PROPOSED

CITY OF BETHLEHEM

2021 OPERATING & CAPITAL BUDGETS

CITY OF BETHLEHEM
2021
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CITY OF BETHLEHEM
CASH BALANCE ANALYSIS
2021 BUDGET

	General Fund	Water Fund	Sewer Fund	Golf Fund	Liquid Fuels Fund	Storm Water Fund
Cash Balance (Deficit) - 12/31/19*	**$15,025,343**	**$ 4,186,490**	**$ 6,026,415**	**$ 906,906**	**$1,060,615**	**$ -**
2020 Actual & Estimated Revenues	76,306,777	20,897,950	17,527,013	2,160,562	3,190,036	-
2020 Actual & Estimated Expenditures	(76,850,312)	(20,712,506)	(17,331,955)	(2,093,240)	(2,593,622)	-
Estimated Cash Balance (Deficit) - 12/31/20	**$14,481,808**	**$ 4,371,934**	**$ 6,221,473**	**$ 974,228**	**$1,657,029**	**$ -**
2021 Budgeted Revenues						
Real Estate Taxes	$32,069,835	$ -	$ -	$ -	$ -	$ -
Act 511 Taxes	14,800,000	-	-	-	-	-
City Licenses & Permits	3,277,800	-	-	-	-	-
Fines & Forfeits	400,000	-	-	-	-	-
Grants & Gifts	11,775,778	-	-	-	-	-
Departmental Earnings (Charges for Service)	6,762,000	21,044,350	16,611,938	1,398,000	-	3,022,165
Municipal Recreation	635,000	-	-	-	-	-
General Fund Charges	4,226,837	-	-	-	-	-
Returns & Allowances	2,342,750	-	-	-	-	-
Miscellaneous Revenues	1,585,000	-	-	-	-	-
Other Operating Revenues	9,525,000	610,650	828,062	-	-	-
Intergovernmental	-	-	-	-	2,339,688	-
Total 2021 Budgeted Revenues	$87,400,000	$21,655,000	$17,440,000	$1,398,000	$2,339,688	$3,022,165
2021 Budgeted Expenditures						
Personnel Costs	$62,657,090	$ 4,092,087	$ 4,299,130	$ 526,829	$ 585,000	$ 132,169
Materials & Supplies	1,529,218	493,305	710,720	200,450	450,000	7,074
Purchased Services	12,451,790	7,064,810	8,930,088	392,796	888,344	1,155,170
Equipment	554,509	97,800	158,200	-	416,344	1,363,442
Long-Term Debt	8,603,819	8,841,166	1,656,167	127,925	-	-
Civic Expenses	1,603,574	-	-	-	-	-
General Fund Charges	-	1,065,832	1,685,695	150,000	-	364,310
Total 2021 Estimated Expenditures	$87,400,000	$21,655,000	$17,440,000	$1,398,000	$2,339,688	$3,022,165
Estimated Cash Balance (Deficit) - 12/31/21	**$14,481,808**	**$ 4,371,934**	**$ 6,221,473**	**$ 974,228**	**$1,657,029**	**$ -**

* Source: City's audited general purpose financial statements

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CITY OF BETHLEHEM
GENERAL FUND
FUND ANALYSIS SUMMARY

	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers	2020 Actual & Estimated	2021 Proposed Budget
REVENUES:							
Real Estate Taxes							
30011 Real Estate - Current	25,041,798	25,329,686	26,230,756	27,885,954	28,119,381	28,100,000	31,469,835
30050 Real Estate - Prior	665,570	650,956	686,553	652,086	600,000	600,000	600,000
Total Real Estate Taxes	25,707,368	25,980,642	26,917,309	28,538,040	28,719,381	28,700,000	32,069,835
Act 511 Taxes							
30102 Earned Income Taxes	8,360,238	8,586,982	8,663,901	9,096,596	9,200,000	8,975,000	9,200,000
30103 Deed Transfer Tax	1,110,001	1,468,122	1,664,417	1,926,006	1,440,000	1,500,000	1,500,000
30106 Local Services Tax	1,763,276	1,800,216	1,795,867	1,768,201	1,815,000	1,770,000	1,800,000
30108 Mercantile Tax	2,536,745	2,437,489	2,462,399	2,557,175	2,525,000	2,525,000	2,300,000
Total Act 511 Taxes	13,770,260	14,292,809	14,586,584	15,347,978	14,980,000	14,770,000	14,800,000
City Licenses & Permits							
30201 City Licenses	26,485	26,642	23,260	25,000	30,000	25,000	30,000
30221 Permits	1,501,224	1,652,308	1,784,088	1,457,223	1,200,000	985,000	1,200,000
30231 Housing	-	-	-	603,255	1,000,000	665,000	1,000,000
30234 Liquor Licenses	32,800	-	70,135	24,800	32,800	25,600	32,800
30235 CATV Franchise	1,033,706	1,011,022	905,938	981,842	900,000	910,000	900,000
30236 Mercantile & Business Privilege	92,181	105,077	127,432	120,473	115,000	113,000	115,000
Total City Licenses & Permits	2,686,396	2,795,049	2,910,853	3,212,593	3,277,800	2,723,600	3,277,800
Fines & Forfeits							
30301 Magistrate Fines	366,782	378,721	386,048	445,880	390,000	395,000	400,000
Total Fines & Forfeits	366,782	378,721	386,048	445,880	390,000	395,000	400,000

CITY OF BETHLEHEM
GENERAL FUND
FUND ANALYSIS SUMMARY

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers	2020 Actual & Estimated	2021 Proposed Budget
Grants & Gifts								
30401	Utility Tax Reimbursement	42,143	40,658	41,171	38,176	40,000	42,000	40,000
30402	City Health	1,336,225	882,131	1,546,431	1,731,711	2,230,900	1,850,000	2,376,000
30403	County Bridge Aid	61,235	55,042	41,915	49,475	55,000	50,000	55,000
30404	Spur Route Lighting	52,315	38,918	-	5,080	25,000	5,000	5,000
30405	CARES Act	-	-	-	-	-	-	3,659,078
30409	Comm Development Reimb	364,484	273,435	326,607	381,148	335,000	330,000	335,000
30410	Lieu of Taxes	79,167	82,263	86,138	93,939	85,000	90,000	90,000
30411	BEDCO	-	-	2,000	-	-	-	-
30413	Recycling - Performance Grant	291,212	212,697	181,252	180,483	180,000	180,000	180,000
30414	Recycling - DEP Equipment	-	199,442	-	371,743	-	-	-
30415	Seat Belt Highway	33,336	18,489	21,360	17,351	17,300	17,000	-
30416	BRIA	-	-	11,503	-	46,768	35,000	47,700
30417	Bethlehem Housing Authority	397,438	307,807	264,625	436,887	375,000	375,000	375,000
30420	State Subsidy-Pension	3,661,579	3,854,133	3,887,769	4,157,845	4,280,000	4,012,900	4,200,000
30421	Lehigh Co Auto Theft Task Force	114,252	101,689	105,205	115,503	95,000	100,000	95,000
30422	DUI Overtime Grant	73,403	56,316	36,099	32,808	25,000	25,000	45,000
30424	Northampton Co Drug Task Force	9,965	3,284	4,811	3,151	15,000	4,000	15,000
30425	Law Enforcement Grant	-	23,430	24,491	-	-	-	-
30436	Police Grant/MPOETC	-	47,509	72,193	163,580	50,000	106,500	50,000
30440	Bullet Proof Vest	-	29,988	12,693	17,569	10,000	15,000	10,000
30443	FBI Funding-Overtime	19,641	-	38,092	16,236	25,000	20,000	20,000
30448	DEA-Task Force	18,875	16,717	18,281	19,659	18,000	15,000	18,000
30450	PA Historical & Museum	-	-	-	-	22,000	-	22,000
30451	NC - Revitalization Grant	-	70,000	89,650	53,362	70,000	50,000	34,000
30453	Lehigh University	107,500	100,000	100,000	100,000	100,000	100,000	-
30456	Redevelopment Authority	-	25,000	25,000	-	-	-	-
30457	Keystone Communities	-	-	25,000	-	-	-	-
30458	Assistance to Firefighters Grant	-	-	-	28,888	-	-	-
30459	DCED - Municipal Assistance	-	-	43,231	-	-	-	-
30463	Liquor Control Board Grant	17,423	11,670	-	10,700	-	5,200	-
30464	Enterprise Zone Mgr - DCED	58,500	-	22,028	-	-	-	-
30465	Hotel Tax Grant	-	-	-	-	50,000	30,000	50,000
30466	Southside Vision	7,500	-	-	-	-	-	-
30469	Police SRO	41,625	-	-	-	-	-	-
30470	Police JAG	-	74,509	25,963	14,954	45,319	45,000	41,000
30472	COPS Grant	212,256	-	-	-	-	-	-
30478	PA DCED - Fire	13,790	14,625	14,910	-	13,500	12,800	13,000
Total Grants & Gifts		7,013,864	6,539,752	7,068,418	8,040,248	8,208,787	7,515,400	11,775,778

CITY OF BETHLEHEM
GENERAL FUND
FUND ANALYSIS SUMMARY

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers	2020 Actual & Estimated	2021 Proposed Budget
Departmental Earnings								
30501	Rents, Right of Way	107,125	110,632	109,560	130,101	100,000	100,000	100,000
30503	Sundry Health	84,978	36,730	63,442	45,873	64,000	45,000	50,000
30503L	Food Licenses	122,248	164,695	162,039	156,569	160,000	155,000	160,000
30504	Street/Survey/Engineer Charges	8,396	32,295	7,012	6,066	25,000	10,000	10,000
30507	Garage Rentals	16,380	17,233	16,803	16,690	17,000	17,000	17,000
30509	Roster Duty Charges	449,049	544,026	622,780	613,534	450,000	215,000	450,000
30512	Misc Police/Fire/EMS	294,253	323,659	320,771	349,959	305,000	250,000	310,000
30514	Special Event OT - Police	246,271	143,264	39,405	57,751	50,000	5,000	50,000
30517	Zoning & Inspection Fees	38,205	34,844	38,040	79,295	40,000	52,000	55,000
30518	Planning Fees	70,740	36,820	54,000	17,400	50,000	15,000	50,000
30519	Ambulance Fees	3,026,827	2,957,897	2,787,653	3,259,530	3,025,000	2,550,000	3,010,000
30520	Recycling	2,091,786	2,135,175	2,073,288	2,132,067	2,118,500	2,118,500	2,118,500
30520A	Recycling-Sale of Materials	143,592	179,018	162,365	104,795	150,000	50,000	100,000
30520B	Recycling-Miscellaneous	10,549	8,133	11,814	6,325	8,000	6,000	8,000
30520C	Recycling-Compost	37,040	33,368	34,520	32,973	40,000	30,000	40,000
30520P	Delinquent Recycling	16,701	11,994	17,515	11,938	8,500	11,000	8,500
30522	Communication Rental Income	222,003	221,172	222,702	218,482	225,000	220,000	225,000
Total Departmental Earnings		6,986,143	6,990,955	6,743,709	7,239,348	6,836,000	5,849,500	6,762,000
Municipal Recreation								
30601	Municipal Enterprise	150,000	150,000	150,000	150,000	150,000	150,000	150,000
30602	Self-Sustaining Activity	3,735	2,785	8,369	3,160	5,000	2,000	5,000
30603	Recreation Fees	87,578	93,107	75,637	94,395	90,000	10,000	90,000
30604	Swimming Fees	136,740	123,627	97,817	122,819	140,000	-	140,000
30605	Skating Rink	226,738	244,082	240,025	235,084	250,000	225,000	250,000
Total Municipal Recreation		604,791	613,601	571,848	605,458	635,000	387,000	635,000
General Fund Charges								
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	39,715	43,188	49,161	57,070	45,000	40,000	45,000
30705	Operations for Storm Water	-	-	-	-	182,155	-	364,310
30706	Treasurer's Office	79,830	75,780	81,755	84,855	80,000	85,000	80,000
30707	Bethlehem Public Library	119,489	128,138	132,179	133,826	133,000	133,000	136,000
30710	School District	233,585	361,914	474,103	467,704	425,000	420,000	450,000
30713	Bethlehem Parking Authority	500,000	500,000	475,000	450,000	425,000	425,000	400,000
Total General Fund Charges		3,724,146	3,860,547	3,963,725	3,944,982	4,041,682	3,854,527	4,226,837
Returns & Allowances								
30800	Returns & Allowances	392,590	255,833	302,019	216,723	375,000	200,000	375,000
30807	Northampton County - 9-1-1	-	-	-	-	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	120,000	121,500	123,000	123,000	-	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
Total Returns & Allowances		2,012,590	1,875,833	1,923,519	1,839,723	2,339,750	2,041,750	2,342,750

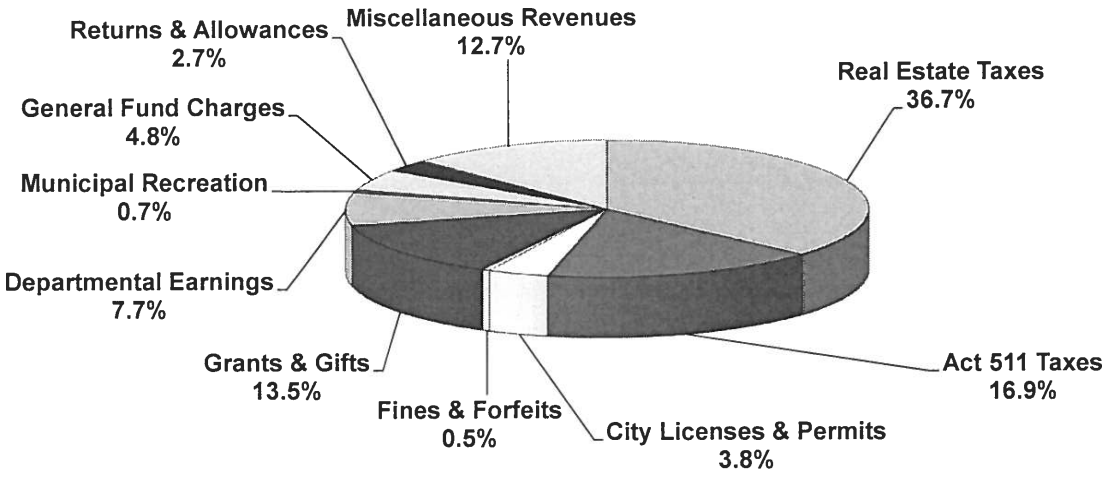
CITY OF BETHLEHEM
GENERAL FUND
FUND ANALYSIS SUMMARY

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers	2020 Actual & Estimated	2021 Proposed Budget
Investment Interest								
30850	Investment Interest	46,719	104,022	328,407	465,946	450,000	300,000	275,000
Total Investment Interest		46,719	104,022	328,407	465,946	450,000	300,000	275,000
Miscellaneous Revenues								
308901	Cash Balance	-	-	-	-	-	-	1,000,000
30900	Miscellaneous Revenues	100,866	65,780	85,771	67,554	85,000	70,000	85,000
30904	Escrow	-	-	-	-	-	-	-
309041	Escrow-SLCSRA	-	-	-	-	-	-	-
30908	Sundry	-	-	-	-	-	-	-
30909	Sale of Property	69,000	-	-	-	-	-	-
30914	First Responder's Fee	595,071	506,787	394,208	474,255	475,000	200,000	225,000
30918	9-1-1 Adminstrative Fee	-	-	-	-	-	-	-
30927	Host Fee	9,812,039	9,751,426	9,745,781	9,779,202	9,825,000	9,500,000	9,525,000
Total Miscellaneous Revenues		10,576,976	10,323,993	10,225,760	10,321,011	10,385,000	9,770,000	10,835,000
TOTAL GENERAL FUND REVENUES		**73,496,035**	**73,755,924**	**75,626,180**	**80,001,207**	**80,263,400**	**76,306,777**	**87,400,000**
EXPENDITURES BY BUREAU:								
	Elected Officials	964,326	981,294	1,000,666	1,041,751	1,071,223	1,047,818	1,096,201
	Administration	1,739,427	1,804,803	1,794,910	1,807,388	2,059,810	2,035,635	2,051,075
	Community & Econ Development	4,984,803	5,460,265	5,729,806	6,421,943	7,361,927	6,674,364	11,284,246
	Public Works	9,968,334	9,701,777	10,009,847	10,499,200	10,616,647	10,008,350	10,649,263
	Police	15,921,353	15,721,802	15,647,354	16,112,689	16,182,027	15,677,024	16,500,231
	Fire	11,204,558	10,641,440	10,840,295	11,447,468	11,711,269	11,499,273	11,886,571
	General Expenses	19,587,118	18,963,065	19,665,729	24,652,973	22,905,603	21,613,574	24,980,834
	Civic Expenses	1,431,096	1,459,356	1,520,230	1,549,241	1,639,974	1,579,354	1,603,574
	Debt Service	5,558,150	5,370,152	6,271,964	6,266,229	6,714,920	6,714,920	7,348,005
TOTAL GENERAL FUND EXPENDITURES		**71,359,165**	**70,103,954**	**72,480,801**	**79,798,882**	**80,263,400**	**76,850,312**	**87,400,000**
EXPENDITURES BY CATEGORY:								
	Personnel Costs	54,129,354	52,069,114	52,916,816	57,532,236	59,717,181	57,305,126	62,657,090
	Materials & Supplies	1,210,544	1,296,890	1,497,463	1,495,356	1,519,180	1,341,645	1,529,218
	Purchased Services	7,341,976	7,899,579	8,412,804	10,781,463	8,687,269	7,965,453	12,451,790
	Equipment	494,163	750,298	604,913	916,737	726,212	685,150	554,509
	Long-Term Debt	6,752,032	6,628,717	7,528,575	7,523,849	7,973,584	7,973,584	8,603,819
	Civic Expenses	1,431,096	1,459,356	1,520,230	1,549,241	1,639,974	1,579,354	1,603,574
TOTAL GENERAL FUND EXPENDITURES		**71,359,165**	**70,103,954**	**72,480,801**	**79,798,882**	**80,263,400**	**76,850,312**	**87,400,000**

CITY OF BETHLEHEM
GENERAL FUND
REVENUE SUMMARY

	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers	2020 Actual & Estimated	2021 Proposed Budget
Real Estate Taxes	$25,707,368	$25,980,642	$26,917,309	$28,538,040	$28,719,381	$28,700,000	$32,069,835
Act 511 Taxes	13,770,260	14,292,809	14,586,584	15,347,978	14,980,000	14,770,000	14,800,000
City Licenses & Permits	2,686,396	2,795,049	2,910,853	3,212,593	3,277,800	2,723,600	3,277,800
Fines & Forfeits	366,782	378,721	386,048	445,880	390,000	395,000	400,000
Grants & Gifts	7,013,864	6,539,752	7,068,418	8,040,248	8,208,787	7,515,400	11,775,778
Departmental Earnings	6,986,143	6,990,955	6,743,709	7,239,348	6,836,000	5,849,500	6,762,000
Municipal Recreation	604,791	613,601	571,848	605,458	635,000	387,000	635,000
General Fund Charges	3,724,146	3,860,547	3,963,725	3,944,982	4,041,682	3,854,527	4,226,837
Returns & Allowances	2,012,590	1,875,833	1,923,519	1,839,723	2,339,750	2,041,750	2,342,750
Investment Interest	46,719	104,022	328,407	465,946	450,000	300,000	275,000
Miscellaneous Revenues	10,576,976	10,323,993	10,225,760	10,321,011	10,385,000	9,770,000	10,835,000
Total Revenues	$73,496,035	$73,755,924	$75,626,180	$80,001,207	$80,263,400	$76,306,777	$87,400,000

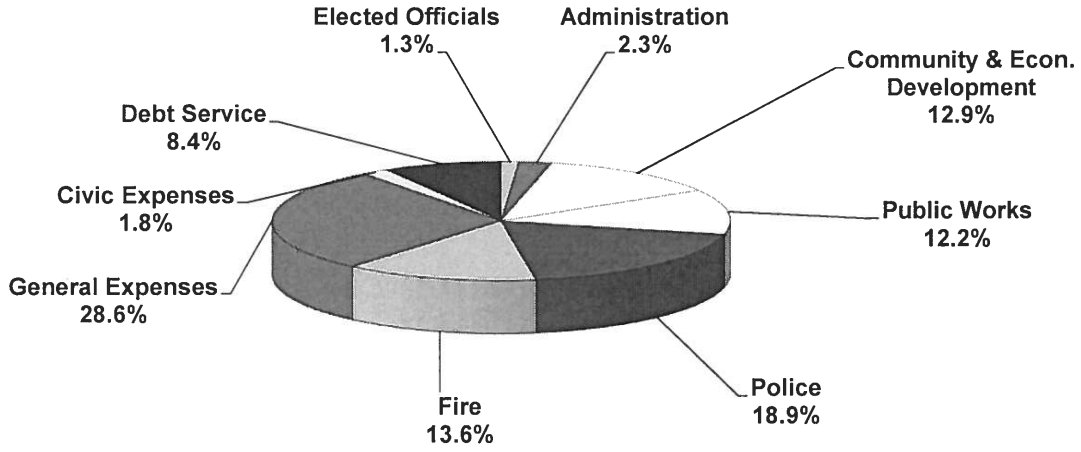
General Fund Revenues



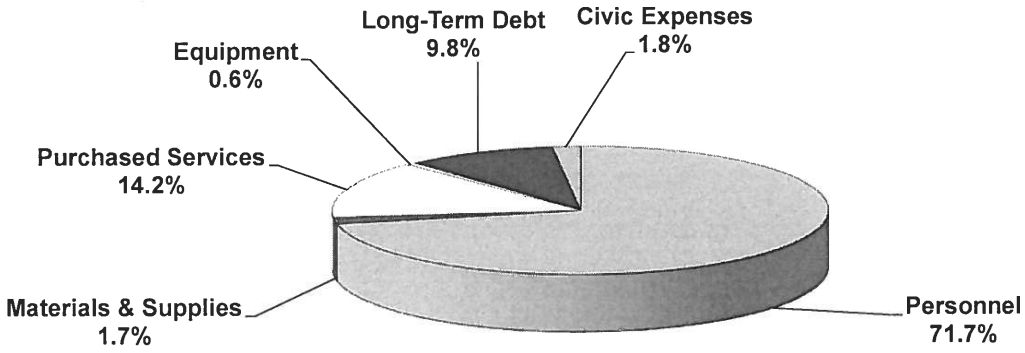
CITY OF BETHLEHEM
GENERAL FUND
BUREAU RESOURCE SUMMARY

	Bureau	Personnel	Materials & Supplies	Purchased Services	Equipment	Long-Term Debt	Civic Expenses	Total
0101	Council	$ 223,075	$ -	$ 14,075	$ -	$ -	$ -	$ 237,150
0102	Mayor	258,804	500	4,000	-	-	-	263,304
0103	Controller	232,486	600	2,050	-	-	-	235,136
0104	Treasurer	2,200	-	-	-	-	-	2,200
0105	Law	349,411	-	9,000	-	-	-	358,411
Elected Officials		**1,065,976**	**1,100**	**29,125**	**-**	**-**	**-**	**1,096,201**
0201	Administration	218,035	-	39,000	-	-	-	257,035
0202	Information Services	264,298	6,000	352,500	44,800	-	-	667,598
0203	Financial Services	428,259	1,000	2,600	-	-	-	431,859
0205	Purchasing	154,611	1,100	14,500	-	-	-	170,211
0206	Taxes	105,395	-	69,000	-	-	-	174,395
0207	Human Resources	275,977	2,000	72,000	-	-	-	349,977
Administration		**1,446,575**	**10,100**	**549,600**	**44,800**	**-**	**-**	**2,051,075**
0301	Administration	528,446	300	6,000	-	-	-	534,746
0302	Health	1,716,334	4,200	4,752,275	-	-	-	6,472,809
0303	Code Enforcement	471,810	5,850	29,000	-	-	-	506,660
0304	Community Development	325,340	1,100	148,397	-	-	-	474,837
0305	Planning & Zoning	276,990	1,175	202,750	-	-	-	480,915
0307	Recycling	615,908	49,910	1,578,616	42,580	-	-	2,287,014
0309	Housing Inspections	485,955	10,910	14,400	16,000	-	-	527,265
Community & Econ. Development		**4,420,783**	**73,445**	**6,731,438**	**58,580**	**-**	**-**	**11,284,246**
0501	Administration	248,079	1,220	1,800	-	-	-	251,099
0502	Engineering	914,981	15,688	35,350	22,200	-	-	988,219
0503	Streets	923,448	112,343	50,660	6,300	-	-	1,092,751
050301	Urban Forestry	78,743	2,759	28,800	6,450	-	-	116,752
0504	Mechanical Maintenance	826,938	76,400	506,922	22,650	-	-	1,432,910
0505	Electrical Maintenance	623,058	51,350	1,166,035	15,500	377,450	-	2,233,393
0506	Traffic Maintenance	237,708	50,368	1,850	29,050	-	-	318,976
0507	Facilities	1,021,340	121,520	1,065,866	819	-	-	2,209,545
0508	Grounds Maintenance	1,254,174	61,660	73,700	97,300	-	-	1,486,834
0509	Recreation	457,987	23,847	36,950	-	-	-	518,784
Public Works		**6,586,456**	**517,155**	**2,967,933**	**200,269**	**377,450**	**-**	**10,649,263**
0601	Police	14,555,844	555,300	303,436	195,560	-	-	15,610,140
0602	Service Center	625,107	1,800	35,500	-	-	-	662,407
0603	Records Room	223,714	2,100	1,870	-	-	-	227,684
Police		**15,404,665**	**559,200**	**340,806**	**195,560**	**-**	**-**	**16,500,231**
0701	Fire	9,052,613	210,900	109,550	35,500	-	-	9,408,563
0702	EMS	2,217,018	105,318	135,872	19,800	-	-	2,478,008
Fire		**11,269,631**	**316,218**	**245,422**	**55,300**	**-**	**-**	**11,886,571**
0801	General Expenses	22,463,004	52,000	1,587,466	-	878,364	-	24,980,834
General Expenses		**22,463,004**	**52,000**	**1,587,466**	**-**	**878,364**	**-**	**24,980,834**
0901	Civic Expenses	-	-	-	-	-	1,603,574	1,603,574
Civic Expenses		**-**	**-**	**-**	**-**	**-**	**1,603,574**	**1,603,574**
1001	Debt Service	-	-	-	-	7,348,005	-	7,348,005
Debt Service		**-**	**-**	**-**	**-**	**7,348,005**	**-**	**7,348,005**
TOTAL GENERAL FUND		**$ 62,657,090**	**$ 1,529,218**	**$ 12,451,790**	**$ 554,509**	**$ 8,603,819**	**$ 1,603,574**	**$ 87,400,000**

General Fund Expenditures By Department

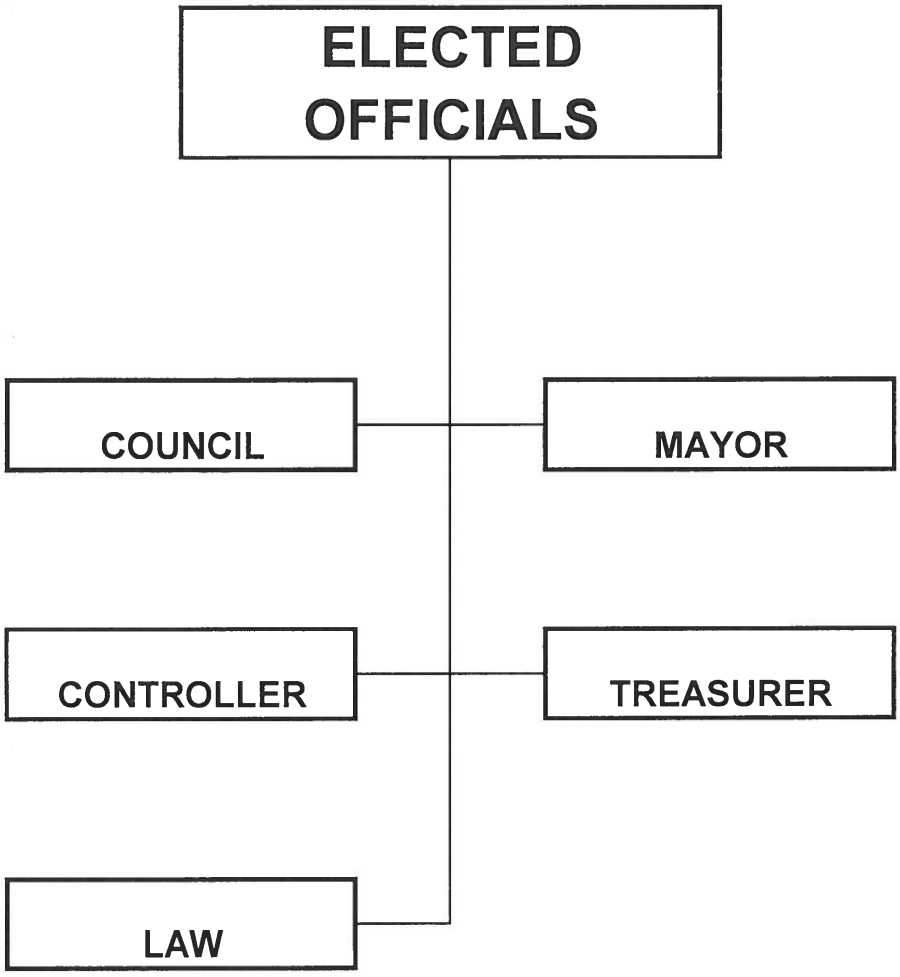


General Fund Expenditures By Category



CITY OF BETHLEHEM
GENERAL FUND
SUMMARY OF POSITIONS

Bureau		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers	2020 Actual & Estimated	2021 Proposed Budget
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
Elected Officials		**22**	**22**	**22**	**22**	**22**	**22**	**22**
0201	Administration	2	2	2	2	2	2	2
0202	Information Services	4	4	4	4	4	4	4
0203	Financial Services	6	6	6	6	6	6	6
0205	Purchasing	3	2	2	2	2	2	2
0206	Taxes	1	2	1	1	1	1	1
0207	Human Resources	3	4	3	3	3	3	3
Administration		**19**	**20**	**18**	**18**	**18**	**18**	**18**
0301	Administration	7	7	7	7	7	7	7
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	2	2	2
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	2	5	5	5
Community & Econ. Development		**31**	**31**	**31**	**31**	**34**	**34**	**34**
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	27
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	13	12	12	13	13	13	13
0508	Grounds Maintenance	21	19	19	21	21	21	21
0509	Recreation	6	6	6	3	3	3	3
Public Works		**105**	**102**	**102**	**102**	**102**	**102**	**102**
0601	Police	154	154	154	154	154	154	154
0602	Service Center	-	-	-	-	15	15	13
0603	Records Room	5	4	4	4	4	4	4
Police		**159**	**158**	**158**	**158**	**173**	**173**	**171**
0701	Fire	110	110	110	110	110	110	106
0702	EMS	23	23	23	23	23	23	23
Fire		**133**	**133**	**133**	**133**	**133**	**133**	**129**
TOTAL GENERAL FUND		**469**	**466**	**464**	**464**	**482**	**482**	**476**


ELECTED OFFICIALS
COUNCIL
MAYOR
CONTROLLER
TREASURER
LAW

BUREAU DETAIL

Bureau: Council **No:** 0101 **Department:** Elected Officials **No:** 0010

Bureau Description:

The Office of City Council/City Clerk manages the legislative process and performs activities related to City Council meetings, legislative and policy proposals, financial oversight, legal advertising, correspondence, and other Council operations. The Office is the liaison between City Council and the Mayor, the Administration, other political bodies, citizens, and City boards, commissions, and authorities. 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.

Goals and Objectives:

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

Prior Year Achievements:

- Conducted 23 regular City Council meetings.
- Conducted 12 Committee meetings.
- Adopted more than 20 ordinances and more than 225 resolutions.
- Increased transparency by live streaming Council meetings and posting meeting audio files and videos.
- Authorized City to receive funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act.
- Conducted Public Safety Committee meetings on police use of force policies and enforcement statistics, marijuana possession enforcement, and the Community Engagement Initiative.
- Conducted Human Resources and Environment Committee meeting on proposed gender wage equality law.
- Conducted Financial Accountability Incentive Reporting (FAIR) hearing to evaluate effectiveness of economic development incentives and increase financial transparency.
- Considered multiple zoning map amendments and zoning text amendments.
- Authorized municipal bond and debt issuance transactions.
- Authorized Redevelopment Assistance Capital grants, H20 PA grant, and other grants.
- Reviewed and approved several inter-municipal liquor license transfers.
- Reviewed and approved proposed budget adjustments.
- Authorized contract requests, certificates of appropriateness, and use permit agreements.
- Approved Community Development Block Grant/HOME allocations.
- Amended Article 531 (Parking Generally) in connection with parking violations
- Amended Article 533 (Parking Meters) in connection with meter rates.
- Established Article 1738 (Residential Rental Units and Inspections).
- Adopted resolution in connection with providing residents and businesses with economic support in response to the COVID-19 health emergency.
- Adopted Resolution urging United States Congress to enact the Energy Innovation and Carbon Dividend Act.
- Conducted City Council ethics training.
- Adopted Resolution urging investigation of harmful business practices of online food delivery applications.
- Adopted Resolution supporting establishment of the Community Engagement Initiative concerning ongoing discussion of social justice and equity issues.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0101 COUNCIL

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			**Number of Permanent Positions**				**#**	**Salaries**	**#**	**Salaries**	**#**	**Salaries**
	NC	Council President	1	1	1	1	1	7,600	1	7,600	1	7,600
	NC	Councilperson	6	6	6	6	6	42,600	6	42,600	6	42,600
	NC	Attorney for Council	1	1	1	1	1	24,498	1	24,498	1	24,987
	NC	City Clerk	1	1	1	1	1	71,177	1	71,177	1	72,601
	TAMS	Assistant City Clerk	1	1	1	1	1	63,517	1	63,517	1	64,787
		Total Positions	10	10	10	10	10	209,392	10	209,392	10	212,575
Account Detail												
40001	SALARIES		198,211	197,007	198,935	204,886		209,392		209,392		212,575
40002	LONGEVITY		-	-	-	100		-		-		-
40003	OVERTIME		281	290	568	-		500		250		500
40004	TEMPORARY HELP		24,228	33,038	36,875	18,060		11,000		2,500		10,000
	Personnel		222,720	230,335	236,378	223,046		220,892		212,142		223,075
42040	ADVERTISING AND PRINTING		5,515	4,802	6,410	2,888		10,000		10,000		8,000
42055	PROFESSIONAL SERVICES		53,300	47,050	48,390	52,884		2,640		2,500		2,640
42060	OTHER EXPENSES		2,350	3,426	1,588	2,205		2,935		2,500		2,935
42064	EQUIPMENT MAINTENANCE		-	-	-	499		500		500		500
	Purchased Services		61,165	55,278	56,388	58,476		16,075		15,500		14,075
Total	CITY COUNCIL		283,885	285,613	292,766	281,522		236,967		227,642		237,150

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

2021 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

Bureau: Mayor **No:** 0102 **Department:** Elected Officials **No:** 0010

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.

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.

Prior Year Achievements:

- Worked with 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, video, two "Ask the Mayor" virtual community meetings and social media) throughout the pandemic.
- Supported over 100 qualifying local businesses with $2,000 grants through the Small Business Economic Relief Fund.
- Supported local businesses with parklets and road closures to increase outdoor dining capacity during pandemic.
- Swore in Bethlehem's first female Police Chief, Michelle Kott.
- Released four Police policies/reports regarding: Use of Force, Use of Force Directive, BPD Citizen and Police Interaction, and Policing in the City of Bethlehem/Operational Statistics 2019.
- Created and released two seasonal Bethlehem Newsletters.
- Partnered with ArtsQuest for the first ever virtual Musikfest.
- Worked closely with ArtsQuest, Chamber and DBA to re-imagine/repurpose Christkindlmarkt, including an earlier start date in compliance with COVID regulations.
- Ribbon cutting for new playground equipment on the Greenway.
- Ribbon cutting for Venture X.
- Began implementation of the rental registration program in Zone 1 including the inspection process.
- Integrated City Water Control into the Bethlehem Service Center.
- Encouraged and promoted resident participation in the U.S. 2020 CENSUS.
- New 2020 Pierce Rescue Engine for the Fire Department.
- Received a new horse for the Police Mounted Unit.
- Completed construction of Memorial pool, set to reopen in the Spring of 2021.
- Completed major changes to Municipal Golf Course resulting in increased revenue.
- Promoted the pothole and graffiti hotlines.
- Participant in the NAACP Community Advisory Board.
- Continued with the implementation of the Northside 2027 program.
- Health Bureau Accreditation through the Public Health Accreditation Board.
- Water Filtration Plant 12th consecutive AWOP award.
- Continued to improve the City's website.
- Supported Mayor's Against Illegal Guns.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0102 MAYOR

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed 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	Chief of Staff	1	1	1	1	1	65,437	1	65,437	1	66,746
	TAMS	Assistant to the Mayor	1	1	1	1	1	57,982	1	57,982	1	64,788
		Total Positions	3	3	3	3	3	213,919	3	213,919	3	222,034
Account Detail												
40001	SALARIES		190,724	189,907	188,013	201,787		213,919		213,919		222,034
40002	LONGEVITY		-	-	95	-		-		-		-
40004	TEMPORARY HELP		-	1,350	17,668	24,841		36,050		36,050		36,770
	Personnel		190,724	191,257	205,776	226,628		249,969		249,969		258,804
41013	OFFICE EXPENSE		599	616	484	722		500		450		500
	Materials & Supplies		599	616	484	722		500		450		500
42060	OTHER EXPENSES		3,151	2,502	1,915	3,505		3,500		3,400		3,500
420607	CITY EVENTS		215	166	1,039	1,092		500		450		500
	Purchased Services		3,366	2,668	2,954	4,597		4,000		3,850		4,000
Total	MAYOR		194,689	194,541	209,214	231,947		254,469		254,269		263,304

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	36,770	TEMPORARY HELP
		36,770 - EXECUTIVE ASSISTANT TO THE MAYOR
41013	500	OFFICE EXPENSE
		500 - PURCHASE OF OFFICE SUPPLIES THAT ARE NOT NORMALLY STOCKED BY THE PURCHASING BUREAU
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

Bureau: Controller **No:** 0103 **Department:** Elected Officials **No:** 0010

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.

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.
- Continue to review casino revenue collections and compare to the 2021 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, resulting in more uniform procedures and timely collections.
- Reviewed casino host fee revenue calculations based on PA Gaming Control Board information and verified the City's collection of funds.
- Investigated and resolved calls received from residents on the Controller's tip hotline – 17 to 9/25/20.
- 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.
- Reviewed disbursements and transfers as necessary to assure proper use of taxpayer dollars.
- Continued quarterly reports to City Council and Administration regarding contracts, cash usage, and purchase orders including confirming Purchase Orders.
- Provided input and consulting on the electronic Requisition and Contracting processes.
- Closely monitored Budgets Exceeded reports and worked with the Administration to rectify these issues.
- Discussed items with the outside Auditors as part of their audit planning process and provided other pertinent information.
- Questioned several contracts and Purchase Orders regarding appropriate timing and costs. Some of these contract/purchase orders were withdrawn or redone.
- Continued to assist the Financial Services Bureau and Purchasing to streamline processes and payments.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0103 CONTROLLER

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed 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	81,976	1	81,976	1	83,698
	TAMS	Account Clerk II	1	1	1	1	1	57,982	1	57,982	1	64,788
		Total Positions	3	3	3	3	3	188,958	3	188,958	3	197,486
Account Detail												
40001	SALARIES		172,845	184,144	173,804	178,116		188,058		188,058		196,486
40002	LONGEVITY		1,805	1,425	665	800		900		900		1,000
40004	TEMPORARY HELP		21,046	22,980	23,892	26,420		29,500		29,500		35,000
		Personnel	195,696	208,549	198,361	205,336		218,458		218,458		232,486
41013	OFFICE EXPENSE		267	54	68	207		600		400		600
		Materials & Supplies	267	54	68	207		600		400		600
42032	TRAINING/CONT. EDUCATION		114	1,156	-	1,169		1,500		1,200		1,500
42060	OTHER EXPENSES		185	248	141	388		500		400		550
		Purchased Services	299	1,404	141	1,557		2,000		1,600		2,050
Total	CONTROLLER		196,262	210,007	198,570	207,100		221,058		220,458		235,136

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	35,000	TEMPORARY HELP
		30,500 - PART TIME POSITION, ADDITIONAL FOR STAFF ABSENCES
		4,500 - CONTRACT FOR DEPUTY AFTER RETIREMENT ~ 100 HRS.
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

Bureau: Treasurer **No:** 0104 **Department:** Elected Officials **No:** 0010

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.

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.

Prior Year Achievements:

- Performed all duties as established by Ordinance #1730.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0104 TREASURER

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed 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
	Total Positions	1	1	1	1	1	2,200	1	2,200	1	2,200
Account Detail											
40001	SALARIES	1,300	1,800	1,800	1,800		2,200		2,200		2,200
	Personnel	1,300	1,800	1,800	1,800		2,200		2,200		2,200
Total	TREASURER	1,300	1,800	1,800	1,800		2,200		2,200		2,200

BUREAU DETAIL

Bureau: Law **No:** 0105 **Department:** Elected Officials **No:** 0010

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.

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.

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.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

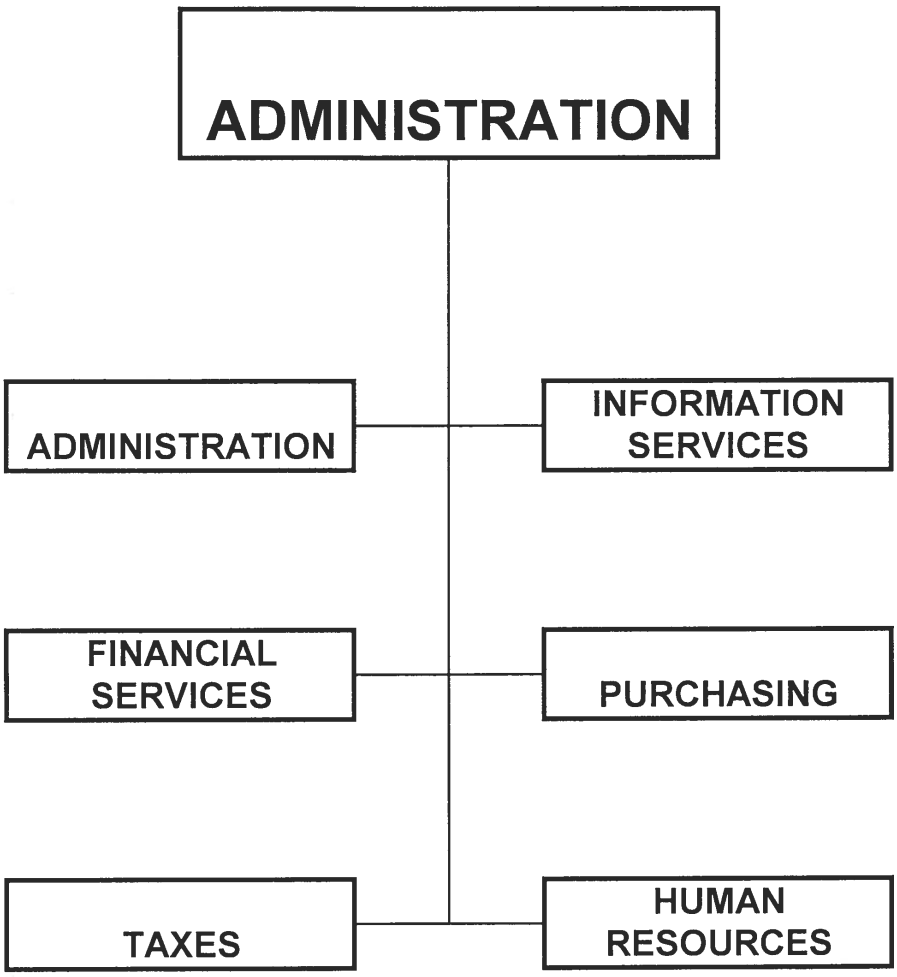
FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0105 LAW

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			**Number of Permanent Positions**				**#**	**Salaries**	**#**	**Salaries**	**#**	**Salaries**
	NC	Solicitor	1	1	1	1	1	60,599	1	60,599	1	61,811
	NC	Assistant Solicitor	2	2	2	2	2	117,631	2	117,631	2	119,984
	TAMS	Paralegal	1	1	1	1	1	72,171	1	72,171	1	73,570
	TAMS	Legal Assistant	1	1	1	1	1	64,848	1	64,848	1	68,046
		Total Positions	5	5	5	5	5	315,249	5	315,249	5	323,411
Account Detail												
40001	SALARIES		273,828	276,898	285,143	298,359		313,049		313,049		321,111
40002	LONGEVITY		2,090	2,090	2,090	2,200		2,200		2,200		2,300
40004	TEMPORARY HELP		-	-	-	11,500		32,280		20,000		26,000
	Personnel		275,918	278,988	287,233	312,059		347,529		335,249		349,411
42060	OTHER EXPENSES		12,272	10,345	11,083	7,323		9,000		8,000		9,000
	Purchased Services		12,272	10,345	11,083	7,323		9,000		8,000		9,000
Total	LAW		288,190	289,333	298,316	319,382		356,529		343,249		358,411

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

2021 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.


ADMINISTRATION
ADMINISTRATION
INFORMATION SERVICES
FINANCIAL SERVICES
PURCHASING
TAXES
HUMAN RESOURCES

BUREAU DETAIL

Bureau: Administration **No:** 0201 **Department:** Administration **No:** 0020

Bureau Description:

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

Goals and Objectives:

- Support Public Works Department with introduction of Storm Water Program.
- Continue to assist RDA with sustainability plans post-TIF.
- Continue to assist BPA with strategic financial and project planning, both strained due to the pandemic.
- Execute remaining capital projects at the golf complex (pro shop moved down).
- Complete reorganization of IS Bureau to provide depth in programming and networking.
- Develop new App.
- Implement employee portal module.
- Improve grant process that ensures the City is in compliance with grant agreements (SEFA).
- Improve data integrity to increase the Act 511 tax collection.
- Improve unit/parcel definition in our system as well as refine the permitting process.

Prior Year Achievements:

- Planned and responded to pandemic caused by COVID-19 to keep organization safe, functional, sustainable.
- Managed 2 COVID GNP grants (both NorCo): $15K for PPE and $15K for laptops.
- Managed 2 COVID CRBG grants: $1.94 NorCo and $326K LehCo for planning and response to COVID-19.
- 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 in May through September (August #1 all-time, May #2 all-time).
- Completed total bunker renovations over winter and total cart path renovations in fall.
- IS implemented City wide Cybersecurity plan including testing and awareness training.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0201 ADMINISTRATION

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	NC	Business Administrator	1	1	1	1	1	109,273	1	109,273	1	111,459
	TAMS	Director of Budget & Finance	1	1	1	1	1	104,408	1	104,408	1	106,576
		Total Positions	2	2	2	2	2	213,681	2	213,681	2	218,035
Account Detail												
40001	SALARIES		202,623	201,002	211,339	206,486		212,681		212,681		216,935
40002	LONGEVITY		570	665	760	900		1,000		1,000		1,100
		Personnel	203,193	201,667	212,099	207,386		213,681		213,681		218,035
42036	COMMUNICATIONS		34,411	34,596	32,738	32,786		36,000		34,500		36,000
42047	DEPARTMENT CONTRACTS		3,004	-	-	-		-		-		-
42060	OTHER EXPENSES		813	2,516	2,519	2,832		3,000		3,000		3,000
		Purchased Services	38,228	37,112	35,257	35,618		39,000		37,500		39,000
Total	ADMINISTRATION		241,421	238,779	247,356	243,004		252,681		251,181		257,035

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42036	36,000	COMMUNICATIONS
		36,000 - CELL PHONES FOR ALL CITY DEPARTMENTS
		0202 - INFORMATION SERVICES (2)
		0302 - HEALTH (1)
		0303 - CODE ENFORCEMENT (4)
		0305 - PLANNING (1)
		0307 - RECYCLING (2)
		0309 - HOUSING INSPECTIONS (6)
		0501 - PUBLIC WORKS ADMIN (1)
		0503 - STREETS (3)
		050301 - URBAN FORESTRY (1)
		0504 - MECHANICAL MAINTENANCE (1)
		0505 - ELECTRICAL (4)
		0506 - TRAFFIC (1)
		0507 - FACILITIES (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

Bureau: Information Services **No:** 0202 **Department:** Administration **No:** 0020

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.

Goals and Objectives:

- Migrate Exchange from 2010 to 2013 (Mail and Calendar).
- Expand and upgrade City Wi-Fi Capabilities.
- Provide support for Police Transition from New World to Mark43 Software.
- Assist with Selection and Integration of new City APP with Existing City Systems and Service Center.
- Continue to provide support for Storm Water Project.
- Redesign and automate Alarm Billing process.
- Develop City-wide roadmap for GIS project expansion.
- Configure and implement Employee Access Center for secure online access of Employee Information.

Prior Year Achievements:

- Upgrades to Infrastructure Include: Virtual Servers, Main Switches, ASA Firewall, VPNs and Microwave Links.
- COVID Projects Include: Remote VPN Access, Remote Meetings, Conference Room/City Hall AVI capabilities.
- Purchased, built and deployed numerous laptops for employees during COVID outbreak.
- Implemented City Wide Phishing/Cybersecurity plan including testing and awareness training.
- Implemented Encrypted Email Functionality.
- Implemented Phish-Alert Button into Outlook to allow users to alert IT of possible Phishing Attacks.
- Completed all IT related tasks in support of Utility Bill Tower Read project.
- Provided Wood PLC with Parcel Data and Exception Analysis in support of the Storm Water project.
- Retrofitted new Rental License project into existing applications.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0202 INFORMATION SERVICES

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Computer Systems Mgr	1	1	1	1	1	109,134	1	109,134	-	-
	TAMS	Network Manager	1	1	1	1	1	86,679	1	86,679	1	92,825
	TAMS	Network Engineer	-	-	-	-	-	-	-	-	1	69,672
	TAMS	Programming Manager	1	1	1	1	1	85,979	1	85,979	1	92,125
	TAMS	Programmer	-	-	-	-	-	-	-	-	1	69,672
	TAMS	GIS Manager	1	1	1	1	1	82,276	1	82,276	1	72,512
		Total Positions	4	4	4	4	4	364,068	4	364,068	5	396,806
	TAMS	25% Allocated to 20015	GIS Manager					(20,569)		(20,569)		(18,128)
	TAMS	25% Allocated to 3001	GIS Manager					(20,569)		(20,569)		(18,128)
	TAMS	33% Allocated to 20015	Programming Manager					(28,376)		(28,376)		(30,708)
	TAMS	33% Allocated to 3001	Programming Manager					(28,376)		(28,376)		(30,708)
	TAMS	25% Allocated to 20015	Programmer					-		-		(17,418)
	TAMS	25% Allocated to 3001	Programmer					-		-		(17,418)
								266,178		266,178		264,298
Account Detail												
40001	SALARIES		243,476	242,125	246,444	262,350		259,878		259,878		262,258
40002	LONGEVITY		3,576	3,851	4,121	4,522		6,300		6,300		2,040
40004	TEMPORARY HELP		-	18,215	31,999	32,960		33,949		33,949		-
	Personnel		247,052	264,191	282,564	299,832		300,127		300,127		264,298
41014	OPERATING SUPPLIES		2,946	1,085	2,791	1,862		3,000		2,500		6,000
	Materials & Supplies		2,946	1,085	2,791	1,862		3,000		2,500		6,000
42032	TRAINING/CONT. EDUCATION		15,305	10,121	2,869	9,080		10,000		8,000		5,000
42047	DEPARTMENT CONTRACTS		118,424	144,974	116,463	131,581		327,600		320,000		335,500
42055	PROFESSIONAL SERVICES		27,361	28,230	65,539	19,750		2,000		1,000		2,000
42064	EQUIPMENT MAINTENANCE		8,000	4,045	7,107	13,935		10,000		8,500		10,000
	Purchased Services		169,090	187,370	191,978	174,346		349,600		337,500		352,500
43099	EQUIPMENT		47,391	50,493	53,466	42,586		45,000		45,000		44,800
	Equipment		47,391	50,493	53,466	42,586		45,000		45,000		44,800
Total	INFORMATION SERVICES		466,479	503,139	530,799	518,626		697,727		685,127		667,598

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

2021 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	5,000	TRAINING/CONTINUING ED.
	5,000 -	IT STAFF TRAINING (MS SQL, ESRI, HTML, ETC.)
42047	335,500	DEPARTMENT CONTRACTS
	125,000 -	FINANCIAL APPLICATION SOFTWARE MAINTENANCE
	45,000 -	ETHERPOINT SERVICES
	10,000 -	VERIZON WIRELESS - CODE ENFORCE/FIRE INSP/IPADS
	30,000 -	KSA&D WEBSITE SUPPORT AND DEVELOPMENT
	2,000 -	COMPUTER EQUIPMENT RECYCLING
	50,000 -	GIS ESRI ANNUAL MAINTENANCE
	6,000 -	ESRI UPGRADES (SQL SERVER 2012 TO 2019)
	6,000 -	VEEAM BACKUP ANNUAL MAINTENANCE
	1,500 -	ADMIN ARSENAL ANNUAL MAINTENANCE
	8,000 -	CISCO ASA LICENSE RENEWAL (3 YR)
	13,000 -	BARACUDA ADVANCED WEB/EMAIL FILTERING
	7,500 -	TYLER NETMOTION ANNUAL MAINTENANCE
	61,000 -	TYLER RMS MAINTENANCE
	500 -	DOMAIN REGISTRATION
	6,500 -	MCAFEE LICENSES
	8,000 -	VMWARE ANNUAL MAINTENANCE
	2,500 -	GLOBALSIGN SSL CERTIFICATES
	500 -	WEBSITE CONSTANT CONTACTS
	1,500 -	ADOBE ANNUAL LICENSES
	25,000 -	OPENGOV ANNUAL MAINTENANCE
	8,000 -	SERVER HARDWARE MAINTENANCE
	8,000 -	NETWORK WIDE CYBER SECURITY SCANNING & TESTING
	-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	44,800	EQUIPMENT
	5,000 -	NETWORK COMPONENTS
	20,000 -	UPGRADE OF SLOWEST CPUS
	15,000 -	DEPT REQUEST - FIRE - (4) CF54 MDTS
	4,800 -	DEPT REQUEST - STREETS - (2) FOREMAN CPU REPLACEMENT

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BUREAU DETAIL

Bureau: Financial Services **No:** 0203 **Department:** Administration **No:** 0020

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.

Goals and Objectives:

- Properly report CARES Act Funding so the City is compliant with the rules and regulations so penalties are avoided.
- Update the preparation of Tax Certifications so it becomes a more efficient activity so time can be spent on more value added activities.
- Look at alternative payment methods that will provide our customers with alternative payment solutions that are more convenient and user-friendly.

Prior Year Achievements:

- Took over the responsibility of preparing the 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. Payment processing was not interrupted while City Hall was closed to the public. Receipts were recorded accurately even when the payment due date changed. This adjustment created many receipting challenges.
- Implemented procedures that would assist with the adoption of GASB 84 (Fiduciary Activity).
- Enrolled in TD Bank's ACH Fraud Control and TD Positive Pay Services. ACH Fraud Control services provided effective tools to control the ACH transactions that are posted to the City's bank accounts. Positive Pay Services assisted in the detection of certain types of check fraud prior to final payment.
- The reporting of delinquent tax was modified so tax certification process could be streamlined. The change ensured that collection of the revenue is realized.
- Received CARES Act funding accounting training.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0203 FINANCIAL SERVICES

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			**Number of Permanent Positions**				**#**	**Salaries**	**#**	**Salaries**	**#**	**Salaries**
	TAMS	Director of Fin Services	1	1	1	1	1	109,134	1	109,134	1	109,134
	TAMS	Financial Ops Accountant	1	1	1	1	1	81,476	1	81,476	1	83,198
	TAMS	Mgr Accounts Payable	1	1	1	1	1	75,653	1	75,653	1	75,859
	TAMS	Admin. Support Assistant	1	1	1	1	1	49,978	1	49,978	1	53,493
	SEIU	Account Clerk II	2	2	2	2	2	104,319	2	104,319	2	106,575
		Total Positions	6	6	6	6	6	420,560	6	420,560	6	428,259
Account Detail												
40001	SALARIES		384,648	383,636	392,485	402,003		415,760		415,760		423,059
40002	LONGEVITY		2,850	3,230	3,800	4,300		4,800		4,800		5,200
		Personnel	387,498	386,866	396,285	406,303		420,560		420,560		428,259
41013	OFFICE EXPENSE		395	917	506	479		1,000		750		1,000
		Materials & Supplies	395	917	506	479		1,000		750		1,000
42048	BANK SERVICE CHARGE		14	-	125	-		1,000		500		1,000
42060	OTHER EXPENSES		2,643	1,028	863	5,797		1,600		1,200		1,600
		Purchased Services	2,657	1,028	988	5,797		2,600		1,700		2,600
Total	FINANCIAL SERVICES		390,550	388,811	397,779	412,579		424,160		423,010		431,859

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	1,000	OFFICE EXPENSE 1,000 - OFFICE SUPPLIES THAT ARE NORMALLY NOT STOCKED IN PURCHASING BUREAU
42048	1,000	BANK SERVICE CHARGE 1,000 - DEPOSIT BOOKS, MANUAL CHECKS, DEPOSIT BAGS, MISC BANKING SUPPLIES
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

Bureau: Purchasing **No:** 0205 **Department:** Administration **No:** 0020

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. This bureau incorporates procurement, accounts payable and supply chain management best practices for goods and services utilized by all City operating bureaus. This bureau oversees the requisition to pay process for compliance with established purchasing regulations and procedures, approves all purchase orders and prepares and reviews bid specifications. 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.

Goals and Objectives:

- Continue to source approved Covid-19 PPE equipment and supplies to ensure adequate stock levels for all City employees.
- Develop and implement Goods and Services contract workflow in SharePoint which will automate tasks and reduce contract execution turnaround time
- Update Procurement Card policies and procedures and develop new employee manual.
- Continue vendor credit checks prior to on-boarding vendors and continue vendor monitoring throughout active life of vendor.
- Conduct vehicle and equipment surplus auctions.
- Assist Right to Know Officer in evaluating redaction software.

Prior Year Achievements:

- Strategic purchasing initiatives including but not limited to maintenance agreements, co-operative purchasing alliances, preferred vendor partnerships, energy, etc.
- Conducted vehicle and equipment auctions resulting in salvage value of $43,000.
- Implemented new vendor credit check process utilizing CreditSafe in which Purchasing does credit/fraud analysis on every potential vendor prior to adding to City's approved vendor list.
- Implemented new on-line quoting tool, GovQuote, to enable requisitioners to quickly obtain quotes from approved government vendors.
- Developed and implemented a vehicle lease checklist that streamlines process between Fleet Manager, Legal Bureau and Purchasing.
- Developed and implemented contract renewal letters which are now issued by Purchasing Bureau, thus eliminating the need for Legal Bureau to prepare contract amendments.
- Implemented electronic workflow in SharePoint for Professional Service Contracts thus reducing contract turnaround time.
- Assumed responsibility for updating and managing Purchasing website.
- Continued as President of Lehigh Valley Cooperative Purchasing Council and member of Pennsylvania Public Purchasing Association.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0205 PURCHASING

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Purchasing Director	1	1	1	1	1	98,703	1	98,703	1	100,773
	TAMS	Supv of Print/Mail Oper	1	-	-	-	-	-	-	-	-	-
	SEIU	Secretary II	1	1	1	1	1	52,710	1	52,710	1	53,838
		Total Positions	3	2	2	2	2	151,413	2	151,413	2	154,611
Account Detail												
40001	SALARIES		201,741	138,536	141,782	145,546		149,913		149,913		152,911
40002	LONGEVITY		2,945	950	1,045	1,300		1,500		1,500		1,700
40003	OVERTIME		760	201	715	38		-		-		-
	Personnel		205,446	139,687	143,542	146,884		151,413		151,413		154,611
41013	OFFICE EXPENSE		12,283	1,052	330	898		1,100		1,000		1,100
41016	UNIFORMS/SAFETY SHOES		107	-	-	-		-		-		-
	Materials & Supplies		12,390	1,052	330	898		1,100		1,000		1,100
42032	TRAINING/CONT. EDUCATION		1,848	865	1,225	1,567		1,500		1,000		1,500
42040	ADVERTISING AND PRINTING		6,109	6,526	4,350	3,029		7,000		6,000		7,000
42047	DEPARTMENT CONTRACTS		7,102	3,969	4,799	3,994		5,000		3,500		5,000
42060	OTHER EXPENSES		1,501	1,600	739	515		1,000		550		1,000
	Purchased Services		16,560	12,960	11,113	9,105		14,500		11,050		14,500
Total	PURCHASING		234,396	153,699	154,985	156,887		167,013		163,463		170,211

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

2021 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, PAPPA, 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

Bureau: Taxes **No:** 0206 **Department:** Administration **No:** 0020

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.

Goals and Objectives:

- Audit 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.

Prior Year Achievements:

- Assisted with creating and designing the Tax Bureau website.
- Created and generated new COGNOS reporting identifying rental properties within the City. Results were audited and turned over for collections for BP Licensing.
- Generated COGNOS reports regarding Tax Incentivized Zones and in-city assessed base tracking.
- Generated COGNOS reporting in order to continue to identify unit/parcel Information of in-city parcels of Lot Use, Last CO Date, Usage Class, and Unit Class data entered in CommunityPLUS.
- Supported third 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.
- Audited and assisted in processing Entity Consolidation in CommunityPLUS.
- Electronically reported new deed transfers to Keystone Collections Group.
- Expanded the visibility of BPL throughout the organization.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0206 TAXES

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			**Number of Permanent Positions**				**#**	**Salaries**	**#**	**Salaries**	**#**	**Salaries**
	TAMS	Tax Auditor	1	1	1	1	1	75,687	1	75,687	1	77,259
	TAMS	Tax Technician/Mail Room	-	1	-	-	-	-	-	-	-	-
		Total Positions	1	2	1	1	1	75,687	1	75,687	1	77,259
Account Detail												
40001	SALARIES		68,562	129,562	76,490	71,444		73,587		73,587		75,059
40002	LONGEVITY		1,615	3,800	1,805	2,000		2,100		2,100		2,200
40004	TEMPORARY HELP		-	-	21,660	25,755		27,584		27,584		28,136
	Personnel		70,177	133,362	99,955	99,199		103,271		103,271		105,395
42040	ADVERTISING AND PRINTING		-	-	-	-		1,000		500		1,000
42055	PROFESSIONAL SERVICES		48,046	65,611	64,744	69,253		67,000		66,250		67,000
42060	OTHER EXPENSES		746	87	776	530		1,000		650		1,000
	Purchased Services		48,792	65,698	65,520	69,783		69,000		67,400		69,000
Total	TAXES		118,969	199,060	165,475	168,982		172,271		170,671		174,395

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	28,136	TEMPORARY HELP
		28,136 - 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

Bureau: Human Resources **No:** 0207 **Department:** Administration **No:** 0020

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.

Goals and Objectives:

- Create and implement annual training for all employees to serve as reminder of current City policies and notification of policy changes.
- Establish training program and resource guide for all supervisors to ensure consistent application of City policies and procedures.
- Implement employee portal module in order to eliminate need for printing of direct deposit vouchers and provide employees with improved access to information and resources.

Prior Year Achievements:

- Contributed to 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; assisting in distribution of PPE and cleaning supplies for each bureau; continuing to monitor cleaning efforts at all City work areas; and assisting in the coordination of personnel cost saving efforts including the hiring freeze, furloughs, and response to Unemployment Compensation claims.
- Administered City's retirement incentive program in an effort to reduce personnel costs for 2021 budget.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

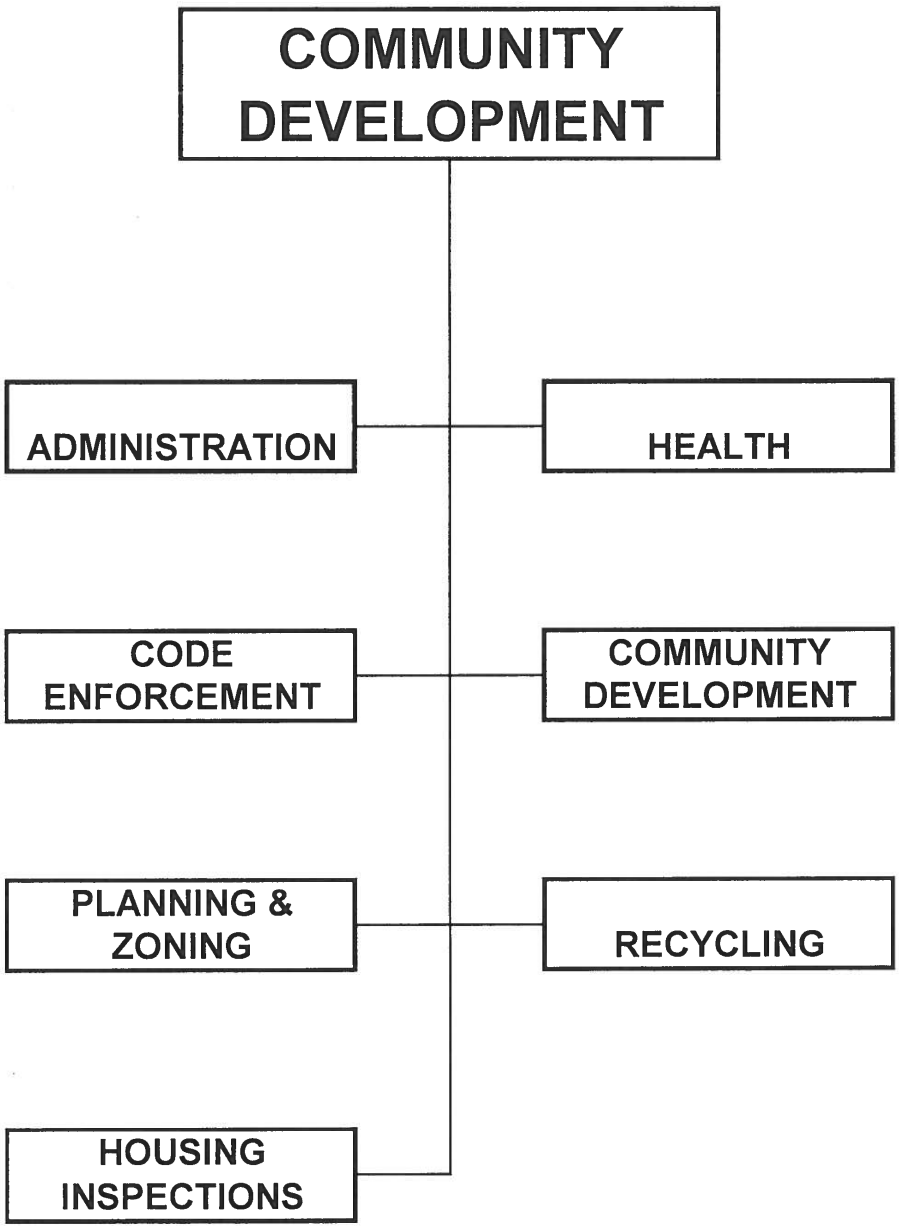
FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0207 HUMAN RESOURCES

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Director of HR	1	1	1	1	1	104,708	1	104,708	1	106,877
	TAMS	Compliance Officer	-	1	1	1	1	73,587	1	73,587	1	75,159
	TAMS	Compensation Coordinator	1	1	1	1	1	73,587	1	73,587	1	75,059
	TAMS	Benefits Coordinator	1	1	-	-	-	-	-	-	-	-
		Total Positions	3	4	3	3	3	251,882	3	251,882	3	257,095
Account Detail												
40001	SALARIES		171,303	259,275	235,422	238,522		250,582		250,582		255,595
40002	LONGEVITY		1,710	1,900	1,045	1,200		1,300		1,300		1,500
40004	TEMPORARY HELP		60,869	865	12,860	14,492		16,551		16,551		16,882
40011	EDUCATION INCENTIVE BONUS		-	-	-	-		2,000		2,000		2,000
	Personnel		233,882	262,040	249,327	254,214		270,433		270,433		275,977
41013	OFFICE EXPENSE		3,753	1,281	1,007	1,020		3,525		3,000		2,000
	Materials & Supplies		3,753	1,281	1,007	1,020		3,525		3,000		2,000
42032	TRAINING/CONT. EDUCATION		12,400	14,166	1,080	-		15,500		15,500		15,500
42055	PROFESSIONAL SERVICES		-	18,087	-	-		-		-		-
42060	OTHER EXPENSES		662	1,044	1,019	904		1,500		1,250		1,500
42067	RECRUITING & TESTING		36,915	24,697	46,083	51,172		55,000		52,000		55,000
	Purchased Services		49,977	57,994	48,182	52,076		72,000		68,750		72,000
Total	HUMAN RESOURCES		287,612	321,315	298,516	307,310		345,958		342,183		349,977

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

2021 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	2,000	OFFICE EXPENSE
		200 - PRINTING - EMPLOYEE HANDBOOK, UNION CONTRACT
		200 - MANDATORY LABOR LAW POSTERS
		1,500 - 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/WELLNESS 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	55,000	RECRUITING & TESTING
		25,000 - POLICE PROMOTIONAL TESTING
		10,000 - FIRE PROMOTIONAL TESTING
		20,000 - EMPLOYMENT ADVERTISING


COMMUNITY DEVELOPMENT
ADMINISTRATION
HEALTH
CODE ENFORCEMENT
COMMUNITY DEVELOPMENT
PLANNING & ZONING
RECYCLING
HOUSING INSPECTIONS

BUREAU DETAIL

Bureau: Administration **No:** 0301 **Department:** Community & Econ Dev **No:** 0030

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.

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 serve as a liaison to various business groups.
- 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.
- To administer the Bethlehem Economic Development Corporation and the Bethlehem Revitalization and Improvement Authority.

Prior Year Achievements:

- Departmental achievements are summarized in the various bureaus that follow.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	NC	Dir Comm & Econ Dev	1	1	1	1	1	109,315	1	109,315	1	111,501
	NC	Deputy Dir Comm Dev	1	1	1	1	1	89,930	1	89,930	1	91,728
	TAMS	Business Manager	1	1	1	1	1	58,672	1	58,672	1	62,943
	SEIU	Departmental Secretary	1	1	1	1	1	54,524	1	54,524	1	55,698
	SEIU	Secretary II	3	3	3	3	3	158,628	3	158,628	3	162,013
		Total Positions	7	7	7	7	7	471,069	7	471,069	7	483,883
Account Detail												
40001	SALARIES		448,598	447,278	457,727	491,966		465,469		465,469		477,783
40002	LONGEVITY		3,800	4,180	3,610	5,100		5,600		5,600		6,100
40003	OVERTIME		-	164	-	-		250		100		250
40004	TEMPORARY HELP		-	-	-	-		43,444		33,000		44,313
		Personnel	452,398	451,622	461,337	497,066		514,763		504,169		528,446
41013	OFFICE EXPENSE		133	34	103	286		300		250		300
		Materials & Supplies	133	34	103	286		300		250		300
42032	TRAINING/CONT. EDUCATION		-	1,721	3,924	711		4,000		2,000		4,000
42060	OTHER EXPENSES		725	1,585	1,489	1,809		2,000		1,500		2,000
		Purchased Services	725	3,306	5,413	2,520		6,000		3,500		6,000
Total	ADMINISTRATION		453,256	454,962	466,853	499,872		521,063		507,919		534,746

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

2021 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

Bureau: Health **No:** 0302 **Department:** Community & Econ Dev **No:** 0030

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.

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.
- Create a community advisory committee to advise and make 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.
- Mitigate and enhance jurisdictional resiliency and recovery from COVID-19.
- Utilize geographical information systems to streamline data collection and analysis.
- Implement a focused campaign on the most common risk factors in food facilities based on 2020 violation review.
- Work with local partners to obtain continued funding for lead and healthy homes projects as well as training contractors to work in a lead-safe manner.
- Implement operational billing processes to improve revenue to support the health bureau.
- Implement quality improvement initiatives aimed at improving health inequities.
- Improve service delivery and health outcomes using data from performance management, customer satisfaction surveys, after action reports, accreditation gaps and employee input.
- Promote healthy behaviors that reduce chronic diseases.

Prior Year Achievements:

- Completed an agency-wide strategic plan.
- Addressed COVID-19 through investigations, surveillance, community awareness, education, mitigation and recovery efforts.
- Utilized Lead and Healthy Homes funding to improve the housing stock of 24 homes.
- Trained over 30 contractors in lead abatement and lead safe work practices.
- Conducted surveillance, inspection and abatement of public health nuisance complaints involving solid waste, high grass and weeds, standing pools of water and animal concerns.
- Created a second play activity zone for adults and children at L.G. Stewart Park.
- Through the Vision Zero Initiative, continued to improve mobility for all modes of travel.
- Utilized the performance management system to identify quality improvement initiatives.
- Implemented community surveys for feedback on community readiness and stigma related to opioids.
- Integrated BethleYum at the Farm stand.
- Expanded family planning services to the local high school using the St. Luke's University Health Network mobile van as a pilot.
- Began implementation and development of the reflective supervision component with home visiting staff to gauge and ensure the quality of home visiting services.
- Secured additional funding from DOH Title V to expanded electronic health records to include home visiting templates improving documentation and reporting of home visiting data.
- Expanded electronic health records to include a HL7 lab interface with a local health network laboratory to improve interoperability of laboratory reporting.
- Implemented a tele-health platform to provide continuation of clinical services when PH emergency situations occur to ensure adequate access to services for BHB clients.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	NC	Health Bureau Director	1	1	1	1	1	96,204	1	96,204	1	98,128
	TAMS	Dir of EMV Health Prog	1	1	1	1	1	91,038	1	91,038	1	92,924
	TAMS	Dir Chronic/Disease Ed Pr	1	1	1	1	1	91,338	1	91,338	1	93,224
	TAMS	Dir of MCH Prog/Nursing	1	1	1	1	1	91,238	1	91,238	1	93,124
	TAMS	Sanitarian	1	1	1	1	1	73,987	1	73,987	1	75,559
	SEIU	Environmental Health Tech	1	1	1	1	1	61,467	1	61,467	1	62,753
	SEIU	Office Manager	1	1	1	1	1	58,417	1	58,417	1	59,541
	SEIU	Health Secretary	1	1	1	1	1	45,328	1	45,328	1	50,047
		Total Positions	8	8	8	8	8	609,017	8	609,017	8	625,300
Account Detail												
40001	SALARIES		539,067	546,634	560,303	578,265	598,717		598,717		614,400	
40002	LONGEVITY		7,490	8,075	8,645	9,700	10,300		10,300		10,900	
40004	TEMPORARY HELP		521,946	561,859	660,991	683,565	805,992		750,000		1,091,034	
	Personnel		1,068,503	1,116,568	1,229,939	1,271,530	1,415,009		1,359,017		1,716,334	
41013	OFFICE EXPENSE		629	561	841	568	600		500		500	
41014	OPERATING SUPPLIES		-	1,382	1,743	1,182	1,350		1,000		1,350	
41016	UNIFORMS/SAFETY SHOES		313	580	324	215	750		500		750	
41023	GASOLINE		1,021	1,277	1,557	1,353	1,600		1,000		1,600	
	Materials & Supplies		1,963	3,800	4,465	3,318	4,300		3,000		4,200	
42032	TRAINING/CONT. EDUCATION		1,545	1,436	2,195	2,005	3,000		1,000		2,500	
42040	ADVERTISING AND PRINTING		831	210	807	908	1,000		750		1,000	
42060	OTHER EXPENSES		32,651	10,464	10,615	7,269	7,500		6,000		7,000	
42070	CLINIC SERVICE		65,879	55,662	59,451	63,855	74,200		65,000		77,000	
42171	LEAD/HEALTHY HOMES		-	-	-	28,167	112,350		30,000		76,000	
42172	PEDIATRIC OUTREACH		7,091	9,706	7,060	13,606	13,489		7,000		10,158	
42172E	MCH INITIATIVE		792	1,421	452	687	4,400		2,000		17,925	
42174	FOOD SAFETY		4,841	5,673	5,970	8,449	7,500		5,000		7,500	
42175	LEAD HAZARD		5,260	12,020	99,715	438,128	549,144		445,000		534,400	
42176	AIDS PROGRAM		295	370	1,132	14,399	20,557		15,000		17,212	
42177	IMMUNIZATION OUTREACH		9,634	2,701	4,081	3,478	3,916		3,500		68,683	
42177E	IMMUNIZATIONS EDU PRGM		-	-	320	52	947		250		3,166	
42179	HOME VISITATION PROGRAM		-	-	-	9,939	4,000		2,500		1,810	
42180	SAFE & HEALTHY COMMUNITY		-	17,106	54,166	57,744	64,146		50,000		86,300	
42181	HEALTHY WOMEN 50+		-	9,427	6,186	18,243	80,000		40,000		40,000	
42185	TB PROGRAM		301	1,474	1,892	-	1,070		500		3,012	
42187E	ELECTRONIC HEALTH RECORD		7,359	7,796	10,824	9,797	20,000		18,000		24,000	
42188	OPIOID PREVENTION		-	-	-	8,959	122,890		50,000		127,358	
42190	HEALTH-HIGHWAY SAFETY PGM		3,032	3,596	4,735	3,154	4,530		3,000		8,200	
42190E	CHRONIC DISEASE HLTH EDU		6,052	32,284	63,805	15,394	31,000		25,000		6,000	
42192	TOBACCO PROGRAM		-	40,961	-	-	-		-		-	
42193	PUBLIC HEALTH PREAREDNESS		63,281	36,919	57,230	88,266	89,864		89,864		3,633,051	
	Purchased Services		208,844	249,226	390,636	792,499	1,215,503		859,364		4,752,275	
Total	HEALTH		1,279,310	1,369,594	1,625,040	2,067,347	2,634,812		2,221,381		6,472,809	

* - Expense account is 100% grant reimbursed.

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	1,091,034	TEMPORARY HELP
		398,025 - PUBLIC HEALTH PREPAREDNESS/MEDICAL RESERVE CORP**
		97,567 - MATERNAL CHILD HEALTH**
		142,575 - HIV/AIDS PROGRAM**
		4,440 - TB PROGRAM OUTREACH**
		86,391 - IMMUNIZATION PROGRAM**
		63,044 - LEAD HAZARD CONTROL HEALTHY HOMES-HUD**
		49,627 - TOBACCO/OPIOID**
		13,352 - LEAD HAZARD CONTROL HEALTHY HOMES-PA STATE
		49,400 - HIGHWAY SAFETY**
		39,100 - HEALTH SUPPORT
		111,813 - SAFE AND HEALTHY COMMUNITIES**
		35,700 - 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	77,000	CLINIC SERVICE
		1,000 - ASTHMA/DENTAL CLINIC SUPPLIES
		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

2021 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	76,000	LEAD/HEALTHY HOMES-PA HUD
		2,000 - TRAINING AND TRAVEL**
		74,000 - SUBCONTRACT SERVICES**
42172	10,158	PEDIATRIC OUTREACH
		1,844 - SUPPLIES**
		2,414 - TRAVEL**
		5,900 - OTHER COSTS**
42172E	17,925	MCH INITIATIVE
		7,925 - SUPPLIES**
		10,000 - OTHER COSTS**
42174	7,500	FOOD SAFETY
		4,000 - SUPPLIES**
		3,500 - TRAVEL**
42175	534,400	LEAD HAZARD
		448,000 - SUBCONTRACT SERVICES**
		4,000 - SUPPLIES**
		10,000 - TRAINING AND TRAVEL**
		70,000 - OTHER COSTS**
		2,400 - CONSULTANT
42176	17,212	AIDS PROGRAM
		500 - SUPPLIES**
		3,400 - TRAVEL**
		13,312 - OTHER COSTS**
42177	68,683	IMMUNIZATION OUTREACH
		31,183 - SUBCONTRACT**
		2,000 - SUPPLIES**
		300 - TRAVEL **
		35,200 - OTHER COSTS**
42177E	3,166	IMMUNIZATIONS EDU PRGM
		1,166 - SUPPLIES**
		2,000 - OTHER COSTS**
42179	1,810	HOME VISITATION PROGRAM
		1,000 - SUPPLIES**
		810 - TRAVEL**

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42180	86,300	SAFE & HEALTHY COMMUNITY
		41,500 - SUPPLIES**
		7,000 - TRAVEL**
		31,300 - OTHER COSTS**
		6,500 - SUBCONTRACT
42181	40,000	HEALTY WOMEN 50+
		40,000 - SUBCONTRACT SERVICES**
42185	3,012	TB PROGRAM
		200 - SUPPLIES**
		712 - TRAVEL**
		2,100 - OTHER COSTS**
42187E	24,000	ELECTRONIC HEALTH RECORDS
		24,000 - OTHER COSTS**
42188	127,358	OPIOID PREVENTION
		69,500 - SUBCONTRACT SERVICES**
		17,550 - SUPPLIES**
		5,800 - TRAVEL**
		34,508 - OTHER COSTS**
42190	8,200	HEALTH-HIGHWAY SAFETY PGM
		6,600 - TRAVEL**
		1,600 - OTHER COSTS**
42190E	6,000	CHRONIC DISEASE HLTH EDU
		1,000 - TRAVEL**
		5,000 - OTHER COSTS**
42193	3,633,051	PUBLIC HEALTH PREPARED
		89,480 - SUPPLIES**
		20,000 - SUBCONTRACT
		7,730 - TRAVEL**
		3,515,841 - OTHER COSTS**

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BUREAU DETAIL

Bureau: Code Enforcement **No:** 0303 **Department:** Community & Econ Dev **No:** 0030

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.

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.
- Actively work to improve on turn-around time from the application date received to permit issue date.
- Incorporate new community plus update 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.
- Scored highly on the 5 year Pennsylvania Labor and Industry audit.
- All permits, reviews, approvals, and inspections logged into 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 2020, 1,943 permits issued, resulting in 2,397 inspections, for a construction cost of $233,969,231.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Chief Building Inspector	1	1	1	1	1	98,503	1	98,503	1	100,473
	TAMS	Building/Housing Inspector	2	2	2	2	2	156,904	2	156,904	2	160,192
	TAMS	Mechanical Inspector	1	1	1	1	1	78,002	1	78,002	1	79,646
	TAMS	Electrical Inspector	1	1	1	1	1	50,736	1	50,736	1	61,353
	TAMS	Permit Coordinator	1	1	1	1	1	68,814	1	68,814	1	70,146
		Total Positions	6	6	6	6	6	452,959	6	452,959	6	471,810
Account Detail												
40001	SALARIES		437,107	433,408	451,390	394,847		447,459		447,459		466,010
40002	LONGEVITY		5,670	6,175	6,650	6,000		5,500		5,500		5,800
40004	TEMPORARY HELP		-	-	3,941	25,078		-		-		-
	Personnel		442,777	439,583	461,981	425,925		452,959		452,959		471,810
41014	OPERATING SUPPLIES		1,165	650	258	636		930		600		930
41016	UNIFORMS/SAFETY SHOES		230	500	235	375		520		520		520
41023	GASOLINE		2,769	3,351	3,430	3,958		4,400		3,500		4,400
	Materials & Supplies		4,164	4,501	3,923	4,969		5,850		4,620		5,850
42032	TRAINING/CONT. EDUCATION		2,169	935	3,663	1,682		2,760		2,500		4,000
42040	ADVERTISING AND PRINTING		429	617	764	326		1,000		500		1,000
42055	PROFESSIONAL SERVICES		-	-	1,020	-		13,000		13,000		23,000
42060	OTHER EXPENSES		2,179	1,279	3,798	758		1,000		1,000		1,000
	Purchased Services		4,777	2,831	9,245	2,766		17,760		17,000		29,000
43099	EQUIPMENT		12,697	6,267	6,267	-		-		-		-
	Equipment		12,697	6,267	6,267	-		-		-		-
Total	CODE ENFORCEMENT		464,415	453,182	481,416	433,660		476,569		474,579		506,660

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	930	OPERATING SUPPLIES
		300 - 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 - 2 INSPECTORS
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	1,000	OTHER EXPENSES
		180 - BUSINESS CARDS.
		240 - INTERNATIONAL ELECTRICAL INSPECTORS DUES
		430 - REFERENCE BOOKS FOR CERTIFICATION TESTING AND CODE
		150 - PABCO MEMBERSHIP DUES 2 @ 75.00

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BUREAU DETAIL

Bureau: Community Development **No:** 0304 **Department:** Community & Econ Dev **No:** 0030

Bureau Description:

This bureau provides administration and oversight for all CDBG and HOME funded programs. The Office of Housing Rehabilitation is housed in this bureau, which provides financial and technical assistance to qualified homeowners for 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 FAIR Ordinance is accomplished through this bureau. The bureau provides support for other city initiatives in the form of grant writing and program administration where necessary.

Goals and Objectives:

- Effectively administer the City's CDBG and HOME awards, including ensuring compliance of both the City and all sub-recipients with program requirements.
- Provide a housing rehabilitation program utilizing CDBG and HOME funding to City of Bethlehem homeowners who want to rehabilitate their property, bring them into City code compliance and remediate lead hazards.
- Strengthen the City's low to moderate income neighborhoods by providing funding for infrastructure improvements and public service programs.
- Continue to address student housing, the regulated rental process, and other housing concerns.
- Market the Enterprise Zone and the related Enterprise Loan Fund Programs.
- Communicate with local economic development entities regarding the Enterprise Zone and the related benefits.
- Implement solutions to combat and prevent blight throughout the City.
- Administer the City's Business Development and Retention Efforts.
- Attract talent and technology to Bethlehem through resources offered through the KIZ.
- Effectively market the KIZ to graduating students at Lehigh Valley colleges & universities.
- Retain and Expand Primary KIZ Partners.
- Maintain Pi occupancy.
- Continue to market the LERTA program in order to renovate blighted and underutilized properties.
- Implement key recommendations from an outline in the Northside 2027 Neighborhood Study.
- Collect and provide all documentation to comply with the FAIR Ordinance.

Prior Year Achievements:

- Administered CDBG and HOME programs.
- Conducted 2 technical webinars for CDBG funding applicants.
- Obtained $238,733 in grant funding for expansion of outdoor dining season.
- Utilized parklets and road closures to increase dining capacity in response to coronavirus.
- Provide technical assistance to businesses applying for federal relief funding.
- Created Small Business Economic Relief Fund providing direct financial assistance to more than 100 downtown businesses.
- Obtained public and private grant funding, for the bureau and departmental projects.
- Provided technical assistance to sub-recipients to ensure compliance and more efficient use of funds.
- Expect to settle 25 housing rehabilitation cases by end of 2020.
- Two Enterprise Zone Tax Credit applications were submitted and two were approved for a total of $899,541.
- Facilitated 8 KIZ Tax Credit Applications totaling $486,784.
- Awarded $60,000 in Technology Transfer Grants.
- Approved 5 Southside LERTA Applications.
- Compiled an application in-house and was designated for a 5-year Enterprise Zone designation by the Commonwealth of PA.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail		**Number of Permanent Positions**				**#**	**Salaries**	**#**	**Salaries**	**#**	**Salaries**
TAMS	Housing & CD Planner	1	1	1	1	1	70,375	1	70,375	1	86,781
TAMS	Rehab Finance Specialist	1	1	1	1	1	71,744	1	71,744	1	71,844
	Total Positions	2	2	2	2	2	142,119	2	142,119	2	158,625
Account Detail											
40001	SALARIES	133,524	135,892	139,115	124,023		141,819		141,819		158,225
40002	LONGEVITY	-	-	95	300		300		300		400
40004	TEMPORARY HELP	101,899	105,055	131,093	127,089		157,456		157,456		166,715
	Personnel	235,423	240,947	270,303	251,412		299,575		299,575		325,340
41014	OPERATING SUPPLIES	101	753	602	154		1,100		1,050		1,100
41016	UNIFORMS/SAFETY SHOES	-	-	230	-		-		-		-
	Materials & Supplies	101	753	832	154		1,100		1,050		1,100
42032	TRAINING/CONT. EDUCATION	1,350	2,659	2,110	-		-		-		-
42040	ADVERTISING AND PRINTING	829	1,192	1,373	-		-		-		-
42047	DEPARTMENT CONTRACTS	85,829	199,054	168,552	-		-		-		-
42150	HOUSING INITIATIVES	-	-	-	2,535		2,140		1,500		2,140
42151	NORTHSIDE 2027	-	-	-	905		1,300		1,000		1,300
42152	ECONOMIC DEVELOPMENT	-	-	-	102,366		159,500		159,500		134,957
42153	BLIGHT PROJECT	-	-	-	50		-		-		-
42154	BUSINESS DEVELOP/RETENT	-	-	-	35,495		30,000		20,000		10,000
42060	OTHER EXPENSES	4,016	7,804	5,438	-		-		-		-
42064	EQUIPMENT MAINTENANCE	2,132	7,388	3,530	-		-		-		-
	Purchased Services	94,156	218,097	181,003	141,351		192,940		182,000		148,397
Total	COMMUNITY DEVELOPMENT	329,680	459,797	452,138	392,917		493,615		482,625		474,837

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	166,715	TEMPORARY HELP
		58,175 - ECONOMIC DEVELOPMENT COORDINATOR
		53,854 - REHAB TECH SPECIALIST
		54,686 - CDBG MONITOR
41014	1,100	OPERATING SUPPLIES
		1,100 - OPERATING SUPPLIES
42150	2,140	HOUSING INITIATIVES
		750 - MEMBERSHIPS
		500 - SUPPLIES
		500 - PRINTING/ADVERTISING
		390 - SHOES
42151	1,300	NORTHSIDE 2027
		800 - MEETING EXPENSES
		500 - PRINTING/ADVERTISING
42152	134,957	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
		24,000 - NORTHAMPTON COUNTY FACADE
		1,457 - SALDO
42154	10,000	BUSINESS DEVELOP/RETENT
		10,000 - BUSINESS DEVELOPMENT AND RETENTION SUPPORT SERVICES

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BUREAU DETAIL

Bureau: Planning & Zoning **No:** 0305 **Department:** Community & Econ Dev **No:** 0030

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.

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.
- Continue to update the subdivision and land development ordinance.
- Coordinate efforts with other departments and additional partners to implement long term plan recommendations.
- Continue to work with the DPW for the completion of Phases 2 and 3 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.

Prior Year Achievements:

- Continue to work with Planning Commission, Zoning Hearing Board, Historic Commission and HARB.
- Continue work on Phase 2 of Wayfinding Signs.
- Review and management of land development and subdivision plans.
- Researched and drafted zoning amendments, including student overlay provisions.
- Participated in the Southside Vision Development Committee Activities.
- Prepared draft updates for various sections of SALDO, addressing procedures, development standards and required improvement.
- Complete plaza/playground development on Greenway closing related grants.
- Initiate feasibility study for pedestrian bridge over the Lehigh River.
- Initiate south side planning study to provide recommendations to coordinate development with historic preservation initiatives.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	NC	Dir of Planning & Zoning	1	1	1	1	1	97,553	1	97,553	1	99,504
	TAMS	Assistant Plannning Dir	1	1	1	1	1	90,838	1	90,838	1	92,724
	TAMS	Zoning Officer	1	1	1	1	1	75,747	1	75,747	1	84,762
		Total Positions	3	3	3	3	3	264,138	3	264,138	3	276,990
Account Detail												
40001	SALARIES		252,808	251,331	256,357	243,500		262,638		262,638		275,390
40002	LONGEVITY		1,900	2,090	2,280	1,400		1,500		1,500		1,600
	Personnel		254,708	253,421	258,637	244,900		264,138		264,138		276,990
41013	OFFICE EXPENSE		290	292	153	572		675		525		675
41014	OPERATING SUPPLIES		675	-	-	349		500		350		500
	Materials & Supplies		965	292	153	921		1,175		875		1,175
42030	HEARING BOARD EXPENSES		37,631	35,180	46,091	67,533		58,300		57,000		58,300
42032	TRAINING/CONT. EDUCATION		1,847	1,774	1,237	2,028		2,500		1,000		2,500
42040	ADVERTISING AND PRINTING		6,485	6,545	5,726	10,004		10,800		10,500		10,800
42047	DEPARTMENT CONTRACTS		30,125	30,817	49,131	71,719		128,800		95,000		129,400
42060	OTHER EXPENSES		1,173	2,456	1,539	1,788		1,750		1,000		1,750
	Purchased Services		77,261	76,772	103,724	153,072		202,150		164,500		202,750
Total	PLANNING & ZONING		332,934	330,485	362,514	398,893		467,463		429,513		480,915

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	675	OFFICE EXPENSE
		675 - OFFICE SUPPLIES
41014	500	OPERATING SUPPLIES
		500 - MISCELLANOUS OPERATING SUPPLIES
42030	58,300	HEARING BOARD EXPENSES
		3,500 - ZHB MEMBERS - 20 MEETINGS @ $175/MEETING
		47,000 - LEGAL FEES
		7,500 - 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	10,800	ADVERTISING AND PRINTING
		10,300 - ZHB LEGAL ADS
		500 - HISTORICAL CONSERVATION COMMISSION, HISTORICAL AND ARCHITECTURAL REVIEW BOARD AND PLANNING COMMISSION LEGAL ADS
42047	129,400	DEPARTMENT CONTRACTS
		32,400 - HISTORIC AND ARCHITECTURAL CONSULTING CONTRACT
		47,000 - CONSULTANT FOR SOUTHSIDE PLANNING
		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

Bureau: Recycling **No:** 0307 **Department:** Community & Econ Dev **No:** 0030

Bureau Description:

This bureau manages programs for the collection of recyclables and yard waste materials from households, small businesses and City facilities. This bureau also operates the Theis/Cornfeld Recycling Drop-off Center and Bethlehem Yard Waste Facility.

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.

Prior Year Achievements:

- Completed renovations at Bethlehem Yard Waste Facility. Renovations included new concrete pad and bunkers for processing of curbside recycling materials, installed additional ramp for loading recycling materials, fencing upgrades.
- Processed and removed over 75,000 cubic yards of compost and mulch materials from Bethlehem Yard Waste Facility.
- Accepted over 2,000 cubic yards of oversize log/wood materials collected from various City of Bethlehem properties.
- Accepted and processed over 500 pounds of illegally discarded TV sets collected from various City properties.
- Cross trained Theis/Cornfeld Recycling Center & Bethlehem Yard Waste personnel to work at either facility.
- Participated in various recycling roundtable events: PA DEP Recycling Roundtable Conference, Penn State-Allentown Recycling Coalition, Recycling Education Initiative with Berks County, City of Reading & Cougle's Recycling.
- Received over $180,000 in PA DEP Performance Grant monies.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Director of Recycling	1	1	1	1	1	83,976	1	83,976	1	91,124
SEIU	Rec Maint/Op Specialist	1	1	1	1	1	66,950	1	66,950	1	68,240
SEIU	Rec Truck Driver/ Equip Op	1	1	1	1	1	63,788	1	63,788	1	65,136
	Total Positions	3	3	3	3	3	214,714	3	214,714	3	224,500
Account Detail											
40001	SALARIES	212,396	193,067	173,541	192,228		210,814		210,814		220,500
40002	LONGEVITY	4,085	4,180	4,180	2,200		3,900		3,900		4,000
40003	OVERTIME	47,900	52,453	57,227	51,002		46,500		35,000		46,500
40004	TEMPORARY HELP	286,780	290,452	288,420	270,992		330,525		245,000		337,188
40005	HOLIDAY PAY	3,726	4,661	4,378	3,983		6,920		5,000		6,920
40006	DIFFERENTIAL PAY	193	217	222	139		300		250		300
40008	MEAL REIMBURSEMENT	1,300	1,430	1,339	195		500		250		500
	Personnel	556,380	546,460	529,307	520,739		599,459		500,214		615,908
41013	OFFICE EXPENSE	78	1,518	391	1,152		1,000		750		1,000
41014	OPERATING SUPPLIES	3,734	2,421	4,064	4,533		4,000		3,800		4,000
41016	UNIFORMS/SAFETY SHOES	2,374	1,928	3,172	2,166		3,200		3,000		3,200
41023	GASOLINE	28,237	30,246	36,931	42,421		42,823		30,000		41,710
	Materials & Supplies	34,423	36,113	44,558	50,272		51,023		37,550		49,910
42032	TRAINING/CONT. EDUCATION	-	-	-	-		1,500		500		1,500
42038	EQUIPMENT REPAIRS-FLEET	19,742	12,551	30,826	36,371		40,250		35,000		40,250
42040	ADVERTISING AND PRINTING	1,152	2,878	3,964	595		4,000		3,500		3,515
42047	DEPARTMENT CONTRACTS	1,153,328	1,246,646	1,352,710	1,466,070		1,423,000		1,423,000		1,485,310
42054	RENTALS	3,628	3,634	3,645	2,340		1,800		1,500		3,316
42055	PROFESSIONAL SERVICES	-	-	-	-		500		200		500
42060	OTHER EXPENSES	35,382	14,484	13,204	13,044		19,225		13,500		19,225
42064	EQUIPMENT MAINTENANCE	9,014	8,864	14,325	23,338		15,000		12,000		15,000
42065	PLANT MAINTENANCE	7,287	21,353	9,592	19,472		20,000		20,000		10,000
	Purchased Services	1,229,533	1,310,410	1,428,266	1,561,230		1,525,275		1,509,200		1,578,616
43099	EQUIPMENT	19,005	236,857	41,818	188,173		76,100		50,000		42,580
	Equipment	19,005	236,857	41,818	188,173		76,100		50,000		42,580
Total	RECYCLING	1,839,341	2,129,840	2,043,949	2,320,414		2,251,857		2,096,964		2,287,014

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	46,500	OVERTIME
		46,500 - RECYCLING/COMPOST CENTER OVERTIME
40004	337,188	TEMPORARY HELP
		72,656 - PART-TIME OFFICE STAFF
		181,824 - DROP-OFF/SHREDDING STAFF-TCRC STAFF
		82,708 - 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	4,000	OPERATING SUPPLIES
		3,500 - BALING WIRE
		500 - GENERAL SUPPLIES
41016	3,200	UNIFORMS/SAFETY SHOES
		2,940 - STAFF CLOTHING
		260 - SAFETY SHOES
41023	41,710	GASOLINE
		410 - TRUCK #24
		36,500 - 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, SKID LOADER, 1 PICK-UP TRUCK, 1 CAR,
		30,250 - REPAIR & SERVICE FOR 2 FRONT END LOADERS
42040	3,515	ADVERTISING AND PRINTING
		1,515 - UPDATED BROCHURES
		2,000 - MISC. EDUCATIONAL PRINTING/ANNUAL REPORTS
42047	1,485,310	DEPARTMENT CONTRACTS
		1,085,310 - REPUBLIC SERVICES CURBSIDE CONTRACT
		50,000 - YARD WASTE GRINDING SERVICES
		350,000 - COUGLES CURBSIDE PROCESSING & TRANSPORTATION
42054	3,316	RENTALS
		3,316 - SERVICE BATHROOM & SINK TCRC

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42055	500	PROFESSIONAL SERVICES
		500 - AUDIT SERVICES
42060	19,225	OTHER EXPENSES
		5,000 - RESIDENTIAL CONTAINER
		2,000 - MISCELLANEOUS SIGNS
		750 - EARTH BAGS
		750 - BOOKS/PERIODICALS
		1,900 - PROFESSIONAL ASSOCIATIONS
		2,800 - CITY HALL CHARGES
		3,000 - 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
		7,500 - COMPACTORS/BALER/SHREDDER
		7,500 - SANDBLAST/PAINT CONTAINERS
42065	10,000	PLANT MAINTENANCE
		4,000 - STONE
		6,000 - FENCING REPLACEMENT & REPAIRS
43099	42,580	EQUIPMENT
		27,930 - 10% DEPOSIT NEW LOADER COST OF $279,300
		14,650 - 10% DEPOSIT FOR COMPACTOR UNITS AND ROLL OFF CONTAINERS

BUREAU DETAIL

Bureau: Housing Inspections **No:** 0309 **Department:** Community & Econ Dev **No:** 0030

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.

Goals and Objectives:

- Increase the 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 working with the more data-driven code enforcement system that allows for inspections of City properties over a 3 year span.
- 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 to improve upon the number of Certificates of Occupancy issued.
- Continue enforcement and registration of regulated rental units throughout the City and around the universities.

Prior Year Achievements:

- Began implementation of the 3 year annual rental registration. This included beginning the inspection process for the properties located in zone 1 of this program.
- At the end of August 2020 there were, 1,191 rental inspections, 1,120 rental re-checks, 1,523 abatements, 705 sales inspections and 316 complaints for a total of 3,332 inspections performed.
- The department transitioned to tablets and handheld devices for all of the housing inspectors.
- Increase the number of housing inspectors and support staff to implement the adoption of the new rental program.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

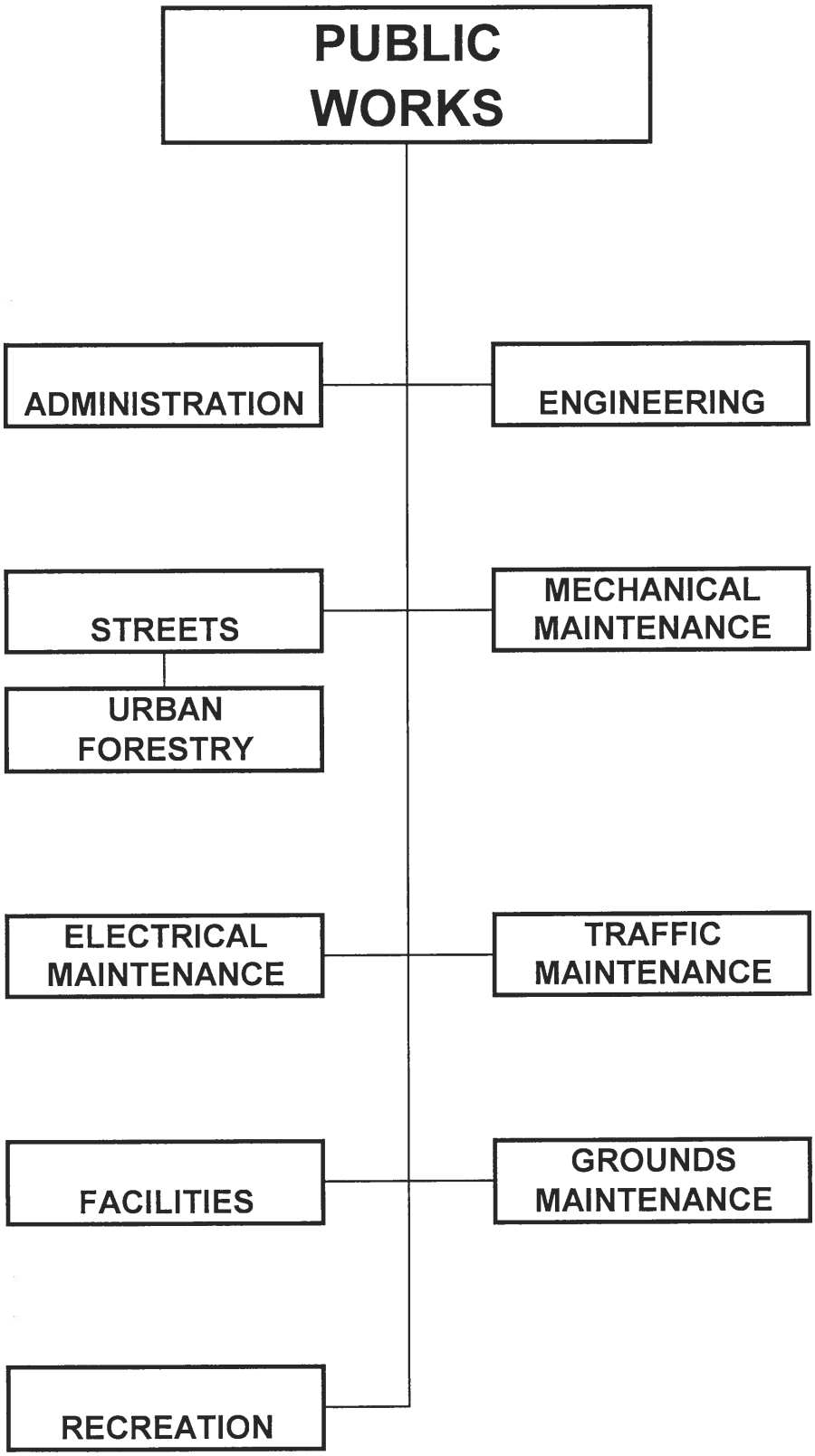
FUND 001 GENERAL
DEPT 0030 COMMUNITY & ECONOMIC DEVELOPMENT
BUREAU 0309 HOUSING INSPECTIONS

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Senior Housing Inspector	1	-	-	-	-	-	-	-	-	-
	TAMS	Housing Inspector	1	2	2	2	4	269,147	4	269,147	4	272,735
	TAMS	Res. Rental Housing Spec.	-	-	-	-	1	55,136	1	55,136	1	58,938
		Total Positions	2	2	2	2	5	324,283	5	324,283	5	331,673
Account Detail												
40001	SALARIES		139,159	123,072	137,329	142,888		323,783		323,783		330,973
40002	LONGEVITY		1,805	190	285	400		500		500		700
40003	OVERTIME		-	-	2,646	-		-		-		-
40004	TEMPORARY HELP		134,628	128,527	142,000	142,272		151,255		105,000		154,282
	Personnel		275,592	251,789	282,260	285,560		475,538		429,283		485,955
41013	OFFICE EXPENSE		621	14	532	616		1,000		500		1,000
41014	OPERATING SUPPLIES		765	1,123	3,110	5,226		4,000		2,400		4,000
41016	UNIFORMS/SAFETY SHOES		494	245	470	450		910		700		910
41023	GASOLINE		1,615	1,582	2,876	2,490		5,000		2,000		5,000
	Materials & Supplies		3,495	2,964	6,988	8,782		10,910		5,600		10,910
42032	TRAINING/CONT. EDUCATION		180	713	886	790		4,000		1,500		4,000
42047	DEPARTMENT CONTRACTS		-	-	375	125		8,500		8,000		8,500
42060	OTHER EXPENSES		25	672	1,120	13,583		1,600		1,000		1,900
	Purchased Services		205	1,385	2,381	14,498		14,100		10,500		14,400
43099	EQUIPMENT		6,575	6,267	6,267	-		16,000		16,000		16,000
	Equipment		6,575	6,267	6,267	-		16,000		16,000		16,000
Total	HOUSING INSPECTIONS		285,867	262,405	297,896	308,840		516,548		461,383		527,265

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	154,282	TEMPORARY HELP
		37,932 - RENTAL PROJECT MANAGER
		58,175 - HOUSING INSPECTOR
		58,175 - 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
42047	8,500	DEPARTMENT CONTRACTS
		900 - STENOGRAPHER FOR BLIGHTED PROPERTY REVIEW
		7,600 - INSPECTION SOFTWARE
42060	1,900	OTHER EXPENSES
		500 - MILEAGE/TRAVEL EXPENSES
		300 - FUEL LICENSE FORMS
		1,100 - FUEL LICENSE STICKERS
43099	16,000	EQUIPMENT
		16,000 - 2 VEHICLE LEASES AT $8,000 EACH. YEAR 2 OF 3


PUBLIC WORKS
ADMINISTRATION
ENGINEERING
STREETS
MECHANICAL MAINTENANCE
URBAN FORESTRY
ELECTRICAL MAINTENANCE
TRAFFIC MAINTENANCE
FACILITIES
GROUNDS MAINTENANCE
RECREATION

BUREAU DETAIL

Bureau: Administration **No:** 0501 **Department:** Public Works **No:** 0050

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.

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.
- Complete the development of the new Storm Water Program.
- Complete the development of the Climate Action Plan to reduce greenhouse gas emissions city wide.
- Complete the oversight of the replacement of the City's Rodgers Street Maintenance Facility.
- Implement a new fleet management and maintenance program to track parts, inventory, fuel usage, and maintenance scheduling. Also install and implement 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.

Prior Years Achievements:

- Due to the significant impacts of COVID-19 and the restrictions of patrons within businesses, Public Works assisted local establishments by 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.
- Made significant improvements/upgrades to city facilities; replaced two cooling towers at City Hall, replaced fan coils in the Public Safety building, replaced a boiler at the golf course club house, replaced two mini-split HVAC units in the police area, and replaced constant temp hot water pumps at City Hall.
- 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.
- Implemented and maintain a road management program for the resurfacing and maintenance of all City streets. Expanded, improved, and continuing to improve our in-house paving program. Improved our road rating system by collection and transfer of information into CAD/GIS using tablets.
- Completed the purchase of the City's nearly 8,000 street lights and implemented a state of the art internet based reporting system to maintain the same in the Bureau of Electrical Maintenance.
- Completed upgrade of all non-decorative street lights (over 5000) to LEDs.
- As a result of COVID-19 we developed a comprehensive cleaning and disinfecting program which includes documentation of all cleaning efforts.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0501 ADMINISTRATION

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	NC	Dir Pub Wks/City Engineer	1	1	1	1	1	111,639	1	111,639	1	113,872
	TAMS	Dept Business Manager	1	1	1	1	1	83,276	1	83,276	1	81,391
	TAMS	Administrative Assistant	1	1	1	1	1	49,344	1	49,344	1	52,816
		Total Positions	3	3	3	3	3	244,259	3	244,259	3	248,079
Account Detail												
40001	SALARIES		230,095	224,873	216,553	232,753		242,059		242,059		245,879
40002	LONGEVITY		2,660	2,850	2,945	2,200		2,200		2,200		2,200
		Personnel	232,755	227,723	219,498	234,953		244,259		244,259		248,079
41013	OFFICE EXPENSE		609	329	103	263		500		300		500
41023	GASOLINE		442	649	515	374		755		450		720
		Materials & Supplies	1,051	978	618	637		1,255		750		1,220
42032	TRAINING/CONT. EDUCATION		538	933	279	768		1,250		750		1,250
42060	OTHER EXPENSES		426	529	195	643		550		400		550
		Purchased Services	964	1,462	474	1,411		1,800		1,150		1,800
Total	ADMINISTRATION		234,770	230,163	220,590	237,001		247,314		246,159		251,099

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

2021 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	720	GASOLINE
		720 - FOR DIRECTOR'S VEHICLE TO RESPOND TO CITY BUSINESS 24/7 INCLUDING SNOW PLOWING OPERATIONS. BASED ON PAST ACTUAL USAGE OF 365 GALLONS @ $1.97 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. COVID-19 RESULTED IN CANCELLATION OF SEMINARS AND HENCE REDUCED EXPENDITURES IN 2020.
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

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. Activities include design and inspection of all streets, permitting, utilities, bridges, bridge rehab, facilities improvements, review of subdivisions and public improvements, cost estimates, and design of City-owned projects.

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.
- Implementation of the Stormwater Program including addition of new staff members, design/management of stormwater capital projects, implementation of the Pollutant Reduction Plan, annual Stormwater MS-4 permitting, stormwater facility inspections, and other related tasks.
- Complete Climate Action Plan to reduce Greenhouse Gas Emissions City wide.
- Sidewalk, ADA ramp, and crosswalk improvements on southside streets including Polk, Pierce, Fillmore, and Buchanan. The South Bethlehem Connections project is funded through a Multimodal grant.
- Construction of improvements to New Street from Third Street to East Morton Street.
- Storm Sewer improvements at East Boulevard from Boyd Street to Landsdale Avenue.
- Storm Sewer improvements at West Goepp Street from Masslich Street to New Street.
- Demolition and replacement of the City's Rodgers Street Maintenance Facility. The existing 1950 quonset huts will be replaced with a modern pole building suited to the City's needs.
- Construction of a trail connection and amenities from the South Bethlehem Greenway to the Saucon Park Ballfields.
- Structural and roadway repairs to the South Main Street Bridge over the Monocacy Creek.
- Replacement of the gasoline and diesel Underground Storage Tanks (UST) at the Municipal Service Center.
- Sanitary Sewer replacement at Broadway and Brodhead Road from Third Street to Five Points partially funded by an H2O grant.

Prior Year Achievements:

- Completed the design and/or construction or oversight of design and construction of several water distribution projects, which included Red Fern Lane, Mud Lane, and Drexel Heights.
- Completed design and construction of Storage Tank replacement at the Water Filtration Plant and Intake Screen Replacement at Wild Creek.
- 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, Easton Road, CCB Development, Wind Creek Hotel Expansion, 3rd & Polk Parking Garage, and HOP plans.
- Ongoing NPDES Phase II stormwater permitting efforts including annual reports to PA DEP.
- Completed Pollutant Reduction Plan, which is integral to the proposed Stormwater Program, and submitted to PA DEP.
- Completed design and permitting of South Bethlehem Greenway Connection to Saucon Park Ballfields (Phase V).
- Completed construction of traffic signals at Linden and Elizabeth Sts. and Broad and Elizabeth Sts.
- Completed construction of the new Memorial Pool.
- Working on a Climate Action Plan to reduce Greenhouse Gas Emissions Citywide.
- Completed design, bidding, and construction of improvements to the road and sidewalk at Carlton Avenue.
- Completed design, bidding, and construction of improvements to the former Water Control Room in the City Center Garage for use as a kennel for stray dogs.
- Currently designing a Stormwater Pollution and Flood Prevention Program (Stormwater Program) anticipated to be effective January 1, 2021.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0502 ENGINEERING

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	NC	Dep Director/Chief Eng	1	1	1	1	1	102,944	1	102,944	1	105,003
	TAMS	Section Engineer	1	1	1	1	1	84,231	1	84,231	1	86,780
	TAMS	Project Engineer	2	2	2	2	2	163,352	2	163,352	2	166,695
	TAMS	Design Asst-Chief of Surv	1	1	1	1	1	72,171	1	72,171	1	73,570
	TAMS	Design Assistant	2	2	2	2	2	143,242	2	143,242	2	133,754
	TAMS	Engineering Assistant	5	5	5	5	5	326,440	5	326,440	5	339,178
		Total Positions	12	12	12	12	12	892,380	12	892,380	12	904,980
Account Detail												
40001	SALARIES		829,867	825,378	832,573	829,451		883,480		883,480		897,680
40002	LONGEVITY		7,980	8,645	9,405	10,500		8,900		8,900		7,300
40003	OVERTIME		12,312	9,265	6,866	3,928		10,000		5,000		10,000
40004	TEMPORARY HELP		-	-	-	-		1		-		1
	Personnel		850,159	843,288	848,844	843,879		902,381		897,380		914,981
41014	OPERATING SUPPLIES		3,440	3,473	2,962	4,686		4,800		4,000		4,800
41016	UNIFORMS/SAFETY SHOES		2,094	1,454	2,133	1,446		2,440		2,200		1,585
41023	GASOLINE		5,972	7,200	9,200	8,067		8,342		6,750		9,303
	Materials & Supplies		11,506	12,127	14,295	14,199		15,582		12,950		15,688
42032	TRAINING/CONT. EDUCATION		73	126	83	118		250		150		250
42047	DEPARTMENT CONTRACTS		9,113	74,083	2,500	21,053		20,000		18,000		20,000
42060	OTHER EXPENSES		5,504	10,492	8,042	12,470		11,800		11,000		12,000
42064	EQUIPMENT MAINTENANCE		1,155	1,155	1,225	1,649		3,100		2,000		3,100
	Purchased Services		15,845	85,856	11,850	35,290		35,150		31,150		35,350
43099	EQUIPMENT		7,547	14,447	16,761	16,436		21,330		20,000		22,200
	Equipment		7,547	14,447	16,761	16,436		21,330		20,000		22,200
Total	ENGINEERING		885,057	955,718	891,750	909,804		974,443		961,480		988,219

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	10,000	OVERTIME
	10,000 -	BASED ON ANTICIPATED CONSTRUCTION ACTIVITY IN 2021. 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 2021 (LVIP 7, 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 AND THIS WAS EVEN MORE THE CASE IN 2020 DUE TO COVID-19 RESTRICTIONS.
40004	1	TEMPORARY HELP
	1 -	TO PAY FOR INTERNS TO WORK ON THE COLLECTION OF DATA FOR THE GIS SYSTEM DEVELOPMENT AND 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 BLUEPRINT MATERIALS, DRAFTING, AND SURVEYING SUPPLIES FOR THE YEAR. MISCELLANEOUS (MOSTLY SURVEYING) ITEMS SUCH AS CLOTH, VELUM, GAMMON REELS, PLUMB BOB POINTS, P.K. NAILS AND SPIKES.
41016	1,585	UNIFORMS/SAFETY SHOES
	1,585 -	FIVE (5) T-SHIRTS/TWO (2) SWEATSHIRTS TO BE PURCHASED FOR SURVEYORS AND INSPECTORS. ONLY FIELD EMPLOYEES ARE ELIGIBLE FOR SAFETY SHOES IN 2021.
41023	9,303	GASOLINE
	9,303 -	BASED ON ANNUAL USAGE OF 4,722 GALLONS (10 VEHICLES) AT $1.97 PER GALLON.
42032	250	TRAINING/CONTINUING ED.
	250 -	REFERENCE TEXTS, MANUALS, VIDEOTAPES AND SOFTWARE TO IMPROVE WORK PERFORMANCE AND JOB SAFETY. BASIC AND ADVANCED COMPUTER TRAINING AND UPDATE COURSES SUCH AS AUTOCAD, ETC. AND TO PROVIDE FOR ENGINEERING TRAINING SEMINARS (GIS, ETC.) & MATERIALS. ATTEND PERMITTING SEMINARS ON EPA REGULATIONS EFFECTING MUNICIPALITIES. CONTINUE TO LIMIT EXPENDITURES TO MEET BUDGET CONSTRAINTS. WE HAVE EXTENSIVELY UTILIZED FREE SEMINARS WHENEVER POSSIBLE. UTILIZATION OF THIS ACCOUNT HAS BEEN DIFFICULT DUE TO THE HIGH COST OF A SINGLE SEMINAR AND REDUCED TO MEET BUDGET CONSTRAINTS. WILL ALSO UTILIZE FUNDING FROM ADMIN SIMILAR ACCOUNT IF AVAILABLE.

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42047	20,000	DEPARTMENT CONTRACTS
	5,000 -	LINE ITEM FOR UNEXPECTED OUTSIDE CONSULTING AND ENGINEERING WORK DURING THE YEAR. INCLUDES TRAFFIC STUDIES AND IN-HOUSE DESIGN SUPPORT TO ADDRESS ISSUES, UPGRADE OF SIGNALIZED INTERSECTIONS OR NEW INTERSECTIONS, OR IN RESPONSE TO SUBMITTALS OF LAND DEVELOPMENT PLANS. ALSO, ALL EFFORTS TOWARDS PHASE II NPDES STORM WATER PERMITTING SUCH AS ENGINEERING, CATCH BASIN CLEANOUT & REPAIR, TESTING EQUIPMENT (E.G. PUBLIC EVENTS AND GOOD HOUSEKEEPING, ETC.), INCLUDING A $500 ANNUAL FEE AND TREE TRIMMING NEEDED IN ADVANCE OF OUR OVERLAY PROGRAM.
	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 TO 60 PROPERTIES.
42060	12,000	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.
	6,000 -	AUTOCAD UPGRADES.
	4,000 -	VERIZON CHARGE FOR DATA PACKAGES FOR TABLETS USED FOR FIELD INSPECTIONS AND GIS UPDATES.
42064	3,100	EQUIPMENT MAINTENANCE
	3,100 -	ANNUAL ADJUSTMENT & ACCURACY CHECK FOR TWO (2) EDMS. SERVICE FOR DESK TOP COPIER, PLOTTER, AND LARGE FORMAT PRINTER/SCANNER INCLUDING ANNUAL CONTRACTS.
43099	22,200	EQUIPMENT
	11,000 -	2ND YR. OF A 3 YR LEASE FOR A 2020 FORD EXPLORER.
	11,200 -	NEW PLAN PLOTTER FOR ENGINEERING BUREAU USE. THE CURRENT PLOTTER IS APPROXIMATELY 9 YEARS OLD AND IS OUT OF SERVICE FREQUENTLY.

BUREAU DETAIL

Bureau: Streets **No:** 0503 **Department:** Public Works **No:** 0050

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.

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 new 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.

Prior Year Achievements:

- Constructed and placed flower planter boxes throughout the city as part of the COVID-19 outdoor dining plan to assist downtown businesses.
- 2020 In-House Paving Program-placed 8,764 tons of macadam and paved 23,135 feet of roadway, which equates to 4.38 road miles/13.14 lane miles.
- 2019 Road Maintenance Repairs-placed 2,407 tons of macadam, 24,839 feet scratched, which equates to 2.5 road miles/4.7 lane miles.
- Minimal Road Maintenance was done due to COVID-19 as there was not enough manpower to run operations.
- Added a 2nd truck mount leaf loader to improve leaf collection operation.
- Installed two (2) – 5,000 gallon holding tanks for de-icing additives and rebuilt brine maker.
- Installed new pole barn over brine tanks to prevent freezing during the winter and hence improve winter operations.
- Acquired and deployed spray patch truck to improve road maintenance operations, filling over 8,000 pot holes.
- Improved and continues to improve in-house paving program through both equipment procurements and personnel training.
- Improved streetscape, cleaning services, and added flowers in the downtown areas. Painted, repaired, and/or replaced flower urns and bollards with chains. Replaced slate and bricks and also replaced crosswalks in the downtown business districts.
- Collected over 45,000 cubic yards of leaves during the 2019 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.
- Reorganized entire city street garage to be more efficient with all our city services.
- Roadside tractor cut over 25 miles of vegetation growth along city roadways.
- Cut cost and improved service with the purchase of a truck mount street sweeper.
- 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

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Superintendent of Streets	1	1	1	1	1	100,003	1	100,003	1	102,073
	TAMS	Streets Supervisor	2	2	2	2	2	141,976	2	141,976	2	151,795
	SEIU	Maintenance Worker III	9	9	9	9	9	559,734	9	559,734	9	571,350
	SEIU	Maintenance Worker II	13	13	13	13	13	658,459	13	658,459	13	691,615
	SEIU	Maintenance Worker I	2	2	2	2	2	75,571	2	75,571	2	76,357
		Total Positions	27	27	27	27	27	1,535,743	27	1,535,743	27	1,593,190
		Allocated to 005A						(400,000)		(400,000)		(400,000)
		Allocated to 012A						(155,231)		(155,231)		(391,342)
								980,512		980,512		801,848
Account Detail												
40001	SALARIES		1,034,500	929,595	991,081	1,012,636		965,512		965,512		785,748
40002	LONGEVITY		24,245	22,420	18,145	16,100		15,000		15,000		16,100
40003	OVERTIME		73,364	74,462	73,592	79,929		85,000		75,000		85,000
40004	TEMPORARY HELP		11,767	5,617	5,484	20,383		26,400		5,000		26,400
40006	DIFFERENTIAL PAY		2,203	3,629	3,612	3,556		4,200		4,000		4,200
40008	MEAL REIMBURSEMENT		4,407	4,043	4,498	4,069		6,000		3,500		6,000
	Personnel		1,150,486	1,039,766	1,096,412	1,136,673		1,102,112		1,068,012		923,448
41014	OPERATING SUPPLIES		51,677	14,955	13,643	10,289		17,000		12,500		17,000
41016	UNIFORMS/SAFETY SHOES		6,324	4,924	7,992	6,113		8,015		6,500		8,015
41023	GASOLINE		51,327	60,301	76,304	86,004		86,133		68,000		87,328
	Materials & Supplies		109,328	80,180	97,939	102,406		111,148		87,000		112,343
42031	UNIFORM RENTAL		962	835	-	-		-		-		-
42033	TRAINING AND SAFETY		2,252	3,189	3,296	6,679		3,850		3,000		3,580
42047	DEPARTMENT CONTRACTS		23,855	12,945	26,799	20,173		25,800		22,000		30,000
42060	OTHER EXPENSES		5,765	5,604	5,443	4,518		6,080		4,500		6,080
42060A	BUSINESS DIST STREETSCAPE		10,028	9,506	16,081	5,548		10,000		7,500		10,000
42064	EQUIPMENT MAINTENANCE		324	994	995	310		1,000		350		1,000
	Purchased Services		43,186	33,073	52,614	37,228		46,730		37,350		50,660
43099	EQUIPMENT		36,934	16,576	-	187,376		10,400		10,400		6,300
	Equipment		36,934	16,576	-	187,376		10,400		10,400		6,300
Total	STREETS		1,339,934	1,169,595	1,246,965	1,463,683		1,270,390		1,202,762		1,092,751

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

2021 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. SIGNIFICANT OVERTIME WAS USED IN 2020 TO BUILD AND SET-UP 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 NO TEMPORARY HELP WAS USED IN 2020.
40006	4,200	DIFFERENTIAL PAY
	4,200 -	ACCOUNT COVERS MIDDLE SHIFT AND NIGHT SHIFT EMPLOYEES FOR 2021. 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. THIS LINE ITEM WAS NOT USED SIGNIFICANTLY IN 2020 PRIMARILY DUE TO MILD WINTER.
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 2021. THIS AMOUNT WILL COVER 27 EMPLOYEES FOR UNIFORMS AND WORK SHOES. PURCHASING IS GIVING EMPLOYEES A CHOICE OF SHIRTS WHICH MAY ESCALATE COSTS.
41023	87,328	GASOLINE
	87,328 -	TO OPERATE STREET'S VEHICLES AND HEAVY EQUIPMENT. APPROXIMATELY 35,257 GALLONS OF DIESEL AT $2.05 PER GALLON ($72,277) AND 7,640 GALLONS OF REGULAR/ PREMIUM GASOLINE AT $1.97 PER GALLON ($15,051). COVID-19 SLIGHTLY REDUCED USE OF GASOLINE IN THIS BUREAU IN 2020.

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42033	3,580	TRAINING AND SAFETY
	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	30,000	DEPARTMENT CONTRACTS
	20,000 -	ESTIMATED MUNICIPAL WASTE 322 TONS AT $62.11 PER TON. 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. INCREASE DUE TO COVID-19 AND ADDITIONAL CLEANING.
42060	6,080	OTHER EXPENSES
	2,500 -	OFFICE SUPPLIES, UNEXPECTED EXPENSES, TRAVEL EXPENSES.
	2,400 -	VERIZON AIR CARD EXPENSES FOR USE 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	6,300	EQUIPMENT
	3,500 -	ONE (1) MOBILE UNIT FOR NEW GMC TRUCK.
	2,800 -	ONE (1) MOBILE RADIO FOR NEW VAC TRUCK LISTED IN THE LIQUID FUELS BUDGET.

BUREAU DETAIL

Bureau: Urban Forestry **No:** 050301 **Department:** Public Works **No:** 0050

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.

Goals and Objectives:

- Maintain and update the citywide Urban Forestry tree inventory GIS database to track and manage this asset that was completed by ArborPro Inc. in 2020.
- 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.
- Northside 2027 Phase II, this project will consist of creating tree wells and planting trees in Northside 2027 territory.
- Update the exam in the City of Bethlehem's Arborist Exam.

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 27th year, Bethlehem's Tree City USA status. Also qualified for a Tree City USA Growth Award for the 12th 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 3rd 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.
- Received Tree Vitalize Tree Tenders and Spotted Lantern Fly Training Certificates.
- Completed CEU's to maintain ISA arborist certification and PA Pesticide Applicator certification.
- Worked with the PA Department of Agriculture and the USDA to discuss preventative measures to help control the Spotted Lanternfly.
- Worked with contractors on herbicide applications to the levee area and the Bethlehem Star.
- Pruning of trees for street overlay and street cleaning programs.
- 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.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 050301 URBAN FORESTRY

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Forester	1	1	1	1	1	66,438	1	66,438	1	74,563
	Total Positions	1	1	1	1	1	66,438	1	66,438	1	74,563
Account Detail											
40001	SALARIES	71,929	71,343	72,770	69,072		66,438		66,438		74,563
40002	LONGEVITY	475	570	665	800		-		-		-
40004	TEMPORARY HELP	2,614	2,320	-	-		4,180		4,180		4,180
	Personnel	75,018	74,233	73,435	69,872		70,618		70,618		78,743
41014	OPERATING SUPPLIES	1,603	1,084	1,010	829		1,900		1,000		1,900
41016	UNIFORMS/SAFETY SHOES	-	-	-	-		-		-		130
41023	GASOLINE	-	-	-	-		753		500		729
	Materials & Supplies	1,603	1,084	1,010	829		2,653		1,500		2,759
42047	DEPARTMENT CONTRACTS	4,850	8,000	10,000	10,850		11,000		11,000		12,500
4204707	NUISANCE ABATEMENTS	12,695	19,303	11,761	13,775		15,000		14,000		15,000
42060	OTHER EXPENSES	1,142	780	1,297	748		800		800		1,300
	Purchased Services	18,687	28,083	23,058	25,373		26,800		25,800		28,800
43099	EQUIPMENT	-	-	-	-		7,200		7,200		6,450
	Equipment	-	-	-	-		7,200		7,200		6,450
Total	URBAN FORESTRY	95,308	103,400	97,503	96,074		107,271		105,118		116,752

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

2021 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. DUE TO COVID-19 AND SHUTDOWNS TEMPORARY HELP WAS NOT PURSUED IN 2020.
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. DUE TO COVID-19 ARBOR DAY CELEBRATION WAS CANCELLED AND HENCE LOWER EXPENSES IN 2020.
41016	130	UNIFORMS/SAFETY SHOES
	130 -	SAFETY SHOES FOR VISITING CONSTRUCTION SITE.
41023	729	GASOLINE
	729 -	370 GALLONS AT A COST OF $1.97 PER GALLON. BASED ON ANTICIPATED USAGE BY CITY FORESTER IN 2020.
42047	12,500	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. FUNDING OF $6,000 WAS INSUFFICIENT BASED ON OVERLAY NEEDS IN 2020.
	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.
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 RECOVER-

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		ABLE PER THE NEW ORDINANCE. THIS WORK IS TYPICALLY SCHEDULED FOR THE FALL PLANTING SEASON (OCTOBER, NOVEMBER, AND EARLY DECEMBER). CURRENT LIST FOR NUISANCE ABATEMENT HAS OVER 50 PROPERTIES WITH NEGLECTED WORK AND ADDITIONAL PROPERTIES BEING ADDED EVERY YEAR.
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 MININUM. FUNDS IN THIS ACCOUNT WERE USED TO COVER SHORTFALL IN THE GASOLINE ACCOUNT IN 2020.
43099	6,450	EQUIPMENT
	6,450 -	2ND YEAR OF A THREE YEAR LEASE FOR A 2020 FORD FUSION.

BUREAU DETAIL

Bureau: Mechanical Maintenance **No:** 0504 **Department:** Public Works **No:** 0050

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.

Goals and Objectives:

- Replace underground storage tanks and update fuel dispensing island.
- 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 units for the fleet.
- Continue to evaluate parts and supply vendors and state contracts to assure we are getting the best possible prices.
- Replace outdated 12 year old GPS system with a comprehensive modern Fleet Telematics/GPS Tracking system from Geo-Tab.
- Secure annual subscription for Fleet Management and Maintenance Program (Fleetio) used to track parts, inventory, fuel usage, and maintenance scheduling.

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 safe reliable fleet.
- Maintained and repaired snow plows and ice treatment equipment.
- Increased training opportunities for mechanics.
- Spec'd and procured 30 new vehicles and equipment to replace aging units.
- Upgraded fuel monitoring and leak detection system at Municipal Service Center.
- Planned and in the process of replacing U.S.T.'s at Municipal Service Center.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0504 MECHANICAL MAINTENANCE

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Fleet Manager	1	1	1	1	1	91,538	1	91,538	1	93,324
TAMS	Auto Mechanic Supervisor	1	1	1	1	1	75,787	1	75,787	1	77,259
SEIU	Automotive Mechanic	8	8	8	8	8	544,074	8	544,074	8	558,067
SEIU	Account Clerk II	1	1	1	1	1	53,609	1	53,609	1	54,638
	Total Positions	11	11	11	11	11	765,008	11	765,008	11	783,288
Account Detail											
40001	SALARIES	701,055	658,907	710,133	723,681	749,208		749,208		766,888	
40002	LONGEVITY	14,805	13,395	14,060	15,300	15,800		15,800		16,400	
40003	OVERTIME	30,762	23,502	25,539	26,050	29,400		24,500		29,400	
40004	TEMPORARY HELP	-	3,534	-	7,555	10,300		9,500		11,050	
40006	DIFFERENTIAL PAY	1,759	1,888	1,995	1,966	2,200		2,200		2,200	
40008	MEAL REIMBURSEMENT	728	533	442	767	1,000		750		1,000	
	Personnel	749,109	701,759	752,169	775,319	807,908		801,958		826,938	
41014	OPERATING SUPPLIES	1,863	21,230	10,231	2,224	2,800		2,800		2,800	
41016	UNIFORMS/SAFETY SHOES	1,497	1,399	1,528	1,706	1,750		1,700		1,750	
41017	SMALL TOOLS	5,390	5,636	5,675	6,235	7,000		5,500		7,000	
41023	GASOLINE	21,111	24,869	33,182	34,139	37,400		30,000		34,850	
41024	LUBRICANTS	17,742	23,741	24,044	30,032	30,000		27,500		30,000	
	Materials & Supplies	47,603	76,875	74,660	74,336	78,950		67,500		76,400	
42031	UNIFORM RENTAL	3,971	3,524	2,737	2,549	3,500		2,750		3,500	
42033	TRAINING AND SAFETY	1,103	1,790	2,893	2,152	3,500		2,250		3,500	
42038	EQUIPMENT REPAIRS - FLEET	419,215	347,216	431,371	455,096	430,000		420,000		420,000	
42047	DEPARTMENT CONTRACTS	3,235	2,588	2,598	2,186	2,900		2,500		65,022	
42060	OTHER EXPENSES	2,707	2,913	2,352	1,776	3,500		2,500		3,500	
42064	EQUIPMENT MAINTENANCE	7,846	10,044	11,065	15,645	11,400		10,000		11,400	
	Purchased Services	438,077	368,075	453,016	479,404	454,800		440,000		506,922	
43099	EQUIPMENT	23,643	32,926	-	5,700	29,100		28,500		22,650	
	Equipment	23,643	32,926	-	5,700	29,100		28,500		22,650	
Total	MECHANICAL MAINTENANCE	1,258,432	1,179,635	1,279,845	1,334,759	1,370,758		1,337,958		1,432,910	

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

2021 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 AND ANTICIPATED 2021 PAY INCREASE. EXPENDITURE IN 2020 WAS IMPACTED BY MILD WINTER.
40004	11,050	TEMPORARY HELP
	11,050 -	PART TIME EMPLOYEE FOR FOUR (4) HOURS PER DAY, FIVE (5) DAYS A WEEK TO PROVIDE CLEANING SERVICES TO FLEET VEHICLES. RATE OF $10.61 PER HOUR FOR FOUR (4) HOURS PER DAY. POSITION WAS VACANT FOR 6 WEEKS IN 2020 DUE TO COVID-19. INCREASE FROM 2020 TO REFLECT ANTICI-PATED PAY RAISE.
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. MILD WINTER IMPACTED 2020 SPENDING.
40008	1,000	MEAL REIMBURSEMENT
	1,000 -	REIMBURSEMENT FOR MEALS DURING EXTENDED WORK HOURS IN ACCORDANCE WITH THE UNION CONTRACT. MILD WINTER GREATLY IMPACTED 2020 SPENDING.
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	34,850	GASOLINE
	34,850 -	BASED ON ESTIMATED USAGE AND ANTICIPATED PRICE. GAS USAGE FOR THE LIBRARY AND PARKING AUTHORITY

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		ARE ALSO CHARGED TO THIS ACCOUNT AND REIMBURSEMENT IS MADE TO THE GENERAL FUND. DUE TO COVID-19 IN 2020 THE BPD AND LIBRARY WERE CLOSED AND/OR NOT OPERATING YEAR ROUND. USAGE IS 17,000 GALLONS AT AN AVERAGE COST OF $2.05 PER GALLON FOR DIESEL IN 2020. DIESEL EMISSION FLUID THAT IS NOW REQUIRED ON 2010 AND NEWER MODEL VEHICLES IS ALSO TAKEN FROM THIS ACCOUNT. AMOUNT EQUALS AVERAGE USAGE AT 2021 ESTIMATED COSTS.
41024	30,000	LUBRICANTS
	30,000 -	TO PURCHASE MOTOR OILS, GEAR OILS, HYDRAULIC OILS, TRANSMISSION FLUIDS, GREASE AND OTHER LUBRICANTS.
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 2021 AT APPROXIMATLEY $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	420,000	EQUIPMENT REPAIRS - FLEET
	420,000 -	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 2021. 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. WE WILL BE UNDER BUDGET IN THIS ACCOUNT DUE TO AN UNUSUALLY MILD WINTER IN 2020 AND THE MOST RECENT 3 YEAR AVERAGE SPENDING LEVEL WAS APPROXIMATELY $460,000 IN THIS ACCOUNT.
42047	65,022	DEPARTMENT CONTRACTS
	2,900 -	SAFETY KLEEN PARTS WASHER/SERVICE CONTRACT.

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	28,322 -	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.
	33,800 -	RUSH/GEO-TAB IS A NEW COMPREHENSIVE FLEET TELEMATICS GPS SYSTEM TO UPGRADE AND REPLACE OUR CURRENT OUT-DATED 12 YEAR OLD 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 AVOID COSTLY REPAIRS. 2021 BUDGET AMOUNT INCLUDES 4TH 4TH QUARTER OF 2020. 2020 BUDGET WAS INCREASED TO ADD EQUIPMENT COSTS FOR GPS AND 2 MONTH SUBSCRIP-TION FOR FLEET MANAGEMENT SYSTEM.
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.
42064	11,400	EQUIPMENT MAINTENANCE
	8,150 -	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 AND UNDERGROUND STORAGE TANK REGULATION FEES.
	150 -	DEP PERMITS FOR UNDERGROUND STORAGE TANKS.
	1,100 -	UNDERGROUND STORAGE TANK INDEMIFICATION 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	22,650	EQUIPMENT
	5,800 -	REPLACE TWO (2) MOBILE RADIOS AS PER ELECTRICAL BUREAU GUIDELINES.
	1,500 -	REPLACE ONE (1) MECHANIC TOOL BOX.
	2,500 -	HYDRAULIC PORTA-POWER UNIT TO ASSIST IN TRUCK BODY AND FRAME REPAIRS. MANAGER PLUS FEES NO LONGER CHARGED TO THIS ACCOUNT.
	12,850 -	FIRST PAYMENT ON A 3 YEAR LEASE FOR 2021 GMC TRUCK TO BE USED AS A POOL VEHICLE TO ALLOW FOR TRANSPORT OF TOOLS AND EQUIPMENT WHEN TRUCKS ARE DOWN FOR REPAIRS OR SERVICE.

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BUREAU DETAIL

Bureau: Electrical Maintenance **No:** 0505 **Department:** Public Works **No:** 0050

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.

Goals and Objectives:

- Eliminate the decorative street lighting contract of $109,070.00 and preform this work with in-house electrical bureau personal.
- Complete the upgrading of the 178 street lights in the Steel Stacks area using existing electrical bureau personal saving approximately $100,000.00 in contractor labor.
- Continue upgrading the Christmas decorations. New candles, 100% artificial trees on intersections, new LED lamps city wide and next year the south pole wraps sprays with bows on both 3rd and 4th Streets.
- Manage and maintain the City's street lighting and traffic/transportation signal systems, communication & electronic systems along with the microwave links, all city radios and the city wide VOIP system.
- 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. 5 new candle sets, lighting patterns, artificial trees, Bethlehem stars, pole wraps and sprays and all new LED lamps. The 5 new candle sets we designed and had custom built were funded by a Northampton County Hotel Tax Grant
- Managed VOIP Phone System, performing all adds, moves, and changes in-house.
- Installed pole wraps on Main Street from Church Street to Broad Street.
- Completed the final purchase of artificial Christmas trees. Bethlehem is now 100% artificial trees at the intersections in 2020.
- Upgrading electrical services at City Hall for the Christmas decorations to increase reliability.
- Completed 2 more fire stations and the EMS station generator installations so they can operate during prolonged power outages from storms. 1 station left to complete (Easton Rd).
- Designed and installed a new microwave link system from the Easton Rd fire station to South Mountain for all of their city voice and data connectivity. We also use this link to connect the traffic signals on Easton Ave to the city Tactics system as part of a PennDOT project with no reoccurring annual cellular cost.
- Upgraded the emergency generator distribution system at city hall to better serve the EOC and/or public health center in the event of a prolonged power outage. Emergency situations can now be run from city hall during prolonged power outages. This project was funded by PEMA
- We replaced the single pane windows and the 30 year old rubber roof at the electrical bureau at 248 E Garrison
- Completed the upgrading of 2 downtown traffic signals at Main & Broad St. and Center & Broad St. and are starting the next two at Elizabeth Ave and Broad Street on Linden Street. They will be completed in early 2021.
- We implemented a new random lighting pattern on the large Christmas trees for better effect. We replaced all the LED Christmas lamps with a new better, brighter LED lamps city wide.
- Cleaned up and recycled old signal and street light poles at the water tank and star sites
- Reprogrammed all of the police, fire, EMS and Moravian police portable radios and reprogrammed all their mobile vehicle radios to provide access to each other for interoperable use including the county dispatch center.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0505 ELECTRICAL MAINTENANCE

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	City Electrician	1	1	1	1	1	90,138	1	90,138	1	92,024
TAMS	Electrical Supervisor	1	1	1	1	1	77,802	1	77,802	1	79,446
TAMS	Electronics Tech II	1	1	1	1	1	75,153	1	75,153	1	75,359
TAMS	Electronics Tech I	1	1	1	1	1	64,627	1	64,627	1	68,046
SEIU	Electrician II	4	4	4	4	4	241,886	4	241,886	4	257,483
	Total Positions	8	8	8	8	8	549,606	8	549,606	8	572,358
Account Detail											
40001	SALARIES	464,590	458,699	501,756	507,703		547,706		547,706		569,858
40002	LONGEVITY	2,090	1,045	1,330	1,300		1,900		1,900		2,500
40003	OVERTIME	27,104	30,085	39,997	45,955		32,000		31,000		50,000
40006	DIFFERENTIAL PAY	27	35	70	111		100		100		500
40008	MEAL REIMBURSEMENT	39	104	208	442		200		200		200
	Personnel	493,850	489,968	543,361	555,511		581,906		580,906		623,058
41014	OPERATING SUPPLIES	22,346	23,401	23,564	24,959		27,000		25,000		37,000
41016	UNIFORMS/SAFETY SHOES	1,311	919	1,896	1,371		2,000		1,850		2,000
41017	SMALL TOOLS	1,969	257	2,456	2,089		2,500		2,150		2,500
41023	GASOLINE	6,369	7,468	9,665	9,375		10,550		8,000		9,850
	Materials & Supplies	31,995	32,045	37,581	37,794		42,050		37,000		51,350
42033	TRAINING AND SAFETY	2,946	5,784	4,044	3,138		3,000		1,800		3,000
42041	STREET LIGHTING	1,120,964	1,193,046	1,232,207	1,245,414		1,200,000		1,170,000		1,202,000
42041A	FESTIVAL SERVICES	23,078	21,007	32,133	12,568		26,000		13,000		23,500
42041B	ST LIGHTS REPAIR/REPLACE	61,583	77,409	116,173	115,431		150,000		125,000		150,000
42042	CHRISTMAS LIGHTING	20,355	19,880	34,037	74,902		35,000		35,000		40,000
42043	TRAFFIC SIGNAL CURRENT	52,461	54,955	57,740	57,209		50,000		50,000		50,000
42047	DEPARTMENT CONTRACTS	114,283	104,100	95,895	58,780		21,300		20,000		40,985
42056	STREET LIGHTING MAINT	-	-	759	285		1,000		850		1,000
42060	OTHER EXPENSES	133	-	548	740		1,000		1,000		3,500
42064	EQUIPMENT MAINTENANCE	19,899	8,102	14,310	19,481		24,500		20,000		29,500
	Purchased Services	1,415,702	1,484,283	1,587,846	1,587,948		1,511,800		1,436,650		1,543,485
43099	EQUIPMENT	-	33,294	42,724	31,597		20,325		20,250		15,500
	Equipment	-	33,294	42,724	31,597		20,325		20,250		15,500
Total	ELECTRICAL MAINTENANCE	1,941,547	2,039,590	2,211,512	2,212,850		2,156,081		2,074,806		2,233,393

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

2021 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 MINI- MIZE USE TO EXTENT PRACTICABLE. BUDGET BASED ON USAGE AND TRENDS OVER THE PAST FIVE YEARS ($36,000 WAS NEEDED IN 2018 AND $33,000 IN 2019).
40006	500	DIFFERENTIAL PAY
	500 -	HOURS WORKED FOR MIDDLE AND NIGHT SHIFT DURING CALL OUTS AND EXTENDED HOURS.
40008	200	MEAL REIMBURSEMENT
	200 -	TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH UNION CONTRACT.
41014	37,000	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 2021. SUPPLY COSTS HAVE RISEN SIGNIFICANTLY IN 2020.
	10,000 -	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, RECEP- TACLES, CONTACTORS, LIGHT FIXTURES, STAKONS-ELECTRICAL CONNECTORS, TRANSFORMERS, COAX CABLES, CORDS, TIME CLOCKS, LIGHT FIXTURE BALLASTS, SINGLE & THREE PHASE DISCONNECTS & ELECTRICAL METER BASE SOCKETS, SPECIAL EVENT MATERIALS, TELEPHONE SUPPLIES, SAFETY SUPPLIES &

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		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.
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	9,850	GASOLINE
	9,850 -	BASED ON 4,800 GALLONS AT AN AVERAGE COST OF $2.05 PER GALLON. BASED ON 2018, 2019, AND 2020 ANTICIPATED USAGE. USAGE WAS REDUCED IN 2020 DUE TO NO FESTIVALS AND MILD WINTER.
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 CERTIFI-CATION CLASSES TO KEEP STAFF CURRENT. PURCHASE OF GENERAL SAFETY ITEMS (GLOVES, EAR AND EYE PROTECTION, CONES, SIGNS, BOTTLED WATER AND SAFETY VESTS).
42041	1,202,000	STREET LIGHTING
	1,202,000 -	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 INFASTRUCTURE 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 $2,191,611 FOR 2021, 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, AND O&M FOR THE LIGHTS ARE CHARGED TO THIS ACCOUNT AND THE DIFFERENCE BETWEEN WHAT PPL WOULD HAVE CHARGED AND THIS BUDGETED

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		LINE ITEM IS USED AS A REVENUE SOURCE FOR THE SLCSRA EXPENDITURES ACCOUNT WHICH DEMOSTRATES THE BENEFITS/SAVINGS OF THIS PROJECT 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 2021, ENERGY SAVINGS FROM PREVENTATIVE PROGRAM AND ELIMINATION OF DECORATIVE LIGHTING CONTRACT.
42041A	23,500	FESTIVAL SERVICES
	23,000 -	TO COVER 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.
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.
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. ALSO FUNDS BUCKET TRUCK RENTALS DURING CHRISTMAS LIGHTING INSTALLATION. SOUTH SIDE IMPROVEMENTS ARE SCHEDULED FOR 2021 TO PURCHASE NEW DECORATIONS (POLE WRAPS/LIGHTS) TO ENHANCE THE CITY'S DECORATING EFFORTS.
42043	50,000	TRAFFIC SIGNAL CURRENT
	50,000 -	WE IMPLEMENTED AN ENERGY SAVINGS PROGRAM FOR OUR 128 TRAFFIC SIGNALS VIA THE SWITCH OVER TO LIGHT EMITTING DIODE (LED) LAMPS INSTEAD OF INCADESCENT LAMPS. LEDS SAVE BETWEEN 80% AND 90% ON ENERGY

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		COSTS. WE TOOK OUT A LOAN TO PURCHASE LEDS. THIS ACCOUNT USED TO BE BUDGETED AT THE LEVEL (2020 WOULD HAVE BEEN $158,787 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 WHICH RESULTS IN A SLIGHT OVERALL INCREASE IN 2021.
42047	40,985	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.
	5,188 -	SERVICE AGREEMENT TO MAINTAIN THE THREE (3) CITY-OWNED TOWER SITE A/C SYSTEMS (SOUTH MOUNTAIN, WILLIAM ST, AND GARRISON ST.).
	29,475 -	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. FIRE LANE WAS PART OF THE RADIO MAINTENANCE CONTRACT IN PAST YEARS AT A COST OF $24,480. NOW COMBINED WITH OTHER MICROWAVE MAINTENANCE A SAVINGS OF $4,880 FOR THE YEAR IS REALIZED. A SIGNIFICANT PORTION OF THIS COST USED TO BE COVERED BY 911.
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	3,500	OTHER EXPENSES
	3,500 -	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. THIS ALSO

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT		DESCRIPTION
			INCLUDES CALIBRATION OF CONFLICT MONITOR TESTER AND UNDERGROUND LOCATOR REPAIRS WHICH INCREASES THE BUDGET SLIGHTLY. AN ADDITIONAL $10,000 WAS MOVED FROM A PRIOR ACCOUNT 001.1A-41014505 FOR POLICE, FIRE, AND EMS RADIO REPAIRS.
43099	15,500	EQUIPMENT	
		10,000 -	RECONDITIONED FORKLIFT PURCHASE OF A FACTORY RECONDITIONED FORK LIFT FOR USE AT THE ELECTRICAL BUREAU. THIS FORK LIFT WILL BE USED TO LOAD AND UNLOAD STREET LIGHT AND TRAFFIC SIGNAL POLES, TRAFFIC SIGNAL EQUIPMENT, UPS BATTERIES, LARGE SPOOLS OF CABLE, AND OTHER HEAVY ITEMS FROM DELIVERY TRUCKS. THIS FORK LIFT WILL ALSO BE USED TO LOAD THE CHRISTMAS CANDLE BASES ON VEHICLES AND STACK THEM FOR STORAGE AT THE END OF THE SEASON.
		5,500 -	2 REPLACEMENT MOBILE RADIOS REPLACEMENT VEHICLE RADIOS FOR THE 2019 CHEVY 5500 BUCKET TRUCK (RADIO WAS RECYCLED FROM 2002 FREIGHT-LINER BUCKET TRUCK 3099) AND THE 2008 AWD GMC SERVICE VAN, IF WE REPLACE THE 11 YEAR OLD RADIOS IN THESE VEHICLES WITH NEW EQUIPMENT THEY WILL LAST THE FULL CYCLE OF THE VEHICLES AND WILL GIVE THE SHOP 2 SPARE RADIOS FOR QUICK REPLACEMENT INTO A FRONT LINE SERVICE VEHICLE. THIS WOULD KEEP FRONT LINE VEHICLES IN SERVICE DURING CRITICAL EVENTS SUCH AS SNOW PLOWING, LEAF COLLECTION, AND PAVING OPERATIONS.

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BUREAU DETAIL

Bureau: Traffic Maintenance **No:** 0506 **Department:** Public Works **No:** 0050

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.

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 devises 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.
- Explore options for mini roundabouts at select intersections.
- Add painted bumpouts at select elementary schools.
- Oversee the completion and construction of the S. New Street Streetscape Project.
- Oversee the PennDOT approval and installation of Phase 2 & 3 Wayfinding Program.

Prior Year Achievements:

- Managing the traffic signal replacement projects at the intersection of Broad & Linden and Elizabeth & Linden.
- 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 road closures and outdoor dining parklets at the Northside and Southside Business Districts.
- Due to COVID-19, only 3-4 events have occurred of which we assisted with traffic control.
- 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 other bureaus and developers to expand shared lane markings throughout the City.
- 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.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0506 TRAFFIC MAINTENANCE

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			**Number of Permanent Positions**				**#**	**Salaries**	**#**	**Salaries**	**#**	**Salaries**
	TAMS	Traffic Coord/Design Asst	1	1	1	1	1	85,679	1	85,679	1	87,480
	SEIU	Traffic Technician	2	2	2	2	2	128,576	2	128,576	2	131,072
		Total Positions	3	3	3	3	3	214,255	3	214,255	3	218,552
Account Detail												
40001	SALARIES		191,651	190,318	194,267	199,851		209,255		209,255		213,452
40002	LONGEVITY		4,275	4,465	4,560	4,900		5,000		5,000		5,100
40003	OVERTIME		7,708	6,939	7,461	8,225		7,500		4,000		7,500
40004	TEMPORARY HELP		6,944	9,965	5,684	9,680		11,400		10,050		11,400
40006	DIFFERENTIAL PAY		36	42	29	32		100		50		100
40008	MEAL REIMBURSEMENT		117	65	39	65		260		50		156
		Personnel	210,731	211,794	212,040	222,753		233,515		228,405		237,708
41014	OPERATING SUPPLIES		37,264	36,420	17,636	39,034		46,150		44,000		46,150
41016	UNIFORMS/SAFETY SHOES		531	480	582	456		600		500		600
41023	GASOLINE		2,442	3,018	3,515	2,999		3,798		2,500		3,618
		Materials & Supplies	40,237	39,918	21,733	42,489		50,548		47,000		50,368
42033	TRAINING AND SAFETY		79	100	50	20		200		100		150
42054	RENTALS		150	640	2,810	1,040		1,500		1,000		1,500
42060	OTHER EXPENSES		-	67	-	171		200		150		200
		Purchased Services	229	807	2,860	1,231		1,900		1,250		1,850
43099	EQUIPMENT		16,644	4,865	4,028	-		22,700		20,000		29,050
		Equipment	16,644	4,865	4,028	-		22,700		20,000		29,050
Total	TRAFFIC MAINTENANCE		267,841	257,384	240,661	266,473		308,663		296,655		318,976

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	7,500	OVERTIME
	7,500 -	OVERTIME TO COVER THE MANY EVENTS HELD THROUGHOUT THE YEAR (LIBERTY-FREEDOM RUN, MUSIKFEST, CELTIC CLASSIC, RUNNER'S WORLD, FINE ARTS, FIREWORKS, 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 NO EVENTS WERE HELD AND OVER-TIME WAS MINIMAL IN 2020.
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.
40006	100	DIFFERENTIAL PAY
	100 -	DIFFERENTIAL PAY IS NECESSARY DURING MUSIKFEST, SNOW OPERATIONS, 4TH OF JULY, AND DURING CALL-OUTS. 2020 WAS A MILD WINTER.
40008	156	MEAL REIMBURSEMENT
	156 -	MEAL REIMBURSEMENT IS $13.00 PER MEAL AND WOULD COVER A TOTAL OF TWENTY (12) MEALS. THIS BUREAU IS CALLED UPON FOR SNOW REMOVAL AS NECESSARY. 2020 WAS A MILD WINTER.
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 MAIN-TENANCE OF CROSSWALKS, STOP BARS, ETC. REQUIRE THE PURCHASE OF PAINT AND PLASTIC. INCREASE DUE TO INCREASED COST AND USE OF SUPPLIES.
	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). INCREASE DUE TO AN INCREASE IN IN-HOUSE PAVING, REQUIRING ADDITIONAL PLASTIC TO BE PURCHASED AND INSTALLED.

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		1,900 - PROPANE, NAPTHA & REPLACEMENT TANKS.
		1,600 - PORTABLE STOP SIGNS TO REPLACE OLD OUTDATED SIGNS IN USE.
		3,300 - REPLACEMENT OF FADED AND DAMAGED STREET CLEANING 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 2021.
41023	3,618	GASOLINE
		3,618 - ESTIMATED GASOLINE USAGE FOR VEHICLES AND EQUIPMENT IS 1,800 GALLONS AT AN AVERAGE OF $2.01 PER GALLON. (DIESEL AT $2.05 AND REGULAR AT $1.97).
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	29,050	EQUIPMENT
		21,550 - SECOND YEAR OF THREE (3) YEAR LEASE, 2020 DODGE RAM 4X4
		7,500 - ONE TIME PURCHASE OF NEW PAINT STRIPER FROM SHERWIN WILLIAMS. CURRENT STRIPER IS OVER 10 YEARS OLD, USED DAILY DURING PAINTING SEASON AND WE STARTED HAVING MAINTENANCE ISSUES IN 2020.

BUREAU DETAIL

Bureau: Facilities **No:** 0507 **Department:** Public Works **No:** 0050

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.

Goals and Objectives:

- Complete phased improvements at City Hall including Library column repairs, city garage floor repairs, and structural beam repairs in garage.
- Complete the replacement of the Rodgers Street Facility housing Bureau of Grounds and Traffic Maintenance.
- 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.
- Complete the floor replacement plan in City Hall.
- Continuing the daily COVID-19 cleaning of 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.

Prior Year Achievements:

- Installed new roof at the DAR House. Stained exterior logs, made 3 new sashes, and painted all windows and doors.
- Remodeled all of AARP offices. Painted ceiling and walls in all offices, new doors, and installed new floor tile in all offices.
- Painted the exterior of the Ice House which included windows, doors, front railings, and fire escape. Replaced 2x6 decking on the front porch.
- Made 25 safety shields throughout the City Hall Complex in response to COVID-19.
- Replaced (120) 2x10 deck boards on the walk bridge at Sand Island East.
- Installed a 25 h.p drive motor on the #3 Air conditioning unit climate changer at City Hall.
- Installed new ductless mini split air conditioning unit in the Police Evidence Room.
- Installed two (2) new Automatic Temperature Control Compressors at City Hall.
- Installed two (2) new Constant Temperature pumps for the City Hall heating system.
- Replaced drywall and painted two (2) Interview Rooms in the Police Department as well as installed new carpet and tile.
- Installed four (4) new casement windows and installed new siding on the back of the Golf Course Clubhouse.
- Replaced decking on two (2) walk bridges at Saucon Park.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0507 FACILITIES

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			**Number of Permanent Positions**				**#**	**Salaries**	**#**	**Salaries**	**#**	**Salaries**
	TAMS	Bldg Maint Superintendent	1	1	1	1	1	91,538	1	91,538	1	93,324
	SEIU	Bldg Maint & Pool Tech	1	1	1	1	1	72,899	1	72,899	1	74,314
	SEIU	Engineer Mechanic	2	2	2	2	2	139,683	2	139,683	2	142,387
	SEIU	Maintenance Worker III	7	6	6	7	7	440,759	7	440,759	7	445,507
	SEIU	Maintenance Worker I	1	1	1	1	1	53,943	1	53,943	1	55,146
	SEIU	Custodian I	1	1	1	1	1	49,613	1	49,613	1	50,690
		Total Positions	13	12	12	13	13	848,435	13	848,435	13	861,368
Account Detail												
40001	SALARIES		759,176	657,531	770,589	809,132		829,435		829,435		843,468
40002	LONGEVITY		15,660	14,820	15,485	18,200		19,000		19,000		17,900
40003	OVERTIME		83,443	60,787	83,818	109,926		87,550		85,000		87,550
40004	TEMPORARY HELP		53,476	49,500	34,304	44,006		69,368		60,000		69,972
40006	DIFFERENTIAL PAY		1,412	790	808	907		1,250		1,250		1,250
40008	MEAL REIMBURSEMENT		819	156	416	741		1,200		750		1,200
	Personnel		913,986	783,584	905,420	982,912		1,007,803		995,435		1,021,340
41014	OPERATING SUPPLIES		57,461	34,857	43,456	61,067		72,700		70,000		62,700
41016	UNIFORMS/SAFETY SHOES		2,939	2,079	3,693	2,800		3,670		3,300		3,810
41017	SMALL TOOLS		5,558	3,189	4,890	4,816		5,000		4,000		5,000
41021	CHEMICALS		-	-	-	-		40,000		8,000		40,000
41023	GASOLINE		7,264	8,077	9,395	10,750		11,795		7,500		10,010
	Materials & Supplies		73,222	48,202	61,434	79,433		133,165		92,800		121,520
42033	TRAINING AND SAFETY		900	1,666	375	997		6,250		3,000		6,250
42037	STORM WATER FEES		-	-	-	-		-		-		80,880
42044	ELECTRIC		572,804	567,481	522,594	553,209		551,922		540,000		559,310
42045	GAS		95,594	114,609	117,369	103,244		118,246		110,000		118,223
42046	HEATING OIL		21,566	27,260	35,079	45,406		45,000		40,000		45,000
42047	DEPARTMENT CONTRACTS		120,439	141,280	142,439	160,702		178,500		170,000		182,503
42060	OTHER EXPENSES		116	214	227	206		500		500		500
42064	EQUIPMENT MAINTENANCE		2,489	2,734	3,432	4,163		4,200		3,500		7,200
42065	PLANT MAINTENANCE		52,965	48,788	53,621	62,010		61,000		58,000		66,000
	Purchased Services		866,873	904,032	875,136	929,937		965,618		925,000		1,065,866
43099	EQUIPMENT		36,616	30,589	31,233	30,234		5,855		5,800		819
	Equipment		36,616	30,589	31,233	30,234		5,855		5,800		819
Total	FACILITIES		1,890,697	1,766,407	1,873,223	2,022,516		2,112,441		2,019,035		2,209,545

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	87,550	OVERTIME
	87,550 -	SCHEDULED WORK SUCH AS SNOW REMOVAL FROM CITY FACILITIES, AND CALL OUTS FOR PERSONNEL ASSIGNED TO CITY CENTER, ICE RINK, SWIMMING POOLS, PARK FACILITIES, AND CLEANING OF POLICE SUB-STATIONS. STAFFING OF ICE RINK DURING SEASON IS ALSO PAID BY THIS ACCOUNT. INCREASE DUE TO UNION CONTRACT. DUE TO COVID-19 AND POOL CLOSURES, OVERTIME USE WAS DOWN IN 2020.
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. DUE TO OPEN POSITION, CUSTODIAL STAFF WAS NOT AT FULL CAPACITY IN 2020.
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. THIS ITEM NOT SIGNIFICANTLY USED IN 2020 DUE TO MILD WINTER.
41014	62,700	OPERATING SUPPLIES
	4,000 -	PLUMBING/HARDWARE SUPPLIES. OVERALL SUPPLY COSTS ARE EXPERIENCING INCREASES ACROSS THE BOARD.
	7,000 -	FREON #22 AND #12 CYLINDERS.
	7,500 -	PAINTING SUPPLIES (BRUSHES, POLES, PAINT, ETC.). THIS ALSO INCLUDES COST FOR POOL PAINT ($4500).
	3,500 -	CLEANING TOOLS.
	16,000 -	CLEANING PRODUCTS (THIS INCLUDES CLEANING SUPPLIES FOR FIRE HOUSES).
	4,500 -	LAMPS AND BALLASTS.
	6,000 -	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.
	2,000 -	HALOGEN LIGHTS FOR MUNICIPAL GARAGE.
	7,200 -	FAN COIL FILTERS AND CLIMATE CONTROL FILTERS.
	3,000 -	ICE RINK SUPPLIES.
	2,000 -	PROPANE FOR 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.

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION	
41021	40,000	CHEMICALS	
		40,000 -	POOLS/RINK CHEMICALS, TEST KITS, AND SUPPLIES. MOVED FROM RECREATION IN 2019.
41023	10,010	GASOLINE	
			BASED ON ACTUAL USAGE IN 2019. MILD WINTER IN 2020 CAUSED LESS USE.
		5,910 -	GASOLINE, 3,000 GALLONS @ $1.97.
		4,100 -	DIESEL, 2,500 GALLONS @ $2.05.
42033	6,250	TRAINING AND SAFETY	
		250 -	SAFETY LITERATURE, TRAINING, EQUIPMENT/SUPPLIES.
		6,000 -	HVAC TRAINING FOR TWO (2) EMPLOYEES. ANTICIPATING RETIREMENT OF PERSONNEL AND THIS IS TO TRAIN FUTURE ASSIGNED TO THIS FUNCTION. TRAINING IN 2020 DID NOT OCCUR DUE TO COVID-19.
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	559,310	ELECTRIC	
			BASED ON 2019 ACTUAL USAGE PLUS COSTS OF PENNONI ENERGY PROCUREMENT CONTRACT FEES.
		3,587 -	FACILITIES MAINTENANCE BARN.
		124,928 -	CITY CENTER COMPLEX.
		9,550 -	ELECTRICAL BUREAU.
		24,595 -	FIRE STATIONS.
		32,694 -	PARKS/PLAYGROUNDS.
		30,691 -	MUNICIPAL SERVICE CENTER.
		6,600 -	GROUNDS MAINTENANCE BARN.
		7,174 -	POLICE SUBSTATIONS.
		25,620 -	POOLS AND RINKS.
		9,223 -	SAND ISLAND.
		13,649 -	RECYCLING.
		3,587 -	GREENWAY LIGHTS (100) AND ELECTRICAL FOR SPECIAL EVENTS
		4,100 -	RADIO TRANSMISSION TOWER (SOUTH MOUNTAIN).
		3,415 -	SALT DOME.
		244,897 -	ENERGY UPGRADE CONTRACT. (INCREASED BY $7,332 VERSUS 2019).
		15,000 -	PENNONI ENERGY PROCUREMENT CONTRACT FEES.
42045	118,223	GAS	
			BASED ON 2020 USAGE PLUS COSTS OF PENNONI ENERGY PROCUREMENT CONTRACT FEES.
		16,118 -	GROUND MAINTENNANCE
		4,565 -	ICE HOUSE
		8,308 -	STEFKO BRAZING MACHINE
		15,353 -	MUNICIPAL SERVICE CENTER
		55,809 -	CITY CENTER
		1,972 -	LINCOLN FIRE

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	3,238 -	MEMORIAL FIRE
	2,526 -	NORTHWEST FIRE
	3,065 -	SCHWEDER FIRE
	3,640 -	DEWBERRY EMS
	920 -	YOSKO
	40 -	CITY LINE PUMP
	2,669 -	PENNONI ENERGY PROCUREMENT CONTRACT FEES.
42046	45,000	HEATING OIL
		BASED ON 2019 ACTUAL USAGE.
	7,500 -	CONTINGENCY FOR EXTREME WEATHER
	5,500 -	FACILITIES BUILDING
	5,000 -	DAR HOUSE
	10,000 -	ICE RINK
	7,500 -	MEMORIAL POOL
	6,000 -	ELECTRICAL BUREAU
	3,500 -	MILL BUILDING
		PAST HISTORY OF HEATING COSTS
		2016 21,566
		2017 27,260
		2018 45,000
		2019 45,000
		2020 45,000
42047	182,503	DEPARTMENT CONTRACTS
	49,585 -	CITY CENTER ENERGY SYSTEM MAINTENANCE (HT LYONS).
	13,750 -	ELEVATOR MAINTENANCE (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 (CITY CENTER GARAGE AND ICE HOUSE), AND ANY UNFORESEEN REPAIRS. (LIFE SAFETY).
	4,808 -	TRANE SERVICE ON TWO CHILLERS AT CITY CENTER (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).
	5,000 -	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 INDEMINIFACTION/REGISTRATION /INSPECTION.
	14,700 -	ICE RINK MAINTENANCE (HT LYONS).

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	4,000 -	PREVENTIVE MAINTENANCE FOR ELECTRIC DISTRIBUTION SYSTEM AT CITY CENTER (ALBARELL).
	1,500 -	ALARM SERVICE FOR ICE HOUSE FIRE PROTECTION INSPECTION AND AIR TEST (ABE ALARMS).
	24,500 -	PAPER PRODUCTS SUPPLY CONTRACT (UNIFIRST-BASED ON 2018 ACTUAL COSTS).
	375 -	SECURITY MONITORING AT ELECTRICAL BUREAU (PROTECT ALARMS).
	2,910 -	YEARLY MAINTENANCE ON GENERATORS AT VARIOUS LOCATIONS. (EMERGENCY SYSTEMS).
	2,500 -	ELEVATOR MAINTENANCE FOR ELEVATOR AT MILL BUILDING (OTIS).
	10,100 -	5-YEAR SPRINKLER INVESTIGATION AT CITY CENTER AND ICE HOUSE.
	1,000 -	ANNUAL FIRE ALARM SYSTEM INSPECTION (EASTERN TIME)
	550 -	SECURITY MONITORING AT MECHANICAL GARAGE (DM2 SECURITY).
	2,200 -	ELEVATOR INSPECTION SERVICES-LIBERTY ELEVATOR.
42060	500	OTHER EXPENSES
	500 -	UNFORESEEN EXPENSES.
42064	7,200	EQUIPMENT MAINTENANCE
	4,200 -	REPAIRS AND REPLACEMENT PARTS TO EQUIPMENT UTILIZED FOR MAINTENANCE PURPOSES. INCREASE DUE TO INCREASED COSTS ON EQUIPMENT MAINTENANCE ITEMS.
	3,000 -	REPAIRS TO ZAMBONI.
42065	66,000	PLANT MAINTENANCE
	3,000 -	FLOOR TILES.
	2,000 -	BUILDING MATERIALS (PLYWOOD, FRAME LUMBER, WHITE PINE).
	2,000 -	HBI REPAIRS/RENOVATIONS.
	1,500 -	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.
	12,500 -	UNCLOG DRAIN SYSTEMS (ROTO ROOTER, ETC.). EXPERIENCING SUBSTANIALLY MORE MAINTENANCE ON AGING FACILITIES.
	10,000 -	ICE RINK FACILITY REPAIRS.
	4,000 -	WINDOW REPAIRS/REPLACEMENTS,
	16,000 -	UNFORESEEN MAINTENANCE.
43099	819	EQUIPMENT
	450 -	NEW TORO 22" GAS LAWN MOWER TO REPLACE OLD MOWER.
	243 -	NEW EZ START TRIMMER TO REPLACE OLD TRIMMER.
	126 -	NEW HAND HELD BLOWER.

BUREAU DETAIL

Bureau: Grounds Maintenance **No:** 0508 **Department:** Public Works **No:** 0050

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.

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 111 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.

Prior Year Achievements:

- Continued and made improvements to mowing schedule and daily parks operations, resulting in more efficient daily work routines and output.
- 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 2019 leaf removal operations.
- Assisted Streets Bureau with 36% of 2019/2020 snow removal operations.
- Daily trash removal at more than 225 stops throughout the city (year round) including the downtowns on weekends.
- Prepped and maintained the City's athletic fields (softball, soccer, rugby, football).
- Graffiti removal program.
- Re-surfaced 4 miles of the D & L Trail Tow Path from Allentown to Freemansburg.
- Assisted contractors with multiple projects at Memorial Pool job site (trenching and building façade).
- Made multiple repairs to stone walls at H.B.I. Industrial Quarter and along Monocacy Creek.
- Upkeep of 114 parks and city properties throughout the spring and summer.
- Closures and modifications at various city parks and playgrounds due to COVID-19.
- Constructed and installed over 60 Story Walk structures at the Rose Garden, Sand Island playground, and City Library.
- Excavated, prepped, and poured new 6400 sq. ft. concrete pad at the City's Mulch Pile facility.
- Assisted Golf Course with pesticide application and tree removal at multiple locations on course.
- Poured new concrete pads for generators at Schweder Fire House, Catasauqua Rd. Fire House, and the Club House Grille at the Golf Course.
- Excavated and poured new ADA sidewalks for new playground on Bethlehem Greenway.
- Storm damage clean-up and multiple repairs at H.B.I., Saucon Park, and Illick's Mill Park.
- Demolition and removal of defunct Jolliette's Building at Northeast Little League.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0508 GROUNDS MAINTENANCE

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Superintendent of Maint	1	1	1	1	1	91,538	1	91,538	1	93,324
	TAMS	Stone Mason	1	1	1	1	1	75,787	1	75,787	1	77,259
	TAMS	Foreman	1	1	1	1	1	68,814	1	68,814	1	67,946
	SEIU	Maintenance Worker III	6	6	6	6	6	382,328	6	382,328	6	390,216
	SEIU	Maintenance Worker II	9	8	8	9	9	512,262	9	512,262	9	515,352
	SEIU	Maintenance Worker I	3	2	2	3	3	144,406	3	144,406	3	153,505
		Total Positions	21	19	19	21	21	1,275,135	21	1,275,135	21	1,297,602
		Allocated to 012A						(62,614)		(62,614)		(125,228)
								1,212,521		1,212,521		1,172,374
Account Detail												
40001	SALARIES		1,122,999	1,021,947	1,116,908	1,171,191		1,185,821		1,185,821		1,146,374
40002	LONGEVITY		20,285	18,715	21,375	25,900		26,700		26,700		26,000
40003	OVERTIME		51,499	57,643	59,251	57,853		55,150		40,000		55,000
40004	TEMPORARY HELP		14,329	16,421	11,187	17,985		22,000		13,000		22,000
40006	DIFFERENTIAL PAY		1,094	1,789	1,506	1,377		2,100		2,100		2,100
40008	MEAL REIMBURSEMENT		2,249	2,691	2,548	1,950		3,000		2,000		2,700
	Personnel		1,212,455	1,119,206	1,212,775	1,276,256		1,294,771		1,269,621		1,254,174
41014	OPERATING SUPPLIES		9,785	12,103	11,137	12,295		25,400		20,000		25,400
41016	UNIFORMS/SAFETY SHOES		4,821	3,834	5,963	4,197		5,723		5,000		5,800
41017	SMALL TOOLS		3,204	828	1,931	1,344		2,000		1,500		2,000
41023	GASOLINE		21,051	27,240	30,374	30,935		29,860		24,000		28,460
	Materials & Supplies		38,861	44,005	49,405	48,771		62,983		50,500		61,660
42032	TRAINING/CONT. EDUCATION		160	-	175	1,810		1,000		500		1,000
42047	DEPARTMENT CONTRACTS		3,564	21,146	17,181	20,859		27,500		22,500		27,500
42054	RENTALS		392	858	-	-		2,000		500		2,000
42060	OTHER EXPENSES		19,347	954	1,045	1,116		1,200		1,000		1,200
42064	EQUIPMENT MAINTENANCE		13,197	12,519	10,279	12,124		16,500		13,000		16,500
42065	PLANT MAINTENANCE		20,866	17,814	14,156	21,148		25,500		21,000		25,500
	Purchased Services		57,526	53,291	42,836	57,057		73,700		58,500		73,700
43099	EQUIPMENT		24,000	37,067	77,425	113,480		132,716		128,500		97,300
	Equipment		24,000	37,067	77,425	113,480		132,716		128,500		97,300
Total	GROUNDS MAINTENANCE		1,332,842	1,253,569	1,382,441	1,495,564		1,564,170		1,507,121		1,486,834

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

2021 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 THE LAST THREE (3) YEAR AVERAGE. DUE TO COVID-19 AND A MILD WINTER OVERTIME WAS NOT UTILIZED PER PAST IN 2020.
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. DUE TO COVID-19 NOT ALL POSITIONS COULD BE FILLED AND SOME PARKS WERE CLOSED, HENCE REDUCED EXPENDITURES IN 2020.
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.

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		400 - MISCELLANEOUS SUPPLIES.
		2,500 - MARKING PAINT FOR BASEBALL/FOOTBALL/SOCCER FIELDS. THIS WAS BUDGETED IN RECREATION IN 2019.
41016	5,800	UNIFORMS/SAFETY SHOES
		1,450 - T-SHIRTS (19 PEOPLE) PER NEXT YEAR'S COSTS.
		1,450 - SWEATSHIRTS (19 PEOPLE) PER NEXT YEAR'S COSTS.
		2,725 - SHOES (21 PEOPLE) PER NEXT YEAR'S COSTS.
		175 - SUPERVISORS' POLOS (TWO PEOPLE). SLIGHT INCREASE DUE TO RENTAL INCREASES.
41017	2,000	SMALL TOOLS
		2,000 - MISCELLANEOUS TOOLS FOR OPERATIONS/MAINTENANCE FUNCTIONS.
41023	28,460	GASOLINE
		BASED ON PAST ACTUAL USAGE.
		5,910 - GASOLINE (3,000 GALLONS) X $1.97.
		22,550 - DIESEL (11,000 GALLONS) X $2.05. USAGE WAS DOWN IN 2020 DUE TO MILD WINTER AND COVID-19.
42032	1,000	TRAINING/CONTINUING ED.
		1,000 - EMPLOYEE TRAINING, PESTICIDE SPRAYING CERTIFICATION, EDUCATIONAL SEMINARS, HEAVY EQUIPMENT TRAINING, PLAYGROUND SAFETY INSPECTION CERTIFICATION. CDL TRAINING WHEN NECESSARY IS ALSO CHARGED TO THIS ACCOUNT. SPENDING IN 2020 WAS LIMITED DUE TO COVID-19.
42047	27,500	DEPARTMENT CONTRACTS
		27,500 - LANDFILL TIPPING FEES.
42054	2,000	RENTALS
		2,000 - RENTAL OF EQUIPMENT NOT AVAILABLE IN CITY.
42060	1,200	OTHER EXPENSES
		600 - SUBSCRIPTIONS, CDL REIMBURSEMENT.
		600 - WATER COOLER DELIVERY.
42064	16,500	EQUIPMENT MAINTENANCE
		SERVICES AND PARTS FOR MAINTENANCE OF EQUIPMENT NEEDED FOR PARKS MAINTENANCE ACTIVITIES.
		9,500 - TRACTORS/MOWERS.
		2,000 - CULTIVATORS/TRIMMERS.
		1,500 - JACKHAMMERS, CHAIN SAWS, HEDGE TRIMMERS, ETC.
		3,500 - 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 FERTLIZER, GRASS SEED TOPSOIL, LUMBER AND

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT		DESCRIPTION
			PAINT.
		6,000 -	TREE REMOVAL, PRUNING, AND REPLACEMENTS AT CITY FACILITIES.
43099	97,300	EQUIPMENT	
		19,250 -	VEHICLE LEASE-LIFT/BUCKET ASSEMBLY FOR UNIT #343 (YEAR 3 OF 3)
		7,100 -	ONE JOHN DEERE Z997, 72 INCH DIESEL TRACTOR. THIS UNIT WILL REPLACE OUR 2008 Z997 ZTRAK. (YEAR 2 OF 3 YEAR LEASE).
		4,350 -	ONE JOHN DEERE Z950R TRACTOR. (YEAR 3 OF 3 YEAR LEASE)
		21,400 -	GMC UTILITY TRUCK. (YEAR 3 OF 3 YEAR LEASE).
		24,000 -	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 2 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 1 OF 3 YEAR LEASE).

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BUREAU DETAIL

Bureau: Recreation **No:** 0509 **Department:** Public Works **No:** 0050

Bureau Description:

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

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.
- Finalize preparations of Memorial Pool and re-opening to the public for the 2021 pool season.
- 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 programming.
- Continue partnerships with businesses, community organizations and schools to better serve needs of the community.
- Provide summer programming through a partnership with St. Luke's Health Network at the Earl E. Schaeffer Ice Rink and Monocacy recreation complex.
- Re-evaluate and appropriately staff the pools due to the re-opening of Memorial Pool for the 2021 season.
- Continue to increase participation in our programs by utilizing our website, recreation software, social media outlets, and face to face promotions.
- Use recreation software for online signups in an effort to minimize cash transactions.
- Develop a partnership with Moravian College for use of summer interns in our park programs.
- Promote our new park clean-up program by reaching out to businesses, community groups and schools.
- Obtain a new concessions vendor for Earl E. Schaeffer Ice Rink and Memorial Pool for 2021 summer season.

Prior Year Achievements:

- Assisted in planning and oversight of ADA bathroom improvements/updates at Clearview Pool, Monocacy Park, and Yosko Park.
- Assisted in oversight of fencing repair and addition of guard rail at Fairview Park and fencing repair at Yosko Park.
- Assisted in oversight of new playground system with "pour in place" safety surface on the Greenway.
- Updated recreation permits and leases with the guidance of the Legal Bureau to have them reflect current needs of both tenants/permittees and the City.
- Suspended our current "Adopt a Park" program due to lack of participation and created a new model.
- Created summer programming following CDC and Health Bureau guidelines during the pandemic through a partnership with the Health Bureau and participation from our police and fire departments as well as local businesses and community groups.
- Implemented new recreation software which made operations much more efficient.
- Established a partnership with St. Luke's Health Network.
- Created a new playscape at L.G. Stewart Park with support from Health and Traffic Bureaus.
- Created Pickleball and tennis courts at Clearview Park with support from the Traffic Bureau.
- Created a bike safety course at Friendship Park with support from the Traffic Bureau and CAT (Coalition for Appropriate Transportation).
- Organized a virtual Halloween parade with BASD after the traditional parade was cancelled due to the pandemic.
- Modified ice rink procedures and operation to allow it to open safely during the pandemic following CDC guidelines as per Health Bureau.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0509 RECREATION

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			**Number of Permanent Positions**				**#**	**Salaries**	**#**	**Salaries**	**#**	**Salaries**
	TAMS	Dir Parks/Public Property	1	-	-	-	-	-	-	-	-	-
	TAMS	Recreation Director	1	1	1	1	1	69,469	1	69,469	1	77,262
	TAMS	Dept Business Manager	1	-	-	-	-	-	-	-	-	-
	TAMS	Recreation Coordinator	1	1	1	1	1	63,817	1	63,817	1	65,187
	SEIU	Maintenance Worker III	-	1	1	-	-	-	-	-	-	-
	SEIU	Maintenance Worker II	-	1	1	-	-	-	-	-	-	-
	SEIU	Maintenance Worker I	-	1	1	-	-	-	-	-	-	-
	SEIU	Departmental Secretary	1	-	-	-	-	-	-	-	-	-
	SEIU	Account Clerk II	1	1	1	1	1	52,410	1	52,410	1	53,538
		Total Positions	6	6	6	3	3	185,696	3	185,696	3	195,987
Account Detail												
40001	SALARIES		308,928	373,907	243,007	192,343		184,396		184,396		194,487
40002	LONGEVITY		2,740	4,845	3,990	3,500		1,300		1,300		1,500
40003	OVERTIME		9,601	35,047	18,249	-		-		-		-
40004	TEMPORARY HELP		230,514	177,680	186,889	182,578		262,000		42,000		262,000
40006	DIFFERENTIAL PAY		20	935	303	-		-		-		-
40008	MEAL REIMBURSEMENT		-	351	156	-		-		-		-
	Personnel		551,803	592,765	452,594	378,421		447,696		227,696		457,987
41013	OFFICE EXPENSE		1,728	681	874	1,568		1,100		500		700
41014	OPERATING SUPPLIES		42,200	45,086	50,889	28,594		22,950		15,000		22,950
41016	UNIFORMS/SAFETY SHOES		107	410	668	-		-		-		-
41017	SMALL TOOLS		-	4,023	345	-		-		-		-
41021	CHEMICALS		44,088	39,171	28,653	22,246		-		-		-
41023	GASOLINE		516	2,021	1,928	197		620		200		197
	Materials & Supplies		88,639	91,392	83,357	52,605		24,670		15,700		23,847
42032	TRAINING/CONT. EDUCATION		100	851	-	1,762		2,200		500		2,200
42040	ADVERTISING AND PRINTING		957	1,406	1,331	1,893		1,500		500		700
42047	DEPARTMENT CONTRACTS		7,318	31,640	5,000	5,000		10,000		3,000		10,000
42049	REFUNDS		-	825	235	715		800		360		7,800
42060	OTHER EXPENSES		5,219	13,744	8,456	7,897		6,650		4,500		5,650
42063	SPECIAL PROGRAMS		15,447	13,693	14,384	12,183		11,600		5,000		10,600
	Purchased Services		29,041	62,159	29,406	29,450		32,750		13,860		36,950
43099	EQUIPMENT		52,423	-	-	-		-		-		-
	Equipment		52,423	-	-	-		-		-		-
Total	RECREATION		721,906	746,316	565,357	460,476		505,116		257,256		518,784

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	262,000	TEMPORARY HELP
		TEMPORARY SEASONAL HELP PROVIDED BY HIGH SCHOOL AND COLLEGE AGE STUDENTS FOR VARIOUS CITY RECREATIONAL AMENITIES. WORKERS START AT MINIMUM WAGE.
	180,000 -	-POOL (LIFEGUARDS, LESSONS, ETC). LINE ITEM REFLECTS MEMORIAL POOL BACK IN SERVICE FOR 2021 SEASON. ALL POOLS WERE CLOSED IN 2020.
	21,000 -	-PLAYGROUNDS (GUARDS).
	22,000 -	-SAND ISLAND (CASHIERS, LESSONS, ETC).
	3,000 -	-SOFTBALL AND BASKETBALL (REFEREES).
	36,000 -	-ICE RINK (CASHIERS, GUARDS, LESSONS, ETC).
41013	700	OFFICE EXPENSE
	300 -	SUPPLIES NOT AVAILABLE FROM STOCK INVENTORY.
	400 -	LAMINATING POUCHES FOR PASSES AND SIGNS.
41014	22,950	OPERATING SUPPLIES
	500 -	TENNIS/SOFTBALL TROPHIES.
	4,200 -	LIFEGUARD SWIMSUITS, WHISTLES, STAFF SHIRTS. LINE ITEM REFLECTS MEMORIAL POOL BACK IN SERVICE FOR 2020 SEASON. ALL POOLS WERE CLOSED IN 2020.
	750 -	ARTS AND CRAFTS SUPPLIES
	1,000 -	ATHLETIC EQUIPMENT. LINE ITME REFLECTS MEMORIAL POOL BACK IN SERVICE FOR 2021 SEASON.
	3,500 -	FIRST AID SUPPLIES. LINE ITEM REFLECTS MEMORIAL POOL BACK IN SERVICE FOR 2021 SEASON.
	6,000 -	POOL SUPPLIES. LINE ITEM REFLECTS MEMORIAL POOL BACK BACK IN SERVICE FOR 2021 SEASON.
	1,000 -	EASTER EGG HUNT.
	6,000 -	SKATES.
41023	197	GASOLINE
	197 -	BASED ON USAGE OF 100 GALLONS AT $1.97 USED IN 2019.
42032	2,200	TRAINING/CONTINUING ED.
	500 -	SEMINARS/CONFERENCES SUCH AS PRPS. DUE TO COVID-19 NO SEMINARS/CONFERENCES OR SKATE GUARD TRAINING IN 2020.
	800 -	CPR TRAINING.CERTIFICATION.
	900 -	LIFEGUARD TRAINING.
42040	700	ADVERTISING AND PRINTING
	700 -	PROGRAMS/ADVERTISING.
		-POOL/TENNIS PASSES.
		-ICE RINK BROCHURES.
42047	10,000	DEPARTMENT CONTRACTS
	5,000 -	BOYS & GIRLS CLUB OVERSIGHT - YOSKO PLAYGROUNDS.
	5,000 -	RECREATION MANAGEMENT SOFTWARE SUBSCRIPTION TO IMPROVE THE ONLINE PURCHASING PROCESS FOR POOL PASSES, PAVILLION RENTALS, FIELD RENTALS, ETC.
42049	7,800	REFUNDS

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	800 -	REFUNDS FOR CLASS REGISTRATION CANCELLATIONS (I.E. SWIMMING LESSONS) AFTER PAYMENT HAS ALREADY BEEN DEPOSITED.
	7,000 -	NEW FOR 2021 - CREDIT CARD TRANSACTION FEES FOR ALL PROGRAMMING. PROMOTING CASHLESS OPERATIONS THROUGHOUT RECREATION TO INCREASE ACCOUNTABILITY AND POTENTIALLY REVENUE. IN ADDITION, CASHLESS OPERATIONS WOULD AID IN PREVENTING THE SPREAD OF COVID-19.
42060	5,650	OTHER EXPENSES
	500 -	REIMBURSEMENT FOR GAS MILEAGE.
	500 -	NRPA AND PRPS MEMBERSHIP.
	3,000 -	ASCP, SESAC AND BMI MUSIC LICENSES.
	800 -	PORT-A-LET RENTAL.
	850 -	UTILITY CART LEASE FOR SAND ISLAND TENNIS COURTS. -6 MONTH LEASE
42063	10,600	SPECIAL PROGRAMS
	300 -	BASKETBALL PLAY-OFF OFFICIALS.
	1,200 -	SOFTBALL PLAYOFF OFFICIALS.
	2,100 -	POOL/ICE RINK/PLAYGROUND SPECIAL EVENT EXPENSES.
	2,000 -	TENNIS LEAGUE FOR SPECIAL EVENT EXPENSES.
	1,000 -	YOUTH RECREATION PROGRAMS FOR SPECIAL EVENT EXPENSES.
	4,000 -	MOVIES IN THE PARK AND UPKEEP OF EQUIPMENT.

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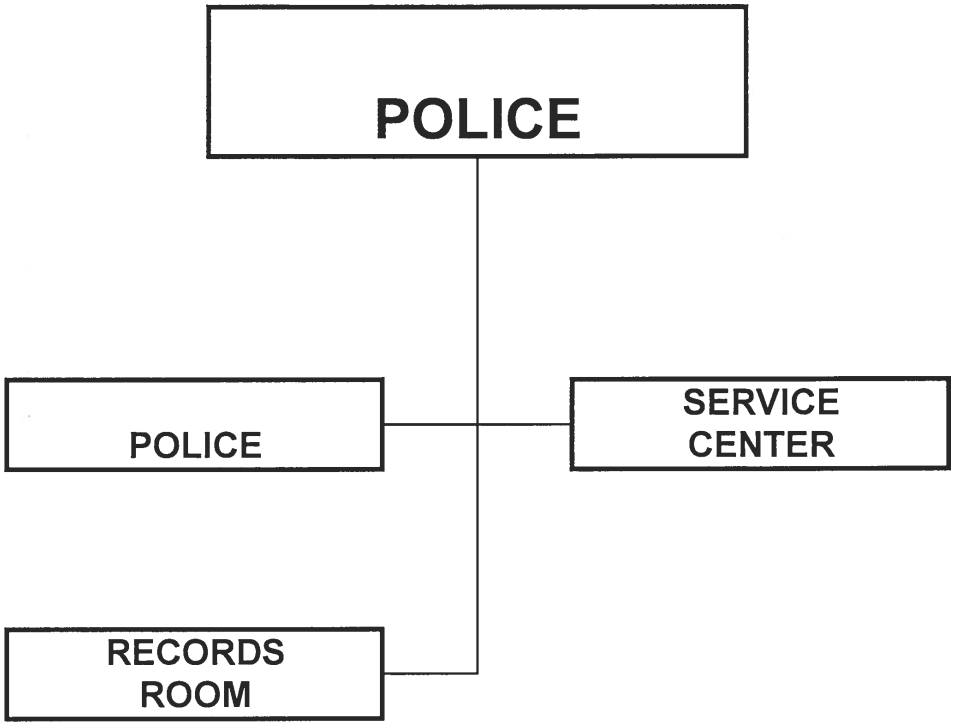
POLICE
POLICE
SERVICE CENTER
RECORDS ROOM

BUREAU DETAIL

Bureau: Police **No:** 0601 **Department:** Police **No:** 0060

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, criminal investigations, and professional standards. These divisions include specialized units such as traffic, mounted patrol, school resources officers, community beat officers, detective bureau, forensic services, Bethlehem Housing Authority, and vice.

Goals and Objectives:

- Incorporation of social work into the police department to help identify and address underlying areas of need in our community through the implementation of a social worker liaison that will coordinate efforts 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.
- Strengthen the department's relationship with the community through participation in more community engagement activities and events.
- Increase the effectiveness of the department's social media outlets.
- Continue to lower Part 1 crimes (violent crime) and Part II crimes.
- Increase police training related to mental health, crisis intervention, trauma informed care, cultural awareness, and implicit bias.
- Improve Officer Wellness through the resiliency training and the implementation of a peer support network.
- More accurately track and manage employee training records, use of force data, and citizen complaint reports
- Introduction of a comprehensive report management system that will improve our ability to collect and analyze crime statistics as well as transition to the federally mandated National Incident-Based Reporting System (NIBRS).
- Increase our capability to store physical evidence (i.e. vehicles) long-term.

Prior Year Achievements:

- Completion of the CSI security plan for City Hall and all City employees, which controls access to areas of City Hall and enhances personal safety in the workplace.
- Implementation of a new and updated Website and Facebook page that enables citizens to easily access information about the police department, active criminal investigations, and helpful crime prevention tips.
- Network improvements for body worn camera recording uploads.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0601 POLICE

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			**Number of Permanent Positions**				**#**	**Salaries**	**#**	**Salaries**	**#**	**Salaries**
	NC	Police Chief	1	1	1	1	1	111,261	1	111,261	1	112,789
	NC	Deputy Police Chief	1	1	1	1	1	105,191	1	105,191	1	108,218
	FOP	Captain	3	3	3	3	3	309,409	3	309,409	3	320,794
	FOP	Lieutenant	6	6	6	6	6	574,415	6	574,415	6	589,019
	FOP	Detective/Sergeant	23	23	23	23	23	2,033,891	23	2,033,891	23	2,090,339
	FOP	Police Officer	120	120	120	120	120	8,950,287	120	8,950,287	120	9,261,985
		Total Positions	154	154	154	154	154	12,084,454	154	12,084,454	154	12,483,144
		Vacancy Factor						(100,000)		(100,000)		(100,000)
								11,984,454		11,984,454		12,383,144
Account Detail												
40001		SALARIES	10,867,945	10,670,829	10,346,347	11,350,408		11,614,454		11,614,454		12,012,944
40002		LONGEVITY	418,800	423,100	409,500	383,200		370,000		370,000		370,200
4000383		FBI OVERTIME	25,032	18,154	17,087	17,555		18,000		17,500		18,000
4000384		LCB O/T GRANT-LEHIGH	16,839	12,718	-	-		20,000		15,000		20,000
4000390		DEA-TASK FORCE OVERTIME	21,219	14,802	20,490	19,533		18,000		17,000		18,000
4000391		TASK FORCE OVERTIME	11,742	10,026	12,894	5,094		20,000		10,000		20,000
4000392		GENERAL OVERTIME	240,882	365,092	428,906	554,064		220,000		220,000		220,000
4000393		CDBG OVERTIME	11,547	13,921	2,819	3,193		60,000		55,000		60,000
4000394		DUI/AGGRESS. DRIVING OT	34,265	32,503	34,518	34,621		40,000		35,000		58,700
4000395		MUSIKFEST OVERTIME	133,692	142,874	174,180	171,193		170,000		-		170,000
4000396		SPECIAL EVENT OVERTIME	53,059	65,504	64,222	81,428		80,000		10,000		75,000
4000398		SEAT BELT HIGHWAY SAFETY	15,570	18,872	19,897	17,773		17,000		17,000		-
4000399		LV AUTO THEFT TASK O/T	15,785	8,717	9,140	10,197		16,000		10,000		16,000
40004		TEMPORARY HELP	296,827	301,458	294,657	289,580		330,500		200,000		330,500
40005		HOLIDAY PAY	667,814	574,453	604,704	629,819		655,000		655,000		675,000
40006		DIFFERENTIAL PAY	54,963	52,492	50,172	52,179		55,000		55,000		55,000
40007		ROSTER DUTY	335,902	272,589	253,392	249,933		200,000		140,000		200,000
40011		EDUCATION INCENT BONUS	77,296	70,399	104,175	99,078		96,500		96,500		101,500
40012		HEARING TIME	149,318	135,935	118,513	135,492		135,000		130,000		135,000
		Personnel	13,448,497	13,204,438	12,965,613	14,104,340		14,135,454		13,667,454		14,555,844

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0601 POLICE

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers	2020 Actual & Estimated	2021 Proposed Budget
41014	OPERATING SUPPLIES	63,628	56,513	60,510	75,565	62,500	60,000	62,500
41016	UNIFORMS/SAFETY SHOES	137,058	169,052	165,690	180,090	162,900	162,900	187,900
41018	IDENTIFICATION	23,549	20,400	24,058	21,775	23,700	22,000	23,700
41019	RECRUITMENT EXP-GRANT	17,200	25,800	68,747	63,038	35,000	35,000	35,000
41023	GASOLINE	122,363	136,276	155,793	149,668	150,000	140,000	150,000
41026	MUNITIONS	67,871	68,275	95,191	96,143	96,200	95,000	96,200
	Materials & Supplies	431,669	476,316	569,989	586,279	530,300	514,900	555,300
42032	TRAINING/CONT. EDUCATION	21,444	27,721	24,650	22,725	25,000	20,000	25,000
42036	COMMUNICATIONS	-	-	-	-	26,000	26,000	26,000
42047	DEPARTMENT CONTRACTS	83,089	96,129	137,019	128,253	165,697	161,500	170,617
420472	CALEA/PLEAC ACCREDIT	6,872	6,270	5,630	6,630	7,100	7,100	7,100
42049	REFUNDS	138	20	156	150	500	250	500
42060	OTHER EXPENSES	19,561	23,325	22,735	26,569	16,600	16,000	18,500
42064	EQUIPMENT MAINTENANCE	12,262	5,136	7,756	3,629	8,000	7,000	8,000
42165	DUI/AGGRESSIVE GRANT	1,346	3,996	829	267	1,500	1,000	6,400
42166	JAG-JUSTICE ASSIST GRANT	26,480	19,090	6,098	21,212	45,319	45,319	41,319
	Purchased Services	171,192	181,687	204,873	209,435	295,716	284,169	303,436
43099	EQUIPMENT	122,249	166,478	206,739	245,732	277,456	275,000	195,560
	Equipment	122,249	166,478	206,739	245,732	277,456	275,000	195,560
Total	POLICE	14,173,607	14,028,919	13,947,214	15,145,786	15,238,926	14,741,523	15,610,140

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

2021 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/ILLICK'S MILL OVERTIME
4000393	60,000	C.D.B.G. OVERTIME
		30,000 - COMMUNITY POLICING ACTIVITIES
		30,000 - COMMUNITY POLICING PATROLS - BIKE/FOOT ANTICIPATED AWARD - 100% REIMBURSABLE FUNDS
4000394	58,700	DUI/AGGRESSIVE DRIVING OT
		58,700 - DUI/AGRESSIVE DRIVING OVERTIME GRANT 100% REIMBURSED FUNDS
4000395	170,000	MUSIKFEST OVERTIME
		170,000 - MUSIKFEST OVERTIME 100% REIMBURSED FUNDS
4000396	75,000	SPECIAL EVENT OVERTIME
		75,000 - 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	675,000	HOLIDAY PAY
		675,000 - 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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		100% REIMBURSED FUNDS
40011	101,500	EDUCATION INCENT BONUS
	59,500 -	EDUCATION BONUS - CONTRACT ITEM
	42,000 -	TUITION REIMBURSEMENT
40012	135,000	HEARING TIME
	135,000 -	HEARING PAY - CONTRACTUAL
41014	62,500	OPERATING SUPPLIES
	26,000 -	DUTY EQUIPMENT BELTS, HOLSTERS, PROTECTIVE EQUIPMENT, GLOVES RESPIRATORS, FLASHLIGHTS, HANDCUFFS
	4,000 -	FLARES, POLICE TAPE, EMERGENCY BLANKETS
	12,000 -	DESKTOP COMPUTERS HAVE BEEN IDENTIFIED AS NEEDING TO BE REPLACED
	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	187,900	UNIFORMS/SAFETY SHOES
	85,000 -	UNIFORMS AND EQUIPMENT ALLOWANCE
	11,400 -	CLOTHING ALLOWANCE 19 X $600
	40,500 -	UNIFORM MAINTENANCE 135 X $300
	25,000 -	EMERGENCY RESPOSE TEAM BODY ARMOR AND UNIFORMS
	26,000 -	SOFT BODY ARMOR - 40% REIMBURSED THRU THE BULLET PROOF VEST GRANT PROGRAM
41018	23,700	IDENTIFICATION
	13,400 -	FORENSIC SERVICES SUPPLIES
	3,500 -	FORENSIC CERTIFICATIONS/TRAININIG
	1,200 -	AFIS OPERATOR FOR THREE DETECTIVES
	2,000 -	3M PARTICULATE RESPIRATORS & PURAIR UNIT FILTERS
	3,600 -	OFF SITE EVIDENCE STORAGE
41019	35,000	RECRUITMENT EXPENSE
	35,000 -	POLICE ACADEMY FOR FIVE OFFICERS AT APPROX. $7000.00 PER OFFICER *75% REIMBURSEMENT PER OFFICER BY MPOTC
41023	150,000	GASOLINE
	150,000 -	GASOLINE FOR ALL POLICE VEHICLES
41026	96,200	MUNITIONS
		MUNITIONS
	50,000 -	FIREARMS AMMUNITION FOR TRAINING AND QUALIFICATION
	3,000 -	LESS LETHAL
	43,200 -	AXON TASER CONTRACT YEAR 4 OF 5

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42032	25,000	TRAINING/CONTINUING ED.
	25,000 -	TRAINING AND CONTINUING EDUCATION
42036	26,000	COMMUNICATIONS
	4,000 -	NCIC - CLEAN OPERATIONAL COSTS
	1,000 -	LANGUAGE LINE
	21,000 -	MDT/AIR CARD COSTS
42047	170,617	DEPARTMENT CONTRACTS
		THIS ACCOUNT COVERS THE FOLLOWING:
	2,000 -	BACKGROUND CHECK COMPUTER CONTRACT (ACCURINT)
	52,812 -	CSI CAMERA MAINTENACE 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
	5,600 -	AFIS MAINTENANCE AGREEMENT
	4,500 -	PROGRESSIVE K-9 TRAINING ($1500.00 / DOG)
	500 -	MAGLOCLEN MEMBERSHIP
	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
	17,000 -	WATCHGUARD - IN CAR CAMERA - SOFTWARE AND HARDWEAR WARRANTY AND MAINTENANCE
	1,800 -	ELSAG LPR - SOFTWARE MAINTENANCE
	1,000 -	CALL ONE - VIDEO ARRAIGNMENT MAINTENANCE
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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42165	6,400	DUI/AGGRESSIVE DRIVING
	6,400 -	DUI CHECKPOINT EQUIPMENT MAINTENANCE AND REPAIR/AGRESSIVE DRIVING - FUNDS ARE 100% REIMBURSED.
42166	41,319	JAG-JUSTICE ASSIST GRANT
	41,319 -	EDWARD BYNE MEMORIAL JAG GRANT 100% REIMBURSED FUNDS
43099	195,560	EQUIPMENT
	58,732 -	2018 LEASE PAYMENT - 3RD INSTALLMENT OF 3 YR. LEASE FOR 6 UTILITY INTERCEPTORS
	61,952 -	2019 LEASE PAYMENT - 2ND INSTALLMENT OF 3 YR. LEASE FOR 6 UTILITY INTERCEPTORS
	34,876 -	2020 LEASE PAYMENT - 1ST INSTALLMENT OF 3YR. LEASE FOR 3 UTILITY INTERCEPTORS
	40,000 -	POLICE VEHICLE EQUIPMENT EQUIPMENT TO UPFIT (3) NEW POLICE VEHICLES

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BUREAU DETAIL

Bureau: Service Center **No:** 0602 **Department:** Police **No:** 0060

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.

Goals and Objectives:

- 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 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.

Prior Year Achievements:

- Enhancement of our current App to reach more subscribers.
- Retention of skilled staff members.
- Work in conjunction with Deputy EM and COB Health Department on COVID-19 and Emergency Preparedness.
- Cross-train employees to fulfill addition duties and control costs.
- Development of trained supervisors and staff for effective problem solving.
- Improved customer service.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0602 SERVICE CENTER

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	EMC/BSC Director	-	-	-	-	1	85,079	1	85,079	1	86,880
	TAMS	BSC Supervisor	-	-	-	-	4	261,306	4	261,306	4	262,895
	SEIU	BSC Specialist	-	-	-	-	10	592,448	10	592,448	8	502,660
		Total Positions	-	-	-	-	15	938,833	15	938,833	13	852,435
	TAMS	17% Allocated to 20022	EMC/BSC Director					(14,463)		(14,463)		(14,770)
	TAMS	17% Allocated to 20022	BSC Supervisor					(44,422)		(44,422)		(44,692)
	SEIU	17% Allocated to 20022	BSC Specialist					(100,716)		(100,716)		(85,452)
	TAMS	17% Allocated to 3002	EMC/BSC Director					(14,463)		(14,463)		(14,770)
	TAMS	17% Allocated to 3002	BSC Supervisor					(44,422)		(44,422)		(44,692)
	SEIU	17% Allocated to 3002	BSC Specialist					(100,716)		(100,716)		(85,452)
								619,631		619,631		562,607
Account Detail												
40001	SALARIES		-	-	-	-		608,335		608,335		553,895
40002	LONGEVITY		-	-	-	-		11,296		11,296		8,712
40003	OVERTIME		-	-	-	-		25,000		25,000		25,000
4E+06	DUI OVERTIME		675	1,293	1,581	-		-		-		-
40005	HOLIDAY PAY		-	-	-	-		32,000		31,000		31,000
40006	DIFFERENTIAL PAY		-	-	-	-		5,500		4,500		4,500
40008	MEAL REIMBURSEMENT		-	-	-	-		2,000		1,800		2,000
	Personnel		675	1,293	1,581	-		684,131		681,931		625,107
41013	OFFICE EXPENSE		-	-	-	-		1,800		1,500		1,800
41016	UNIFORMS/SAFETY SHOES		3,066	3,372	3,231	-		-		-		-
	Materials & Supplies		3,066	3,372	3,231	-		1,800		1,500		1,800
42032	TRAINING/CONT. EDUCATION		-	-	-	-		2,000		1,000		2,000
42047	DEPARTMENT CONTRACTS		-	-	-	-		27,000		25,000		27,000
42060	OTHER EXPENSES		-	-	234	-		-		-		-
42064	EQUIPMENT MAINTENANCE		-	-	-	-		4,500		3,000		6,500
420772	TRANSFERS TO 9-1-1		1,485,000	1,485,000	1,485,000	750,000		-		-		-
	Purchased Services		1,485,000	1,485,000	1,485,234	750,000		33,500		29,000		35,500
Total	COMMUNICATIONS		1,488,741	1,489,665	1,490,046	750,000		719,431		712,431		662,407

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	25,000	OVERTIME
		25,000 - THIS REFLECTS THE ANTICIPATED COSTS OF PROVIDING REPLACEMENT FOR FULL-TIME EMPLOYEES ON CONTRACTUAL LEAVE.
40005	31,000	HOLIDAY PAY
		31,000 - 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	4,500	DIFFERENTIAL PAY
		4,500 - PERSONNEL WILL RECEIVE $0.45 PER HOUR FOR MIDDLE SHIFT AND $0.50 PER HOUR FOR NIGHT SHIFT
40008	2,000	MEAL REIMBURSEMENT
		2,000 - 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	2,000	TRAINING/CONTINUING ED.
		2,000 - 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

Bureau: Records Room **No:** 0603 **Department:** Police **No:** 0060

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 inquires both in person and on the telephone. Strict regulations for the storage of police records falls under City Directives and the Pennsylvania Criminal History Records Information Act (CHRIA).

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 RTK 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.
- Reevaluate how the department's scheduling system (VCS) can be utilized to streamline payroll procedures.
- Continue to phrase out the microfilming of paperwork and continue the scanning of that paperwork for archive reasons.
- Train all Record Room personnel on the new report management system as well as the National Incident-Based Reporting System (NIBRS).

Prior Year Achievements:

- Cross train employees to fulfill additional duties and control costs.
- Addition of a bilingual staff member that is able to assist Spanish speaking residents.
- Use of "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

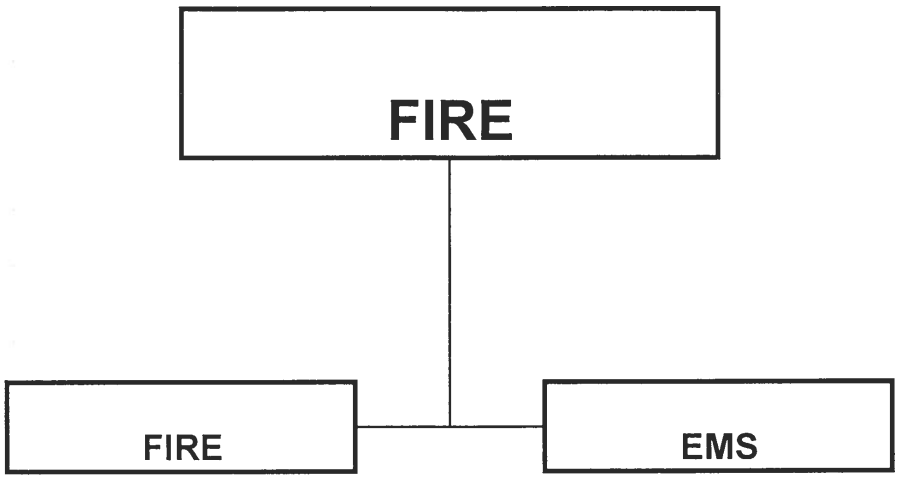
FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0603 RECORDS ROOM

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	SEIU	Admin Aide Record Room	1	1	1	1	1	58,417	1	58,417	1	59,541
	SEIU	Departmental Secretary	1	1	1	1	1	55,824	1	55,824	1	56,998
	SEIU	Secretary II	3	2	2	2	2	105,519	2	105,519	2	107,175
		Total Positions	5	4	4	4	4	219,760	4	219,760	4	223,714
Account Detail												
40001	SALARIES		246,481	195,121	201,478	207,524		212,760		212,760		217,014
40002	LONGEVITY		7,315	5,225	5,510	6,700		7,000		7,000		6,700
	Personnel		253,796	200,346	206,988	214,224		219,760		219,760		223,714
41013	OFFICE EXPENSE		481	1,210	1,394	929		2,100		1,500		2,100
	Materials & Supplies		481	1,210	1,394	929		2,100		1,500		2,100
42047	DEPARTMENT CONTRACTS		4,728	1,662	1,712	1,750		1,810		1,810		1,870
	Purchased Services		4,728	1,662	1,712	1,750		1,810		1,810		1,870
Total	RECORDS ROOM		259,005	203,218	210,094	216,903		223,670		223,070		227,684

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

2021 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


FIRE
FIRE
EMS

BUREAU DETAIL

Bureau: Fire **No:** 0701 **Department:** Fire **No:** 0070

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.

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 additional smoke detectors within the City of Bethlehem through Mayor's Dare to Care Program and Red Cross sponsored events.
- Continue to support the Burn Prevention Foundation's juvenile fire setter program.
- Investigate every fire incident through the Office of the Fire Marshal.
- Hire additional firefighters for the Allentown Fire Academy in March of 2020 to replace retired personnel.
- Provide Fire Department services to all special events held throughout the City of Bethlehem.
- Certify a firefighter as a Hazardous Device Technician.
- Certify a firefighter as a ProBoard Investigator.
- If awarded a grant, take delivery of a pumper for South Bethlehem.

Prior Year Achievements:

- Responded to over 3,500 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.
- Worked with local businesses on re-opening during pandemic.
- Took delivery of a Pierce Rescue Engine and put in service.
- Hired three new firefighters who attended the Allentown Fire Academy.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0070 FIRE
BUREAU 0701 FIRE

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	NC	Fire Chief	1	1	1	1	1	107,810	1	107,810	1	109,867
	NC	Deputy Fire Chief	1	1	1	1	1	105,177	1	105,177	1	107,182
	IAFF	Assistant Chief	4	4	4	4	4	364,837	4	364,837	4	375,194
	IAFF	Captain-Charge of Train	1	1	1	1	1	85,455	1	85,455	1	87,872
	IAFF	Captain	4	5	5	5	5	427,544	5	427,544	5	439,358
	IAFF	Lieutenant Inspector	5	4	4	4	4	338,504	4	338,504	4	348,218
	IAFF	Lieutenant	12	12	12	12	12	967,559	12	967,559	12	996,338
	IAFF	Firefighter	80	80	80	80	80	5,668,540	80	5,668,540	76	5,706,490
	TAMS	Business Manager	1	1	1	1	1	77,502	1	77,502	1	79,146
	SEIU	Departmental Secretary	1	1	1	1	1	54,824	1	54,824	1	55,998
		Total Positions	110	110	110	110	110	8,197,752	110	8,197,752	106	8,305,663
		Vacancy Factor						(50,000)		(50,000)		(50,000)
								8,147,752		8,147,752		8,255,663
Account Detail												
40001		SALARIES	7,465,170	7,061,652	7,082,007	7,709,185		7,789,919		7,789,919		7,880,446
40002		LONGEVITY	307,188	318,361	344,045	349,358		357,833		357,833		375,217
40003		OVERTIME	374,845	286,734	239,956	222,224		250,000		230,000		240,000
4000371		SPECIAL TEAM DRILLS OT	13,027	11,525	17,514	14,813		25,000		20,000		25,750
40005		HOLIDAY PAY	393,007	341,344	373,300	375,602		397,500		397,500		415,000
40006		DIFFERENTIAL PAY	57,065	51,987	52,247	52,474		57,000		55,000		57,000
40007		ROSTER DUTY	40,360	35,020	32,767	39,819		40,000		15,000		41,200
40011		EDUCATION INCENT BONUS	18,792	13,674	14,417	17,634		18,000		17,500		18,000
		Personnel	8,669,454	8,120,297	8,156,253	8,781,109		8,935,252		8,882,752		9,052,613
41014		OPERATING SUPPLIES	31,437	58,901	77,161	92,124		61,700		60,000		62,700
41016		UNIFORMS/SAFETY SHOES	108,447	121,558	152,392	109,123		112,200		110,000		112,200
41023		GASOLINE	24,886	33,103	44,638	40,466		41,000		32,000		36,000
		Materials & Supplies	164,770	213,562	274,191	241,713		214,900		202,000		210,900
42032		TRAINING/CONT. EDUCATION	34,497	6,003	52,747	42,606		44,500		30,000		45,000
42036		COMMUNICATIONS	891	840	840	840		12,000		11,500		12,000
42038		EQUIPMENT REPAIRS-FLEET	-	-	2,456	1,761		2,600		2,000		3,000
42047		DEPARTMENT CONTRACTS	5,171	3,278	4,061	6,587		12,000		11,500		10,750
42060		OTHER EXPENSES	12,460	9,407	6,153	4,385		7,550		6,000		20,350
42064		EQUIPMENT MAINTENANCE	13,569	15,467	18,412	10,886		20,900		17,500		18,450
		Purchased Services	66,588	34,995	84,669	67,065		99,550		78,500		109,550
43099		EQUIPMENT	9,750	10,542	41,297	35,610		42,230		40,000		35,500
		Equipment	9,750	10,542	41,297	35,610		42,230		40,000		35,500
Total		FIRE	8,910,562	8,379,396	8,556,410	9,125,497		9,291,932		9,203,252		9,408,563

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

2021 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. SHIFT MANPOWER IS DOWN DUE TO VACANCIES.
4000371	25,750	SPECIAL TEAM DRILLS OT
	25,750 -	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. HAZMAT TRAINING REQUIRED UNDER ACT 165 WHICH CANNOT BE DONE WHILE ON DUTY.
40005	415,000	HOLIDAY PAY
	415,000 -	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	41,200	ROSTER DUTY
	41,200 -	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	18,000	EDUCATION INCENT BONUS
	18,000 -	PERSONNEL ARE AWARDED A BONUS FOR ACHIEVING EITHER AN ASSOCIATE OR BACHELORS DEGREE. PAYMENT FOR THIS EDUCATIONAL INCENTIVE IS FUNDED THROUGH THIS ACCOUNT.
41014	62,700	OPERATING SUPPLIES
	4,000 -	NOZZLES AND WATER FLOW APPLIANCES THAT CANNOT BE REPAIRED.
	2,500 -	HOSES AND ACCESSORIES

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		FOR THE REPLACEMENT OF A HOSE THAT FAILS THE REQUIRED ANNUAL SERVICE TEST OR IS DAMAGED AT A FIRE INCIDENT.
	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.
	1,000 -	HAND TOOLS FOR THE REPLACEMENT AND REPAIR OF PIKE POLES, AXES, HALOGEN BARS, ETC.
	5,600 -	BATTERIES 1,200 - PORTABLE RADIOS 500 - PASS ALARMS 500 - THERMAL IMAGING CAMERAS 500 - BOMB SQUAD ROBOT 600 - SAWZALLS 300 - METERS 800 - HAND LIGHTS 800 - SCBA 400 - BOATS
	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.
	5,000 -	ROPE AND RESCUE EQUIPMENT NEEDED TO REPLACE AND UPDATE EXISTING EQUIPMENT. THIS INCLUDES REPEL HARNESSES, BELTS, CARABINERS, WEBBING AND PULLEYS.
	500 -	FIRE EXTINGUISHERS
	400 -	SAW BLADES
	5,800 -	STATION RADIO REPLACEMENT AND HAZMAT BONE MICROPHONES.
	4,000 -	BOMB SQUAD OPERATING SUPPLIES.
	1,000 -	LADDER MAINTENANCE SUPPLIES.
	10,300 -	HAZARDOUS MATERIALS TEAM OPERATING SUPPLIES 2,400 - SPILL CONTAINMENT 1,600 - CHEMICAL IDENTIFICATION SUPPLIES 950 - MITIGATION SUPPLIES

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		950 - DECONTAMINATION SUPPLIES 2,000.00 - METER SENSORS AND REPAIRS 2,400.00 - LEVEL B HAZMAT SUITES
	500 -	SMOKE DETECTORS AND INSTALLATION SUPPLIES.
	2,000 -	RESCUE TOOLS REPLACEMENT OF DAMAGED TOOLS AND EQUIPMENT USED FOR VEHICLE RESCUE WORK.
	1,600 -	RIVER RESCUE TEAM OPERATING SUPPLIES REPLACEMENT AND MAINTENANCE OF RIVER RESCUE EQUIPMENT.
	5,500 -	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.
41016	112,200	UNIFORMS/SAFETY SHOES
	55,000 -	UNIFORMS ALL PERSONNEL ARE PROVIDED WITH WORK UNIFORMS THAT CONFORM TO NFPA STANDARD 1975 ON STATION WORK UNIFORMS FOR FIREFIGHTERS AS PER THE CBA.
	800 -	CLASS A UNIFORM FOR ONE (1) FIREFIGHTER - JACKET, TROUSER, SHIRT, TIE, HAT, HAT BADGE, AND UNIFORM HAT.
	3,000 -	BADGES, HAT SHIELDS, COLLAR INSIGNIAS AND SHOULDER PATCHES.
	1,100 -	UNIFORM FOR ONE (1) NEW FIREFIGHTER.
	3,300 -	BUNKER GEAR FOR ONE (1) NEW FIREFIGHTER.
	45,000 -	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.
	1,000 -	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, AS REQUIRED BY OSHA.
41023	36,000	GASOLINE
	36,000 -	GASOLINE

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		GASOLINE AND DIESEL FUEL BASED ON THE PROJECTED VEHICLE USAGE THROUGHOUT THE YEAR.
42032	45,000	TRAINING/CONTINUING ED.
	7,500 -	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 FIRE SCHOOLS AND OTHER VARIOUS TRAINING FACILITIES. THIS WILL ALSO BE USED TO HIRE OUTSIDE INSTRUCTORS TO TRAIN PERSONNEL IN SPECIALIZED TRAINING AREAS.
	8,000 -	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.
	1,000 -	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.
	1,000 -	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. OLD REFERENCE MANUALS ARE STILL USED FOR NORMAL DAILY REFERENCE AND TRAINING.
	3,000 -	TWO (2) BOMB SQUAD MEMBERS ATTENDANCE TO IABTI REGIONAL TRAINING CONFERENCE.
	1,500 -	UPGRADING OF CODE BOOKS, CODE REFERENCE BOOKS & CODE HANDBOOKS, FOR UPDATING OF FIRE CODE MATERIALS FOR THE INSPECTIONS OFFICE AND FIRE MARSHALL.
	2,000 -	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.

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		3,000 - OFFICE SUPPLIES.
		5,000 - FIRE INVESTIGATORS AND FIRE INSPECTORS TRAINING FOR RE-CERTIFICATIONS.
		7,500 - COST TO SEND ONE (1) FIREFIGHTER TO BOMB TECH CERTIFICATION TRAINING.
42036	12,000	COMMUNICATIONS
		12,000 - WIRELESS AIRCARD SERVICE FOR DEPARTMENT.
42038	3,000	EQUIPMENT REPAIRS - FLEET
		2,000 - TIRE SNOW CHAIN REPLACEMENT LINKS.
		1,000 - UNFORESEEN VEHICLE EXPENSES.
42047	10,750	DEPARTMENT CONTRACTS
		4,000 - 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.
		3,500 - THE SERVICE AND PREVENTATIVE MAINTENANCE OF HYDRAULIC OPERATED TOOLS.
		650 - VETTER RESCUE AIRBAG TESTING SERVICE
42060	20,350	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. THIS MEMBERSHIP IS MANDATORY TO BE ASSOCIATED WITH THE LOCAL BOMB SQUAD AND TO RECEIVE TRAINING.
		500 - THE IMMUNIZATION OF ALL NEW FIRE DEPARTMENT

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT		DESCRIPTION
			PERSONNEL FOR HEPATITIS "B". THIS IS STRONGLY ADVISED BY THE MEDICAL PROFESSION SINCE THE ENTIRE DEPARTMENT HAS BEEN IMMUNIZED.
		500 -	BOTTLED WATER AND REHAB SUPPLIES FOR USE AT FIRE CALLS.
		550 -	XRAY REGISTRATION FOR BOMB SQUAD AND DEP EXPLOSIVE STORAGE LICENSE.
		13,000 -	VEHICLE UPGRADES TO THE OIC VEHICLE TO BE REIMBURSED BY THE STATE FIRE MARSHAL'S GRANT.
42064	18,450		EQUIPMENT MAINTENANCE
		1,300 -	HYDRO-STATIC TESTING, MAINTENANCE AND RECHARGING OF PORTABLE FIRE EXTINGUISHERS.
		5,000 -	ANNUAL TESTING OF SCBA AND FACE PIECES.
		550 -	NOZZLE REPAIR KITS.
		3,500 -	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.
		3,000 -	MAINTENANCE LABOR AND CALIBRATION GASES FOR GAS DETECTION METERS.
		1,500 -	EQUIPMENT MAINTENANCE CABLE SPRAY, LUBRICANT, WAX AND POLISH FOR APPARATUS.
		2,000 -	PARTS FOR THE REPAIR AND MAINTENANCE OF FIRE HOSES.
		100 -	KNOX BOX PROGRAM MAINTENANCE.
43099	35,500		EQUIPMENT
		13,500 -	SECOND PAYMENT OF A 3 YEAR LEASE ON A FORD EXPLORER TO REPLACE THE COMMAND SUV.
		22,000 -	FIRST PAYMENT OF A 3 YEAR LEASE ON A PICKUP TRUCK TO REPLACE A 1988 GMC INVESTIGATIONS VEHICLE.

BUREAU DETAIL

Bureau: EMS **No:** 0702 **Department:** Fire **No:** 0070

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.

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.

Prior Year Achievements:

- Provided EMS responses to over 10,000 calls.
- Mutual Aid EMS responded to approximately 521 calls.
- Transported over 8156 patients to area hospitals.
- Maintained a fleet of eight State Certified BLS/ALS ambulances and 2 BLS/ALS Tahoe Supervisor vehicles.
- Assisted in acquisition of, and donation of, EMS PPE to other City departments to assist in prevention of transmission of COVID 19 to City employees.
- 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.
- Participate in City Safety Committee.
- 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 5th year in a row.
- Renewed the Master level designation from the PA Department of Health for providing improved emergency care to children for 4th year in a row.
- Provided EMS stand-by coverage for Bethlehem Area School District Stadium Varsity Football Games, Wind Creek Event Center (until March 16, 2020), and annual fireworks displays.
- Provided Heart Saver First Aid / CPR / AED training to City of Bethlehem Employees (Police, Fire, SEIU and TAMS).
- Maintained an active Bethlehem EMS Facebook page.
- 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.
- Provided familiarization of EMS training for emergency room nurses, newly hired BPD and BFD employees.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0070 FIRE
BUREAU 0702 EMS

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	EMS Director	1	1	1	1	1	100,703	1	100,703	1	102,673
TAMS	Paramedic Supervisor	2	2	2	2	2	172,258	2	172,258	2	175,861
SEIU	Paramedic	20	20	20	20	20	1,359,510	20	1,359,510	20	1,411,614
	Total Positions	23	23	23	23	23	1,632,471	23	1,632,471	23	1,690,148
Account Detail											
40001	SALARIES	1,474,693	1,477,554	1,499,498	1,540,504		1,616,871		1,616,871		1,672,848
40002	LONGEVITY	15,770	16,625	15,295	15,100		15,600		15,600		17,300
40003	OVERTIME	125,722	116,189	82,210	148,546		167,635		130,000		170,987
40004	TEMPORARY HELP	219,780	199,783	224,900	207,655		163,372		160,000		167,551
40005	HOLIDAY PAY	89,606	76,795	85,240	84,662		97,392		95,000		101,327
40006	DIFFERENTIAL PAY	8,275	8,319	7,998	8,216		9,294		8,500		9,294
40007	ROSTER DUTY	100,712	77,431	85,844	88,635		82,917		25,000		76,411
40008	MEAL REIMBURSEMENT	2,359	2,028	1,170	1,742		1,700		1,250		1,300
	Personnel	2,036,917	1,974,724	2,002,155	2,095,060		2,154,781		2,052,221		2,217,018
41014	OPERATING SUPPLIES	38,150	36,051	39,714	37,907		46,700		45,000		45,900
41016	UNIFORMS/SAFETY SHOES	15,445	14,848	16,068	20,434		30,668		27,000		28,668
41023	GASOLINE	21,971	28,238	38,159	34,787		33,325		28,000		30,750
	Materials & Supplies	75,566	79,137	93,941	93,128		110,693		100,000		105,318
42032	TRAINING/CONT. EDUCATION	1,475	2,655	1,825	3,150		3,500		2,000		3,500
42036	COMMUNICATIONS	-	-	-	-		3,000		2,800		3,000
420381	EQUIP REPAIRS-AMBULANCE	726	762	1,345	1,482		1,500		1,000		1,500
42047	DEPARTMENT CONTRACTS	94,706	95,606	99,893	102,516		119,163		113,000		120,472
42060	OTHER EXPENSES	5,917	5,530	7,838	6,822		6,900		6,500		7,400
	Purchased Services	102,824	104,553	110,901	113,970		134,063		125,300		135,872
43099	EQUIPMENT	78,689	103,630	76,888	19,813		19,800		18,500		19,800
	Equipment	78,689	103,630	76,888	19,813		19,800		18,500		19,800
Total	EMS	2,293,996	2,262,044	2,283,885	2,321,971		2,419,337		2,296,021		2,478,008

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

2021 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	167,551	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)
	41,351 -	CONTRACTED ADMINISTRATIVE ASSISTANT ($19.87/HR. X 2080 HRS.)
	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, $37.50/HR. HOLIDAY AND PREMIUM) = 1818 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	76,411	ROSTER DUTY
	3,060 -	REIMBURSABLE BY AGREEMENT: CELTIC CLASSIC AMBULANCE STAND-BY 60 HOURS AT $51.01 / HOUR
	2,142 -	REIMBURSABLE BY AGREEMENT: LIBERTY / FREEDOM VARSITY FOOTBALL STAND-BYS 42 HOURS AT $51.01 / HOUR
	15,303 -	REIMBURSABLE BY AGREEMENT: MUSIKFEST AMBULANCE STAND-BY 300 HOURS AT $51.01 / HOUR
	2,550 -	REIMBURSEMENT BY AGREEMENT: MISCELLANIOUS STAND-BY REQUESTS 50 HOURS AT $51.01 / HOUR
	510 -	RUNNERS WORLD RACE WEEKEND 10 HOURS AT $51.01 / HOUR
	45,909 -	WIND CREEK EVENT CENTER (SMG)

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		900 HOURS AT $51.01 / HOUR
	2,449 -	WIND CREEK CASINO RESORT
		48 HOURS AT $51.01 / HOUR
	2,040 -	5K RACES
		40 HOURS AT $51.01 / HOUR
	1,224 -	BECAHI VARSITY FOOTBALL
		24 HOURS AT $51.01 / HOUR
	1,224 -	MORAVIAN COLLEGE VARISTY FOOTBALL
		24 HOURS AT $51.01 / HOUR
40008	1,300	MEAL REIMBURSEMENT
	1,300 -	MEAL COMPENSATION OF $13.00 FOR PARAMEDICS WORKING GREATER THAN 14 CONSECUTIVE HOURS AS PER UNION CONTRACT.
41014	45,900	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
	4,000 -	DISPOSABLE MEDICAL GLOVES
	8,000 -	MEDICAL OXYGEN AND TANK RENTAL.
	9,000 -	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.
	1,600 -	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	30,750	GASOLINE
	30,750 -	15,500 GALLONS OF DIESEL FUEL AT $2.05/GAL.
42032	3,500	TRAINING/CONTINUING ED.
	3,000 -	MISCELLANEOUS TRAINING FOR STAFF.

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		500 - TRAINING MATERIALS AND EQUIPMENT
42036	3,000	COMMUNICATIONS
		3,000 - MOBILE DATA TERMINAL AIRCARDS
420381	1,500	EQUIP. REPRS.-AMBULANCE
		1,500 - MINOR REPAIRS, COSMETIC, AND APPEARANCE ITEMS FOR AMBULANCES.
42047	120,472	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
		68,097 - AMBULANCE BILLING SERVICE FEES
		5,000 - 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, TAPES, SOFTWARE, ETC.
		1,500 - BUILDING, APPLIANCE, FURNITURE REPAIR OR REPLACEMENT.
43099	19,800	EQUIPMENT
		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

Bureau: General Expenses **No:** 0801 **Department:** General Fund **No:** 0080

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.

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

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers	2020 Actual & Estimated	2021 Proposed Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
		-	-	-	-	- -	- -	- -
	Total Positions	-	-	-	-	- -	- -	- -
Account Detail								
41013	OFFICE EXPENSE	4,022	15,886	16,841	19,171	20,000	19,000	20,000
41025	POSTAGE	21,431	27,139	29,636	26,747	32,000	29,000	32,000
	Materials & Supplies	25,453	43,025	46,477	45,918	52,000	48,000	52,000
42036	COMMUNICATIONS	218,075	213,119	180,960	205,480	210,000	207,000	210,000
42047	DEPARTMENT CONTRACTS	28,824	109,790	97,015	86,207	245,000	240,000	156,000
42049	REFUNDS	-	-	-	-	4,000	3,500	4,000
42055	PROFESSIONAL SERVICES	98,750	183,705	280,138	222,803	251,530	230,000	252,550
42058	UNEMPLOYMENT COMPENSATION	23,764	35,223	26,558	24,726	135,000	135,000	70,000
42064	EQUIPMENT MAINTENANCE	-	-	-	250	2,000	1,000	2,000
42071	PRIOR YEAR ENCUMBRANCES	2,535	6,623	1,540	-	8,000	5,000	20,000
42072	PENSIONS-POLICEMEN	4,430,587	4,463,427	4,515,210	5,316,066	5,372,729	5,372,729	6,258,279
42073	PENSIONS-FIRE	2,550,742	2,595,844	2,668,509	3,384,368	3,422,628	3,422,628	3,652,422
42075	PENSIONS-PMRS MMO	1,172,182	1,172,225	1,187,912	1,913,755	1,859,503	1,859,503	2,217,303
420751	DEF CONTRIB PLAN MATCH	203,861	210,164	231,602	250,839	250,000	250,000	290,000
42076	TRUST PAYMENTS	5,925	5,500	9,850	8,100	8,000	8,000	8,500
420771	LANDFILL TRANSFER	882,632	879,815	879,261	881,770	881,214	881,214	878,364
420802	CITY INSURANCE PACKAGE	564,748	636,690	709,894	721,310	860,000	860,000	925,000
42083	TRANSFER TO NON-UTILITY	-	-	-	2,500,000	-	-	-
42084	GROUP LIFE INSURANCE	77,178	70,157	68,742	64,650	78,500	70,000	70,000
420841	LONG TERM DISABILITY INS	19,150	18,221	16,496	17,129	25,000	20,000	20,000
42085	MEDICAL INSURANCE	6,464,806	5,676,972	5,748,213	6,595,858	6,430,000	5,400,000	6,970,000
42086	WORKMEN'S COMPENSATION	1,296,916	1,192,507	1,495,706	868,386	1,086,500	950,000	1,140,000
42087	SOCIAL SECURITY	1,403,538	1,312,313	1,378,151	1,420,713	1,560,000	1,500,000	1,620,000
42088	ACCUMULATED SICK LEAVE	117,452	137,745	123,495	124,645	155,000	150,000	155,000
42090	UNFORESEEN CONTINGENCY	-	-	-	-	8,999	-	9,416
	Purchased Services	19,561,665	18,920,040	19,619,252	24,607,055	22,853,603	21,565,574	24,928,834
Total	GENERAL EXPENSES	19,587,118	18,963,065	19,665,729	24,652,973	22,905,603	21,613,574	24,980,834

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

2021 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	156,000	DEPARTMENT CONTRACTS
	60,000 -	PRINTING/MAILING CONTRACT WITH LEVEL ONE AND HOMETOWN PRESS.
	60,000 -	COPIER/PRINTER/WORKSTATION LEASES
	20,000 -	FORMS PRINTING
	16,000 -	CLIMATE ACTION PLAN (REMAINING FROM 2020)
42049	4,000	REFUNDS
	4,000 -	THIS ACCOUNT IS NEEDED FOR MISCELLANEOUS REFUNDS OF MONEY COLLECTED.
42055	252,550	PROFESSIONAL SERVICES
	200,000 -	PROVIDE FOR LEGAL EXPERTISE NEEDED IN LABOR RELATIONS AND OTHER PROFESSIONAL SERVICES.
	52,550 -	FINANCIAL STATEMENT AUDIT
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 2021.
42072	6,258,279	PENSIONS - POLICE
	6,258,279 -	MMO CONTRIBUTION REQUIRED BY ACT 205
42073	3,652,422	PENSIONS - FIRE
	3,652,422 -	MMO CONTRIBUTION REQUIRED BY ACT 205
42075	2,217,303	PENSIONS - P.M.R.S. MMO
	2,217,303 -	MMO CONTRIBUTION REQUIRED BY ACT 205 AND DEBT SERVICE.
420771	878,364	LANDFILL TRANSFER
	878,364 -	FUNDS NEEDED TO PAY LANDFILL DEBT SERVICE.
42088	155,000	ACCUMULATED SICK LEAVE
	155,000 -	PROVIDE FOR RETIREES UNUSED SICK DAYS COMPENSATION AND PAYMENT FOR UNUSED SICK DAYS FOR ACTIVE EMPLOYEES PER CONTRACT AGREEMENT.
42090	9,416	UNFORESEEN CONTINGENCY
	9,416 -	THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN AT THE TIME OF BUDGET PREPARATION

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BUREAU DETAIL

Bureau: Civic Expenses **No:** 0901 **Department:** General Fund **No:** 0090

Bureau Description:

This bureau provides City contributions to various local civic agencies.

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

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
		-	-	-	-	-	-	-	-	-	-
	Total Positions	-	-	-	-	-	-	-	-	-	-
Account Detail											
95004	MEMORIAL DAY DECOR	900	900	900	900	900		900		900	
95005	PA LEAGUE OF CITIES	28,943	29,008	28,943	23,994	29,400		24,000		25,000	
95006	FOURTH OF JULY	31,800	32,000	32,000	32,000	34,000		33,280		34,000	
95007	LIBRARY	1,315,934	1,315,934	1,315,934	1,381,731	1,416,274		1,416,274		1,416,274	
95008	HALLOWEEN PARADE	10,850	10,945	11,970	9,190	12,500		1,000		12,500	
95009	FINE ARTS COMMISSION	5,400	7,400	12,376	7,400	7,400		7,400		7,400	
95010	MUSIC FUND	28,000	28,000	28,000	28,000	28,000		-		-	
95012	DOWNTOWN INITIATIVE	5,269	35,169	36,350	16,026	50,000		40,000		50,000	
95013	NORTHSIDE 2027	-	-	49,757	50,000	50,000		50,000		50,000	
95014	HUMAN RELATION COMMISSION	-	-	-	-	7,500		2,500		7,500	
95020	SISTER CITY	4,000	-	4,000	-	4,000		4,000		-	
	Civic Expenses	1,431,096	1,459,356	1,520,230	1,549,241	1,639,974		1,579,354		1,603,574	
Total	CIVIC EXPENSES	1,431,096	1,459,356	1,520,230	1,549,241	1,639,974		1,579,354		1,603,574	

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
95009	7,400	FINE ARTS COMMISSION
	7,400 -	ANNUAL ALLOCATION
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

Bureau: Debt Service **No:** 1001 **Department:** General Fund **No:** 0100

Bureau Description:

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

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

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
		-	-	-	-	-	-	-	-	-	-
	Total Positions	-	-	-	-	-	-	-	-	-	-
Account Detail											
42091	BOND REDEMPTION	2,002,000	2,160,000	3,155,000	3,455,000	4,307,000		4,307,000		4,956,000	
42092	COUPON INTEREST	3,556,150	3,210,152	3,116,964	2,811,229	2,407,920		2,407,920		2,392,005	
	Purchased Services	5,558,150	5,370,152	6,271,964	6,266,229	6,714,920		6,714,920		7,348,005	
Total	DEBT SERVICE	5,558,150	5,370,152	6,271,964	6,266,229	6,714,920		6,714,920		7,348,005	

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
2021	346,000	19,165	680,000	198,364	15,000	25,200	35,000	141,963	345,000	32,450	195,000	312,590
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												
	702,000	28,884	4,545,000	741,630	1,075,000	70,313	5,085,000	856,859	1,420,000	84,800	10,095,000	2,904,905

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		
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Total
295,000	180,139	2,135,000	686,950	305,000	134,996	2,835,000	1,434,069	280,000	114,925	10,746,811
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
5,270,000	1,399,974	17,265,000	2,690,913	5,075,000	1,093,603	54,625,000	12,261,652	4,315,000	757,251	132,362,782

Debt Service

Bureau 1001	2020	2021
Series of 2005 A (9-1-1)		
Principal	20,000	-
Interest	800	-
Series of 2007 (9-1-1)		
Principal	337,000	346,000
Interest	28,365	19,165
Series of 2010 C		
Principal	825,000	-
Interest	29,288	-
Series of 2014 A		
Principal	265,000	15,000
Interest	35,800	25,200
Series of 2014 B		
Principal	1,295,000	-
Interest	41,428	-
Series of 2015 A		
Principal	35,000	35,000
Interest	142,663	141,963
Series of 2017 A		
Principal	190,000	195,000
Interest	316,390	312,590
Series of 2017 B		
Principal	125,000	295,000
Interest	182,639	180,139
Series of 2017 D		
Principal	165,000	-
Interest	3,865	-
Series of 2017 E		
Principal	955,000	2,135,000
Interest	734,700	686,950
Series of 2019		
Principal	80,000	305,000
Interest	136,597	134,996
Series of 2019 A		
Principal	-	1,350,000
Interest	657,509	776,077
Series of 2019 AA		
Principal	15,000	280,000
Interest	97,876	114,925
	6,714,920	7,348,005
Bureau 0801- Landfill Transfer		
Series of 2013 B		
Principal	660,000	680,000
Interest	221,214	198,364
	881,214	878,364
Bureau 0505 - Street Lighting		
Series of 2015 B		
Principal	340,000	345,000
Interest	39,250	32,450
	379,250	377,450
Bureau 0801- PMRS MMO		
Series of 2019 A		
Principal	1,065,000	1,485,000
Interest	764,912	657,992
	1,829,912	2,142,992
Total General Fund	9,805,296	10,746,811

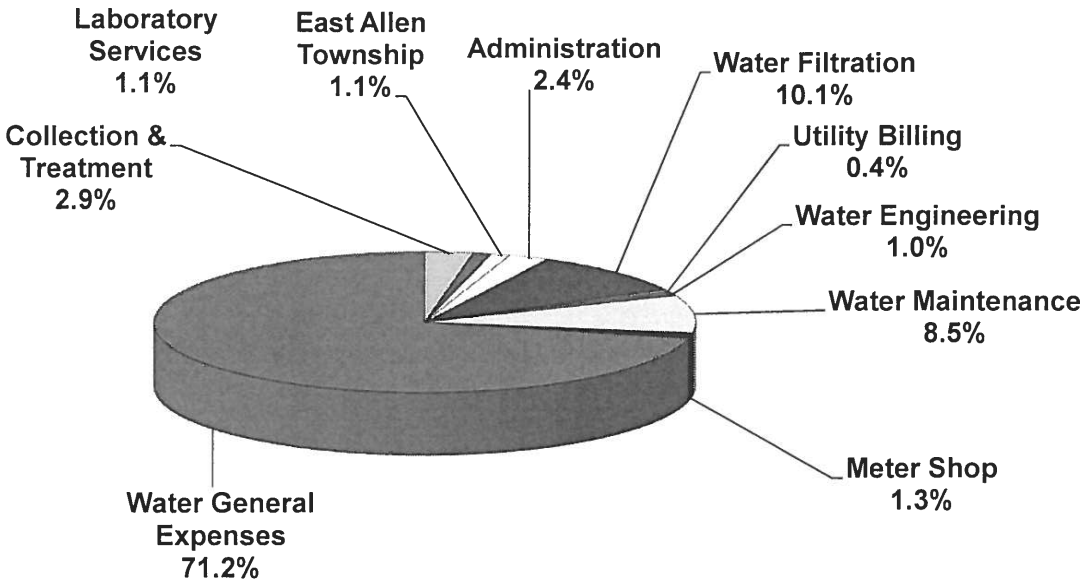
CITY OF BETHLEHEM
WATER FUND
FUND ANALYSIS SUMMARY

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers	2020 Actual & Estimated	2021 Proposed Budget
REVENUES:								
Sale of Water								
31001A	Residential	12,873,616	12,696,445	12,600,162	12,651,625	12,559,748	12,550,000	12,671,649
31001B	Commercial	2,943,652	2,915,254	3,115,947	3,079,827	2,999,848	2,980,000	2,960,597
31001C	Industrial	1,701,782	1,696,445	1,689,330	1,664,455	1,662,408	1,595,000	1,679,032
31001D	Institutional	1,306,070	1,238,690	1,289,288	1,239,735	1,273,508	1,250,000	1,268,000
31001E	Public	135,479	94,309	20,040	16,453	116,143	60,000	83,000
31003	Northampton Borough	-	-	-	-	-	-	13,000
31004	Salisbury Township	4,394	3,985	4,032	4,041	3,977	3,950	4,017
31005	East Allen Township	58	-	13	-	1	-	1
31006	Utilities Inc	240,837	232,086	237,606	226,928	227,462	230,000	229,737
31007	Upper Saucon	(142,260)	40,047	53,902	46,147	46,480	46,000	46,945
31008	Lower Saucon	562,368	564,553	576,225	525,514	537,175	535,000	542,547
31009	Fire Protection	788,396	810,924	852,211	883,228	822,050	830,000	863,075
31011	Penalty on Delinquents	135,545	91,958	131,507	97,717	75,000	85,000	75,750
31014	Building Permit Water	6,332	13,747	14,965	15,532	15,000	14,000	15,150
31016	Fire Hydrant Water Use	583,555	584,672	609,888	608,972	585,000	590,000	590,850
31017	Penalty - Fire Potection	6,660	-	-	1,748	1,000	4,000	1,000
31050D	Delinquent Water	151	-	595	97	-	-	-
Total Sale of Water		21,146,635	20,983,115	21,195,711	21,062,019	20,924,800	20,772,950	21,044,350
Other Operating Revenues								
308901	Cash Balance	-	-	-	-	-	-	500,000
31101	Water Main Assessment	-	-	-	-	-	-	-
31103	Permits & Materials	42,290	60,346	24,579	35,969	30,000	25,000	30,000
31105	Expense Returns	-	-	350	1,924	-	-	-
31106	Miscellaneous	33,301	79,062	150,784	54,428	45,000	40,000	45,450
31108	Backflow	-	-	-	-	100	-	100
31109	Dist System Improve Charge	-	-	-	-	100	-	100
Total Other Operating Revenues		75,591	139,408	175,713	92,321	75,200	65,000	575,650
Investment Interest								
30850	Investment Interest	8,143	22,365	70,191	117,049	75,000	60,000	35,000
Total Investment Interest		8,143	22,365	70,191	117,049	75,000	60,000	35,000
TOTAL WATER FUND REVENUES		**21,230,369**	**21,144,888**	**21,441,615**	**21,271,389**	**21,075,000**	**20,897,950**	**21,655,000**
EXPENDITURES BY BUREAU/DIVISION:								
	Collection & Treatment	466,638	443,296	498,199	513,120	626,568	604,778	619,353
	Laboratory Services	157,111	155,467	173,296	209,409	230,571	220,221	236,172
	East Allen Township	193,838	184,627	188,945	225,171	237,190	223,150	239,050
	Administration	322,399	340,911	357,152	422,919	509,465	498,265	519,323
	Water Filtration	1,483,542	1,579,533	1,557,134	1,687,227	1,934,832	1,880,012	2,182,924
	Utility Billing	79,711	73,222	75,638	75,836	83,733	81,838	81,964
	Water Engineering	192,656	206,188	214,007	210,469	218,685	214,185	224,016
	Water Control	446,926	350,197	371,884	375,953	-	-	-
	Water Maintenance	1,331,602	1,328,329	1,411,295	1,364,140	1,803,997	1,728,987	1,844,842
	Meter Shop	397,551	410,273	417,092	417,359	262,785	249,435	280,098
	Water General Expenses	14,656,593	16,156,935	14,667,653	16,643,065	15,167,174	15,011,635	15,427,258
TOTAL WATER FUND EXPENDITURES		**19,728,567**	**21,228,978**	**19,932,295**	**22,144,668**	**21,075,000**	**20,712,506**	**21,655,000**
EXPENDITURES BY CATEGORY:								
	Personnel Costs	3,850,890	3,724,199	3,907,741	4,029,926	3,984,696	3,953,486	4,092,087
	Materials & Supplies	258,921	301,941	350,047	371,794	468,250	419,380	493,305
	Purchased Services	15,618,756	17,144,475	15,628,848	17,707,618	16,533,404	16,271,135	16,971,808
	Equipment	-	58,363	45,659	35,330	88,650	68,505	97,800
TOTAL WATER FUND EXPENDITURES		**19,728,567**	**21,228,978**	**19,932,295**	**22,144,668**	**21,075,000**	**20,712,506**	**21,655,000**

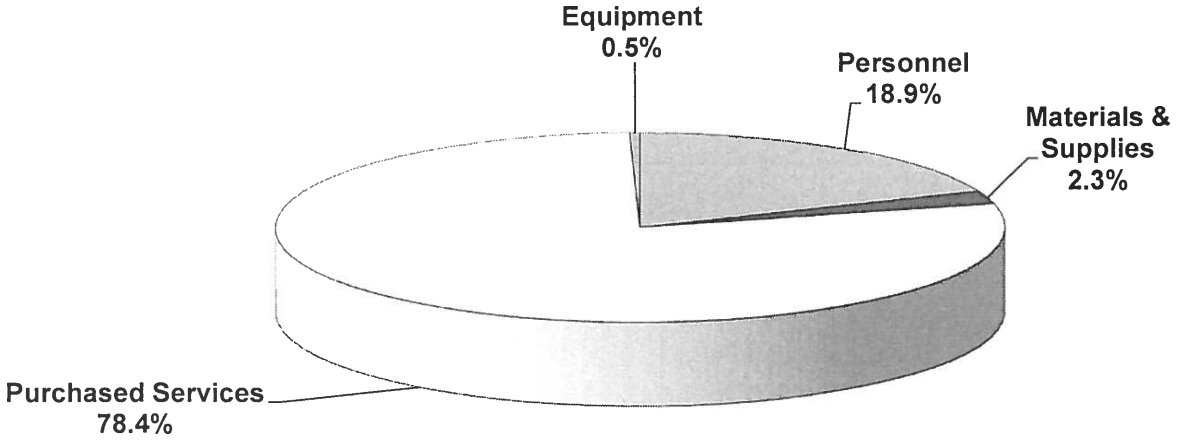
CITY OF BETHLEHEM
WATER FUND
BUREAU/DIVISION RESOURCE SUMMARY

Bureau/Divison		Personnel	Materials & Supplies	Purchased Services	Equipment	Total
20011	Collection & Treatment	$ 427,153	$ 28,600	$ 162,600	$ 1,000	$ 619,353
20012	Laboratory Services	169,872	19,500	43,700	3,100	236,172
20014	East Allen Township	-	20,300	218,750	-	239,050
20015	Administration	380,093	1,530	132,700	5,000	519,323
20016	Water Filtration	1,244,324	303,400	618,000	17,200	2,182,924
20017	Utility Billing	78,964	1,000	1,000	1,000	81,964
20018	Water Engineering	152,516	-	71,500	-	224,016
Supply & Treatment		**2,452,922**	**374,330**	**1,248,250**	**27,300**	**4,102,802**
20022	Utility Maintenance	1,407,267	95,775	277,800	64,000	1,844,842
20023	Meter Shop	231,898	17,500	24,200	6,500	280,098
Water Maintenance		**1,639,165**	**113,275**	**302,000**	**70,500**	**2,124,940**
2006	Water General Expenses	-	5,700	15,421,558	-	15,427,258
Water General Expenses		**-**	**5,700**	**15,421,558**	**-**	**15,427,258**
TOTAL WATER FUND		**$ 4,092,087**	**$ 493,305**	**$ 16,971,808**	**$ 97,800**	**$ 21,655,000**

Water Fund Expenditures by Bureau/Division



Water Fund Expenditures by Category



CITY OF BETHLEHEM
WATER FUND
SUMMARY OF POSITIONS

Bureau/Divison	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers	2020 Actual & Estimated	2021 Proposed Budget
20011 Collection System	6	6	6	6	6	6	6
20012 Laboratory Services	3	3	3	3	4	4	4
20014 East Allen Township	-	-	-	-	-	-	-
20015 Administration	4	4	4	4	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	6	-	-	-
Supply & Treatment	**39**	**39**	**39**	**39**	**35**	**35**	**35**
20022 Utility Maintenance	26	26	26	26	26	26	26
20023 Meter Shop	7	7	7	7	7	7	7
Water Maintenance	**33**	**33**	**33**	**33**	**33**	**33**	**33**
TOTAL WATER FUND	**72**	**72**	**72**	**72**	**68**	**68**	**68**

Debt Service

Bureau 2006

	2020	2021
Account 42094 Lease Rental		
Series of 2014		
Principal	5,300,000	5,550,000
Interest	1,753,050	1,488,050
	7,053,050	7,038,050
5% Coverage	352,653	351,903
Credit	(130,000)	(100,000)
	7,275,703	7,289,953
1998 Capital Appreciation Bond		
Principal	437,344	419,547
Interest	957,656	990,453
	1,395,000	1,410,000
5% Coverage	69,750	70,500
	1,464,750	1,480,500
	8,740,453	8,770,453
Account 42095 2007 G.O Note		
Principal	66,000	67,000
Interest	5,515	3,713
	71,515	70,713

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	
2021	419,547	990,453	67,000	3,713	5,550,000	1,488,050	8,518,763
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	12,466,562	38,573,438	136,000	5,597	33,720,000	12,712,375	97,613,972

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

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

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.

Goals and Objectives:

- Continue clearing brush from raw water transmission line south to the Blue Mountain. Above average rainfall amounts over the last two years prevented this from being completed.
- Train the two newest employees in woodland fire suppression when DCNR provides training classes.
- Continue to remark and cut, as needed, as much boundary line as time allows.
- Continue upstream inspections of the Wild Creek Dam and Penn Forest Dam drawdown pipes.
- Install facility security measures to improve safety and security of buildings and grounds when unoccupied.

Prior Year Achievements:

- Removed screens from line #2, disassembled for fabrication of new painted end links, reassembled, and returned screens to service.
- Made repairs to pole building to improve structural integrity.
- Coated and sealed all three garage roofs to prevent leakage.
- Conducted downstream and partial upstream inspections of the Wild Creek Dam and Penn Forest Dam drawdown pipes.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Chief Watershed Op	1	1	1	1	1	83,276	1	83,276	1	84,898
	SEIU	WSR Maint Worker III	1	1	1	1	1	66,650	1	66,650	1	68,040
	SEIU	Maintenance Worker III	1	1	1	1	1	63,588	1	63,588	1	64,936
	SEIU	Automotive Mechanic	1	1	1	1	1	64,288	1	64,288	1	65,536
	SEIU	Maintenance Worker II	2	2	2	2	2	116,151	2	116,151	2	118,638
		Total Positions	6	6	6	6	6	393,953	6	393,953	6	402,048
Account Detail												
40001	SALARIES		328,099	319,169	367,046	375,632		384,153		384,153		391,848
40002	LONGEVITY		8,740	7,980	8,265	9,400		9,800		9,800		10,200
40003	OVERTIME		27,406	22,160	23,299	24,215		24,500		24,400		25,000
40006	DIFFERENTIAL PAY		-	-	-	-		25		25		25
40008	MEAL REIMBURSEMENT		104	-	-	-		80		50		80
	Personnel		364,349	349,309	398,610	409,247		418,558		418,428		427,153
41014	OPERATING SUPPLIES		2,005	2,986	2,944	3,009		6,000		4,500		6,000
41016	UNIFORMS/SAFETY SHOES		1,013	585	1,363	733		1,610		1,400		1,000
41021	CHEMICALS		-	-	-	-		100		50		100
41023	GASOLINE		8,317	13,182	16,501	17,741		21,500		18,000		21,500
	Materials & Supplies		11,335	16,753	20,808	21,483		29,210		23,950		28,600
42031	UNIFORM RENTAL		2,034	1,961	1,192	1,244		1,500		1,300		1,500
42036	COMMUNICATIONS		2,563	2,774	2,802	2,810		3,000		2,850		3,000
42044	ELECTRIC		9,295	9,403	12,216	11,576		12,500		12,000		12,500
42046	HEATING OIL		2,479	2,375	4,344	4,275		8,000		5,500		8,000
42047	DEPARTMENT CONTRACTS		60,085	49,278	51,731	49,882		135,000		125,000		120,000
42054	RENTALS		-	210	-	210		500		250		500
42060	OTHER EXPENSES		1,465	1,222	1,352	1,921		4,000		3,000		4,000
42064	EQUIPMENT MAINTENANCE		8,578	2,557	3,451	5,742		6,200		5,800		6,000
42065	PLANT MAINTENANCE		4,455	7,454	773	4,730		7,100		6,000		7,100
	Purchased Services		90,954	77,234	77,861	82,390		177,800		161,700		162,600
43099	EQUIPMENT		-	-	920	-		1,000		700		1,000
	Equipment		-	-	920	-		1,000		700		1,000
Total	COLLECTION & TREATMENT		466,638	443,296	498,199	513,120		626,568		604,778		619,353

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

2021 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/OBSERVATION.
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 CEMENT, PERSONAL PROTECTION EQUIPMENT, LAB SUPPLIES, ASPHALT CRACK SEALER, ROAD REPAIR STONE AND MISC ITEMS/TOOLS, SOAP/TOWELS/TOILET ROLLS, RAGS, ANNUAL CYLINDER LEASE RENTAL, WATERSHED SIGNS.
41016	1,000	UNIFORMS/SAFETY SHOES 1,000 - 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	3,000	COMMUNICATIONS 3,000 - TELEPHONE SERVICE FOR WILD CREEK.
42044	12,500	ELECTRIC 12,500 - 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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		8,000 - HEATING OIL FOR WILD CREEK CHEMICAL TREATMENT AND AUXILIARY BUILDINGS.
42047	120,000	DEPARTMENT CONTRACTS
		120,000 - SERVICE CONTRACT FOR GENERATORS, MAINTENANCE FOR TWO (2) GAS DETECTORS, FAX MACHINE MAINTENANCE, FIRE EXTINGUISHER SERVICING AND REPLACEMENT, WILD CREEK DAM VEGETATION TREATMENT, BOILER SERVICING, INSPECT INTAKE CRANE, USGS CONTRACT, ANNUAL DAM INSPECTIONS/REPORTS AND INSTRUMENTATION REPORT AS REQUIRED BY PA DEP, FULL INCREMENTAL BREACH ANALYSIS/WILD CREEK SPILLWAY CAPACITY EVALUATION REPORT CORRESPONDENCE WITH PA DEP DAM SAFETY, INVESTIGATION OF WILD CREEK CREST/DOWNSTREAM RIPRAP, INVESTIGATION/TESTING OF WILD CREEK SPILLWAY BOIL.
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, INTAKE CRANE REPAIR.
42065	7,100	PLANT MAINTENANCE
		7,100 - 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 PRETREATEMENT BUILDING, WINDOW AIR CONDITIONER FOR ADMINISTRATION BUILDING, SAFETY COATING FOR VALVES AND GATES, GARAGE DOOR OPENERS.
43099	1,000	EQUIPMENT
		1,000 - FOUR (4) DEHUMIDIFIERS

BUREAU DETAIL

Bureau: Supply & Treatment **No:** 2001 **Department:** Water/Sewer Resources **No:** 0055
Division: Laboratory Services **No:** 20012

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.

Goals and Objectives:

- Begin everyday use of Hach WIMS software package for management of lab data.
- Coordinate with Utility Maintenance Bureau to continue installation plan for backup generators at remaining two well systems as required for compliance with the PA DEP's Uninterrupted System Service Plan (USSP).
- Continue compliance with all Chapter 109 and Chapter 252 regulations.
- Install a treatment system to reduce manganese levels at Shady Lane well system.
- Complete USSP for City of Bethlehem drinking water system.

Prior Year Achievements:

- Coordinated with Utility Maintenance Bureau to develop installation plan for a backup generator at each of the well systems as required for compliance with the PA DEP's Uninterrupted System Service Plan (USSP) resulting in the installation of a generator and related accessories at two systems.
- Developed and tested a treatment plan for manganese levels at Shady Lane well system.
- Maintained compliance with Chapter 109 and Chapter 252 regulations.
- Continued to work with contractor to finalize implementation of the Hach WIMS software package.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Water Quality Manager	1	1	1	1	1	98,503	1	98,503	1	100,573
	TAMS	Laboratory Technician	1	1	1	1	2	134,538	2	134,538	2	139,926
	TAMS	Microbiologist	1	1	1	1	1	77,502	1	77,502	1	79,146
		Total Positions	3	3	3	3	4	310,543	4	310,543	4	319,645
	TAMS	50% Allocated to 3004	Water Quality Manager					(49,252)		(49,252)		(50,237)
	TAMS	50% Allocated to 3004	Laboratory Technician					(67,269)		(67,269)		(69,963)
	TAMS	50% Allocated to 3004	Microbiologist					(38,751)		(38,751)		(39,573)
								155,271		155,271		159,872
Account Detail												
40001	SALARIES		110,097	110,700	116,054	126,081		154,021		154,021		158,522
40002	LONGEVITY		1,892	1,947	2,043	2,250		1,250		1,250		1,350
40004	TEMPORARY HELP		20,754	19,050	24,128	29,091		10,000		8,000		10,000
	Personnel		132,743	131,697	142,225	157,422		165,271		163,271		169,872
41014	OPERATING SUPPLIES		4,455	4,249	6,200	5,832		10,000		9,000		18,000
41016	UNIFORMS/SAFETY SHOES		120	250	369	441		500		450		500
41023	GASOLINE		486	544	826	855		1,000		900		1,000
	Materials & Supplies		5,061	5,043	7,395	7,128		11,500		10,350		19,500
42031	UNIFORM RENTAL		-	-	125	61		200		100		100
42047	DEPARTMENT CONTRACTS		15,703	13,815	14,043	36,300		41,000		37,000		35,000
42060	OTHER EXPENSES		3,604	4,480	3,470	6,174		6,600		6,000		6,600
42064	EQUIPMENT MAINTENANCE		-	432	506	343		2,000		1,000		2,000
	Purchased Services		19,307	18,727	18,144	42,878		49,800		44,100		43,700
43099	EQUIPMENT		-	-	5,532	1,981		4,000		2,500		3,100
	Equipment		-	-	5,532	1,981		4,000		2,500		3,100
Total	LABORATORY SERVICES		157,111	155,467	173,296	209,409		230,571		220,221		236,172

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	10,000	TEMPORARY HELP
		10,000 - PART-TIME WATER/WASTEWATER LAB INTERN TO BE SPLIT 50/50 BETWEEN FUNDS.
41014	18,000	OPERATING SUPPLIES
		18,000 - LABORATORY SUPPLIES AS REQUIRED FOR ALL WATER TESTING AND ANALYSIS SUCH AS ANALYTICAL CHEMICALS, GLASSWARE, PLASTICWARE, CRYPTO ANALYSIS KITS, FILTERS, PADS, BACT ID KITS, COLILERT ANALYSIS AND OFFICE SUPPLIES.
41016	500	UNIFORMS/SAFETY SHOES
		500 - SAFETY SHOES, SHIRTS AND SWEATSHIRTS FOR MICROBIOLOGIST AND LAB TECHNICIAN.
41023	1,000	GASOLINE
		1,000 - REGULAR GASOLINE FOR SAMPLING AND WEEKLY WATERSHED MONITORING.
42031	100	UNIFORM RENTAL
		100 - LAB COAT RENTALS AND REPLACEMENTS.
42047	35,000	DEPARTMENT CONTRACTS
		35,000 - CONTRACT LABORATORY ANALYSIS FOR SDWA, QA/QC SAMPLES, LAGOON RESIDUALS AND GROUNDWATER MONITORING, PROCESS CONTROL MONITORING, LABORATORY CHEMICAL WASTE CLEAN UP.
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 AND REPAIR OR REPLACEMENT OF LABORATORY EQUIPMENT.
43099	3,100	EQUIPMENT
		3,100 - PORTABLE BARNSTEAD WATER STILL AND RELATED ACCESSORIES

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BUREAU DETAIL

Bureau: Supply & Treatment **No:** 2001 **Department:** Water/Sewer Resources **No:** 0055
Division: East Allen Township **No:** 20014

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.

Goals and Objectives:

- Implement manganese treatment solution at Shady Lane well station.
- Design and install permanent emergency power solutions for well stations.

Prior Year Achievements:

- Upgraded the pressure tanks at Shady Lane system for improved pressure control.
  Replaced faulty booster pump at Wilmar system.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
		-	-	-	-	-	-	-	-	-	-
	Total Positions	-	-	-	-	-	-	-	-	-	-
Account Detail											
41014	OPERATING SUPPLIES	263	3,456	5,197	10,112	13,740		12,000		14,700	
41021	CHEMICALS	1,250	2,245	2,981	2,538	4,500		3,000		4,500	
41023	GASOLINE	31	-	-	-	400		350		1,100	
	Materials & Supplies	1,544	5,701	8,178	12,650	18,640		15,350		20,300	
42036	COMMUNICATIONS	938	955	970	1,015	2,050		1,800		2,050	
42044	ELECTRIC	11,726	14,633	14,786	13,076	16,000		15,000		16,700	
42047	DEPARTMENT CONTRACTS	50,251	42,670	48,085	44,410	50,000		48,000		50,000	
42060	OTHER EXPENSES	113,059	116,621	105,278	119,415	120,500		118,000		120,000	
42064	EQUIPMENT MAINTENANCE	16,320	4,047	11,648	34,605	30,000		25,000		30,000	
	Purchased Services	192,294	178,926	180,767	212,521	218,550		207,800		218,750	
Total	EAST ALLEN TOWNSHIP	193,838	184,627	188,945	225,171	237,190		223,150		239,050	

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	14,700	OPERATING SUPPLIES
		14,700 - MISCELLANEOUS SUPPLIES (TUBING, FITTINGS, SIGNAGE, SAFETY EQUIPMENT), WATER FOR PLANNED FLUSHING PROGRAM AND EMERGENCY WATER DELIVERY BY TANKER TRUCK.
41021	4,500	CHEMICALS
		4,500 - SODIUM HYPOCHLORITE AND CALGON C5 (AQUA MAG).
41023	1,100	GASOLINE
		1,100 - DIESEL FUEL FOR AIRPORT ROAD PUMP STATION EMERGENCY GENERATOR.
42036	2,050	COMMUNICATIONS
		2,050 - PHONE SERVICE (AUTO DIALERS) FOR WELL SYSTEMS AND AIRPORT ROAD PUMP STATION AND SHADY LANE.
42044	16,700	ELECTRIC
		16,700 - ELECTRIC SERVICE FOR WELL HOUSES AND AIRPORT ROAD PUMP STATION.
42047	50,000	DEPARTMENT CONTRACTS
		50,000 - ANNUAL GENERATOR SERVICE - AIRPORT RD BOOSTER, LAWN CARE AND SPRING CLEAN UP AT FACILITIES, AND CONTRACT SYSTEM OPERATOR
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 - REPAIR PARTS/MATERIALS AND EMERGENCY/ROUTINE REPAIRS TO WELL PUMPING FACILITIES.

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BUREAU DETAIL

Bureau: Supply & Treatment **No:** 2001 **Department:** Water/Sewer Resources **No:** 0055
Division: Administration **No:** 20015

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.

Goals and Objectives:

- Develop succession plans for long-term retiring management staff.
- Explore options and implement capital financing plan for the Water Capital Budget.
- Implement general water rate increase pending on PA PUC approval.

Prior Year Achievements:

- Received for the twelfth 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.
- Maintained our continuous operations during the Covid-19 pandemic.
- Refinanced the 2012 Sewer Capital PennVest Loan in 2020 which created a savings of $237,000 in the 2021 Sewer Operating budget.
- Submitted application to the PA PUC on July 31, 2020 for a general water rate increase.
- Financially supported our capital budgets in 2020 with $885,000 for Water and $2.54M for Sewer in Capital Appropriations.
- Obtained $525,000 H20 PA grant to help fund the upgrade of the Broadway sanitary sewer trunk line.
- Completed the Risk and Resiliency assessment and updates to the Emergency Response Pan in accordance with EPA requirements under the "America's Water Infrastructure Act" of 2018.
- Joined Pennsylvania's Water/Wastewater Agency Response Network (PaWARN), an organization that provides water and wastewater utilities with a Mutual Aid Agreement and process for sharing emergency resources among water and wastewater agencies statewide.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	NC	Dir Water/Sewer Resource	1	1	1	1	1	109,315	1	109,315	1	111,501
	TAMS	Water Supply/Treat Sup	1	1	1	1	1	97,834	1	97,834	1	97,834
	TAMS	Commercial Ops Manager	1	1	1	1	1	90,038	1	90,038	1	91,924
	TAMS	Project Manager	-	-	-	-	1	67,012	1	67,012	1	71,843
	TAMS	Dept Business Manager	1	1	1	1	1	83,276	1	83,276	1	84,898
		Total Positions	4	4	4	4	5	447,475	5	447,475	5	458,000
	TAMS	25% Allocated from 0202	GIS Manager					20,569		20,569		18,128
	TAMS	33% Allocated from 0202	Programming Manager					28,376		28,376		30,708
	TAMS	33% Allocated from 0202	Programmer					-		-		17,418
	NC	50% Allocated to 3001	Dir Water/Sewer Resource					(54,658)		(54,658)		(55,750)
	TAMS	50% Allocated to 3001	Commercial Ops Manager					(45,019)		(45,019)		(45,962)
	TAMS	50% Allocated to 3001	Dept Business Manager					(41,638)		(41,638)		(42,449)
								355,105		355,105		380,093
Account Detail												
40001	SALARIES		263,970	262,553	267,296	275,791		350,855		350,855		376,063
40002	LONGEVITY		3,620	3,727	3,830	4,139		4,250		4,250		4,030
40004	TEMPORARY HELP		-	-	16,000	16,480		16,980		16,980		-
	Personnel		267,590	266,280	287,126	296,410		372,085		372,085		380,093
41014	OPERATING SUPPLIES		229	129	216	81		1,000		750		1,000
41016	UNIFORMS/SAFETY SHOES		-	-	-	-		130		130		130
41023	GASOLINE		272	198	214	184		400		300		400
	Materials & Supplies		501	327	430	265		1,530		1,180		1,530
42032	TRAINING/CONT. EDUCATION		5,201	10,566	8,406	9,795		14,000		7,500		14,000
42047	DEPARTMENT CONTRACTS		44,215	44,948	43,273	51,600		51,500		50,000		51,900
42060	OTHER EXPENSES		4,892	18,539	17,675	62,325		65,350		64,000		66,800
	Purchased Services		54,308	74,053	69,354	123,720		130,850		121,500		132,700
43099	EQUIPMENT		-	251	242	2,524		5,000		3,500		5,000
	Equipment		-	251	242	2,524		5,000		3,500		5,000
Total	ADMINISTRATION		322,399	340,911	357,152	422,919		509,465		498,265		519,323

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	1,000	OPERATING SUPPLIES 1,000 - OFFICE SUPPLIES, ENVELOPES, BINDERS
41016	130	UNIFORMS/SAFETY SHOES 130 - SAFETY SHOES FOR ONE (1) EMPLOYEE.
41023	400	GASOLINE 400 - GASOLINE FOR ONE (1) SHARED VEHICHLE.
42032	14,000	TRAINING/CONTINUING ED. 14,000 - 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	51,900	DEPARTMENT CONTRACTS 51,900 - SUPERION LLC ANNUAL SOFTWARE MAINTENANCE, XEROX MACHINE LEASE FOR 4TH FLOOR, WATER TREATMENT PLANT, METER SHOP, UTILITY BILLING, WILD CREEK, UTILITY MAINTENANCE AND NETWORK/IMPRESSION CHARGES.
42060	66,800	OTHER EXPENSES 66,800 - 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, WATER CONSUMPTION FEE FOR HECKTOWN ROAD-ESWA 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

Bureau: Supply & Treatment **No:** 2001 **Department:** Water/Sewer Resources **No:** 0055
Division: Water Filtration **No:** 20016

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.

Goals and Objectives:

- Perform inspection of lower roof to determine extent of repairs needed.
- Rebuild second plant service pump.
- Replace South Lagoon Baffle System.
- Replace freight elevator hydraulics.
- Complete Emergency Generator replacement project.
- Complete Water Information Management System (WIMS) integration to improve data management and reporting.
- Continue operation and maintenance training program for Filtration Plant Operators.

Prior Year Achievements:

- Replaced North Lagoon Baffle System.
- Upgraded freight elevator door controller.
- Started Emergency Generator replacement project.
- Started Water Information Management System (WIMS) integration.
- Continue operation and maintenance training program for Filtration Plant Operators.
- Replaced all Water Filtration Plant Turbidimeters.
- Replaced the Zinc Orthophosphate Bulk Storage Tank.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			**Number of Permanent Positions**				**#**	**Salaries**	**#**	**Salaries**	**#**	**Salaries**
	TAMS	Filtration Operation Sup	1	1	1	1	1	91,538	1	91,538	1	93,324
	TAMS	Filtration Maint Sup	1	1	1	1	1	81,276	1	81,276	1	82,998
	SEIU	Operator III	7	6	6	6	7	467,660	7	467,660	8	584,409
	SEIU	Acting Operator III	-	-	-	-	5	307,306	5	307,306	4	255,499
	SEIU	Electronics Repair Tech.	1	1	1	1	1	69,742	1	69,742	1	71,194
	SEIU	Relief Operator I	5	6	6	6	-	-	-	-	-	-
		Total Positions	15	15	15	15	15	1,017,522	15	1,017,522	15	1,087,424
Account Detail												
40001	SALARIES		836,267	864,129	883,807	937,166		1,004,122		1,004,122		1,074,124
40002	LONGEVITY		12,525	11,495	9,880	12,400		13,400		13,400		13,300
40003	OVERTIME		84,516	122,648	86,326	99,097		102,760		100,000		104,800
40005	HOLIDAY PAY		38,167	33,838	39,074	41,709		43,960		43,000		44,800
40006	DIFFERENTIAL PAY		5,490	5,616	5,563	5,547		5,540		5,540		5,600
40008	MEAL REIMBURSEMENT		1,755	2,849	1,560	1,638		1,700		1,700		1,700
	Personnel		978,720	1,040,575	1,026,210	1,097,557		1,171,482		1,167,762		1,244,324
41014	OPERATING SUPPLIES		23,137	18,519	22,992	25,459		28,550		25,000		28,600
41016	UNIFORMS/SAFETY SHOES		2,850	2,201	3,691	2,936		4,000		3,500		3,500
41021	CHEMICALS		141,729	164,534	169,043	192,052		254,000		240,000		269,500
41023	GASOLINE		1,173	1,779	1,590	1,560		1,820		1,250		1,800
	Materials & Supplies		168,889	187,033	197,316	222,007		288,370		269,750		303,400
42044	ELECTRIC		76,061	78,101	56,110	64,579		69,000		64,000		64,000
42046	HEATING OIL		29,012	32,136	40,393	56,428		54,000		50,000		54,000
42047	DEPARTMENT CONTRACTS		171,143	192,476	163,572	161,044		244,100		235,000		396,700
42054	RENTALS		4,289	-	10,923	-		22,180		15,000		24,400
42060	OTHER EXPENSES		1,517	1,394	1,391	1,345		1,700		1,500		1,500
42064	EQUIPMENT MAINTENANCE		53,846	33,541	45,429	74,671		61,900		58,500		65,800
42065	PLANT MAINTENANCE		65	7,049	6,351	3,664		14,600		12,500		11,600
	Purchased Services		335,933	344,697	324,169	361,731		467,480		436,500		618,000
43099	EQUIPMENT		-	7,228	9,439	5,932		7,500		6,000		17,200
	Equipment		-	7,228	9,439	5,932		7,500		6,000		17,200
Total	WATER FILTRATION		1,483,542	1,579,533	1,557,134	1,687,227		1,934,832		1,880,012		2,182,924

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	104,800	OVERTIME 104,800 - TO PROVIDE COVERAGE FOR SICK, VACATION, OTHER LEAVES, PERSONAL HOLIDAYS, AND STANDBY.
40005	44,800	HOLIDAY PAY 44,800 - 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	28,600	OPERATING SUPPLIES 28,600 - 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
41016	3,500	UNIFORMS/SAFETY SHOES 3,500 - T-SHIRTS, SWEATSHIRTS, AND SAFETY SHOES PER CONTRACT.
41021	269,500	CHEMICALS 269,500 - 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	64,000	ELECTRIC 64,000 - 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	54,000	HEATING OIL 54,000 - HEATING OIL FOR FILTRATION PLANT AND EMERGENCY GENERATOR.
42047	396,700	DEPARTMENT CONTRACTS

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	396,700 -	SERVICE CONTRACTS ON HVAC EQUIPMENT, TURBIDIMETER EQUIPMENT, CHLORINATION EQUIPMENT, FIRE ALARM/SECURITY SYSTEM, EMERGENCY GENERATOR, DEIONIZATION SYSTEM, ELECTRICAL EQUIPMENT, SCADA SW/HW MAINTENANCE/UPGRADE, SCADA PROPRIETARY SW UPDATES, 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/MAINTENANCE, VENTURI CALIBRATION, DIESEL TANK TESTING, FIRE EXTINGUISHER TESTING, REMOVAL, TRANSPORATION AND PROCESSING OF LAGOON RESIDUALS (2020 RETAINAGE AND 2021 CONTRACT), VEGETATION CONTROL, CONTRACT WATER LAB ANALYSES.
42054	24,400	RENTALS
	24,400 -	SEPTIC TANK CLEANING, SAND MOUND CLEANING, LARGE GENERATOR RENTAL FOR PPL POWER FEED MAINTENANCE.
42060	1,500	OTHER EXPENSES
	1,500 -	GARBAGE COLLECTION FEE, CDL REIMBURSEMENTS AND OTHER MISCELLANEOUS EXPENSES.
42064	65,800	EQUIPMENT MAINTENANCE
	65,800 -	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	11,600	PLANT MAINTENANCE
	11,600 -	ENTRANCE ROAD REPAIRS, FRONT PATIO REPAIR, REPLACE FENCE POSTS, GATE LATCH, FENCE RAIL, LANDSCAPING, AND OTHER MISCELLANEOUS MAINTENANCE.
43099	17,200	EQUIPMENT
	17,200 -	SPARE SAMPLE PUMPS/MOTORS TO REPLACE WORN UNITS RECYCLER PUSH MOWER TO REPLACE UNDEPENDABLE UNIT CPU BOARDS FOR CW MICRO RTU'S SPARE FILTER WASH VALVE ACTUATOR SPARE FILTER EFFLUENT/RINSE VALVE ACUTATOR PROCESS LOOP CALIBRATOR

BUREAU DETAIL

Bureau: Supply & Treatment **No:** 2001 **Department:** Water/Sewer Resources **No:** 0055
Division: Utility Billing **No:** 20017

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.

Goals and Objectives:

- Reduce delinquent accounts by use of Delinquent Standard Operating Procedure.
- Review all hydrants inside and outside City, both public and private accounts to compare to database. Track discrepancies and review for proper billing procedures.
- Increase accuracy and identify database errors in a timely manner to reduce impact to our customers.

Prior Year Achievements:

- Implemented third party collections for efficiency and timely collections of delinquent accounts.
- Worked closely with our customers to assist with utility accounts during the Covid-19 pandemic.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Customer Service Supvr	1	1	1	1	1	65,717	1	65,717	1	56,897
	SEIU	Customer Service Rep	2	2	2	2	2	93,750	2	93,750	2	99,030
		Total Positions	3	3	3	3	3	159,467	3	159,467	3	155,927
	TAMS	50% Allocated to 3001	Customer Service Supvr					(32,859)		(32,859)		(28,448)
	SEIU	50% Allocated to 3001	Customer Service Rep					(46,875)		(46,875)		(49,515)
								79,733		79,733		77,964
Account Detail												
40001	SALARIES		77,365	66,379	71,653	73,896		77,883		77,883		77,114
40002	LONGEVITY		1,600	1,567	1,663	1,800		1,850		1,850		850
40003	OVERTIME		-	233	63	-		1,000		300		1,000
	Personnel		78,965	68,179	73,379	75,696		80,733		80,033		78,964
41014	OPERATING SUPPLIES		746	1,517	1,291	140		1,000		500		1,000
	Materials & Supplies		746	1,517	1,291	140		1,000		500		1,000
42036	COMMUNICATIONS		1,386	-	-	-		-		-		-
42060	OTHER EXPENSES		-	-	-	-		1,000		500		1,000
	Purchased Services		-	-	-	-		1,000		500		1,000
43099	EQUIPMENT		-	3,526	968	-		1,000		805		1,000
	Equipment		-	3,526	968	-		1,000		805		1,000
Total	UTILITY BILLING		79,711	73,222	75,638	75,836		83,733		81,838		81,964

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

2021 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

Bureau: Supply & Treatment **No:** 2001 **Department:** Water/Sewer Resources **No:** 0055
Division: Water Engineering **No:** 20018

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.

Goals and Objectives:

- Prepare design for installation of 300' of 16" ductile iron water main in order to isolate the 5 MG South Side storage tank for repairs.
- Convert East Allen Gardens well system to City of Bethlehem water.
- Replace 400' of leaking water main which crosses Rt. 22 at Hecktown Road.
- Prepare design for installation of 600' of 12" ductile iron water main to serve Sunny Slope Farms development in East Allen Township.
- Develop long-range plan for replacing large valves in the distribution system that are old and/or inoperable.
- Update and recalibrate the water system hydraulic model which was last completed in 2014.

Prior Year Achievements:

- Completed the connection of the high pressure 30" Howertown South main to increase water pressure in the Drexel Heights subdivision in Allen Township.
- Completed the installation of 1,700' of 8" water main in Bethlehem Township (Allen, Cawley, and Roosevelt Streets), 1,700' of water main in Freemansburg Borough (Cambria, East Market, Karoly, and Tolstoy Streets), and 600' of water main in the City of Bethlehem (private drive off Pine Top Trail).
- Oversaw the installation of 4,200' of 12" water main along Mud Lane in Allen Township.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Design Assistant	1	1	1	1	1	72,171	1	72,171	1	73,570
	TAMS	Engineering Assistant	1	1	1	1	1	67,514	1	67,514	1	68,946
		Total Positions	2	2	2	2	2	139,685	2	139,685	2	142,516
Account Detail												
40001	SALARIES		127,257	126,220	128,744	133,868		136,585		136,585		139,316
40002	LONGEVITY		2,565	2,660	2,755	3,000		3,100		3,100		3,200
40003	OVERTIME		4,068	3,173	10,328	8,711		7,000		6,500		10,000
	Personnel		133,890	132,053	141,827	145,579		146,685		146,185		152,516
42055	PROFESSIONAL SERVICES		58,766	74,135	72,180	64,890		72,000		68,000		71,500
	Purchased Services		58,766	74,135	72,180	64,890		72,000		68,000		71,500
Total	WATER ENGINEERING		192,656	206,188	214,007	210,469		218,685		214,185		224,016

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	10,000	OVERTIME
		10,000 - OVERTIME
42055	71,500	PROFESSIONAL SERVICES
		71,500 - ENGINEERING SERVICES NOT AVAILABLE IN CITY WORKFORCE - INCLUDES ONE-MONTH CARRYOVER FROM 2020.

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BUREAU DETAIL

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

Division Description:

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

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Water Dist/Control Sup	1	1	1	1	-	-	-	-	-	-
	SEIU	Control Oper Permit Off	1	1	1	1	-	-	-	-	-	-
	SEIU	Water Dist Cont Oper	4	4	4	4	-	-	-	-	-	-
		Total Positions	6	6	6	6	-	-	-	-	-	-
Account Detail												
40001	SALARIES		343,343	237,097	257,680	277,433		-		-		-
40002	LONGEVITY		7,254	4,873	6,327	5,850		-		-		-
40003	OVERTIME		44,015	44,069	40,921	38,500		-		-		-
40005	HOLIDAY PAY		12,093	11,973	15,032	13,951		-		-		-
40006	DIFFERENTIAL PAY		2,443	2,544	2,508	2,394		-		-		-
40008	MEAL REIMBURSEMENT		1,304	1,496	1,231	1,212		-		-		-
	Personnel		410,452	302,052	323,699	339,340		-		-		-
41014	OPERATING SUPPLIES		512	1,169	688	314		-		-		-
41016	UNIFORMS/SAFETY SHOES		375	300	673	510		-		-		-
	Materials & Supplies		887	1,469	1,361	824		-		-		-
42036	COMMUNICATIONS		4,500	7,455	8,962	-		-		-		-
42047	DEPARTMENT CONTRACTS		30,817	33,623	36,075	34,599		-		-		-
42060	OTHER EXPENSES		270	60	-	-		-		-		-
42064	EQUIPMENT MAINTENANCE		-	-	998	1,000		-		-		-
42065	PLANT MAINTENANCE		-	62	-	-		-		-		-
	Purchased Services		35,587	41,200	46,035	35,599		-		-		-
43099	EQUIPMENT		-	5,476	789	190		-		-		-
	Equipment		-	5,476	789	190		-		-		-
Total	WATER CONTROL		446,926	350,197	371,884	375,953		-		-		-

BUREAU DETAIL

Bureau: Utility Maintenance **No:** 2002 **Department:** Water/Sewer Resources **No:** 0055
Division: Utility Maintenance **No:** 20022

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.

Goals and Objectives:

- Expand use of GIS system to include asset management capabilities.
- Rebuild 30" PRV at Howertown station.
- Hecktown Rd Bridge main replacement via horizontal drilling.
- Improvements to Southside Reservoir piping network.
- Install 600' of 12" ductile iron water main to serve Sunny Slope development in East Allen Township.

Prior Year Achievements:

- Exercised 50% of all valves on transmission main and related appurtenances.
- Installed 6 new valves in the water distribution system to allow for strategic control during both preventative maintenance and emergency repair activities.
- Replaced 9 fire hydrants.
- Replaced 1,931 feet of water service lateral piping.
- Repaired 58 water main breaks.
- Permanently restored 122 asphalt utility trenches.
- Performed leak detection on 100 miles of water main; discovered 5 leaks in City system; 2 on homeowner's side.
- Drain and inspect 3 potable water storage tanks.
- Drained, cleaned, and made repairs to the cover of the 12MG reservoir.
- Inspected the draw down pipes of the reservoirs.
- Enhanced security around the 12MG reservoir.
- Oversaw upgrades to the Mountain Top pump station.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Water Superintendent	1	1	1	1	1	100,703	1	100,703	1	102,673
	TAMS	Utility Maint Supervisor	2	2	2	2	2	141,478	2	141,478	2	158,092
	SEIU	Utility Maint Mechanic II	1	1	1	1	1	72,899	1	72,899	1	74,314
	SEIU	Utility Maint Mechanic I	2	2	2	2	2	133,201	2	133,201	2	135,880
	SEIU	Maintenance Worker III	11	11	11	11	11	678,726	11	678,726	11	690,058
	SEIU	Maintenance Worker II	9	9	9	9	9	452,981	9	452,981	9	452,738
		Total Positions	26	26	26	26	26	1,579,988	26	1,579,988	26	1,613,755
	TAMS	50% Allocated to 3002	Water Superintendent					(50,352)		(50,352)		(51,336)
	TAMS	50% Allocated to 3002	Utility Maint Supervisor					(70,739)		(70,739)		(79,046)
	SEIU	50% Allocated to 3002	Utility Maint Mechanic II					(36,450)		(36,450)		(37,157)
	SEIU	50% Allocated to 3002	Utility Maint Mechanic I					(66,600)		(66,600)		(67,940)
	SEIU	50% Allocated to 3002	Maintenance Worker III					(340,363)		(340,363)		(345,029)
	SEIU	50% Allocated to 3002	Maintenance Worker II					(226,491)		(226,491)		(226,369)
	TAMS	17% Allocated from 0602	EMC/BSC Director					14,463		14,463		14,770
	TAMS	17% Allocated from 0602	BSC Supervisor					44,422		44,422		44,692
	SEIU	17% Allocated from 0602	BSC Specialist					100,716		100,716		85,452
	TAMS	50% Allocated from 3002	Utility Maint Supervisor					44,468		44,468		44,468
	SEIU	50% Allocated from 3002	Utility Maint Mechanic I					65,700		65,700		67,090
	SEIU	50% Allocated from 3002	Maintenance Worker III					92,388		92,388		85,594
	SEIU	50% Allocated from 3002	Maintenance Worker II					75,437		75,437		79,963
								1,226,587		1,226,587		1,228,907
Account Detail												
40001	SALARIES		981,817	930,114	972,337	986,611		1,211,135		1,211,135		1,214,213
40002	LONGEVITY		15,770	14,393	13,775	15,450		15,452		15,452		14,694
40003	OVERTIME		100,116	99,957	126,230	105,826		157,000		140,000		157,000
40004	TEMPORARY HELP		-	-	1,856	4,136		9,300		8,000		15,000
40006	DIFFERENTIAL PAY		1,420	1,504	1,742	1,514		2,675		2,600		2,675
40008	MEAL REIMBURSEMENT		3,250	3,074	3,686	2,899		3,685		3,000		3,685
	Personnel		1,102,373	1,049,042	1,119,626	1,116,436		1,399,247		1,380,187		1,407,267
41014	OPERATING SUPPLIES		20,090	22,213	24,497	29,693		25,000		25,000		25,800
41016	UNIFORMS/SAFETY SHOES		5,227	4,094	7,382	5,897		8,450		7,800		8,625
41021	CHEMICALS		-	-	1,489	-		3,350		2,000		3,350
41023	GASOLINE		33,875	43,808	62,568	54,277		58,000		46,000		58,000
	Materials & Supplies		59,192	70,115	95,936	89,867		94,800		80,800		95,775
42031	UNIFORM RENTAL		-	456	-	-		-		-		-
42033	TRAINING AND SAFETY		-	-	-	-		-		-		20,000
42044	ELECTRIC		132,501	117,494	104,338	95,665		115,000		108,000		111,000
42047	DEPARTMENT CONTRACTS		11,372	28,479	26,802	20,300		60,000		55,000		76,500
42054	RENTALS		6,638	4,147	17,110	4,609		22,300		18,000		22,300
42060	OTHER EXPENSES		4,875	10,276	10,008	8,106		21,450		17,000		20,000
42064	EQUIPMENT MAINTENANCE		13,151	9,059	10,142	5,202		12,700		10,000		13,000
42065	PLANT MAINTENANCE		1,500	1,290	3,490	4,087		15,000		10,000		15,000
	Purchased Services		170,037	171,201	171,890	137,969		246,450		218,000		277,800
43099	EQUIPMENT		-	37,971	23,843	19,868		63,500		50,000		64,000
	Equipment		-	37,971	23,843	19,868		63,500		50,000		64,000
Total	UTILITY MAINTENANCE		1,331,602	1,328,329	1,411,295	1,364,140		1,803,997		1,728,987		1,844,842

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

2021 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 THE 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	2,675	DIFFERENTIAL PAY 2,675 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT.
40008	3,685	MEAL REIMBURSEMENT 3,685 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	25,800	OPERATING SUPPLIES 25,800 - DAILY OPERATING SUPPLIES USED IN CONJUNCTION WITH THE EMERGENCY RESPONSE/CONSTRUCTION, PLANNED MAINTENANCE AND TECHNICAL ACTIVITIES. ITEMS INCLUDING BUT NOT LIMITED TO TOOLS AND SUPPLIES SUCH AS SHOVELS, TOOL HANDLES, BAGGED CONCRETE, CUTTING BLADES, SCRAPERS, GLOVES, FASTENERS, GASES, ETC., SURGE PROTECTORS FOR SCADA SYSTEMS, PORTABLE ELECTRIC HEATERS, 1/2 HP SUMP PUMPS, RAGS, AND BATTERIES FOR SCADA SYSTEM
41016	8,625	UNIFORMS/SAFETY SHOES 8,625 - TO PURCHASE SAFETY SHOES, T-SHIRTS AND SWEATSHIRTS FOR EMPLOYEES AS PER UNION CONTRACT.
41021	3,350	CHEMICALS 3,350 - DECHLOR TABS, CALCIUM HYPOCHLORITE, SODIUM HYPOCHLORITE, AND FOOD GRADE OIL.
41023	58,000	GASOLINE 58,000 - REGULAR GASOLINE AND DIESEL FUEL.
42033	20,000	TRAINING AND SAFETY 20,000 - HEAVY EQUIPMENT OPERATOR TRAINING AND CDL CLASS A TRAINING; FIRE EXTINGUISHER INSPECTIONS, CITY REQUIRED TRAINING, AND SAFETY SUPPLIES.
42044	111,000	ELECTRIC 111,000 - ELECTRIC USAGE AT PUMPING STATIONS, STORAGE TANKS AND SCADA SYSTEM LOCATIONS.
42047	79,000	DEPARTMENT CONTRACTS 79,000 - EXCAVATION SPOILS DUMPING FEES ASPHALT/CONCRETE EXCAVATION WASTE

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		VEGETATION CONTROL GENERATOR MAINTENANCE 50% OF JANITORIAL SERVICES FOR 540 STEFKO BLVD INFRAED INSPECTION - MCC'S, PANEL AND TRANSFORMER AT SOUTHSIDE PUMP STATION PREVENTIVE MAINTENANCE ON ELECTRICAL EQUIPMENT AT SOUTHSIDE PUMP STATION GAS DETECTOR CALIBRATIONS (2) AND SENSOR REPLACEMENT EMERSON ONSITE SERVICES - 5 DAYS FOR EMERGENCIES IWATER ANNUAL SOFTWARE SUPPORT GEOTAB VEHICLE MONITORING IWATER USER LICENSES
42054	22,300	RENTALS
	22,300 -	RENTAL EQUIPMENT AS REQUIRED BY BUREAU.
42060	20,000	OTHER EXPENSES
	20,000 -	NORFOLK SOUTHERN ANNUAL LEASE AGREEMENTS, PA DEP WASTE HAULING LICENSES, BOOKS, MAPS, PETTY CASH, CDL REIMBURSEMENTS, BUSINESS CARDS ETC, ROAD OPENING PERMIT FEES, FIRE EXTINGUISHERS, AND ANNUAL STORM WATER FEE FOR BOROUGH OF FOUNTAIN HILL.
42064	13,000	EQUIPMENT MAINTENANCE
	13,000 -	REPAIRS TO LEAK DETECTION EQUIPMENT, MISCELLANEOUS OTHER EQUIPMENT REPAIRS/PARTS, HYDRAULIC REPAIRS.
42065	15,000	PLANT MAINTENANCE
	15,000 -	PRE-FABRICATED CONCRETE BLOCK/HOT ASPHALT/ CONCRETE FOR STORING EXCAVATION MATERIALS, FENCE REPAIRS AT TANK SITE, OTHER MISCELLANEOUS REPAIRS/MAINTENANCE OF PHYSICAL BUILDINGS.
43099	64,000	EQUIPMENT
	64,000 -	GROUND MAINTENANCE EQUIPMENT (LAW MOWERS, TRIMMERS, ETC.) LEAK DETECTION DATA LOGGERS (PERMALOGS) LEAK DETECTION EQUIPMENT (GROUND MIC SETS) HYDRANT DIFFUSER SCADA SYSTEM COMPONENTS (CONTROL BOARDS SURGE SUPPRESSORS) (6) SCADA RADIO KITS (5) ROSEMOUNT PRESSURE TRANSMITTERS - 0-200PSI (2) ROSEMOUNT LEVEL TRANSMITTERS - 0-240 IN H2O SCHONSTEDT "MAGGIE" MAGNETIC LOCATOR (1) LINE TRACER (2) MOBILE 2-WAY RADIOS FOR VEHICLES CORDLESS TOOL SET FOR HYDRANT MAINTENANCE (3) GODWIN TRENCH DEWATERING PUMPS (1) 3000 WATT GENERAC PORTABLE GENERATORS (1) 14" CUT OFF SAW

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		PNEUMATIC CHAINSAW AND ACCESSORIES
		B101 TAPPING MACHINE
		HACH COLORIMETER FOR FIELD CL2 ANAYLSIS
		OTHER MISCELLANEOUS EQUIPMENT AS REQUIRED.

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BUREAU DETAIL

Bureau: Utility Maintenance **No:** 2002 **Department:** Water/Sewer Resources **No:** 0055
Division: Meter Shop **No:** 20023

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.

Goals and Objectives:

- Complete Phase III of large meter replacements.
- Continue strategic planning for both meter replacement and automated meter reading.
- Utilize Community Plus, field review and Sensus analytics, identify issues and missing accounts with expedited resolution to efficiently support our customers and increase revenue.

Prior Year Achievements:

- Installation of 1000 endpoints (RF units) bringing the total of meters supported by AMI to 5000 creating efficiency in both reading and billing as well as increasing customer satisfaction for those accounts.
- Actively replaced small/large stopped and aged meters to increase revenue and offset future installation costs.
- Replaced approximately 1,200 meters.
- Completed water demand study; submitted report to PUC in support of rate case.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Meter Shop Foreman	1	1	1	1	1	63,717	1	63,717	1	65,087
	SEIU	Meter Repairman	2	2	2	3	3	182,202	3	182,202	3	186,058
	SEIU	Meter Reader	4	4	4	3	3	164,953	3	164,953	3	172,249
		Total Positions	7	7	7	7	7	410,872	7	410,872	7	423,394
	TAMS	50% Allocated to 3002	Meter Shop Foreman					(31,859)		(31,859)		(32,543)
	SEIU	50% Allocated to 3002	Meter Repairman					(91,101)		(91,101)		(93,029)
	SEIU	50% Allocated to 3002	Meter Reader					(82,477)		(82,477)		(86,124)
								205,435		205,435		211,698
Account Detail												
40001	SALARIES		363,399	365,595	369,863	371,511		202,085		202,085		207,998
40002	LONGEVITY		7,643	4,997	5,277	5,700		3,350		3,350		3,700
40003	OVERTIME		10,737	14,283	19,811	14,961		25,000		20,000		20,000
40006	DIFFERENTIAL PAY		4	49	26	18		100		50		100
40008	MEAL REIMBURSEMENT		25	88	62	49		100		50		100
	Personnel		381,808	385,012	395,039	392,239		230,635		225,535		231,898
41014	OPERATING SUPPLIES		1,671	2,309	1,685	1,913		3,500		2,500		3,500
41016	UNIFORMS/SAFETY SHOES		1,528	1,028	1,907	1,447		2,000		1,800		2,000
41023	GASOLINE		5,402	7,837	9,433	8,953		12,000		8,000		12,000
	Materials & Supplies		8,601	11,174	13,025	12,313		17,500		12,300		17,500
42047	DEPARTMENT CONTRACTS		7,072	10,176	5,003	5,035		5,500		5,100		21,700
42060	OTHER EXPENSES		70	-	99	-		1,000		500		1,000
42064	EQUIPMENT MAINTENANCE		-	-	-	2,937		1,500		1,000		1,500
	Purchased Services		7,142	10,176	5,102	7,972		8,000		6,600		24,200
43099	EQUIPMENT		-	3,911	3,926	4,835		6,650		5,000		6,500
	Equipment		-	3,911	3,926	4,835		6,650		5,000		6,500
Total	METER SHOP		397,551	410,273	417,092	417,359		262,785		249,435		280,098

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

2021 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	12,000	GASOLINE 12,000 - GASOLINE.
42047	21,700	DEPARTMENT CONTRACTS 21,700 - TOUCHREAD SOFTWARE MAINTENANCE PROGRAM, SERVICE CONTRACT FOR ONE (1) GAS DETECTOR INCLUDING SENSOR REPLACEMENTS AND TWO CALIBRATIONS, BULK METER CALIBRATIONS, CALIBRATIONS OF SHOP TEST TANKS, TEST METERS OF HIGH CONSUMPTION CUSTOMERS ANNUAL RNI SAAS FEE YEAR #3.
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	6,500	EQUIPMENT 6,500 - SMALL TOOLS, MISCELLANEOUS READING EQUIPMENT AND OTHER EQUIPMENT AS NEEDED FOR OPERATIONS AND OFFICE.

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BUREAU DETAIL

Bureau: General Expenses **No:** 2006 **Department:** Water/Sewer Resources **No:** 0055

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.

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.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers	2020 Actual & Estimated	2021 Proposed Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
		-	-	-	-	- -	- -	- -
	Total Positions	-	-	-	-	- -	- -	- -
Account Detail								
41025	POSTAGE	2,165	2,809	4,307	5,117	5,700	5,200	5,700
	Materials & Supplies	2,165	2,809	4,307	5,117	5,700	5,200	5,700
42036	COMMUNICATIONS	8,104	8,554	8,340	24,252	43,300	30,000	31,800
42047	DEPARTMENT CONTRACTS	-	-	-	-	-	-	111,400
42048	BANK SERVICE CHARGE	-	1	473	-	500	250	500
42050	TAXES	47,584	47,584	47,584	47,584	47,590	47,590	47,600
42055	PROFESSIONAL SERVICES	226,132	234,864	185,712	173,863	888,000	750,000	314,300
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	300,000	287,085	300,000	300,000	325,000	325,000	350,000
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	304,200	310,000	315,000	321,000	305,000	305,000	313,830
42090	UNFORESEEN CONTINGENCY	-	4,908	-	-	3,489	-	10,251
42093	PENNVEST LOAN	1,391,795	1,393,768	348,442	-	-	-	-
42094	LEASE RENTAL	7,255,764	7,217,932	8,248,098	8,600,350	8,740,453	8,740,453	8,770,453
42095	2007 G.O. LOAN	71,060	71,036	69,624	65,646	71,515	71,515	70,713
42097	CAPITAL APPROPRIATIONS-DSIC	-	-	-	-	1	1	1
42098	CAPITAL APPROPRIATIONS	1,197,990	2,726,595	1,288,274	3,253,454	884,827	884,827	1,548,911
	Purchased Services	14,654,428	16,154,126	14,663,346	16,637,948	15,161,474	15,006,435	15,421,558
Total	WATER GENERAL EXPENSES	14,656,593	16,156,935	14,667,653	16,643,065	15,167,174	15,011,635	15,427,258

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

2021 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	111,400	DEPARTMENT CONTRACTS 111,400 - LABOR ATTORNEY/LEGAL SERVICES MAXIMUS - INDIRECT COST ALLOCATION STUDY MAHER DUESSEL ANNUAL AUDIT CONRAD SIEGEL AC PREFERRED EAP KSAD WEBSITE ADMINISTRATION LEVEL ONE BILLING AND MAILING CONTRACT WITH POSTAGE GEODECISIONS NOTIFY AGREEMENT
42048	500	BANK SERVICE CHARGE 500 - 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	314,300	PROFESSIONAL SERVICES 314,300 - 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 SOFTWARE FOR WATER FILTRATION AND DRINKING WATER LAB AND ANNUAL SUPPORT FEE. CPU MODEL UPDATE AND CALIBRATION. WIMS CONSULTANT GFVR CONSULTANTS - RATE CASE SERVICES. PA PUC ATTORNEY - RATE CASE SERVICES. DISTRIBUTION SYSTEM TANK/RESERVOIR INSPECTIONS FOR TANK MAINTENANCE PROGRAM DEVELOPMENT.
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

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
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
42078	350,000	BETHLEHEM AUTHORITY OPEXP
	350,000 -	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	313,830	SOCIAL SECURITY
	313,830 -	SOCIAL SECURITY
42094	8,770,453	LEASE RENTAL
	8,770,453 -	FUNDS REQUIRED BY THE LEASE AGREEMENT WITH THE BETHLEHEM AUTHORITY FOR THE 2014 GUARANTEED WATER REVENUE BONDS AND 1998 CAPITAL APPRECIATION BOND.
42095	70,713	2007 G.O. LOAN
	70,713 -	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	1,546,411	CAPITAL APPROPRIATION
	1,546,411 -	CONTRIBUTION TOWARDS WATER CAPITAL PROJECTS

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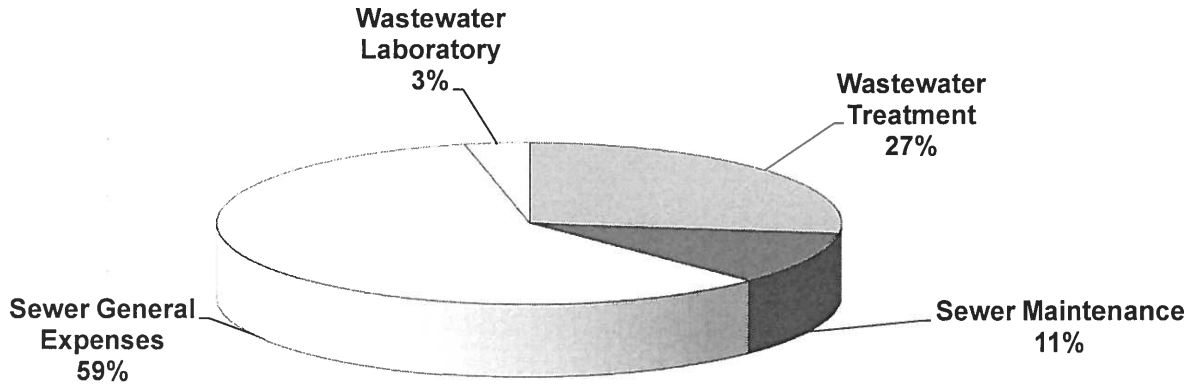
CITY OF BETHLEHEM
SEWER FUND
FUND ANALYSIS SUMMARY

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers	2020 Actual & Estimated	2021 Proposed Budget
REVENUES:								
Sale of Sewer								
32001A	Residential	6,326,986	6,798,403	6,832,199	6,847,056	7,477,450	7,435,000	7,551,125
32001B	Commercial	1,050,941	1,129,159	1,179,131	1,193,872	1,272,798	1,150,000	1,166,417
32001C	Industrial	672,208	680,038	595,931	731,802	774,676	760,000	774,676
32001D	Institutional	701,025	733,088	766,472	727,370	808,184	750,000	755,825
32001E	Public	2,493	2,857	3,600	3,492	3,608	3,500	3,645
32003	MIPP Sampling/Surcharge	1,349,889	1,492,030	1,465,596	1,610,997	1,400,000	1,615,000	1,450,000
32003F	MIPP Fines	15,600	2,000	1,700	2,700	1,000	13,200	2,000
32007	Industrial Sewer Rental	30,116	26,323	27,436	24,309	22,500	21,000	22,500
32008	Fountain Hill	380,877	394,536	462,648	762,556	440,819	430,000	440,819
32009	Hellertown	489,985	590,714	665,048	711,408	492,186	475,000	492,186
32010	Allentown	11,011	10,096	9,827	9,547	11,630	10,000	11,630
32011	Salisbury Township	147,181	152,777	188,950	279,653	169,860	165,000	169,860
32012	Freemansburg	117,578	122,748	124,701	121,448	144,643	135,000	144,643
32013	Bethlehem Township	1,567,935	1,715,379	1,555,356	1,830,498	1,452,114	1,425,000	1,452,114
32014	Hanover Township (L. Cnty)	68,392	90,103	90,177	88,354	92,187	90,000	92,187
32014NA	HN Residential	1,163,766	1,227,678	1,251,169	1,259,230	1,289,411	1,310,000	1,353,900
32014NB	HN Commercial	274,477	287,565	325,786	299,743	328,360	315,000	328,360
32014NC	HN Industrial	65,812	74,880	63,075	57,073	55,937	58,000	58,737
32014ND	HN Institutional	55,595	56,338	56,305	55,150	59,721	55,000	55,713
32014NE	HN Public	1,346	1,591	1,596	1,527	1,674	1,500	1,674
32015	Lower Saucon Township	150,825	176,521	191,556	204,166	226,927	210,000	226,927
32016	Lower Nazareth Township	22,759	3,855	8,775	10,766	10,000	11,000	10,000
32017	East Allen Township	-	-	-	-	1	-	5,000
32050	Delinquent Sewer Penalty	65,156	43,732	68,633	45,804	40,000	45,000	42,000
Total Sale of Sewer		14,731,953	15,812,411	15,935,667	16,878,521	16,575,686	16,483,200	16,611,938
Other Operating Revenues								
308901	Cash Balance	-	-	-	-	-	-	-
32106	Debt Service Contributions	777,128	829,204	901,828	910,449	910,450	910,450	723,699
32107	East Allen Appropriation	-	-	-	-	66,363	66,363	66,363
32109	Sundry	3,855	1,932	653	21,345	1	15,000	500
32112	Permits	4,750	1,050	9,650	3,200	2,500	2,000	2,500
Total Other Operating Revenues		785,733	832,186	912,131	934,994	979,314	993,813	793,062
Investment Interest								
30850	Investment Interest	11,993	22,365	77,171	108,107	75,000	50,000	35,000
Total Investment Interest		11,993	22,365	77,171	108,107	75,000	50,000	35,000
TOTAL SEWER FUND REVENUES		**15,529,679**	**16,666,962**	**16,924,969**	**17,921,622**	**17,630,000**	**17,527,013**	**17,440,000**
EXPENDITURES BY BUREAU:								
	Wastewater Treatment	4,832,300	4,641,966	4,064,015	4,262,917	4,754,582	4,590,382	4,724,260
	Sewer Maintenance	1,152,134	1,162,159	1,273,595	1,215,005	1,745,272	1,694,427	1,847,068
	Sewer General Expenses	8,235,041	8,888,249	9,357,025	11,342,891	10,581,146	10,527,496	10,285,245
	Wastewater Laboratory	464,846	432,226	459,970	444,522	549,000	519,650	583,427
TOTAL SEWER FUND EXPENDITURES		**14,684,321**	**15,124,600**	**15,154,605**	**17,265,335**	**17,630,000**	**17,331,955**	**17,440,000**
EXPENDITURES BY CATEGORY:								
	Personnel Costs	3,511,272	3,366,384	3,651,662	3,612,127	4,234,374	4,217,909	4,299,130
	Materials & Supplies	748,424	533,461	476,671	556,363	706,400	661,750	710,720
	Purchased Services	10,424,625	11,201,692	11,009,265	13,065,775	12,581,976	12,370,796	12,271,950
	Equipment	-	23,063	17,007	31,070	107,250	81,500	158,200
TOTAL SEWER FUND EXPENDITURES		**14,684,321**	**15,124,600**	**15,154,605**	**17,265,335**	**17,630,000**	**17,331,955**	**17,440,000**

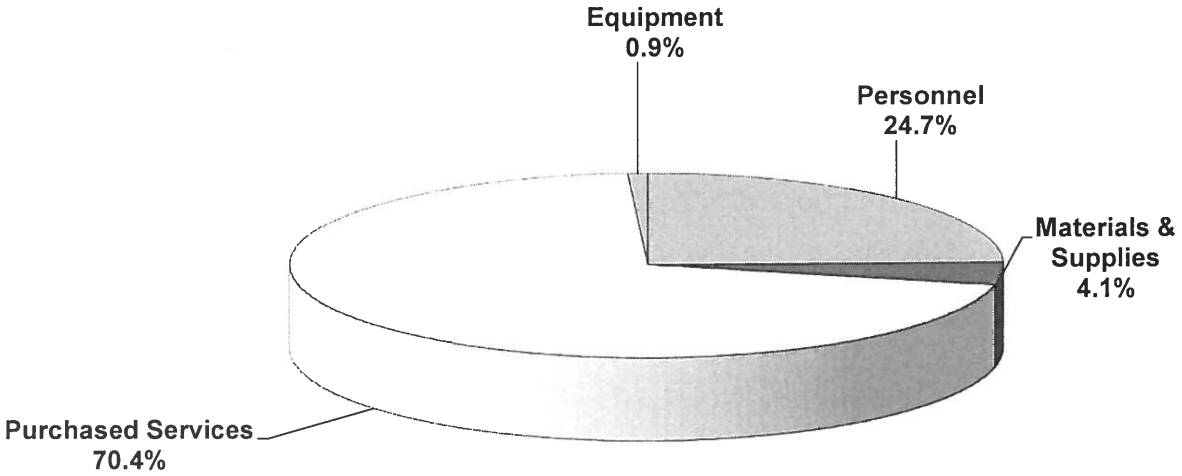
CITY OF BETHLEHEM
SEWER FUND
BUREAU RESOURCE SUMMARY

Bureau		Personnel	Materials & Supplies	Purchased Services	Equipment	Total
3001	Wastewater Treatment	$ 2,327,760	$ 623,500	$ 1,723,000	$ 50,000	$ 4,724,260
3002	Utility Maintenance	1,579,943	50,220	149,705	67,200	1,847,068
3003	Sewer General Expenses	-	2,000	10,283,245	-	10,285,245
3004	Wastewater Laboratory	391,427	35,000	116,000	41,000	583,427
TOTAL SEWER FUND		**$ 4,299,130**	**$ 710,720**	**$ 12,271,950**	**$ 158,200**	**$ 17,440,000**

Sewer Fund Expenditures by Bureau



Sewer Fund Expenditures by Category



CITY OF BETHLEHEM
SEWER FUND
SUMMARY OF POSITIONS

Bureau	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers	2020 Actual & Estimated	2021 Proposed Budget
3001 Wastewater Treatment	27	27	26	26	26	26	26
3002 Utility Maintenance	8	8	9	9	9	9	9
3004 Wastewater Laboratory	3	3	3	3	3	3	3
TOTAL SEWER FUND	**38**	**38**	**38**	**38**	**38**	**38**	**38**

Debt Service

Bureau 3003

	2020	2021
Accounts 42091 & 42092		
Series of 2005 A		
Principal	125,000	-
Interest	5,000	-
Series of 2017 C		
Principal	205,000	205,000
Interest	168,134	163,521
Series of 2019 AA		
Principal	130,000	320,000
Interest	108,863	123,294
Series of 2020		
Principal	-	55,000
Interest	-	185,275
	741,997	1,052,090
Account 42093		
2012 Pennvest		
Principal	398,177	-
Interest	206,734	-
2014 Pennvest		
Principal	502,522	496,015
Interest	87,889	108,062
	1,195,322	604,077

Schedule of Payment for Bond Indebtedness

	2014 Pennvest		Series of 2017 C		Series of 2019 AA	
	Principal	Interest	Principal	Interest	Principal	Interest
2021	496,015	108,062	205,000	163,521	320,000	123,294
2022	487,298	135,912	215,000	155,321	335,000	110,494
2023	495,860	127,350	225,000	146,721	345,000	97,094
2024	504,572	118,638	235,000	137,721	360,000	83,294
2025	513,437	109,773	245,000	128,321	370,000	76,094
2026	522,458	100,752	250,000	118,521	385,000	61,294
2027	531,638	91,572	260,000	111,646	390,000	53,594
2028	540,978	82,231	265,000	103,846	400,000	45,794
2029	550,483	72,726	275,000	95,896	405,000	37,294
2030	560,155	63,054	285,000	87,371	415,000	28,688
2031	569,997	53,212	290,000	78,465	430,000	19,350
2032	580,012	43,198	300,000	69,185	430,000	9,675
2033	590,203	33,007	310,000	59,435		
2034	600,573	22,637	320,000	48,740		
2035	611,125	12,085	335,000	37,700		
2036	361,434	2,103	345,000	25,556		
2037			360,000	13,050		
Totals	8,516,238	1,176,312	4,720,000	1,581,019	4,585,000	745,959

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		
Principal	Interest	Total
55,000	185,275	1,656,167
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
		995,910
		734,093
		373,050
6,530,000	1,136,075	28,990,603

BUREAU DETAIL

Bureau: Wastewater Treatment **No:** 3001 **Department:** Water/Sewer Resources **No:** 0055

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.

Goals and Objectives:

- Act 537 Plan Update Revision
    - Planning 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. Select alternatives.
    - Develop a schedule for the completion of the WWTP upgrades and submit to PADEP for approval.
- West Intermediate Clarifier and Bridge Rebuild Project
    - Complete rehab of the West Intermediate Clarifier.
    - New baffles, boxes, rakes, flights and bridges.
    - Improve clarifier settling and performance.
    - Replacement of Primary and Final Clarifiers' bridges for safety.
- West Influent Pump Room and Effluent Pump Room Projects
    - Replace failing influent pumps and valves in the West Influent Pump Room. Replace three (3) 12-mgd pumps with VFDs and new influent pump control system.
    - Install VFDs on two (2) 20-mgd effluent pumps.

Prior Year Achievements:

- Upgrade of WWTP's Preliminary Treatment System
    - Replace failing bar screen/grit detritor system that is inadequate to meet needs.
    - Install four (4) new fine bar screens with washer/compactors for drier screenings.
    - Upgrade 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.
- Act 537 Plan Review
    - Review of previous Act 537 Plan for the upgrade of the WWTP.
    - Review organic capacity and hydraulic capacity issues.
    - Completed technical memo and scope/schedule for process upgrade evaluations and preliminary designs.
- West Intermediate Clarifier – Emergency Repair
    - West Intermediate Clarifier out-of-service due to catastrophic failure of drive.
    - Remove failed drive unit and install new DBS drive.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Wastewater Treatment Sup	1	1	1	1	1	100,703	1	100,703	1	102,673
	TAMS	Chief of Operations WWT	1	1	1	1	1	83,793	1	83,793	1	85,425
	TAMS	Maintenance Supervisor	1	1	1	1	1	81,276	1	81,276	1	82,998
	SEIU	Operator III	7	6	8	8	10	705,883	10	705,883	9	642,545
	SEIU	Utility Maint Mechanic II	1	1	1	1	1	72,899	1	72,899	1	74,314
	SEIU	Acting Operating III	7	8	5	5	3	186,101	3	186,101	4	255,066
	SEIU	Electronics Repair Man	2	2	2	2	2	136,284	2	136,284	2	139,187
	SEIU	Plant Op II Ind Samp Tech	2	2	2	2	2	133,901	2	133,901	2	136,480
	SEIU	Utility Maint Mechanic I	3	3	3	3	3	198,451	3	198,451	3	202,520
	SEIU	Maintenance Worker III	-	-	1	1	1	63,188	1	63,188	1	64,536
	SEIU	Maintenance Worker II	1	1	-	-	-	-	-	-	-	-
	SEIU	Account Clerk II	1	1	1	1	1	53,609	1	53,609	1	54,638
		Total Positions	27	27	26	26	26	1,816,088	26	1,816,088	26	1,840,382
	TAMS	25% Allocated from 0202	GIS Manager					20,569		20,569		18,128
	TAMS	33% Allocated from 0202	Programming Manager					28,376		28,376		30,708
	TAMS	33% Allocated from 0202	Programmer					-		-		17,418
	NC	50% Allocated from 20015	Dir Water/Sewer Resource					54,658		54,658		55,750
	TAMS	50% Allocated from 20015	Commercial Ops Manager					45,019		45,019		45,962
	TAMS	50% Allocated from 20015	Dept Business Manager					41,638		41,638		42,449
	TAMS	50% Allocated from 20017	Customer Service Supvr					32,859		32,859		28,448
	SEIU	50% Allocated from 20017	Customer Service Rep					46,875		46,875		49,515
								2,086,082		2,086,082		2,128,760
Account Detail												
40001	SALARIES		1,883,719	1,794,998	1,905,587	1,885,491		2,055,982		2,055,982		2,099,180
40002	LONGEVITY		30,194	27,334	27,247	28,139		30,100		30,100		29,580
40003	OVERTIME		135,431	140,451	157,419	175,528		150,000		150,000		160,000
40004	TEMPORARY HELP		-	-	16,000	16,480		18,000		15,000		-
40005	HOLIDAY PAY		27,110	26,524	28,495	28,496		30,000		29,500		30,000
40006	DIFFERENTIAL PAY		5,677	5,740	5,829	5,419		6,000		5,500		6,000
40008	MEAL REIMBURSEMENT		2,574	2,067	2,756	2,548		3,000		2,600		3,000
	Personnel		2,084,705	1,997,114	2,143,333	2,142,101		2,293,082		2,288,682		2,327,760
41014	OPERATING SUPPLIES		34,188	55,013	47,515	46,644		60,000		55,000		60,000
41016	UNIFORMS/SAFETY SHOES		4,654	3,730	5,993	4,281		6,000		6,000		6,000
41021	CHEMICALS		651,505	411,182	354,947	447,294		550,000		525,000		550,000
41023	GASOLINE		4,960	4,111	4,040	4,140		7,500		5,000		7,500
	Materials & Supplies		695,307	474,036	412,495	502,359		623,500		591,000		623,500
42031	UNIFORM RENTAL		9,172	7,499	5,140	4,536		10,000		5,000		7,500
42033	TRAINING AND SAFETY		3,702	1,531	4,866	4,357		10,000		8,500		10,000
42044	ELECTRIC		655,669	653,020	556,313	519,376		575,000		525,000		550,000
42046	HEATING OIL		-	-	7,406	-		8,000		5,000		8,000
42047	DEPARTMENT CONTRACTS		1,167,813	1,245,683	550,897	737,730		750,000		735,000		750,000
42054	RENTALS		3,208	41,232	33,160	4,856		10,000		6,000		7,500
42060	OTHER EXPENSES		12,603	11,389	11,330	13,844		15,000		14,000		15,000
42062	WATER CONSUMPTION		-	-	100,000	100,000		97,200		97,200		65,000
42064	EQUIPMENT MAINTENANCE		161,712	171,751	195,986	157,940		250,000		220,000		250,000
42065	PLANT MAINTENANCE		38,409	31,788	33,680	58,645		62,800		55,000		60,000
	Purchased Services		2,052,288	2,163,893	1,498,778	1,601,284		1,788,000		1,670,700		1,723,000
43099	EQUIPMENT		-	6,923	9,409	17,173		50,000		40,000		50,000
	Equipment		-	6,923	9,409	17,173		50,000		40,000		50,000
Total	WASTEWATER TREATMENT		4,832,300	4,641,966	4,064,015	4,262,917		4,754,582		4,590,382		4,724,260

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

2021 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	550,000	CHEMICALS 550,000 - 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, CITY WIDE HVAC CONTRACT,

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		SCADA SOFTWARE SUPPORT, MONTHLY XEROX LEASE, IMPRESSION CHARGE, AND NETWORK CHARGE, SUPERION SOFTWARE MAINTENANCE CONTRACT.
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	65,000	WATER CONSUMPTION
	65,000 -	WATER USAGE FOR PLANT.
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 DUMPSTER BINS FOR SCREENINGS AND GRIT

BUREAU DETAIL

Bureau: Utility Maintenance **No:** 3002 **Department:** Water/Sewer Resources **No:** 0055

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.

Goals and Objectives:

- Begin 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 10 miles of the sanitary sewer collection system.
- Implement grease reduction measures in collection system.

Prior Year Achievements:

- Installed 200 manhole inserts to remediate inflow and infiltration issues.
- Utilized mobile CCTV unit to inspect (8) eight miles of the sanitary sewer collection system.
- Replaced faulty air/ vac valves on Easton Rd forced main.
- Enhanced security around the Airport Rd sewer station.
- Performed 20 sanitary sewer main repairs.
- Jet flushed 150 miles of sanitary sewer main.
- Safety improvements at sanitary siphon locations.
- Completed pilot study to reduce grease build up in sanitary sewer collection system.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			**Number of Permanent Positions**				#	**Salaries**	#	**Salaries**	#	**Salaries**
	TAMS	Utility Maint Supervisor	1	1	1	1	1	88,936	1	88,936	1	88,936
	SEIU	Utility Maint Mechanic I	1	1	2	2	2	131,401	2	131,401	2	134,180
	SEIU	Maintenance Worker III	3	3	3	3	3	178,276	3	178,276	3	171,189
	SEIU	Maintenance Worker II	3	3	3	3	3	150,874	3	150,874	3	159,926
		Total Positions	8	8	9	9	9	549,487	9	549,487	9	554,231
	TAMS	50% Allocated to 20022 Utility Maint Supervisor						(44,468)		(44,468)		(44,468)
	SEIU	50% Allocated to 20022 Utility Maint Mechanic I						(65,700)		(65,700)		(67,090)
	SEIU	50% Allocated to 20022 Maintenance Worker III						(92,388)		(92,388)		(85,594)
	SEIU	50% Allocated to 20022 Maintenance Worker II						(75,437)		(75,437)		(79,963)
	TAMS	17% Allocated from 0602 EMC/BSC Director						14,463		14,463		14,770
	TAMS	17% Allocated from 0602 BSC Supervisor						44,422		44,422		44,692
	SEIU	17% Allocated from 0602 BSC Specialist						100,716		100,716		85,452
	TAMS	50% Allocated from 2002 Water Superintendent						50,352		50,352		51,336
	TAMS	50% Allocated from 2002 Utility Maint Supervisor						70,739		70,739		79,046
	SEIU	50% Allocated from 2002 Utility Maint Mechanic II						36,450		36,450		37,157
	SEIU	50% Allocated from 2002 Utility Maint Mechanic I						66,600		66,600		67,940
	SEIU	50% Allocated from 2002 Maintenance Worker III						340,363		340,363		345,029
	SEIU	50% Allocated from 2002 Maintenance Worker II						226,491		226,491		226,369
	TAMS	50% Allocated from 2002 Meter Shop Foreman						31,859		31,859		32,543
	SEIU	50% Allocated from 2002 Meter Repairman						91,101		91,101		93,029
	SEIU	50% Allocated from 2002 Meter Reader						82,477		82,477		86,124
								1,427,527		1,427,527		1,440,603
Account Detail												
40001	SALARIES		942,492	929,722	1,008,572	997,743		1,408,725		1,408,725		1,422,209
40002	LONGEVITY		13,113	13,167	12,526	14,200		18,802		18,802		18,394
40003	OVERTIME		104,139	103,730	129,042	107,240		125,000		115,000		125,000
40005	HOLIDAY PAY		2,398	1,330	1,670	1,339		8,325		7,800		8,800
40006	DIFFERENTIAL PAY		1,688	1,742	1,985	1,659		3,500		2,500		2,000
40008	MEAL REIMBURSEMENT		3,390	3,206	3,809	2,899		3,540		3,000		3,540
	Personnel		1,067,220	1,052,897	1,157,604	1,125,080		1,567,892		1,555,827		1,579,943
41014	OPERATING SUPPLIES		13,621	13,003	13,584	11,497		18,000		16,500		20,000
41016	UNIFORMS/SAFETY SHOES		2,732	1,982	2,200	1,743		3,300		2,800		2,220
41021	CHEMICALS		-	-	2,798	-		5,000		3,000		5,000
41023	GASOLINE		10,810	13,279	17,143	15,355		24,600		20,000		23,000
	Materials & Supplies		27,163	28,264	35,725	28,595		50,900		42,300		50,220
42031	UNIFORM RENTAL		2,754	1,883	1,436	899		3,150		2,000		3,150
42033	TRAINING AND SAFETY		2,130	1,024	728	8,356		5,480		2,000		13,580
42044	ELECTRIC		4,720	4,682	4,772	4,730		12,800		11,500		15,650
42045	GAS		192	268	236	246		300		300		1,650
42047	DEPARTMENT CONTRACTS		35,889	40,306	30,765	4,128		23,000		20,000		84,000
42054	RENTALS		-	2,550	3,337	1,223		8,000		5,000		8,000
42060	OTHER EXPENSES		936	654	1,955	3,718		2,500		2,000		2,575
42064	EQUIPMENT MAINTENANCE		10,819	17,244	30,119	26,284		23,000		18,000		20,000
42065	PLANT MAINTENANCE		311	-	-	996		1,100		500		1,100
	Purchased Services		57,751	68,611	73,348	50,580		79,330		61,300		149,705
43099	EQUIPMENT		-	12,387	6,918	10,750		47,150		35,000		67,200
	Equipment		-	12,387	6,918	10,750		47,150		35,000		67,200
Total	UTILITY MAINTENANCE		1,152,134	1,162,159	1,273,595	1,215,005		1,745,272		1,694,427		1,847,068

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	125,000	OVERTIME 125,000 - 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	2,000	DIFFERENTIAL PAY 2,000 - 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	20,000	OPERATING SUPPLIES 20,000 - MISCELLANEOUS SUPPLIES SUCH AS TOOLS, CONCRETE, BRICK AND MASONRY SUPPLIES, FASTENERS, MARKING PAINT, CUTTING BLADES, GLOVES, ADHESIVES, FLASHLIGHTS, ETC., AND OFFICE SUPPLIES. 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	13,580	TRAINING AND SAFETY 13,580 - 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	1,650	GAS 1,650 - NATURAL GAS FOR AIRPORT RD, EASTON RD AND EAT STATIONS, GAS FOR BACK UP GENERATOR.

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42047	86,000	DEPARTMENT CONTRACTS
	86,000 -	AIRPORT ROAD AND EASTON ROAD GENERATOR MAINTENANCE, EXCAVATION DISPOSAL, ASPHALT AND CONCRETE DISPOSAL, CUES LICENSE/UPGRADE/ SOFTWARE SUPPORT, PRIVATE LATERAL TV MICROSPRINGS ENVIRONMENTAL SERVICES, 360 SEWER INSPECTION, INSPECTIONS AND TANKER SERVICES AND IWATER 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, AND 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	1,100	PLANT MAINTENANCE
	1,100 -	VEGETATION CONTROL FOR PUMP STATIONS AND MISCELLANEOUS REPAIRS TO PUMP STATION FACILITIES.
43099	67,200	EQUIPMENT
	67,200 -	NOZZLES FOR SEWER JET FLUSHER ASSORTED SEWER MAINTENANCE EQUIPMENT ASSORTED SEWER MAINTENANCE HOSES PROBES FOR FLOW METERS (2) MAGNETIC LINE LOCATORS FLIR TG267 THERMAL CAMERA (2) GAS DETECTORS SOIL COMPACTOR (3) COMPUTERS FOR VEHICLES PLUS ACCESSORIES (2) PORTABLE RADIO REPLACEMENTS (2) MOBILE RADIO REPLACEMENTS (2) SETCOM LIBERATOR WIRELESS HEADPHONES EXCAVATION AND SHORING ACCESSORIES

BUREAU DETAIL

Bureau: General Expenses **No:** 3003 **Department:** Water/Sewer Resources **No:** 0055

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.

Goals and Objectives:

- To provide for the timely payment of centralized expenditures.

Prior Year Achievements:

- Ensured all Sewer Fund obligations within this bureau were paid in a timely manner.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers	2020 Actual & Estimated	2021 Proposed Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
		-	-	-	-	-	-	-
	Total Positions	-	-	-	-	-	-	-
Account Detail								
41025	POSTAGE	1,197	1,516	1,435	1,117	2,000	1,500	2,000
	Materials & Supplies	1,197	1,516	1,435	1,117	2,000	1,500	2,000
42036	COMMUNICATIONS	2,088	2,168	2,441	2,322	3,100	2,500	3,100
42047	DEPARTMENT CONTRACTS	-	-	-	-	-	-	103,000
42048	BANK SERVICE CHARGE	-	1	-	-	300	200	300
42055	PROFESSIONAL SERVICES	98,039	123,146	227,295	123,604	400,000	350,000	350,000
42060	OTHER EXPENSES	10,895	-	-	-	-	-	-
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	276,500	285,000	290,000	295,800	325,000	325,000	329,670
42090	UNFORESEEN CONTINGENCY	-	-	-	-	2,450	-	10,251
42091	BOND REDEMPTION	795,000	650,000	560,000	625,000	460,000	460,000	580,000
42092	COUPON INTEREST	188,111	176,484	335,526	323,641	298,618	298,618	472,090
42093	PENNVEST LOAN	823,335	1,133,320	1,132,786	1,173,942	1,178,701	1,178,701	604,077
42098	CAPITAL APPROPRIATION	664,194	1,140,932	1,431,860	3,421,783	2,535,295	2,535,295	2,455,075
	Purchased Services	8,233,844	8,886,733	9,355,590	11,341,774	10,579,146	10,525,996	10,283,245
Total	SEWER GENERAL EXPENSES	8,235,041	8,888,249	9,357,025	11,342,891	10,581,146	10,527,496	10,285,245

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

2021 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	103,000	DEPARTMENT CONTRACTS 103,000 - LABOR ATTORNEY/LEGAL SERVICES MAXIMUS - INDIRECT COST ALLOCATION STUDY MAHER DUESSEL ANNUAL AUDIT CONRAD SIEGEL AC PREFERRED EAP KSAD WEBSITE ADMINISTRATION LEVEL ONE BILLING AND MAILING CONTRACT WITH POSTAGE ELECTRICAL EQUIPMENT VIBRATION AND THERMAL SCANNING SERVICE
42048	300	BANK SERVICE CHARGE 300 - SERVICE CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNT FEES.
42055	350,000	PROFESSIONAL SERVICES 350,000 - 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, LINKO MIPP ANNUAL MAINTENANCE SUPPORT, 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 1,456,500 - REIMBURSEMENT OF SEWER FUND MEDICAL CLAIMS PAID BY

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		GENERAL FUND.
42086	172,217	WORKMEN'S COMPENSATION
	172,217 -	WORKMAN'S COMPENSATION.
42087	329,670	SOCIAL SECURITY
	329,670 -	SOCIAL SECURITY
42091	580,000	BOND REDEMPTION
	580,000 -	PRINCIPAL PAYMENT ON OUTSTANDING DEBT.
42092	472,090	COUPON INTEREST
	472,090 -	INTEREST PAYMENT ON OUTSTANDING DEBT.
42093	604,077	PENNVEST LOAN
	604,077 -	PENNVEST PRINCIPAL AND INTEREST PAYMENT FOR WWTP UPGRADES.
42098	2,453,075	CAPITAL APPROPRIATION
	2,453,075 -	CONTRIBUTION TOWARD SEWER CAPITAL PROJECTS AND EQUIPMENT PURCHASES.

BUREAU DETAIL

Bureau: Wastewater Laboratory **No:** 3004 **Department:** Water/Sewer Resources **No:** 0055

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.

Goals and Objectives:

- Begin everyday use of Hach WIMS software package for tracking and trending WWTP data.
- 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.

Prior Year Achievements:

- Continued to work with contractor to finalize implementation of the Hach WIMS software package.
- Coordinated with Utility Maintenance Bureau and WWTP Operations to implement a trial of MicroSpring products meant to reduce FOG and biological oxygen demand (BOD) in the collection system and the WWTP.
- Coordinated with the WWTP and Lehigh University to collect samples for COVID-19 analysis.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			**Number of Permanent Positions**				#	**Salaries**	#	**Salaries**	#	**Salaries**
	TAMS	MIPP Coord/QC Coord	1	1	1	1	1	61,581	1	61,581	1	66,014
	TAMS	Plant Chemist	1	1	1	1	1	83,276	1	83,276	1	84,898
	TAMS	Lab Technician	1	1	1	1	1	63,271	1	63,271	1	70,742
		Total Positions	3	3	3	3	3	208,128	3	208,128	3	221,654
	TAMS	50% Allocated from 20012 Water Quality Manager						49,252		49,252		50,237
	TAMS	50% Allocated from 20012 Laboratory Technician						67,269		67,269		69,963
	TAMS	50% Allocated from 20012 Microbiologist						38,751		38,751		39,573
								363,400		363,400		381,427
Account Detail												
40001	SALARIES		335,384	294,845	322,559	295,529		359,950		359,950		377,777
40002	LONGEVITY		7,688	3,848	4,038	4,450		3,450		3,450		3,650
40003	OVERTIME		122	-	-	-		-		-		-
40004	TEMPORARY HELP		13,836	17,680	24,128	44,967		10,000		10,000		10,000
40005	HOLIDAY PAY		2,317	-	-	-		-		-		-
	Personnel		359,347	316,373	350,725	344,946		373,400		373,400		391,427
41014	OPERATING SUPPLIES		22,946	27,831	24,731	22,297		27,000		25,000		32,000
41016	UNIFORMS/SAFETY SHOES		600	463	569	650		1,000		750		1,000
41023	GASOLINE		1,211	1,351	1,716	1,345		2,000		1,200		2,000
	Materials & Supplies		24,757	29,645	27,016	24,292		30,000		26,950		35,000
42031	UNIFORM RENTAL		243	137	497	234		500		300		500
42033	TRAINING AND SAFETY		526	1,126	533	280		3,000		1,000		2,000
42055	PROFESSIONAL SERVICES		73,956	75,674	77,822	66,297		123,000		105,000		105,000
42060	OTHER EXPENSES		2,100	5,518	2,697	2,758		4,500		3,500		4,000
42064	EQUIPMENT MAINTENANCE		3,917	-	-	2,568		4,500		3,000		4,500
	Purchased Services		80,742	82,455	81,549	72,137		135,500		112,800		116,000
43099	EQUIPMENT		-	3,753	680	3,147		10,100		6,500		41,000
	Equipment		-	3,753	680	3,147		10,100		6,500		41,000
Total	WASTEWATER LABORATORY		464,846	432,226	459,970	444,522		549,000		519,650		583,427

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	10,000	TEMPORARY HELP
	10,000 -	PART TIME LAB INTERN FOR WATER AND WASTEWATER SPLIT 50/50 BETWEEN FUNDS.
41014	32,000	OPERATING SUPPLIES
	32,000 -	LABORATORY SUPPLIES FOR COMPLIANCE TESTING PROCESS CONTROL, QC SAMPLES, HAZARDOUS CHEMICAL DISPOSAL, MIPP TESTING AND SAMPLING.
41016	1,000	UNIFORMS/SAFETY SHOES
	1,000 -	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.
42055	105,000	PROFESSIONAL SERVICES
	105,000 -	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, WIMS DATABASE AND MISCELLANEOUS ITEMS CONTRACT
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
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	41,000	EQUIPMENT
	41,000 -	LABORATORY SAMPLE REFRIGERATOR ORION PH METER MILLIPORE FECAL INCUBATOR BOD INCUBATOR PH/AMMONIA METER FOUR-DIGIT BALANCE ISCO GLS PORTABLE SAMPLERS (2)

CITY OF BETHLEHEM
GOLF FUND
FUND ANALYSIS SUMMARY

	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers	2020 Actual & Estimated	2021 Proposed Budget
REVENUES:							
Operating Revenues							
33001 Golf Course Fees	843,275	781,757	669,762	724,751	760,000	750,000	750,000
33003 Golf Cart Rentals	330,096	311,667	269,167	351,341	325,000	335,000	350,000
33004 Golf Merchandise Sales	44,727	43,844	44,384	50,310	45,000	22,000	35,000
33006 Driving Range	97,949	100,312	101,825	126,513	115,000	165,000	140,000
33007 Restaurant	39,459	37,841	38,180	92,777	84,500	82,000	85,000
33009 Vending Commission	10,294	8,392	7,938	6,955	10,000	8,000	10,000
33011 Miscellaneous	267	1,188	9,415	12,184	2,500	9,500	5,000
33012 Golf Room Rental	-	-	3,200	3,600	3,000	14,150	3,000
33013 Sponsorships	-	-	-	40,000	20,000	20,000	20,000
33014 PA DCED Gaming Grant	-	-	-	75,000	-	-	-
Total Operating Revenues	1,366,067	1,285,001	1,143,871	1,483,431	1,365,000	1,405,650	1,398,000
Other Operating Revenues							
33101 2018 Loan Proceeds	-	-	100,000	1,654,266	752,412	752,412	-
Total Other Operating Revenues	-	-	100,000	1,654,266	752,412	752,412	-
Investment Interest							
30850 Investment Interest	-	-	-	7,519	-	2,500	-
Total Investment Interest	-	-	-	7,519	-	2,500	-
TOTAL GOLF FUND REVENUES	**1,366,067**	**1,285,001**	**1,243,871**	**3,145,216**	**2,117,412**	**2,160,562**	**1,398,000**
EXPENDITURES BY CATEGORY:							
Personnel Costs	567,587	565,730	566,250	498,259	532,996	524,446	526,829
Materials & Supplies	118,816	135,840	151,709	157,713	163,400	158,250	200,450
Purchased Services	800,609	720,124	725,129	625,921	668,604	658,132	670,721
Equipment	1,119	3,500	27,600	1,045,872	752,412	752,412	-
TOTAL GOLF FUND EXPENDITURES	**1,488,131**	**1,425,194**	**1,470,688**	**2,327,765**	**2,117,412**	**2,093,240**	**1,398,000**

BUREAU DETAIL

Bureau: Golf Course **No:** 004A **Department:** Golf Course **No:** 004A

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.

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:

- 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

			2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Golf Course Superintend	1	1	1	1	1	91,538	1	91,538	1	78,229
	TAMS	Golf Clubhouse Manager	1	1	1	1	1	67,514	1	67,514	1	68,946
	TAMS	Assistant Manager	1	1	1	-	-	-	-	-	-	-
	SEIU	Golf Course Lead Tech	1	1	1	1	1	72,199	1	72,199	1	73,714
	SEIU	Maintenance Worker III	-	-	-	1	1	53,945	1	53,945	1	57,490
	SEIU	Maintenance Worker II	3	3	3	-	-	-	-	-	-	-
	SEIU	Maintenance Worker I	1	1	1	-	-	-	-	-	-	-
		Total Positions	8	8	8	4	4	285,196	4	285,196	4	278,379
Account Detail												
40001	SALARIES		401,981	414,805	390,769	259,973	280,396		280,396		275,479	
40002	LONGEVITY		10,160	8,170	8,645	6,000	4,800		4,800		2,900	
40003	OVERTIME		32,123	32,165	23,668	17,988	20,000		18,000		20,000	
400047	MAINTENANCE-TEMP HELP		26,246	24,075	48,632	97,112	115,000		110,000		94,000	
400048	GOLF OPS.-TEMP HELP		93,016	82,298	91,279	116,598	111,000		110,000		133,000	
40005	HOLIDAY PAY		2,952	3,134	2,515	271	1,000		900		1,000	
40006	DIFFERENTIAL PAY		355	419	326	122	300		150		200	
40008	MEAL REIMBURSEMENT		754	664	416	195	500		200		250	
	Personnel		567,587	565,730	566,250	498,259	532,996		524,446		526,829	
41014	OPERATING SUPPLIES		67,654	79,729	96,047	101,173	115,000		115,000		153,450	
41016	UNIFORMS/SAFETY SHOES		403	1,288	1,140	852	2,000		1,250		2,000	
41017	SMALL TOOLS		521	1,973	827	2,278	1,750		1,000		-	
41020	GOLF MERCHANDISE		27,092	29,523	28,553	30,383	20,650		20,000		20,000	
41023	GASOLINE		23,146	23,327	25,142	23,027	24,000		21,000		25,000	
	Materials & Supplies		118,816	135,840	151,709	157,713	163,400		158,250		200,450	
42040	ADVERTISING AND PRINTING		3,983	8,392	6,556	206	1,000		250		-	
42044	ELECTRIC		23,602	22,978	16,764	17,517	20,000		19,500		20,000	
42045	GAS		8,252	11,612	14,085	15,042	17,000		15,500		15,000	
42047	DEPARTMENT CONTRACTS		116,718	98,316	108,211	35,175	31,600		31,000		38,400	
42048	BANK SERVICE CHARGE		20,888	19,843	17,501	18,756	23,000		23,000		22,000	
420481	BANK DISCOUNT		-	-	-	-	500		250		-	
42049	REFUNDS		-	-	-	-	500		250		-	
42054	RENTALS		883	736	2,043	1,166	1,500		1,500		1,500	
42055	PROFESSIONAL SERVICES		2,690	2,700	3,096	2,600	4,500		3,500		4,500	
42060	OTHER EXPENSES		10,186	9,542	8,129	5,248	12,000		10,000		10,500	
42061	ST LUKES SPONSORSHIP		-	-	-	38,323	20,000		20,000		20,000	
42064	EQUIPMENT MAINTENANCE		21,350	27,502	28,433	28,043	31,000		30,000		35,000	
42065	PLANT MAINTENANCE		17,101	17,359	18,517	26,402	25,000		22,500		19,000	
42075	PENSIONS-PMRS MMO		163,044	163,044	163,044	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	
42085	MEDICAL INSURANCE		136,090	136,090	136,090	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	43,850	44,500	40,000	41,000		41,000		42,000	
42090	UNFORESEEN CONTINGENCY		-	-	-	-	122		-		214	
42091	BOND REDEMPTION		71,000	-	-	65,000	65,000		65,000		70,000	
42092	COUPON INTEREST		2,812	-	-	17,761	60,200		60,200		57,925	
	Purchased Services		800,609	720,124	725,129	625,921	668,604		658,132		670,721	
43099	EQUIPMENT		1,119	3,500	-	75,884	-		-		-	
43099004	CAPITAL PROJECTS - LTD		-	-	27,600	969,988	752,412		752,412		-	
	Equipment		1,119	3,500	27,600	1,045,872	752,412		752,412		-	
Total	GOLF COURSE		1,488,131	1,425,194	1,470,688	2,327,765	2,117,412		2,093,240		1,398,000	

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

2021 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	94,000	MAINTENANCE--TEMP. HELP
		ASSIST WITH THE DAILY OPERATION OF BOTH GOLF COURSES:
		94,000 - SEASONAL GOLF LABORERS
400048	133,000	GOLF OPS. - TEMP. HELP
		133,000 - ASSIST WITH THE DAILY OPERATION OF BOTH GOLF COURSES:
		GENERAL MANAGER
		STARTERS
		CASHIERS
		RANGERS
		CART ATTENDANTS AND BALL PICKERS
40005	1,000	HOLIDAY PAY
		1,000 - 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	153,450	OPERATING SUPPLIES
		5,000 - DRIVING RANGE BALLS
		950 - PRO SHOP SUPPLIES
		2,500 - JANITORIAL SUPPLIES
		7,000 - GRASS SEED
		115,000 - 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	25,000	GASOLINE

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		25,000 - BASED ON ESTIMATED USAGE
42044	20,000	ELECTRIC
		20,000 - BASED ON ESTIMATED USAGE
42045	15,000	GAS
		15,000 - BASED ON ESTIMATED USAGE
42047	38,400	DEPARTMENT CONTRACTS
		9,000 - MAINTENANCE AGREEMENT FOR 72 GOLF CARTS
		400 - INTERNET WEBSITE
		400 - FORE RESERVATIONS SOFTWARE/COMPUTER UPGRADES
		3,500 - PORT-A-JOHN RENTALS
		2,000 - ALARM MONITORING
		3,100 - GPS SERVICE PLAN IRRIGATION COMPUTER
		15,000 - AERATION - GREENS AND FAIRWAYS
		5,000 - IRRIGATION START UP AND REPAIR
42048	22,000	BANK SERVICE CHARGE
		22,000 - 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	10,500	OTHER EXPENSES
		1,000 - PESTICIDE UPDATE TRAINING
		1,000 - MEMBERSHIP GCSAA,PTGA,PGA,PGSA
		700 - TURFGRASS MEETINGS
		7,250 - CONCESSION FEES
		550 - MISCELLANEOUS EXPENSES
42061	20,000	ST LUKES SPONSORSHIP
		20,000 - SPONSORSHIP AGREEMENT WITH ST LUKE'S HOSPITAL.
42064	35,000	EQUIPMENT MAINTENANCE
		35,000 - 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	19,000	PLANT MAINTENANCE
		9,000 - TOP DRESSING TO FILL AERATION HOLES
		2,000 - IRRIGATION SUPPLIES
		2,000 - MATS FOR DRIVING RANGE
		1,000 - TREE PLANTING, CARE AND ANNUAL FLOWERS
		500 - DIVOT MIX
		2,000 - SAND & DRAINAGE MATERIALS FOR BUNKERS
		2,500 - MISC. MAINTENANCE SUPPLIES, PAINT, LUMBER, ETC.

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
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
		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	214	UNFORESEEN CONTINGENCY
		214 - GOLF CONTINGENCY
42091	70,000	BOND REDEMPTION
		70,000 - PRINCIPAL PAYMENT ON LONG-TERM DEBT
42092	57,925	COUPON INTEREST
		57,925 - INTEREST PAYMENT ON LONG-TERM DEBT

Schedule of Payment of Note Indebtedness

	Series of 2018		
	Principal	Interest	Total
2021	70,000	57,925	127,925
2022	70,000	55,475	125,475
2023	70,000	53,025	123,025
2024	75,000	50,575	125,575
2025	80,000	47,950	127,950
2026	80,000	45,150	125,150
2027	85,000	42,350	127,350
2028	85,000	39,375	124,375
2029	90,000	36,400	126,400
2030	90,000	33,250	123,250
2031	95,000	30,100	125,100
2032	100,000	26,775	126,775
2033	100,000	23,275	123,275
2034	105,000	19,775	124,775
2035	110,000	16,100	126,100
2036	115,000	12,250	127,250
2037	115,000	8,225	123,225
2038	120,000	4,200	124,200
	1,655,000	602,175	2,257,175

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CITY OF BETHLEHEM
LIQUID FUELS FUND
FUND ANALYSIS SUMMARY

	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers	2020 Actual & Estimated	2021 Proposed Budget
REVENUES:							
Operating Revenues							
34002 State Allocation	1,939,278	2,026,656	2,128,809	2,172,224	2,120,581	2,120,581	1,911,848
34004 Maintenance Turnback	8,840	8,840	8,840	8,840	8,840	8,840	8,840
308901 Cash Balance	-	-	-	-	1,060,615	1,060,615	419,000
Total Operating Revenues	1,948,118	2,035,496	2,137,649	2,181,064	3,190,036	3,190,036	2,339,688
Investment Interest							
30850 Investment Interest	2,353	8,158	23,877	28,169	-	-	-
Total Investment Interest	2,353	8,158	23,877	28,169	-	-	-
TOTAL LIQUID FUELS FUND REVENUES	**1,950,471**	**2,043,654**	**2,161,526**	**2,209,233**	**3,190,036**	**3,190,036**	**2,339,688**
EXPENDITURES:							
Liquid Fuels	1,833,146	1,458,141	2,145,507	2,233,363	3,190,036	2,593,622	2,339,688
TOTAL LIQUID FUELS FUND EXPENDITURES	**1,833,146**	**1,458,141**	**2,145,507**	**2,233,363**	**3,190,036**	**2,593,622**	**2,339,688**

BUREAU DETAIL

Bureau: Liquid Fuels **No:** 005A **Department:** Liquid Fuels **No:** 005A

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.

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.

Prior Year Achievements:

- 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 2019 leaf collection operation.
- Maintained storm sewers – cleaning and flushing of over 200 basins throughout the City.
- Improved brine operation by using a deicing additive (GEOMELT 55 BEET JUICE).
- Acquired additional leaf loader to improve our leaf collection program.
- Acquired tact machine to continue to improve our paving program and road maintenance.
- Installed two (2) 5000 gallon holding tanks to save money on deicing additives, by buying in bulk loads.
- New small paver added to Road Maintenance Program to increase patching repairs made on roadways.
- 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.
- 2020 – pothole truck was able to fill approximately 70 pot holes per day which reduced response time average – 8,400 per season.
- New pole barn installed over brine tanks to keep tanks heated so lines will not freeze during winter operations.
- 2020 In-House Paving Program-placed 8,764 tons of macadam, paved 23,135 feet of roadway, which equates to 4.38 road miles/13.14 land miles.
- 2019 Road Maintenance Repairs-placed 2,407 tons of macadam, 24,839 feet scratched, which equates to 2.5 road miles/4.7 lanes miles.
- Completed stormwater improvements at Stanford Road and Broad Street.
- 2020 – Purchased new wood/tree chipper to cut overtime and costs.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
		-	-	-	-	-	-	-		-	
	Total Positions	-	-	-	-	-	-	-		-	
Account Detail											
55001	SNOW AND ICE REMOVAL	171,445	132,825	149,324	169,271	185,000		100,000		185,000	
55003	ROAD MAINTENANCE	389,956	401,042	393,643	390,471	400,000		400,000		400,000	
55004	SNOW REMOVAL OPER SUPPLY	92,897	181,919	364,733	226,861	300,000		150,000		300,000	
55005	ROAD MAINT OPER SUPPLIES	130,739	114,936	154,208	194,339	150,000		100,000		150,000	
55007	HAND TOOLS	3,226	3,296	4,241	4,385	5,000		4,500		5,000	
55008	REPAIRS TOOLS & MACHINERY	108,105	131,781	94,792	125,543	130,000		120,000		130,000	
55011	CURB RAMPS	10,000	-	20,000	-	10,000		10,000		10,000	
55014	CONTRACT SNOW REMOVAL	143,262	-	-	-	100		-		100	
55016	STREET OVERLAYS	444,815	169,646	658,518	450,512	1,010,166		950,000		729,744	
55017	STANFORD ROAD - SS EXT	-	-	-	99,652	-		-		-	
55022	STREET SIGNS	6,858	9,522	10,059	9,521	13,000		12,500		13,000	
55023	EAST BLVD SS IMPROVEMENT	-	-	-	-	234,000		-		-	
55031	LINDEN ST SS REPLACEMENT	-	-	-	-	96,122		96,122		-	
55046	W BROAD ST SS IMPROVEMENT	-	-	-	-	200,000		200,000		-	
55047	BROAD & MAIN TRAFFIC SIGNAL	-	-	-	50,000	-		-		-	
55050	BANK SERVICE CHARGES	-	-	-	-	500		500		500	
55099	EQUIPMENT	331,843	313,174	295,989	512,808	456,148		450,000		416,344	
Total	LIQUID FUELS	1,833,146	1,458,141	2,145,507	2,233,363	3,190,036		2,593,622		2,339,688	

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

2021 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 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. THE AMOUNT SHOWN WILL NOT PROVIDE FOR SUCH WORK BUT IS ONLY THERE TO KEEP THE LINE ITEM OPEN FOR QUICK

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		TRANSFER OF FUNDS WHEN AND IF NEEDED.
55016	729,744	STREET OVERLAYS
		729,744 - ACCOUNT TO COVER THE COST OF BLACK TOP MATERIALS FOR IN-HOUSE PAVING AND POSSIBLE CONTRACTED STREET OVERLAYS.
55022	13,000	STREET SIGNS
		13,000 - THIS BUDGET ITEM IS PRIMARILY TO COVER ANNUAL REPLACEMENT AND MAINTENANCE OF STREET SIGNS. INCLUDING DOWNTOWN HISTORIC BETHLEHEM STREET SIGNS.
55050	500	BANK SERVICE CHARGES
		500 - CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNTING FEES.
55099	416,344	EQUIPMENT
		350,344 - 2021 AQUATECH COMBINATION SEWER CLEANING VAC TRUCK. THIS IS TO REPLACE UNIT 154 A 2010 VAC ALL EXTRACTION TRUCK THAT IS UNDERSIZED, THIS UNIT IS USED TO CLEAN OUT ALL BASINS AND FOR SINK HOLE REPAIR THROUGHOUT THE CITY.
		43,000 - 2021 GMC PICK UP. THIS UNIT IS TO REPLACE UNIT 150 A 2011 SUV USED FOR PAVING AND PLOWING OPERATIONS.
		23,000 - 2021 SULLIVAN AIR COMPRESSOR. THIS IS TO REPLACE UNIT 714 A 1993 INGERSOLL RAND COMPRESSOR THAT IS USED IN REPAIRING AND PREPPING PAVING JOBS.

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CITY OF BETHLEHEM
NON-UTILITY CAPITAL FUND
FUND ANALYSIS SUMMARY

		2021 Proposed Budget
REVENUES:		
Operating Revenues		
308901	Cash Balance	3,087,415
35006	Escrow	289,012
35008	2015 Bond	189,004
35011	Recreation Fac Fund	189,545
35017	2019 Bond	3,296,938
35023	2013 Bond	267,069
35024	Signage Contribution	182,335
35026	DCNR - Memorial Pool Complex	513,594
35027	PENNDOT - New Street	80,000
35029	LSA Gaming Grant	122,609
35033	2017 Bond	906,410
35059	Lehigh - New Street 3rd to 4th	335,954
35060	NC CIPP Grant - New Street	60,000
35061	NC Open Space Initiative	241,986
35074	DCNR - Greenway Plaza	100,000
35080	DCNR - Greenway to Saucon Park	420,300
35081	DCNR - Monocacy Way Trail	282,916
35083	Multimodal - S New Street	1,000,000
35098	Blighted Property Proceeds	400,000
35111	CRIZ - New Street	50,000
35112	PA Grant - Rose Garden	100,000
35113	NC - Pedestrian Bridge	60,000
35114	DCNR - Pedestrian Bridge	40,000
35116	Multimodal - S Bethlehem Connections	500,000
TOTAL NON-UTILITY CAPITAL FUND REVENUES		**12,715,087**
EXPENDITURES BY BUDGET UNIT:		
62013	2013 Bond	267,069
62015	2015 Bond	189,004
62017	2017 Bond	906,410
62019	2019 Bond	3,296,938
69999	Other Revenue	8,055,666
TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES		**12,715,087**
EXPENDITURES BY CATEGORY:		
	Public Safety	222,609
	Public Works	10,975,639
	Recreation	713,066
	Administration	78,773
	Community & Economic Development	725,000
TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES		**12,715,087**

CITY OF BETHLEHEM
2021 NON-UTILITY CAPITAL IMPROVEMENT PLAN

	2019 Bond	2017 Bond	2015 Bond	2013 Bond	Fed, State & Local Grants	Recreation Fees	Cash Reserves	Other Funds	Total
Public Safety									
Police Equipment					122,609				122,609
Self-Contained Breathing Apparatus							100,000		100,000
Total Public Safety	**-**	**-**	**-**	**-**	**122,609**	**-**	**100,000**	**-**	**222,609**
Public Works - Traffic									
Isolated Intersections	280,596	468							281,064
Traffic Safety Improvements	51,134								51,134
Total Public Works - Traffic	**331,730**	**468**	**-**	**-**	**-**	**-**	**-**	**-**	**332,198**
Public Works - Streets									
South Bethlehem Connections					500,000				500,000
South New St - Streetscape Improvements					1,525,954			25,000	1,550,954
Street Overlays	240,565						420,000	1,070,000	1,730,565
Total Public Works - Streets	**240,565**	**-**	**-**	**-**	**2,025,954**	**-**	**420,000**	**1,095,000**	**3,781,519**
Public Works - Storm Sewers									
Linden St Storm Sewer Upgrade/Replace			153,700					96,122	249,822
Miscellaneous Drainage Structure	74,287	50,474							124,761
Storm Water Pollution & Flood Prevention							142,415		142,415
Total Public Works - Storm Sewers	**74,287**	**50,474**	**153,700**	**-**	**-**	**-**	**142,415**	**96,122**	**516,998**
Public Works - Facilities									
Chiller Replacement							180,000		180,000
City Center Improvement		23,548		10,309					33,857
City Hall Garage Floor Repair	200,000						200,000		400,000
City Hall Garage Structural Concrete Repair	179,500								179,500
Facilities Capital Improvements	778,125								778,125
Fan Coil Replacement	180,000								180,000
Library Exterior Column Repair	200,000						200,000		400,000
Mechanical System Upgrade		84,894							84,894
Police Forensics & DUI Heat Pump System	80,000								80,000
Rodgers St Facility Replacement	200,000						1,500,000		1,700,000
Total Public Works - Facilities	**1,817,625**	**108,442**	**-**	**10,309**	**-**	**-**	**2,080,000**	**-**	**4,016,376**
Public Works - Grounds									
Greenway - Plaza Development					100,000				100,000
Greenway/Saucon Park Ball Fields Connect				256,760	420,300	150,000			827,060
Grounds Capital Improvement Plan	388,958	21,509						262,404	672,871
Monocacy Way Trail					524,902				524,902
Rose Garden Improvements	50,000				100,000	39,545			189,545
South Bethlehem Greenway		75,000							75,000
Total Public Works - Grounds	**438,958**	**96,509**	**-**	**256,760**	**1,145,202**	**189,545**	**-**	**262,404**	**2,389,378**
Public Works - Other Projects									
Animal Shelter					134,012				134,012
Bridge Repairs	140,000	132,668	35,304						307,972
Citywide Wayfinding Signage		100,000			182,335				282,335
Fueling Tank Upgrade & Replacement		30,000					305,000		335,000
Pedestrian Bridge Feasability Study					100,000		40,000		140,000
Tree Replacement					155,000				155,000
W. Broad St Lighting-3rd Ave to 5th Ave		38,377							38,377
Total Public Works - Other Projects	**140,000**	**301,045**	**35,304**	**-**	**571,347**	**-**	**345,000**	**-**	**1,392,696**
Recreation									
General Pool Improvement	75,000	3,496							78,496
Memorial Pool Complex Improvements		19,724			513,594				533,318
Municipal Ice Rink	100,000	1,252							101,252
Total Recreation	**175,000**	**24,472**	**-**	**-**	**513,594**	**-**	**-**	**-**	**713,066**
Administration									
IT Improvement Plan	78,773								78,773
Total Administration	**78,773**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**78,773**
Community & Economic Development									
Blighted Property Acquistion		325,000			400,000			5,000	730,000
Total Community & Economic Development	**-**	**325,000**	**-**	**-**	**400,000**	**-**	**-**	**5,000**	**730,000**
Total Non-Utility Capital (Net Other Funds)	**3,296,938**	**906,410**	**189,004**	**267,069**	**4,778,706**	**189,545**	**3,087,415**		**12,715,087**

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PUBLIC SAFETY

Police Equipment — $122,609

Under the 2019 Local Share Account Gaming Grant, the Police Department was awarded 2 grants. First, $108,737 was awarded to purchase portable commercial vehicle scales, PC interface and transport/storage vehicle (purchased in 2020). The second award of $51,564 is to fund the purchase of a FARO 3D laser scanner.

Funding Source:

Local Share Gaming Grant	122,609	69999-66061

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	69999-66061

PUBLIC WORKS – TRAFFIC

Isolated Intersections — $281,064

Install new or upgrade existing signals at various locations. Each intersection costs between $215,000 to $230,000. 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 included Linden & Goepp Streets, Goepp & Main Streets, New & Market Streets, North & Main Streets,Center & Church Streets, Center & Market Streets and Walnut & New Streets etc. Design work for the upgrading of the traffic signals at the intersections of Linden Street & Elizabeth Avenue and Broad and Linden Streets were completed in 2019 and construction took place in 2020. Design for the intersections of Linden & Goepp Streets and Goepp & Main Streets will begin in 2021, with construction to follow in 2022 depending on funding.

Funding Source:

2019 Bond	280,596	62019-66002
2017 Bond	468	62017-66002
	281,064	

Traffic Safety Improvements — $51,134

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	51,134	62019-66003

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PUBLIC WORKS – STREETS

South Bethlehem Connections — $500,000

The City received a grant for streetscape improvements to South New Street from 3rd Street to Farrington Square. The conceptual design and public input meetings took place in 2018. Design was completed in 2020 with construction in 2021. The work will also include improvements required as part of the turnback of the section of road between 3rd and 4th Streets from PennDOT, as well as a unique bus shelter/gathering place located at the Greenway and New Street.

Funding Source:

State	500,000	69999-66062

South New Street – Streetscape Improvements — $1,525,954

The City received a grant for streetscape improvements to South New Street from 3rd Street to Farrington Square. The conceptual design and public input meetings took place in 2018. Design will be completed in 2020 with construction in 2021. The work will also include improvements required as part of the turnback of the section of road between 3rd and 4th 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
Other (Multimodal Grant)	1,000,000	69999-66080
Lehigh University	335,954	69999-66080
CRIZ	50,000	69999-66080
Northampton County	60,000	69999-66080
CDBG	25,000	
	1,550,954	

Street Overlays — $660,565

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 would require between $2,000,000 and $3,000,000 in annual expenditures. CDBG funding includes ADA curb ramps.

Funding Source:

2019 Bond	240,565	62019-66058
Cash Reserves	420,000	69999-66058
Liquid Fuels	350,000	
CDBG	720,000	
	1,730,565	

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PUBLIC WORKS – STORM SEWERS

Linden Street Storm Sewer Upgrade/Replacement — $153,700

Replacement of the existing storm water system providing service to Linden Street between East Boulevard and Santee Mill Road. This system is comprised of the original CMP installed by PennDOT in conjunction with the roadway, which is severely corroded and beginning to collapse in some areas. Since most of this system exists underneath Linden Street, roadway collapse has been a concern and has already occurred in areas along this trunk line. This system will continue to cause problems, specifically reduced service capacity and roadway collapse due to pipe failure, unless addressed and replaced within the next few years. This project will be done in phases due to funding constraints. Phase I will begin on the east side of Linden Street approximately 500' south of East Boulevard and continue north to a point 250' north of East Blvd. Phase II will begin where Phase I ends and cross over to the west side of Linden Street. From there the work continues 1150' north ending at the northwest intersection of Santee Mill Road. Phase I was completed in 2014 and Phase II (final) was completed in 2015 Phase III (final) was designed in-house, permitted, bid and awarded in 2018 and construction was to be completed in 2019. Delays occurred due to conflict with PPL poles that PPL failed to identify during the design phase. Due to the extent of the delays, it was mutually agreed upon that the current contract would be cancelled and the project rebid. A Settlement and Mutual Release Agreement was executed with the current contractor.

Funding Source:

2015 Bond	153,700	62015-66177
Liquid Fuels	96,122	
	249,822	

Miscellaneous Drainage Structures — $124,761

These funds are used to make repairs to catch basins, headwalls, culverts, pipes, etc. throughout the City's extensive storm sewer system. We will also replace storm sewer at Santee Mill Road ($12,000). The Santee Mill Road project is for the replacement of a deteriorated section of pipe.

Funding Source:

2017 Bond	50,474	62017-66047
2019 Bond	74,287	62019-66047
	124,761	

Storm Water Pollution & Flood Prevention Program — $142,415

This is for the implementation of a storm water pollution and flood prevention plan. A fee will be implemented to property owners to fund all storm water capital improvements, storm sewer maintenance, MS-4 program requirements, and storm water system improvements. Projects may include storm water pollutant reduction, which could consist of detention basin restoration and water quality improvements as well as stream bank restoration, and other BMP installations.

Funding Source:

Cash Reserves	142,415	69999-66046

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PUBLIC WORKS – FACILITIES

Chiller Replacement — $180,000

City Hall is served by two 230 ton chillers. The chillers utilize R-22 refrigerant and were installed in 1998. R-22 is being phased out and will not be available in the future. Both chillers have needed repairs in the recent past and chiller #2 had a re-gasketing and refrigerant fill in 2017 due to leakage. Chiller #1 will be replaced with a quieter, more energy efficient chiller that uses environmentally friendly refrigerant.

Funding Source:

Cash Reserves	180,000	69999-66051

City Center Improvement — $33,857

Funding to support already identified and unexpected major necessary capital improvements to the City Center over the 2-year bond issue. Currently identified improvements include exterior improvements to sidewalks and steps, railings, landscaping, new windows on ground floor for the Police Department, HVAC component replacements, building security upgrades, replacement of asbestos floor tiles, and replacement of pavers on the plaza. This account will be combined with and funded through the Facilities Capital Improvement Plan in the future. It is included in 2021 to account for existing carryover funds remaining.

Funding Source:

2013 Bond	10,309	62013-66022
2017 Bond	23,548	62017-66022
	33,857	

City Hall Garage Floor Repair — $400,000

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 resulting in various degrees of roughness and tripping hazard. This will be a phased project to address the deterioration, beginning with the worst areas.

Funding Source:

2019 Bond	200,000	62019-66025
Cash Reserves	200,000	69999-66025
	400,000	

City Hall Garage Structural Concrete Repair — $179,500

The concrete beam in the City Hall 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.

Funding Source:

2019 Bond	179,500	62019-66018

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Facilities Capital Improvements — $778,125

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, City Hall bathroom fixture replacement, 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, building security upgrades, replacement of asbestos floor tiles, 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 the installation of emergency generators at several north-side Fire Stations, replacing/upgrading heating/cooling/ventilation systems, paving, replacement of doors/windows, other facility interior/exterior improvements and renovations, and purchases for living areas. 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 Source:

2019 Bond	778,125	62019-660999

Fan Coil Replacements — $180,000

This project is to finish the replacement of fan coil units on the second and third floors of the Public Safety Building. The fan coils in the Administration Building and parts of the Public Safety Building were completed previously. This will complete the upgrades for the City Hall Complex.

Funding Source:

2019 Bond	180,000	62019-66014

Library Exterior Column Repair — $400,000

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 need. Some repairs (4-5 columns) should be done as soon as possible and funding from City Center Improvements will be utilized.

Funding Source:

2019 Bond	200,000	62019-66017
Cash Reserves	200,000	69999-66017
	400,000	

Mechanical System Upgrades — $84,894

Continue updating of mechanical systems to improve reliability and energy efficiency of systems/facilities not covered under the Energy Savings Performance Contract. Critical initiatives include replacement of fan coil units in Building A and connecting to new energy management system and phase in the upgrade of the City Center elevators (parts are no longer available for existing elevators). Other projects may include replace HVAC, refurbish/modernize chillers, air handlers, heat exchangers, cooling towers, pumps, boilers, pneumatic controls, air filters, condenser/water pumps/motors at City-owned facilities. This account will be combined with and funded through the Facilities capital Improvement Plan in the future. It is included in 2021 to account for existing carryover funds remaining.

Funding Source:

2017 Bond	84,894	62017-66013

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

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

Rodgers Street Facility Replacement — $1,700,000

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. Due primarily to much higher than expected costs for asbestos abatement and demolition of the existing structure along with higher costs for the building itself, this project had to be postponed and re-budgeted for 2021. Also contributing to the re-budgeting and postponing of the project were delays due to the COVID-19 pandemic. The total project cost increased by $800K, $200K of which is coming from Facilities Capital and $600K from Cash Reserves.

Funding Source:

Cash Reserves	1,500,000	69999-66048
2019 Bond	200,000	62019-66048
	1,700,000	

PUBLIC WORKS – GROUNDS

Greenway – Plaza Development — $100,000

Grant funds were received for an additional plaza area along the greenway. It will be an active area for children located behind Holy Infancy School and Boys & Girls Club. Due to the closure of Holy Infancy School and Boys & Girls Club, alternate locations are being considered for this funding.

Funding Source:

State	100,000	69999-66176

Greenway/Saucon Park Ball Fields Connection — $827,060

This project provides for a connection of the Greenway to the ball fields at the north end of Saucon Park off of Millside Drive, along with storm water improvements. Design and permitting were completed in 2018. The project will be bid and constructed in 2020. Design changes were necessary to accommodate future plans of Lehigh Valley Rail Management on the adjacent property.

Funding Source:

2013 Bond	256,760	62013-66163
State	420,300	69999-66163
Recreation Fees	150,000	69999-66163
	827,060	

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Grounds Capital Improvement Plan — $410,467

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, playground equipment, fencing, lighting, signage, parking lot improvements, sidewalk replacements, pathway improvements, pavilion improvements, parks buildings, and equipment.

Funding Source:

2017 Bond	21,509	62017-66090
2019 Bond	388,958	62019-66090
CDBG	262,404	
	672,871	

Monocacy Way Trail — $524,903

Improvements and expansion of Monocacy Way from Schoenersville Road to Illick's Mill Road to include expanding the trail to 8 feet, connecting the trail to the Memorial Pool Complex, landscaping, signage, ADA improvements, and other amenities.

Funding Source:

NC Open Space	241,987	69999-66091
DCNR Grant	282,916	69999-66091
	524,903	

Rose Garden Improvements — $189,545

A design of various improvements to the Rose Garden has been completed. A grant and matching City funds will be used for this work which includes pathway improvements, new trees, new amenities, and additional plantings and trees. This work is anticipated to take place in 2020.

Funding Source:

2019 Bond	50,000	62019-66053
State	100,000	69999-66053
Recreation Fees	39,545	69999-66053
	189,545	

South Bethlehem Greenway — $75,000

Continue design and construction of a linear park with various amenities along the greenway such as extension of the trail southward to Saucon Park. Phase 4 design and permitting was completed in 2016. Construction began in 2016 and was completed in 2017. There will be ongoing projects and amenities for the Greenway development.

Funding Source:

2017 Bond	75,000	62017-66117

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PUBLIC WORKS – OTHER PROJECTS

Animals Shelter — $134,012

Pennsylvania state law requires municipal and state police officers and state dog wardens to "seize and detain any dog which is found running at large, either upon the public streets or highways of the Commonwealth, or upon the property of a person other than the owner of the dog, and unaccompanied by the owner or keeper." Until a few years ago, most municipalities took their stray dogs to nearby private animal shelters at little or no cost, even though shelters were under no legal obligation to accept them. In 2012, the Center for Animal Health and Welfare, Northampton County's animal shelter, became a no-kill facility and terminated contracts with local municipalities for stray dog services. After multiple attempts to improve the current system, it appears that building a facility in Bethlehem to hold stray dogs is the best solution. A City-owned kennel would eliminate fees currently paid to shelters, decrease the time officers spend locating and traveling to shelters and bring the City into compliance as a licensed kennel. The City will construct this facility in the old water control room in the City Garage utilizing pre-fabricated approved kennels with the capacity to hold 10 dogs. The design contract is being prepared and design is anticipated to begin shortly with construction anticipated to begin by the 2nd half of 2020.

Funding Source:

Escrow	134,012	69999-66196

Bridge Repairs — $307,972

The project is for repair of nine (9) bridges the City is responsible for maintaining. Two of our bridges are going through the design process to be repaired in the near future (South Main Street and Main Street Ramp). The City most recently completed repair and replacement work on Lynn Avenue, High Street, and Fire Lane in 2017 and early 2018. 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. Repairs to 8th Avenue over NS RR, Main Street over the Monocacy Creek, the Main Street ramp, and other improvements are anticipated in the near future.

Funding Source:

2015 Bond	35,304	62015-66067
2017 Bond	132,668	62017-66067
2019 Bond	140,000	62019-66067
	307,972	

Citywide Wayfinding Signage — $282,335

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 2017 and Phase II is currently in design. Additional funds are needed to complete installation of the overall project and replace and enhance the program as the project progresses. 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	182,335	69999-66033
	282,335	

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Fueling Tank Upgrade and Replacement — $335,000

The unleaded gasoline tank at the Municipal Garage has corroded and is unusable. The diesel fuel tank is of similar age and construction. Both tanks must be replaced. In addition, the associated piping, pumps, valves, and dispensers will also be replaced. PADEP permitting will be required for this work. Due to tank manufacturing delays caused by COVID-19, tank delivery time has been extended from the typical 10-12 weeks to 16 plus weeks. This would put the tank installation into early winter and interfere with our winter operations. Therefore, we are pushing the installation to early 2021. This will require some additional funds for tank storage fees as well as minor prevailing wage increase.

Funding Source:

2017 Bond	30,000	62017-66060
Cash Reserves	305,000	69999-66060
	335,000	

Pedestrian Bridge Feasibility Study — $140,000

Funds to be used towards a pedestrian bridge feasibility study.

Funding Source:

Cash Reserves	40,000	69999-66026
Northampton County	60,000	69999-66026
DCNR Grant	40,000	69999-66026
	140,000	

Tree Replacement — $155,000

This ongoing program provides for the installation of trees in parks or on public streets as needs arise throughout the City. The tree installations are coordinated with other capital projects and with other community development goals and objectives.

Funding Source:

Escrow	155,000	69999-66040

W. Broad Street Lighting – 3rd Ave. to 4th 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 3rd Avenue to 4th Avenue (application was for 3rd Avenue to 8th Avenue, but award of grant was not in full and project was scaled back). This is a continuation of previous work from 1st Avenue to 3rd 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

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Recreation

General Pool Improvement — $78,496

Improvements/renovations will be allocated to pools, bathhouses, filter systems and related buildings based on analysis of the Park and Pool Study of 2017. Other unforeseen repairs/improvements to facilities/equipment to extend the life of a capital asset. Previously issued Bond money was used for this item in 2020.

Funding Source:

2017 Bond	3,496	62017-66019
2019 Bond	75,000	62019-66019
	78,496	

Memorial Pool Complex Improvements — $533,318

The City completed a Master Plan and Feasibility Study for the substantial upgrade and improvement of this pool complex. A contract has been awarded to URDC for design of the improvements, preparation of plans and specifications, permitting, bidding and construction phase services for the new Memorial Pool Complex. New facilities include three pools, a renovated bathhouse, and related site work. Construction began in 2019 and should be completed in 2020.

Funding Source:

2017 Bond	19,724	62017-66197
DCED/DCNR	513,594	69999-66197
	533,318	

Municipal Ice Rink — $101,252

Improvements/emergency repairs/ purchases of equipment as needed for operations and capital upgrades to extend the life of a capital asset. Improvements include upgrades to locker rooms, additional storage space, and reconfiguring interior space for current operations. Need to address the ventilation and condensation problems. Future plan to include purchase of a new Zamboni.

Funding Source:

2017 Bond	1,252	62017-66028
2019 Bond	100,000	62019-66028
	101,252	

ADMINISTRATION

IT Improvement Plan — $78,773

Virtual Cloud Hardware Upgrade/Replacement

Some of the network/server equipment and licenses used on a daily basis to support the City's workforce are becoming end of life/not supported any more. We will replace or upgrade any of these to continue to provide a safe and secure network environment for City employees to conduct business.

Funding Source:

2019 Bond	78,773	62019-66169

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

COMMUNITY & ECONOMIC DEVELOPMENT

Blighted Property Acquisition — $725,000

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	325,000	62017-66159
Blighted Property Proceeds	400,000	69999-66159
CDBG	5,000	
	730,000	

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CITY OF BETHLEHEM
WATER CAPITAL FUND
FUND ANALYSIS SUMMARY

		2021 Proposed Budget
REVENUES:		
308901	Cash	673,088
37005	Bond Redemption and Improvement	2,780,000
39805	Capital Appropriations	1,546,411
TOTAL WATER CAPITAL FUND REVENUES		**4,999,499**
EXPENDITURES:		
770016	5 Million Gallon Northeast Standpipe Engineering	106,000
77002	Distribution Systems Extension	50,000
77003	Service Lines New/Renewal	150,000
77004	Metering	350,000
77005	Replace, Relocate, Rehabilitate Distribution System	500,000
77006	Fire Hydrant New/Renewal	250,000
77015	0.5 MG SE Tank Engineering	32,800
77016	Emergency Repair Transmission Mains	15,000
77023	Fire Pump Station Engineering/Construction	572,000
77026	Sidewalk/Trench Restoration	150,000
77028	Rt. 512 Extension for EAT Engineering	1
77032	SCADA System Upgrade	1
77034	WTP Chlorination Alternatives Design/Construction	1
77036	Commercial & Industrial Meter Replacement	105,000
77037	Automatic Meter Reading Project	31,200
77038	Replace WTP Air Blowers	1
77039	Master Meters/Pits/Appurtenances	1
77040	Fixed Asset Repairs	120,660
77042	2 MG SE Storage Tank Modifications	9,029
77045	5 MG SW Tank Engineering	1
77049	Wild Creek Intake Screen Replacement	36,350
77051	WTP Bulk Chemical Storage Tank Replacement	49,300
77052	WTP Lagoon Baffle System Replacement	173,100
77053	Distribution System Auto Flushing Stations	24,000
77054	Drexel Heights Pressure Improvement	45,000
77055	Hecktown Road Bridge Main Replacement	550,000
77056	WTP Emergency Generator	877,100
77057	WTP Lower Roof Replacement/Engineering	90,000
77059	Well System Generators and Transfer Switches	230,000
77060	Mud Lane Water Main Extension and Well Abandonment	95,000
77062	Shady Lane Manganese Treatment	88,000
77084	Security Enhancements	1
77096	Penn Forest Dam SCADA	1
77099	Equip. Water Maint.	110,500
770991	Equip. Collection & Treatment	70,750
770992	Equip. Water Laboratory	1
770993	Equip. Meter Shop	37,100
770996	Equip. WTR. Filtration	71,600
770997	Equip. Utility Billing	1
770999	Equip. Tech. Support	10,000
TOTAL WATER CAPITAL FUND EXPENDITURES		**4,999,499**

2021 WATER CAPITAL PROJECT DETAIL

5 Million Gallon Northeast Standpipe Engineering — 007A-770016

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

Distribution System Extensions — 007A-77002

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

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 ¾" in size, but can be as large as 4". Also includes tapping sleeves and valves for fire lines and other supplies.

Metering — 007A-77004

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

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.

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.

0.5 MG SE Tank Engineering — 007A-77015

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

Emergency Repair Transmission Mains — 007A-77016

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

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. Complete construction in 2021.

Sidewalk/Trench Restoration — 007A-77026

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

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.

2021 WATER CAPITAL PROJECT DETAIL

SCADA System Upgrade — 007A-77032

This is an annual project to perform software updates, server upgrades, replacement instrumentation, SCADA conversions. SCADA consultant services for upgrade of WDC SCADA system to new non-proprietary head end.

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.

Commercial and Industrial Meter Replacement — 007A-77036

This is an annual project. It is to provide for replacement of old high usage 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.

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.

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.

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.

Fixed Asset Repair — 007A-77040

Repairs or replacements ($5,000 or more) to the utility's fixed assets which may include buildings, computer equipment, computer software, intangible assets, land, leasehold improvements, machinery, and vehicles. Equipment repairs ($5,000 or more) 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.

2 MG SW Reservoir Engineering — 007A-77042

To inspect and evaluate the condition of the reservoir, evaluate rehabilitation or replacement alternatives, prepare budgetary pricing for each option and submission of final report with recommendations. Payment in 2021.

5 MG SW Tank Engineering — 007A-77045

Project includes the painting of interior/exterior, mixing system installation and service 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.

Wild Creek Intake Screen Replacement — 007A-77049

To fabricate new link elements for two sets of Wild Creek intake screens on Line #2 which are severely corroded as per PA DEP inspection report.

WTP Bulk Chemical Storage Tank Removal/Replacement — 007A-77051

To remove and replace WTP bulk orthophosphate chemical storage tank which exceeded its useful life.

2021 WATER CAPITAL PROJECT DETAIL

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.

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.

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 and replace vapor barrier and roofing system. In 2021 perform diagnostic scans and remove two roof sections to repair two roof drains and reinstall roofing in these two 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.

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.

2021 WATER CAPITAL PROJECT DETAIL

Equipment –Utility Maintenance 007A-77099

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

New Vehicle Leases:

One (1) GMC 3500 HD Utility Body Crew Truck (Lease year 1 of 4)
One (1) John Deere 310 SL Backhoe w/ accessories (Lease year 1 of 3)

Equipment:

One (1) Light tower with generator
One (1) Line Stop/Tapping equipment

Equipment – Collection & Treatment 007A-770991

The following is the list of equipment requested by Bureau of Collection & Treatment:

New Vehicle Leases:

One (1) 2021 GMC Sierra 3500 HD 4WD Pickup Truck (Lease year 1 of 3)

Current Vehicle Leases:

One (1) 2019 Ford F250 Regular Cab Pickup Truck (Lease year 3 of 3)
One (1) John Deere 6130M Cab Tractor 4x4 with diamond mower (Lease year 2 of 4)

Equipment – Laboratory Services 007A-770992

No capital equipment purchases planned for 2021

Equipment – Meter Shop 007A-770993

Current Vehicle Leases:

One (1) 2019 GMC Savana 4X4 Cargo Van (Lease year 3 of 3)

Equipment:

Three (3) GB Handheld FL6501
Three (3) AG6590 Reading Gun

Equipment – Water Filtration 007A-770996

Replace one (1) rooftop air handler
Rebuild one (1) water service pump

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

		2021 Proposed Budget
REVENUES:		
30850	Investment Interest	25,000
308901	Cash Balance	7,714,250
32113	Tapping Fees	200,000
32122	2017 Bond Issue	532,735
32123	2017 PA Small Water & Sewer Grant	250,000
32126	2019 PA Small Water & Sewer Grant	525,000
39805	Capital Appropriations	2,453,075
TOTAL SEWER CAPITAL FUND REVENUES		**11,700,060**
EXPENDITURES:		
88001	Sewer Laterals New/Renewal	5,000
88002	Collection System New/Renewal	200,000
880022	W Intermediate Clrfr Drive	1,400,000
880024	Fine Bar Scrns-Detrtus Rm	1,700,000
880031	RAS Pump/Piping Upgrades	50,000
880034	Security Enhancements	1
880035	Sludge/Gas/Flow Meters Digest.	10,000
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	275,000
88012	WWTP Electrical Sub-Stations Replacement	500,000
88013	Gravity Thickener Upgrades	1
88016	Sewer Maintenance Equipment	140,000
88017	Centrate Side Stream Treatment System	1
88019	Fixed Asset Repair	90,054
88020	Influent Sampling Relocation Project	320,000
88021	GBT Building Upgrades	10,000
88022	Effluent Pump Station Upgrade	210,000
88023	Clarifier Catwalks Replacement	470,000
88024	Chemically Enhanced Primary Treatment (CEPT)	1,000,000
88025	Third Intermediate Clarifier - Engineering	400,000
88073	SCADA system Upgrades	150,000
88114	Odor Control	1
88120	WWT Equipment	170,000
88121	WWT Laboratory Equipment	15,000
88123	West Influent Pump Room	2,000,000
88125	Cogeneration System	1
88126	Primary Clarifier Scum Pits	50,000
88127	WWTP Control Bldg Renovations	100,000
88131	Sewer Department Vehicles	430,000
88136	Facilities Improvement	350,000
88145	Pump Station #1 Pumps	40,000
88146	Raw Sewage Pumps	50,000
88153	Aeration Tank Upgrade	1
TOTAL SEWER CAPITAL FUND EXPENDITURES		**11,700,060**

2021 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.

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.

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.

2021 SEWER CAPITAL PROJECT DETAIL

Gravity Thickener Upgrades — 008A-88013

Design and construction service to upgrade the gravity thickener mechanical equipment, meters, sensors, and controls.

Sewer Maintenance Equipment — 008A-88016

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

CCTV camera tractor and camera head
Replacement lift pump and equipment
CCTV equipment
Collection system trailer mounted debris vac

Centrate Side Stream Treatment System — 008A-88017

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.

Fixed Asset Repair — 008A-88019

Repairs or replacements ($5,000 or more) to the utility's fixed assets which may include buildings, computer equipment, computer software, intangible assets, land, leasehold improvements, machinery, and vehicles. Equipment repairs ($5,000 or more) 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.

Influent Sampling Relocation Project — 008A-88020

Design and construction for relocating centrate discharge line from the plant influent to allow for accurate sampling.

GBT Building Upgrades — 008A-88021

Install new doors, heaters, and other mechanical/electrical equipment that has failed due to corrosion.

Effluent Pump Station Upgrade — 008A-88022

Install VFD's and motor starters, overloads and other electrical equipment for two (2) 25 mgd pumps.

Clarifier Catwalks Replacement — 008A-88023

Replace catwalks on clarifiers that are corroding and are a safety issue. Priority is for the primary and final clarifiers.

Chemically Enhanced Primary Treatment (CEPT) — 008A-88024

Design and construction for Chemically Enhanced Primary Treatment (CEPT) system. Coagulant addition to the primary clarifiers to enhance solids settling for improved treatment.

Third Intermediate Clarifier — 008A-88025

Design and construction for a third intermediate clarifier. Additional clarifier for improved treatment, wet weather flows and redundancy. Design phase in 2021.

SCADA System Upgrades — 008A-88073

Annual project for hardware/software upgrades for the SCADA system. Installation of fiber optic cable loop throughout the plant. Addition of detritus room (screenings/grit) and influent pump control room SCADA control and monitoring points.

2021 SEWER CAPITAL PROJECT DETAIL

Odor Control — 008A-88114

Hydrogen sulfide gas detector system for plant's fence line. Includes potassium permanganate and magnesium hydroxide tanks and feeders for odor control.

WWTP Equipment — 008A-88120

The following is the list of equipment requested by the Wastewater Treatment Plant:

Oil Meter System
Emergency Generator Replacement and Additional Portable Generator
One (1) ISCO Refrigerated Auto Sampler
One (1) Aeration Mixer
One (1) Air Blower

WWTP Laboratory Equipment — 008A-88121

The following is the list of equipment requested by the Quality Bureau:

One (1) Thermo Scientific Lindberg/Blue M Furnace

West Influent Pump Room — 008A-88123

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.

Cogeneration System — 008A-88125

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.

Primary Clarifier Scum Pits — 008A-88126

Design and construction of clarifier scum pit mixers, heaters, and controls to allow automatic transfer of sludge to the digester.

WWTP Control Bldg Renovations — 008A-88127

Design and construction service to renovate the main control building offices, labs, locker rooms, and other work spaces.

Sewer Department Vehicles — 008A-88131

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

Current Vehicle Leases:

2019 Mack Tandem Wheel Dump Truck – UM (Lease year 2 of 4)
2019 Mack Single Axel Dump Truck – UM (Lease year 2 of 4)
2019 GMC Savana Cutaway Van – MIPP (Lease year 2 of 3)
2020 Mack Dump Truck – WW (Ordered in 2020)

New Vehicle Leases:

2021 Mack Single Axle Dump Truck (Lease year 1 of 3)

Vehicle Purchases:

2020 Service Body w/ Lift gate and Plow (Ordered in 2020)
2020 Transit Cargo Vans (Ordered two in 2020)

2021 SEWER CAPITAL PROJECT DETAIL

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.

Aeration Tank Upgrade — 008A-88153

Stabilization or mixer platforms due to vibration caused by harmonic resonance.

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CITY OF BETHLEHEM
2021 COMMUNITY DEVELOPMENT BLOCK GRANT FUND

	2017	2018	2019	2020	Total
CDBG Funding					
Bethlehem Food Co-Op Construction			57,500	105,000	162,500
Bethlehem Public Library	55,000			20,000	75,000
Redevelopment Authority-Blight Remediation				5,000	5,000
CACLV-Home Purchase Assistance				20,000	20,000
CADCB-Facades			24,440	30,000	54,440
CADCB - Business Development and Outreach			11,344		11,344
CADCB-Neighborhood Housing Organizer				5,000	5,000
Catholic Senior Housing dba Grace Mansion	50,000				50,000
CD Consulting			5,857	20,000	25,857
Center for Humanistic Change			2,766	6,000	8,766
Embrace Your Dreams				7,500	7,500
Future Grants	72,169	115,390			187,559
Hispanic Center of the LV-Food Pantry			70,000		70,000
Hispanic Center of the LV-Empowerment Program				10,000	10,000
Hogar Crea				30,000	30,000
Housing Rehab-Grants & Loans		97,618	25,655	230,492	353,765
Housing Rehab-Delivery Costs			135,869	130,000	265,869
LVCIL/ADA Counseling			337	15,000	15,337
New Bethany Ministries				20,000	20,000
North Penn Legal Services			5,030	20,000	25,030
Police Community & BHA				77,346	77,346
Program Administration			88,447	230,920	319,367
Redevelopement Authority-Project Delivery				10,000	10,000
Salvation Army			6,864		6,864
ShareCare				9,844	9,844
SS Parks/Playgrounds		44,043	30,000	100,000	174,043
SS Park Creation			10,000	15,000	25,000
Street Construction				155,000	155,000
YMCA			19,948	75,000	94,948
YWCA				7,500	7,500
Cares COVID-19 CDBG-CV				1,443,894	1,443,894
Total CDBG Funding	**177,169**	**257,051**	**494,057**	**2,798,496**	**3,726,773**

CITY OF BETHLEHEM
2021 COMMUNITY DEVELOPMENT BLOCK GRANT FUND

	2016	2017	2018	2019	2020	Total
HOME Funding						
Habitat for Humanity			90,000	119,292	50,000	259,292
Home Program Admin Expenses				7,338	39,868	47,206
CACLV First Time Homebuyers				20,000		20,000
CACLV CHDO Set Aside					54,000	54,000
Housing Rehab-Grants & Loans				130,486	154,817	285,303
Lehigh Valley Community Land Trust			100,000	90,000		190,000
Moravian Development Corp					75,000	75,000
New Bethany Ministries	35,788	100,000				135,788
YMCA					25,000	25,000
Total HOME Funding	**35,788**	**100,000**	**190,000**	**367,116**	**398,685**	**1,091,589**

Total Community Development Block Grants	**3,726,773**
Total Home Investment Partnership Grants	**1,091,589**
	4,818,362

CDBG PROJECT DETAIL

Bethlehem Food Co-Op — $162,500

Support for physical improvements to the co-op space and salary support.

Bethlehem Public Library — $75,000

Installation of elevator at Southside Branch.

Blight Remediation — $5,000

Funds for blight remediation activities including acquisition, appraisals, or technical assistance.

CACLV Community Action Financial Services — $20,000

Operational support for first time homebuyers program.

CADCB - South Side Vision — $54,440

Funding to support façade programs through South Side Vision.

CADCB - Business Development and Outreach — $11,344

Program support for contractor business training and community outreach.

CADCB – Neighborhood Housing Organizer — $5,000

Program support for contractor business training and community outreach.

Catholic Senior Housing dba Grace Mansion — $50,000

Bathroom renovations at existing low income residences.

CD Consulting — $25,857

Professional services relating to the drafting, implementation of the annual action plan along with ongoing compliance.

Center for Humanistic Change — $8,766

Funds to support youth mentoring program.

Embrace Your Dreams — $7,500

Funds for The First Tee and the First Serve youth programs.

Future Grants — $187,559

Cancelled activities holding account.

CDBG PROJECT DETAIL

Hispanic Center of the Lehigh Valley — $70,000

Center Improvement Project.

Hispanic Center of the Lehigh Valley — $10,000

Empowerment Program offers resources to families in crisis.

Hogar Crea — $30,000

Support for drug/alcohol counselor.

Housing Rehabilitation - Grants and Loans — $353,765

Rehabilitation funds for low/moderate income residents.

Housing Rehabilitation - Staff Delivery Costs — $265,869

Administrative costs for the housing rehabilitation program.

Lehigh Valley Center for Independent Living — $15,337

Support of the PLACE program, which assists disabled City residents obtain suitable housing.

New Bethany Ministries — $20,000

Support for the Social Security Representative Payee Program administered by New Bethany.

North Penn Legal Services — $25,030

Support of fair housing services for City residents and trainings for City property owners.

Police Overtime/Drug Surveillance — $77,346

Funds to support police activity and crime prevention in low/moderate income neighborhoods.

Program Administration — $319,367

Reimbursement to the General Fund for staff costs, operating costs and planning studies associated with management of CDBG/Home Programs and their implementation.

Redevelopment Authority — $10,000

Payment for loan program administrative support.

CDBG PROJECT DETAIL

Salvation Army — **$6,864**

Funding for rental assistance program.

ShareCare — **$9,844**

Operational support for elderly assistance programs.

Parks/Playgrounds — **$174,043**

Funding for park, playground, and pool improvements.

Parks Creation — **$25,000**

Funding for recreational programming for youth.

Street Construction — **$155,000**

Carlton Ave.

YMCA — **$94,948**

Costs related to childcare center improvements and other building upgrades.

YWCA — **$7,500**

Funding for the TechGYRLS program.

Cares COVID-19 CDBG-CV Round 1 — **$1,443,894**

Funding to prevent, prepare for and respond to the coronavirus outbreak.

TOTAL CDBG FUNDS — **$3,726,773**

HOME PROJECT DETAIL

Habitat for Humanity — **$259,292**

Rehabilitation and construction funds for new owner occupied housing.

Home Program Administrative Expenses — **$47,206**

Administration of the HOME Program.

CACLV – Community Action Financial Services — **$20,000**

Administration of first time homebuyer's program.

CACLV – CHDO — **$54,000**

Community Housing Development Organization operational support.

Housing Rehabilitation — **$285,303**

Funds for correction of code violations in low/moderate homes.

Lehigh Valley Community Land Trust — **$190,000**

Funding for the renovation of one affordable home.

Moravian Development Corporation — **$75,000**

Flooring replacement project.

New Bethany Ministries — **$135,788**

Funding for renovations of transitional housing units.

YMCA — **$25,000**

Funding for the rehabilitation of housing units in the transitional housing/SRO facility.

TOTAL HOME FUNDS — **$1,091,589**

CITY OF BETHLEHEM
STORM WATER FUND
FUND ANALYSIS SUMMARY

	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers	2020 Actual & Estimated	2021 Proposed Budget
REVENUES:							
Operating Revenues							
31202 Storm Water Program	-	-	-	-	1,175,000	-	3,022,165
Total Operating Revenues	-	-	-	-	1,175,000	-	3,022,165
TOTAL STORM WATER FUND REVENUES	-	-	-	-	**1,175,000**	-	**3,022,165**
EXPENDITURES BY CATEGORY:							
Personnel Costs	-	-	-	-	129,675	-	132,169
Materials & Supplies	-	-	-	-	4,546	-	7,074
Purchased Services	-	-	-	-	640,776	-	1,519,480
Equipment	-	-	-	-	400,003	-	1,363,442
TOTAL STORM WATER FUND EXPENDITURE	-	-	-	-	**1,175,000**	-	**3,022,165**

BUREAU DETAIL

Bureau: Storm Water **No:** 012A **Department:** Storm Water **No:** 012A

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 reduce the amount of pollutants discharged to local streams and the Lehigh River, improve water quality, and mitigate or eliminate flooding.

Goals and Objectives:

- Repair, maintenance, 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, and preparation and submission of the Annual Report.
- Evaluate the Storm Water system to determine condition, deficiencies, and identify needed improvements to be included on the 5 Year Capital Plan.
- Analyze hydraulic capacity of Storm Water system. 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.
- Design and construction of Storm Water projects required as part of the City's Pollutant Reduction Plan.
- Clean streets and storm sewer inlets to improve water quality and prevent nuisance flooding.

Prior Year Achievements:

- Reviewed the existing Storm Water Program including capital, maintenance, operating, and permitting costs.
- 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. The costs and revenue for the new Storm Water Program were estimated for the 2021 Budget.
- Based on the anticipated expenses of the Storm Water Program, a Storm Water Utility Fee was calculated. This fee will be distributed to rate payers based on the amount of impervious coverage they have on their property.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget w/ Transfers		2020 Actual & Estimated		2021 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Project Engineer	-	-	-	-	1	67,012	-	-	1	68,352
TAMS	Engineering Assistant	-	-	-	-	1	57,663	-	-	1	58,817
	Total Positions	-	-	-	-	2	124,675	-	-	2	127,169
Account Detail											
40001	SALARIES	-	-	-	-		124,675		-		127,169
40003	OVERTIME	-	-	-	-		5,000		-		5,000
	Personnel	-	-	-	-		129,675		-		132,169
41014	OPERATING SUPPLIES	-	-	-	-		2,500		-		5,000
41016	UNIFORMS/SAFETY SHOES						390		-		498
41023	GASOLINE	-	-	-	-		1,656		-		1,576
	Materials & Supplies	-	-	-	-		4,546		-		7,074
42032	TRAINING/CONT. EDUCATION	-	-	-	-		500		-		2,000
42047	DEPARTMENT CONTRACTS	-	-	-	-		10,000		-		20,000
42060	OTHER EXPENSES	-	-	-	-		3,600		-		6,600
42077	GENERAL FUND CHARGES	-	-	-	-		182,155		-		364,310
42090	UNFORESEEN CONTINGENCY	-	-	-	-		179,176		-		400,000
42201	STREET CLEANING	-	-	-	-		61,744		-		123,490
42202	LEAF COLLECTION	-	-	-	-		84,399		-		152,765
42203	SS MAINTENANCE & REPAIR	-	-	-	-		30,872		-		122,624
42204	BASIN/SWALE MAINTENANCE	-	-	-	-		40,830		-		97,691
42205	MS-4 PERMITTING	-	-	-	-		1,000		-		5,000
42206	POLLUTION REDUCTION PLAN	-	-	-	-		25,000		-		-
42207	SW SYSTEM INSPECTION	-	-	-	-		1,000		-		5,000
42208	SW ORDINANCE ENFORCEMENT	-	-	-	-		500		-		200,000
42209	STORM CLEAN UP & REPAIR	-	-	-	-		20,000		-		20,000
	Purchased Services	-	-	-	-		640,776		-		1,519,480
43201	POLLUTION REDUCTION PROG.	-	-	-	-		150,000		-		300,000
43202	W BROAD ST STORM SEWER	-	-	-	-		1		-		-
43203	E BOULEVARD STORM SEWER	-	-	-	-		1		-		234,000
43204	W GEOPP ST STORM SEWER	-	-	-	-		250,000		-		250,000
43205	MISC. DRAINAGE STRUCTURES	-	-	-	-		1		-		87,500
43299	FUTURE CAPITAL NEEDS	-	-	-	-		-		-		491,942
	Projects/Equipment	-	-	-	-		400,003		-		1,363,442
Total	STORM WATER	-	-	-	-		1,175,000		-		3,022,165

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	5,000	OVERTIME
	5,000 -	BASED ON ANTICIPATED CONSTRUCTION ACTIVITY ON STORM WATER/SEWER PROJECTS IN 2021. MOSTLY TO COVER CONSTRUCTION INSPECTION SERVICES FOR CAPITAL AND PRP PROJECTS
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	498	UNIFORMS/SAFETY SHOES
	498 -	FIVE (5) T-SHIRTS AND TWO (2) SWEATSHIRTS TO BE PURCHASED FOR FIELD INSPECTOR. SAFETY SHOES FOR ALL STORM WATER STAFF IN 2021.
41023	1,576	GASOLINE
	1,576 -	BASED ON ESTIMATED USAGE OF 800 GALLONS (1 VEHICLE) AT $1.97 PER GALLON.
42032	2,000	TRAINING/CONTINUING ED.
	2,000 -	REFERENCE TEXTS, MANUALS, VIDEOTAPES AND SOFTWARE TO IMPROVE WORK PERFORMANCE AND JOB SAFETY. BASIC AND ADVANCED COMPUTER TRAINING AND UPDATE COURSES SUCH AS AUTOCAD, STORM SEWER, ETC. AND TO PROVIDE FOR ENGINEERING TRAINING SEMINARS (GIS, ETC.) & MATERIALS. ATTEND PERMITTING SEMINARS ON EPA REGULATIONS AFFECTING MUNICIPALITIES.
42047	20,000	DEPARTMENT CONTRACTS
	20,000 -	LINE ITEM FOR UNEXPECTED 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.
42060	6,600	OTHER EXPENSES
	1,000 -	MISCELLANEOUS FIELD AND OFFICE SUPPLIES.
	100 -	STATIONARY SPECIALTY ITEMS.
	5,000 -	SOFTWARE AND UPGRADES.
	500 -	VERIZON CHARGE FOR DATA PACKAGES FOR TABLET USED FOR FIELD INSPECTIONS.
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, FRINGE BENEFITS, ETC.)
42090	400,000	UNFORESEEN CONTINGENCY
	400,000 -	ITEMS THAT COULD NOT BE FORSEEN AT TIME OF BUDGET PREPARATION.

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
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 - COVERS THE COST OF STORM SEWER FACILITY REPAIRS AND CLEANING. THIS INCLUDES VACUUMING OF INLETS AND FLUSHING OF CLOGGED PIPES BY THE BUREAU OF STREETS MAINTENANCE.
42204	97,691	BASIN/SWALE MAINTENANCE 97,691 - 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, INLET, OUTFALL, AND DETENTION BASIN INSPECTIONS, PUBLIC EDUCATION AND OUTREACH, AND INLET STENCILING.
42207	5,000	SW SYSTEM INSPECTION 5,000 - THIS IS FOR THE INSPECTION OF THE STORM WATER SYSTEM TO DETERMINE THE CONDITION AND ASSIST IN ANALYZING THE HYDRAULIC CAPACITY. THIS INFORMATION WILL BE USED TO PLAN NEEDED PROJECTS FOR THE CAPITAL PROGRAM.
42208	200,000	ORD ENFORCE & PLAN REVIEW 200,000 - INSPECTION OF STORM WATER COMPLAINTS, ENFORCEMENT LETTERS AND FOLLOW UP. REVIEW OF PLANS AND PERMITS FOR STORM WATER IMPROVEMENTS.
42209	20,000	STORM CLEAN UP & REPAIRS 20,000 - THIS WILL COVER CITY ESTIMATED COSTS TO CLEAN UP AFTER STORM EVENTS. (STREETS)
43201	300,000	POLLUTION REDUCTION PROJ 300,000 - THIS IS FOR PROJECTS THAT ARE IDENTIFIED BY THE POLLUTANT REDUCTION PLAN. WE HAVE NOT FINALIZED THE FIRST SPECIFIC PROJECT AT THIS TIME. ONCE PADEP APPROVES THE PRP WE WILL FURTHER DEFINE PROJECTS.
43203	234,000	E BOULEVARD STORM SEWER 234,000 - THIS IS TO EXTEND THE STORM SEWER ALONG EAST BOULEVARD FROM BOYD STREET TO LANDSDALE AVENUE.

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

2021 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		THIS WILL ALLEVIATE FLOODING AT THE INTERSECTION OF LANDSDALE AND EAST BOULEVARD. THIS PROJECT IS CURRENTLY BEING FUNDED FROM THE LIQUID FUELS FUND.
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	87,500	MISC DRAINAGE STRUCTURES
	87,500 -	THESE FUNDS ARE USED TO MAKE REPAIRS TO CATCH BASINS, HEADWALLS, CULVERTS, PIPES, ETC. THROUGHOUT THE CITY'S EXTENSIVE STORM SEWER SYSTEM. WE WILL ALSO REPLACE STORM SEWER AT SANTEE MILL ROAD ($12,000) AND AT KEIM STREET ($65,000). THIS WORK IS FUNDED FROM BOND IN 2020, BUT WILL BE FUNDED FROM THE STORM WATER FUND IN FUTURE YEARS.
43299	491,942	FUTURE CAPITAL NEEDS
	491,942 -	THESE FUNDS WILL BE USED FOR FUTURE CAPITAL PROJECTS.