT AND ONE (1) PAIR OF SHOES FOR ONE (1) FIELD INSPECTOR AND ONE (1) SWEATSHIRT FOR PROJECT ENGINEER STORM WATER STAFF IN 2022.
41023	1,592	GASOLINE 1,592 - BASED ON ESTIMATED USAGE OF 800 GALLONS (1 VEHICLE) AT \$1.99 PER GALLON.
42032	2,000	TRAINING/CONTINUING ED. 2,000 - REFERENCE TEXTS, MANUALS, AND SOFTWARE TO IMPROVE WORK PERFORMANCE AND JOB SAFETY. BASIC AND ADVANCED TRAINING AND COURSES FOR ENGINEERING SOFTWARE SUCH AS AUTOCAD, HYDROCAD ETC. TO COVER ENGINEERING TRAINING SEMINARS (GIS, ETC.) & MATERIALS. ATTEND PERMITTING SEMINARS ON EPA REGULATIONS AFFECTING MUNICIPALITIES.
42047	400,000	DEPARTMENT CONTRACTS 400,000 - LINE ITEM FOR OUTSIDE STORM WATER CONSULTING AND ENGINEERING WORK DURING THE YEAR. THIS INCLUDES PROJECT DESIGN AND PERMITTING ASSISTANCE DEPENDING ON IN-HOUSE STAFF WORKLOAD AND NUMBER OF PROJECTS. INCREASED DUE TO HIGH NUMBER OF PROJECTS AND TO COVER OUTSIDE CONSULTING SERVICES TO DEFINE THE SCOPE OF WORK FOR FUTURE PROJECTS (HYDROLOGIC & HYDRAULIC EVALUATIONS, PRELIMINARY DESIGN, PRELIMINARY COST ESTIMATES, ETC.).
42060	6,600	OTHER EXPENSES 500 - MISCELLANEOUS FIELD AND OFFICE SUPPLIES. 100 - STATIONARY SPECIALTY ITEMS. 2,500 - SOFTWARE AND UPGRADES. 500 - VERIZON CHARGE FOR DATA PACKAGES FOR TABLET USED FOR FIELD INSPECTIONS. 3,000 - IT EQUIPMENT (PURCHASING 2 TABLETS SUITABLE WITH GIS).
42077	364,310	GENERAL FUND CHARGES 364,310 - REIMBURSEMENTS TO THE GENERAL FUND FOR EXPENSES WHICH ARE INITIALLY PAID BY THE GENERAL FUND BUT THAT BELONG ON THE STORM WATER FUND (ADMINISTRATION COSTS, SUPPORT STAFF, FRINGE BENEFITS, ETC.).



FUND - 012 - STORM WATER FUND  
DEPARTMENT - 012A - STORM WATER FUND

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42090	400,000	UNFORESEEN CONTINGENCY 400,000 - ITEMS THAT COULD NOT BE FORSEEN AT TIME OF BUDGET PREPARATION.
42201	123,490	STREET CLEANING 123,490 - ESTIMATED AMOUNT TO COVER THE LABOR AND EQUIPMENT COSTS IN THE BUREAU OF STREETS MAINTENANCE TO CLEAN CITY STREETS AND REMOVE POLLUTANTS AND SEDIMENT. THIS INCLUDES COST OF FLUSHING, STREET SWEEPING, AND DISPOSAL OF COLLECTED DEBRIS.
42202	152,765	LEAF COLLECTION 152,765 - COVERS THE ESTIMATED COST OF ANNUAL LEAF COLLECTION INCLUDING CITY STAFF TIME AND EQUIPMENT COSTS IN THE BUREAU OF STREETS AND GROUNDS MAINTENANCE.
42203	122,624	SS MAINTENANCE & REPAIR 122,624 - THIS COVERS CITY STAFF TIME AND EQUIPMENT COSTS OF STORM SEWER FACILITY REPAIRS AND CLEANING.
42204	97,691	DETENT BASIN/SWALE MAINT 97,691 - THIS IS TO COVER CITY STAFF TIME AND EQUIPMENT FOR THE MAINTENANCE OF STORM WATER SWALES AND DETENTION BASINS. THIS INCLUDES REPAIRS, CLEANING, AND MOWING BY THE BUREAU OF STREETS AND GROUNDS MAINTENANCE.
42205	5,000	MS-4 PERMITTING 5,000 - COSTS INCURRED FOR THE ADMINISTRATION OF THE CITY'S NPDES MS-4 PERMIT. THIS INCLUDES ANNUAL PERMIT FEES, PUBLIC EDUCATION AND OUTREACH, INLET, OUTFALL, AND DETENTION BASIN INSPECTIONS, AND STENCLING.
42206	130,537	SW DEDICATED ST POSITIONS 130,537 - THIS IS TO FUND A MAINTENANCE WORKER I AND II IN THE BUREAU OF STREETS DEDICATED ON THE VAC ALL TO MAINTAIN CATCH BASINS ALL YEAR ROUND (VACUUMING/ CLEANING). INCLUDES SALARIES AND FRINGE BENEFITS.
42209	50,000	STORM CLEAN UP & REPAIRS 50,000 - THIS WILL COVER CITY ESTIMATED COSTS TO CLEAN UP AFTER STORM EVENTS (STREETS).
43099	30,000	EQUIPMENT 30,000 - PURCHASE OF AN ELECTRIC VEHICLE TO BE USED FOR THE STORM WATER PROGRAM TO CONDUCT INSPECTIONS ON BASINS AND SWALES, OVERSEE STORM WATER RELATED PROJECTS/OPERATIONS, AND RESPOND TO RESIDENTS COMPLAINTS. AMOUNT REFLECTS FULL PRICE OF AN ELECTRIC VEHICLE, BUT WE WILL BE APPLYING FOR AVAILABLE GRANTS.

FUND - 012 - STORM WATER FUND  
DEPARTMENT - 012A - STORM WATER FUND

# 2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
43201	600,000	POLLUTION REDUCTION PROJ 600,000 - THIS IS FOR PROJECTS THAT ARE IDENTIFIED BY THE POLLUTANT REDUCTION PLAN. PROJECTS MAY INCLUDE STORMWATER POLLUTANT REDUCTION WHICH CONSISTS OF DETENTION BASIN RESTORATION AND WATER QUALITY IMPROVEMENTS AS WELL AS STEAM BANK RESTORATION AND OTHER BMP INSTALLATIONS.
43203	230,000	E BOULEVARD STORM SEWER 230,000 - THIS IS TO EXTEND THE STORM SEWER ALONG EAST BOULEVARD FROM BOYD STREET TO LANDSDALE AVENUE. THIS WILL ALLEVIATE FLOODING AT THE INTERSECTION OF LANDSDALE AND BOYD STREET. DESIGN WILL BE DONE IN HOUSE AND THIS IS TO COVER CONSTRUCTION.
43204	250,000	W GEOPP ST STORM SEWER 250,000 - THIS IS TO UPGRADE THE STORM SEWER ALONG WEST GEOPP STREET TO ADDRESS FLOODING ALONG THE SOUTH CURBLINE DURING HEAVY RAIN (ANYTHING GREATER THAN A 6-MONTH STORM). ADDITIONAL INVESTIGATIONS WILL BE PERFORMED TO IDENTIFY POTENTIAL ISSUES WITH THE EXISTING SYSTEM AND WE WILL CONDUCT A DETAILED H&H STUDY TO DEFINE THE FINAL SCOPE OF WORK.
43205	100,000	MISC DRAINAGE STRUCTURES 100,000 - THESE FUNDS ARE USED TO MAKE REPAIRS TO CATCH BASINS, HEADWALLS, CULVERTS, PIPES, ETC. THROUGHOUT THE CITY'S EXTENSIVE STORM SEWER SYSTEM. INCREASE IN NUMBER OF PROJECTS AND COSTS OF MATERIAL.
43206	300,000	GREENWAY SS DRAINAGE 300,000 - THIS PROJECT IS TO COVER THE CURRENT OVERFLOWING AND ERROSION ALONG A QUARTER MILE SEGMENT OF THE GREENWAY TRAIL REGRADING THE SWALE TO PREVENT FLOODING, MINIMIZE EROSION, AND MAINTAIN ADEQUATE STORMWATER DISCHARGE.
43207	150,000	MILLSIDE DR & TRAVELER AV 150,000 - THIS PROJECT IS TO REPLACE AN UNDERSIZED AND POORLY SLOPED STORM SEWER AND OUT FALL FROM THE INTERSECTION OF MILLSIDE DRIVE AND TRAVELER AVENUE TO THE SAUCON CREEK. THIS AREA (GRASS AND STREET) FREQUENTLY BACKS UP DURING HEAVY RAINS.
43208	150,000	NORTH STREET SS 150,000 - THIS PROJECT IS FOR THE REPLACEMENT OF THE EXISTING DETERIORATED TERRA COTTA STORM SEWER ALONG NORTH STREET BETWEEN MAIN STREET AND GUETTER STREET.
43209	120,000	BROAD ST & GUETTER ST SS 120,000 - THIS PROJECT IS FOR THE REPLACEMENT OF THE EXISTING DETERIORATED STORM SEWER AT THE INTERSECTION OF BROAD STREET AND GUETTER STREET. WORK WILL ALSO

FUND - 012 - STORM WATER FUND  
DEPARTMENT - 012A - STORM WATER FUND

2022 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		INCLUDE SIDEWALK REPAIR AND ROAD RESTORATION.
43210	100,000	CLOVERLEAF SS DRAINAGE
	100,000 -	IMPROVEMENT UPON THE DRAINAGE AREA IN FRONT OF THE PROPERTY AT 1708 WEST CLOVERLEAF STREET. THIS DRAINAGE AREA TENDS TO GET CLOGGED CAUSING OVERFLOW DUE TO DEBRIS AND GRADING OF THE ROAD. THE ROAD NEEDS A NEW PROFILE TO DIRECT WATER AWAY FROM THE ABOVE STATED PROPERTY ADDRESS.
43299	1,982,077	FUTURE CAPITAL NEEDS
	1,982,077 -	THESE FUNDS WILL BE USED FOR ALL FUTURE MAJOR CAPITAL PROJECTS.

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