PROPOSED

CITY OF BETHLEHEM

2020 OPERATING & CAPITAL BUDGETS

CITY OF BETHLEHEM
2020
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CITY OF BETHLEHEM
CASH BALANCE ANALYSIS
2020 BUDGET

	General Fund	Water Fund	Sewer Fund	Golf Fund	Liquid Fuels Fund	Storm Water Fund
Cash Balance (Deficit) - 12/31/18*	**$17,027,105**	**$ 4,759,165**	**$ 5,414,613**	**$ 17,176**	**$1,084,745**	**$ -**
2019 Actual & Estimated Revenues	80,735,220	23,048,010	18,279,749	3,149,166	3,265,809	-
2019 Actual & Estimated Expenditures	(80,410,452)	(22,917,109)	(18,117,575)	(3,085,758)	(2,683,750)	-
Estimated Cash Balance (Deficit) - 12/31/19	**$17,351,873**	**$ 4,890,066**	**$ 5,576,787**	**$ 80,584**	**$1,666,804**	**$ -**
2020 Estimated Revenues						
Real Estate Taxes	$28,719,381	$ -	$ -	$ -	$ -	$ -
Act 511 Taxes	14,980,000	-	-	-	-	-
City Licenses & Permits	3,277,800	-	-	-	-	-
Fines & Forfeits	390,000	-	-	-	-	-
Grants & Gifts	8,095,387	-	-	-	-	-
Departmental Earnings (Charges for Service)	6,836,000	20,924,800	16,575,686	1,365,000	-	1,175,000
Municipal Recreation	635,000	-	-	-	-	-
General Fund Charges	4,041,682	-	-	-	-	-
Returns & Allowances	2,339,750	-	-	-	-	-
Miscellaneous Revenues	1,010,000	-	-	-	-	-
Other Operating Revenues	9,825,000	150,200	1,054,314	900,000	-	-
Intergovernmental	-	-	-	-	2,801,682	-
Total 2020 Estimated Revenues	$80,150,000	$21,075,000	$17,630,000	$2,265,000	$2,801,682	$1,175,000
2020 Expenditure Appropriations						
Personnel Costs	$59,865,181	$ 3,990,396	$ 4,234,374	$ 532,996	$ 585,000	$ 129,675
Materials & Supplies	1,508,680	466,850	701,300	157,400	450,000	4,546
Purchased Services	8,446,420	6,651,304	8,756,556	399,404	1,343,382	458,621
Equipment	709,092	88,650	107,250	900,000	423,300	400,003
Long-Term Debt	7,975,384	8,811,968	2,144,825	125,200	-	-
Civic Expenses	1,645,243	-	-	-	-	-
General Fund Charges	-	1,065,832	1,685,695	150,000	-	182,155
Total 2020 Expenditure Appropriations	$80,150,000	$21,075,000	$17,630,000	$2,265,000	$2,801,682	$1,175,000
Estimated Cash Balance (Deficit) - 12/31/20	**$17,351,873**	**$ 4,890,066**	**$ 5,576,787**	**$ 80,584**	**$1,666,804**	**$ -**

* Source: City's audited general purpose financial statements

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CITY OF BETHLEHEM
GENERAL FUND
FUND ANALYSIS SUMMARY

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers	2019 Actual & Estimated	2020 Proposed Budget
REVENUES:							
Real Estate Taxes							
30011 Real Estate - Current	24,192,952	25,041,798	25,329,686	26,230,756	28,102,315	27,985,000	28,119,381
30050 Real Estate - Prior	668,082	665,570	650,956	686,553	600,000	585,000	600,000
Total Real Estate Taxes	24,861,034	25,707,368	25,980,642	26,917,309	28,702,315	28,570,000	28,719,381
Act 511 Taxes							
30102 Earned Income Taxes	7,506,100	8,360,238	8,586,982	8,663,901	8,945,000	8,935,000	9,200,000
30103 Deed Transfer Tax	1,261,332	1,110,001	1,468,122	1,664,417	1,275,000	1,475,000	1,440,000
30106 Local Services Tax	1,675,644	1,763,276	1,800,216	1,795,867	1,809,000	1,800,000	1,815,000
30108 Mercantile Tax	2,201,246	2,536,745	2,437,489	2,462,399	2,350,000	2,400,000	2,525,000
Total Act 511 Taxes	12,644,322	13,770,260	14,292,809	14,586,584	14,379,000	14,610,000	14,980,000
City Licenses & Permits							
30201 City Licenses	30,855	26,485	26,642	23,260	30,000	25,000	30,000
30221 Permits	1,463,628	1,501,224	1,652,308	1,784,088	1,700,000	1,685,000	1,200,000
30231 Housing	-	-	-	-	-	-	1,000,000
30234 Liquor Licenses	-	32,800	-	70,135	32,800	32,000	32,800
30235 CATV Franchise	1,039,354	1,033,706	1,011,022	905,938	995,000	900,000	900,000
30236 Mercantile & Business Privilege	82,068	92,181	105,077	127,432	105,000	125,000	115,000
Total City Licenses & Permits	2,615,905	2,686,396	2,795,049	2,910,853	2,862,800	2,767,000	3,277,800
Fines & Forfeits							
30301 Magistrate Fines	422,018	366,782	378,721	386,048	370,000	370,000	390,000
Total Fines & Forfeits	422,018	366,782	378,721	386,048	370,000	370,000	390,000

CITY OF BETHLEHEM
GENERAL FUND
FUND ANALYSIS SUMMARY

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers	2019 Actual & Estimated	2020 Proposed Budget
Grants & Gifts								
30401	Utility Tax Reimbursement	40,839	42,143	40,658	41,171	42,200	41,500	40,000
30402	City Health	1,033,959	1,336,225	882,131	1,546,431	2,376,757	1,885,000	2,175,000
30403	County Bridge Aid	35,518	61,235	55,042	41,915	54,500	45,000	55,000
30404	Spur Route Lighting	58,597	52,315	38,918	-	36,000	25,000	25,000
30409	Comm Development Reimb	404,128	364,484	273,435	326,607	340,000	330,000	335,000
30410	Lieu of Taxes	72,410	79,167	82,263	86,138	82,000	82,000	85,000
30411	BEDCO	-	-	-	2,000	-	-	-
30413	Recycling - Performance Grant	391,858	291,212	212,697	181,252	180,000	180,483	180,000
30414	Recycling - DEP Equipment	-	-	199,442	-	342,509	342,509	-
30415	Seat Belt Highway	10,086	33,336	18,489	21,360	17,300	15,000	17,300
30416	BRIA	-	-	-	11,503	45,405	45,405	46,768
30417	Bethlehem Housing Authority	410,354	397,438	307,807	264,625	375,000	350,000	375,000
30420	State Subsidy-Pension	3,352,314	3,661,579	3,854,133	3,887,769	4,050,000	4,157,845	4,280,000
30421	Lehigh Co Auto Theft Task Force	105,025	114,252	101,689	105,205	95,000	90,000	95,000
30422	DUI Overtime Grant	27,587	73,403	56,316	36,099	25,000	15,000	25,000
30424	Northampton Co Drug Task Force	211	9,965	3,284	4,811	15,000	10,000	15,000
30425	Law Enforcement Grant	-	-	23,430	24,491	-	-	-
30429	Energy Rebates	96,306	-	-	-	-	-	-
30436	Police Grant/MPOETC	32,250	-	47,509	72,193	50,000	163,580	50,000
30440	Bullet Proof Vest	-	-	29,988	12,693	10,000	10,000	10,000
30443	FBI Funding-Overtime	34,511	19,641	-	38,092	25,000	18,000	25,000
30448	DEA-Task Force	14,771	18,875	16,717	18,281	18,000	17,000	18,000
30450	PA Historical & Museum	-	-	-	-	22,000	15,000	22,000
30451	NC - Revitalization Grant	-	-	70,000	89,650	159,000	115,000	50,000
30453	Lehigh University	100,000	107,500	100,000	100,000	118,231	105,000	100,000
30456	Redevelopment Authority	-	-	25,000	25,000	-	-	-
30457	Keystone Communities	-	-	-	25,000	-	-	-
30458	Assistance to Firefighters Grant	-	-	-	-	28,897	28,897	-
30459	DCED - Municipal Assistance	-	-	-	43,231	-	-	-
30463	Liquor Control Board Grant	54,820	17,423	11,670	-	-	10,700	-
30464	Enterprise Zone Mgr - DCED	-	58,500	-	22,028	-	-	-
30465	Hotel Tax Grant	-	-	-	-	40,000	20,000	12,500
30466	Southside Vision	-	7,500	-	-	-	-	-
30469	Police SRO	85,808	41,625	-	-	-	-	-
30470	Police JAG	14,541	-	74,509	25,963	33,922	30,000	45,319
30472	COPS Grant	158,900	212,256	-	-	-	-	-
30477	SAFER Grant	106,535	-	-	-	-	-	-
30478	PA DCED - Fire	-	13,790	14,625	14,910	14,000	13,155	13,500
Total Grants & Gifts		6,641,328	7,013,864	6,539,752	7,068,418	8,595,721	8,161,074	8,095,387

CITY OF BETHLEHEM
GENERAL FUND
FUND ANALYSIS SUMMARY

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers	2019 Actual & Estimated	2020 Proposed Budget
Departmental Earnings								
30501	Rents, Right of Way	93,321	107,125	110,632	109,560	100,000	105,000	100,000
30503	Sundry Health	79,291	84,978	36,730	63,442	64,000	60,000	64,000
30503L	Food Licenses	125,646	122,248	164,695	162,039	160,000	160,000	160,000
30504	Street/Survey/Engineer Charges	5,475	8,396	32,295	7,012	30,000	10,000	25,000
30507	Garage Rentals	14,920	16,380	17,233	16,803	16,000	16,000	17,000
30509	Roster Duty Charges	471,901	449,049	544,026	622,780	445,000	430,000	450,000
30512	Misc Police/Fire/EMS	274,509	294,253	323,659	320,771	306,500	300,000	305,000
30514	Special Event OT - Police	192,254	246,271	143,264	39,405	100,000	45,000	50,000
30517	Zoning & Inspection Fees	34,862	38,205	34,844	38,040	40,000	50,000	40,000
30518	Planning Fees	50,980	70,740	36,820	54,000	50,000	30,000	50,000
30519	Ambulance Fees	2,789,005	3,026,827	2,957,897	2,787,653	3,025,000	2,950,000	3,025,000
30520	Recycling	1,820,044	2,091,786	2,135,175	2,073,288	2,118,500	2,080,000	2,118,500
30520A	Recycling-Sale of Materials	170,636	143,592	179,018	162,365	175,000	135,000	150,000
30520B	Recycling-Miscellaneous	9,349	10,549	8,133	11,814	8,000	7,000	8,000
30520C	Recycling-Compost	39,408	37,040	33,368	34,520	40,000	35,000	40,000
30520P	Delinquent Recycling	13,166	16,701	11,994	17,515	8,500	8,000	8,500
30522	Communication Rental Income	219,994	222,003	221,172	222,702	225,000	220,000	225,000
Total Departmental Earnings		6,404,761	6,986,143	6,990,955	6,743,709	6,911,500	6,641,000	6,836,000
Municipal Recreation								
30601	Municipal Enterprise	150,000	150,000	150,000	150,000	150,000	150,000	150,000
30602	Self-Sustaining Activity	24,690	3,735	2,785	8,369	5,000	4,500	5,000
30603	Recreation Fees	99,195	87,578	93,107	75,637	90,000	85,000	90,000
30604	Swimming Fees	140,112	136,740	123,627	97,817	115,000	122,819	140,000
30605	Skating Rink	262,629	226,738	244,082	240,025	250,000	240,000	250,000
Total Municipal Recreation		676,626	604,791	613,601	571,848	610,000	602,319	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	44,920	39,715	43,188	49,161	40,800	40,800	45,000
30705	Operations for Storm Water	-	-	-	-	-	-	182,155
30706	Treasurer's Office	83,570	79,830	75,780	81,755	80,000	78,000	80,000
30707	Bethlehem Public Library	120,018	119,489	128,138	132,179	130,500	130,500	133,000
30710	School District	195,139	233,585	361,914	474,103	425,000	425,000	425,000
30713	Bethlehem Parking Authority	500,004	500,000	500,000	475,000	450,000	450,000	425,000
Total General Fund Charges		3,695,178	3,724,146	3,860,547	3,963,725	3,877,827	3,875,827	4,041,682
Returns & Allowances								
30800	Returns & Allowances	393,958	392,590	255,833	302,109	375,000	325,000	375,000
30807	Northampton County - 9-1-1	-	-	-	-	-	-	341,750
30820	Sewer - Landfill Payment	400,000	400,000	400,000	400,000	400,000	400,000	400,000
30840	Festival Reimbursement	115,340	120,000	120,000	121,500	123,000	123,000	123,000
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		2,009,298	2,012,590	1,875,833	1,923,609	1,998,000	1,948,000	2,339,750

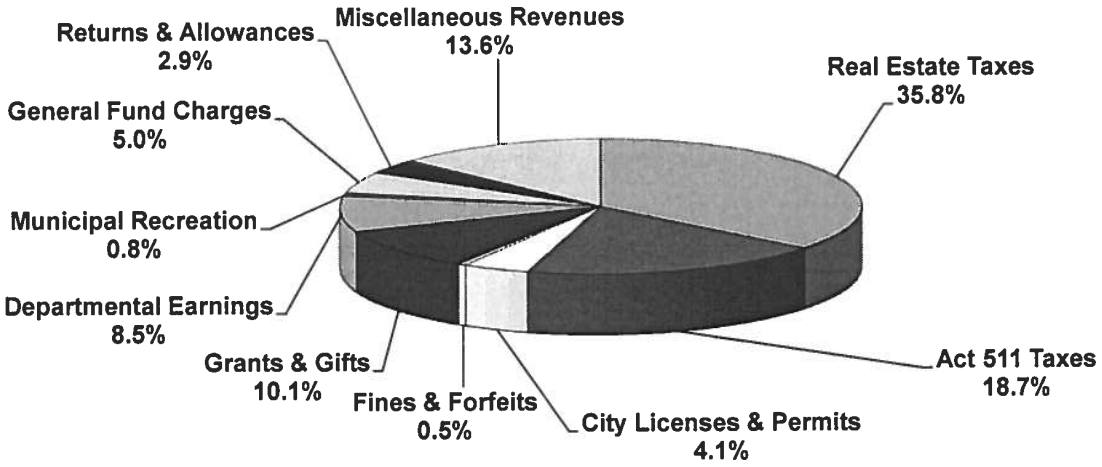
CITY OF BETHLEHEM
GENERAL FUND
FUND ANALYSIS SUMMARY

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers	2019 Actual & Estimated	2020 Proposed Budget
Investment Interest							
30850 Investment Interest	-	46,719	104,022	328,407	300,000	365,000	450,000
Total Investment Interest	-	46,719	104,022	328,407	300,000	365,000	450,000
Miscellaneous Revenues							
308901 Cash Balance	-	-	-	-	2,500,000	2,500,000	-
30900 Miscellaneous Revenues	58,926	85,687	65,653	68,709	85,000	75,000	85,000
30904 Escrow	25,431	-	-	-	-	-	-
309041 Escrow-SLCSRA	125,000	-	-	-	-	-	-
30908 Sundry	3,591	15,179	127	17,062	-	-	-
30909 Sale of Property	-	69,000	-	-	-	-	-
30914 First Responder's Fee	388,418	595,071	506,787	394,208	508,000	465,000	475,000
30918 9-1-1 Adminstrative Fee	2,746	-	-	-	-	-	-
30927 Host Fee	9,996,288	9,812,039	9,751,426	9,745,781	9,825,000	9,785,000	9,825,000
Total Miscellaneous Revenues	10,600,400	10,576,976	10,323,993	10,225,760	12,918,000	12,825,000	10,385,000
TOTAL GENERAL FUND REVENUES	**70,570,870**	**73,496,035**	**73,755,924**	**75,626,270**	**81,525,163**	**80,735,220**	**80,150,000**
EXPENDITURES BY BUREAU:							
Elected Officials	896,541	964,326	981,294	1,000,666	1,088,082	1,072,016	1,054,647
Administration	1,663,670	1,739,427	1,804,803	1,794,910	1,848,165	1,837,680	2,059,810
Community & Econ Development	4,688,297	4,984,803	5,460,265	5,729,806	7,070,146	6,520,736	7,248,527
Public Works	9,798,645	9,968,334	9,701,777	10,009,847	10,740,736	10,547,059	10,617,723
Police	15,665,026	15,921,353	15,721,802	15,647,354	15,922,988	16,040,704	16,175,527
Fire	10,098,330	11,204,558	10,641,440	10,840,295	11,022,851	10,949,660	11,697,769
General Expenses	20,179,724	19,587,118	18,963,065	19,665,729	25,741,565	25,359,367	22,935,834
Civic Expenses	1,387,864	1,431,096	1,459,356	1,520,230	1,598,700	1,591,300	1,645,243
Debt Service	5,388,080	5,558,150	5,370,152	6,271,964	6,491,930	6,491,930	6,714,920
TOTAL GENERAL FUND EXPENDITURES	**69,766,177**	**71,359,165**	**70,103,954**	**72,480,801**	**81,525,163**	**80,410,452**	**80,150,000**
EXPENDITURES BY CATEGORY:							
Personnel Costs	51,860,691	54,129,354	52,069,114	52,916,816	58,208,936	57,809,271	59,865,181
Materials & Supplies	1,252,976	1,210,544	1,296,890	1,497,463	1,574,090	1,496,048	1,508,680
Purchased Services	8,124,232	7,341,976	7,899,579	8,412,804	11,437,704	10,833,404	8,446,420
Equipment	447,567	494,163	750,298	604,913	956,178	930,874	709,092
Long-Term Debt	6,692,847	6,752,032	6,628,717	7,528,575	7,749,555	7,749,555	7,975,384
Civic Expenses	1,387,864	1,431,096	1,459,356	1,520,230	1,598,700	1,591,300	1,645,243
TOTAL GENERAL FUND EXPENDITURES	**69,766,177**	**71,359,165**	**70,103,954**	**72,480,801**	**81,525,163**	**80,410,452**	**80,150,000**

CITY OF BETHLEHEM
GENERAL FUND
REVENUE SUMMARY

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers	2019 Actual & Estimated	2020 Proposed Budget
Real Estate Taxes	$24,861,034	$25,707,368	$25,980,642	$26,917,309	$28,702,315	$28,570,000	$28,719,381
Act 511 Taxes	12,644,322	13,770,260	14,292,809	14,586,584	14,379,000	14,610,000	14,980,000
City Licenses & Permits	2,615,905	2,686,396	2,795,049	2,910,853	2,862,800	2,767,000	3,277,800
Fines & Forfeits	422,018	366,782	378,721	386,048	370,000	370,000	390,000
Grants & Gifts	6,641,328	7,013,864	6,539,752	7,068,418	8,595,721	8,161,074	8,095,387
Departmental Earnings	6,404,761	6,986,143	6,990,955	6,743,709	6,911,500	6,641,000	6,836,000
Municipal Recreation	676,626	604,791	613,601	571,848	610,000	602,319	635,000
General Fund Charges	3,695,178	3,724,146	3,860,547	3,963,725	3,877,827	3,875,827	4,041,682
Returns & Allowances	2,009,298	2,012,590	1,875,833	1,923,609	1,998,000	1,948,000	2,339,750
Investment Interest	-	46,719	104,022	328,407	300,000	365,000	450,000
Miscellaneous Revenues	10,600,400	10,576,976	10,323,993	10,225,760	12,918,000	12,825,000	10,385,000
Total Revenues	$70,570,870	$73,496,035	$73,755,924	$75,626,270	$81,525,163	$80,735,220	$80,150,000

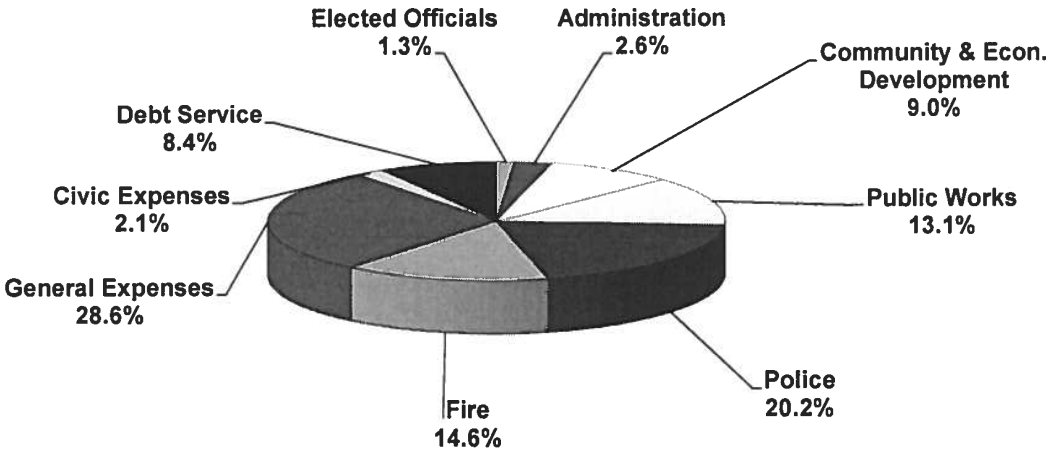
General Fund Revenues



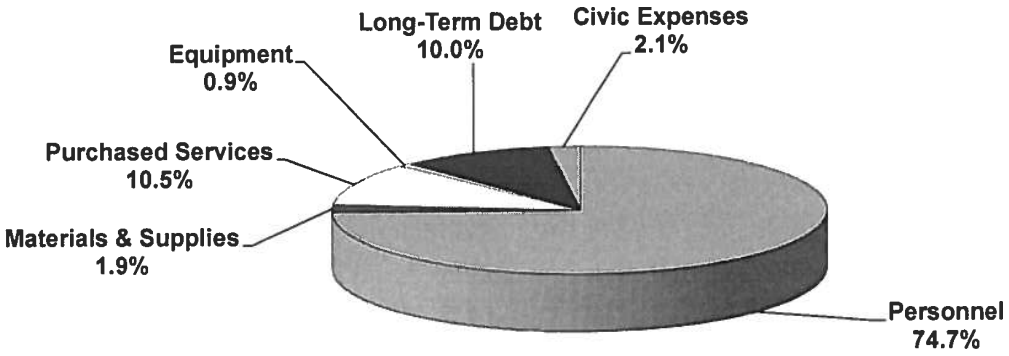
CITY OF BETHLEHEM
GENERAL FUND
BUREAU RESOURCE SUMMARY

Bureau		Personnel	Materials & Supplies	Purchased Services	Equipment	Long-Term Debt	Civic Expenses	Total
0101	Council	$ 224,892	$ -	$ 12,075	$ -	$ -	$ -	$ 236,967
0102	Mayor	244,431	500	4,000	-	-	-	248,931
0103	Controller	212,920	600	2,000	-	-	-	215,520
0104	Treasurer	2,200	-	-	-	-	-	2,200
0105	Law	342,029	-	9,000	-	-	-	351,029
Elected Officials		**1,026,472**	**1,100**	**27,075**	**-**	**-**	**-**	**1,054,647**
0201	Administration	213,681	-	39,000	-	-	-	252,681
0202	Information Services	300,127	3,000	349,600	45,000	-	-	697,727
0203	Financial Services	420,560	1,000	2,600	-	-	-	424,160
0205	Purchasing	151,413	1,100	14,500	-	-	-	167,013
0206	Taxes	103,271	-	69,000	-	-	-	172,271
0207	Human Resources	270,433	3,525	72,000	-	-	-	345,958
Administration		**1,459,485**	**8,625**	**546,700**	**45,000**	**-**	**-**	**2,059,810**
0301	Administration	514,763	300	6,000	-	-	-	521,063
0302	Health	1,421,009	4,300	1,153,603	-	-	-	2,578,912
0303	Code Enforcement	462,959	5,850	7,760	-	-	-	476,569
0304	Community Development	299,575	1,100	172,940	-	-	-	473,615
0305	Planning & Zoning	264,138	1,175	164,650	-	-	-	429,963
0307	Recycling	599,459	51,023	1,525,275	76,100	-	-	2,251,857
0309	Housing Inspections	475,538	10,910	14,100	16,000	-	-	516,548
Community & Econ. Development		**4,037,441**	**74,658**	**3,044,328**	**92,100**	**-**	**-**	**7,248,527**
0501	Administration	244,259	1,255	1,800	-	-	-	247,314
0502	Engineering	902,381	15,582	35,150	21,330	-	-	974,443
0503	Streets	1,113,188	111,148	46,730	10,400	-	-	1,281,466
050301	Urban Forestry	70,618	2,153	27,300	7,200	-	-	107,271
0504	Mechanical Maintenance	807,908	78,950	454,800	29,100	-	-	1,370,758
0505	Electrical Maintenance	581,906	42,050	1,132,550	20,325	379,250	-	2,156,081
0506	Traffic Maintenance	233,515	50,548	1,900	22,700	-	-	308,663
0507	Facilities	1,007,803	123,165	965,618	5,855	-	-	2,102,441
0508	Grounds Maintenance	1,294,771	62,983	73,700	132,716	-	-	1,564,170
0509	Recreation	447,696	24,670	32,750	-	-	-	505,116
Public Works		**6,704,045**	**512,504**	**2,772,298**	**249,626**	**379,250**	**-**	**10,617,723**
0601	Police	14,135,454	530,300	292,836	273,836	-	-	15,232,426
0602	Service Center	684,131	1,800	33,500	-	-	-	719,431
0603	Records Room	219,760	2,100	1,810	-	-	-	223,670
Police		**15,039,345**	**534,200**	**328,146**	**273,836**	**-**	**-**	**16,175,527**
0701	Fire	8,935,252	217,900	99,550	28,730	-	-	9,281,432
0702	EMS	2,154,781	107,693	134,063	19,800	-	-	2,416,337
Fire		**11,090,033**	**325,593**	**233,613**	**48,530**	**-**	**-**	**11,697,769**
0801	General Expenses	20,508,360	52,000	1,494,260	-	881,214	-	22,935,834
General Expenses		**20,508,360**	**52,000**	**1,494,260**	**-**	**881,214**	**-**	**22,935,834**
0901	Civic Expenses	-	-	-	-	-	1,645,243	1,645,243
Civic Expenses		**-**	**-**	**-**	**-**	**-**	**1,645,243**	**1,645,243**
1001	Debt Service	-	-	-	-	6,714,920	-	6,714,920
Debt Service		**-**	**-**	**-**	**-**	**6,714,920**	**-**	**6,714,920**
TOTAL GENERAL FUND		**$ 59,865,181**	**$ 1,508,680**	**$ 8,446,420**	**$ 709,092**	**$ 7,975,384**	**$ 1,645,243**	**$ 80,150,000**

General Fund Expenditures By Department

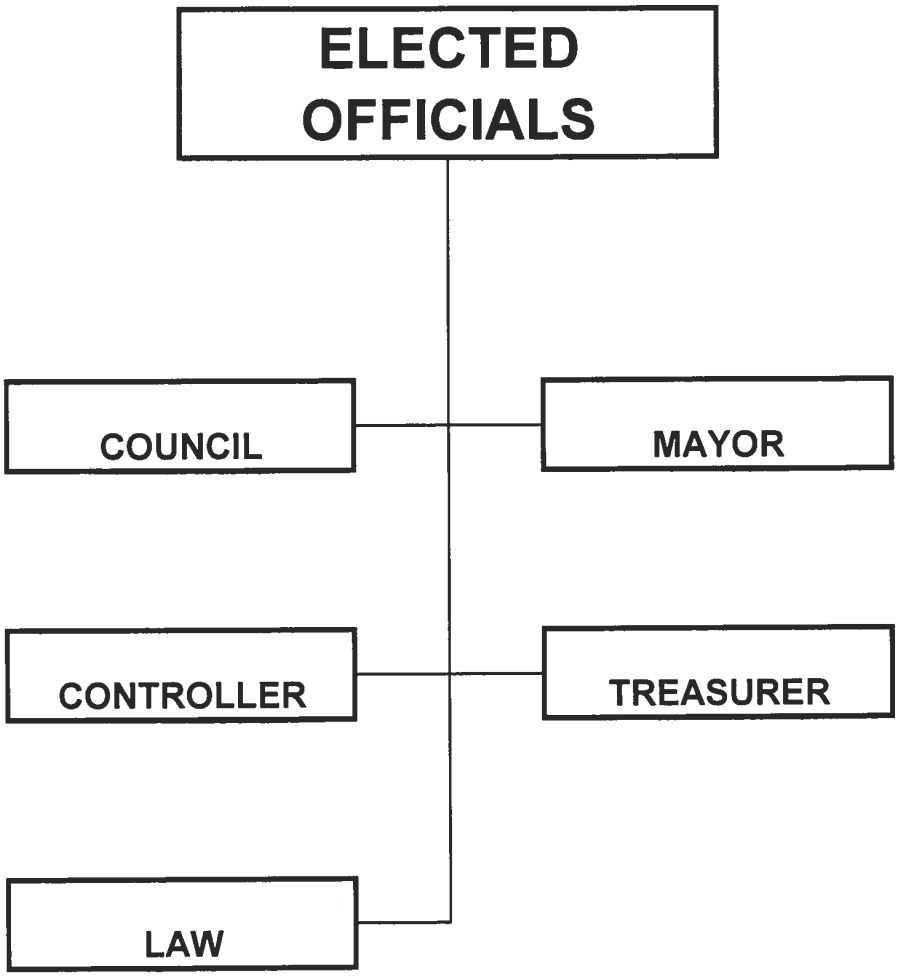


General Fund Expenditures By Category



CITY OF BETHLEHEM
GENERAL FUND
SUMMARY OF POSITIONS

Bureau		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers	2019 Actual & Estimated	2020 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	3	2	2	2	2	2
0206	Taxes	1	1	2	1	1	1	1
0207	Human Resources	3	3	4	3	3	3	3
Administration		**19**	**19**	**20**	**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
0308	Economic Development	-	-	-	-	-	-	-
0309	Housing Inspections	2	2	2	2	2	2	5
Community & Econ. Development		**31**	**31**	**31**	**31**	**31**	**31**	**34**
0401	Administration	3	3	-	-	-	-	-
0406	Recreation	3	3	6	6	3	3	3
Recreation		**6**	**6**	**6**	**6**	**3**	**3**	**3**
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	13	12	12	13	13	13
0508	Grounds Maintenance	22	21	19	19	21	21	21
Public Works		**100**	**99**	**96**	**96**	**99**	**99**	**99**
0601	Police	154	154	154	154	154	154	154
0602	Service Center	-	-	-	-	-	-	15
0603	Records Room	5	5	4	4	4	4	4
Police		**159**	**159**	**158**	**158**	**158**	**158**	**173**
0701	Fire	111	110	110	110	110	110	110
0702	EMS	23	23	23	23	23	23	23
Fire		**134**	**133**	**133**	**133**	**133**	**133**	**133**
TOTAL GENERAL FUND		**471**	**469**	**466**	**464**	**464**	**464**	**482**


ELECTED OFFICIALS
COUNCIL
MAYOR
CONTROLLER
TREASURER
LAW

BUREAU DETAIL

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

Bureau Description:

This bureau manages the legislative process and performs activities related to City Council meetings, correspondence, legislative and policy proposals, financial oversight, and legal advertising. The Office is the liaison between City Council and 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 providing financial oversight. Records management includes preparing and retaining legislation, legislative history, meeting minutes, reports 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 20 regular City Council meetings.
- Conducted 12 Committee meetings.
- Adopted more than 38 ordinances and more than 220 resolutions.
- Increased transparency by instituting live streaming of Council meetings and posting meeting audio and videos.
- Conducted Financial Accountability Incentive Reporting (FAIR) hearing to evaluate effectiveness of economic development incentives and increase financial transparency.
- Received public safety updates on 911 service and enforcement of 2018 marijuana regulation ordinance.
- In coordination with an ad-hoc working group, designed, distributed, and analyzed a community communications survey in English and Spanish.
- In coordination with the Mayor, managed ad-hoc working groups comprised of City representatives related to climate action planning, municipal social media and communications, and the City's open data program.
- Reviewed and approved proposed budget adjustments.
- Considered and approved multiple rezoning requests.
- Authorized municipal bond and debt issuance transactions.
- Authorized contract request, certificates of appropriateness, and use permit agreements.
- Authorized grants for Rose Garden and Monocacy Way improvements, pedestrian bridge study, and library.
- Established Article 1719 - Grounds and Procedures for Denying Selected Permits and Authorizations for the Purpose of Promoting Property Revitalization.
- Amended Article 349 - Economic Development Incentive Reporting and Evaluation.
- Amended Article 925 - Stormwater Management Regulations.
- Amended Article 941 - Parks.
- Passed a Pennsylvania Municipal Retirement System Plan amendment ordinance.
- Adopted support resolutions on fair school funding.
- Adopted support resolution for Restore Pennsylvania infrastructure initiative.
- Authorized emergency operations plan.
- Authorized a 911 radio network transfer agreement and equipment leasing agreement.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0101 COUNCIL

			2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 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	23,784	1	23,784	1	24,498
	NC	City Clerk	1	1	1	1	1	69,104	1	69,104	1	71,177
	TAMS	Assistant City Clerk	1	1	1	1	1	60,971	1	60,971	1	63,517
		Total Positions	10	10	10	10	10	204,059	10	204,059	10	209,392
Account Detail												
40001	SALARIES		185,032	198,211	197,007	198,935		203,959		203,959		209,392
40002	LONGEVITY		-	-	-	-		100		100		-
40003	OVERTIME		-	281	290	568		500		250		500
40004	TEMPORARY HELP		26,915	24,228	33,038	36,875		42,431		37,000		15,000
	Personnel		211,947	222,720	230,335	236,378		246,990		241,309		224,892
42040	ADVERTISING AND PRINTING		7,162	5,515	4,802	6,410		6,000		5,000		6,000
42055	PROFESSIONAL SERVICES		38,420	53,300	47,050	48,390		50,790		50,790		2,640
42060	OTHER EXPENSES		2,926	2,350	3,426	1,588		3,735		2,500		2,935
42064	EQUIPMENT MAINTENANCE		499	-	-	-		500		500		500
	Purchased Services		49,007	61,165	55,278	56,388		61,025		58,790		12,075
Total	CITY COUNCIL		260,954	283,885	285,613	292,766		308,015		300,099		236,967

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	500	OVERTIME
		500 - ASSISTANT CITY CLERK OVERTIME FOR AFTER HOURS MEETINGS
40004	15,000	TEMPORARY HELP
		15,000 - TEMPORARY HELP FOR CLERK'S OFFICE
42040	6,000	ADVERTISING AND PRINTING
		6,000 - 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:

- Completed consolidation on 911 system with Northampton County.
- Opened Bethlehem Service Center and launched associated App.
- Unveiled new website.
- New playground equipment for Friendship Park.
- Body cameras for police Officers, completed training.
- Held 3 Dare to Care community walks.
- Distributed over 1950 fire/smoke detectors through eighteen Dare-to-Care community walks over six years.
- Worked with Business Administrator and Financial Advisory Committee to update the 5 year financial plan.
- Cut the ribbon for two new homes in West Bethlehem – Keystone Avenue – Habitat for Humanity.
- Investments/development in Bethlehem – Southside Commons, Greenway Commons Development, Continental Cup, Zest, Brinker Lofts, Venture X.
- Began construction on Memorial pool.
- Major changes to Municipal Golf Course resulting in increased revenue.
- Relocation of Holy Infancy School.
- Dedicated Mayor Pfeifle monument on the Greenway.
- Dedicated Viet Nam KIA memorial located at City Hall.
- Promoted the pothole and graffiti hotlines.
- Working on implementing blighted property study.
- New parking garage in South Bethlehem – 17.7M.
- Continued with Northside 2027 neighborhood meetings.
- Health Bureau Accreditation through the Public Health Accreditation Board.
- Joined U.S. Global Leadership Coalition – Building a Better, Safer World.
- New ambulance for EMS.
- New Fire Department Quint.
- Water Filtration Plant 11th consecutive AWOP award.
- Northside LERTA Zone.
- Supported Mayor's Against Illegal Guns.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0102 MAYOR

			2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 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	63,531	1	63,531	1	65,437
	TAMS	Assistant to the Mayor	1	1	1	1	1	50,760	1	50,760	1	52,444
		Total Positions	3	3	3	3	3	204,791	3	204,791	3	208,381
Account Detail												
40001	SALARIES		183,025	190,724	189,907	188,013		204,791		204,791		208,381
40002	LONGEVITY		-	-	-	95		-		-		-
40004	TEMPORARY HELP		-	-	1,350	17,668		27,500		27,500		36,050
	Personnel		183,025	190,724	191,257	205,776		232,291		232,291		244,431
41013	OFFICE EXPENSE		458	599	616	484		500		500		500
	Materials & Supplies		458	599	616	484		500		500		500
42060	OTHER EXPENSES		3,419	3,151	2,502	1,915		3,500		3,500		3,500
420607	CITY EVENTS		399	215	166	1,039		500		500		500
	Purchased Services		3,818	3,366	2,668	2,954		4,000		4,000		4,000
Total	MAYOR		187,301	194,689	194,541	209,214		236,791		236,791		248,931

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	36,050	TEMPORARY HELP 36,050 - PART-TIME POSITION 25 HOURS/WEEK
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 FLOWERS - 350 MORAVIAN STARS - 300 PROCLAMATION FOLDERS - 150
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 2020 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 – 57 to 9/30/19.
- 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 process.
- 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.
- Called into question 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.
- Participated with City Administration and union representatives to recommend a single 457 plan provider.
- Discussed two (2) Right-to-Know requests with RTK office and provided copies of checks and/or invoices as needed.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0103 CONTROLLER

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 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	79,515	1	79,515	1	81,976
TAMS	Account Clerk II	1	1	1	1	1	50,401	1	50,401	1	52,444
	Total Positions	3	3	3	3	3	178,916	3	178,916	3	183,420
Account Detail											
40001	SALARIES	160,634	172,845	184,144	173,804		178,116		178,116		182,520
40002	LONGEVITY	1,360	1,805	1,425	665		800		800		900
40004	TEMPORARY HELP	17,594	21,046	22,980	23,892		28,400		28,400		29,500
	Personnel	179,588	195,696	208,549	198,361		207,316		207,316		212,920
41013	OFFICE EXPENSE	-	267	54	68		600		300		600
	Materials & Supplies	-	267	54	68		600		300		600
42032	TRAINING/CONT. EDUCATION	242	114	1,156	-		1,500		1,350		1,500
42060	OTHER EXPENSES	131	185	248	141		500		300		500
	Purchased Services	373	299	1,404	141		2,000		1,650		2,000
Total	CONTROLLER	179,961	196,262	210,007	198,570		209,916		209,266		215,520

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	29,500	TEMPORARY HELP
		29,500 - PART TIME POSITION, ADDITIONAL FOR STAFF ABSENCES
41013	600	OFFICE EXPENSE
		600 - MISCELLANEOUS OFFICE SUPPLIES, PRINTER SUPPLIES, ETC
42032	1,500	TRAINING/CONTINUING ED.
		1,500 - GFOA-PA, LOCAL AUDITOR/CONTROLLER'S CONFERENCES
42060	500	OTHER EXPENSES
		50 - REFERENCE BOOKS/REPRINTS
		150 - EQUIPMENT REPAIRS
		100 - LOCAL MILEAGE
		100 - PROFESSIONAL DUES
		100 - 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

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
NC	Treasurer	1	1	1	1	1	1,800	1	1,800	1	2,200
	Total Positions	1	1	1	1	1	1,800	1	1,800	1	2,200
Account Detail											
40001	SALARIES	1,300	1,300	1,800	1,800		1,800		1,800		2,200
	Personnel	1,300	1,300	1,800	1,800		1,800		1,800		2,200
Total	TREASURER	1,300	1,300	1,800	1,800		1,800		1,800		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 a paralegal. 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

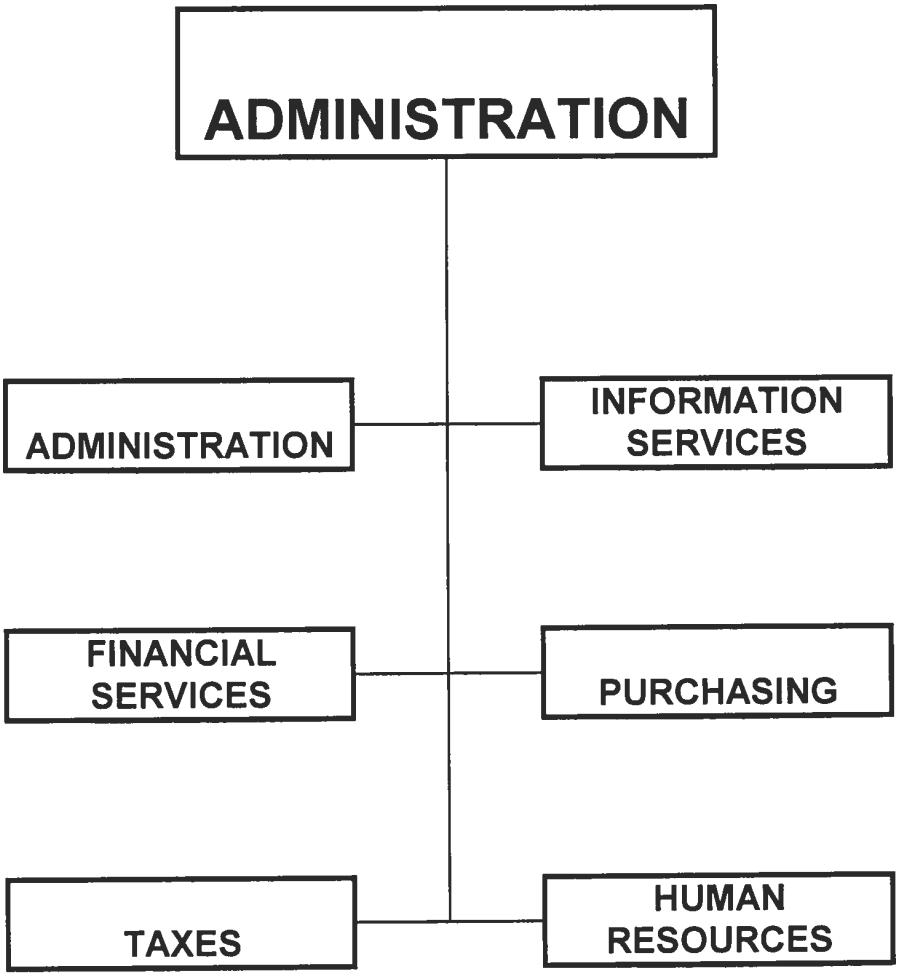
FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0105 LAW

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
NC	Solicitor	1	1	1	1	1	58,834	1	58,834	1	60,599
NC	Assistant Solicitor	2	2	2	2	2	114,205	2	114,205	2	117,631
TAMS	Paralegal	1	1	1	1	1	70,133	1	70,133	1	72,171
TAMS	Legal Assistant	1	1	1	1	1	57,388	1	57,388	1	64,848
	Total Positions	5	5	5	5	5	300,560	5	300,560	5	315,249
Account Detail											
40001	SALARIES	253,903	273,828	276,898	285,143		298,360		298,360		313,049
40002	LONGEVITY	1,760	2,090	2,090	2,090		2,200		2,200		2,200
40004	TEMPORARY HELP	-	-	-	-		22,000		15,000		26,780
	Personnel	255,663	275,918	278,988	287,233		322,560		315,560		342,029
42060	OTHER EXPENSES	11,362	12,272	10,345	11,083		9,000		8,500		9,000
	Purchased Services	11,362	12,272	10,345	11,083		9,000		8,500		9,000
Total	LAW	267,025	288,190	289,333	298,316		331,560		324,060		351,029

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

2020 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.
- Support Community Development Department with introduction of Housing Inspection Program.
- Assist RDA with the completion of the TIF.
- Execute remaining capital projects at the golf complex.
- Develop the new website and train users.
- 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:

- Completed operational and financial transition of 911 to Northampton County.
- Implemented a consolidated, efficient non-emergency call center (865-7000, App, email, eGov).
- Completed Act 111 arbitrations with FOP and IAFF, resulting in 5-year contract (2018-2022).
- Identified (non-debt) funding for $3.98 million of capital projects and purchases to update City's infrastructure.
- Consolidated City's four 457 plans through comprehensive RFP and committee selection (Empower).
- Launched new website with upgraded capabilities and enhanced functions, both internal and external.
- Refinanced $64 million of existing debt for savings of $2.8 million.
- Instituted security upgrades at City Hall.
- Had the highest collection of Business Privilege and Mercantile tax for 6th year in a row.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0201 ADMINISTRATION

			2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	NC	Business Administrator	1	1	1	1	1	106,090	1	106,090	1	109,273
	TAMS	Director of Budget & Finance	1	1	1	1	1	101,296	1	101,296	1	104,408
		Total Positions	2	2	2	2	2	207,386	2	207,386	2	213,681
Account Detail												
40001	SALARIES		189,435	202,623	201,002	211,339		206,486		206,486		212,681
40002	LONGEVITY		400	570	665	760		900		900		1,000
	Personnel		189,835	203,193	201,667	212,099		207,386		207,386		213,681
42036	COMMUNICATIONS		33,862	34,411	34,596	32,738		36,000		35,500		36,000
42047	DEPARTMENT CONTRACTS		2,335	3,004	-	-		-		-		-
42060	OTHER EXPENSES		2,036	813	2,516	2,519		3,000		3,000		3,000
	Purchased Services		38,233	38,228	37,112	35,257		39,000		38,500		39,000
Total	ADMINISTRATION		228,068	241,421	238,779	247,356		246,386		245,886		252,681

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

2020 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 (4) 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 (32) 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:

- Finalize Utility Billing Tower Read project.
- Begin Planning and Work needed to retire "old" Financial System.
- Integration of Workflow processing into more CommunityPLUS and FinancePLUS applications.
- Investigate KSA&D involvement in eGov and online Permitting projects.
- Investigate 3rd Party Recreation Software Vendors.
- Evaluate the purchase of Asset Management Software from 3rd Party Vendors.
- Continued Analysis of future direction of CommunityPlus and FinancePlus Software.
- Continue to support Storm Water Project.

Prior Year Achievements:

- Assisted with the design and technical support required to transition the website to KSA&D.
- Build Customer Service Center APP, integrated with GIS server and trained users in how to enter into C+.
- Assisted in all aspects of transitioning 911 dispatching from Bethlehem to Northampton County.
- Assisted in getting all Counties running the same version of New World Software.
- Relocated SCADA Server, Workstation, etc. to Water Treatment Plant.
- Assisted in Police Body Camera Project by Upgrading our T1 Speed to Accommodate the Increased Demand.
- Implemented Workflow into Purchasing Application.
- Provided technical support to transition to new 457 vendor – Cornerstone.
- Replaced many obsolete portions of the City's WAN Network.
- Assisted the Legal Department with selection and testing of Redacting Software.
- Upgrade to a new version of Paymentus Software (online eGov Payment Vendor).
- Provided ongoing support for Tower Read Project, Storm Water Project and P-Card Project.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0202 INFORMATION SERVICES

			2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 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	1	109,134
	TAMS	Network Manager	1	1	1	1	1	84,101	1	84,101	1	86,679
	TAMS	Econ Dev Site & GIS Mgr	1	1	1	1	1	79,815	1	79,815	1	82,276
	TAMS	IS Programmer	1	1	1	1	1	75,753	1	75,753	1	85,979
		Total Positions	4	4	4	4	4	348,803	4	348,803	4	364,068
	TAMS	25% Allocated to 20015	- Econ Dev Site & GIS Mgr					(19,954)		(19,954)		(20,569)
	TAMS	25% Allocated to 3001	- Econ Dev Site & GIS Mgr					(19,954)		(19,954)		(20,569)
	TAMS	33% Allocated to 20015	- IS Programmer					(24,999)		(24,999)		(28,376)
	TAMS	33% Allocated to 3001	- IS Programmer					(24,999)		(24,999)		(28,376)
								258,897		258,897		266,178
Account Detail												
40001	SALARIES		228,226	243,476	242,125	246,444		254,375		254,375		259,878
40002	LONGEVITY		2,789	3,576	3,851	4,121		4,522		4,522		6,300
40004	TEMPORARY HELP		-	-	18,215	31,999		32,960		32,960		33,949
	Personnel		231,015	247,052	264,191	282,564		291,857		291,857		300,127
41014	OPERATING SUPPLIES		2,431	2,946	1,085	2,791		2,000		1,950		3,000
	Materials & Supplies		2,431	2,946	1,085	2,791		2,000		1,950		3,000
42032	TRAINING/CONT. EDUCATION		-	15,305	10,121	2,869		10,000		8,950		10,000
42047	DEPARTMENT CONTRACTS		110,692	118,424	144,974	116,463		152,500		150,000		327,600
42055	PROFESSIONAL SERVICES		30,351	27,361	28,230	65,539		20,000		19,500		2,000
42064	EQUIPMENT MAINTENANCE		2,518	8,000	4,045	7,107		15,000		14,000		10,000
	Purchased Services		143,561	169,090	187,370	191,978		197,500		192,450		349,600
43099	EQUIPMENT		82,212	47,391	50,493	53,466		42,500		42,500		45,000
	Equipment		82,212	47,391	50,493	53,466		42,500		42,500		45,000
Total	INFORMATION SERVICES		459,219	466,479	503,139	530,799		533,857		528,757		697,727

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	3,000	OPERATING SUPPLIES
		2,000 - NETWORK CABLE SUPPLIES
		1,000 - IT TOOLS, SUPPLIES, COMPUTER ROOM MODS, ETC.
42032	10,000	TRAINING/CONTINUING ED.
		10,000 - IT STAFF TRAINING (MS SQL, ESRI, HTML, ETC.)
42047	327,600	DEPARTMENT CONTRACTS
		125,000 - FINANCIAL APPLICATION SOFTWARE MAINTENANCE
		50,000 - ETHERPOINT SERVICES
		10,000 - VERIZON WIRELESS - CODE ENFORCE/FIRE INSP/IPADS
		30,000 - KSA&D WEBSITE SUPPORT AND DEVELOPMENT
		50,000 - GIS ESRI ANNUAL MAINTENANCE
		5,500 - VEEAM BACKUP ANNUAL MAINTENANCE
		1,500 - ADMIN ARSENAL ANNUAL MAINTENANCE
		7,500 - TYLER NETMOTION ANNUAL MAINTENANCE
		61,000 - TYLER RMS MAINTENANCE
		500 - DOMAIN REGISTRATION
		5,000 - MCAFEE LICENSES
		8,000 - VMWARE ANNUAL MAINTENANCE
		1,100 - MANAGER PLUS ANNUAL MAINTENANCE
		2,500 - GLOBALSIGN SSL CERTIFICATES
		500 - WEBSITE CONSTANT CONTACTS
		1,500 - ADOBE ANNUAL LICENSES
		25,000 - OPENGOV ANNUAL MAINTENANCE
		7,000 - SERVER HARDWARE MAINTENANCE
		16,000 - NETWORK WIDE CYBER SECURITY SCANNING & TESTING
		-40,000 - CHARGED TO WATER FUND
		-40,000 - 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	45,000	EQUIPMENT
		5,000 - NETWORK COMPONENTS
		20,000 - UPGRADE OF SLOWEST CPUS
		15,000 - DEPT REQUEST - FIRE - CF54 MDTS AND VEHICLE MOUNTS
		5,000 - DEPT REQUEST - PW - LAPTOP, ETC.

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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:

- Develop a grant process that ensures that the City is in compliance with grant agreements: deadlines are met, money is appropriately spent and reimbursed, and required audits are performed. The new process will also assist with the preparation of the Schedule of Expenditures of Federal Awards (SEFA).
- Gather the necessary information required with the adoption of GASB 87 (Lease Reporting).
- Minimize check printing and other non-value added activities through ACH vendor payments.

Prior Year Achievements:

- Generated $600,000 (across all funds) of additional interest by creating spending schedules and aligning the purchases of CD's and their maturities with the schedules.
- Implemented procedures that would assist with the adoption of GASB 84 (Fiduciary Activity)
- Streamlined the process for P-card purchases which is be applied City-wide in 2020. This new process will reduce non-value add time and ensure better financial controls within the accounting system.
- Enrolled in TD Bank's ACH Fraud Control and TD Positive Pay Services. ACH Fraud Control services provide effective tools to control the ACH transactions that are posted to the City's bank accounts. Positive Pay Services assist in the detection of certain types of check fraud prior to final payment.
- Turnover in office gave supervisor opportunity to re-evaluate current processes (examples: magistrate reports, tax certification, cash receipt posting) and adjust procedures to make them more efficient.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0203 FINANCIAL SERVICES

			2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Director of Fin Services	1	1	1	1	1	109,034	1	109,034	1	109,134
	TAMS	Financial Ops Accountant	1	1	1	1	1	79,015	1	79,015	1	81,476
	TAMS	Mgr Accounts Payable	1	1	1	1	1	75,553	1	75,553	1	75,653
	TAMS	Admin. Support Assistant	1	1	1	1	1	51,061	1	51,061	1	49,978
	SEIU	Account Clerk II	2	2	2	2	2	101,124	2	101,124	2	104,319
		Total Positions	6	6	6	6	6	415,787	6	415,787	6	420,560
Account Detail												
40001	SALARIES		346,662	384,648	383,636	392,485		411,187		411,187		415,760
40002	LONGEVITY		2,080	2,850	3,230	3,800		4,600		4,600		4,800
	Personnel		348,742	387,498	386,866	396,285		415,787		415,787		420,560
41013	OFFICE EXPENSE		528	395	917	506		1,000		900		1,000
	Materials & Supplies		528	395	917	506		1,000		900		1,000
42048	BANK SERVICE CHARGE		-	14	-	125		1,000		500		1,000
42060	OTHER EXPENSES		2,353	2,643	1,028	863		1,500		1,500		1,600
	Purchased Services		2,353	2,657	1,028	988		2,500		2,000		2,600
Total	FINANCIAL SERVICES		351,623	390,550	388,811	397,779		419,287		418,687		424,160

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

2020 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:

- Implement new P-card module within Finance+ which allow funds to be encumbered daily vs monthly. Develop project plan including roles and responsibilities and training plan.
- Continue in efforts of communicating to vendors the benefits of ACH vs checks to minimize administrative efforts involved in issuance of 5,000-6,000 checks to vendors each year.
- Implement vendor credit checks prior to on-boarding vendors and continue vendor monitoring throughout active life of vendor.
- Develop additional open data reports for both internal stakeholders and citizens.

Prior Year Achievements:

- Strategic purchasing initiatives including but not limited to maintenance agreements, co-operative purchasing alliances, preferred vendor partnerships, etc., resulted in savings of approximately $75,000.
- Conducted two vehicle auctions resulting in salvage value of $35,565.
- Enhanced Open Data reporting capabilities and developed external roll-out, training and communication plan.
- Developed Terms and Conditions for vendors of various goods to be used in lieu of contracts.
- Implemented electronic PO approval workflow in Finance+ to reduce non-value added time and ensure better financial controls.
- Implemented new portal with UniFirst for invoicing and ordering.
- 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

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Purchasing Director	1	1	1	1	1	95,734	1	95,734	1	98,703
TAMS	Supv of Print/Mail Oper	1	1	-	-	-	-	-	-	-	-
SEIU	Secretary II	1	1	1	1	1	51,112	1	51,112	1	52,710
	Total Positions	3	3	2	2	2	146,846	2	146,846	2	151,413
Account Detail											
40001	SALARIES	178,628	201,741	138,536	141,782		145,546		145,546		149,913
40002	LONGEVITY	4,000	2,945	950	1,045		1,300		1,300		1,500
40003	OVERTIME	-	760	201	715		40		40		-
	Personnel	182,628	205,446	139,687	143,542		146,886		146,886		151,413
41013	OFFICE EXPENSE	14,242	12,283	1,052	330		1,100		500		1,100
41016	UNIFORMS/SAFETY SHOES	85	107	-	-		-		-		-
	Materials & Supplies	14,327	12,390	1,052	330		1,100		500		1,100
42032	TRAINING/CONT. EDUCATION	-	1,848	865	1,225		1,500		1,400		1,500
42040	ADVERTISING AND PRINTING	5,371	6,109	6,526	4,350		7,000		6,500		7,000
42047	DEPARTMENT CONTRACTS	7,831	7,102	3,969	4,799		4,400		4,300		5,000
42060	OTHER EXPENSES	3,377	1,501	1,600	739		710		700		1,000
	Purchased Services	16,579	16,560	12,960	11,113		13,610		12,900		14,500
Total	PURCHASING	213,534	234,396	153,699	154,985		161,596		160,286		167,013

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

2020 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, Local Services Tax in accordance with appropriate enabling legislation. Significant activities include Taxpayer assistance, managing in-City Real Estate property records for tax billing purposes, file maintenance and receipt reconciliation from county reports. This Bureau reconciles and audits bi-monthly collections of Business Privilege from Tri-State Financial Group. This Bureau also includes tax law research and a review of current statutory law and court cases to ensure compliance with current changes in legislation.

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:

- Generated COGNOS reports regarding Tax Incentivized Zones and in-city assessed base tracking.
- Generated new COGNOS reporting in order 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.
- Reported new deed transfers to Keystone Collections Group electronically.
- Expanded the visibility of BPL throughout the organization.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0206 TAXES

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Tax Auditor	1	1	1	1	1	73,444	1	73,444	1	75,687
TAMS	Tax Technician/Mail Room	-	-	1	-	-	-	-	-	-	-
	Total Positions	1	1	2	1	1	73,444	1	73,444	1	75,687
Account Detail											
40001	SALARIES	64,100	68,562	129,562	76,490		71,444		71,444		73,587
40002	LONGEVITY	1,280	1,615	3,800	1,805		2,000		2,000		2,100
40004	TEMPORARY HELP	-	-	-	21,660		26,780		26,780		27,584
	Personnel	65,380	70,177	133,362	99,955		100,224		100,224		103,271
41025	POSTAGE	1,096	-	-	-		-		-		-
	Materials & Supplies	1,096	-	-	-		-		-		-
42040	ADVERTISING AND PRINTING	535	-	-	-		1,000		250		1,000
42055	PROFESSIONAL SERVICES	61,214	48,046	65,611	64,744		64,500		64,500		67,000
42060	OTHER EXPENSES	262	746	87	776		1,000		800		1,000
	Purchased Services	62,011	48,792	65,698	65,520		66,500		65,550		69,000
Total	TAXES	128,487	118,969	199,060	165,475		166,724		165,774		172,271

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	27,584	TEMPORARY HELP 27,584 - 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 70,000 - 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:

- Establish training program and resource guide for all supervisors to ensure consistent application of City policies and procedures.
- Conduct review and update of City Policy Manual to ensure compliance with state and federal regulations.

Prior Year Achievements:

- Implemented changes to the City's deferred compensation retirement plan including the consolidation of providers to provide employees with enhanced investment options and tools at lower costs.
- Implemented recommendations of compensation study to decrease internal and external pay equity of non-union employees in order to maintain high quality employees and reduce turnover.
- Implemented several programs to decrease workers' compensation costs and increase safety awareness including: Trenching/Excavation Program, Body Mechanics, and Stretching.
- Created and implemented process for seasonal employee to reduce City's unemployment compensation liability and costs.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

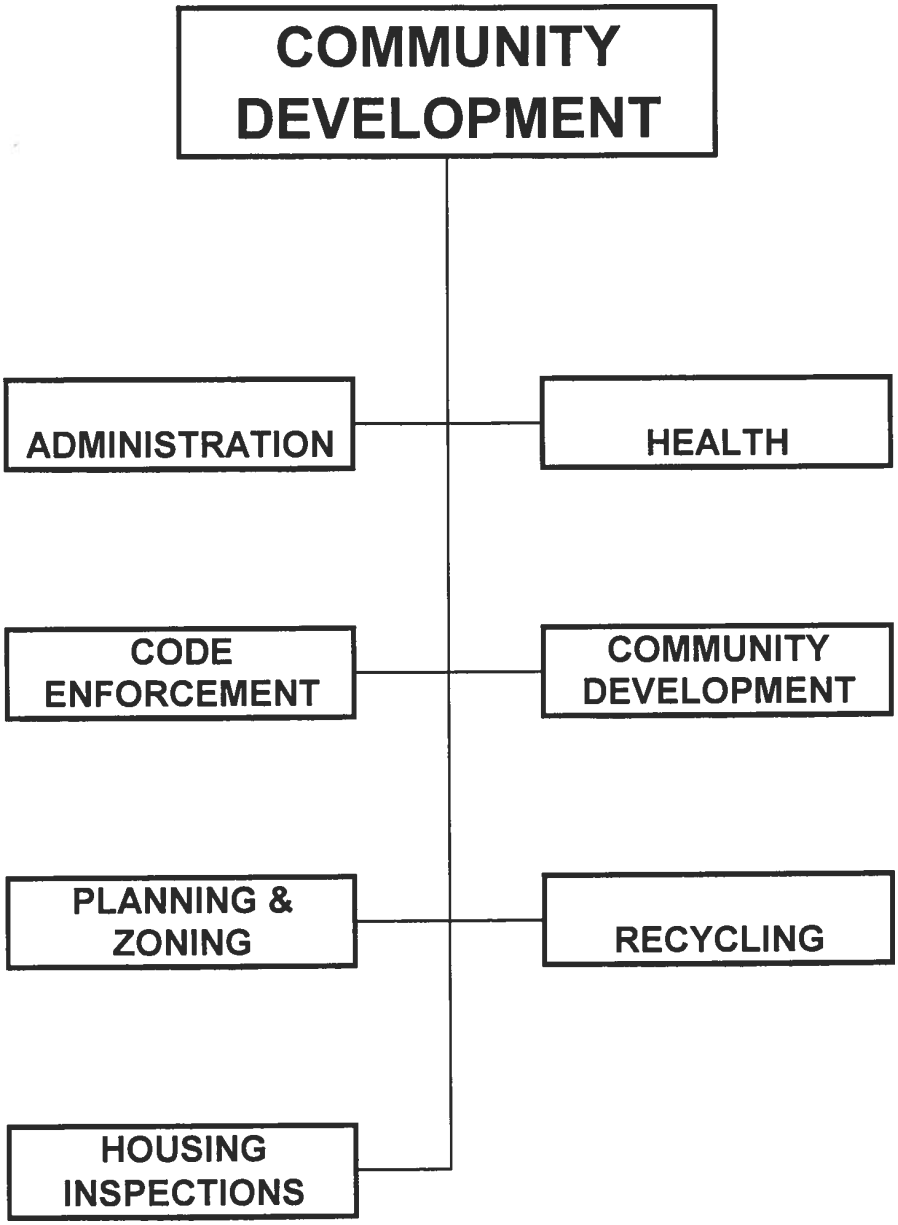
FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0207 HUMAN RESOURCES

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Director of HR	1	1	1	1	1	96,834	1	96,834	1	104,708
TAMS	Compensation Coordinator	1	1	1	1	1	71,444	1	71,444	1	73,587
TAMS	Compliance Officer	-	-	1	1	1	71,444	1	71,444	1	73,587
TAMS	Benefits Coordinator	1	1	1	-	-	-	-	-	-	-
	Total Positions	3	3	4	3	3	239,722	3	239,722	3	251,882
Account Detail											
40001	SALARIES	187,471	171,303	259,275	235,422		238,522		238,522		250,582
40002	LONGEVITY	1,280	1,710	1,900	1,045		1,200		1,200		1,300
40004	TEMPORARY HELP	41,254	60,869	865	12,860		16,068		16,068		16,551
40011	EDUCATION INCENTIVE BONUS	-	-	-	-		2,000		1,500		2,000
	Personnel	230,005	233,882	262,040	249,327		257,790		257,290		270,433
41013	OFFICE EXPENSE	3,500	3,753	1,281	1,007		3,525		3,250		3,525
	Materials & Supplies	3,500	3,753	1,281	1,007		3,525		3,250		3,525
42032	TRAINING/CONT. EDUCATION	13,882	12,400	14,166	1,080		8,500		8,500		15,500
42055	PROFESSIONAL SERVICES	-	-	18,087	-		-		-		-
42060	OTHER EXPENSES	1,115	662	1,044	1,019		1,500		1,250		1,500
42067	RECRUITING & TESTING	34,237	36,915	24,697	46,083		49,000		48,000		55,000
	Purchased Services	49,234	49,977	57,994	48,182		59,000		57,750		72,000
Total	HUMAN RESOURCES	282,739	287,612	321,315	298,516		320,315		318,290		345,958

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	16,551	TEMPORARY HELP
		16,551 - PART-TIME POSITION 15 HOURS/WEEK
40011	2,000	EDUCATION INCENT BONUS
		2,000 - EDUCATION INCENTIVE BONUS FOR NON-UNIFORMED PERSONNEL.
41013	3,525	OFFICE EXPENSE
		200 - PRINTING - EMPLOYEE HANDBOOK, UNION CONTRACT
		250 - MANDATORY LABOR LAW POSTERS
		3,000 - FORMS PRINTING - W2, 1095 C, AND ENVELOPES
		75 - 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 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.

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

			2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	NC	Dir Comm & Econ Dev	1	1	1	1	1	106,131	1	106,131	1	109,315
	NC	Deputy Dir Comm Dev	1	1	1	1	1	87,310	1	87,310	1	89,930
	TAMS	Business Manager	1	1	1	1	1	56,440	1	56,440	1	58,672
	SEIU	Departmental Secretary	1	1	1	1	1	52,859	1	52,859	1	54,524
	SEIU	Secretary II	3	3	3	3	3	153,836	3	153,836	3	158,628
		Total Positions	7	7	7	7	7	456,576	7	456,576	7	471,069
Account Detail												
40001	SALARIES		381,944	448,598	447,278	457,727		451,476		451,476		465,469
40002	LONGEVITY		2,240	3,800	4,180	3,610		5,100		5,100		5,600
40003	OVERTIME		-	-	164	-		250		150		250
40004	TEMPORARY HELP		3,955	-	-	-		42,179		20,000		43,444
	Personnel		388,139	452,398	451,622	461,337		499,005		476,726		514,763
41013	OFFICE EXPENSE		380	133	34	103		300		300		300
41025	POSTAGE		673	-	-	-		-		-		-
	Materials & Supplies		1,053	133	34	103		300		300		300
42032	TRAINING/CONT. EDUCATION		33	-	1,721	3,924		4,000		3,850		4,000
42060	OTHER EXPENSES		1,320	725	1,585	1,489		2,000		1,700		2,000
	Purchased Services		1,353	725	3,306	5,413		6,000		5,550		6,000
Total	ADMINISTRATION		390,545	453,256	454,962	466,853		505,305		482,576		521,063

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	250	OVERTIME 250 - SECRETARIAL OVERTIME FOR AFTER HOURS MEETINGS AND SPECIAL REPORTS.
40004	43,444	TEMPORARY HELP 43,444 - 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 and implement a community health improvement plan based on the results of the community health needs assessment.
- Develop an organizational strategic plan that ties together the health bureau's workforce development plan, quality improvement plan and community health improvement plan.
- Improve service delivery and health outcomes using data from performance management, customer satisfaction surveys, after action reports, accreditation gaps and employee input.
- Continue to refine electronic health record interoperability for clinics.
- Implement home visiting protocols for Partners for a Healthy Baby to improve quality.
- Provide a safe and healthy living environment for City of Bethlehem residents by providing surveillance, nuisance investigation and response, in-home services and home modifications.
- Ensure all eating establishments within the City of Bethlehem provide safe food to visitors through education, inspection and outreach.
- Promote healthy behaviors that reduce chronic diseases.

Prior Year Achievements:

- Conducted a community health needs assessment in collaboration with community partners and community member input.
- Implemented a performance management system that effectively measures public health performance and impact.
- Created a strategic plan, in collaboration with the Bethlehem Area School District, aimed at improving health outcomes among students.
- Completed year two of the Vision Zero action plan.
- Created an activity zone play area for adults and children on Payrow Plaza.
- Implemented a pilot paramedicine program aimed at reducing unnecessary ambulance transports and emergency room visits.
- Expanded use of electronic health records to become paperless and improved patient portal use to reduce staff workload.
- Increased Partners for a Healthy Baby enrollees to include high-risk Northampton County families.
- Improved access to family planning services among the adolescent population.
- Improved facility communication regarding communicable disease reporting around animal bites, influenza, vaccine preventable diseases and hospital associated infections.
- Invested money that was obtained from US Housing and Urban Development in the inspection and remediation of our aging housing stock.
- Inspected all food establishments, including but not limited to restaurants, retail stores, festival vendors, nursing homes and schools.
- Conducted surveillance, inspection and abatement of public health nuisance complaints involving solid waste, high grass and weeds, standing pools of water and animal concerns.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
NC	Health Bureau Director	1	1	1	1	1	93,402	1	93,402	1	96,204
TAMS	Dir of EMV Health Prog	1	1	1	1	1	88,336	1	88,336	1	91,038
TAMS	Dir Chronic/Disease Ed Pr	1	1	1	1	1	88,636	1	88,636	1	91,338
TAMS	Dir of MCH Prog/Nursing	1	1	1	1	1	88,536	1	88,536	1	91,238
TAMS	Sanitarian	1	1	1	1	1	71,744	1	71,744	1	73,987
SEIU	Environmental Health Tech	1	1	1	1	1	59,620	1	59,620	1	61,467
SEIU	Office Manager	1	1	1	1	1	56,788	1	56,788	1	58,417
SEIU	Health Secretary	1	1	1	1	1	40,717	1	40,717	1	45,328
	Total Positions	8	8	8	8	8	587,779	8	587,779	8	609,017
Account Detail											
40001	SALARIES	500,867	539,067	546,634	560,303		578,079		578,079		598,717
40002	LONGEVITY	5,920	7,490	8,075	8,645		9,700		9,700		10,300
40004	TEMPORARY HELP	470,845	521,946	561,859	660,991		726,033		680,000		811,992
	Personnel	977,632	1,068,503	1,116,568	1,229,939		1,313,812		1,267,779		1,421,009
41013	OFFICE EXPENSE	752	629	561	841		600		550		600
41014	OPERATING SUPPLIES	1,376	-	1,382	1,743		1,350		1,000		1,350
41016	UNIFORMS/SAFETY SHOES	308	313	580	324		750		600		750
41023	GASOLINE	1,424	1,021	1,277	1,557		1,600		1,600		1,600
41025	POSTAGE	2,291	-	-	-		-		-		-
	Materials & Supplies	6,151	1,963	3,800	4,465		4,300		3,750		4,300
42032	TRAINING/CONT. EDUCATION	1,237	1,545	1,436	2,195		2,000		1,765		3,000
42040	ADVERTISING AND PRINTING	844	831	210	807		1,000		950		1,000
42060	OTHER EXPENSES	18,724	32,651	10,464	10,615		10,400		10,000		7,500
42070	CLINIC SERVICE	53,708	65,879	55,662	59,451		70,200		60,000		74,200
42171	LEAD/HEALTHY HOMES	-	-	-	-		174,671		115,000		112,350
42172	PEDIATRIC OUTREACH	6,507	7,091	9,706	7,060		19,200		17,000		4,589
42172E	MCH INITIATIVE	7,500	792	1,421	452		7,000		2,000		4,400
42174	FOOD SAFETY	7,941	4,841	5,673	5,970		8,500		8,000		7,500
42175	LEAD HAZARD	77,289	5,260	12,020	99,715		556,422		400,000		549,144
42176	AIDS PROGRAM	429	295	370	1,132		20,576		15,000		20,557
42177	IMMUNIZATION OUTREACH	12,317	9,634	2,701	4,081		4,266		3,800		3,916
42177E	IMMUNIZATIONS EDU PRGM	-	-	-	320		999		500		947
42179	HOME VISITATION PROGRAM	-	-	-	-		14,219		10,000		4,000
42180	SAFE & HEALTHY COMMUNITY	-	-	17,106	54,166		66,295		55,000		64,146
42181	HEALTHY WOMEN 50+	30,585	-	9,427	6,186		80,000		45,000		80,000
42185	TB PROGRAM	349	301	1,474	1,892		1,270		1,270		1,070
42187E	ELECTRONIC HEALTH RECORD	2,295	7,359	7,796	10,824		10,000		8,000		13,000
42188	OPIOID PREVENTION	-	-	-	-		10,000		9,000		122,890
42190	HEALTH-HIGHWAY SAFETY PGM	2,889	3,032	3,596	4,735		3,528		3,000		4,530
42190E	CHRONIC DISEASE HLTH EDU	3,204	6,052	32,284	63,805		45,450		20,000		6,000
42192	TOBACCO PROGRAM	-	-	40,961	-		-		-		-
42193	PUBLIC HEALTH PREAREDNESS	38,534	63,281	36,919	57,230		104,961		85,000		68,864
	Purchased Services	264,352	208,844	249,226	390,636		1,210,957		870,285		1,153,603
Total	HEALTH	1,248,135	1,279,310	1,369,594	1,625,040		2,529,069		2,141,814		2,578,912

* - Expense account is 100% grant reimbursed.

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	811,992	TEMPORARY HELP
		109,966 - PUBLIC HEALTH PREPAREDNESS/MEDICAL RESERVE CORP**
		90,512 - MATERNAL CHILD HEALTH**
		141,862 - HIV/AIDS PROGRAM**
		3,878 - TB PROGRAM OUTREACH**
		86,947 - IMMUNIZATION PROGRAM**
		96,759 - LEAD HAZARD CONTROL HEALTHY HOMES-HUD**
		49,114 - TOBACCO/OPIOID**
		29,996 - MATERNAL FAMILY HEALTH SERVICES**
		49,382 - HIGHWAY SAFETY**
		45,000 - ENVIRONMENTAL HEALTH SUPPORT**
		108,576 - SAFE AND HEALTHY COMMUNITIES**
41013	600	OFFICE EXPENSE
		600 - 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	3,000	TRAINING/CONTINUING ED.
		3,000 - 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	7,500	OTHER EXPENSES
		500 - APHA /ACHI/NACCHO MEMBERSHIPS (BUREAU)
		6,000 - NUISANCE ABATEMENT(ENVIRONMENTAL HEALTH)
		1,000 - MILEAGE(DIRECTOR, PROGRAM DIRECTORS)
42070	74,200	CLINIC SERVICE
		1,000 - ASTHMA/DENTAL CLINIC SUPPLIES
		3,000 - STD CLINIC SUPPLIES
		2,000 - TB TESTING SUPPLIES, X-RAYS/LAB TESTS
		10,000 - FEE FOR SERVICE VACCINE
		19,000 - INFLUENZA AND PNEUMOCOCCAL VACCINES
		2,000 - STD CLINIC MEDICATIONS/LAB TESTS
		1,000 - TB CLINIC MEDICATIONS

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		30,000 - PHYSICIAN/NURSE PRACTITIONER SERVICES/NURSING/ MALPRACTICE
		3,000 - CLINIC SITE ITEMS: ANTIBACTERIAL SOAP, BULLETIN BOARD SIGNS, CHARTS, AND CHART HANGERS
		200 - LABORATORY LICENSE FEES
		3,000 - WOMEN'S CLINIC SUPPLIES/MEDICATIONS: CONTRACEPTIVES, SPECULUMS, TABLE PAPER AND GERMICIDAL CLEANER
42171	112,350	LEAD/HEALTHY HOMES-PA HUD
		600 - OTHER COSTS (LAB ANALYSIS)**
		1,000 - TRAINING AND TRAVEL**
		750 - SUPPLIES (HEALTHY HOMES SUPPLIES)**
		110,000 - SUBCONTRACT SERVICES**
42172	4,589	PEDIATRIC OUTREACH
		1,000 - CONSULTANT**
		1,450 - SUPPLIES**
		586 - TRAVEL**
		1,553 - OTHER COSTS**
42172E	4,400	MCH INITIATIVE
		1,400 - SUPPLIES**
		2,000 - TRAVEL**
		1,000 - OTHER COSTS**
42174	7,500	FOOD SAFETY
		4,000 - SUPPLIES**
		3,500 - TRAVEL**
42175	549,144	LEAD HAZARD
		413,206 - SUBCONTRACT SERVICES**
		4,000 - SUPPLIES**
		21,710 - TRAINING AND TRAVEL**
		110,228 - OTHER COSTS**
42176	20,557	AIDS PROGRAM
		3,025 - SUPPLIES**
		3,771 - TRAVEL**
		13,761 - OTHER COSTS**
42177	3,916	IMMUNIZATION OUTREACH
		2,466 - CONSULTANT**
		250 - SUPPLIES**
		100 - TRAVEL **
		1,100 - OTHER COSTS**
42177E	947	IMMUNIZATIONS EDU PRGM
		347 - SUPPLIES**
		100 - TRAVEL**
		500 - OTHER COSTS**
42179	4,000	HOME VISITATION PROGRAM

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		1,000 - SUPPLIES**
		3,000 - TRAVEL**
42180	64,146	SAFE & HEALTHY COMMUNITY
		39,846 - SUPPLIES**
		5,800 - TRAVEL**
		18,500 - OTHER COSTS**
42181	80,000	HEALTY WOMEN 50+
		80,000 - SUBCONTRACT SERVICES**
42185	1,070	TB PROGRAM
		70 - SUPPLIES**
		550 - TRAVEL**
		450 - OTHER COSTS**
42187E	13,000	ELECTRONIC HEALTH RECORDS
		13,000 - CONSULTANT**
42188	122,890	OPIOID PREVENTION
		60,000 - SUBCONTRACT SERVICES**
		4,335 - SUPPLIES**
		7,000 - TRAVEL**
		51,555 - OTHER COSTS**
42190	4,530	HEALTH-HIGHWAY SAFETY PGM
		4,530 - TRAVEL**
42190E	6,000	CHRONIC DISEASE HLTH EDU
		1,000 - TRAVEL**
		5,000 - OTHER COSTS**
42193	68,864	PUBLIC HEALTH PREPARED
		35,412 - SUPPLIES**
		7,912 - TRAVEL**
		25,540 - 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.
- All permits, reviews, approvals, and inspections on 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 2019, 2,404 permits issued, resulting in 5,702 inspections, for an estimated construction cost of $267,636,367.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Chief Building Inspector	1	1	1	1	1	90,996	1	90,996	1	98,503
TAMS	Building/Housing Inspector	2	2	2	2	2	147,535	2	147,535	2	156,904
TAMS	Mechanical Inspector	1	1	1	1	1	75,653	1	75,653	1	78,002
TAMS	Electrical Inspector	1	1	1	1	1	38,725	1	38,725	1	60,736
TAMS	Permit Coordinator	1	1	1	1	1	66,874	1	66,874	1	68,814
	Total Positions	6	6	6	6	6	419,783	6	419,783	6	462,959
Account Detail											
40001	SALARIES	408,657	437,107	433,408	451,390		413,783		413,783		457,459
40002	LONGEVITY	4,400	5,670	6,175	6,650		6,000		6,000		5,500
40004	TEMPORARY HELP	-	-	-	3,941		33,800		30,000		-
	Personnel	413,057	442,777	439,583	461,981		453,583		449,783		462,959
41014	OPERATING SUPPLIES	1,360	1,165	650	258		930		800		930
41016	UNIFORMS/SAFETY SHOES	571	230	500	235		520		450		520
41023	GASOLINE	3,857	2,769	3,351	3,430		4,400		4,000		4,400
41025	POSTAGE	450	-	-	-		-		-		-
	Materials & Supplies	6,238	4,164	4,501	3,923		5,850		5,250		5,850
42032	TRAINING/CONT. EDUCATION	1,095	2,169	935	3,663		3,700		3,600		4,000
42040	ADVERTISING AND PRINTING	436	429	617	764		1,000		750		1,000
42055	PROFESSIONAL SERVICES	150	-	-	1,020		1,180		1,000		1,760
42060	OTHER EXPENSES	1,973	2,179	1,279	3,798		770		600		1,000
	Purchased Services	3,654	4,777	2,831	9,245		6,650		5,950		7,760
43099	EQUIPMENT	6,122	12,697	6,267	6,267		-		-		-
	Equipment	6,122	12,697	6,267	6,267		-		-		-
Total	CODE ENFORCEMENT	429,071	464,415	453,182	481,416		466,083		460,983		476,569

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

2020 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	1,760	PROFESSIONAL SERVICES
		1,760 - EMERGENCY 3RD PARTY CERTIFIED INSPECTORS 4 DAYS @ $440/DAY)
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:

- Awarded $1,335,744 in CDBG program funds.
- Awarded $400,540 in HOME program funds.
- Administered CDBG and HOME programs.
- Began implementation of key recommendations as outlined in the City's Blight Analysis including the enactment of Article 1719.
- Obtained public and private grant funding, for the bureau and departmental projects.
- Contracted with David Weiner Design to provide planning and design services reimagining the City's Christmas Décor Program.
- Contracted with Gibbs Planning Groups to analyze the downtown's retail trade potential.
- Provided technical assistance to sub-recipients to ensure compliance and more efficient use of funds.
- Expanded the housing rehabilitation program by conducting training for contractors and creating an emergency repair fund for critical and dangerous housing conditions.
- Expect to settle 32 housing rehabilitation cases by end of 2019.
- Three Enterprise Zone Tax Credit applications were submitted and two were approved for a total of $300,000.
- Facilitated 7 KIZ Tax Credit Applications totaling $405,567.
- Awarded $75,000 in Technology Transfer Grants.
- Awarded $5,000 in Lehigh TE Capstone Program Grants.
- Approved 7 Southside LERTA Applications.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Housing & CD Planner	1	1	1	1	1	82,701	1	82,701	1	70,375
TAMS	Rehab Finance Specialist	1	1	1	1	1	71,644	1	71,644	1	71,744
	Total Positions	2	2	2	2	2	154,345	2	154,345	2	142,119
Account Detail											
40001	SALARIES	113,730	133,524	135,892	139,115		154,045		154,045		141,819
40002	LONGEVITY	-	-	-	95		300		300		300
40004	TEMPORARY HELP	76,638	101,899	105,055	131,093		156,633		137,500		157,456
	Personnel	190,368	235,423	240,947	270,303		310,978		291,845		299,575
41014	OPERATING SUPPLIES	458	101	753	602		1,100		750		1,100
41016	UNIFORMS/SAFETY SHOES	94	-	-	230		-		-		-
41025	POSTAGE	400	-	-	-		-		-		-
	Materials & Supplies	952	101	753	832		1,100		750		1,100
42032	TRAINING/CONT. EDUCATION	7	1,350	2,659	2,110		-		-		-
42040	ADVERTISING AND PRINTING	-	829	1,192	1,373		-		-		-
42047	DEPARTMENT CONTRACTS	75,000	85,829	199,054	168,552		-		-		-
42150	HOUSING INITIATIVES	-	-	-	-		2,010		1,500		2,140
42151	NORTHSIDE 2027	-	-	-	-		1,300		1,200		1,300
42152	ECONOMIC DEVELOPMENT	-	-	-	-		164,500		125,000		159,500
42153	BLIGHT PROJECT	-	-	-	-		18,231		15,000		-
42154	BUSINESS DEVELOP/RETENT	-	-	-	-		50,000		40,000		10,000
42060	OTHER EXPENSES	2,306	4,016	7,804	5,438		-		-		-
42064	EQUIPMENT MAINTENANCE	9,777	2,132	7,388	3,530		-		-		-
	Purchased Services	87,090	94,156	218,097	181,003		236,041		182,700		172,940
Total	COMMUNITY DEVELOPMENT	278,410	329,680	459,797	452,138		548,119		475,295		473,615

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	157,456	TEMPORARY HELP
		57,034 - ECONOMIC DEVELOPMENT COORDINATOR
		52,798 - REHAB TECH SPECIALIST
		47,624 - BUSINESS DEVELOPMENT AND RETENTION SPECIALIST
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	159,500	ECONOMIC DEVELOPMENT
		1,000 - PRINTING/ADVERTISING
		2,000 - TRAINING
		75,000 - MARKETING CONTRACT
		500 - SUPPLIES
		1,000 - SOFTWARE/OTHER EXPENSES
		30,000 - ENTERPRISE ZONE IMPLEMENTATION
		50,000 - NORTHAMPTON COUNTY FACADE
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 and protects the overall goals and objectives of the comprehensive plan.
- Continue with implementation of master planning efforts such the South Side Vision 2020 Plan, and the Wayfinding Program.
- Research and pursue additional funds and funding sources for Plan implementation.
- Finalize updated subdivision and land development ordinance.
- Coordinate efforts with other departments and additional partners to implement long term plan recommendations.
- Complete Phases 2 and 3 of City Wayfinding Program.
- Enforce and implement policies and provisions included in Zoning Ordinance.
- Finalize Phase 5 of Greenway and rework Monocacy Way Trail Improvements.
- Assist with development and completion of the Parks Master Plan Study.
- Continue to research amendments and updates to the Zoning Ordinance as appropriate.
- Assist in development, as appropriate, to address student housing concerns.
- Pursue funding to assist in planning analysis related to specific impacts of development demand in historic districts.
- Administer development of a Capital Improvement Plan that supports the City's long range planning efforts and is fiscally sound.

Prior Year Achievements:

- Continue to work with Planning Commission, Zoning Hearing Board, Historic Commission and HARB.
- Complete Phase 1 of Wayfinding Signs.
- Review and management of land development and subdivision plans.
- Researched and drafted zoning amendments.
- Participated in the Southside Vision Development Committee Activities.
- Prepared draft updates for various sections of SALDO, addressing procedures, development standards and required improvement. Contracted with consultant for finalization.
- Manage Capital Plan review with various departments.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
NC	Dir of Planning & Zoning	1	1	1	1	1	94,712	1	94,712	1	97,553
TAMS	Assistant Plannning Dir	1	1	1	1	1	88,136	1	88,136	1	90,838
TAMS	Zoning Officer	1	1	1	1	1	78,801	1	78,801	1	75,747
	Total Positions	3	3	3	3	3	261,649	3	261,649	3	264,138
Account Detail											
40001	SALARIES	236,903	252,808	251,331	256,357		259,049		259,049		262,638
40002	LONGEVITY	1,440	1,900	2,090	2,280		2,600		2,600		1,500
	Personnel	238,343	254,708	253,421	258,637		261,649		261,649		264,138
41013	OFFICE EXPENSE	113	290	292	153		675		550		675
41014	OPERATING SUPPLIES	58	675	-	-		500		450		500
41025	POSTAGE	1,017	-	-	-		-		-		-
	Materials & Supplies	1,188	965	292	153		1,175		1,000		1,175
42030	HEARING BOARD EXPENSES	35,525	37,631	35,180	46,091		52,600		50,000		58,300
42032	TRAINING/CONT. EDUCATION	938	1,847	1,774	1,237		2,500		1,750		2,500
42040	ADVERTISING AND PRINTING	6,872	6,485	6,545	5,726		13,400		10,000		10,800
42047	DEPARTMENT CONTRACTS	27,575	30,125	30,817	49,131		122,200		100,000		91,300
42060	OTHER EXPENSES	1,913	1,173	2,456	1,539		675		650		1,750
	Purchased Services	72,823	77,261	76,772	103,724		191,375		162,400		164,650
Total	PLANNING & ZONING	312,354	332,934	330,485	362,514		454,199		425,049		429,963

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

2020 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	91,300	DEPARTMENT CONTRACTS
		31,800 - HISTORIC AND ARCHITECTURAL CONSULTING CONTRACT
		47,000 - CONSULTANT FOR SOUTHSIDE PLANNING
		12,500 - GATEWAY SCULPTURES
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 from households, small businesses and City facilities. This bureau also operates a recycling drop-off center and 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 yard waste facility with Hanover Township & Fountain Hill.

Prior Year Achievements:

- Held largest E-Waste collection event with Northampton County May 2019. Collected over 61,900 pounds of electronic recyclables (TV's, computers, laptops, printers, light bulbs, batteries, microwaves). Serviced over 1,100 total vehicles during event.
- Completed renovation of Theis/Cornfeld Recycling Center. Renovations included new office, fencing, various equipment upgrades including recycling toters, automatic toter tipper and portable stairs.
- Implemented oversize log/wood waste storage, transportation and processing plan for other City of Bethlehem Departments.
- Implemented discarded TV storage, transportation and processing plan for illegal disposal of TV sets at various City properties.
- Processed and removed over 150,000 cubic yards of compost and mulch materials stockpiled for last 3 years.
- Extensive modifications, repairs and safety items addressed at Bethlehem Yard Waste Facility, including bunker walls, weed control, garage repairs, etc.
- Participated in various recycling roundtable events and speaking engagements: PA DEP Recycling Roundtable Conference, Penn State-Allentown Recycling Coalition, Bethlehem Environmental Action Committee, Recycling Education Initiative with Berks County, City of Reading & Cougle's Recycling.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Director of Recycling	1	1	1	1	1	74,011	1	74,011	1	83,976
SEIU	Rec Maint/Op Specialist	1	1	1	1	1	67,874	1	67,874	1	66,950
SEIU	Rec Truck Driver/ Equip Op	1	1	1	1	1	62,075	1	62,075	1	63,788
	Total Positions	3	3	3	3	3	203,960	3	203,960	3	214,714
Account Detail											
40001	SALARIES	180,626	212,396	193,067	173,541	199,960		199,960		210,814	
40002	LONGEVITY	3,360	4,085	4,180	4,180	4,000		4,000		3,900	
40003	OVERTIME	46,014	47,900	52,453	57,227	46,500		46,500		46,500	
40004	TEMPORARY HELP	290,192	286,780	290,452	288,420	320,898		305,000		330,525	
40005	HOLIDAY PAY	4,606	3,726	4,661	4,378	6,920		5,000		6,920	
40006	DIFFERENTIAL PAY	174	193	217	222	300		250		300	
40008	MEAL REIMBURSEMENT	1,131	1,300	1,430	1,339	1,000		1,000		500	
	Personnel	526,103	556,380	546,460	529,307	579,578		561,710		599,459	
41013	OFFICE EXPENSE	6	78	1,518	391	1,500		1,250		1,000	
41014	OPERATING SUPPLIES	316	3,734	2,421	4,064	4,610		4,500		4,000	
41016	UNIFORMS/SAFETY SHOES	3,014	2,374	1,928	3,172	2,420		2,300		3,200	
41023	GASOLINE	34,025	28,237	30,246	36,931	39,000		38,000		42,823	
41025	POSTAGE	1,250	-	-	-	-		-		-	
	Materials & Supplies	38,611	34,423	36,113	44,558	47,530		46,050		51,023	
42032	TRAINING/CONT. EDUCATION	-	-	-	-	250		250		1,500	
42038	EQUIPMENT REPAIRS-FLEET	32,758	19,742	12,551	30,826	38,300		35,000		40,250	
42040	ADVERTISING AND PRINTING	1,109	1,152	2,878	3,964	1,420		1,000		4,000	
42047	DEPARTMENT CONTRACTS	1,119,582	1,153,328	1,246,646	1,352,710	1,350,078		1,350,078		1,423,000	
42054	RENTALS	3,947	3,628	3,634	3,645	3,550		3,000		1,800	
42055	PROFESSIONAL SERVICES	-	-	-	-	500		250		500	
42060	OTHER EXPENSES	35,974	35,382	14,484	13,204	13,655		13,000		19,225	
42064	EQUIPMENT MAINTENANCE	5,351	9,014	8,864	14,325	14,300		13,500		15,000	
42065	PLANT MAINTENANCE	9,894	7,287	21,353	9,592	19,910		19,500		20,000	
	Purchased Services	1,208,615	1,229,533	1,310,410	1,428,266	1,441,963		1,435,578		1,525,275	
43099	EQUIPMENT	-	19,005	236,857	41,818	189,269		185,000		76,100	
	Equipment	-	19,005	236,857	41,818	189,269		185,000		76,100	
Total	RECYCLING	1,773,329	1,839,341	2,129,840	2,043,949	2,258,340		2,228,338		2,251,857	

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	46,500	OVERTIME
		46,500 - RECYCLING/COMPOST CENTER OVERTIME
40004	330,525	TEMPORARY HELP
		79,989 - PART-TIME OFFICE STAFF
		178,464 - DROP-OFF/SHREDDING STAFF
		72,072 - 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	42,823	GASOLINE
		500 - TRUCK #24
		37,323 - HEAVY EQUIPMENT
		3,000 - OIL/LUBRICANTS
		2,000 - 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	4,000	ADVERTISING AND PRINTING
		2,000 - UPDATED BROCHURES
		2,000 - MISC. EDUCATIONAL PRINTING/ANNUAL REPORTS
42047	1,423,000	DEPARTMENT CONTRACTS
		1,023,000 - REPUBLIC SERVICES CURBSIDE CONTRACT
		50,000 - YARD WASTE GRINDING SERVICES
		350,000 - COUGLES CURBSIDE PROCESSING & TRANSPORTATION
42054	1,800	RENTALS
		1,800 - SERVICE BATHROOM TCRC

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

2020 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	20,000	PLANT MAINTENANCE
		10,000 - BUNKER REPAIRS
		4,000 - STONE
		6,000 - FENCING REPLACEMENT & REPAIRS
43099	76,100	EQUIPMENT
		49,500 - REPLACEMENT ROLL-OFF CONTAINERS
		26,600 - 10% DEPOSIT NEW LOADER COST OF $266,000

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.
- Move to a more data-driven code enforcement system that would allow inspections of more City properties over a 3 year span.
- Begin 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.
- Designate inspection zones throughout the City to create a more comprehensive inspection plan.
- Transition the bureau to tri-annual inspections to increase the number and frequency of properties inspected.
- Add additional staff to coincide with the annual registration and multiple phased year inspections.
- Increase inspection fees to substantiate time spent and cost of inspection.
- Continue to improve number of Certificates of Occupancy issued.

Prior Year Achievements:

- Through August 2019, 1,473 rental inspections, 1,543 rental re-checks, 2,014 abatements, 885 sales inspections, 647 complaints, and 42 misc inspections for a total of 2,358 inspections.
- The inspectors began to utilize handheld devices and new software to streamline the in-field inspection process.
- Increased the training hours for the inspectors to keep them up to date with the most current regulations.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

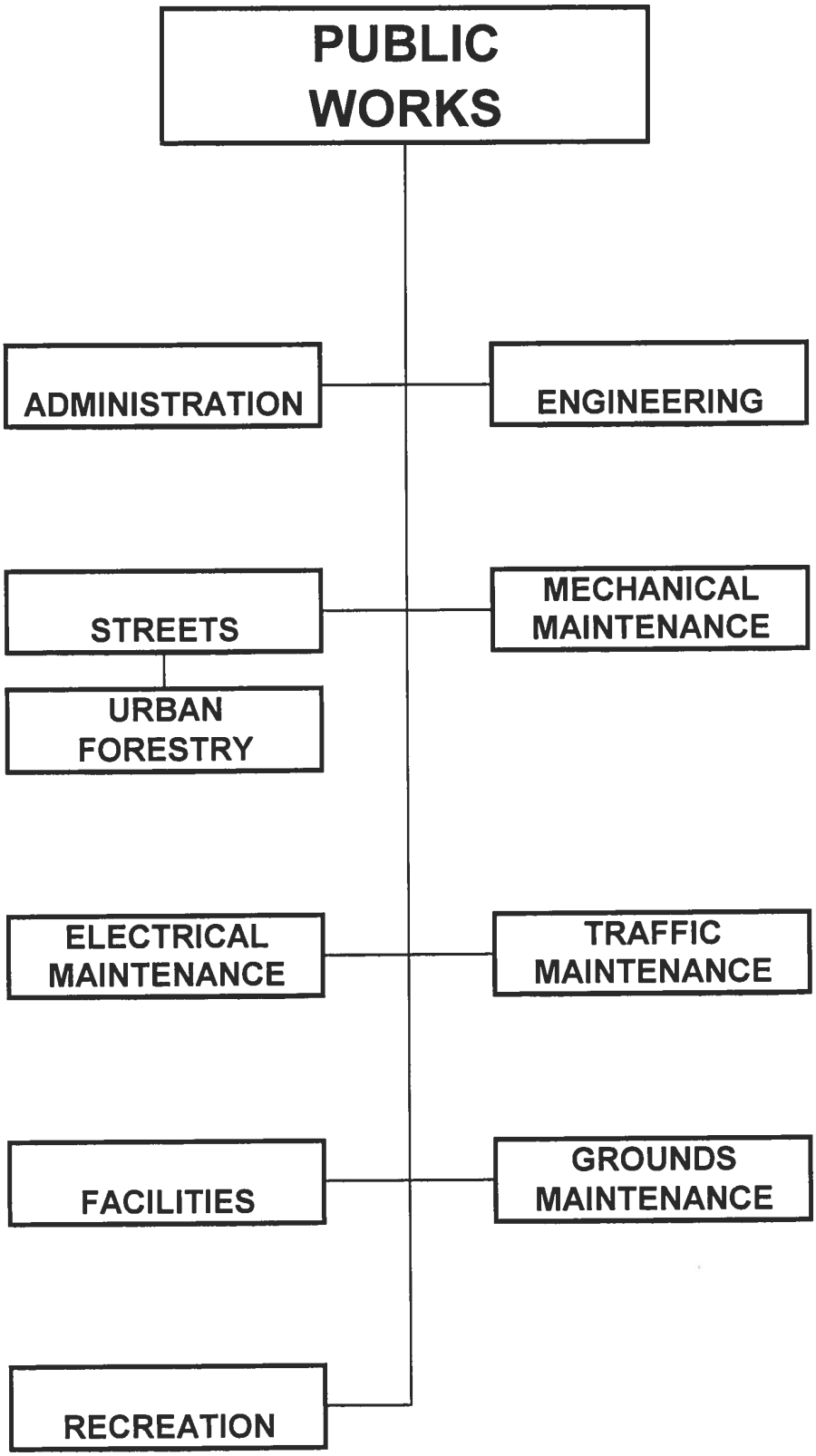
FUND 001 GENERAL
DEPT 0030 COMMUNITY & ECONOMIC DEVELOPMENT
BUREAU 0309 HOUSING INSPECTIONS

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Senior Housing Inspector	1	1	-	-	-	-	-	-	-	-
TAMS	Housing Inspector	1	1	2	2	2	143,288	2	143,288	4	269,147
TAMS	Res. Rental Housing Spec.	-	-	-	-	-	-	-	-	1	55,136
	Total Positions	2	2	2	2	2	143,288	2	143,288	5	324,283
Account Detail											
40001	SALARIES	131,347	139,159	123,072	137,329	142,888		142,888		323,783	
40002	LONGEVITY	1,360	1,805	190	285	400		400		500	
40003	OVERTIME	-	-	-	2,646	-		-		-	
40004	TEMPORARY HELP	116,896	134,628	128,527	142,000	146,743		146,743		151,255	
	Personnel	249,603	275,592	251,789	282,260	290,031		290,031		475,538	
41013	OFFICE EXPENSE	953	621	14	532	750		650		1,000	
41014	OPERATING SUPPLIES	-	765	1,123	3,110	3,500		3,200		4,000	
41016	UNIFORMS/SAFETY SHOES	288	494	245	470	650		550		910	
41023	GASOLINE	2,031	1,615	1,582	2,876	2,500		2,500		5,000	
41025	POSTAGE	850	-	-	-	-		-		-	
	Materials & Supplies	4,122	3,495	2,964	6,988	7,400		6,900		10,910	
42032	TRAINING/CONT. EDUCATION	1,029	180	713	886	1,800		1,250		4,000	
42047	DEPARTMENT CONTRACTS	-	-	-	375	900		500		8,500	
42060	OTHER EXPENSES	1,699	25	672	1,120	8,900		8,000		1,600	
	Purchased Services	2,728	205	1,385	2,381	11,600		9,750		14,100	
43099	EQUIPMENT	-	6,575	6,267	6,267	-		-		16,000	
	Equipment	-	6,575	6,267	6,267	-		-		16,000	
Total	HOUSING INSPECTIONS	256,453	285,867	262,405	297,896	309,031		306,681		516,548	

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	151,255	TEMPORARY HELP
		37,187 - RENTAL PROJECT MANAGER
		57,034 - HOUSING INSPECTOR - LEHIGH UNIVERSITY FUNDED
		57,034 - HOUSING INSPECTOR - LEHIGH UNIVERSITY FUNDED
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 FOR 4 PEOPLE.
42047	8,500	DEPARTMENT CONTRACTS
		900 - STENOGRAPHER FOR BLIGHTED PROPERTY REVIEW
		7,600 - INSPECTION SOFTWARE
42060	1,600	OTHER EXPENSES
		500 - MILEAGE/TRAVEL EXPENSES
		300 - FUEL LICENSE FORMS
		800 - FUEL LICENSE STICKERS
43099	16,000	EQUIPMENT
		16,000 - 2 VEHICLE LEASES AT $8,000 EACH. YEAR 1 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, 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 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.

Prior Years Achievements:

- Implemented a vehicle tracking system (AVL) to improve safety, 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 maintains a road management program for the resurfacing 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.
- Expanded and improved urban forestry functions within the City, which will be detailed in that bureau's prior year achievements. Currently working with the Bureau of Urban Forestry to complete the tree inventory database.
- Maintained and improved services in the various bureaus and completed new programs such as pre-wetting of road surfaces to improve snow/ice operations in the Bureau of Streets, additional traffic calming techniques in the Bureau of Traffic Maintenance, and tree inventory and database program in Urban Forestry. Continuing to evaluate various de-icing materials to reduce costs, improve service and reduce environmental impact.
- 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. Continue to monitor the improved effectiveness of maintenance cost savings of this project.
- Completed upgrade of all non-decorative street lights (over 5000) to LEDs.
- Continue to develop a city-wide geographic information system (GIS), and the completion of numerous other critical engineering and construction projects.
- Continue to strategize new procedures to improve productivity, cut costs, and increase revenue.
- Continue to work with Purchasing Committee on new procedures to improve workflow of purchasing process.
- Awarded Growing Greener grant for improvements to the Stefko Blvd Swale and currently working on design of improvement.
- Conducted a comprehensive facilities evaluation to asses deficiencies, identify need, and program needed capital improvements into the 5-Year Capital Improvements Plan.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0501 ADMINISTRATION

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
NC	Dir Pub Wks/City Engineer	1	1	1	1	1	108,387	1	108,387	1	111,639
TAMS	Dept Business Manager	1	1	1	1	1	80,915	1	80,915	1	83,276
TAMS	Administrative Assistant	1	1	1	1	1	45,902	1	45,902	1	49,344
	Total Positions	3	3	3	3	3	235,204	3	235,204	3	244,259
Account Detail											
40001	SALARIES	213,487	230,095	224,873	216,553		233,004		233,004		242,059
40002	LONGEVITY	2,080	2,660	2,850	2,945		2,200		2,200		2,200
	Personnel	215,567	232,755	227,723	219,498		235,204		235,204		244,259
41013	OFFICE EXPENSE	453	609	329	103		400		300		500
41023	GASOLINE	621	442	649	515		840		750		755
	Materials & Supplies	1,074	1,051	978	618		1,240		1,050		1,255
42032	TRAINING/CONT. EDUCATION	319	538	933	279		1,250		1,000		1,250
42060	OTHER EXPENSES	598	426	529	195		650		550		550
	Purchased Services	917	964	1,462	474		1,900		1,550		1,800
Total	ADMINISTRATION	217,558	234,770	230,163	220,590		238,344		237,804		247,314

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

2020 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	755	GASOLINE 755 - FOR DIRECTOR'S VEHICLE TO RESPOND TO CITY BUSINESS 24/7 INCLUDING SNOW PLOWING OPERATIONS. BASED ON 2018 ACUAL USAGE OF 365 GALLONS @ $2.07 PER GALLON.
42032	1,250	TRAINING/CONTINUING ED. 1,250 - THIS ACCOUNT IS UTILIZED FOR CONTINUING PROFESSIONAL EDUCATION FOR THE DIRECTOR/CITY ENGINEER TO MAINTAIN PROFESSIONAL ENGINEERING LICENSURE PER THE STATE OF PENNSYLVANIA REQUIREMENTS AND CITY ORDINANCE. THIS ACCOUNT IS ALSO TO BE USED BY THE DIRECTOR AND STAFF TO ATTEND CONFERENCES AND SEMINARS SUCH AS LATEST SNOW/ICE REMOVAL TECHNIQUES, CONSTRUCTION MEANS AND METHODS, MANAGEMENT SYSTEMS, ROAD SCHOLAR SEMINARS, WINTER SYMPOSIUM, PA LEAGUE OF CITIES AND MUNICIPALITIES ANNUAL CONVENTION, ETC. MAY COVER ONLY ONE, POSSIBLY TWO SEMINARS DEPENDING ON LOCATION AND COST.
42060	550	OTHER EXPENSES 100 - MISCELLANEOUS (PARKING FEES, TOLLS, ETC). 150 - REFERENCE/CROSS DIRECTORY/POLK DIRECTORY. 300 - PUBLIC WORKS SUBSCRIPTIONS AND MEMBERSHIP DUES.

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BUREAU DETAIL

Bureau: Engineering **No:** 0502 **Department:** Public Works **No:** 0050

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.

Prior Year Achievements:

- Completed the design and/or construction or oversight of design and construction of numerous projects, which included Penn Forest SCADA, Radar Lane water main, Butztown Road Bridge water main, and other water and sewer capital projects.
- Completed design and construction of Control Build Renovations at the Waste Water Treatment Plant.
- Completed design, construction, and contract administration of the storm sewer improvements at Stanford Road.
- Completed the design/bid packages of street re-surfacing projects, curb ramps, sidewalks, and restoration of utility trenches.
- Completed design and construction of the sanitary sewer replacement at Founders Way and Biafore Avenue.
- Completed review of numerous site development plans including Lehigh Health Sciences Building, LVIP 7, Easton Road, CCB Development, Martin Tower Master Plan, 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 review and coordination with Penn DOT on the construction of the Route 512 resurfacing.
- Completed design and permitting of South Bethlehem Greenway Connection to Saucon Park Ballfields (Phase V).
- Completed the construction of traffic signals at Broad and Main Sts. and Broad and Center Sts.
- Completed design and construction of new street lighting on West Broad St. from 3rd to 4th Ave.
- Completed design of a new Memorial Pool, began construction, and is currently in the construction oversight phase.
- Completed design of traffic signals at Broad and Linden Sts. and Elizabeth Ave. and Linden St.
- Currently designing a Stormwater Pollution and Flood Prevention Program (Storrmwater Program) anticipated to be effective July 1, 2020.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0502 ENGINEERING

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
NC	Dep Director/Chief Eng	1	1	1	1	1	99,946	1	99,946	1	102,944
TAMS	Section Engineer	1	1	1	1	1	82,701	1	82,701	1	84,231
TAMS	Project Engineer	2	2	2	2	2	157,742	2	157,742	2	163,352
TAMS	Design Asst-Chief of Surv	1	1	1	1	1	70,133	1	70,133	1	72,171
TAMS	Design Assistant	2	2	2	2	2	139,066	2	139,066	2	143,242
TAMS	Engineering Assistant	5	5	5	5	5	303,368	5	303,368	5	326,440
	Total Positions	12	12	12	12	12	852,956	12	852,956	12	892,380
Account Detail											
40001	SALARIES	747,548	829,867	825,378	832,573		842,356		842,356		883,480
40002	LONGEVITY	6,320	7,980	8,645	9,405		10,600		10,600		8,900
40003	OVERTIME	4,415	12,312	9,265	6,866		10,000		7,500		10,000
40004	TEMPORARY HELP	-	-	-	-		-		-		1
	Personnel	758,283	850,159	843,288	848,844		862,956		860,456		902,381
41014	OPERATING SUPPLIES	3,049	3,440	3,473	2,962		4,800		3,750		4,800
41016	UNIFORMS/SAFETY SHOES	1,310	2,094	1,454	2,133		1,470		1,470		2,440
41023	GASOLINE	6,690	5,972	7,200	9,200		8,463		8,463		8,342
	Materials & Supplies	11,049	11,506	12,127	14,295		14,733		13,683		15,582
42032	TRAINING/CONT. EDUCATION	157	73	126	83		250		200		250
42047	DEPARTMENT CONTRACTS	14,212	9,113	74,083	2,500		19,120		15,000		20,000
42060	OTHER EXPENSES	3,849	5,504	10,492	8,042		12,930		9,500		11,800
42064	EQUIPMENT MAINTENANCE	2,605	1,155	1,155	1,225		3,100		2,500		3,100
	Purchased Services	20,823	15,845	85,856	11,850		35,400		27,200		35,150
43099	EQUIPMENT	17,039	7,547	14,447	16,761		16,525		16,450		21,330
	Equipment	17,039	7,547	14,447	16,761		16,525		16,450		21,330
Total	ENGINEERING	807,194	885,057	955,718	891,750		929,614		917,789		974,443

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	10,000	OVERTIME 10,000 - BASED ON ANTICIPATED CONSTRUCTION ACTIVITY IN 2020. 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 SIGNIFICANT OVERTIME FOR SEVERAL LARGE PROJECTS IN 2020 (MEMORIAL POOL REPLACEMENT, 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.
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	2,440	UNIFORMS/SAFETY SHOES 2,440 - FIVE (5) T-SHIRTS/TWO (2) SWEATSHIRTS TO BE PURCHASED FOR SURVEYORS AND INSPECTORS. ALL EMPLOYEES ARE ELIGIBLE FOR SAFETY SHOES IN 2020.
41023	8,342	GASOLINE 8,342 - BASED ON ANNUAL USAGE OF 4,030 GALLONS (10 VEHICLES) AT $2.07 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

2020 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 40 TO 50 PROPERTIES.
42060	11,800	OTHER EXPENSES
		300 - PAINT FOR SURVEY CREW.
		200 - BATTERIES AND HAND CALCULATORS.
		900 - MISCELLANEOUS FIELD AND OFFICE SUPPLIES.
		250 - 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	21,330	EQUIPMENT
		11,000 - 1ST YR. OF A 3 YR LEASE FOR A 2020 FORD EXPLORER. THIS WILL REPLACE A 2007 FORD EXPLORER WITH NEARLY 100,000 MILES THAT IS USED BY FIELD PERSONNEL. THIS UNIT IS FREQUENTLY IN THE SHOP FOR REPAIRS.
		10,330 - FINAL YEAR OF THREE YEAR LEASE OF A 2018 FORD EXPLORER.

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 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 new AVL tracking system managing operation. Complete/update the Leaf Collection, Street Sweeping, Storm Sewer Maintenance, and Snow Operations Plans using AVL information to improve accountability, procedures, and efficiencies.
- With a new street cleaning program in place (Street Sweeping Plan), we will be able to cover city streets in a more efficient and frequent manner.
- Maintain vegetation growth along city roadways.
- Maintain both business districts streetscape to assist business owners and promote our downtowns.
- Improve paving and patching programs to extend the life of City roadways.

Prior Year Achievements:

- Completed the construction of a new salt storage facility to improve winter operations.
- 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 40,000 cubic yards of leaves during the 2018 leaf collection operation.
- Maintained storm sewers – cleaning and flushing of over 200 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.
- Installed two (2) – 5,000 gallon holding tanks for de-icing additives and rebuilt brine maker.
- 2019 added a 2nd truck mount leaf loader to improve leaf collection operation.
- 2019 In-House Paving Program-placed 7,222 tons of macadam, paved 15,565 feet of roadway, which equates to 2.95 road miles/9.36 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.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0503 STREETS

Personnel Detail		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Superintendent of Streets	1	1	1	1	1	97,034	1	97,034	1	100,003
TAMS	Streets Supervisor	2	2	2	2	2	132,347	2	132,347	2	141,976
SEIU	Maintenance Worker III	9	9	9	9	9	540,304	9	540,304	9	559,734
SEIU	Maintenance Worker II	13	13	13	13	13	655,452	13	655,452	13	669,535
SEIU	Maintenance Worker I	2	2	2	2	2	73,494	2	73,494	2	75,571
	Total Positions	27	27	27	27	27	1,498,631	27	1,498,631	27	1,546,819
	Allocated to 005A						(400,000)		(400,000)		(400,000)
	Allocated to 012A						-		-		(155,231)
							1,098,631		1,098,631		991,588

Account Detail								
40001	SALARIES	956,539	1,034,500	929,595	991,081	1,081,731	1,081,731	976,588
40002	LONGEVITY	17,760	24,245	22,420	18,145	16,900	16,900	15,000
40003	OVERTIME	78,050	73,364	74,462	73,592	86,700	80,000	85,000
40004	TEMPORARY HELP	8,814	11,767	5,617	5,484	26,400	23,000	26,400
40006	DIFFERENTIAL PAY	3,139	2,203	3,629	3,612	4,200	4,000	4,200
40008	MEAL REIMBURSEMENT	6,175	4,407	4,043	4,498	6,000	5,300	6,000
	Personnel	1,070,477	1,150,486	1,039,766	1,096,412	1,221,931	1,210,931	1,113,188
41014	OPERATING SUPPLIES	17,403	51,677	14,955	13,643	17,000	15,000	17,000
41016	UNIFORMS/SAFETY SHOES	5,313	6,324	4,924	7,992	8,015	8,015	8,015
41023	GASOLINE	83,326	51,327	60,301	76,304	84,205	81,000	86,133
	Materials & Supplies	106,042	109,328	80,180	97,939	109,220	104,015	111,148
42031	UNIFORM RENTAL	684	962	835	-	-	-	-
42033	TRAINING AND SAFETY	1,738	2,252	3,189	3,296	3,850	3,500	3,850
42047	DEPARTMENT CONTRACTS	12,271	23,855	12,945	26,799	25,100	24,000	25,800
42060	OTHER EXPENSES	5,329	5,765	5,604	5,443	6,080	5,750	6,080
42060A	BUSINESS DIST STREETSCAPE	2,935	10,028	9,506	16,081	10,000	8,500	10,000
42064	EQUIPMENT MAINTENANCE	298	324	994	995	1,000	750	1,000
	Purchased Services	23,255	43,186	33,073	52,614	46,030	42,500	46,730
43099	EQUIPMENT	-	36,934	16,576	-	187,670	180,000	10,400
	Equipment	-	36,934	16,576	-	187,670	180,000	10,400
Total	STREETS	1,199,774	1,339,934	1,169,595	1,246,965	1,564,851	1,537,446	1,281,466

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

2020 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. INCREASE DUE TO RAISE FOR EMPLOYEES IN 2020 PER UNION CONTRACT AND PER EXPERIENCE OF PAST NEEDS/USE.
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.
40006	4,200	DIFFERENTIAL PAY 4,200 - ACCOUNT COVERS MIDDLE SHIFT AND NIGHT SHIFT EMPLOYEES FOR 2020. THIS ALSO INCLUDES WORK PERFORMED DURING SPECIAL EVENTS AND OPERATIONS.
40008	6,000	MEAL REIMBURSEMENT 6,000 - MEAL REIMBURSEMENT FOR SHIFTS EXCEEDING 10 HOURS OR MORE.
41014	17,000	OPERATING SUPPLIES 17,000 - THIS ITEM COVERS SUPPLIES SUCH AS PROPANE, BAG CONCRETE, LUMBER, HARDWARE, MASONRY ITEMS, WEED KILLER, PAINT, OXYGEN, AND ACETYLENE FOR BURNING TORCH AND OTHER MISCELLANEOUS ITEMS NEEDED TO PERFORM THE JOBS REQUIRED. THIS ALSO COVERS CONTRACT SPRAYING FOR LARGE AND DIFFICULT TO REACH AREAS SUCH AS BRIDGE STRUCTURES. ALSO, REPLACEMENT OF WORN OUT POWER TOOLS THAT ARE NEEDED FOR EMERGENCY CALL OUTS.
41016	8,015	UNIFORMS/SAFETY SHOES 8,015 - REQUIRED BY UNION AGREEMENT. NEEDED TO COVER COST OF SHOES AND UNIFORMS FOR 2020. THIS AMOUNT WILL COVER 27 EMPLOYEES FOR UNIFORMS AND WORK SHOES. PURCHASING IS GIVING EMPLOYEE A CHOICE OF SHIRTS WHICH MAY ESCALATE COSTS.
41023	86,133	GASOLINE 86,133 - TO OPERATE STREET'S VEHICLES AND HEAVY EQUIPMENT. APPROXIMATELY 33,234 GALLONS OF DIESEL AT $2.15 PER GALLON ($71,453) AND 7,092 GALLONS OF REGULAR/PREMIUM GASOLINE AT $2.07 PER GALLON ($14,680).
42033	3,850	TRAINING AND SAFETY

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION	
		3,000 -	SAFETY GLASSES, GLOVES, RESPIRATORS, GOGGLES, RAIN GEAR, HARD HATS, CONES, SIGNS, BARRICADES, ETC. WOOD FOR BARRICADES AND SAFETY SIGNS.
		50 -	CPR CLASSES FOR TEN (10) EMPLOYEES AT $5/PERSON.
		800 -	PESTICIDE LICENSE FOR FOUR (4) EMPLOYEES TO TREAT IN THE PUBLIC RIGHT OF WAY.
42047	25,800	DEPARTMENT CONTRACTS	
		20,000 -	ESTIMATED MUNICIPAL WASTE 270 TONS AT $60 PER TON. CLEAN FILL DISPOSAL FROM STREET EXCAVATIONS AND RECYCLED SWEEPER DIRT --- 300 TONS AT $12 PER TON. WE WILL CONTINUE NOT UTILIZING THE LANDFILL AS MUCH AS POSSIBLE BY USING OTHER SITES IF SUITABLE.
		5,800 -	50% OF CONTRACTED CLEANING COSTS FOR THE STEFKO COMPLEX. INCLUDES INCREASES FOR 2019 AND 2020.
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	10,400	EQUIPMENT	
		4,800 -	TWO (2) LAPTOP COMPUTERS TO REPLACE OLDER MOBILE UNITS.
		5,600 -	TWO (2) MOBILE RADIOS FOR NEW VEHICLE PURCHASES IN 2020 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:

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

Prior Year Achievements:

- Continue to develop a citywide Urban Forestry inventory in GIS to track and manage this asset.
- Fulfilled the requirements to maintain, for the 26th year, Bethlehem's Tree City USA status. Also qualified for a Tree City USA Growth Award for the 11th consecutive year in recognition of environmental improvement and achievements in education and public relations, partnerships, planning and management, and tree planting and maintenance. Received a Sterling Tree City, USA award from the Arbor Day Foundation for 10 years of participation in the Growth Award Program.
- 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.
- Continued collaboration with the Rose Garden Steering Committee for planned improvements to the Park with funding provided through a grant from the Lehigh Valley Community Foundation. The Brown Design Group was hired to develop plans for improvements, conduct a tree inventory, and produce a cost estimate for the improvements. The plan will add signage and walking and cycling paths, native gardens, understory and specimen trees, benches, and bike racks. Work is expected to begin in spring of 2020.
- Encouraged community interest in Urban Forestry with an Arbor Day Celebration at the Rose Garden. Community members planted trees, observed certified arborists at work, and learned about the benefits of individual trees within the park.
- Completed CEU's to maintain ISA arborist certification and PA Pesticide Applicator certification.
- Partnered with the Community Action Development Corporation of Bethlehem to plant 36 trees for the 2nd phase of the Hayes Street project to enhance the southern gateway to the City.
- Worked with the PA Department of Agriculture and the USDA to discuss preventative measure to help control the Spotted Lanternfly.
- Pruning of trees for street overlay and street cleaning programs.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 050301 URBAN FORESTRY

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Forester	1	1	1	1	1	75,753	1	75,753	1	66,438
	Total Positions	1	1	1	1	1	75,753	1	75,753	1	66,438
Account Detail											
40001	SALARIES	67,248	71,929	71,343	72,770		74,953		74,953		66,438
40002	LONGEVITY	320	475	570	665		800		800		-
40004	TEMPORARY HELP	2,719	2,614	2,320	-		4,180		3,000		4,180
	Personnel	70,287	75,018	74,233	73,435		79,933		78,753		70,618
41014	OPERATING SUPPLIES	1,352	1,603	1,084	1,010		1,800		1,300		1,900
41023	GASOLINE	-	-	-	-		-		-		253
	Materials & Supplies	1,352	1,603	1,084	1,010		1,800		1,300		2,153
42047	DEPARTMENT CONTRACTS	6,150	4,850	8,000	10,000		11,000		10,850		11,000
4204707	NUISANCE ABATEMENTS	9,990	12,695	19,303	11,761		15,000		12,500		15,000
42060	OTHER EXPENSES	887	1,142	780	1,297		1,400		1,100		1,300
	Purchased Services	17,027	18,687	28,083	23,058		27,400		24,450		27,300
43099	EQUIPMENT	-	-	-	-		-		-		7,200
	Equipment	-	-	-	-		-		-		7,200
Total	URBAN FORESTRY	88,666	95,308	103,400	97,503		109,133		104,503		107,271

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

2020 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 DEVELOPMENT OF URBAN FORESTRY DATABASE IN GIS, AND OTHER GENERAL OFFICE DUTIES DURING PEAK SEASON FOR VEGETATION MANAGEMENT ISSUES WITHIN THE CITY. DUE TO A PERSONNEL CHANGE IN 2019, TEMPORARY HELP WAS NOT PURSUED.
41014	1,900	OPERATING SUPPLIES 1,900 - SEEDLINGS, EDUCATIONAL MATERIALS FOR ARBOR DAY, SMALL TOOLS, TREE INVENTORY SUPPLIES, URBAN FORESTRY BROCHURES, ETC. ALSO TO COVER COSTS ASSOCIATED WITH REPAIR/REPLACEMENT OF TREE GRATES IN THE DOWNTOWN AREAS. DUE TO BUDGET CONSTRAINTS, PURCHASES HAVE BEEN KEPT TO A MINIMUM.
41023	253	GASOLINE 253 - 122 GALLONS AT A COST OF $2.07 PER GALLON. BASED ON ACTUAL USAGE BY CITY FORESTER IN 2018.
42047	11,000	DEPARTMENT CONTRACTS 6,000 - 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 WAS INSUFFICIENT BASED ON OVERLAY NEEDS IN 2019. 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 WILL ALSO BE USED TO REPLACE TREES WHEN HOMEOWNERS HAVE FAILED, NEGLECTED, OR REFUSED TO REPLACE TREES AFTER PERMITTED REMOVALS PER THE REVISED SHADE ORDINANCE (DECEMBER 2014). MISSING TREES AS EVIDENCED BY EMPTY TREE WELLS AND OBVIOUS CUT OUTS LEFT IN SIDEWALKS COULD ALSO BE REPLACED WITH THIS ACCOUNT. THE COST OF PLANTING OF TREES ARE NOW ALSO RECOVERABLE PER THE NEW ORDINANCE. THIS WORK IS TYPICALLY SCHEDULED FOR THE FALL PLANTING SEASON (OCTOBER, NOVEMBER, AND EARLY DECEMBER).

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42060	1,300	OTHER EXPENSES 1,300 - MEMBERSHIPS TO VARIOUS TECHNICAL ASSOCIATIONS, BOOKS AND PERIODICALS, CONTINUING EDUCATION, SEMINARS, PESTICIDES RELICENSING, CERTIFIED ARBORIST RECERTIFICATION, TRAVEL AND MISCELLANEOUS EXPENSES. AGAIN, DUE TO BUDGET CONSTRAINTS, CONTINUING EDUCATION AND SEMINARS HAVE BEEN KEPT TO A MININUM.
43099	7,200	EQUIPMENT 7,200 - 1ST YEAR OF A THREE YEAR LEASE FOR A 2020 FORD FUSION. THIS WILL REPLACE UNIT #471, A 2005 FORD CROWN VICTORIAN WITH OVER 125,000 MILES.

BUREAU DETAIL

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

Bureau Description:

This bureau provides for the acquisition, service and repair of all City owned/leased motorized vehicles, including Fire, Police and construction equipment. This bureau performs state inspections, road service, lubes, 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.
- Expand use of GPS, and continue to identify ways of streamlining operations using it.
- 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.
- Start the process of adding alternative fuel vehicles by purchasing two (2) hybrid police cruisers and evaluating performance.

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.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0504 MECHANICAL MAINTENANCE

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Fleet Manager	1	1	1	1	1	88,936	1	88,936	1	91,538
TAMS	Auto Mechanic Supervisor	1	1	1	1	1	73,644	1	73,644	1	75,787
SEIU	Automotive Mechanic	8	8	8	8	8	525,452	8	525,452	8	544,074
SEIU	Account Clerk II	1	1	1	1	1	52,112	1	52,112	1	53,609
	Total Positions	11	11	11	11	11	740,144	11	740,144	11	765,008
Account Detail											
40001	SALARIES	634,800	701,055	658,907	710,133		724,844		724,844		749,208
40002	LONGEVITY	11,920	14,805	13,395	14,060		15,300		15,300		15,800
40003	OVERTIME	28,275	30,762	23,502	25,539		28,500		27,500		29,400
40004	TEMPORARY HELP	-	-	3,534	-		7,500		7,000		10,300
40006	DIFFERENTIAL PAY	1,072	1,759	1,888	1,995		2,200		2,100		2,200
40008	MEAL REIMBURSEMENT	780	728	533	442		1,000		900		1,000
	Personnel	676,847	749,109	701,759	752,169		779,344		777,644		807,908
41014	OPERATING SUPPLIES	2,263	1,863	21,230	10,231		2,800		2,500		2,800
41016	UNIFORMS/SAFETY SHOES	1,588	1,497	1,399	1,528		1,750		1,600		1,750
41017	SMALL TOOLS	5,640	5,390	5,636	5,675		7,000		6,500		7,000
41023	GASOLINE	24,285	21,111	24,869	33,182		32,000		32,000		37,400
41024	LUBRICANTS	25,194	17,742	23,741	24,044		30,000		27,500		30,000
	Materials & Supplies	58,970	47,603	76,875	74,660		73,550		70,100		78,950
42031	UNIFORM RENTAL	3,374	3,971	3,524	2,737		3,850		3,200		3,500
42033	TRAINING AND SAFETY	2,008	1,103	1,790	2,893		3,500		3,000		3,500
42038	EQUIPMENT REPAIRS - FLEET	453,911	419,215	347,216	431,371		449,350		440,000		430,000
42047	DEPARTMENT CONTRACTS	2,554	3,235	2,588	2,598		2,900		2,600		2,900
42060	OTHER EXPENSES	3,163	2,707	2,913	2,352		3,500		3,000		3,500
42064	EQUIPMENT MAINTENANCE	8,093	7,846	10,044	11,065		13,900		12,500		11,400
	Purchased Services	473,103	438,077	368,075	453,016		477,000		464,300		454,800
43099	EQUIPMENT	1,799	23,643	32,926	-		6,000		5,700		29,100
	Equipment	1,799	23,643	32,926	-		6,000		5,700		29,100
Total	MECHANICAL MAINTENANCE	1,210,719	1,258,432	1,179,635	1,279,845		1,335,894		1,317,744		1,370,758

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

2020 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. INCREASED TO REFLECT 5 YEAR AVERAGE AND 2020 PAY INCREASE.
40004	10,300	TEMPORARY HELP 10,300 - PART TIME EMPLOYEE FOR FOUR (4) HOURS PER DAY, FIVE (5) DAYS A WEEK TO PROVIDE CLEANING SERVICES TO FLEET VEHICLES. RATE OF $10.00 PER HOUR FOR FOUR (4) HOURS PER DAY. POSITION WAS VACANT UNTIL APRIL 2019. INCREASE TO REFLECT 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.
40008	1,000	MEAL REIMBURSEMENT 1,000 - REIMBURSEMENT FOR MEALS DURING EXTENDED WORK HOURS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	2,800	OPERATING SUPPLIES 2,800 - TO PURCHASE FUEL TICKETS FOR OFF-SITE FUELING, BREATHING MASKS, HAND TOWELS, HAND SOAP, BATTERIES, AIR LINE FILTERS, PAINT BOOTH FILTERS, AND REPAIR ORDER FORMS.
41016	1,750	UNIFORMS/SAFETY SHOES 1,750 - TO PURCHASE UNIFORMS AND SAFETY SHOES PER UNION CONTRACT. INCREASE TO REFLECT CURRENT PRICES.
41017	7,000	SMALL TOOLS 7,000 - TO UPGRADE AND PURCHASE NEW AND REPLACEMENT TOOLS AS NEEDED TO PERFORM EQUIPMENT MAINTENANCE. WE NEED ADDITIONAL SMALL TOOLS FOR THE STAFF BASED ON WORKLOAD AND CONSTANTLY CHANGING REQUIREMENTS.
41023	37,400	GASOLINE 37,400 - BASED ON ESTIMATED USAGE AND ANTICIPATED PRICE. GAS USAGE FOR THE LIBRARY AND PARKING AUTHORITY ARE ALSO CHARGED TO THIS ACCOUNT AND REIMBURSEMENT IS MADE TO THE GENERAL FUND. USAGE IS 17,984 GALLONS AT AN AVERAGE COST OF $2.15 PER GALLON FOR DIESEL IN 2020. DIESEL EMISSION FLUID THAT IS NOW REQUIRED ON 2010 AND NEWER MODEL VEHICLES IS ALSO TAKEN

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		FROM THIS ACCOUNT. AMOUNT EQUALS 2019 USAGE AT 2020 ESTIMATED COSTS.
41024	30,000	LUBRICANTS 30,000 - TO PURCHASE MOTOR OILS, GEAR OILS, HYDRAULIC OILS, TRANSMISSION FLUIDS, GREASE AND OTHER LUBRICANTS. INCREASE TO REFLECT CURRENT PRICES AND ADDITIONAL OIL NEEDED FOR NEWER VEHICLES.
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 2020 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	430,000	EQUIPMENT REPAIRS - FLEET 430,000 - USED TO PURCHASE PARTS TO MAINTAIN THE CITY FLEET AND TO PAY FOR REPAIR SERVICES FROM OUTSIDE VENDORS WHEN NECESSARY. BUDGET REFLECTS AVERAGE AMOUNT SPENT IN THE PAST 5 YEARS AND ANTICIPATED COST OF PARTS AND SERVICES IN 2020. 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. THIS ACCOUNT EXCEEDED 2019 BUDGET DUE TO REPEATED REPAIRS AS A RESULT OF CONTAMINATED GASOLINE AT OUR FUELING STATION AND AN UNUSUAL AMOUNT OF BODY WORK REPAIRS TO MOSTLY FIRE AND POLICE UNITS.
42047	2,900	DEPARTMENT CONTRACTS 2,900 - SAFETY KLEEN PARTS WASHER/SERVICE CONTRACT.
42060	3,500	OTHER EXPENSES 3,500 - TO PURCHASE OFFICE SUPPLIES, STATE INSPECTION, MEMBERSHIPS, REPAIR MANUALS, REIMBURSEMENT OF

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION	
			CDL LICENSES, TRAVEL EXPENSES, 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	29,100	EQUIPMENT	
		6,000 -	A/C RECOVERY AND RECYCLING MACHINE FOR MAINTENANCE AND REPAIR OF 2018 AND NEWER VEHICLES THAT USE THE NEW R1234YF REFRIGERANT.
		5,600 -	REPLACE TWO (2) MOBILE RADIOS AS PER ELECTRICAL BUREAU GUIDELINES.
		1,500 -	REPLACE ONE (1) MECHANIC TOOL BOX
		10,500 -	HEAVY DUTY TRUCK SCANNER. CURRENT SCANNER IS NOT COMPATIBLE WITH NEWER VEHICLES.
		5,500 -	MANAGER PLUS CLOUD SERVICE. THIS IS TO REPLACE THE EXISTING LOCAL SERVER-BASED PROGRAM WE USE NOW. THE CLOUD VERSION HAS MANY FEATURES NOT AVAILABLE ON THE DESKTOP VERSION.

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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:

- To manage and maintain the City's street lighting and traffic/transportation signal systems, and communication & electronic systems.
- Provide electrical support to the various festivals and events in the City, Christmas lighting, and 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.
- Manage and maintain all communications systems.

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.
- Managed VOIP Phone System, performing all adds, moves, and changes in-house.
- Replaced City Hall pole trees with illuminated garland wraps on Church Street.
- Continue adding artificial trees as budget allows for Christmas lighting decorations.
- Upgrading electrical services at Johnston Park – HandwerkPlatz and FestPlatz to increase reliability and appearance during festivals. FestPlatz is completed.
- Upgraded Main Street at Market Street intersection with count down pedestrian heads and push buttons for safer pedestrian movement. Video vehicle detection was added for Market Street to better service traffic. The signal will now stay green on Main Street and not go to Market Street until there is a car present reducing delays and unnecessary stopping on Main Street.
- Completed the 911 Consolidation Project with Northampton County 60 days ahead of the July 2019 Federal mandated deadline.
- Configured and installed a Bethlehem Service Center. It was operational as of July 2019.
- Worked with Penn DOT to upgrade 10 intersections on Schoenersville Road and connected them to the City's Tactics Monitoring and Control System.
- Completed the upgrading of 2 downtown traffic signals at Main & Broad St. and Center & Broad St.
- Removed 20 rusted light poles on Rt. 378 for safety until the pole removal and rewiring is placed on next TIP. This effort was completed by city personnel and all costs were shared with Penn DOT 50/50.
- Transferred ownership of trunking radio system to Northampton County 30 days ahead of schedule.
- Programmed and deployed all new Police, Fire, EMS portable radios and reprogrammed all their mobile vehicle radios.
- Programmed and deployed Police body camera equipment.
- Installed 29 hot spot wireless access points in Police Department to efficiently download body camera recordings at the end of the their shifts.
- Installed new upgraded microwave link between City Hall and Schweder Fire Station to provide better computer access.
- Installed 39 additional 5-foot Bethlehem stars on the remaining bridges for consistency throughout the Christmas decorations.
- Improved the live Christmas trees decorations utilizing the traditional random pattern employing more LED lights.
- Installed new microwave link between the Electrical Bureau and City Hall. This link made it possible to install a city server to back up the entire city network system in case the City Hall services fail.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0505 ELECTRICAL MAINTENANCE

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	City Electrician	1	1	1	1	1	87,436	1	87,436	1	90,138
TAMS	Electrical Supervisor	1	1	1	1	1	75,453	1	75,453	1	77,802
TAMS	Electronics Tech II	1	1	1	1	1	75,053	1	75,053	1	75,153
TAMS	Electronics Tech I	1	1	1	1	1	57,173	1	57,173	1	64,627
SEIU	Electrician II	4	4	4	4	4	235,975	4	235,975	4	241,886
	Total Positions	8	8	8	8	8	531,090	8	531,090	8	549,606
Account Detail											
40001	SALARIES	499,246	464,590	458,699	501,756		529,290		529,290		547,706
40002	LONGEVITY	3,840	2,090	1,045	1,330		1,800		1,800		1,900
40003	OVERTIME	22,484	27,104	30,085	39,997		35,000		33,000		32,000
40006	DIFFERENTIAL PAY	24	27	35	70		100		80		100
40008	MEAL REIMBURSEMENT	-	39	104	208		200		175		200
	Personnel	525,594	493,850	489,968	543,361		566,390		564,345		581,906
41014	OPERATING SUPPLIES	15,168	22,346	23,401	23,564		27,000		25,500		27,000
41016	UNIFORMS/SAFETY SHOES	1,339	1,311	919	1,896		2,000		2,000		2,000
41017	SMALL TOOLS	821	1,969	257	2,456		2,500		2,300		2,500
41023	GASOLINE	9,515	6,369	7,468	9,665		9,675		8,000		10,550
	Materials & Supplies	26,843	31,995	32,045	37,581		41,175		37,800		42,050
42033	TRAINING AND SAFETY	4,541	2,946	5,784	4,044		3,000		2,950		3,000
42041	STREET LIGHTING	1,325,959	1,120,964	1,193,046	1,232,207		1,195,000		1,175,000		1,200,000
42041A	FESTIVAL SERVICES	17,008	23,078	21,007	32,133		16,000		15,500		26,000
42041B	ST LIGHTS REPAIR/REPLACE	125,496	61,583	77,409	116,173		130,000		120,000		150,000
42042	CHRISTMAS LIGHTING	38,594	20,355	19,880	34,037		67,500		60,000		35,000
42043	TRAFFIC SIGNAL CURRENT	38,738	52,461	54,955	57,740		47,000		47,000		50,000
42047	DEPARTMENT CONTRACTS	106,291	114,283	104,100	95,895		57,661		56,500		21,300
42056	STREET LIGHTING MAINT	-	-	-	759		1,000		750		1,000
42060	OTHER EXPENSES	341	133	-	548		1,000		750		1,000
42064	EQUIPMENT MAINTENANCE	16,345	19,899	8,102	14,310		25,500		22,000		24,500
	Purchased Services	1,673,313	1,415,702	1,484,283	1,587,846		1,543,661		1,500,450		1,511,800
43099	EQUIPMENT	11,719	-	33,294	42,724		32,025		31,600		20,325
	Equipment	11,719	-	33,294	42,724		32,025		31,600		20,325
Total	ELECTRICAL MAINTENANCE	2,237,469	1,941,547	2,039,590	2,211,512		2,183,251		2,134,195		2,156,081

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	32,000	OVERTIME
		32,000 - 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 OTHER LARGE PROJECTS. CONTINUE TO MAKE ALL EFFORTS TO MINIMIZE USE TO EXTENT PRACTICABLE. BUDGET BASED ON USAGE AND TRENDS OVER THE PAST FIVE YEARS ($36,000 WAS NEEDED IN 2018).
40006	100	DIFFERENTIAL PAY
		100 - 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	27,000	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 2020. SUPPLY COSTS HAVE RISEN SIGNIFICANTLY IN 2019.
		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.
		10,400 - 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 & EQUIPMENT. INCREASE DUE TO CHANGES IN NATIONAL ELECTRICAL CODE REQUIRING SPECIAL DEVICES TO BE INSTALLED AND MORE COMPUTERS NEEDING SPECIAL CIRCUITS

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		AND SURGE PROTECTION EQUIPMENT.
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	10,550	GASOLINE 10,550 - BASED ON 5,000 GALLONS AT AN AVERAGE COST OF $2.10 PER GALLON. BASED ON 2018 USAGE AND 2019 ANTICIPATED USAGE.
42033	3,000	TRAINING AND SAFETY 3,000 - CONTINUAL TRAINING IS NECESSARY FOR SPECIALIZED RADIO PROGRAMMING ON FEATURES IN THE DIGITAL RADIO SYSTEM, AND USER EQUIPMENT, INCLUDING POLICE BODY BODY CAMERAS. ALSO TRAINING FOR MICROWAVE EQUIPMENT, IP TELEPHONE EQUIPMENT, NEW TRAFFIC CONTROL TECHNOLOGY, APCO SEMINARS, COMPUTER TRAINING AND ELECTRICAL SEMINARS. ADDITIONAL IMSA TRAFFIC SIGNAL TRAINING AND CERTIFICATION CLASSES TO KEEP STAFF CURRENT. PURCHASE OF GENERAL SAFETY ITEMS (GLOVES, EAR AND EYE PROTECTION, CONES, SIGNS, BOTTLED WATER AND SAFETY VESTS).
42041	1,200,000	STREET LIGHTING 1,200,000 - 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 $2,087,249 FOR 2020, UNDER THE OLD SYSTEM PER ANALYSIS/SCHEDULE, THE COST WOULD HAVE ALSO BEEN SIGNIFICANTLY GREATER THAN SHOWN HERE AS WE HAVE ADDED A SUBSTANTIAL AMOUNT OF LIGHTS SINCE THE ANALYSIS. ENERGY BILLS, DEBT SERVICE ON THE BOND, PHASE I OF THE LED UPGRADE PROJECT DEBT SERVICE, AND O&M FOR THE LIGHTS ARE CHARGED TO THIS ACCOUNT AND THE DIFFERENCE BETWEEN WHAT PPL WOULD HAVE CHARGED AND THIS BUDGETED 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,

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		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 2020.
42041A	26,000	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).
		3,000 - 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.
42041B	150,000	ST LIGHTS REPAIR/REPLACE
		150,000 - ACCOUNT (FORMALLY SLCSEA FUNDED FROM SAVINGS INDICATED IN 42041) TO COVER EXPENSES RELATED TO STREET LIGHTING SUCH AS UNEXPECTED REPAIR COSTS FOR STREET LIGHTING, REPLACEMENT OF DAMAGED LIGHTING, AND OTHER RELATED PROJECTS. THIS ACCOUNT IS ESSENTIALLY FUNDED BY SAVINGS REALIZED BY THE ACQUISITION, SHOPPING OUR ENERGY, AND UPGRADE TO LED OF STREET LIGHTS. THIS ACCOUNT IS ALSO USED TO PURCHASE REPLACEMENT TRAFFIC SIGNAL POLES DUE TO ACCIDENTS, STREET LIGHT POLE REPLACEMENT COSTS DUE TO KNOCK DOWNS SUCH AS ON ROUTE 412 HAVE BEEN SUBSTANTIAL. INCREASE IS BASED ON THE ESCALATING COST OF REPLACING STEEL STREET LIGHT POLES.
42042	35,000	CHRISTMAS LIGHTING
		35,000 - BASED ON ESTIMATED USAGE OF POWER AND MATERIALS FOR CHRISTMAS LIGHTING AND MUSIC. POWER - $10,000, MATERIALS - $25,000. ALSO FUNDS BUCKET TRUCK RENTALS DURING CHRISTMAS LIGHTING INSTALLATION. WILL CONTINUE THE REPLACEMENT OF LIVE TREES WITH ARTIFICIAL TREES AND ALSO TO PURCHASE NEW DECORATIONS 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 COSTS. WE TOOK OUT A LOAN TO PURCHASE LEDS. THIS ACCOUNT USED TO BE BUDGETED AT THE LEVEL (2019 WOULD HAVE BEEN $151,313 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 OF 10% ON TRANSMISSION AND DISTRIBUTION WHICH RESULTS IN A 4% OVERALL INCREASE IN 2020.

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42047	21,300	DEPARTMENT CONTRACTS
		PROFESSIONAL SERVICE AGREEMENTS FOR BACK UP POWER GENERATORS, RADIO ROOM AIR CONDITIONING SYSTEMS, AND 3 MICROWAVE SITES.
		1,645 - WINTER GENERATOR SERVICE AGREEMENT FOR 3 SITES (WILLIAMS STREET/SOUTH MOUNTAIN/GARRISON STREET).
		2,275 - PALMERTON TELEPHONE TOWER RENTAL.
		2,325 - MISCELLANEOUS TRAFFIC SIGNAL OUTSIDE SUPPORT SERVICES.
		5,180 - SERVICE AGREEMENT TO MAINTAIN THE THREE (3) CITY-OWNED TOWER SITE A/C SYSTEMS (SOUTH MOUNTAIN, WILLIAM ST, AND GARRISON ST.).
		9,875 - MAINTENANCE AGREEMENT FOR THE MICROWAVE LINKS THAT CONNECT CITY HALL TO SOUTH MOUNTAIN AND SOUTH MOUNTAIN TO GARRISON STREET. THESE MICROWAVE LINKS CARRY CITY DATA AND RADIO TRAFFIC.
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	1,000	OTHER EXPENSES
		1,000 - MANUALS, SIGNAL ASSOCIATION MEMBERSHIP, VIDEO TRAINING TAPES AND MISCELLANEOUS EXPENSES.
42064	24,500	EQUIPMENT MAINTENANCE
		24,500 - COVERS COST FOR REPAIRS TO EQUIPMENT SUCH AS TRUCKS, 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 INCLUDES CALIBRATION OF CONFLICT MONITOR TESTER AND UNDERGROUND LOCATOR REPAIRS WHICH INCREASES THE BUDGET SLIGHTLY.
43099	20,325	EQUIPMENT
		9,775 - FINAL YEAR OF A 4-YEAR LEASE FOR A 2017 GMC EXTENDED CAB PICKUP TRUCK THAT REPLACED UNIT #346.
		10,550 - FINAL YEAR OF 3-YEAR LEASE FOR A 2018 FORD EXPLORER THAT REPLACED UNIT #341.

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 works with the public and contractors on a daily basis.

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.

Prior Year Achievements:

- Coordinated routes, traffic control planning and setup/takedown for over 70 events throughout the year, including Runner's World, Musikfest and many others.
- Continue to coordinate with Penn DOT on Hill-to-Hill Bridge Project to reduce traffic flow impact during construction.
- Reviewed and coordinated with many developers to include pedestrian safety and upgrades to pavement markings and signals into 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.
- Managed the traffic signal replacement project at the intersection of Broad & Center and Broad & Main.
- Managing the traffic signal replacement project at the intersection of Broad & Linden and Elizabeth & Linden.
- Managed the ARLE grant project for pedestrian improvements around Liberty High School.
- Managing the S. New Street Streetscape Project.
- Applied for multiple traffic and pedestrian safety improvement grants.
- Assisted LVPC with holding first "Walk/Roll LV" event in the city to increase safety and awareness of multimodal transportation.
- Assisted the Health Bureau in completing design and painting of the Plaza Children's Area.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0506 TRAFFIC MAINTENANCE

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Traffic Coord/Design Asst	1	1	1	1	1	79,215	1	79,215	1	85,679
SEIU	Traffic Technician	2	2	2	2	2	124,957	2	124,957	2	128,576
	Total Positions	3	3	3	3	3	204,172	3	204,172	3	214,255
Account Detail											
40001	SALARIES	178,547	191,651	190,318	194,267		199,272		199,272		209,255
40002	LONGEVITY	3,440	4,275	4,465	4,560		4,900		4,900		5,000
40003	OVERTIME	6,378	7,708	6,939	7,461		7,500		7,500		7,500
40004	TEMPORARY HELP	7,499	6,944	9,965	5,684		11,400		10,000		11,400
40006	DIFFERENTIAL PAY	45	36	42	29		100		50		100
40008	MEAL REIMBURSEMENT	104	117	65	39		260		100		260
	Personnel	196,013	210,731	211,794	212,040		223,432		221,822		233,515
41014	OPERATING SUPPLIES	24,499	37,264	36,420	17,636		42,300		40,000		46,150
41016	UNIFORMS/SAFETY SHOES	397	531	480	582		600		550		600
41023	GASOLINE	4,564	2,442	3,018	3,515		4,300		4,000		3,798
	Materials & Supplies	29,460	40,237	39,918	21,733		47,200		44,550		50,548
42033	TRAINING AND SAFETY	35	79	100	50		200		100		200
42054	RENTALS	450	150	640	2,810		1,150		1,100		1,500
42060	OTHER EXPENSES	40	-	67	-		200		150		200
	Purchased Services	525	229	807	2,860		1,550		1,350		1,900
43099	EQUIPMENT	-	16,644	4,865	4,028		-		-		22,700
	Equipment	-	16,644	4,865	4,028		-		-		22,700
Total	TRAFFIC MAINTENANCE	225,998	267,841	257,384	240,661		272,182		267,722		308,663

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

2020 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.).
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.
40008	260	MEAL REIMBURSEMENT
		260 - MEAL REIMBURSEMENT IS $13.00 PER MEAL AND WOULD COVER A TOTAL OF TWENTY (20) MEALS. THIS BUREAU IS CALLED UPON FOR SNOW REMOVAL AS NECESSARY.
41014	46,150	OPERATING SUPPLIES
		OPERATING SUPPLIES ARE USED FOR THE PURPOSE OF STREET PAINT, BARRICADES AND MAINTAINING TRAFFIC CONTROL (EITHER PERMANENT OR TEMPORARY) WITH CHANNEL POSTS, SIGNS, PAINT, WOOD, ETC. EACH YEAR NEW SIGNS ARE ERECTED OR UPGRADED AND SIGN IMPROVEMENTS ARE MADE WHILE THE MAINTENANCE DEMANDS AND COSTS CONTINUE TO INCREASE. LINE PAINTING AND THE INSTALLATION AND MAINTENANCE OF CROSSWALKS, STOP BARS, ETC. REQUIRE THE PURCHASE OF PAINT AND PLASTIC. 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.
		1,900 - PROPANE, NAPTHA & REPLACEMENT TANKS.
		1,600 - PORTABLE STOP SIGNS TO REPLACE OLD OUTDATED SIGNS IN USE.

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		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 2019.
41023	3,798	GASOLINE 3,798 - ESTIMATED GASOLINE USAGE FOR VEHICLES AND EQUIPMENT IS 1,800 GALLONS AT AN AVERAGE OF (DIESEL/REGULAR) $2.11 PER GALLON.
42033	200	TRAINING AND SAFETY 200 - 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. ADDITIONAL FUNDING REQUIRED FOR TRAFFIC CONTROL DEVICES DUE TO EXTRA SECURITY MEASURES AT EVENTS, PER EMERGENCY MANAGEMENT.
42060	200	OTHER EXPENSES 200 - THIS ACCOUNT IS FOR THE PURCHASE OF MISC. ITEMS SUCH AS CDL RENEWALS AND MEMBERSHIP DUES.
43099	22,700	EQUIPMENT 22,700 - FIRST YEAR OF THREE (3) YEAR LEASE, 2020 DODGE RAM 4X4 TO REPLACE EXISTING SIGN TRUCK (UNIT #128) THAT HAS 100,000 + MILES, HAS NEEDED NUMEROUS REPAIRS, AND IS BEGINNING TO RUST. UNIT IS USED DAILY AND HOLDS EQUIPMENT NEEDED TO REPLACE SIGNS, INSTALL POSTINGS, AND HAUL BARRICADES.

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 the 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 talented in-house team provides remodeling and/or construction support on Capital projects.

Goals and Objectives:

- To provide a safe, clean, and conducive working environment while ensuring an adequate useful life for City buildings and facilities.
- To establish cost effective ways and means to maintain over 100 City buildings.
- To 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.

Prior Year Achievements:

- Painted and replaces flooring in Tax office, Recreation office, and Human Resources office.
- Installed new counter for monitor's desk on first floor.
- Re-roofed Westside Pool building.
- Painted exterior windows and doors at Illick's Mill building.
- Painted all pools.
- Painted exterior and interior of Westside Pool building.
- Painted first floor walls in Financial Services area and installed new blinds.
- Painted exterior of Yosko Pool building.
- Removed all trees on west side of Ice Rink building.
- Polished panels and cleaned globes on interior of Town Hall.
- Replaced front steps at Ice House.
- Replaced broken sewer line located in the interior wall of Ice Rink building.
- Routine maintenance of all facilities.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0507 FACILITIES

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Bldg Maint Superintendent	1	1	1	1	1	88,936	1	88,936	1	91,538
SEIU	Bldg Maint & Pool Tech	1	1	1	1	1	70,861	1	70,861	1	72,899
SEIU	Engineer Mechanic	2	2	2	2	2	135,731	2	135,731	2	139,683
SEIU	Maintenance Worker III	7	7	6	6	7	425,257	7	425,257	7	440,759
SEIU	Maintenance Worker I	1	1	1	1	1	48,685	1	48,685	1	53,943
SEIU	Custodian I	1	1	1	1	1	48,078	1	48,078	1	49,613
	Total Positions	13	13	12	12	13	817,548	13	817,548	13	848,435
Account Detail											
40001	SALARIES	666,982	759,176	657,531	770,589		799,348		799,348		829,435
40002	LONGEVITY	11,120	15,660	14,820	15,485		18,200		18,200		19,000
40003	OVERTIME	95,518	83,443	60,787	83,818		85,000		85,000		87,550
40004	TEMPORARY HELP	45,168	53,476	49,500	34,304		67,259		55,000		69,368
40006	DIFFERENTIAL PAY	1,410	1,412	790	808		1,250		1,000		1,250
40008	MEAL REIMBURSEMENT	1,222	819	156	416		1,200		750		1,200
	Personnel	821,420	913,986	783,584	905,420		972,257		959,298		1,007,803
41014	OPERATING SUPPLIES	50,975	57,461	34,857	43,456		64,400		60,000		62,700
41016	UNIFORMS/SAFETY SHOES	1,956	2,939	2,079	3,693		2,805		2,800		3,670
41017	SMALL TOOLS	3,922	5,558	3,189	4,890		5,000		4,500		5,000
41021	CHEMICALS	-	-	-	-		-		-		40,000
41023	GASOLINE	8,399	7,264	8,077	9,395		11,002		10,000		11,795
	Materials & Supplies	65,252	73,222	48,202	61,434		83,207		77,300		123,165
42033	TRAINING AND SAFETY	575	900	1,666	375		1,200		1,000		6,250
42044	ELECTRIC	527,190	572,804	567,481	522,594		529,680		529,680		551,922
42045	GAS	134,501	95,594	114,609	117,369		108,421		108,421		118,246
42046	HEATING OIL	33,401	21,566	27,260	35,079		45,000		45,000		45,000
42047	DEPARTMENT CONTRACTS	103,359	120,439	141,280	142,439		161,730		150,000		178,500
42060	OTHER EXPENSES	212	116	214	227		215		250		500
42064	EQUIPMENT MAINTENANCE	1,175	2,489	2,734	3,432		5,195		4,250		4,200
42065	PLANT MAINTENANCE	46,559	52,965	48,788	53,621		59,650		58,000		61,000
	Purchased Services	846,972	866,873	904,032	875,136		911,091		896,601		965,618
43099	EQUIPMENT	23,407	36,616	30,589	31,233		30,985		30,250		5,855
	Equipment	23,407	36,616	30,589	31,233		30,985		30,250		5,855
Total	FACILITIES	1,757,051	1,890,697	1,766,407	1,873,223		1,997,540		1,963,449		2,102,441

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

2020 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.
40004	69,368	TEMPORARY HELP
		69,368 - ASSIGNMENT OF FOUR PART TIME CUSTODIAL HELP 4 @ $11.50 HR X 29 HRS/WK X 52 WKS BASED ON HR SCHEDULE. DUE TO OPEN POSITION AND INJURY, CUSTODIAL STAFF WAS NOT AT FULL CAPACITY IN 2019.
40006	1,250	DIFFERENTIAL PAY
		1,250 - MIDDLE SHIFT HOURS WORKED BY CITY CENTER CUSTODIAL STAFF AND CALL OUTS FOR PERSONNEL AT CITY CENTER, ICE RINK, POOLS ETC.
40008	1,200	MEAL REIMBURSEMENT
		1,200 - REIMBURSEMENT FOR MEALS IN ACCORDANCE WITH UNION CONTRACT.
41014	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) THAT WAS BUDGETED IN RECREATION IN 2019.
		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. THIS WAS BUDGETED IN RECREATION IN 2019.
		2,000 - PROPANE FOR ZAMBONI MACHINE. THIS WAS BUDGETED IN RECREATION IN 2018. INCREASE DUE TO RISING COSTS IN 2019 AND THE ADDITIONAL COSTS FOR THE ICE RINK AND POOLS THAT IS BEING MOVED FROM RECREATION IN 2020.
41016	3,670	UNIFORMS/SAFETY SHOES
		980 - T-SHIRTS FOR (10) FULL TIME AND (4) PART TIME EMPLOYEES.
		1,260 - SWEATSHIRTS FOR (10) FULL TIME AND (4) PART TIME EMPLOYEES.

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		1,430 - SHOES FOR (11) FULL TIME EMPLOYEES.
41017	5,000	SMALL TOOLS
		5,000 - MISCELLANEOUS TOOLS, INCREASE DUE TO INCREASED COSTS.
41021	40,000	CHEMICALS
		40,000 - POOLS/RINK CHEMICALS, TEST KITS, AND SUPPLIES. MOVED FROM RECREATION.
41023	11,795	GASOLINE
		BASED ON ACTUAL USAGE IN 2018.
		6,420 - GASOLINE, 3,100 GALLONS @ $2.07.
		5,375 - DIESEL, 2,500 GALLONS @ $2.15.
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.
42044	551,922	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.
		237,565 - ENERGY UPGRADE CONTRACT. (INCREASED BY $7,118 VERSUS 2019).
		14,944 - PENNONI ENERGY PROCUREMENT CONTRACT FEES.
42045	118,246	GAS
		BASED ON 2019 USAGE PLUS COSTS OF PENNONI ENERGY PROCUREMENT CONTRACT FEES.
		16,118 - GROUND MAINTENNANCE
		4,565 - ICE HOUSE
		6,564 - STEFKO BRAZING MACHINE
		15,353 - MUNICIPAL SERVICE CENTER
		50,420 - CITY CENTER
		1,972 - LINCOLN FIRE
		3,238 - MEMORIAL FIRE
		2,526 - NORTHWEST FIRE
		3,065 - SCHWEDER FIRE

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	3,640 -	DEWBERRY EMS
	920 -	YOSKO
	40 -	CITY LINE PUMP
	9,825 -	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
		2014 58,442
		2015 33,401
		2016 21,566
		2017 27,260
		2018 45,000
42047	178,500	DEPARTMENT CONTRACTS
	48,200 -	CITY CENTER ENERGY SYSTEM MAINTENANCE (HT LYONS).
	13,750 -	ELEVATOR MAINTENANCE (SCHINDLER)
	5,000 -	PEST CONTROL (EHRLICH).
	3,000 -	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).
	4,670 -	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).
	5,520 -	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).
	4,000 -	PREVENTIVE MAINTENANCE FOR ELECTRIC DISTRIBUTION SYSTEM AT CITY CENTER (ALBARELL).
	1,500 -	ALARM SERVICE FOR ICE HOUSE FIRE PROTECTION INSPECTION

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		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).
42060	500	OTHER EXPENSES
		500 - UNFORESEEN EXPENSES.
42064	4,200	EQUIPMENT MAINTENANCE
		4,200 - REPAIRS AND REPLACEMENT PARTS TO EQUIPMENT UTILIZED FOR MAINTENANCE PURPOSES. INCREASE DUE TO INCREASED COSTS ON EQUIPMENT MAINTENANCE ITEMS.
42065	61,000	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.
		7,500 - UNCLOG DRAIN SYSTEMS.
		10,000 - ICE RINK FACILITY REPAIRS
		4,000 - WINDOW REPAIRS/REPLACEMENTS,
		16,000 - UNFORESEEN MAINTENANCE.
43099	5,855	EQUIPMENT
		5,855 - NEW FISHER XV2 V-PLOW FOR FACILITIES PICKUP AT CITY CENTER COMPLEX. THIS IS TO REPLACE A 20+ YEAR OLD STRAIGHT PLOW BLADE AND WILL ALLOW MORE EFFICIENT CLEARING OF SNOW.

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:

- 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.

Prior Year Achievements:

- Continued and made improvements to mowing schedule and daily parks operations, resulting in more efficient daily work routines.
- Maintenance at H.B.I. throughout the year.
- Continued to assist various youth sports organizations throughout the year.
- Laid new tennis tapes at Sand Island courts.
- 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 leaf removal operations.
- Assisted Streets Bureau with 36% of snow removal operations.
- Daily trash removal at more than 225 stops throughout the city (year round).
- Tree removal, pruning and landscape maintenance at numerous Bethlehem parks, properties and city facilities.
- Prepped and maintained the City's athletic fields (softball, soccer, rugby, football).
- Graffiti removal program.
- Replaced safety surface at 17 city playgrounds out of 28.
- Assisted golf course with the removal of numerous trees, cart path removal, and built foundation for new chipping area at driving range.
- Prepared and cleaned up at multiple Southside events, Musikfest, and Celtic Fest.
- Repaired numerous pedestrian bridges including the Stone Arch Bridge at HBI.
- Assisted Engineering in planning and design of the replacement of the huts at Rodgers St.
- Re-surfaced 4 miles of the D & L Trail Tow Path from Allentown to Freemansburg.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0508 GROUNDS MAINTENANCE

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Superintendent of Maint	1	1	1	1	1	88,936	1	88,936	1	91,538
TAMS	Stone Mason	1	1	1	1	1	73,644	1	73,644	1	75,787
TAMS	Foreman	1	1	1	1	1	66,874	1	66,874	1	68,814
SEIU	Maintenance Worker III	6	6	6	6	6	359,340	6	359,340	6	382,328
SEIU	Maintenance Worker II	9	9	8	8	9	488,622	9	488,622	9	512,262
SEIU	Maintenance Worker I	4	3	2	2	3	155,328	3	155,328	3	144,406
	Total Positions	22	21	19	19	21	1,232,744	21	1,232,744	21	1,275,135
	Allocated to 012A						-		-		(62,614)
							1,232,744		1,232,744		1,212,521

Account Detail								
40001	SALARIES	1,044,302	1,122,999	1,021,947	1,116,908	1,206,944	1,206,944	1,185,821
40002	LONGEVITY	14,800	20,285	18,715	21,375	25,800	25,800	26,700
40003	OVERTIME	56,317	51,499	57,643	59,251	55,150	54,000	55,150
40004	TEMPORARY HELP	9,905	14,329	16,421	11,187	18,000	17,985	22,000
40006	DIFFERENTIAL PAY	1,260	1,094	1,789	1,506	2,100	1,750	2,100
40008	MEAL REIMBURSEMENT	2,834	2,249	2,691	2,548	3,000	2,750	3,000
	Personnel	1,129,418	1,212,455	1,119,206	1,212,775	1,310,994	1,309,229	1,294,771
41014	OPERATING SUPPLIES	18,369	9,785	12,103	11,137	14,900	13,000	25,400
41016	UNIFORMS/SAFETY SHOES	4,149	4,821	3,834	5,963	5,680	5,500	5,723
41017	SMALL TOOLS	4,876	3,204	828	1,931	2,000	1,800	2,000
41023	GASOLINE	31,331	21,051	27,240	30,374	32,650	32,000	29,860
	Materials & Supplies	58,725	38,861	44,005	49,405	55,230	52,300	62,983
42032	TRAINING/CONT. EDUCATION	176	160	-	175	1,800	1,000	1,000
42047	DEPARTMENT CONTRACTS	3,506	3,564	21,146	17,181	27,500	25,000	27,500
42054	RENTALS	534	392	858	-	2,000	1,000	2,000
42060	OTHER EXPENSES	20,532	19,347	954	1,045	1,200	1,100	1,200
42064	EQUIPMENT MAINTENANCE	6,907	13,197	12,519	10,279	16,500	14,000	16,500
42065	PLANT MAINTENANCE	13,652	20,866	17,814	14,156	28,500	23,500	25,500
	Purchased Services	45,307	57,526	53,291	42,836	77,500	65,600	73,700
43099	EQUIPMENT	-	24,000	37,067	77,425	136,624	136,624	132,716
	Equipment	-	24,000	37,067	77,425	136,624	136,624	132,716
Total	GROUNDS MAINTENANCE	1,233,450	1,332,842	1,253,569	1,382,441	1,580,348	1,563,753	1,564,170

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	55,150	OVERTIME
		55,150 - OVERTIME NECESSARY DEPENDING ON WORK LOAD AND CALL OUTS FOR STORM EMERGENCIES. SCHEDULED OVER-TIME 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.
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 WORK-FORCE, 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. 2019 FUNDING ONLY COVERED TO END OF JULY AND INCREASE WILL ALLOW US TO KEEP SUMMER HELP WORKING UNTIL MID-AUGUST AT THE $11.00/HR RATE.
40006	2,100	DIFFERENTIAL PAY
		2,100 - HOURS WORKED FOR MIDDLE AND NIGHT SHIFT DURING CALL OUTS AND EXTENDED HOURS.
40008	3,000	MEAL REIMBURSEMENT
		3,000 - MEALS PAID IN ACCORDANCE WITH UNION CONTRACT.
41014	25,400	OPERATING SUPPLIES
		FUNDS FOR VARIOUS SUPPLIES REQUIRED FOR MAINTEN-ANCE AT CITY PARKS, PLAYGROUNDS, GARDENS, ATHLETIC FIELDS, ETC. INCREASE DUE TO SEVERAL ITEMS BEING MOVED FROM RECREATION TO GROUNDS MAINTENANCE.
		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 REC-REATION)
		800 - CITY HALL BEAUTIFICATION.
		2,000 - ROSES FOR ROSE GARDEN.
		3,300 - CHEMICALS (BEE SPRAY, CLEANSERS, VEGETATION MANAGEMENT, GRAFFITI REMOVAL, ETC.).
		1,000 - PAINT AND SUPPLIES FOR PLAYGROUND FACILITIES TO COVER GRAFFITI, PLAYGROUND EQUIPMENT, ETC.
		1,800 - CONCRETE.
		500 - (3) PUSH MOWERS.
		600 - (2) HAND BLOWERS.
		2,000 - (6) STRING TRIMMERS.
		400 - MISCELLANEOUS SUPPLIES.

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		2,500 - MARKING PAINT FOR BASEBALL/FOOTBALL/SOCCER FIELDS. THIS WAS BUDGETED IN RECREATION IN 2019.
41016	5,723	UNIFORMS/SAFETY SHOES
		1,421 - T-SHIRTS (19 PEOPLE) PER NEXT YEAR'S COSTS.
		1,397 - SWEATSHIRTS (19 PEOPLE) PER NEXT YEAR'S COSTS.
		2,730 - 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	29,860	GASOLINE
		BASED ON PAST ACTUAL USAGE.
		6,210 - GASOLINE (3,000 GALLONS) X $2.07.
		23,650 - DIESEL (11,000 GALLONS) X $2.15.
42032	1,000	TRAINING/CONTINUING ED.
		1,000 - EMPLOYEE TRAINING, PESTICIDE SPRAYING CERTIFICATION, EDUCATIONAL SEMINARS, HEAVY EQUIPMENT TRAINING, PLAYGROUND SAFETY INSPECTION CERTIFICATION.
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 PAINT.
		6,000 - TREE REMOVAL, PRUNING, AND REPLACEMENTS AT CITY FACILITIES.

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION	
43099	132,716	EQUIPMENT	
		10,000 -	LEASE FOR TWO (2) ZERO-TURN MOWERS (YEAR 4 OF 4)
		12,500 -	VEHICLE LEASE -2018 GMC CANYON (YEAR 3 OF 3)
		18,866 -	VEHICLE LEASE -2018 GMC SIERRA (YEAR 3 OF 3)
		19,250 -	VEHICLE LEASE-LIFT/BUCKET ASSEMBLY FOR UNIT #343 (YEAR 3 OF 3)
		15,250 -	4052 JOHN DEERE COMPACT LOADER WITH LOADER BUCKET: VEHICLE LEASE-JOHN DEERE UTILITY TRACTOR/LOADER (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 2 OF 3 YEAR LEASE)
		21,400 -	GMC UTILITY TRUCK. (YEAR 2 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 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.
- Manage current and develop new activities/programs to meet the needs of the community.
- Assist in construction oversight of Memorial Pool and the bath house and open it to the public for the 2020 season.
- Update "Adopt a Park" program guidelines and increase participation within the community.
- Review and update recreation leases to have them reflect current needs of both tenants and the city.
- Review and update recreational programming policies to make them relevant to current ordinances and needs of the community.
- Continue Friendship Park improvements through Northside 2027 initiative.
- Continue partnerships with Moravian Village and Bethlehem Area School District to better serve needs of the community.
- Increase partnerships with local schools and 55+ communities to better serve our city residents.
- Increase participation in our programs by utilizing our new website, social media outlets, and face to face promotion.
- Organize a recreation event for city employees (i.e. corn hole tournament, bubble soccer, etc.).

Prior Year Achievements:

- Rededicated Friendship Park with installation of new playground system with state of the art safety surface.
- Secured DCED grants for Memorial Pool and local youth organizations.
- Partnered with CACLV to successfully host a family festival and movie night at Yosko Park.
- Partnered with Moravian Village to successfully host a family festival and movie night at Bernie Fritz Park.
- Initiated a partnership with Moravian Village and Bethlehem Area School District.
- Updated policies for recreational programming (pools, parks, ice rink, and adult leagues).
- Secured more lifeguards due to offering in-house certification and partnership with the Bethlehem Area School District.
- Incorporated the *Census 2020* initiative into the Halloween Parade.
- Increased the use of social media and technology to promote awareness of our programming and to communicate and receive feedback from the community.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0509 RECREATION

Personnel Detail			2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Dir Parks/Public Property	1	1	-	-	-	-	-	-	-	-
	TAMS	Recreation Director	1	1	1	1	1	78,936	1	78,936	1	69,469
	TAMS	Dept Business Manager	1	1	-	-	-	-	-	-	-	-
	TAMS	Recreation Coordinator	1	1	1	1	1	57,067	1	57,067	1	63,817
	SEIU	Maintenance Worker III	-	-	1	1	-	-	-	-	-	-
	SEIU	Maintenance Worker II	-	-	1	1	-	-	-	-	-	-
	SEIU	Maintenance Worker I	-	-	1	1	-	-	-	-	-	-
	SEIU	Departmental Secretary	1	1	-	-	-	-	-	-	-	-
	SEIU	Account Clerk II	1	1	1	1	1	50,812	1	50,812	1	52,410
		Total Positions	6	6	6	6	3	186,815	3	186,815	3	185,696
		Allocated from 004A						30,139		30,139		-
								216,954		216,954		185,696

Account Detail								
40001	SALARIES	377,098	308,928	373,907	243,007	213,454	213,454	184,396
40002	LONGEVITY	3,760	2,740	4,845	3,990	3,500	3,500	1,300
40003	OVERTIME	1,012	9,601	35,047	18,249	-	-	-
40004	TEMPORARY HELP	261,766	230,514	177,680	186,889	210,000	195,000	262,000
40006	DIFFERENTIAL PAY	26	20	935	303	700	-	-
40008	MEAL REIMBURSEMENT	39	-	351	156	300	-	-
	Personnel	643,701	551,803	592,765	452,594	427,954	411,954	447,696
41013	OFFICE EXPENSE	1,467	1,728	681	874	1,600	1,500	1,100
41014	OPERATING SUPPLIES	44,554	42,200	45,086	50,889	32,490	28,500	22,950
41016	UNIFORMS/SAFETY SHOES	130	107	410	668	-	-	-
41017	SMALL TOOLS	-	-	4,023	345	-	-	-
41021	CHEMICALS	40,714	44,088	39,171	28,653	30,000	28,000	-
41023	GASOLINE	2,598	516	2,021	1,928	2,100	1,000	620
	Materials & Supplies	89,463	88,639	91,392	83,357	66,190	59,000	24,670
42032	TRAINING/CONT. EDUCATION	794	100	851	-	1,860	1,800	2,200
42040	ADVERTISING AND PRINTING	1,279	957	1,406	1,331	1,500	1,400	1,500
42047	DEPARTMENT CONTRACTS	8,775	7,318	31,640	5,000	5,000	5,000	10,000
42049	REFUNDS	-	-	825	235	825	750	800
42060	OTHER EXPENSES	11,860	5,219	13,744	8,456	13,250	10,000	6,650
42063	SPECIAL PROGRAMS	12,471	15,447	13,693	14,384	13,000	12,750	11,600
	Purchased Services	35,179	29,041	62,159	29,406	35,435	31,700	32,750
43099	EQUIPMENT	52,423	52,423	-	-	-	-	-
	Equipment	52,423	52,423	-	-	-	-	-
Total	RECREATION	820,766	721,906	746,316	565,357	529,579	502,654	505,116

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

2020 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 2020 SEASON.
	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	1,100	OFFICE EXPENSE
	300 -	SUPPLIES NOT AVAILABLE FROM STOCK INVENTORY.
	400 -	LAMINATING POUCHES FOR PASSES AND SIGNS.
	400 -	LAMINATING MACHINE 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.
	750 -	ARTS AND CRAFTS SUPPLIES
	1,000 -	ATHLETIC EQUIPMENT. LINE ITME REFLECTS MEMORIAL POOL BACK IN SERVICE FOR 2020 SEASON.
	3,500 -	FIRST AID SUPPLIES. LINE ITEM REFLECTS MEMORIAL POOL BACK IN SERVICE FOR 2020 SEASON.
	6,000 -	POOL SUPPLIES. LINE ITEM REFLECTS MEMORIAL POOL BACK BACK IN SERVICE FOR 2020 SEASON.
	1,000 -	EASTER EGG HUNT.
	6,000 -	SKATES.
41023	620	GASOLINE
	620 -	BASED ON ACTUAL USAGE IN 2018.
42032	2,200	TRAINING/CONTINUING ED.
	500 -	SEMINARS/CONFERENCES SUCH AS PRPS.
	800 -	CPR TRAINING.CERTIFICATION.
	900 -	LIFEGUARD TRAINING.
42040	1,500	ADVERTISING AND PRINTING
	1,500 -	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 PROGRAM TO IMPROVE THE ONLINE PURCHASING PROCESS FOR POOL PASSES, PAVILION RENTALS, FIELD RENTALS, ETC.
42049	800	REFUNDS
	800 -	REFUNDS FOR CLASS REGISTRATION CANCELLATIONS (I.E. SWIMMING LESSONS) AFTER PAYMENT HAS ALREADY BEEN DEPOSITED.

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42060	6,650	OTHER EXPENSES
		500 - REIMBURSEMENT GAS.
		500 - NRPA AND PRPS MEMBERSHIP.
		3,000 - ASCP, SESAC AND BMI MUSIC LICENSES.
		1,000 - ROSTER DUTY FOR ICE RINK.
		800 - PORT-A-LET RENTAL.
		850 - UTILITY CART LEASE FOR SAND ISLAND TENNIS COURTS. -6 MONTH LEASE
42063	11,600	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.
		2,000 - YOUTH RECREATION PROGRAMS FOR SPECIAL EVENT EXPENSES.
		4,000 - MOVIES IN THE PARK AND UPKEEP OF EQUIPMENT

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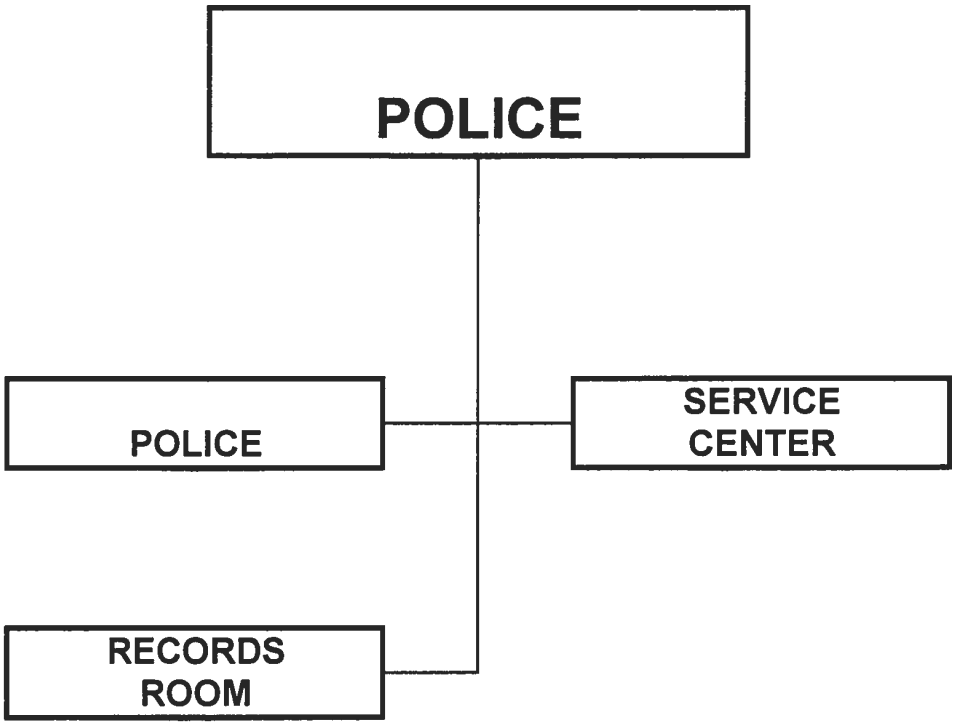
POLICE
POLICE
SERVICE CENTER
RECORDS ROOM

BUREAU DETAIL

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

Bureau Description:

The Bethlehem Police Department is a 24 hour a day, seven day a week city service that includes Patrol, Investigation, Supervisory and Management functions. The Department provides the City with day to day police services. The Police Department is structured using a Community Police philosophy and is committed to community and police partnerships. The Police Department serves a resident population of approximately 75,000 to 80,000 people, plus a Casino Complex, multiple Industrial Parks and Universities, which add an estimated additional population of approximately 20,000 plus people per day. Our daily service population is approximately 100,000 people.

Goals and Objectives:

- Continue to lower Part 1 Crimes (violent crime) and Part II crime through the use of forensics, technology, training, multiple agency cooperation, city camera coordination, dash cam and police body cameras, our community policing philosophy and basic police procedures.
- Continuation of the Beat Program and working with City businesses and residents on the north and south side of the City in both business districts. Continue working with Lehigh University Police at our joint Southside Substation on New Street in the South Side Business District.
- Purchasing of License plate Readers for traffic control and public safety.
  Completion of the CSI security plan for City Hall and all City employees.
- Updating/ Modernization of West Side and South Side substations.
- Start construction on an Animal Kennel Facility for stray dogs and an Animal Control Warden to work with Police in dog law enforcement and health related matters.
- Continuation of our feral cat program, TNR program, in the City.
- Continue to work with Northampton County 911 Center in City/County consolidation of 911 services in the City and emergency dispatch of public safety agencies.
- Continue to enhance our partnership with the community by expanding Block Watch programs, joint policing with Lehigh Police around campus, continue expanded deployment of the Mounted Unit, continue our cooperative effort with BASD of SROs to Middle and High Schools, increased Crime Prevention programs, continue the Beat Cop Program, Bike Patrol Programs, and enhance the City's camera system thru partnerships with private entities.
- Complete work on and introduction of a Surveillance Camera Registry program where citizens and businesses register the locations of their security cameras in the City so that police can utilize the footage when a crime occurs.
- Introduction of a Bicycle Registration system so that Citizens can register their bikes and their owner information will be on file with BPD in case it is stolen. This information, serial # etc., is extremely important in recovering stolen property and getting it back to its proper owner.

Prior Year Achievements:

- Since 2017, the BPD ICAC Unit (Internet Crimes against Children) continues to investigate Crimes against Children on the Internet and child abuse. This Unit is part of 61 coordinated ICAC Task Force Units from around the nation. In 2019, this Unit conducted multiple cases at the Federal, State and Local levels with several major child porn arrests and prosecutions in and out of the City. The BPD ICAC Unit is part of the FBI ICAC Task Force, State ICAC Task and Lehigh County Computer Crime Task Force. Federal and State prosecutions are made by our Unit.
- Through Friends of the Bethlehem Mounted Unit, the Mounted Unit was able to construct and open an outside training ring area at our Mounted facility with no expense to taxpayers.
- Enlargement of our Junior & Adult Citizen Police Academy programs as part of our continuous implementation & move forward with Community Policing initiatives
- Continuation of our in car video dash cameras in all City Patrol vehicles and the introduction and integration of a Police Body camera Program by all uniform members of the department..
- Start of the proposed CSI Security Plan at City Hall. These security updates will control access to all areas of City Hall and enhance personal safety in the workplace at City hall.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0601 POLICE

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
NC	Police Chief	1	1	1	1	1	108,163	1	108,163	1	111,261
NC	Deputy Police Chief	1	1	1	1	1	102,853	1	102,853	1	105,191
FOP	Captain	2	3	3	3	3	304,919	3	304,919	3	309,409
FOP	Lieutenant	8	6	6	6	6	556,513	6	556,513	6	574,415
FOP	Detective/Sergeant	22	22	22	22	23	1,986,366	23	1,986,366	23	2,033,891
FOP	Police Officer	120	120	120	120	120	8,726,719	120	8,726,719	120	8,950,287
	Total Positions	154	153	153	153	154	11,785,533	154	11,785,533	154	12,084,454
	Vacancy Factor						(100,000)		(100,000)		(100,000)
							11,685,533		11,685,533		11,984,454
Account Detail											
40001	SALARIES	10,144,762	10,867,945	10,670,829	10,346,347		11,288,233		11,288,233		11,614,454
40002	LONGEVITY	399,400	418,800	423,100	409,500		397,300		397,300		370,000
4000383	FBI OVERTIME	38,249	25,032	18,154	17,087		18,000		17,000		18,000
4000384	LCB O/T GRANT-LEHIGH	26,405	16,839	12,718	-		20,000		15,000		20,000
4000390	DEA-TASK FORCE OVERTIME	13,633	21,219	14,802	20,490		18,000		17,500		18,000
4000391	TASK FORCE OVERTIME	349	11,742	10,026	12,894		20,000		15,000		20,000
4000392	GENERAL OVERTIME	252,140	240,882	365,092	428,906		255,000		525,000		220,000
4000393	CDBG OVERTIME	1,500	11,547	13,921	2,819		57,000		30,000		60,000
4000394	DUI OVERTIME	33,164	34,265	32,503	34,518		40,000		35,000		40,000
4000395	MUSIKFEST OVERTIME	133,474	133,692	142,874	174,180		140,000		171,200		170,000
4000396	SPECIAL EVENT OVERTIME	168,906	53,059	65,504	64,222		100,000		70,000		80,000
4000398	SEAT BELT HIGHWAY SAFETY	13,712	15,570	18,872	19,897		17,000		15,000		17,000
4000399	LV AUTO THEFT TASK O/T	10,029	15,785	8,717	9,140		16,000		11,000		16,000
40004	TEMPORARY HELP	286,189	296,827	301,458	294,657		314,300		300,000		330,500
40005	HOLIDAY PAY	585,869	667,814	574,453	604,704		640,000		635,000		655,000
40006	DIFFERENTIAL PAY	53,471	54,963	52,492	50,172		55,000		52,000		55,000
40007	ROSTER DUTY	138,544	335,902	272,589	253,392		200,000		185,000		200,000
40011	EDUCATION INCENT BONUS	72,947	77,296	70,399	104,175		96,500		95,000		96,500
40012	HEARING TIME	154,039	149,318	135,935	118,513		150,000		135,000		135,000
	Personnel	12,526,782	13,448,497	13,204,438	12,965,613		13,842,333		14,009,233		14,135,454

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0601 POLICE

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers	2019 Actual & Estimated	2020 Proposed Budget
41014	OPERATING SUPPLIES	60,618	63,628	56,513	60,510	77,700	70,000	62,500
41016	UNIFORMS/SAFETY SHOES	132,984	137,058	169,052	165,690	181,900	170,000	162,900
41018	IDENTIFICATION	23,658	23,549	20,400	24,058	22,600	20,000	23,700
41019	RECRUITMENT EXP-GRANT	8,600	17,200	25,800	68,747	71,000	70,000	35,000
41023	GASOLINE	141,996	122,363	136,276	155,793	150,000	150,000	150,000
41025	POSTAGE	4,107	-	-	-	-	-	-
41026	MUNITIONS	74,630	67,871	68,275	95,191	96,200	96,200	96,200
	Materials & Supplies	446,593	431,669	476,316	569,989	599,400	576,200	530,300
42032	TRAINING/CONT. EDUCATION	19,671	21,444	27,721	24,650	25,000	25,000	25,000
42036	COMMUNICATIONS	-	-	-	-	-	-	26,000
42047	DEPARTMENT CONTRACTS	96,955	83,089	96,129	137,019	166,462	160,000	162,817
420472	CALEA/PLEAC ACCREDIT	5,291	6,872	6,270	5,630	7,100	6,000	7,100
42049	REFUNDS	227	138	20	156	500	250	500
42060	OTHER EXPENSES	12,567	19,561	23,325	22,735	17,600	17,000	16,600
42064	EQUIPMENT MAINTENANCE	6,998	12,262	5,136	7,756	6,500	6,000	8,000
42165	DUI GRANT	928	1,346	3,996	829	1,500	1,000	1,500
42166	JAG-JUSTICE ASSIST GRANT	21,702	26,480	19,090	6,098	33,922	25,000	45,319
	Purchased Services	164,339	171,192	181,687	204,873	258,584	240,250	292,836
43099	EQUIPMENT	194,707	122,249	166,478	206,739	250,550	245,750	273,836
	Equipment	194,707	122,249	166,478	206,739	250,550	245,750	273,836
Total	POLICE	13,332,421	14,173,607	14,028,919	13,947,214	14,950,867	15,071,433	15,232,426

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

2020 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, AND OTHER UNEXPECTED EVENTS. 20,000 - SAUCON PARK/ILLICK'S MILL OVERTIME
4000393	60,000	C.D.B.G. OVERTIME 60,000 - COMMUNITY POLICING ACTIVITIES ANTICIPATED AWARD - 100% REIMBURSABLE FUNDS
4000394	40,000	D.U.I. OVERTIME 40,000 - DUI OVERTIME GRANT 100% REIMBURSED FUNDS
4000395	170,000	MUSIKFEST OVERTIME 150,000 - MUSIKFEST OVERTIME 100% REIMBURSED FUNDS
4000396	80,000	SPECIAL EVENT OVERTIME 100,000 - SPECIAL EVENT OVERTIME
4000398	17,000	SEAT BELT HIGHWAY SAFE-OT 17,000 - AGGRESSIVE DRIVING/BUCKLE-UP GRANT FUNDS 100% REIMBURSED FUNDS
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	655,000	HOLIDAY PAY 655,000 - HOLIDAY PAY 12 HOLIDAYS
40006	55,000	DIFFERENTIAL PAY 55,000 - SHIFT DIFFERENTIAL - $0.45/HR MIDDLE, $0.50/HR NIGHT (CONTRACT ITEM)

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40007	200,000	ROSTER DUTY 200,000 - ROSTER DUTY ASSIGNMENTS 100% REIMBURSED FUNDS
40011	96,500	EDUCATION INCENT BONUS 59,500 - EDUCATION BONUS - CONTRACT ITEM 37,000 - TUITION REIMBURSEMENT
40012	135,000	HEARING TIME 135,000 - HEARING PAY - CONTRACTUAL
41014	62,500	OPERATING SUPPLIES 20,000 - EQUIPMENT UNIFORM ACCESSORIES, LEATHER GEAR PROTECTIVE EQUIPMENT, GLOVES, RESPIRATORS, FLARES AND OTHER EQUIPMENT/HARDWARE 8,000 - DUTY HOLSTERS, MSA MILL. MASK & FILTERS 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 2,000 - 2015 ANNUAL FLOW TESTING AND INSPECTION OF MSA SCBA 6,000 - HONEYWELL RADIO BATTERIES (60) 2,500 - SECURITY BADGES/PRINT CARTRIDGES, ETC.
41016	162,900	UNIFORMS/SAFETY SHOES 70,000 - UNIFORMS AND EQUIPMENT ALLOWANCE 11,400 - CLOTHING ALLOWANCE 19 X $600 40,500 - UNIFORM MAINTENANCE 135 X $300 15,000 - TACTICAL BODY ARMOR AND UNIFORMS 26,000 - SOFT BODY ARMOR - $10,000.00 REIMBURSED THRU THE BULLET PROOF VEST GRANT PROGRAM
41018	23,700	IDENTIFICATION 17,000 - FORENSIC SERVICES SUPPLIES 3,500 - FORENSIC CERTIFICATIONS/TRAININIG 1,200 - AFIS OPERATOR FOR THREE DETECTIVES 2,000 - 3M PARTICULATE RESPIRATORS & PURAIR UNIT FILTERS
41019	35,000	RECRUITMENT EXPENSE 35,000 - POLICE ACADEMY FOR FIVE OFFICERS AT APPROX. $7000.00 PER OFFICER *PARTIAL REIMBURSEMENT PER OFFICER BY MPOTC
41023	150,000	GASOLINE 150,000 - GASOLINE FOR ALL POLICE VEHICLES

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41026	96,200	MUNITIONS
		MUNITIONS
	50,000 -	FIREARMS AMMUNITION FOR TRAINING AND QUALIFICATION
	3,000 -	LESS LETHAL
	43,200 -	AXEL TASER CONTRACT YEAR 3 OF 5
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	162,817	DEPARTMENT CONTRACTS
		THIS ACCOUNT COVERS THE FOLLOWING:
	2,000 -	BACKGROUND CHECK COMPUTER CONTRACT
	52,812 -	CSI CAMERA MAINTENACE AGREEMENT
	8,000 -	CSI SPARE EQUIPMENT COSTS
	2,000 -	TOTAL STATION MAINTENANCE COSTS
	12,000 -	(2) SUB-STATIONS LEASES AND UTILIES
	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 MAINTENACE
	10,800 -	T-1 LINE FEES
	1,500 -	CELLBLOCK CLEANING CONTRACT
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	16,600	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
	600 -	CPR CERT.& FIRST AID CERT.
42064	8,000	EQUIPMENT MAINTENANCE

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		8,000 - REPAIR, PARTS, REPLACEMENT AND CALIBRATIONS
42165	1,500	DUI GRANT
		1,500 - AMOUNT TO MAINTAIN SOBRIETY CHECKPOINT EQUIPMENT. FUNDS ARE 100% REIMBURSED.
42166	45,319	JAG-JUSTICE ASSIST GRANT
		45,319 - EDWARD BYNE MEMORIAL JAG GRANT 100% REIMBURSED FUNDS
43099	273,836	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
		69,752 - 2020 LEASE PAYMENT - 1ST INSTALLMENT OF 3YR. LEASE FOR 6 UTILITY INTERCEPTORS
		60,000 - POLICE VEHICLE EQUIPMENT EQUIPMENT TO UPFIT (6) NEW POLICE VEHICLES
		23,400 - 6 POLICE MOBILE RADIOS (MOTOROLA APX4500)

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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:

- Continue to work on improving service to residents who report non-emergency issues in the City and more efficient utilization of city resources.
- Dispatching of all City festivals, police operations and large events to assist NC 911.
- Assist NC 911 in training and development of its personnel in handling city 911 calls and other city emergency calls
- Integration of the City Water Control into BSC.
- Streamlining of all Special Events and permitting under City Emergency Management.
- Assisting in overhaul of City Hall security and implementation of new CSI Security upgrades and system.
- Integration of CAD at BSC for large police operations, festivals and events in the City.
- Integration of Health Department into Emergency aspect of "Storm Ready / Communications." Integration of radio communication with Lehigh and Moravian University with City Health Department.
- Continue to work on outstanding City – County Consolidation issues to improve existing City / County cooperation and service.

Prior Year Achievements:

- Creation of the Bethlehem Service Center to handle City Wide non-emergency calls for police service, city services, police communication for operations, events etc.
- Consolidation of BPD 911 Center with Northampton County 911 Center for all City 911 calls.
- Integration of NC 911 Operators into City 911 and vice-versa for training and consolidation reasons.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0602 SERVICE CENTER

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers	2019 Actual & Estimated	2020 Proposed Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
TAMS	EMC/BSC Director	-	-	-	-	- -	- -	1 85,079
TAMS	BSC Supervisor	-	-	-	-	- -	- -	4 261,306
SEIU	BSC Specialist	-	-	-	-	- -	- -	10 592,448
	Total Positions	-	-	-	-	- -	- -	15 938,833
TAMS	17% Allocated to 20022	- EMC/BSC Director				-	-	(14,463)
TAMS	17% Allocated to 20022	- BSC Supervisor				-	-	(44,422)
SEIU	17% Allocated to 20022	- BSC Specialist				-	-	(100,716)
TAMS	17% Allocated to 3002	- EMC/BSC Director				-	-	(14,463)
TAMS	17% Allocated to 3002	- BSC Supervisor				-	-	(44,422)
SEIU	17% Allocated to 3002	- BSC Specialist				-	-	(100,716)
						-	-	619,631
Account Detail								
40001	SALARIES	-	-	-	-	-	-	608,335
40002	LONGEVITY	-	-	-	-	-	-	11,296
40003	OVERTIME	-	-	-	-	-	-	25,000
4E+06	DUI OVERTIME	-	675	1,293	1,581	2,000	1,000	-
40005	HOLIDAY PAY	-	-	-	-	-	-	32,000
40006	DIFFERENTIAL PAY	-	-	-	-	-	-	5,500
40008	MEAL REIMBURSEMENT	-	-	-	-	-	-	2,000
	Personnel	-	675	1,293	1,581	2,000	1,000	684,131
41013	OFFICE EXPENSE	-	-	-	-	-	-	1,800
41016	UNIFORMS/SAFETY SHOES	3,012	3,066	3,372	3,231	2,000	1,000	-
	Materials & Supplies	3,012	3,066	3,372	3,231	2,000	1,000	1,800
42032	TRAINING/CONT. EDUCATION	-	-	-	-	-	-	2,000
42047	DEPARTMENT CONTRACTS	-	-	-	-	-	-	27,000
42060	OTHER EXPENSES	108	-	-	234	1,000	500	-
42064	EQUIPMENT MAINTENANCE	-	-	-	-	-	-	4,500
420772	TRANSFERS TO 9-1-1	2,085,000	1,485,000	1,485,000	1,485,000	750,000	750,000	-
	Purchased Services	2,085,108	1,485,000	1,485,000	1,485,234	751,000	750,500	33,500
Total	COMMUNICATIONS	2,088,120	1,488,741	1,489,665	1,490,046	755,000	752,500	719,431

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

2020 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	32,000	HOLIDAY PAY 32,000 - THIS ACCOUNT COVERS THE COST OF HOLIDAYS FOR 2020 AND INCLUDES THE COST OF PAYING TIME AND ONE-HALF TO THE APPLICABLE EMPLOYEES SCHEDULED TO WORK ON THESE HOLIDAYS.
40006	5,500	DIFFERENTIAL PAY 5,500 - 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	4,500	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.

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BUREAU DETAIL

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

Bureau Description:

The Police Records Room provides for the processing and filing of all police records and supports all areas within the police department such as patrol, traffic and investigations. The bureau stores and maintains all police information; past and present, for court purposes and investigation. 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 to support various areas within the police department.
- Continue in our use of VCS (Scheduling System) to include OT/Roster job notifications, staffing & payroll, including an interface with the City's payroll system.
- Continue to phrase out the microfilming of paperwork and continue the scanning of that paperwork for archive reasons.
- Continue with the training of all Record Room personnel on the New World RMS updates and changes relative to their duties in the Record Room.
- Continue to process RTK requests, court paperwork and legal paperwork requests for police records and/or expungement of records.
- Review of current prices for police reports and other information requested by the public. This is due to an increase thru RTK requests for digital information and paper reports.

Prior Year Achievements:

- Continue to work on the improvement of the performance of billing and accounts receivable to ensure that all debts are properly collected.
- Continue to work on the updating of the Alarm Registration database to ensure proper registration and billing for false alarm activations.
- Continue to work on Court Orders of Expungement in order to keep up to date.
- Use of "lite duty" Officers (Officers injured) in the Records Room to assist in the service of Court Orders of Expungement and other Record Room duties.
- Introduction of CarFax on line Accident Reports. Citizens can online through CarFax and obtain copies of accident reports instead of physically coming into Police HQ for them.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

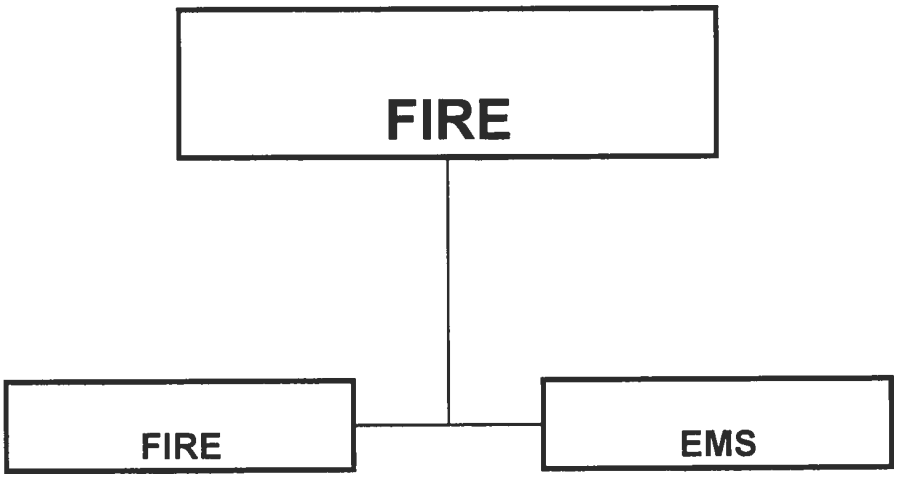
FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0603 RECORDS ROOM

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
SEIU	Admin Aide Record Room	1	1	1	1	1	56,788	1	56,788	1	58,417
SEIU	Departmental Secretary	1	1	1	1	1	54,159	1	54,159	1	55,824
SEIU	Secretary II	3	3	2	2	2	102,324	2	102,324	2	105,519
	Total Positions	5	5	4	4	4	213,271	4	213,271	4	219,760
Account Detail											
40001	SALARIES	230,461	246,481	195,121	201,478		206,571		206,571		212,760
40002	LONGEVITY	5,920	7,315	5,225	5,510		6,700		6,700		7,000
	Personnel	236,381	253,796	200,346	206,988		213,271		213,271		219,760
41013	OFFICE EXPENSE	1,987	481	1,210	1,394		2,100		1,750		2,100
	Materials & Supplies	1,987	481	1,210	1,394		2,100		1,750		2,100
42047	DEPARTMENT CONTRACTS	6,117	4,728	1,662	1,712		1,750		1,750		1,810
	Purchased Services	6,117	4,728	1,662	1,712		1,750		1,750		1,810
Total	RECORDS ROOM	244,485	259,005	203,218	210,094		217,121		216,771		223,670

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

2020 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	1,810	DEPARTMENT CONTRACTS
		1,810 - READER/PRINTER CONTRACT (2020)


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.
- Take delivery of a new Pierce Rescue Engine for center city.
- Certify a firefighter as a Hazardous Device Techinician.

Prior Year Achievements:

- Responded to over 5,000 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.
- Partnered with the Red Cross and installed over 1,000 smoke detectors in local residences.
- Worked with Bethlehem Police Department to incorporate canine Silver into our Fire Prevention Program.
- Completed 911 consolidation.
- Took delivery of a new Pierce Quint for the northeast district of the city.
- Instituted cloud based reporting software for 3rd party inspections.
- Developed and published a Facebook Page for the department to develop and maintain a presence on social media.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0070 FIRE
BUREAU 0701 FIRE

Personnel Detail		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
NC	Fire Chief	1	1	1	1	1	104,812	1	104,812	1	107,810
NC	Deputy Fire Chief	1	1	1	1	1	102,256	1	102,256	1	105,177
IAFF	Assistant Chief	4	4	4	4	4	335,541	4	335,541	4	364,837
IAFF	Captain-Charge of Train	1	1	1	1	1	78,619	1	78,619	1	85,455
IAFF	Captain	4	4	5	5	5	392,510	5	392,510	5	427,544
IAFF	Lieutenant Inspector	5	5	4	4	4	311,027	4	311,027	4	338,504
IAFF	Lieutenant	12	12	12	12	12	881,924	12	881,924	12	967,559
IAFF	Firefighter	80	80	80	80	80	5,272,557	80	5,272,557	80	5,668,540
TAMS	Business Manager	1	1	1	1	1	75,153	1	75,153	1	77,502
SEIU	Departmental Secretary	1	1	1	1	1	53,159	1	53,159	1	54,824
	Total Positions	110	110	110	110	110	7,607,558	110	7,607,558	110	8,197,752
	Vacancy Factor						(50,000)		(50,000)		(50,000)
							7,557,558		7,557,558		8,147,752

Account Detail								
40001	SALARIES	6,739,531	7,465,170	7,061,652	7,082,007	7,221,696	7,221,696	7,789,919
40002	LONGEVITY	293,589	307,188	318,361	344,045	335,862	335,862	357,833
40003	OVERTIME	149,343	374,845	286,734	239,956	240,000	230,000	250,000
4000371	SPECIAL TEAM DRILLS OT	28,803	13,027	11,525	17,514	20,000	18,000	25,000
40005	HOLIDAY PAY	352,224	393,007	341,344	373,300	386,000	380,000	397,500
40006	DIFFERENTIAL PAY	57,554	57,065	51,987	52,247	57,000	55,000	57,000
40007	ROSTER DUTY	50,310	40,360	35,020	32,767	40,000	38,000	40,000
40011	EDUCATION INCENT BONUS	15,904	18,792	13,674	14,417	16,000	16,000	18,000
	Personnel	7,687,258	8,669,454	8,120,297	8,156,253	8,316,558	8,294,558	8,935,252
41014	OPERATING SUPPLIES	70,238	31,437	58,901	77,161	86,297	80,000	64,700
41016	UNIFORMS/SAFETY SHOES	64,407	108,447	121,558	152,392	120,600	120,000	112,200
41023	GASOLINE	34,437	24,886	33,103	44,638	39,000	39,000	41,000
	Materials & Supplies	169,082	164,770	213,562	274,191	245,897	239,000	217,900
42032	TRAINING/CONT. EDUCATION	17,180	34,497	6,003	52,747	55,000	53,000	44,500
42036	COMMUNICATIONS	1,320	891	840	840	1,500	1,000	12,000
42038	EQUIPMENT REPAIRS-FLEET	-	-	-	2,456	2,600	2,000	2,600
42047	DEPARTMENT CONTRACTS	3,399	5,171	3,278	4,061	7,100	6,000	12,000
42060	OTHER EXPENSES	4,941	12,460	9,407	6,153	7,550	6,500	7,550
42064	EQUIPMENT MAINTENANCE	16,853	13,569	15,467	18,412	15,600	12,000	20,900
	Purchased Services	43,693	66,588	34,995	84,669	89,350	80,500	99,550
43099	EQUIPMENT	9,494	9,750	10,542	41,297	37,230	32,000	28,730
	Equipment	9,494	9,750	10,542	41,297	37,230	32,000	28,730
Total	FIRE	7,909,527	8,910,562	8,379,396	8,556,410	8,689,035	8,646,058	9,281,432

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	250,000	OVERTIME 250,000 - 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	25,000	SPECIAL TEAM DRILLS OT 25,000 - SPECIAL OPERATIONS TEAMS - DRILLS OVERTIME REQUIRED TRAINING FOR THE WATER RESCUE TEAM, THE HAZARDOUS MATERIALS TEAM, AND THE BOMB SQUAD. BOMB SQUAD TRAINING FOR DRILLS, MOCK SCENARIOS AND OTHER ADVANCED EQUIPMENT PRACTICES. HAZMAT TRAINING REQUIRED UNDER ACT 165 WHICH CANNOT BE DONE WHILE ON DUTY.
40005	397,500	HOLIDAY PAY 397,500 - 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	40,000	ROSTER DUTY 40,000 - THIS WILL COVER THE SERVICES BY OFF-DUTY FIRE DEPARTMENT MEMBERS AT FUNCTIONS WHERE THEIR PRESENCE IS REQUIRED FOR THE SAFETY OF THE PUBLIC. THIS ACCOUNT IS RETURNED TO THE GENERAL FUND AS INCOME.
40011	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	64,700	OPERATING SUPPLIES 3,500 - NOZZLES AND WATER FLOW APPLIANCES THAT CANNOT BE REPAIRED. 4,000 - HOSES AND ACCESORIES

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

2020 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.
	1,500 -	ELECTRICAL APPLIANCES & HANDLIGHTS FOR REPAIR AND REPLACEMENT OF ELECTRICAL CORDS, ADAPTORS AND HANDLIGHTS.
	1,500 -	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.
	7,500 -	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
	3,000 -	RADIOS AND COMPUTER SUPPLIES MICROPHONE AND EARPHONE REPLACEMENT.
	4,000 -	BOMB SQUAD OPERATING SUPPLIES.
	1,000 -	LADDER MAINTENANCE SUPPLIES.
	9,100 -	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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		950 - DECONTAMINATION SUPPLIES 2,000 - RESPIRATOR CARTRIDGES 1,200 - ADAPTORS FOR APR CANISTERS FOR SCOTT MASKS
	3,000 -	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.
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.
	1,500 -	CLASS A UNIFORMS FOR NEW FIREFIGHTERS - JACKET, TROUSER SHIRT, TIE, HAT, HAT BADGE, AND UNIFORM HAT.
	3,000 -	BADGES, HAT SHIELDS, COLLAR INSIGNIAS AND SHOULDER PATCHES.
	2,100 -	UNIFORMS FOR TWO (2) NEW FIREFIGHTERS.
	6,600 -	BUNKER GEAR FOR TWO (2) NEW FIREFIGHTERS.
	40,000 -	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	41,000	GASOLINE
	40,000 -	GASOLINE GASOLINE AND DIESEL FUEL BASED ON THE PROJECTED VEHICLE USAGE THROUGHOUT THE YEAR.
	1,000 -	TOOL FUEL AND PRE MIXED FUEL FOR THE VENTILATION SAWS

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		AND HYDRAULIC RESCUE TOOLS.
42032	44,500	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.
	13,000 -	COST OF TWO (2) NEW FIREFIGHTERS TO ATTEND THE ALLENTOWN FIRE ACADEMY @ $6,500 PER RECRUIT DUE TO VACANCIES.
	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.
	2,000 -	THE TRAINING AND REFRESHER COURSE FOR DEPARTMENT PERSONNEL FOR FIRST RESPONDER RECERTIFICATION. 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.
	1,000 -	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.
	1,000 -	ATTENDANCE OF WATER RESCUE TEAM MEMBERS TO ATTEND OUTSIDE SCHOOLS.

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION	
		3,000 -	OFFICE SUPPLIES.
		6,000 -	FIRE INVESTIGATORS AND FIRE INSPECTORS TRAINING FOR RE-CERTIFICATIONS.
42036	12,000	COMMUNICATIONS	
		12,000 -	WIRELESS AIRCARD SERVICE FOR DEPARTMENT.
42038	2,600	EQUIPMENT REPAIRS - FLEET	
		2,000 -	TIRE SNOW CHAIN REPLACEMENT LINKS.
		600 -	UNFORSEEN VEHICLE EXPENSES.
42047	12,000	DEPARTMENT CONTRACTS	
		3,600 -	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.
		3,300 -	THE SERVICE AND PREVENTATIVE MAINTENANCE OF HYDRAULIC OPERATED TOOLS.
		2,500 -	GRANT WRITING SERVICES FOR FIRE/EMS GRANTS.
42060	7,550	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.
		2,500 -	RENEWAL OF MEMBERSHIPS FOR THE FIRE CHIEF, DEPUTY CHIEF, FIRE INSPECTORS, AND FIRE INVESTIGATORS.
		500 -	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.
		1,000 -	THE IMMUNIZATION OF ALL NEW FIRE DEPARTMENT PERSONNEL FOR HEPATITIS "B". THIS IS STRONGLY ADVISED BY THE MEDICAL PROFESSION SINCE THE

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION	
			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.
42064	20,900	EQUIPMENT MAINTENANCE	
		1,800 -	HYDROSTATIC TESTING, MAINTENANCE AND RECHARGING OF PORTABLE FIRE EXTINGUISHERS.
		5,000 -	ANNUAL TESTING OF SCBA AND FACEPIECES.
		500 -	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.
		5,000 -	MAINTENANCE LABOR AND CALIBRATION GASES FOR GAS DETECTION METERS.
		1,500 -	EQUIPMENT MAINTENANCE CABLE SPRAY, LUBRICANT, WAX AND POLISH FOR APPARATUS.
		1,500 -	PARTS FOR THE REPAIR AND MAINTENANCE OF FIRE HOSE.
		600 -	KNOX BOX PROGRAM MAINTENANCE.
43099	28,730	EQUIPMENT	
		17,380 -	FINAL PAYMENT OF A 3 YEAR LEASE ON A 2018 PICKUP TRUCK TO REPLACE TRUCK #1 AT THE MEMORIAL FIRE STATION.
		11,350 -	FINAL PAYMENT OF A 3 YEAR LEASE ON A FORD EXPLORER TO REPLACE THE FIRE CHIEF 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 11,400 calls.
- Mutual Aid EMS responded to approximately 768 calls.
- Transported over 9,375 patients to area hospitals.
- Maintained a fleet of eight State Certified BLS/ALS ambulances and 2 BLS/ALS Tahoe Supervisor vehicles.
- Took ownership of a new 2019 Ford AEV ambulance to replace a 10 year old vehicle with over 110,000 miles.
- Continued streamlining the EMS Billing system while maintaining the claim turn-around time to under 7 days.
- Deployed (5) Physio-Control Lucas 3 Chest Compression System on frontline ambulances. They have been used approximately 75 times.
- Provided EMS and Rehabilitation for responders during a prolonged incident at Steelstacks.
- Deployed the Bethlehem EMS Bike Team to Musikfest, Celtic Classic, VIA and Runner's World marathons.
- Received the Gold Plus level designation from Mission Lifeline EMS for early recognition and treatment of cardiac patients for 4th year in a row.
- Renewed the Master level designation from the PA Department of Health for providing improved emergency care to children for 3rd year in a row.
- Provided EMS stand-by coverage for Celtic Classic, SLUHN Marathon for Via, Bethlehem Area School District Stadium Varsity Football Games, Moravian College Football Games, Highmark Blue Shield 5K Race, Wind Creek Event Center, Runners World Trail Run, 5K, 10K and Half Marathon, and Musikfest.
- Provided Heart Saver First Aid / CPR / AED training to City of Bethlehem Employees (Police, Fire, SEIU and TAMS).
- Participated on the Northampton County Heroin and Opioid Task Force.
- Participated on the Bethlehem Fire Department Haz-Mat and Bomb Teams.
- Participated on the Northampton County Child Death Review Team.
- Partnered with Liberty High School and Bethlehem Catholic High School for SADD Crash Presentations.
- Participated in preparedness drills with City, Skilled Nursing Facilities and other agencies for such things as pandemics, surges, airport incidents and active shooter incidents.
- 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.
- Partnered with St. Luke's University Hospital, Lehigh Valley Health Network, and Easton Hospital to provide continuing education for EMS providers.
- Emergency Medical Service presentations to local churches and neighborhood block watch groups.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0070 FIRE
BUREAU 0702 EMS

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	EMS Director	1	1	1	1	1	97,834	1	97,834	1	100,703
TAMS	Paramedic Supervisor	2	2	2	2	2	167,102	2	167,102	2	172,258
SEIU	Paramedic	20	20	20	20	20	1,314,316	20	1,314,316	20	1,359,510
	Total Positions	23	23	23	23	23	1,579,252	23	1,579,252	23	1,632,471
Account Detail											
40001	SALARIES	1,392,468	1,474,693	1,477,554	1,499,498		1,563,752		1,563,752		1,616,871
40002	LONGEVITY	12,880	15,770	16,625	15,295		15,500		15,500		15,600
40003	OVERTIME	108,804	125,722	116,189	82,210		112,740		105,000		167,635
40004	TEMPORARY HELP	243,766	219,780	199,783	224,900		202,997		200,000		163,372
40005	HOLIDAY PAY	86,646	89,606	76,795	85,240		94,554		91,000		97,392
40006	DIFFERENTIAL PAY	7,309	8,275	8,319	7,998		9,023		8,500		9,294
40007	ROSTER DUTY	84,443	100,712	77,431	85,844		80,495		80,000		82,917
40008	MEAL REIMBURSEMENT	2,028	2,359	2,028	1,170		2,000		1,500		1,700
	Personnel	1,938,344	2,036,917	1,974,724	2,002,155		2,081,061		2,065,252		2,154,781
41014	OPERATING SUPPLIES	45,704	38,150	36,051	39,714		40,000		38,000		43,700
41016	UNIFORMS/SAFETY SHOES	15,264	15,445	14,848	16,068		30,668		25,000		30,668
41023	GASOLINE	29,055	21,971	28,238	38,159		34,100		34,100		33,325
	Materials & Supplies	90,023	75,566	79,137	93,941		104,768		97,100		107,693
42032	TRAINING/CONT. EDUCATION	1,813	1,475	2,655	1,825		3,500		2,000		3,500
42036	COMMUNICATIONS	-	-	-	-		-		-		3,000
420381	EQUIP REPAIRS-AMBULANCE	4,049	726	762	1,345		1,500		1,250		1,500
42047	DEPARTMENT CONTRACTS	100,721	94,706	95,606	99,893		109,287		107,000		119,163
42060	OTHER EXPENSES	5,208	5,917	5,530	7,838		6,900		6,000		6,900
	Purchased Services	111,791	102,824	104,553	110,901		121,187		116,250		134,063
43099	EQUIPMENT	48,645	78,689	103,630	76,888		26,800		25,000		19,800
	Equipment	48,645	78,689	103,630	76,888		26,800		25,000		19,800
Total	EMS	2,188,803	2,293,996	2,262,044	2,283,885		2,333,816		2,303,602		2,416,337

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	167,635	OVERTIME
	111,123 -	OVERTIME HOURS TO FILL OPEN SHIFTS WHEN (20) PARAMEDICS ARE ON VACATION, P-DAYS, SICK LEAVE, AND BIRTHDAY HOLIDAY (2222 HOURS X $50.01)
	24,005 -	OVERTIME HOURS FOR (5) PARAMEDICS TO TRAIN WITH POLICE EMERGENCY RESPONSE TEAM (TEMS) (480 HOURS X $50.01)
	15,003 -	OVERTIME HOURS TO FILL OPEN SHIFTS FOR (20) PARAMEDICS FOR TRAINING, DRILLS, PUBLIC RELATIONS EVENTS, STAFF MEETINGS (300 HOURS X $50.01)
	17,504 -	OVERTIME HOURS TO COMPLETE REQUIRED PATIENT CARE REPORT FOR LATE CALLS AT END OF WORK SHIFT 350 HOURS X $50.01)
40004	163,372	TEMPORARY HELP
	21,600 -	PART-TIME PARAMEDIC HOURS TO COVER (20) PARAMEDICS FOR COMP. TIME = 900 HRS. ($24.00/HR. REGULAR , $36.00/HR. HOLIDAY/ PREMIUM)
	40,540 -	CONTRACTED ADMINISTRATIVE ASSISTANT ($19.49/HR. X 2080 HRS.)
	49,920 -	PART-TIME PARAMEDIC HOURS FOR TUESDAY DAY & NIGHT SHIFT ($24.00/HR. REGULAR AND $36.00/HR. HOLIDAY/PREMIUM) 20 HOURS X 2 PARAMEDICS X 52 WEEKS = 2080 HRS.
	7,680 -	PART-TIME PARAMEDIC ORIENTATION = 320 HRS. ($24.00/HR.)
	43,632 -	PART-TIME PARAMEDIC HOURS TO FILL FOR (20) FULL-TIME PARAMEDICS VACATIONS, AND B-DAY ($24.00/HR. REGULAR, $36.00/HR. HOLIDAY AND PREMIUM) = 1818 HOURS
40005	97,392	HOLIDAY PAY
	97,392 -	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	82,917	ROSTER DUTY
	3,001 -	REIMBURSABLE BY AGREEMENT: CELTIC CLASSIC AMBULANCE STAND-BY 60 HOURS AT $50.01 / HOUR
	2,101 -	REIMBURSABLE BY AGREEMENT: BASD STADIUM FOOTBALL GAME AMBULANCE STAND-BYS 42 HOURS AT $50.01 / HOUR
	15,003 -	REIMBURSABLE BY AGREEMENT: MUSIKFEST AMBULANCE STAND-BY 300 HOURS AT $50.01 / HOUR
	2,001 -	REIMBURSEMENT BY AGREEMENT: MISCELLANIOUS STAND-BY REQUESTS 40 HOURS AT $50.01 / HOUR
	9,002 -	RUNNERS WORLD RACE WEEKEND 180 HOURS AT $50.01 / HOUR
	45,009 -	WIND CREEK EVENT CENTER (SMG)

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		900 HOURS AT $50.01 / HOUR
		2,400 - WIND CREEK CASINO RESORT
		48 HOURS AT $50.01 / HOUR
		2,000 - 5K RACES
		40 HOURS AT $50.01 / HOUR
		1,200 - BECAHI VARSITY FOOTBALL
		24 HOURS AT $50.01 / HOUR
		1,200 - MORAVIAN COLLEGE VARISTY FOOTBALL
		24 HOURS AT $50.01 / HOUR
40008	1,700	MEAL REIMBURSEMENT
		1,700 - MEAL COMPENSATION OF $13.00 FOR PARAMEDICS WORKING GREATER THAN 14 CONSECUTIVE HOURS AS PER UNION CONTRACT.
41014	43,700	OPERATING SUPPLIES
		3,500 - CARDIAC MONITOR/EKG PAPER/SUPPLIES
		1,500 - CARDIAC MONITOR DEFIBRILLATION PADS
		1,000 - LUCAS DEVICE SUPPLIES
		800 - OXYGEN CYLINDER REPLACEMENT AND REPAIRS
		500 - INFECTION CONTROL CLEANING AND PROTECTION SUPPLIES
		900 - REPAIRS TO MEDICAL EQUIPMENT, NOT INCLUDING VEHICLES
		900 - REPAIRS TO OXYGEN EQUIPMENT FOR EMS/PD/FIRE
		3,000 - DISPOSABLE MEDICAL GLOVES
		8,000 - MEDICAL OXYGEN AND TANK RENTAL.
		8,500 - ALS AND BLS MEDICAL SUPPLIES
		6,000 - FIRST RESPONDER SUPPLIES FOR POLICE
		3,500 - AED BATTERIES AND PADS FOR CITY HALL, FIRST RESPONDERS, AND OTHER CITY FACILITIES.
		1,400 - 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	30,668	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
		2,000 - BADGES, EMBLEMS, PATCHES, ETC.
		3,500 - 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	33,325	GASOLINE
		33,325 - 15,500 GALLONS OF DIESEL FUEL AT $2.15/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

2020 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	119,163	DEPARTMENT CONTRACTS
		20,500 - 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
		750 - PENNSYLVANIA AMBULANCE ASSOCIATION FEES
		66,113 - AMBULANCE BILLING SERVICE FEES
		4,000 - ALS SERVICE MEDICAL DIRECTOR FEE
		5,000 - ECORE INTERNET SCHEDULING YEARLY FEE
		12,000 - ELECTRONIC PATIENT CARE REPORT YEARLY FEE BASE FEE, CAD, AND EKG IMPORT
		5,000 - PROFESSIONAL SERVICE AGREEMENT WITH PAGE WOLFBERG AND WIRTH LLC
42060	6,900	OTHER EXPENSES
		3,000 - STATIONARY SUPPLIES, PRINTER CARTRIDGES, ETC.
		1,000 - REPAIR AND MAINTENANCE OF SMALL HAND TOOLS, RESCUE EQUIPMENT, AND VEHICLE MAINTENANCE ITEMS.
		1,000 - MAINTENANCE AND CLEANING ITEMS FOR THE STATION AND AMBULANCES
		400 - TRAINING MANUALS, 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

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers	2019 Actual & Estimated	2020 Proposed Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
		-	-	-	-	- -	- -	- -
	Total Positions	-	-	-	-	- -	- -	- -
Account Detail								
41013	OFFICE EXPENSE	6,729	4,022	15,886	16,841	20,000	18,500	20,000
41025	POSTAGE	6,665	21,431	27,139	29,636	30,000	30,000	32,000
	Materials & Supplies	13,394	25,453	43,025	46,477	50,000	48,500	52,000
42036	COMMUNICATIONS	101,755	218,075	213,119	180,960	215,000	212,000	210,000
42047	DEPARTMENT CONTRACTS	39,994	28,824	109,790	97,015	153,000	150,000	245,000
42049	REFUNDS	-	-	-	-	4,000	1,000	4,000
42055	PROFESSIONAL SERVICES	265,770	98,750	183,705	280,138	250,000	240,000	251,530
42058	UNEMPLOYMENT COMPENSATION	6,934	23,764	35,223	26,558	35,000	32,000	35,000
42064	EQUIPMENT MAINTENANCE	-	-	-	-	2,000	1,000	2,000
42071	PRIOR YEAR ENCUMBRANCES	5,875	2,535	6,623	1,540	3,995	3,000	20,000
42072	PENSIONS-POLICEMEN	4,298,925	4,430,587	4,463,427	4,515,210	5,316,066	5,316,066	5,372,729
42073	PENSIONS-FIRE	2,683,110	2,550,742	2,595,844	2,668,509	3,384,368	3,384,368	3,422,628
42074	PENSIONS-O&E	199,054	-	-	-	-	-	-
42075	PENSIONS-PMRS MMO	1,110,832	1,172,182	1,172,225	1,187,912	1,913,756	1,913,756	1,859,503
420751	DEF CONTRIB PLAN MATCH	180,144	203,861	210,164	231,602	220,000	220,000	250,000
42076	TRUST PAYMENTS	4,775	5,925	5,500	9,850	8,000	8,000	8,000
420771	LANDFILL TRANSFER	878,292	882,632	879,815	879,261	881,775	881,775	881,214
42079	CONTINUOUS IMPROVEMENT	-	-	975	-	-	-	-
420802	CITY INSURANCE PACKAGE	554,806	564,748	635,715	709,894	740,000	735,000	740,000
42083	TRANSFER TO NON-UTILITY	-	-	-	-	2,500,000	2,500,000	-
42084	GROUP LIFE INSURANCE	77,965	77,178	70,157	68,742	78,500	75,000	78,500
420841	LONG TERM DISABILITY INS	19,336	19,150	18,221	16,496	25,000	20,000	25,000
42085	MEDICAL INSURANCE	7,006,848	6,464,806	5,676,972	5,748,213	6,838,203	6,650,000	6,600,000
42086	WORKMEN'S COMPENSATION	1,244,095	1,296,916	1,192,507	1,495,706	1,210,000	1,100,000	1,150,000
42087	SOCIAL SECURITY	1,349,028	1,403,538	1,312,313	1,378,151	1,490,000	1,450,000	1,560,000
42088	ACCUMULATED SICK LEAVE	125,675	117,452	137,745	123,495	155,000	150,000	155,000
42090	UNFORESEEN CONTINGENCY	13,117	-	-	-	267,902	267,902	13,730
	Purchased Services	20,166,330	19,561,665	18,920,040	19,619,252	25,691,565	25,310,867	22,883,834
Total	GENERAL EXPENSES	20,179,724	19,587,118	18,963,065	19,665,729	25,741,565	25,359,367	22,935,834

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

2020 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	245,000	DEPARTMENT CONTRACTS
		50,000 - PRINTING/MAILING CONTRACT WITH LEVEL ONE
		65,000 - COPIER/PRINTER/WORKSTATION LEASES
		20,000 - FORMS PRINTING
		80,000 - CLIMATE ACTION PLAN
		30,000 - CONTRACTED SERVICES FOR 2020 CENSUS OUTREACH
42049	4,000	REFUNDS
		4,000 - THIS ACCOUNT IS NEEDED FOR MISCELLANEOUS REFUNDS OF MONEY COLLECTED.
42055	251,530	PROFESSIONAL SERVICES
		200,000 - PROVIDE FOR LEGAL EXPERTISE NEEDED IN LABOR RELATIONS AND OTHER PROFESSIONAL SERVICES.
		51,530 - 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 2020.
42072	5,372,729	PENSIONS - POLICE
		5,372,729 - MMO CONTRIBUTION REQUIRED BY ACT 205
42073	3,422,628	PENSIONS - FIRE
		3,422,628 - MMO CONTRIBUTION REQUIRED BY ACT 205
42075	1,859,503	PENSIONS - P.M.R.S. MMO
		1,059,503 - MMO CONTRIBUTION REQUIRED BY ACT 205 AND DEBT SERVICE.
420771	881,214	LANDFILL TRANSFER
		881,214 - 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	13,730	UNFORESEEN CONTINGENCY
		13,730 - 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

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 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	
95005 PA LEAGUE OF CITIES	28,943	28,943	29,008	28,943	29,400		29,000		29,400	
95006 FOURTH OF JULY	31,800	31,800	32,000	32,000	34,000		32,000		34,000	
95007 LIBRARY	1,277,082	1,315,934	1,315,934	1,315,934	1,381,731		1,381,731		1,416,274	
95008 HALLOWEEN PARADE	11,370	10,850	10,945	11,970	12,000		12,000		12,500	
95009 FINE ARTS COMMISSION	5,400	5,400	7,400	12,376	7,400		7,400		7,400	
95010 MUSIC FUND	28,000	28,000	28,000	28,000	28,000		28,000		28,000	
95012 DOWNTOWN INITIATIVE	-	-	29,900	36,350	50,000		45,000		50,000	
95013 NORTHSIDE 2027	-	-	-	49,757	50,000		50,000		50,000	
95014 HUMAN RELATION COMMISSION	-	-	-	-	-		-		7,500	
95020 SISTER CITY	-	4,000	-	4,000	-		-		4,000	
95022 US CONFERENCE OF MAYORS	5,269	5,269	5,269	-	5,269		5,269		5,269	
Civic Expenses	1,387,864	1,431,096	1,459,356	1,520,230	1,598,700		1,591,300		1,645,243	
Total CIVIC EXPENSES	1,387,864	1,431,096	1,459,356	1,520,230	1,598,700		1,591,300		1,645,243	

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

2020 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

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-	-	-
Account Detail										
42091 BOND REDEMPTION	1,976,000	2,002,000	2,160,000	3,155,000	3,460,000		3,460,000		4,307,000	
42092 COUPON INTEREST	3,412,080	3,556,150	3,210,152	3,116,964	3,031,930		3,031,930		2,407,920	
Purchased Services	5,388,080	5,558,150	5,370,152	6,271,964	6,491,930		6,491,930		6,714,920	
Total DEBT SERVICE	5,388,080	5,558,150	5,370,152	6,271,964	6,491,930		6,491,930		6,714,920	

Schedule of Payment of Bond & Note Indebtedness

	(9-1-1) Series of 2005 A		(9-1-1) Series of 2007		Series of 2010 C		Series of 2013 B		Series of 2014 A		Series of 2014 B		Series of 2015 A		Series of 2015 B	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2020	20,000	800	337,000	28,365	825,000	29,288	660,000	221,214	265,000	35,800	1,295,000	41,428	35,000	142,663	340,000	39,250
2021			346,000	19,165			680,000	198,364	15,000	25,200			35,000	141,963	345,000	32,450
2022			356,000	9,719			710,000	172,232	325,000	24,900			35,000	141,132	350,000	25,550
2023							740,000	143,527	630,000	17,588			35,000	140,300	360,000	17,675
2024							770,000	112,128	105,000	2,625			825,000	139,469	365,000	9,125
2025							805,000	76,377					955,000	118,844		
2026							840,000	39,001					1,235,000	93,775		
2027													1,275,000	59,813		
2028													690,000	21,563		
2029																
2030																
2031																
2032																
2033																
2034																
	20,000	800	1,039,000	57,249	825,000	29,288	5,205,000	962,844	1,340,000	106,113	1,295,000	41,428	5,120,000	999,522	1,760,000	124,050

Series of 2017 A		Series of 2017 B		Series of 2017 D		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	Principal	Interest	Principal	Interest	Total
190,000	316,390	125,000	182,639	165,000	3,865	955,000	734,700	80,000	136,597	1,065,000	1,422,421	15,000	97,876	9,805,296
195,000	312,590	295,000	180,139			2,135,000	686,950	305,000	134,997	2,835,000	1,434,069	280,000	114,925	10,746,812
200,000	306,740	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
205,000	301,740	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
210,000	296,359	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
220,000	290,059	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
225,000	283,459	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
230,000	277,272	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
1,275,000	270,372	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
1,960,000	232,122	395,000	83,539					370,000	68,900	5,060,000	805,870	350,000	41,100	9,366,531
1,885,000	171,362	405,000	71,294					380,000	59,650	5,085,000	666,669	350,000	33,663	9,107,638
1,940,000	112,455	420,000	58,638					390,000	49,200	5,230,000	523,221	365,000	25,788	9,114,302
1,550,000	50,375	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
10,285,000	3,221,295	5,395,000	1,582,613	165,000	3,865	18,220,000	3,425,613	5,155,000	1,230,200	55,690,000	13,684,073	4,330,000	855,127	142,168,079

Debt Service

Bureau 1001	2019	2020
Series of 2005 A (9-1-1)		
Principal	-	20,000
Interest	-	800
Series of 2007 (9-1-1)		
Principal	-	337,000
Interest	-	28,365
Series of 2010 C		
Principal	1,415,000	825,000
Interest	79,520	29,288
Series of 2011 B		
Principal	5,000	-
Interest	440,050	-
Series of 2013 A		
Principal	250,000	-
Interest	139,059	-
Series of 2014 A		
Principal	250,000	265,000
Interest	43,300	35,800
Series of 2014 B		
Principal	1,025,000	1,295,000
Interest	939,699	41,428
Series of 2015 A		
Principal	35,000	35,000
Interest	143,363	142,663
Series of 2017 A		
Principal	190,000	190,000
Interest	320,190	316,390
Series of 2017 B		
Principal	125,000	125,000
Interest	185,139	182,639
Series of 2017 D		
Principal	160,000	165,000
Interest	6,850	3,865
Series of 2017 E		
Principal	5,000	955,000
Interest	734,760	734,700
Series of 2019		
Principal	-	80,000
Interest	-	136,597
Series of 2019 A		
Principal	-	-
Interest	-	657,509
Series of 2019 AA		
Principal	-	15,000
Interest	-	97,876
	6,491,930	6,714,920
Bureau 0801- Landfill Transfer		
Series of 2013 B		
Principal	640,000	660,000
Interest	241,770	221,214
	881,770	881,214
Bureau 0505 - Street Lighting		
Series of 2015 B		
Principal	330,000	340,000
Interest	45,850	39,250
	375,850	379,250
Bureau 0801- PMRS MMO		
Series of 2019 A		
Principal	1,085,000	1,065,000
Interest	1,056,908	764,912
	2,141,908	1,829,912
Total General Fund	9,891,458	9,805,296

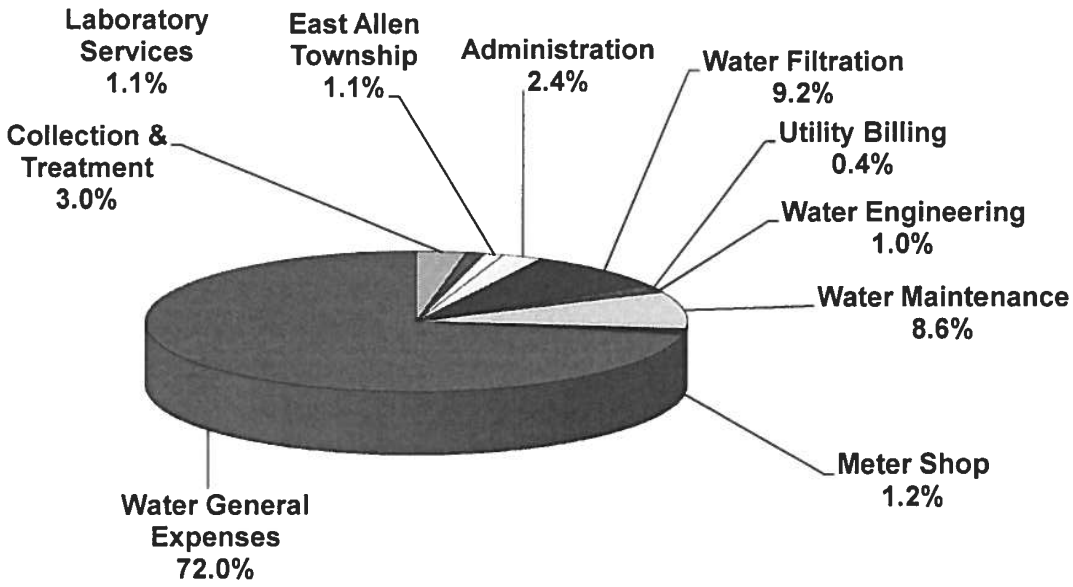
CITY OF BETHLEHEM
WATER FUND
FUND ANALYSIS SUMMARY

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers	2019 Actual & Estimated	2020 Proposed Budget
REVENUES:								
Sale of Water								
31001A	Residential	12,736,608	12,873,616	12,696,445	12,600,162	12,771,616	12,650,000	12,559,748
31001B	Commercial	2,886,964	2,943,652	2,915,254	3,115,947	2,960,597	2,980,000	2,999,848
31001C	Industrial	1,323,382	1,701,782	1,696,445	1,689,330	1,658,246	1,655,000	1,662,408
31001D	Institutional	1,164,020	1,306,070	1,238,690	1,289,288	1,268,000	1,245,000	1,273,508
31001E	Public	117,483	135,479	94,309	20,040	116,643	20,000	116,143
31004	Salisbury Township	4,303	4,394	3,985	4,032	4,057	4,050	3,977
31005	East Allen Township	97	58	-	13	1	10	1
31006	Utilities Inc	278,943	240,837	232,086	237,606	234,928	220,000	227,462
31007	Upper Saucon	53,286	(142,260)	40,047	53,902	45,520	42,000	46,480
31008	Lower Saucon	558,304	562,368	564,553	576,225	651,392	575,000	537,175
31009	Fire Protection	762,989	788,396	810,924	852,211	802,000	830,000	822,050
31011	Penalty on Delinquents	131,388	135,545	91,958	131,507	75,000	75,000	75,000
31014	Building Permit Water	29,579	6,332	13,747	14,965	15,000	14,000	15,000
31016	Fire Hydrant Water Use	582,834	583,555	584,672	609,888	585,000	580,000	585,000
31017	Penalty - Fire Potection	2,472	6,660	-	-	1,000	950	1,000
31050D	Delinquent Water	6	151	-	595	-	-	-
Total Sale of Water		20,632,658	21,146,635	20,983,115	21,195,711	21,189,000	20,891,010	20,924,800
Other Operating Revenues								
308901	Cash Balance	-	-	-	-	2,000,000	2,000,000	-
31101	Water Main Assessment	4,289	-	-	-	-	-	-
31103	Permits & Materials	29,053	42,290	60,346	24,579	25,000	22,000	30,000
31105	Expense Returns	-	-	-	350	-	-	-
31106	Miscellaneous	53,544	33,301	79,062	150,784	35,000	50,000	45,000
31108	Backflow	-	-	-	-	500	-	100
31109	Dist System Improve Charge	-	-	-	-	500	-	100
Total Other Operating Revenues		86,886	75,591	139,408	175,713	2,061,000	2,072,000	75,200
Investment Interest								
308501	Investment Income	535	8,143	22,365	70,191	50,000	85,000	75,000
Total Investment Interest		535	8,143	22,365	70,191	50,000	85,000	75,000
TOTAL WATER FUND REVENUES		**20,720,079**	**21,230,369**	**21,144,888**	**21,441,615**	**23,300,000**	**23,048,010**	**21,075,000**
EXPENDITURES BY BUREAU/DIVISION:								
	Collection & Treatment	459,345	466,638	443,296	498,199	612,895	561,245	626,568
	Laboratory Services	158,172	157,111	155,467	173,296	237,270	214,470	230,571
	East Allen Township	177,814	193,838	184,627	188,945	247,490	226,450	237,190
	Administration	311,138	322,399	340,911	357,152	440,069	428,759	509,465
	Water Filtration	1,417,842	1,483,542	1,579,533	1,557,134	1,900,616	1,830,936	1,934,832
	Utility Billing	72,343	79,711	73,222	75,638	81,289	78,589	83,733
	Water Engineering	191,470	192,656	206,188	214,007	217,607	216,407	216,685
	Water Control	407,433	446,926	350,197	371,884	453,725	444,935	-
	Water Maintenance	1,292,531	1,331,602	1,328,329	1,411,295	1,588,156	1,540,911	1,805,997
	Meter Shop	362,970	397,551	410,273	417,092	454,130	444,480	262,785
	Water General Expenses	14,249,541	14,656,593	16,156,935	14,667,653	17,066,753	16,929,927	15,167,174
TOTAL WATER FUND EXPENDITURES		**19,100,599**	**19,728,567**	**21,228,978**	**19,932,295**	**23,300,000**	**22,917,109**	**21,075,000**
EXPENDITURES BY CATEGORY:								
	Personnel Costs	3,618,800	3,850,890	3,724,199	3,907,741	4,208,662	4,177,472	3,990,396
	Materials & Supplies	320,491	258,921	301,941	350,047	462,315	413,950	466,850
	Purchased Services	15,161,308	15,618,756	17,144,475	15,628,848	18,480,673	18,204,687	16,529,104
	Equipment	-	-	58,363	45,659	148,350	121,000	88,650
TOTAL WATER FUND EXPENDITURES		**19,100,599**	**19,728,567**	**21,228,978**	**19,932,295**	**23,300,000**	**22,917,109**	**21,075,000**

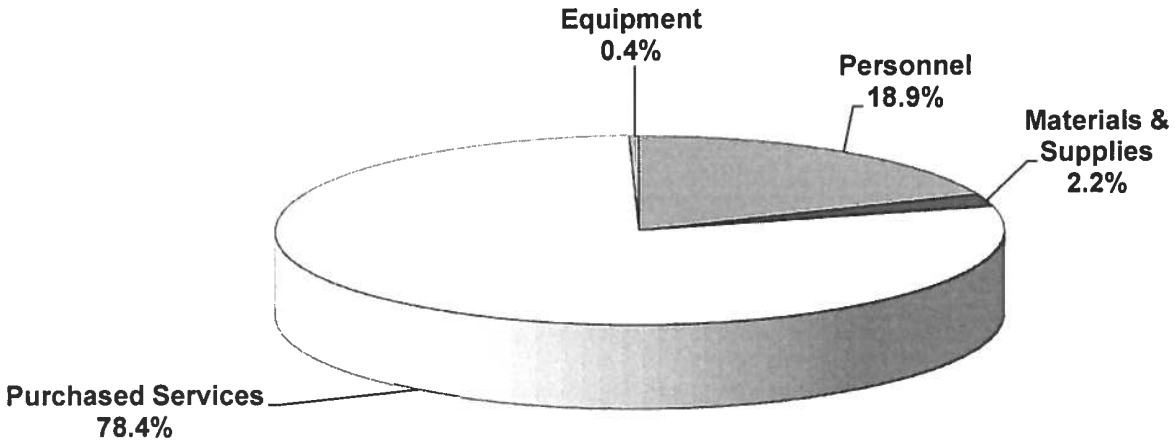
CITY OF BETHLEHEM
WATER FUND
BUREAU/DIVISION RESOURCE SUMMARY

Bureau/Divison		Personnel	Materials & Supplies	Purchased Services	Equipment	Total
20011	Collection & Treatment	$ 418,558	$ 29,210	$ 177,800	$ 1,000	$ 626,568
20012	Laboratory Services	165,271	11,500	49,800	4,000	230,571
20014	East Allen Township	-	18,640	218,550	-	237,190
20015	Administration	372,085	1,030	131,350	5,000	509,465
20016	Water Filtration	1,171,482	288,370	467,480	7,500	1,934,832
20017	Utility Billing	80,733	1,000	1,000	1,000	83,733
20018	Water Engineering	144,685	-	72,000	-	216,685
Supply & Treatment		**2,352,814**	**349,750**	**1,117,980**	**18,500**	**3,839,044**
20022	Utility Maintenance	1,406,947	93,900	241,650	63,500	1,805,997
20023	Meter Shop	230,635	17,500	8,000	6,650	262,785
Water Maintenance		**1,637,582**	**111,400**	**249,650**	**70,150**	**2,068,782**
2006	Water General Expenses	-	5,700	15,161,474	-	15,167,174
Water General Expenses		**-**	**5,700**	**15,161,474**	**-**	**15,167,174**
TOTAL WATER FUND		**$ 3,990,396**	**$ 466,850**	**$ 16,529,104**	**$ 88,650**	**$ 21,075,000**

Water Fund Expenditures by Bureau/Division



Water Fund Expenditures by Category



CITY OF BETHLEHEM
WATER FUND
SUMMARY OF POSITIONS

Bureau/Divison		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers	2019 Actual & Estimated	2020 Proposed Budget
20011	Collection System	6	6	6	6	6	6	6
20012	Laboratory Services	3	3	3	3	3	3	4
20014	East Allen Township	-	-	-	-	-	-	-
20015	Administration	4	4	4	4	4	4	5
20016	Water Filtration	14	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	6	6	-
Supply & Treatment		**38**	**39**	**39**	**39**	**39**	**39**	**35**
20022	Utility Maintenance	27	26	26	26	26	26	26
20023	Meter Shop	7	7	7	7	7	7	7
Water Maintenance		**34**	**33**	**33**	**33**	**33**	**33**	**33**
TOTAL WATER FUND		**72**	**72**	**72**	**72**	**72**	**72**	**68**

Debt Service

Bureau 2006

	2019	2020
Account 42094 Lease Rental		
Series of 2014		
Principal	5,070,000	5,300,000
Interest	2,006,550	1,753,050
	7,076,550	7,053,050
5% Coverage	353,828	352,653
Credit	(130,000)	(130,000)
	7,300,378	7,275,703
1998 Capital Appreciation Bond		
Principal	456,513	437,344
Interest	918,487	957,656
	1,375,000	1,395,000
5% Coverage	68,750	69,750
	1,443,750	1,464,750
	8,744,128	8,740,453
Account 42095 2007 G.O Note		
Principal	64,000	66,000
Interest	7,262	5,515
	71,262	71,515

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	
2020	437,344	957,656	66,000	5,515	5,300,000	1,753,050	8,519,565
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	12,903,906	39,531,094	202,000	11,112	39,020,000	14,465,425	106,133,537

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 – dependent on availability of DCNR training classes.
- Continue to remark and cut, as needed, as much boundary line as time allows.
- Remove and replace the end links on the screens on line #2.
- Coat and seal all three garage roofs to prevent leakage.

Prior Year Achievements:

- Worked with Bethlehem Authority Police to remark and cut over ten miles of boundary lines in problem areas on the lower watershed.
- Replaced old non-functioning outside lights on the administration building and garages with LED lights for security purposes.
- Pulled screens on line #1, then disassembled them to have new end links fabricated and painted. Reassembly anticipated by end of the year.
- Sealed cracks in the wall at the Penn Forest dam overflow to prevent further cracking and damage.
- Cleared several miles of fire lane at the Tunkhannock watershed properties.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Chief Watershed Op	1	1	1	1	1	80,915	1	80,915	1	83,276
	SEIU	WSR Maint Worker III	1	1	1	1	1	64,658	1	64,658	1	66,650
	SEIU	Maintenance Worker III	1	1	1	1	1	61,678	1	61,678	1	63,588
	SEIU	Automotive Mechanic	1	1	1	1	1	62,478	1	62,478	1	64,288
	SEIU	Maintenance Worker II	2	2	2	2	2	112,581	2	112,581	2	116,151
		Total Positions	6	6	6	6	6	382,310	6	382,310	6	393,953
Account Detail												
40001	SALARIES		344,812	328,099	319,169	367,046		372,910		372,910		384,153
40002	LONGEVITY		8,960	8,740	7,980	8,265		9,400		9,400		9,800
40003	OVERTIME		21,460	27,406	22,160	23,299		22,800		22,500		24,500
40006	DIFFERENTIAL PAY		-	-	-	-		25		25		25
40008	MEAL REIMBURSEMENT		13	104	-	-		80		50		80
	Personnel		375,245	364,349	349,309	398,610		405,215		404,885		418,558
41014	OPERATING SUPPLIES		2,384	2,005	2,986	2,944		6,000		4,000		6,000
41016	UNIFORMS/SAFETY SHOES		770	1,013	585	1,363		780		750		1,610
41021	CHEMICALS		-	-	-	-		100		50		100
41023	GASOLINE		11,953	8,317	13,182	16,501		21,810		18,500		21,500
	Materials & Supplies		15,107	11,335	16,753	20,808		28,690		23,300		29,210
42031	UNIFORM RENTAL		1,758	2,034	1,961	1,192		1,500		1,200		1,500
42036	COMMUNICATIONS		2,594	2,563	2,774	2,802		3,000		2,950		3,000
42044	ELECTRIC		10,039	9,295	9,403	12,216		10,000		10,000		12,500
42046	HEATING OIL		4,548	2,479	2,375	4,344		8,150		6,000		8,000
42047	DEPARTMENT CONTRACTS		43,763	60,085	49,278	51,731		111,530		75,000		135,000
42054	RENTALS		-	-	210	-		550		210		500
42060	OTHER EXPENSES		749	1,465	1,222	1,352		2,510		2,200		4,000
42064	EQUIPMENT MAINTENANCE		4,035	8,578	2,557	3,451		4,500		4,000		6,200
42065	PLANT MAINTENANCE		1,507	4,455	7,454	773		8,400		6,500		7,100
	Purchased Services		68,993	90,954	77,234	77,861		150,140		108,060		177,800
43099	EQUIPMENT		-	-	-	920		28,850		25,000		1,000
	Equipment		-	-	-	920		28,850		25,000		1,000
Total	COLLECTION & TREATMENT		459,345	466,638	443,296	498,199		612,895		561,245		626,568

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	24,500	OVERTIME 24,500 - 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	1,610	UNIFORMS/SAFETY SHOES 1,610 - 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 16,325 - GASOLINE AND DIESEL FUEL FOR CITY VEHICLES 5,175 - GASOLINE FOR 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, FIRE TOWER, 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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		8,000 - HEATING OIL FOR WILD CREEK CHEMICAL TREATMENT AND AUXILIARY BUILDINGS.
42047	135,000	DEPARTMENT CONTRACTS 135,000 - 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, INSTRUMENTATION REPORT AS REQUIRED BY PA DEP, 10 YEAR CLOSE DAM INSPECTION, FULL INCREMENTAL BREACH ANAYLSIS, AND NEW INUNDATION MAPPING, AND DAM EMERGENCY ACTION PLANS UPDATES, WILD CREEK SPILLWAY CAPACITY DETERMINATION. UPSTREAM/DOWNSTREAM LOW LEVEL OUTLET WORKS VIDEO INSPECTION.
42054	500	RENTALS 500 - SEPTIC TANK CLEANING, MISCELLANEOUS EQUIPMENT RENTALS.
42060	4,000	OTHER EXPENSES 4,000 - GARBAGE COLLECTION FEES, MAPS, FLAGS, CDL REIMBURSMENTS, COOLER RENTAL, BOAT LICENSE, SAMPLING LICENSE, DEBRIS AND SCRAP TIRE/METAL DISPOSAL, TRUCK WASTE HAULING LICENSE, MISC. ITEMS, BOTTLED WATER, OFFICE SUPPLIES, BOOTS AND RAINGEAR.
42064	6,200	EQUIPMENT MAINTENANCE 6,200 - 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, REPAIRS TO POLE BUILDING, LIGHTING FOR OUTSIDE OF GARAGE, WINDOW AIR CONDITIONER FOR ADMINISTRATION BUILDING, SAFETY COATING FOR VALVES AND GATES.
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:

- Finalize implementation of the Hach WIMS software package and begin everyday use for management of lab data.
- Work with Utility Maintenance Bureau to develop a plan for compliance with the PA DEP's Uninterrupted System Service Plan (USSP) which requires installation of a backup generator at the well systems.
- Ensure compliance with all Chapter 109 and 252 regulations.
- Develop a treatment plan to address high manganese levels at Shady Lane well system.

Prior Year Achievements:

- Performed triennial lead and copper sample collection and analysis resulting in compliance with state and federal regulations.
- Hired and trained a new contract laboratory technician to replace the previous laboratory technician who was promoted to a different position in the City.
- Maintained compliance with new Chapter 109 regulations, including the revised distribution disinfection rule.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Water Quality Manager	1	1	1	1	1	97,834	1	97,834	1	98,503
	TAMS	Laboratory Technician	1	1	1	1	1	77,053	1	77,053	2	134,538
	TAMS	Microbiologist	1	1	1	1	1	75,154	1	75,154	1	77,502
		Total Positions	3	3	3	3	3	250,041	3	250,041	4	310,543
	TAMS	50% Allocated to 3004	- Water Quality Manager					(48,917)		(48,917)		(49,252)
	TAMS	50% Allocated to 3004	- Laboratory Technician					(38,527)		(38,527)		(67,269)
	TAMS	50% Allocated to 3004	- Microbiologist					(37,577)		(37,577)		(38,751)
								125,020		125,020		155,271
Account Detail												
40001	SALARIES		101,665	110,097	110,700	116,054		122,770		122,770		154,021
40002	LONGEVITY		1,560	1,892	1,947	2,043		2,250		2,250		1,250
40004	TEMPORARY HELP		15,678	20,754	19,050	24,128		46,950		40,000		10,000
	Personnel		118,903	132,743	131,697	142,225		171,970		165,020		165,271
41014	OPERATING SUPPLIES		8,427	4,455	4,249	6,200		10,000		8,000		10,000
41016	UNIFORMS/SAFETY SHOES		100	120	250	369		500		400		500
41023	GASOLINE		428	486	544	826		1,000		900		1,000
	Materials & Supplies		8,955	5,061	5,043	7,395		11,500		9,300		11,500
42031	UNIFORM RENTAL		-	-	-	125		200		150		200
42047	DEPARTMENT CONTRACTS		25,409	15,703	13,815	14,043		41,000		30,000		41,000
42060	OTHER EXPENSES		4,905	3,604	4,480	3,470		6,600		5,500		6,600
42064	EQUIPMENT MAINTENANCE		-	-	432	506		2,000		1,500		2,000
	Purchased Services		30,314	19,307	18,727	18,144		49,800		37,150		49,800
43099	EQUIPMENT		-	-	-	5,532		4,000		3,000		4,000
	Equipment		-	-	-	5,532		4,000		3,000		4,000
Total	LABORATORY SERVICES		158,172	157,111	155,467	173,296		237,270		214,470		230,571

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

2020 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	10,000	OPERATING SUPPLIES 10,000 - LABORATORY SUPPLIES AS REQUIRED FOR ALL WATER TESTING AND ANALYSIS SUCH AS ANALYTICAL CHEMICALS, GLASSWARE, PLASTICWARE, CRYPTO ANALYSIS KITS, FILTERS, PADS, BACT ID KITS, ETC., 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	200	UNIFORM RENTAL 200 - LAB COAT RENTALS AND REPLACEMENTS.
42047	41,000	DEPARTMENT CONTRACTS 41,000 - CONTRACT LABORATORY ANALYSIS FOR SDWA, QA/QC SAMPLES, LAGOON RESIDUALS AND GROUNDWATER MONITORING, PB AND CU MONITORING, UCMR MONITORING, PROCESS CONTROL MONITORING.
42060	6,600	OTHER EXPENSES 6,600 - STATE LAB CERTIFICATION FEES, MEMBERSHIP FEES PAAEL AND AWWA, TRAVEL EXPENSES, OFFICE SUPPLIES, AND ANNUAL PARTNERSHIP FOR SAFE WATER FEES.
42064	2,000	EQUIPMENT MAINTENANCE 2,000 - PREVENTIVE MAINTENANCE AND REPAIR OR REPLACEMENT OF LABORATORY EQUIPMENT.
43099	4,000	EQUIPMENT 4,000 - LABORATORY SAMPLE REFRIGERATOR CONDUCTIVITY METER AND CELL LAPTOP/TABLET FOR FIELD USE

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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 well stations.
- Design and install permanent emergency power solutions for well stations.
- Abandon Well #4 at Country Squire Estates.

Prior Year Achievements:

- Various mechanical repairs/upgrades completed at Shady Lane system.
- Replaced well pump #1 at East Allen Gardens Station.
- Assisted with permitting Well #2 at Country Squire Estates and made enduring improvements in the process.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers	2019 Actual & Estimated	2020 Proposed Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
		-	-	-	-	- -	- -	- -
	Total Positions	-	-	-	-	- -	- -	- -
Account Detail								
41014	OPERATING SUPPLIES	584	263	3,456	5,197	13,740	10,000	13,740
41021	CHEMICALS	1,220	1,250	2,245	2,981	4,250	3,750	4,500
41023	GASOLINE	175	31	-	-	400	200	400
	Materials & Supplies	1,979	1,544	5,701	8,178	18,390	13,950	18,640
42036	COMMUNICATIONS	954	938	955	970	2,050	1,500	2,050
42044	ELECTRIC	15,320	11,726	14,633	14,786	16,000	16,000	16,000
42047	DEPARTMENT CONTRACTS	47,230	50,251	42,670	48,085	52,250	50,000	50,000
42060	OTHER EXPENSES	97,664	113,059	116,621	105,278	128,800	125,000	120,500
42064	EQUIPMENT MAINTENANCE	14,667	16,320	4,047	11,648	30,000	20,000	30,000
	Purchased Services	175,835	192,294	178,926	180,767	229,100	212,500	218,550
Total	EAST ALLEN TOWNSHIP	177,814	193,838	184,627	188,945	247,490	226,450	237,190

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	13,740	OPERATING SUPPLIES 13,740 - MISCELLANEOUS SUPPLIES, WATER NEEDED FOR PLANNED FLUSHING PROGRAM, EMERGENCY WATER DELIVERY BY TANK TRUCK.
41021	4,500	CHEMICALS 4,500 - WELL SYSTEM CHEMICALS.
41023	400	GASOLINE 400 - 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	16,000	ELECTRIC 16,000 - ELECTRIC SERVICE FOR WELL HOUSES AND AIRPORT ROAD PUMP STATION.
42047	50,000	DEPARTMENT CONTRACTS 50,000 - SYSTEM OPERATOR FOR WELL SYSTEMS, RT. 512 SYSTEM AND AIRPORT ROAD PUMP STATION GENERATOR SERVICE FOR AIRPORT ROAD PUMP STATION. LAWN MOWING/PLOWING AT FACILITIES AND EMPTY LOT AND SPRING CLEAN UP.
42060	120,500	OTHER EXPENSES 120,500 - PURCHASED WATER FROM BATH BOROUGH AUTHORITY FOR THE RT. 512 SYSTEM. PERMIT WELL #3
42064	30,000	EQUIPMENT MAINTENANCE 30,000 - EQUIPMENT MAINTENANCE FOR ALL SYSTEM 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 plan for long-term retiring management staff.
- Explore options and implement capital financing plan for the Water Capital Budget.
- Submit application to the PA PUC for a general water rate increase. Pending PUC approval, new water rates would go into effect in 2021. Last rate increase occurred in 2014.
- Implement an 8% sewer rate increase in 2020. Last increase occurred in 2017.
- Rate adjustments are required in order to keep up with annual increases in operation and maintenance expenses and to ensure adequate source of funding for capital investments in the system.

Prior Year Achievements:

- Received the eleventh 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.
- Completed the sanitary sewer work on Founders Way and Biafore Avenue in Hanover Township, partially funded by $125,000 state grant funding.
- Financially supported our capital budgets in 2019 with $3.25M for Water and $3.42 M for Sewer in Capital Appropriations toward our projects.
- Completed the transfer of Water Control personnel and functions to the new Bethlehem Service Center.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
NC	Dir Water/Sewer Resource		1	1	1	1	1	106,131	1	106,131	1	109,315
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	87,336	1	87,336	1	90,038
TAMS	Project Manager		-	-	-	-	-	-	-	-	1	67,012
TAMS	Dept Business Manager		1	1	1	1	1	80,915	1	80,915	1	83,276
	Total Positions		4	4	4	4	4	372,216	4	372,216	5	447,475
TAMS	25% Allocated from 0202	- Econ Dev Site & GIS Mgr						19,954		19,954		20,569
TAMS	33% Allocated from 0202	- IS Programmer						24,999		24,999		28,376
NC	50% Allocated to 3001	- Dir Water/Sewer Resource						(53,065)		(53,065)		(54,658)
TAMS	50% Allocated to 3001	- Commercial Ops Manager						(43,668)		(43,668)		(45,019)
TAMS	50% Allocated to 3001	- Dept Business Manager						(40,457)		(40,457)		(41,638)
								279,979		279,979		355,105
Account Detail												
40001	SALARIES		242,485	263,970	262,553	267,296		275,840		275,840		350,855
40002	LONGEVITY		2,966	3,620	3,727	3,830		4,139		4,139		4,250
40004	TEMPORARY HELP		-	-	-	16,000		16,480		16,480		16,980
	Personnel		245,451	267,590	266,280	287,126		296,459		296,459		372,085
41014	OPERATING SUPPLIES		1,674	229	129	216		700		350		500
41016	UNIFORMS/SAFETY SHOES		-	-	-	-		130		100		130
41023	GASOLINE		393	272	198	214		530		350		400
	Materials & Supplies		2,067	501	327	430		1,360		800		1,030
42032	TRAINING/CONT. EDUCATION		8,033	5,201	10,566	8,406		15,000		12,500		15,000
42047	DEPARTMENT CONTRACTS		47,777	44,215	44,948	43,273		55,800		52,000		51,500
42060	OTHER EXPENSES		7,810	4,892	18,539	17,675		64,250		62,000		64,850
	Purchased Services		63,620	54,308	74,053	69,354		135,050		126,500		131,350
43099	EQUIPMENT		-	-	251	242		7,200		5,000		5,000
	Equipment		-	-	251	242		7,200		5,000		5,000
Total	ADMINISTRATION		311,138	322,399	340,911	357,152		440,069		428,759		509,465

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	16,980	TEMPORARY HELP 16,980 - 25% OF THE FULL TIME CONTRACT PROGRAMMERS SALARY
41014	500	OPERATING SUPPLIES 500 - OFFICE SUPPLIES
41016	130	UNIFORMS/SAFETY SHOES 130 - SAFETY SHOES FOR ONE (1) EMPLOYEE.
41023	400	GASOLINE 400 - GASOLINE FOR ONE (1) SHARED VEHICHLE.
42032	15,000	TRAINING/CONTINUING ED. 15,000 - 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	51,500	DEPARTMENT CONTRACTS 51,500 - 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	64,850	OTHER EXPENSES 64,850 - 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, MISC ITEMS, NEWSPAPER ADVERTISING, 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
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:

- Continue maintenance training program for Filtration Plant Operators and Relief Operators.
- Complete Water Information Management System (WIMS) Drinking Water Variable Creation Spreadsheet and implement WIMS software to improve data management and reporting.
- Continue to replace all Water Filtration Plant Turbidimeters.
- Replace the Zinc Orthophosphate Bulk Storage Tank.
- Install new Emergency Generator.

Prior Year Achievements:

- Continued maintenance training program for Filtration Plant Operators and Relief Operators.
- Finished cost benefit evaluation of disinfection system alternatives.
    - Currently using gaseous chlorine.
- Transferred Water Distribution SCADA operations to Water Filtration Plant.
- Started to replace all Water Filtration Plant Turbidimeters.
- Replaced all wash valve actuators and raw water valve actuator.
- Replaced two Chlorinator Controllers.
- Replaced Power Monitor Meter in Electrical Substation.
- Coordinated with PPL on Plant primary power feed pole replacement.
- Re-plumbed all chase water feed piping for Fluoride, Alum and Caustic chemical addition chemicals.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Filtration Operation Sup	1	1	1	1	1	88,936	1	88,936	1	91,538
TAMS	Filtration Maint Sup	1	1	1	1	1	76,714	1	76,714	1	81,276
SEIU	Operator III	6	7	6	6	6	402,864	6	402,864	7	467,660
SEIU	Acting Operator III	-	-	-	-	-	-	-	-	5	307,306
SEIU	Electronics Repair Man	1	1	1	1	1	67,666	1	67,666	1	69,742
SEIU	Relief Operator I	5	5	6	6	6	341,086	6	341,086	-	-
	Total Positions	14	15	15	15	15	977,266	15	977,266	15	1,017,522
Account Detail											
40001	SALARIES	772,728	836,267	864,129	883,807		964,866		964,866		1,004,122
40002	LONGEVITY	11,440	12,525	11,495	9,880		12,400		12,400		13,400
40003	OVERTIME	94,013	84,516	122,648	86,326		99,760		90,000		102,760
40005	HOLIDAY PAY	34,344	38,167	33,838	39,074		42,870		42,000		43,960
40006	DIFFERENTIAL PAY	5,074	5,490	5,616	5,563		5,540		5,500		5,540
40008	MEAL REIMBURSEMENT	1,898	1,755	2,849	1,560		1,420		1,420		1,700
	Personnel	919,497	978,720	1,040,575	1,026,210		1,126,856		1,116,186		1,171,482
41014	OPERATING SUPPLIES	18,901	23,137	18,519	22,992		26,550		25,000		28,550
41016	UNIFORMS/SAFETY SHOES	2,459	2,850	2,201	3,691		4,090		3,500		4,000
41021	CHEMICALS	177,917	141,729	164,534	169,043		250,100		220,000		254,000
41023	GASOLINE	1,934	1,173	1,779	1,590		1,780		1,750		1,820
	Materials & Supplies	201,211	168,889	187,033	197,316		282,520		250,250		288,370
42044	ELECTRIC	76,743	76,061	78,101	56,110		64,000		64,000		69,000
42046	HEATING OIL	41,222	29,012	32,136	40,393		54,000		52,000		54,000
42047	DEPARTMENT CONTRACTS	144,346	171,143	192,476	163,572		267,200		250,000		237,000
42054	RENTALS	-	4,289	-	10,923		2,495		2,000		23,180
42060	OTHER EXPENSES	1,349	1,517	1,394	1,391		1,910		1,500		1,700
42064	EQUIPMENT MAINTENANCE	33,474	53,846	33,541	45,429		71,635		70,000		68,000
42065	PLANT MAINTENANCE	-	65	7,049	6,351		9,000		7,500		14,600
	Purchased Services	297,134	335,933	344,697	324,169		470,240		447,000		467,480
43099	EQUIPMENT	-	-	7,228	9,439		21,000		17,500		7,500
	Equipment	-	-	7,228	9,439		21,000		17,500		7,500
Total	WATER FILTRATION	1,417,842	1,483,542	1,579,533	1,557,134		1,900,616		1,830,936		1,934,832

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	102,760	OVERTIME 102,760 - TO PROVIDE COVERAGE FOR SICK, VACATION, OTHER LEAVES, PERSONAL HOLIDAYS, AND STANDBY.
40005	43,960	HOLIDAY PAY 43,960 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	5,540	DIFFERENTIAL PAY 5,540 - 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	28,550	OPERATING SUPPLIES 28,550 - LABORATORY SUPPLIES, OFFICE SUPPLIES, ELECTRODES AND PROBES, MAINTENANCE SUPPLIES, MISC GREASE, OIL, ETC., SMALL 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.
41016	4,000	UNIFORMS/SAFETY SHOES 4,000 - T-SHIRTS, SWEATSHIRTS, AND SAFETY SHOES PER CONTRACT.
41021	254,000	CHEMICALS 254,000 - GASEOUS CHLORINE, BULK LIQUID ORTHOPHOSPHATE, SODIUM BISULFITE, BULK HYDRATED LIME, BULK LIQUID HYDROFLUOSILICIC ACID, BULK LIQUID ALUM, POLYMER; SLUDGE CONDITIONING, BULK LIQUID CAUSTIC SODA, SODIUM HYPOCHLORITE SOLUTION.
41023	1,820	GASOLINE 1,820 - GASOLINE AND DIESEL FUEL FOR TWO (2) TRUCKS AND EQUIPMENT.
42044	69,000	ELECTRIC 69,000 - 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	237,000	DEPARTMENT CONTRACTS

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		237,000 - SERVICE CONTRACTS ON HVAC EQUIPMENT, CHLORINATION EQUIPMENT, FIRE ALARM/SECURITY SYSTEM, EMERGENCY GENERATOR, DEIONIZATION SYSTEM, ELECTRICAL EQUIPMENT, SCADA SW/HW MAINTENANCE, 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, NPDES PERMIT APPLICATION, REMOVAL, TRANSPORATION AND PROCESSING OF LAGOON RESIDUALS (2019 RETAINAGE AND 2020 CONTRACT), AND VEGETATION CONTROL.
42054	23,180	RENTALS 23,180 - SEPTIC TANK CLEANING, SAND MOUND CLEANING, LARGE GENERATOR RENTAL FOR PPL POWER FEED MAINTENANCE.
42060	1,700	OTHER EXPENSES 1,700 - GARBAGE COLLECTION FEE, CDL REIMBURSEMENTS MISC ITEMS, MISCELLANEOUS LANDSCAPING TO REPLACE DEAD TREES AND SHRUBS.
42064	68,000	EQUIPMENT MAINTENANCE 68,000 - 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.
42065	14,600	PLANT MAINTENANCE 14,600 - ENTRANCE ROAD REPAIRS, FRONT PATIO REPAIR, REPLACE OUTSIDE LIGHTING WITH LED'S, ADD LAGOON LOWER GATE, OTHER MISCELLANEOUS MAINTENANCE.
43099	7,500	EQUIPMENT 7,500 - SAMPLE PUMPS/MOTORS TO REPLACE WORN UNITS BELL/GOSSET CIRCULATOR PUMPS HVAC MODEL 625T - LARGE AND SMALL STIHL PROFESSIONAL STRING TRIMMER OR EQUIVALENT

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:

- Minimize delinquent balances by use of Delinquent Standard Operating Procedure.
- Pursue bill pay and pay online by utilizing our third party vendor to better service customer needs and further reduce mailing costs.
- Review all hydrants inside and outside City both public and private and compare to database. Track discrepancies and review for proper billing procedures.

Prior Year Achievements:

- Implemented billing through Sensus Analytics which obtains readings through the recently installed automated metering infrastructure eliminating the need for manual readings.
- Handled database administration of meter replacements and endpoint installations for efficient and transparent transition from touch read to automated reading technology.
- Weekly billings, collections and customer support for approximately 36,000 customers.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Customer Service Supvr	1	1	1	1	1	63,867	1	63,867	1	65,717
	SEIU	Customer Service Rep	2	2	2	2	2	88,711	2	88,711	2	93,750
		Total Positions	3	3	3	3	3	152,578	3	152,578	3	159,467
	TAMS	50% Allocated to 3001	- Customer Service Supvr					(31,934)		(31,934)		(32,859)
	SEIU	50% Allocated to 3001	- Customer Service Rep					(44,355)		(44,355)		(46,875)
								76,289		76,289		79,733
Account Detail												
40001	SALARIES		70,921	77,365	66,379	71,653		74,489		74,489		77,883
40002	LONGEVITY		1,240	1,600	1,567	1,663		1,800		1,800		1,850
40003	OVERTIME		-	-	233	63		2,500		500		1,000
	Personnel		72,161	78,965	68,179	73,379		78,789		76,789		80,733
41014	OPERATING SUPPLIES		182	746	1,517	1,291		1,000		800		1,000
	Materials & Supplies		182	746	1,517	1,291		1,000		800		1,000
42036	COMMUNICATIONS		137	1,386	-	-		-		-		-
42060	OTHER EXPENSES		-	-	-	-		-		-		1,000
	Purchased Services		-	-	-	-		-		-		1,000
43099	EQUIPMENT		-	-	3,526	968		1,500		1,000		1,000
	Equipment		-	-	3,526	968		1,500		1,000		1,000
Total	UTILITY BILLING		72,343	79,711	73,222	75,638		81,289		78,589		83,733

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

2020 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.
42060	1,000	OTHER EXPENSES 1,000 - LEGAL FILING FEES
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:

- Convert East Allen Garden's well system to City of Bethlehem water. Install 2200' of 12" main along Mud Lane and Seemsville Road and oversee the installation of 4200' of 12" water main along Mud Lane.
- Develop design specification to connect to the high pressure 30" Howertown South main to increase water pressure in the Drexel Heights subdivision in Allen Township.
- Manage the installation of 8" water main in Bethlehem Township (Allen, Cawley, and Roosevelt Sts) 1700 ft; Freemansburg Borough (Cambria, East Market, Karoly, Tolstoy Sts) – 1700 ft; City of Bethlehem (private drive off PineTop Trail) – 600 ft.
- Engage consultant for design to replace the 2MG Southside Reservoir.

Prior Year Achievements:

- Installed 1000' of 12" water main from Easton Road to Ringhoffer Road, to support industrial development.
- Oversaw the 3200' of 12" main installation along Rt. 512 from Jaindl Boulevard to Steuban Road for the Regency at Creekside 55 and over residential development in East Allen Township.
- Oversaw the installation of 2300' of 16" water main from Radar Drive in Allen Township to support commercial development.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Design Assistant	1	1	1	1	1	70,133	1	70,133	1	72,171
	TAMS	Engineering Assistant	1	1	1	1	1	65,474	1	65,474	1	67,514
		Total Positions	2	2	2	2	2	135,607	2	135,607	2	139,685
Account Detail												
40001	SALARIES		118,974	127,257	126,220	128,744		132,607		132,607		136,585
40002	LONGEVITY		2,000	2,565	2,660	2,755		3,000		3,000		3,100
40003	OVERTIME		6,249	4,068	3,173	10,328		7,000		6,800		5,000
	Personnel		127,223	133,890	132,053	141,827		142,607		142,407		144,685
42055	PROFESSIONAL SERVICES		64,247	58,766	74,135	72,180		75,000		74,000		72,000
	Purchased Services		64,247	58,766	74,135	72,180		75,000		74,000		72,000
Total	WATER ENGINEERING		191,470	192,656	206,188	214,007		217,607		216,407		216,685

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	5,000	OVERTIME 5,000 - OVERTIME
42055	72,000	PROFESSIONAL SERVICES 72,000 - ENGINEERING SERVICES NOT AVAILABLE IN CITY WORKFORCE - INCLUDES CARRYOVER FROM 2018.

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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

			2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Water Dist/Control Sup	1	1	1	1	1	62,014	1	62,014	-	-
	SEIU	Control Oper Permit Off	1	1	1	1	1	61,678	1	61,678	-	-
	SEIU	Water Dist Cont Oper	4	4	4	4	4	235,980	4	235,980	-	-
		Total Positions	6	6	6	6	6	359,672	6	359,672	-	-
	TAMS	10% Allocated to 3002						(6,201)		(6,201)		-
	SEIU	10% Allocated to 3002						(6,168)		(6,168)		-
	SEIU	10% Allocated to 3002						(23,318)		(23,318)		-
								323,985		323,985		-
Account Detail												
40001	SALARIES		308,729	343,343	237,097	257,680		318,135		318,135		-
40002	LONGEVITY		5,832	7,254	4,873	6,327		5,850		5,850		-
40003	OVERTIME		27,118	44,015	44,069	40,921		42,750		42,500		-
40005	HOLIDAY PAY		13,790	12,093	11,973	15,032		16,070		16,000		-
40006	DIFFERENTIAL PAY		2,244	2,443	2,544	2,508		2,770		2,750		-
40008	MEAL REIMBURSEMENT		842	1,304	1,496	1,231		1,390		1,350		-
	Personnel		358,555	410,452	302,052	323,699		386,965		386,585		-
41014	OPERATING SUPPLIES		319	512	1,169	688		1,390		1,000		-
41016	UNIFORMS/SAFETY SHOES		600	375	300	673		1,480		1,000		-
41023	GASOLINE		21	-	-	-		-		-		-
	Materials & Supplies		940	887	1,469	1,361		2,870		2,000		-
42036	COMMUNICATIONS		6,000	4,500	7,455	8,962		-		-		-
42047	DEPARTMENT CONTRACTS		39,563	30,817	33,623	36,075		43,350		40,000		-
42054	RENTALS		-	-	-	-		100		50		-
42060	OTHER EXPENSES		150	270	60	-		500		250		-
42064	EQUIPMENT MAINTENANCE		2,225	-	-	998		1,340		1,000		-
42065	PLANT MAINTENANCE		-	-	62	-		100		50		-
	Purchased Services		47,938	35,587	41,200	46,035		45,390		41,350		-
43099	EQUIPMENT		-	-	5,476	789		18,500		15,000		-
	Equipment		-	-	5,476	789		18,500		15,000		-
Total	WATER CONTROL		407,433	446,926	350,197	371,884		453,725		444,935		-

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:

- Select Asset Management system and integrator.
- Rebuild/rebrand the Fire Pump Station (Mountain Top).
- Drain and inspect (3) three potable water storage tanks.
- Rebuild 30" PRV at Howertown station.
- Complete Hecktown Rd Bridge main replacement via horizontal drilling.

Prior Year Achievements:

- Exercised all large valves on transmission main and related appurtenances.
- Installed new SCADA and electric for new Race St PRV station.
- Assisted with SCADA migration from Water Control to Water Filtration Plant.
- Upgraded electrical panel at Upper Saucon Blending Facility.
- Installed (8) new valves in the water distribution system to allow for strategic control during both preventative maintenance and emergency repair activities.
- Leak detected (91) miles of water main; discovered (5) leaks in City system; (2) on homeowner's side.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Water Superintendent	1	1	1	1	1	97,834	1	97,834	1	100,703
	TAMS	Utility Maint Supervisor	2	2	2	2	2	155,175	2	155,175	2	141,478
	SEIU	Utility Maint Mechanic II	1	1	1	1	1	70,861	1	70,861	1	72,899
	SEIU	Utility Maint Mechanic I	2	2	2	2	2	129,315	2	129,315	2	133,201
	SEIU	Maintenance Worker III	11	11	11	11	11	667,250	11	667,250	11	680,726
	SEIU	Maintenance Worker II	10	9	9	9	9	444,088	9	444,088	9	452,981
		Total Positions	27	26	26	26	26	1,564,523	26	1,564,523	26	1,581,988
	TAMS	50% Allocated to 3002 - Water Superintendent						(48,917)		(48,917)		(50,352)
	TAMS	50% Allocated to 3002 - Utility Maint Supervisor						(77,437)		(77,437)		(70,739)
	SEIU	50% Allocated to 3002 - Utility Maint Mechanic II						(35,430)		(35,430)		(36,450)
	SEIU	50% Allocated to 3002 - Utility Maint Mechanic I						(64,658)		(64,658)		(66,600)
	SEIU	50% Allocated to 3002 - Maintenance Worker III						(332,373)		(332,373)		(340,363)
	SEIU	50% Allocated to 3002 - Maintenance Worker II						(222,744)		(222,744)		(226,491)
	TAMS	17% Allocated from 0602 - EMC/BSC Director						-		-		14,463
	TAMS	17% Allocated from 0602 - BSC Supervisor						-		-		44,422
	SEIU	17% Allocated from 0602 - BSC Specialist						-		-		100,716
	TAMS	50% Allocated from 3002 - Utility Maint Supervisor						44,468		44,468		44,468
	SEIU	50% Allocated from 3002 - Utility Maint Mechanic I						63,558		63,558		65,700
	SEIU	50% Allocated from 3002 - Maintenance Worker III						89,243		89,243		92,388
	SEIU	50% Allocated from 3002 - Maintenance Worker II						77,378		77,378		75,437
								1,057,611		1,057,611		1,228,587
Account Detail												
40001	SALARIES		944,108	981,817	930,114	972,337		1,042,761		1,042,761		1,213,135
40002	LONGEVITY		13,600	15,770	14,393	13,775		14,850		14,850		15,452
40003	OVERTIME		96,870	100,116	99,957	126,230		112,200		110,000		158,000
40004	TEMPORARY HELP		-	-	-	1,856		15,000		10,000		15,000
40006	DIFFERENTIAL PAY		1,437	1,420	1,504	1,742		1,675		1,500		1,675
40008	MEAL REIMBURSEMENT		3,361	3,250	3,074	3,686		3,685		3,500		3,685
	Personnel		1,059,376	1,102,373	1,049,042	1,119,626		1,190,171		1,182,611		1,406,947
41014	OPERATING SUPPLIES		23,764	20,090	22,213	24,497		25,000		25,000		25,000
41016	UNIFORMS/SAFETY SHOES		4,400	5,227	4,094	7,382		7,945		7,500		7,550
41021	CHEMICALS		-	-	-	1,489		2,840		2,800		3,350
41023	GASOLINE		48,000	33,875	43,808	62,568		58,000		58,000		58,000
	Materials & Supplies		76,164	59,192	70,115	95,936		93,785		93,300		93,900
42031	UNIFORM RENTAL		-	-	456	-		-		-		-
42044	ELECTRIC		118,146	132,501	117,494	104,338		115,000		112,000		115,000
42045	GAS		87	-	-	-		-		-		-
42047	DEPARTMENT CONTRACTS		25,338	11,372	28,479	26,802		57,700		45,000		60,000
42054	RENTALS		1,996	6,638	4,147	17,110		18,500		16,500		22,300
42060	OTHER EXPENSES		4,114	4,875	10,276	10,008		16,300		15,000		16,650
42064	EQUIPMENT MAINTENANCE		6,848	13,151	9,059	10,142		12,700		11,500		12,700
42065	PLANT MAINTENANCE		462	1,500	1,290	3,490		21,700		15,000		15,000
	Purchased Services		156,991	170,037	171,201	171,890		241,900		215,000		241,650
43099	EQUIPMENT		-	-	37,971	23,843		62,300		50,000		63,500
	Equipment		-	-	37,971	23,843		62,300		50,000		63,500
Total	UTILITY MAINTENANCE		1,292,531	1,331,602	1,328,329	1,411,295		1,588,156		1,540,911		1,805,997

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	158,000	OVERTIME 158,000 - 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 - TEMPORARY HELP AS NEEDED.
40006	1,675	DIFFERENTIAL PAY 1,675 - 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	25,000	OPERATING SUPPLIES 25,000 - 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, SURGE PROTECTORS FOR SCADA SYSTEMS, PORTABLE ELECTRIC HEATERS, 1/2 HP SUMP PUMPS, RAGS, BATTERIES FOR SCADA SYSTEM, BATTERIES FOR PORTABLE RADIOS, BAG CONCRETE, INDUSTRIAL GASES, ETC.
41016	7,550	UNIFORMS/SAFETY SHOES 7,550 - TO PURCHASE SAFETY SHOES, T-SHIRTS AND SWEATSHIRTS FOR EMPLOYEES AS PER UNION CONTRACT.
41021	3,350	CHEMICALS 3,350 - DECHLOR TABS, CALCIUM HYPOCHLORITE AND SODIUM HYPOCHLORITE
41023	58,000	GASOLINE 58,000 - REGULAR GASOLINE AND DIESEL FUEL.
42044	115,000	ELECTRIC 115,000 - ELECTRIC USAGE AT PUMPING STATIONS, STORAGE TANKS AND SCADA SYSTEM LOCATIONS.
42047	60,000	DEPARTMENT CONTRACTS 60,000 - LANDFILL DUMPING FEES ASPHALT/CONCRETE EXCAVATION WASTE VEGETATION CONTROL 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

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		IWATER ANNUAL SOFTWARE SUPPORT ANNUAL MAINTENANCE FOR GENERATOR AT 5TH AND WILLIAM AND SOUTH SIDE RESERVOIR JANITORIAL SERVICES MUNICIPAL SERVICE CENTER
42054	22,300	RENTALS 22,300 - RENTAL EQUIPMENT AS REQUIRED BY BUREAU.
42060	16,650	OTHER EXPENSES 16,650 - 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 HEAVY EQUIPMENT OPERATOR TRAINING.
42064	12,700	EQUIPMENT MAINTENANCE 12,700 - MISCELLANEOUS EQUIPMENT REPAIRS, PARTS, LABOR AND TECHNICAL SUPPORT.
42065	15,000	PLANT MAINTENANCE 15,000 - MAINTENANCE OF PHYSICAL BUILDINGS AND FENCE REPAIRS AT TANK SITES.
43099	63,500	EQUIPMENT 63,500 - BLUETOOTH ADAPTER FOR VALVE EXERCISER LEAK DETECTION DATA LOGGERS (PERMALOGS) (10 AT $750/EACH) 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 PNEUMATIC 60 LB BREAKER HAMMER TAMCO#PB60 WITH ACCESSORIES SCHONSTEDT "MAGGIE" MAGNETIC LOCATOR (3) LINE LOCATORS/TRACERS (5) PANASONIC TOUGHPAD COMPUTER TABLETS/LAPTOPS (4) MOBILE 2-WAY RADIOS FOR VEHICLES CHIPPING HAMMER W/ ACCESSORIES GODWIN TRENCH DEWATERING PUMPS 3000 WATT GENERAC PORTABLE GENERATORS

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 construction of AMI infrastructure for service territory.
- Strategic planning for next phase of AMI project and ongoing meter replacement program.
- Complete water demand study; submit report to PUC in support of rate case.

Prior Year Achievements:

- Installation of 3800 endpoints (RF units) providing efficiency in reading and management of accounts as well as providing additional customer support and service satisfaction. This is part of the ongoing AMI project.
- Supported data collection for Water Demand Study customers.
- Actively replaced small/large stopped and aged meters to increase revenue and offset future installation costs.
- Approximately 1200 meters replaced yearly.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

			2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail			Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	TAMS	Meter Shop Foreman	1	1	1	1	1	61,767	1	61,767	1	63,717
	SEIU	Meter Repairman	2	2	2	2	3	176,660	3	176,660	3	182,202
	SEIU	Meter Reader	4	4	4	4	3	166,156	3	166,156	3	164,953
		Total Positions	7	7	7	7	7	404,583	7	404,583	7	410,872
	TAMS	50% Allocated to 3002	- Meter Shop Foreman					(3,083)		(3,083)		(31,859)
	SEIU	50% Allocated to 3002	- Meter Repairman					(8,763)		(8,763)		(91,101)
	SEIU	50% Allocated to 3002	- Meter Reader					(8,307)		(8,307)		(82,477)
								384,430		384,430		205,435
Account Detail												
40001	SALARIES		324,816	363,399	365,595	369,863		378,655		378,655		202,085
40002	LONGEVITY		7,192	7,643	4,997	5,277		5,775		5,775		3,350
40003	OVERTIME		10,379	10,737	14,283	19,811		25,000		22,000		25,000
40006	DIFFERENTIAL PAY		2	4	49	26		100		50		100
40008	MEAL REIMBURSEMENT		-	25	88	62		100		50		100
	Personnel		342,389	381,808	385,012	395,039		409,630		406,530		230,635
41014	OPERATING SUPPLIES		2,964	1,671	2,309	1,685		3,500		3,000		3,500
41016	UNIFORMS/SAFETY SHOES		1,213	1,528	1,028	1,907		2,000		2,000		2,000
41023	GASOLINE		7,054	5,402	7,837	9,433		11,000		10,000		12,000
	Materials & Supplies		11,231	8,601	11,174	13,025		16,500		15,000		17,500
42047	DEPARTMENT CONTRACTS		8,860	7,072	10,176	5,003		19,000		15,000		5,500
42060	OTHER EXPENSES		490	70	-	99		1,000		500		1,000
42064	EQUIPMENT MAINTENANCE		-	-	-	-		3,000		2,950		1,500
	Purchased Services		9,350	7,142	10,176	5,102		23,000		18,450		8,000
43099	EQUIPMENT		-	-	3,911	3,926		5,000		4,500		6,650
	Equipment		-	-	3,911	3,926		5,000		4,500		6,650
Total	METER SHOP		362,970	397,551	410,273	417,092		454,130		444,480		262,785

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	25,000	OVERTIME 25,000 - 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, MISC. (PAINT, GREASE, ETC.), DOG REPELLENT, AND 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	5,500	DEPARTMENT CONTRACTS 5,500 - TOUCHREAD SOFTWARE MAINTENANCE PROGRAM, SERVICE CONTRACT FOR ONE (1) GAS DETECTOR, BULK METER CALIBRATIONS, CALIBRATIONS OF SHOP TEST TANKS, TEST METERS OF HIGH CONSUMPTION CUSTOMERS.
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	6,650	EQUIPMENT 6,650 - SMALL TOOLS, MISCELLANEOUS READING EQUIPMENT AS NEEDED.

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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 PMRS pension fund, 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

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers	2019 Actual & Estimated	2020 Proposed Budget
Personnel Detail	Number of Permanent Positions				# Salaries	# Salaries	# Salaries
	-	-	-	-	- -	- -	- -
Total Positions	-	-	-	-	- -	- -	- -
Account Detail							
41025 POSTAGE	2,655	2,165	2,809	4,307	5,700	5,250	5,700
Materials & Supplies	2,655	2,165	2,809	4,307	5,700	5,250	5,700
42036 COMMUNICATIONS	7,954	8,104	8,554	8,340	39,319	35,000	43,300
42048 BANK SERVICE CHARGE	201	-	1	473	500	450	500
42050 TAXES	47,017	47,584	47,584	47,584	47,590	47,584	47,590
42055 PROFESSIONAL SERVICES	412,200	226,132	234,864	185,712	432,000	300,000	888,000
42074 PENSIONS-O&E MMO	249,205	-	-	-	-	-	-
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	275,000	300,000	287,085	300,000	300,000	300,000	325,000
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	290,000	304,200	310,000	315,000	321,000	321,000	305,000
42090 UNFORESEEN CONTINGENCY	-	-	4,908	-	-	-	3,489
42093 PENNVEST LOAN	1,393,767	1,391,795	1,393,768	348,442	-	-	-
42094 LEASE RENTAL	7,263,934	7,255,764	7,217,932	8,248,098	8,744,128	8,744,128	8,740,453
42095 2007 G.O. LOAN	70,809	71,060	71,036	69,624	71,262	71,262	71,515
42097 CAPITAL APPROPRIATIONS-DSIC	-	-	-	-	1	-	1
42098 CAPITAL APPROPRIATIONS	385,000	1,197,990	2,726,595	1,288,274	3,253,454	3,253,454	884,827
Purchased Services	14,246,886	14,654,428	16,154,126	14,663,346	17,061,053	16,924,677	15,161,474
Total WATER GENERAL EXPENSES	14,249,541	14,656,593	16,156,935	14,667,653	17,066,753	16,929,927	15,167,174

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41025	5,700	POSTAGE 5,700 - POSTAGE FOR USPS AND UPS.
42036	43,300	COMMUNICATIONS 43,300 - ALL VERIZON CELL PHONES AND PLANS, AS WELL AS ALL VERIZON M2M WIRELESS CONNECTION CHARGES FOR FIELD LAPTOP PCS AND AMR/AMI TOWERS FOR WATER DEPARTMENT BUREAUS. VERIZON CELLULAR, MODEM DATA PLAN, VPN ON PUBLIC INTERNET CHARGES AND SCADA FIBER COMMUNICATION LINK CHARGES FROM CITY HALL TO WTP.
42048	500	BANK SERVICE CHARGE 500 - BANK FEES INCLUDING MANUAL CHECKS AND DEPOSIT BOOKS.
42050	47,590	TAXES 47,590 - TO MAKE PAYMENTS IN LIEU OF TAXES TO CARBON AND MONROE COUNTIES AND LEHIGH TOWNSHIP.
42055	888,000	PROFESSIONAL SERVICES 888,000 - LABOR ATTORNEY/LEGAL SERVICES, MAXIMUS - INDIRECT COST ALLOCATION STUDY, MAHER DUESSEL, CONRAD SIEGEL AC, PREFERRED EAP. PROFESSIONAL SERVICES FOR WEBSITE ADMINISTRATION. TEMPORARY IT SUPPORT FOR AMI/AMR PROJECT. LEVEL ONE BILLING & MAILING CONTRACT & POSTAGE. GFVR CONSULTANTS - UPDATE CAPITAL VALUE/DEPRECIATION/ RETIREMENTS FOR PA PUC ANNUAL REPORT AND RATE INCREASE. GFVR CONSULTANTS - PERFORM DEMAND STUDY DATA ANALYSIS. PA PUC ATTORNEY FEES (RETAINER). GEODECISIONS NOTIFY AGREEMENT. WEISS SCHANTZ AG - ROAD OPENING PERMITS WIMS DATA MANAGEMENT SOFTWARE FOR WATER FILTRATION AND DRINKING WATER LAB AND ANNUAL SUPPORT FEE. ITRCO QUARTERLY VIBRATION ANALYSES. CPU MODEL UPDATE AND CALIBRATION. WIMS CONSULTANT, LEVEL ONE RATE INCREASE LETTER NOTIFICATION AND MAILING. GFVR CONSULTANTS - MAJOR RATE CASE SERVICES. PA PUC ATTORNEY - MAJOR RATE CASE SERVICES. AWIA RISK AND RESILIENCE ASSESSMENT/ EMERGENCY RESPONSE PLAN/CERTIFICATION PREPARATION. 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.

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42075	629,750	PENSIONS - P.M.R.S. MMO 629,750 - THIS IS THE AMOUNT OF P.M.R.S. PENSION APPLICABLE TO THE WATER FUND IN ACCORDANCE WITH ACT 205 AND DEBT SERVICE.
42077	1,065,832	GENERAL FUND CHARGES 1,065,832 - THESE CHARGES ARE REIMBURSEMENTS TO THE GENERAL FUND FOR EXPENSES PAID INITIALLY BY THE GENERAL FUND BUT WHICH APPLY TO THE WATER FUND.
42078	325,000	BETHLEHEM AUTHORITY OPEXP 325,000 - ESTIMATED 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	305,000	SOCIAL SECURITY 305,000 - SOCIAL SECURITY.
42094	8,740,453	LEASE RENTAL 8,740,453 - FUNDS REQUIRED BY THE LEASE AGREEMENT WITH THE BETHLEHEM AUTHORITY FOR THE 2014 GUARANTEED WATER REVENUE BONDS AND 1998 CAPITAL APPRECIATION BOND.
42095	71,515	2007 G.O. LOAN 71,515 - 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 THE UPGRADE OR REPLACEMENT OF AGING INFRASTRUCTURE
42098	884,827	CAPITAL APPROPRIATION 884,827 - CONTRIBUTION TOWARDS WATER CAPITAL PROJECTS.

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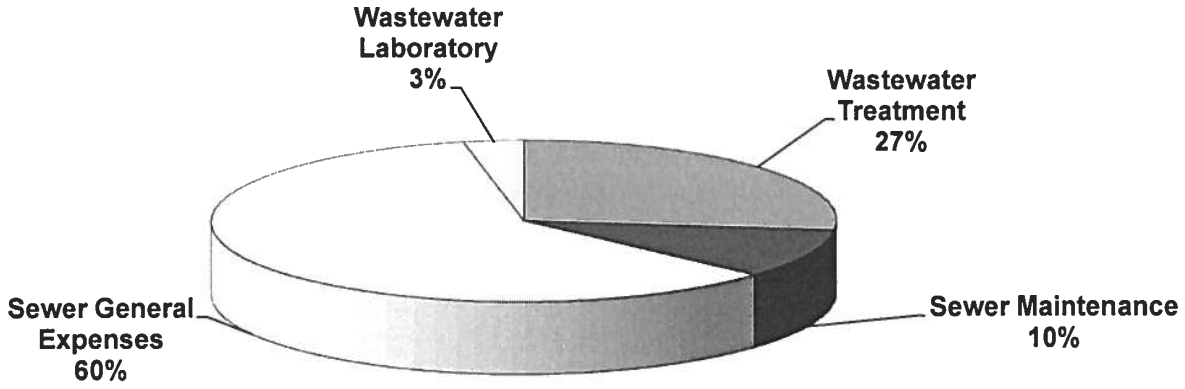
CITY OF BETHLEHEM
SEWER FUND
FUND ANALYSIS SUMMARY

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers	2019 Actual & Estimated	2020 Proposed Budget
REVENUES:								
Sale of Sewer								
32001A	Residential	6,274,520	6,326,986	6,798,403	6,832,199	6,757,266	6,675,000	7,477,450
32001B	Commercial	1,053,206	1,050,941	1,129,159	1,179,131	1,166,417	1,165,000	1,272,798
32001C	Industrial	701,284	672,208	680,038	595,931	692,517	600,000	774,676
32001D	Institutional	603,158	701,025	733,088	766,472	755,825	750,000	808,184
32001E	Public	2,395	2,493	2,857	3,600	3,163	3,000	3,608
32003	MIPP Sampling/Surcharge	1,390,977	1,349,889	1,492,030	1,465,596	1,400,000	1,375,000	1,400,000
32003F	MIPP Fines	3,500	15,600	2,000	1,700	1,000	750	1,000
32007	Industrial Sewer Rental	24,860	30,116	26,323	27,436	22,500	22,500	22,500
32008	Fountain Hill	397,133	380,877	394,536	462,648	397,755	400,000	440,819
32009	Hellertown	496,577	489,985	590,714	665,048	540,897	650,000	492,186
32010	Allentown	11,043	11,011	10,096	9,827	9,819	9,800	11,630
32011	Salisbury Township	145,771	147,181	152,777	188,950	151,585	225,000	169,860
32012	Freemansburg	112,325	117,578	122,748	124,701	114,534	114,000	144,643
32013	Bethlehem Township	1,135,387	1,567,935	1,715,379	1,555,356	1,464,267	1,450,000	1,452,114
32014	Hanover Township (L. Cnty)	70,317	68,392	90,103	90,177	72,686	70,000	92,187
32014NA	HN Residential	1,149,136	1,163,766	1,227,678	1,251,169	1,181,282	1,170,000	1,289,411
32014NB	HN Commercial	263,870	274,477	287,565	325,786	315,101	290,000	328,360
32014NC	HN Industrial	59,092	65,812	74,880	63,075	58,934	55,000	55,937
32014ND	HN Institutional	44,742	55,595	56,338	56,305	55,713	55,000	59,721
32014NE	HN Public	1,350	1,346	1,591	1,596	1,550	1,250	1,674
32015	Lower Saucon Township	125,246	150,825	176,521	191,556	153,569	160,000	226,927
32016	Lower Nazareth Township	-	22,759	3,855	8,775	6,290	5,000	10,000
32017	East Allen Township	-	-	-	-	1	-	1
32050	Delinquent Sewer Penalty	60,318	65,156	43,732	68,633	35,000	35,000	40,000
Total Sale of Sewer		14,126,207	14,731,953	15,812,411	15,935,667	15,357,671	15,281,300	16,575,686
Other Operating Revenues								
308901	Cash Balance	-	-	-	-	2,000,000	2,000,000	-
32106	Debt Service Contributions	682,542	777,128	829,204	901,828	901,828	910,449	910,450
32107	East Allen Appropriation	-	-	-	-	-	-	66,363
32109	Sundry	491	3,855	1,932	653	1	750	1
32112	Permits	8,550	4,750	1,050	9,650	2,500	2,250	2,500
Total Other Operating Revenues		691,583	785,733	832,186	912,131	2,904,329	2,913,449	979,314
Investment Interest								
308501	Investment Income	535	11,993	22,365	77,171	50,000	85,000	75,000
Total Investment Interest		535	11,993	22,365	77,171	50,000	85,000	75,000
TOTAL SEWER FUND REVENUES		**14,818,325**	**15,529,679**	**16,666,962**	**16,924,969**	**18,312,000**	**18,279,749**	**17,630,000**
EXPENDITURES BY BUREAU:								
	Wastewater Treatment	4,580,610	4,832,300	4,641,966	4,064,015	4,683,801	4,607,701	4,754,582
	Sewer Maintenance	1,071,256	1,152,134	1,162,159	1,273,595	1,388,436	1,378,411	1,745,272
	Sewer General Expenses	7,578,303	8,235,041	8,888,249	9,357,025	11,673,086	11,572,786	10,581,146
	Wastewater Laboratory	443,686	464,846	432,226	459,970	566,677	558,677	549,000
TOTAL SEWER FUND EXPENDITURES		**13,673,855**	**14,684,321**	**15,124,600**	**15,154,605**	**18,312,000**	**18,117,575**	**17,630,000**
EXPENDITURES BY CATEGORY:								
	Personnel Costs	3,089,657	3,511,272	3,366,384	3,651,662	3,837,814	3,835,439	4,234,374
	Materials & Supplies	649,987	748,424	533,461	476,671	710,100	669,000	701,300
	Purchased Services	9,934,211	10,424,625	11,201,692	11,009,265	13,680,586	13,532,686	12,587,076
	Equipment	-	-	23,063	17,007	83,500	80,450	107,250
TOTAL SEWER FUND EXPENDITURES		**13,673,855**	**14,684,321**	**15,124,600**	**15,154,605**	**18,312,000**	**18,117,575**	**17,630,000**

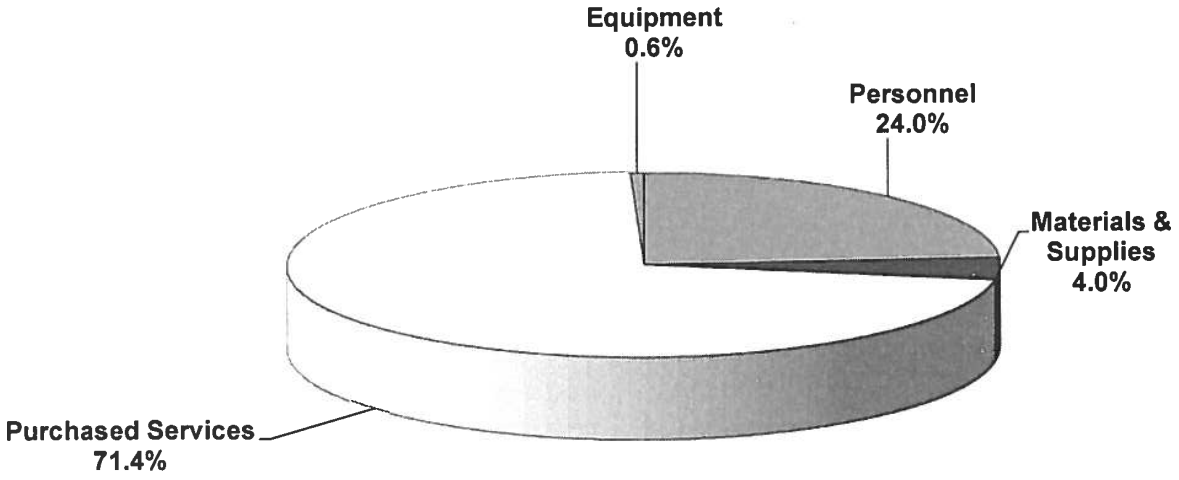
CITY OF BETHLEHEM
SEWER FUND
BUREAU RESOURCE SUMMARY

Bureau		Personnel	Materials & Supplies	Purchased Services	Equipment	Total
3001	Wastewater Treatment	$ 2,293,082	$ 623,500	$ 1,788,000	$ 50,000	$ 4,754,582
3002	Utility Maintenance	1,567,892	45,800	84,430	47,150	1,745,272
3003	Sewer General Expenses	-	2,000	10,579,146	-	10,581,146
3004	Wastewater Laboratory	373,400	30,000	135,500	10,100	549,000
TOTAL SEWER FUND		**$ 4,234,374**	**$ 701,300**	**$ 12,587,076**	**$ 107,250**	**$ 17,630,000**

Sewer Fund Expenditures by Bureau



Sewer Fund Expenditures by Category



CITY OF BETHLEHEM
SEWER FUND
SUMMARY OF POSITIONS

Bureau		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers	2019 Actual & Estimated	2020 Proposed Budget
3001	Wastewater Treatment	27	27	27	26	26	26	26
3002	Utility Maintenance	8	8	8	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

	2019	2020
Accounts 42091 & 42092		
Series of 2005 A		
Principal	120,000	125,000
Interest	9,800	5,000
Series of 2012		
Principal	305,000	-
Interest	141,708	-
Series of 2017 C		
Principal	200,000	205,000
Interest	172,134	168,134
Series of 2019 AA		
Principal	-	130,000
Interest	-	108,863
	948,642	741,997
Account 42093		
2012 Pennvest		
Principal	401,974	398,177
Interest	181,558	206,734
2013 Pennvest		
Principal	499,675	502,522
Interest	92,872	87,889
	1,176,079	1,195,322

Schedule of Payment for Bond Indebtedness

	Series of 2005 A		2012 Pennvest		2013 Pennvest	
	Principal	Interest	Principal	Interest	Principal	Interest
2020	125,000	5,000	398,177	206,734	502,522	87,889
2021			410,362	194,549	496,015	108,062
2022			422,919	181,992	487,298	135,912
2023			435,861	169,050	495,860	127,350
2024			449,199	155,712	504,572	118,638
2025			462,945	141,966	513,437	109,773
2026			477,111	127,800	522,458	100,752
2027			491,711	113,200	531,638	91,572
2028			506,758	98,153	540,978	82,231
2029			522,265	82,645	550,483	72,726
2030			538,247	66,664	560,155	63,054
2031			554,718	50,193	569,997	53,212
2032			571,693	33,218	580,012	43,198
2033			589,187	15,723	590,203	33,007
2034			200,376	1,261	600,573	22,637
2035					611,125	12,085
2036					361,434	2,103
2037						
Totals	125,000	5,000	7,031,529	1,638,859	9,018,760	1,264,201

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 of 2017 C		Series of 2019 AA		
Principal	Interest	Principal	Interest	Total
205,000	168,134	130,000	108,863	1,937,319
205,000	163,521	320,000	123,294	2,020,803
215,000	155,321	335,000	110,494	2,043,936
225,000	146,721	345,000	97,094	2,041,936
235,000	137,721	360,000	83,294	2,044,136
245,000	128,321	370,000	76,094	2,047,536
250,000	118,521	385,000	61,294	2,042,936
260,000	111,646	390,000	53,594	2,043,361
265,000	103,846	400,000	45,794	2,042,760
275,000	95,896	405,000	37,294	2,041,310
285,000	87,371	415,000	28,688	2,044,179
290,000	78,465	430,000	19,350	2,045,935
300,000	69,185	430,000	9,675	2,036,981
310,000	59,435			1,597,556
320,000	48,740			1,193,588
335,000	37,700			995,910
345,000	25,556			734,093
360,000	13,050			373,050
4,925,000	1,749,153	4,715,000	854,822	31,327,324

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:

- 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 detritors and conveyor systems.
  - Reduce and prevent downstream plant issues. Remove screenings/grit prior to digesters and sludge dewatering (centrifuges) for beneficial use of biosolids.
- 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 Gravity Thickener Project.
  - Complete rehab of the West Intermediate Clarifier and Gravity Thickener.
  - New drives, boxes, rakes, flights and catwalks.
  - Improve clarifier settling and performance.

Prior Year Achievements:

- Act 537 Plan Update Revision. Engineering consultant selected to review the Act 537 Plan..
  - Review of the 2012 City's Act 537 Sewage Facilities Plan and provide analysis and recommendations on an update of the Plan based on current WWTP and collection system operating conditions.
  - Re-evaluate WWTP wet-stream process alternatives for plant expansion.
- WWTP Ammonia Treatment Issues.
  - Improved inconsistent ammonia treatment to address seasonal variations. Modified aeration tank and centrifuge operations.
  - Addressed increased ammonia loading from sludge dewatering process (centrate).
  - Reduced NPDES Permit effluent discharge ammonia violations.
- Upgrade of WWTP's Non-Potable Water (NPW) System.
  - Replaced failing and undersized NPW system that was inadequate to meet current and future needs. Installed new self-cleaning strainer and pumps.
  - Utilize NPW for centrifuge, polymer blending, and rags/grit screenings flushing.
  - Reduce dependence on City potable water and its usage.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Wastewater Treatment Sup	1	1	1	1	1	97,834	1	97,834	1	100,703
TAMS	Chief of Operations WWT	1	1	1	1	1	81,416	1	81,416	1	83,793
TAMS	Maintenance Supervisor	1	1	1	1	1	78,815	1	78,815	1	81,276
SEIU	Operator III	7	7	6	8	8	553,226	8	553,226	10	705,883
SEIU	Utility Maint Mechanic II	1	1	1	1	1	70,861	1	70,861	1	72,899
SEIU	Acting Operating III	8	7	8	5	5	300,927	5	300,927	3	186,101
SEIU	Electronics Repair Man	1	2	2	2	2	132,132	2	132,132	2	136,284
SEIU	Plant Op II Ind Samp Tech	2	2	2	2	2	130,115	2	130,115	2	133,901
SEIU	Utility Maint Mechanic I	3	3	3	3	3	194,173	3	194,173	3	198,451
SEIU	Maintenance Worker III	-	-	-	1	1	61,278	1	61,278	1	63,188
SEIU	Maintenance Worker II	1	1	1	-	-	-	-	-	-	-
SEIU	Account Clerk II	1	1	1	1	1	52,112	1	52,112	1	53,609
	Total Positions	27	27	27	26	26	1,752,889	26	1,752,889	26	1,816,088
TAMS	25% Allocated from 0202 · Econ Dev Site & GIS Mgr						19,954		19,954		20,569
TAMS	33% Allocated from 0202 · IS Programmer						24,999		24,999		28,376
NC	50% Allocated from 20015 · Dir Water/Sewer Resource						53,065		53,065		54,658
TAMS	50% Allocated from 20015 · Commercial Ops Manager						43,668		43,668		45,019
TAMS	50% Allocated from 20015 · Dept Business Manager						40,457		40,457		41,638
TAMS	50% Allocated from 20017 · Customer Service Supvr						31,934		31,934		32,859
SEIU	50% Allocated from 20017 · Customer Service Rep						44,355		44,355		46,875
							2,011,321		2,011,321		2,086,082
Account Detail											
40001	SALARIES	1,615,142	1,883,719	1,794,998	1,905,587		1,980,982		1,980,982		2,055,982
40002	LONGEVITY	21,726	30,194	27,334	27,247		30,339		30,339		30,100
40003	OVERTIME	115,806	135,431	140,451	157,419		140,000		140,000		150,000
40004	TEMPORARY HELP	-	-	-	16,000		16,480		16,480		18,000
40005	HOLIDAY PAY	23,909	27,110	26,524	28,495		28,000		28,000		30,000
40006	DIFFERENTIAL PAY	5,254	5,677	5,740	5,829		6,000		6,000		6,000
40008	MEAL REIMBURSEMENT	2,008	2,574	2,067	2,756		3,000		2,900		3,000
	Personnel	1,783,845	2,084,705	1,997,114	2,143,333		2,204,801		2,204,701		2,293,082
41014	OPERATING SUPPLIES	43,429	34,188	55,013	47,515		65,000		60,000		60,000
41016	UNIFORMS/SAFETY SHOES	4,873	4,654	3,730	5,993		6,000		5,500		6,000
41021	CHEMICALS	542,031	651,505	411,182	354,947		555,000		525,000		550,000
41023	GASOLINE	7,769	4,960	4,111	4,040		10,000		7,500		7,500
	Materials & Supplies	598,102	695,307	474,036	412,495		636,000		598,000		623,500
42031	UNIFORM RENTAL	8,084	9,172	7,499	5,140		10,000		8,000		10,000
42033	TRAINING AND SAFETY	8,418	3,702	1,531	4,866		8,000		6,500		10,000
42044	ELECTRIC	674,502	655,669	653,020	556,313		575,000		575,000		575,000
42046	HEATING OIL	6,891	-	-	7,406		8,000		8,000		8,000
42047	DEPARTMENT CONTRACTS	1,225,274	1,167,813	1,245,683	550,897		750,000		745,000		750,000
42054	RENTALS	2,737	3,208	41,232	33,160		10,000		10,000		10,000
42060	OTHER EXPENSES	13,255	12,603	11,389	11,330		16,000		15,000		15,000
42062	WATER CONSUMPTION	80,704	-	-	100,000		100,000		100,000		100,000
42064	EQUIPMENT MAINTENANCE	134,977	161,712	171,751	195,986		250,000		240,000		250,000
42065	PLANT MAINTENANCE	43,821	38,409	31,788	33,680		66,000		50,000		60,000
	Purchased Services	2,198,663	2,052,288	2,163,893	1,498,778		1,793,000		1,757,500		1,788,000
43099	EQUIPMENT	-	-	6,923	9,409		50,000		47,500		50,000
	Equipment	-	-	6,923	9,409		50,000		47,500		50,000
Total	WASTEWATER TREATMENT	4,580,610	4,832,300	4,641,966	4,064,015		4,683,801		4,607,701		4,754,582

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	150,000	OVERTIME 150,000 - TO PROVIDE SHIFT COVERAGE FOR VACATIONS, OTHER LEAVE AND WORK AS NEEDED PER THE UNION CONTRACT.
40004	18,000	TEMPORARY HELP 18,000 - 25% OF THE FULL TIME CONTRACT PROGRAMMERS SALARY.
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, MAGNESIUM HYDROXIDE, AND OTHER PLANT CHEMICALS.
41023	7,500	GASOLINE 7,500 - GASOLINE/DIESEL FOR VEHICLES, EQUIPMENT AND AND GAS POWERED PUMPS.
42031	10,000	UNIFORM RENTAL 10,000 - 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	575,000	ELECTRIC 575,000 - 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.

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42047	750,000	DEPARTMENT CONTRACTS 750,000 - BIOSOLIDS MANAGEMENT SERVICES, BACKUP BIOSOLIDS MANAGEMENT SERVICES, GRIT AND RAG DISPOSAL, CITY WIDE HVAC CONTRACT, SCADA SOFTWARE SUPPORT, MONTHLY XEROX LEASE, IMPRESSION CHARGE, AND NETWORK CHARGE, AND SUPERION SOFTWARE MAINTENANCE CONTRACT.
42054	10,000	RENTALS 10,000 - 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, EPQCPOA DUES, CDL REIMBURSEMENTS AS PER UNION CONTRACT, ANNUAL COMMONWEALTH OF PENNSYLVANIA FEES AND PERMIT CHARGES, BOILER/ELEVATOR INSPECTIONS, WEIGH MASTER LICENSES; UNDERGROUND STORAGE TANK FEES, ETC., OFFICE SUPPLIES AND OTHER MISC EXPENSES.
42062	100,000	WATER CONSUMPTION 100,000 - 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:

- CIPP (cured-in-place pipe) line 2,000 linear feet of sewer main.
- Upgrade control systems at Langhorne and Airport sewer stations.
- Install 100+ manhole inserts to remediate inflow and infiltration issues.
- Utilize mobile CCTV unit to inspect ten (10) miles of the sanitary sewer collection system.
- Select Asset Management system and integrator.

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.
- Worked in conjunction with Bethlehem Township to repair/upgrade NE Sanitary Sewer Trunk main, including (9) nine city-owned manholes, to remediate I & I issues.
- Acquired Easton Rd Sewer Lift station from LVIP; and oversaw upgrades of the pump station to accommodate increase flows due to industrial development.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 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	1	2	2	127,141	2	127,141	2	131,401
SEIU	Maintenance Worker III	3	3	3	3	3	178,386	3	178,386	3	184,776
SEIU	Maintenance Worker II	3	3	3	3	3	154,756	3	154,756	3	150,874
	Total Positions	8	8	8	9	9	549,219	9	549,219	9	555,987
TAMS	50% Allocated to 20022 - Utility Maint Supervisor						(44,468)		(44,468)		(44,468)
SEIU	50% Allocated to 20022 - Utility Maint Mechanic I						(63,558)		(63,558)		(65,700)
SEIU	50% Allocated to 20022 - Maintenance Worker III						(89,243)		(89,243)		(92,388)
SEIU	50% Allocated to 20022 - Maintenance Worker II						(77,378)		(77,378)		(75,437)
TAMS	17% Allocated from 0602 - EMC/BSC Director						-		-		14,463
TAMS	17% Allocated from 0602 - BSC Supervisor						-		-		44,422
SEIU	17% Allocated from 0602 - BSC Specialist						-		-		100,716
TAMS	10% Allocated from 2001 - Water Dist/Control Sup						6,201		6,201		-
SEIU	10% Allocated from 2001 - Control Oper Permit Off						6,168		6,168		-
SEIU	10% Allocated from 2001 - Water Dist Cont Oper						23,318		23,318		-
TAMS	50% Allocated from 2002 - Water Superintendent						48,917		48,917		50,352
TAMS	50% Allocated from 2002 - Utility Maint Supervisor						77,437		77,437		70,739
SEIU	50% Allocated from 2002 - Utility Maint Mechanic II						35,430		35,430		36,450
SEIU	50% Allocated from 2002 - Utility Maint Mechanic I						64,658		64,658		66,600
SEIU	50% Allocated from 2002 - Maintenance Worker III						332,373		332,373		340,363
SEIU	50% Allocated from 2002 - Maintenance Worker II						222,744		222,744		226,491
TAMS	50% Allocated from 2002 - Meter Shop Foreman						3,083		3,083		31,859
SEIU	50% Allocated from 2002 - Meter Repairman						8,763		8,763		91,101
SEIU	50% Allocated from 2002 - Meter Reader						8,307		8,307		82,477
							1,111,971		1,111,971		1,434,027
Account Detail											
40001	SALARIES	864,472	942,492	929,722	1,008,572		1,097,146		1,097,146		1,415,225
40002	LONGEVITY	11,456	13,113	13,167	12,526		14,825		14,825		18,802
40003	OVERTIME	95,535	104,139	103,730	129,042		115,000		115,000		125,000
40005	HOLIDAY PAY	1,532	2,398	1,330	1,670		3,325		3,000		3,325
40006	DIFFERENTIAL PAY	1,571	1,688	1,742	1,985		2,000		2,000		2,000
40008	MEAL REIMBURSEMENT	3,279	3,390	3,206	3,809		3,540		3,540		3,540
	Personnel	977,845	1,067,220	1,052,897	1,157,604		1,235,836		1,235,511		1,567,892
41014	OPERATING SUPPLIES	9,434	13,621	13,003	13,584		14,000		14,000		14,000
41016	UNIFORMS/SAFETY SHOES	1,876	2,732	1,982	2,200		2,100		2,100		2,200
41021	CHEMICALS	-	-	-	2,798		2,800		2,800		5,000
41023	GASOLINE	14,498	10,810	13,279	17,143		23,000		21,500		24,600
	Materials & Supplies	25,808	27,163	28,264	35,725		41,900		40,400		45,800
42031	UNIFORM RENTAL	2,351	2,754	1,883	1,436		3,150		2,500		3,150
42033	TRAINING AND SAFETY	527	2,130	1,024	728		8,550		7,500		13,580
42044	ELECTRIC	4,122	4,720	4,682	4,772		12,000		10,000		12,800
42045	GAS	250	192	268	236		300		300		300
42047	DEPARTMENT CONTRACTS	35,526	35,889	40,306	30,765		23,000		22,000		23,000
42054	RENTALS	-	-	2,550	3,337		8,000		6,500		8,000
42060	OTHER EXPENSES	622	936	654	1,955		2,400		2,200		2,500
42064	EQUIPMENT MAINTENANCE	24,205	10,819	17,244	30,119		22,200		21,000		20,000
42065	PLANT MAINTENANCE	-	311	-	-		1,100		1,000		1,100
	Purchased Services	67,603	57,751	68,611	73,348		80,700		73,000		84,430
43099	EQUIPMENT	-	-	12,387	6,918		30,000		29,500		47,150
	Equipment	-	-	12,387	6,918		30,000		29,500		47,150
Total	UTILITY MAINTENANCE	1,071,256	1,152,134	1,162,159	1,273,595		1,388,436		1,378,411		1,745,272

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	125,000	OVERTIME 125,000 - 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.
40005	3,325	HOLIDAY PAY 3,325 - 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	14,000	OPERATING SUPPLIES 14,000 - DAILY OPERATING SUPPLIES USED IN CONJUNCTION WITH THE EMERGENCY RESPONSE/CONSTRUCTION, PLANNED MAINTENANCE AND TECHNICAL ACTIVITIES. ITEMS INCLUDING BUT NOT LIMITED TO TOOLS, CONCRETE, BRICK AND MASONRY SUPPLIES, FASTENERS, MARKING PAINT, CUTTING BLADES, GLOVES, FLASHLIGHTS, ETC., OFFICE SUPPLIES.
41016	2,200	UNIFORMS/SAFETY SHOES 2,200 - 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	24,600	GASOLINE 24,600 - REGULAR GASOLINE AND DIESEL FUEL.
42031	3,150	UNIFORM RENTAL 3,150 - UNIFORM RENTALS AND REPLACEMENTS.
42033	13,580	TRAINING AND SAFETY 13,580 - PROVIDE FUNDING FOR PURCHASE OF SAFETY EQUIPMENT, VARIOUS TRAINING, CERTIFICATION MANUALS, EXAM FEES.
42044	12,800	ELECTRIC 12,800 - FUNDING TO PAY FOR ELECTRIC POWER FOR OPERATING FIVE (5) PUMPING STATIONS.
42045	300	GAS 300 - TO PAY FOR GAS USED AT THE AIRPORT PUMP STATION TO PROVIDE POWER FOR THE BACKUP GENERATOR.

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42047	23,000	DEPARTMENT CONTRACTS 23,000 - LANDFILL DUMPING FEES, AIRPORT ROAD GENERATOR MAINTENANCE, CUES LICENSE SOFTWARE UPGRADE/SUPPORT, CUES GRANITENET SOFTWARE AND SERVICES, ASHPAHLT AND CONCRETE DISPOSAL FEES, PRIVATE LATERAL TV INSPECTIONS.
42054	8,000	RENTALS 8,000 - RENTAL EQUIPMENT AS REQUIRED BY BUREAU.
42060	2,500	OTHER EXPENSES 2,500 - PETTY CASH AND OTHER MISCELLANEOUS ITEMS INCLUDING VACCINATIONS, CDL REIMBURSEMENTS, NORFOLK SOUTHERN LEASE AGREEMENTS, PA DEP WASTE HAULING LICENSES, MAP BOOKS, KEYS, OFFICE SUPPLIES, DATA HOST FEE.
42064	20,000	EQUIPMENT MAINTENANCE 20,000 - MISCELLANEOUS EQUIPMENT REPAIRS, PARTS FOR FLUSHER, RODDER AND TV EQUIPMENT, REPLACEMENT RODS, PUMP REPAIRS.
42065	1,100	PLANT MAINTENANCE 1,100 - VEGETATION CONTROL FOR PUMP STATIONS, MISCELLANEOUS REPAIRS TO OUR FACILITIES.
43099	47,150	EQUIPMENT 47,150 - NOZZLES FOR SEWER JET FLUSHER ASSORTED SEWER MAINTENANCE EQUIPMENT PROBES FOR FLOW METERS (2) MAGNETIC LINE LOCATORS GAS DETECTOR (2) MOBILE RADIO REPLACEMENTS (2) PORTABLE FLOW METERS TO REPLACE HACH CONTRACT METERS (2) SETCOM LIBERATOR WIRELESS HEADPHONES

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 PMRS Pension Fund, 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

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers	2019 Actual & Estimated	2020 Proposed Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
		-	-	-	-	-	-	-
	Total Positions	-	-	-	-	-	-	-
Account Detail								
41025	POSTAGE	1,375	1,197	1,516	1,435	1,700	1,600	2,000
	Materials & Supplies	1,375	1,197	1,516	1,435	1,700	1,600	2,000
42036	COMMUNICATIONS	3,358	2,088	2,168	2,441	3,100	3,000	3,100
42048	BANK SERVICE CHARGE	201	-	1	-	300	200	300
42055	PROFESSIONAL SERVICES	98,357	98,039	123,146	227,295	450,000	350,000	400,000
42060	OTHER EXPENSES	-	10,895	-	-	-	-	-
42074	PENSIONS-O&E MMO	195,578	-	-	-	-	-	-
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	265,000	276,500	285,000	290,000	295,800	295,800	325,000
42090	UNFORESEEN CONTINGENCY	-	-	-	-	-	-	2,450
42091	BOND REDEMPTION	775,000	795,000	650,000	560,000	625,000	625,000	460,000
42092	COUPON INTEREST	213,774	188,111	176,484	335,526	323,642	323,642	281,997
42093	PENNVEST LOAN	562,953	823,335	1,133,320	1,132,786	1,176,079	1,176,079	1,195,322
42098	CAPITAL APPROPRIATION	87,025	664,194	1,140,932	1,431,860	3,421,783	3,421,783	2,535,295
	Purchased Services	7,576,928	8,233,844	8,886,733	9,355,590	11,671,386	11,571,186	10,579,146
Total	SEWER GENERAL EXPENSES	7,578,303	8,235,041	8,888,249	9,357,025	11,673,086	11,572,786	10,581,146

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

2020 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.
42048	300	BANK SERVICE CHARGE 300 - SERVICE CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNT FEES.
42055	400,000	PROFESSIONAL SERVICES 400,000 - LABOR ATTORNEY/LEGAL SERVICES, MAXIMUS - INDIRECT COST ALLOCATION STUDY, MAHER DUESSEL, FLEX SYSTEM PLAN ADMINISTRATOR, CONRAD SIEGEL AC, PREFERRED EAP. PROFESSIONAL SERVICES FOR WEBSITE ADMINISTRATION. LEVEL ONE BILLING & MAILING CONTRACT & POSTAGE. RMP AUDIT, NPDES PERMIT RENEWAL, AIR PERMIT SUPPORT, MIPP PRETREATMENT CONSULTING SERVICES AND EMERGENCY RESPONSE PLAN, WIMS INFORMATION MANAGEMENT SYSTEM SUPPORT, ANNUAL BIOSOLIDS ANNUAL REPORT, DISINFECTION ALTERNATIVES STUDY, PLANT CAPACITY STUDY (PLANNING MODULES/ACT 537 UPDATE), AERATOR STABILIZATION STUDY/DESIGN, NPDES PERMIT ASSISTANCE AND REPORTIN, SCADA CONSULTING, LINKO MIPP SOFTWARE/ADDITIONAL USER AND ANNUAL MAINTENANCE SUPPORT, AMMONIA REVIEW/ON-CALL SERVICES.
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 GENERAL FUND.
42086	172,217	WORKMEN'S COMPENSATION

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		172,217 - WORKMAN'S COMPENSATION.
42087	325,000	SOCIAL SECURITY 325,000 - SOCIAL SECURITY
42091	460,000	BOND REDEMPTION 460,000 - PRINCIPAL PAYMENT ON OUTSTANDING DEBT.
42092	281,997	COUPON INTEREST 281,997 - INTEREST PAYMENT ON OUTSTANDING DEBT.
42093	1,195,322	PENNVEST LOAN 1,195,322 - PENNVEST PRINCIPAL AND INTEREST PAYMENT FOR WWTP UPGRADES.
42098	2,535,295	CAPITAL APPROPRIATION 2,535,295 - 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:

- Finalize implementation of the Hach WIMS software program and begin everyday use 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:

- Hired and trained a new MIPP/QC Coordinator.
- Trained lab personnel on Method 334 chlorine analysis, becoming compliant with new DEP regulations.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	MIPP Coord/QC Coord	1	1	1	1	1	85,868	1	85,868	1	61,581
TAMS	Plant Chemist	1	1	1	1	1	80,915	1	80,915	1	83,276
TAMS	Lab Technician	1	1	1	1	1	58,423	1	58,423	1	63,271
	Total Positions	3	3	3	3	3	225,206	3	225,206	3	208,128
TAMS	50% Allocated from 20012 - Water Quality Manager						48,917		48,917		49,252
TAMS	50% Allocated from 20012 - Laboratory Technician						38,527		38,527		67,269
TAMS	50% Allocated from 20012 - Microbiologist						37,577		37,577		38,751
							350,227		350,227		363,400
Account Detail											
40001	SALARIES	307,113	335,384	294,845	322,559		345,777		345,777		359,950
40002	LONGEVITY	6,280	7,688	3,848	4,038		4,450		4,450		3,450
40003	OVERTIME	1,953	122	-	-		-		-		-
40004	TEMPORARY HELP	10,452	13,836	17,680	24,128		46,950		45,000		10,000
40005	HOLIDAY PAY	2,169	2,317	-	-		-		-		-
	Personnel	327,967	359,347	316,373	350,725		397,177		395,227		373,400
41014	OPERATING SUPPLIES	22,849	22,946	27,831	24,731		27,000		26,000		27,000
41016	UNIFORMS/SAFETY SHOES	406	600	463	569		1,000		750		1,000
41023	GASOLINE	1,447	1,211	1,351	1,716		2,500		2,250		2,000
	Materials & Supplies	24,702	24,757	29,645	27,016		30,500		29,000		30,000
42031	UNIFORM RENTAL	202	243	137	497		500		500		500
42033	TRAINING AND SAFETY	553	526	1,126	533		3,000		2,500		3,000
42055	PROFESSIONAL SERVICES	84,657	73,956	75,674	77,822		123,000		120,000		123,000
42060	OTHER EXPENSES	2,619	2,100	5,518	2,697		4,500		4,000		4,500
42064	EQUIPMENT MAINTENANCE	2,986	3,917	-	-		4,500		4,000		4,500
	Purchased Services	91,017	80,742	82,455	81,549		135,500		131,000		135,500
43099	EQUIPMENT	-	-	3,753	680		3,500		3,450		10,100
	Equipment	-	-	3,753	680		3,500		3,450		10,100
Total	WASTEWATER LABORATORY	443,686	464,846	432,226	459,970		566,677		558,677		549,000

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	10,000	TEMPORARY HELP 10,000 - PART TIME SAMPLER/LAB TECHNICIAN PART TIME LAB INTERN FOR WATER AND WASTEWATER SPLIT 50/50 BETWEEN FUNDS.
41014	27,000	OPERATING SUPPLIES 27,000 - 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 - GASOLINE.
42031	500	UNIFORM RENTAL 500 - LAB COAT RENTALS AND REPLACEMENTS.
42033	3,000	TRAINING AND SAFETY 3,000 - MISCELLANEOUS TRAINING, SEMINARS, AND OPERATOR CERTIFICATION TRAINING AS REQUIRED BY PA DEP AND SAEFTY EQUIPMENT.
42055	123,000	PROFESSIONAL SERVICES 123,000 - MIPP PROGRAM SAMPLING AND ANALYSIS, PLANT SAMPLING FOR NPDES, MISCELLANEOUS SAMPLING, 50% OF ANNUAL SC ENGINEERING CONTRACT.
42060	4,500	OTHER EXPENSES 4,500 - ANNUAL LAB CERTIFICATION FEES, OFFICE SUPPLIES, MEMBERSHIP RENEWALS TO PAAEL/WEF/WWOAP, TRAVEL AND SNC EXPENSES.
42064	4,500	EQUIPMENT MAINTENANCE 4,500 - MAINTAIN, REPAIR, REPLACE LABORATORY EQUIPMENT INCLUDING LAB INSTRUMENTATION, REFRIGERATORS, INCUBATOR AND DRYING OVENS AND QC CALIBRATIONS.
43099	10,100	EQUIPMENT 10,100 - LABORATORY SAMPLE REFRIGERATOR ISCO GLS PORTABLE SAMPLERS

CITY OF BETHLEHEM
GOLF FUND
FUND ANALYSIS SUMMARY

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers	2019 Actual & Estimated	2020 Proposed Budget
REVENUES:							
Operating Revenues							
33001 Golf Course Fees	865,212	843,275	781,757	669,762	790,000	785,000	760,000
33003 Golf Cart Rentals	340,066	330,096	311,667	269,167	310,000	305,000	325,000
33004 Golf Merchandise Sales	51,025	44,727	43,844	44,384	45,000	44,500	45,000
33006 Driving Range	117,895	97,949	100,312	101,825	105,000	108,000	115,000
33007 Restaurant	36,283	39,459	37,841	38,180	84,500	82,500	84,500
33009 Vending Commission	10,178	10,294	8,392	7,938	10,000	8,000	10,000
33011 Miscellaneous	296	267	1,188	9,415	500	6,500	2,500
33012 Golf Room Rental	-	-	-	3,200	-	3,000	3,000
33013 Sponsorships	-	-	-	-	40,000	40,000	20,000
33014 PA DCED Gaming Grant	-	-	-	-	75,000	75,000	-
Total Operating Revenues	1,420,955	1,366,067	1,285,001	1,143,871	1,460,000	1,457,500	1,365,000
Other Operating Revenues							
33101 2018 Loan Proceeds	-	-	-	130,734	1,691,666	1,691,666	900,000
Total Other Operating Revenues	-	-	-	130,734	1,691,666	1,691,666	900,000
TOTAL GOLF FUND REVENUES	**1,420,955**	**1,366,067**	**1,285,001**	**1,274,605**	**3,151,666**	**3,149,166**	**2,265,000**
EXPENDITURES BY CATEGORY:							
Personnel Costs	562,617	567,587	565,730	566,250	518,790	501,560	532,996
Materials & Supplies	128,113	118,816	135,840	151,709	158,900	155,000	157,400
Purchased Services	867,409	800,609	720,124	725,129	707,310	662,532	674,604
Equipment	-	1,119	3,500	58,334	1,766,666	1,766,666	900,000
TOTAL GOLF FUND EXPENDITURES	**1,558,139**	**1,488,131**	**1,425,194**	**1,501,422**	**3,151,666**	**3,085,758**	**2,265,000**

BUREAU DETAIL

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

Bureau Description:

This bureau accounts for the operation and maintenance of the 18 and 9-hole golf courses, a full service pro shop, and a driving range. The golf course is a self-supporting operation financed by greens fees, golf cart rentals, and range ball sales. The course is open to the public and season passes are available.

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.
- To promote our driving range by upgrading the practice facilities and feature monthly events to attract new customers.
- Grow tournament rounds by planning a season long schedule in advance of the golf season. Grow the number of outings being hosted at BGC by actively pursuing local schools and organizations.
- Change marketing and advertising strategy by utilizing the full capabilities of the existing POS System as well as actively engaging with social media outlets.
- Complete renovation to bunkers on the 18-hole golf Course.
- Upgrade and replace the existing cart paths.
- Repair/pave parking lot and access to new pavilion
- Re-locate pro shop down by the first tee to enhance the customer experience and better manage the course.

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.
- Successfully maintained over 200 acres of turf with emphasis on the greens, approaches, fairways, and tees with specialized chemical and fertilizer applications.
- Increased tournament rounds 28% over previous year.
- Continued and grew Traditions of America retirement community league along with a year ending tournament.
- Continued the marketing strategy with Lehigh Valley Iron Pigs.
- Gained $120K, 5-year sponsorship from St. Luke's Health Network.
- Continued initiatives to reduce mowing with new growth regulators and expanding natural areas.
- Continued our Women's and Jr's golf programs, resulting in BGC students and BGC part-time employees capturing local and state tournament wins.
- Continued success with The First Tee program of the Lehigh Valley and The LPGA-USGA Girls Golf program.
- Maintained the golf course in top conditions during a year of extreme weather conditions.
- Replaced tent on macadam with permanent pavilion on concrete pad, with full electrical and fans
- Added 12 pieces of turf equipment for $182K (supported with $75K DCED grant)
- Began renovation to bunkers on the 18-hole golf Course.
- Upgraded the pumps to the sprinkler system to increase the water pressure.
- Full repair to the 9-hole course sprinkler system.
- Secured a tenant to rent out the back room space off the pro shop.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Golf Course Superintend	1	1	1	1	1	88,936	1	88,936	1	91,538
TAMS	Golf Clubhouse Manager	1	1	1	1	1	65,474	1	65,474	1	67,514
TAMS	Assist Manager	1	1	1	1	-	-	-	-	-	-
SEIU	Golf Course Lead Tech	1	1	1	1	1	70,061	1	70,061	1	72,199
SEIU	Maintenance Worker III	-	-	-	-	1	61,878	1	61,878	1	53,945
SEIU	Maintenance Worker II	3	3	3	3	-	-	-	-	-	-
SEIU	Maintenance Worker I	1	1	1	1	-	-	-	-	-	-
	Total Positions	8	8	8	8	4	286,349	4	286,349	4	285,196
TAMS	Allocated to 0406						(30,139)		(30,139)		-
							256,210		256,210		285,196
Account Detail											
40001	SALARIES	396,236	401,981	414,805	390,769		250,210		250,210		280,396
40002	LONGEVITY	9,280	10,160	8,170	8,645		6,000		6,000		4,800
40003	OVERTIME	35,392	32,123	32,165	23,668		25,000		22,000		20,000
400047	MAINTENANCE-TEMP HELP	47,946	26,246	24,075	48,632		123,000		115,000		115,000
400048	CLUB HOUSE-TEMP HELP	65,572	93,016	82,298	91,279		109,580		105,000		111,000
40005	HOLIDAY PAY	7,235	2,952	3,134	2,515		3,500		2,500		1,000
40006	DIFFERENTIAL PAY	384	355	419	326		500		350		300
40008	MEAL REIMBURSEMENT	572	754	664	416		1,000		500		500
	Personnel	562,617	567,587	565,730	566,250		518,790		501,560		532,996
41014	OPERATING SUPPLIES	71,250	67,654	79,729	96,047		91,000		91,000		91,000
41016	UNIFORMS/SAFETY SHOES	1,651	403	1,288	1,140		2,500		2,000		2,000
41017	SMALL TOOLS	114	521	1,973	827		2,750		2,500		1,750
41020	GOLF MERCHANDISE	28,246	27,092	29,523	28,553		32,650		32,000		32,650
41023	GASOLINE	26,852	23,146	23,327	25,142		30,000		27,500		30,000
	Materials & Supplies	128,113	118,816	135,840	151,709		158,900		155,000		157,400
42040	ADVERTISING AND PRINTING	3,002	3,983	8,392	6,556		1,500		1,250		1,000
42044	ELECTRIC	31,935	23,602	22,978	16,764		25,000		22,000		20,000
42046	HEATING OIL	14,258	8,252	11,612	14,085		17,000		17,000		17,000
42047	DEPARTMENT CONTRACTS	117,204	116,718	98,316	108,211		38,100		37,000		31,600
42048	BANK SERVICE CHARGE	19,774	20,888	19,843	17,501		20,000		19,000		20,000
420481	BANK DISCOUNT	-	-	-	-		500		250		500
42049	REFUNDS	-	-	-	-		500		250		500
42054	RENTALS	685	883	736	2,043		1,140		1,100		1,500
42055	PROFESSIONAL SERVICES	2,685	2,690	2,700	3,096		4,200		4,000		4,500
42060	OTHER EXPENSES	10,937	10,186	9,542	8,129		13,750		12,500		12,000
42061	ST LUKES SPONSORSHIP	-	-	-	-		40,000		40,000		20,000
42064	EQUIPMENT MAINTENANCE	19,872	21,350	27,502	28,433		30,000		29,500		31,000
42065	PLANT MAINTENANCE	19,281	17,101	17,359	18,517		24,860		24,000		25,000
42074.1	O & E MMO	54,678	-	-	-		-		-		-
42075	PENSIONS-PMRS MMO	163,044	163,044	163,044	163,044		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	136,090		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	42,300	43,850	43,850	44,500		40,000		40,000		41,000
42090	UNFORESEEN CONTINGENCY	-	-	-	-		6,078		-		9,122
42091	BOND REDEMPTION	68,000	71,000	-	-		65,000		50,000		65,000
42092	COUPON INTEREST	5,504	2,812	-	-		65,000		50,000		60,200
	Purchased Services	867,409	800,609	720,124	725,129		707,310		662,532		674,604
43099	EQUIPMENT	-	1,119	3,500	-		75,000		75,000		-
43099004	CAPITAL PROJECTS - LTD	-	-	-	58,334		1,691,666		1,691,666		900,000
	Equipment	-	1,119	3,500	58,334		1,766,666		1,766,666		900,000
Total	GOLF COURSE	1,558,139	1,488,131	1,425,194	1,501,422		3,151,666		3,085,758		2,265,000

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

2020 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	115,000	MAINTENANCE--TEMP. HELP
		ASSIST WITH THE DAILY OPERATION OF BOTH GOLF COURSES:
		18,000 - BALL PICKERS
		29,000 - GROUNDS MAINTENANCE
		68,000 - SEASONAL GOLF LABORERS
400048	111,000	CLUB HOUSE---TEMP. HELP
		ASSIST WITH THE DAILY OPERATION OF BOTH GOLF COURSES:
		38,150 - GENERAL MANAGER
		16,850 - STARTERS
		38,000 - CASHIERS
		9,000 - RANGERS
		9,000 - CART ATTENDANTS
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	300	DIFFERENTIAL PAY
		300 - MIDDLE SHIFT HOURS WORKED DURING SUMMER MONTHS
40008	500	MEAL REIMBURSEMENT
		500 - REIMBURSEMENT FOR MEALS IN ACCORDANCE WITH UNION CONTRACT.
41014	91,000	OPERATING SUPPLIES
		5,000 - DRIVING RANGE BALLS
		500 - PENCILS
		50 - MERCHANDISE BAGS
		450 - POSTAGE AND SHIPPING ITEMS
		500 - JANITORIAL SUPPLIES
		4,000 - GRASS SEED
		40,000 - FUNGICIDES
		8,500 - INSECTICIDES
		8,000 - HERBICIDES
		4,000 - SURFACTANTS
		15,000 - FERTILIZERS
		3,000 - MISCELLANEOUS COURSE SUPPLIES -- MARKERS FOR FAIRWAYS AND TEES, BUNKER RAKES, FLAGS, FLAGPOLES, CUPS, ETC. INCREASE DUE TO COURSE OPTIMIZATION AND INCREASED USE OF COURSE
		2,000 - PAPER PRODUCTS - CUPS, TOILET PAPER, TOWELS, ETC.
41016	2,000	UNIFORMS/SAFETY SHOES
		370 - SAFETY SHOES

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		830 - UNIFORMS
		300 - RAIN GEAR
		500 - STAFF SHIRTS
41017	1,750	SMALL TOOLS
		500 - SPECIALTY TOOLS FOR MAINTENANCE AND MECHANICAL WORK ON GOLF COURSE EQUIPMENT.
		250 - ROTARY MOWERS
		750 - MISC. EQUIPMENT (TO REPLACE EQUIPMENT THAT BREAKS IN SEASON)
		250 - POLE PRUNNER
41020	32,650	GOLF MERCHANDISE
		30,000 - PURCHASE OF MERCHANDISE FOR RESALE AT THE DUE TO INCREASED COURSE USE (LARGER POOL OF CUSTOMERS) GOLF COURSE CLUBHOUSE.
		150 - GRIPS (REGRIP CLUBS)
		1,000 - HANDICAP FEES
		500 - GIFT CARDS
		1,000 - TEES
41023	30,000	GASOLINE
		30,000 - BASED ON ESTIMATED USAGE
42040	1,000	ADVERTISING AND PRINTING
		500 - RESIDENT CARDS/LAMINATING POUCHES
		500 - ADVERTISING, SPECIAL EVENTS, ETC.
42044	20,000	ELECTRIC
		20,000 - BASED ON ESTIMATED USAGE
42046	17,000	HEATING OIL
		17,000 - BASED ON ESTIMATED USAGE
42047	31,600	DEPARTMENT CONTRACTS
		6,600 - MAINTENANCE AGREEMENT FOR 72 GOLF CARTS
		2,000 - INTERNET WEBSITE
		2,400 - FORE RESERVATIONS SOFTWARE/COMPUTER UPGRADES
		2,500 - PORT-A-JOHN RENTALS
		2,500 - ALARM MONITORING
		3,100 - GPS SERVICE PLAN IRRIGATION COMPUTER
		8,500 - 2016 EQUIPMENT LEASE YEAR 3 OF 3
		4,000 - CONTRACT RENOVATIONS (OVERSEED FAIRWAYS AND DEEP TIN GREENS)
42048	20,000	BANK SERVICE CHARGE
		20,000 - FOR CHARGE CARD SYSTEM.
420481	500	BANK DISCOUNT
		500 - FOR CHARGE CARD SYSTEM.
42049	500	REFUNDS
		500 - REFUND OF FEES DUE TO UNFORESEEN EMERGENCIES.

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42054	1,500	RENTALS
		1,500 - RENTAL OF EQUIPMENT FOR MAINTENANCE PROJECTS AT THE GOLF COURSE
42055	4,500	PROFESSIONAL SERVICES
		4,500 - ANNUAL AUDIT, EAP, AND OTHER PROFESSIONAL SERVICES.
42060	12,000	OTHER EXPENSES
		1,000 - PESTICIDE UPDATE TRAINING
		1,000 - MEMBERSHIP GCSAA,PTGA,PGA,PGSA
		700 - TURFGRASS MEETINGS
		500 - TOURNAMENTS (TROPHIES, PLAQUES)
		200 - CITY DIRECTORY
		7,250 - CONCESSION FEES
		1,300 - SAFETY SUPPLIES
		50 - NATIONAL CONFERENCE
42061	20,000	ST LUKES SPONSORSHIP
		20,000 - SPONSORSHIP AGREEMENT WITH ST LUKE'S HOSPITAL.
42064	31,000	EQUIPMENT MAINTENANCE
		25,000 - 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.
		6,000 - UNFORESEEN MAJOR REPAIRS
42065	25,000	PLANT MAINTENANCE
		1,000 - CLUBHOUSE REPAIRS AND MAINTENANCE
		2,500 - TOP DRESSING TO FILL AERATION HOLES, MONTHLY TOP DRESSING TO MAINTAIN CONSISTANT GREENS.
		2,000 - IRRIGATION SUPPLIES
		2,000 - MATS FOR DRIVING RANGE, NEED TO KEEP NEW ONES COMING IN -- ALWAYS IN USE
		1,000 - TREE PLANTING, CARE AND ANNUAL FLOWERS
		2,000 - WEATHER CENTER FOR LATEST WEATHER CONDITIONS
		2,000 - NETTING REPAIRS/REPLACEMENT
		6,000 - UNFORESEEN MAINTENANCE REPAIRS
		500 - DIVOT MIX
		2,000 - SAND & DRAINAGE MATERIALS FOR BUNKERS
		2,500 - MISC. MAINTENANCE SUPPLIES, PAINT, LUMBER, ETC.
		1,500 - OVERLAY CART PATHS TO IMPROVE AREAS AROUND THE GREENS, TEES, AND PARKING LOTS.
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

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		75,000 - MEDICAL INSURANCE
42086	8,160	WORKMEN'S COMPENSATION
		8,160 - WORKMEN'S COMP
42087	41,000	SOCIAL SECURITY
		41,000 - SOCIAL SECURITY
42090	9,122	UNFORESEEN CONTINGENCY
		9,122 - GOLF CONTINGENCY
42091	65,000	BOND REDEMPTION
		65,000 - PRINCIPAL PAYMENT ON LONG-TERM DEBT
42092	60,200	COUPON INTEREST
		60,200 - INTEREST PAYMENT ON LONG-TERM DEBT

Schedule of Payment of Note Indebtedness

	Series of 2018		
	Principal	Interest	Total
2020	65,000	60,200	125,200
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
	1,720,000	662,375	2,382,375

CITY OF BETHLEHEM
LIQUID FUELS FUND
FUND ANALYSIS SUMMARY

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers	2019 Actual & Estimated	2020 Proposed Budget
REVENUES:							
Operating Revenues							
34002 State Allocation	1,657,030	1,939,278	2,026,656	2,128,809	2,172,224	2,172,224	2,078,970
34004 Maintenance Turnback	8,480	8,840	8,840	8,840	8,840	8,840	8,840
308901 Cash Balance	-	-	-	-	1,084,745	1,084,745	713,872
Total Operating Revenues	1,665,510	1,948,118	2,035,496	2,137,649	3,265,809	3,265,809	2,801,682
Investment Interest							
308501 Investment Income	1,532	2,353	8,158	23,877	-	-	-
Total Investment Interest	1,532	2,353	8,158	23,877	-	-	-
TOTAL LIQUID FUELS FUND REVENUES	**1,667,042**	**1,950,471**	**2,043,654**	**2,161,526**	**3,265,809**	**3,265,809**	**2,801,682**
EXPENDITURES:							
Liquid Fuels	1,468,613	1,833,146	1,458,141	2,145,507	3,265,809	2,683,750	2,801,682
TOTAL LIQUID FUELS FUND EXPENDITURES	**1,468,613**	**1,833,146**	**1,458,141**	**2,145,507**	**3,265,809**	**2,683,750**	**2,801,682**

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 to include resurfacing, crack sealing 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 sewer, and leaf collection systems using our AVL System.
- 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 system serving streets.

Prior Year Achievements:

- Supported and funded all street maintenance and operation activities including Streets Bureau equipment and fleet.
- Conducted CI Events to improve:
  - Snow/Salt/Brine Operations
  - Sweeper and Leaf Operations
  - Storm Sewer Operations
- Collected over 40,000 cubic yards of leaves during the 2018 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.
- 2019 – pot hole 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 operations.
- 2019 -- We added a 2nd truck mounted leaf loader that allows us to do our preseason pick up with one (1) man instead of four (4) men.
- New Weiler paver helped improve paving operations by increasing production. Paving increased for 2018 – 16,300 feet paved, 15,264 feet scratched, with a total tonnage of 10,439.
- Improved milling operation and cut cost on sweeper repairs with a new sweeping hopper attachment for the Bobcat skid steer.
- 2019 In-House Paving Program-placed 7,000 tons of macadam, paved 15,565 feet of roadway, which equates to 2.95 road miles/9.36 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.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
		-	-	-	-	-	-	-		-	
	Total Positions	-	-	-	-	-	-	-		-	
Account Detail											
55001	SNOW AND ICE REMOVAL	236,870	171,445	132,825	149,324	185,000		182,500		185,000	
55003	ROAD MAINTENANCE	392,077	389,956	401,042	393,643	400,000		400,000		400,000	
55004	SNOW REMOVAL OPER SUPPLY	387,092	92,897	181,919	364,733	325,000		315,000		300,000	
55005	ROAD MAINT OPER SUPPLIES	102,615	130,739	114,936	154,208	185,000		175,000		150,000	
55007	HAND TOOLS	1,857	3,226	3,296	4,241	5,000		4,000		5,000	
55008	REPAIRS TOOLS & MACHINERY	160,996	108,105	131,781	94,792	130,000		127,500		130,000	
55011	CURB RAMPS	-	10,000	-	20,000	10,000		10,000		10,000	
55014	CONTRACT SNOW REMOVAL	-	143,262	-	-	100		-		100	
55015	W LAUREL ST SW IMPROVE	-	-	-	-	78,750		70,000		-	
55016	STREET OVERLAYS	20,112	444,815	169,646	658,518	698,812		575,000		807,660	
55017	STANFORD ROAD - SS EXT	-	-	-	-	100,000		75,000		-	
55022	STREET SIGNS	6,826	6,858	9,522	10,059	10,000		9,500		10,000	
55023	EAST BLVD SS IMPROVEMENT	-	-	-	-	234,000		-		234,000	
55031	LINDEN ST SS REPLACEMENT	-	-	-	-	96,122		-		96,122	
55046	W BROAD ST SS IMPROVEMENT	-	-	-	-	200,000		150,000		50,000	
55047	BROAD & MAIN TRAFFIC SIGNAL	-	-	-	-	50,000		50,000		-	
55050	BANK SERVICE CHARGES	177	-	-	-	500		250		500	
55099	EQUIPMENT	159,991	331,843	313,174	295,989	557,525		540,000		423,300	
Total	LIQUID FUELS	1,468,613	1,833,146	1,458,141	2,145,507	3,265,809		2,683,750		2,801,682	

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

2020 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 $55.95 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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		TRANSFER OF FUNDS WHEN AND IF NEEDED.
55016	807,660	STREET OVERLAYS 807,660 - ACCOUNT TO COVER THE COST OF BLACK TOP MATERIALS FOR IN-HOUSE PAVING AND POSSIBLE CONTRACTED STREET OVERLAYS.
55022	10,000	STREET SIGNS 10,000 - THIS BUDGET ITEM IS PRIMARILY TO COVER ANNUAL REPLACEMENT AND MAINTENANCE OF STREET SIGNS. INCLUDING DOWNTOWN HISTORIC BETHLEHEM STREET SIGNS.
55023	234,000	EAST BLVD SS IMPROVEMENTS 234,000 - THE STORM SEWER NEEDS TO BE EXTENDED DUE TO THE FLOODING AT THE INTERSECTION OF EAST BOULEVARD AND BOYD STREET.
55031	96,122	LINDEN ST S.S. REPLACE 96,122 - FINAL PHASE OF THE LINDEN STREET STORM SEWER REPLACEMENT. PROJECT WAS DELAYED DUE TO CONFLICT PPL FAILED TO IDENTIFY. FIVE (5) POLES WERE LOCATED. OTHER UTILITIES ARE IN PROCESS OF RELOCATING FACILITES TO NEW POLES. THE CITY IS IN THE PROCESS OF ENTERING SETTLEMENT AND MUTUAL AGREEMENT WITH THE EXISTING CONTRACTOR. THE PROJECT IS TO BE RE-BID IN EARLY 2020. $153,700 IS ALSO BUDGETED IN NON-UTILITY FOR THIS PROJECT.
55046	50,000	W BROAD ST SS IMPROVEMENT 50,000 - THIS PROJECT IS FOR THE REPLACEMENT OF AN OLD SECTION OF STORM SEWER THAT FREQUENTLY CLOGS REQUIRING SIGNIFICANT REGULAR MAINTENANCE AND FREQUENT BACK UPS CAUSING TEMPORARY SHALLOW STREET FLOODING. A PORTION OF THIS ACCOUNT IS BEING CARRIED OVER TO COVER FINAL PAYMENTS IN 2020.
55050	500	BANK SERVICE CHARGES 500 - CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNTING FEES.
55099	423,300	EQUIPMENT 296,000 - 2020 ELGIN PELICAN BROOM SWEEPER. THIS WILL REPLACE UNIT #717, A 1998 ELGIN SWEEPER THAT IS USED TO CLEAN THE CITY'S CURB LINES AND SWEEP STREETS PRIOR TO BEING PAVED. 60,000 - 2020 BRUSH BANDIT 18XP WOOD CHIPPER. THIS UNIT WILL BE USED TO GRIND TREES DURING STORMS TO SPEED UP THE PROCESS AND CUT OVERTIME. 58,000 - 2020 GMC PICK UP TRUCK 4 DOOR CREW CAB. THIS UNIT WILL REPLACE UNIT #175, A 2011 FORD CREW CAB USED FOR PAVING OPERATIONS AND CAPABLE OF HAULING 4 GUYS (INCLUDING SUMMER HELP) TO THE JOB SITE.

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	9,300 -	2020 CATERPILLAR GUTTER BRUSH C SERIES. THIS UNIT ATTACHES TO A SKID STEER FOR SWEEPING MILLINGS FOR PAVING OPERATIONS.

CITY OF BETHLEHEM
NON-UTILITY CAPITAL FUND
FUND ANALYSIS SUMMARY

		2020 Proposed Budget
REVENUES:		
Operating Revenues		
308901	Cash Balance	4,355,000
35006	Escrow	79,650
35008	2015 Bond	189,004
35011	Recreation Fac Fund	500,000
35017	2019 Bond	3,346,699
35023	2013 Bond	269,583
35024	Signage Contribution	182,335
35026	DCNR - Memorial Pool Complex	600,000
35027	PENNDOT - New Street	80,000
35033	2017 Bond	1,446,643
35059	Lehigh - New Street 3rd to 4th	584,140
35060	NC CIPP Grant - New Street	50,000
35061	NC Open Space Initiative	286,000
35072	Keystone - Memorial Pool Complex	500,000
35074	DCNR - Greenway Plaza	100,000
35080	DCNR - Greenway to Saucon Park	420,300
35081	DCNR - Monocacy Way Trail	286,000
35083	Multimodal - S New Street	1,000,000
35098	Blighted Property Proceeds	400,000
35111	CRIZ - New Street	106,667
35112	PA Grant - Rose Garden	100,000
35113	NC - Pedestrian Bridge	60,000
35114	DCNR - Pedestrian Bridge	40,000
TOTAL NON-UTILITY CAPITAL FUND REVENUES		**14,982,021**
EXPENDITURES BY BUDGET UNIT:		
62013	2013 Bond	269,583
62015	2015 Bond	189,004
62017	2017 Bond	1,446,643
62019	2019 Bond	3,346,699
69999	Other Revenue	9,730,092
TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES		**14,982,021**
EXPENDITURES BY CATEGORY:		
	Public Safety	289,018
	Public Works	10,522,692
	Recreation	3,246,397
	Administration	198,914
	Community & Economic Development	725,000
TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES		**14,982,021**

CITY OF BETHLEHEM
2020 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									
City Hall Security Upgrades		39,018					150,000		189,018
Self-Contained Breathing Apparatus							100,000		100,000
Total Public Safety	**-**	**39,018**	**-**	**-**	**-**	**-**	**250,000**	**-**	**289,018**
Public Works - Traffic									
Isolated Intersections	384,102								384,102
Traffic Safety Improvements	50,000								50,000
Total Public Works - Traffic	**434,102**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**434,102**
Public Works - Streets									
Kodiak Snow Blower for Wheel Loader							175,000		175,000
South New St - Streetscape Improvements					1,820,807				1,820,807
Street Overlays	57,597						420,000	1,527,660	2,005,257
Total Public Works - Streets	**57,597**	**-**	**-**	**-**	**1,820,807**	**-**	**595,000**	**1,527,660**	**4,001,064**
Public Works - Storm Sewers									
Linden St Storm Sewer Upgrade/Replace			153,700					96,122	249,822
Miscellaneous Drainage Structure	75,000	75,000							150,000
Storm Water Pollution & Flood Prevention							240,000		240,000
Total Public Works - Storm Sewers	**75,000**	**75,000**	**153,700**	**-**	**-**	**-**	**240,000**	**96,122**	**639,822**
Public Works - Facilities									
Chiller Replacement							180,000		180,000
City Center Improvement		119,855							119,855
City Hall Garage Floor Repair	200,000						200,000		400,000
City Hall Garage Structural Concrete Repair	200,000								200,000
Facilities Capital Improvements	1,000,000								1,000,000
Fan Coil Replacement	180,000								180,000
Fire House Improvements		51,568							51,568
Library Exterior Column Repair	200,000						200,000		400,000
Mechanical System Upgrade		107,552							107,552
Police Forensics & DUI Heat Pump System	80,000								80,000
Rodgers St Facility Replacement							900,000		900,000
Roof/Safety/Code Improvement		45,485							45,485
Total Public Works - Facilities	**1,860,000**	**324,460**	**-**	**-**	**-**	**-**	**1,480,000**	**-**	**3,664,460**
Public Works - Grounds									
Greenway - Plaza Development					100,000				100,000
Greenway/Saucon Park Ball Fields Connect				269,583	420,300	150,000			839,883
Grounds Capital Improvement Plan	400,000	35,186						300,304	735,490
Monocacy Way Trail					572,000				572,000
Rose Garden Improvements	50,000				100,000	50,000			200,000
South Bethlehem Greenway		75,000							75,000
Total Public Works - Grounds	**450,000**	**110,186**	**-**	**269,583**	**1,192,300**	**200,000**	**-**	**300,304**	**2,522,373**
Public Works - Other Projects									
Animal Shelter					71,250				71,250
Bridge Repairs	140,000	132,668	35,304						307,972
Citywide Wayfinding Signage		100,000			182,335				282,335
Fueling Tank Upgrade & Replacement							290,000		290,000
Garage Doors - Mechanical Bureau	75,000								75,000
Pedestrian Bridge Feasability Study					100,000				100,000
Tree Replacement					8,400				8,400
W. Broad St Lighting-3rd Ave to 5th Ave		50,000							50,000
Total Public Works - Other Projects	**215,000**	**282,668**	**35,304**	**-**	**361,985**	**-**	**290,000**	**-**	**1,184,957**
Recreation									
General Pool Improvement	75,000	44,000							119,000
Memorial Pool Complex Improvements		100,000			1,100,000	300,000	1,500,000		3,000,000
Municipal Ice Rink	100,000	27,397							127,397
Total Recreation	**175,000**	**171,397**	**-**	**-**	**1,100,000**	**300,000**	**1,500,000**	**-**	**3,246,397**
Administration									
IT Improvement Plan	80,000	118,914							198,914
Total Administration	**80,000**	**118,914**	**-**	**-**	**-**	**-**	**-**	**-**	**198,914**
Community & Economic Development									
Blighted Property Acquistion		325,000			400,000			122,521	847,521
Total Community & Economic Development	**-**	**325,000**	**-**	**-**	**400,000**	**-**	**-**	**122,521**	**847,521**
Total Non-Utility Capital (Net Other Funds)	**3,346,699**	**1,446,643**	**189,004**	**269,583**	**4,875,092**	**500,000**	**4,355,000**		**14,982,021**

2020 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PUBLIC SAFETY

City Hall Security System — $189,018

Safety and security at the workplace are a present concern for today's workforce. This project involves an upgrade of the entire security system within the Bethlehem City Government Buildings A and B. This security upgrade, as provided by CSI, will address present and future security concerns and issues in the City Government Center Buildings and security situational awareness for all of the City workforce. The project covers the upgrade of existing panic buttons, cameras, access control doors, security hardware and software. It also covers the addition of three cameras in the complex, some additional security doors, access control devices, elevator security, stairwell and panic buttons. An updated security desk on the first floor is also provided for, along with all necessary equipment and training for City employees. CSI will provide project management for all areas of the project including electrical work, door hardware and installation and elevator work as associated with access control. This project will provide an integrated security solution for the City of Bethlehem utilizing our existing Genetec Security Center platform. This is a necessary and common sense upgrade to the obsolete security system currently in place at City Hall, buildings A and B.

Funding Source:

2017 Bond	39,018	62017-66031
Cash Reserves	150,000	69999-66031
	189,018	

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 — $384,102

Install new or upgrade existing signals at various locations. Each intersection costs between $200,000 to $220,000. Proposed potential new signal locations include East Boulevard & Linden Street, Butztown Road & Easton Avenue, Linden Street & Elmhurst Avenue, and Third Avenue & Union Boulevard. Needed upgrade locations include Linden & Goepp Streets, Goepp & Main Streets, Goepp and Center Streets, Goepp and New Streets, Market and Center Streets, Market and New Streets and Center and Church Streets. Construction of the upgraded traffic signals at the intersection of Broad & Center Streets and at Main & Broad Streets was completed in 2019. 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 will be in early 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	384,102	62019-66002

2020 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Traffic Safety Improvements — $50,000

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	50,000	62019-66003

PUBLIC WORKS – STREETS

Kodiak Model LMSSC3036 Snow Blower for 624K Wheel Loader — $175,000

This is an attachment snow blower for snow removal used to load snow into trucks during our snow removal operations. This will reduce labor costs for removing snow and make operations more efficient in key areas including the downtown business districts. Expected delivery is late 2019 with payment being made in 2020.

Funding Source:

Cash Reserves	175,000	69999-66041

South New Street – Streetscape Improvements — $1,820,807

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 2019. 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.

Funding Source:

State	80,000	69999-66080
Other (Multimodal Grant)	1,000,000	69999-66080
Lehigh University	584,140	69999-66080
CRIZ	106,667	69999-66080
Northampton County	50,000	69999-66080
	1,820,807	

Street Overlays — $477,597

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	57,597	62019-66058
Cash Reserves	420,000	69999-66058
Liquid Fuels	807,660	
CDBG	720,000	
	2,005,257	

2020 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 is being executed with the current contractor. The project is planned to be rebid in early 2020.

Funding Source:

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

Miscellaneous Drainage Structures $150,000

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). The Santee Mill Road project is for the replacement of a deteriorated section of pipe. The Keim Street project is to extend the storm sewer from Barbara Street to drain Keim Street.

Funding Source:

2017 Bond	75,000	62017-66047
2019 Bond	75,000	62019-66047
	150,000	

Storm Water Pollution & Flood Prevention Program $240,000

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	240,000	69999-66046

2020 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 — $119,855

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 2020 to account for existing carryover funds remaining.

Funding Source:

2017 Bond	119,855	62017-66022

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 — $200,000

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	200,000	62019-66018

2020 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Facilities Capital Improvements $1,000,000

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, DAR House Roof Replacement, and replacement of air handlers, heat exchangers, cooling towers, 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	1,000,000	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

Fire House Improvements $51,568

Improvements/renovations to the interior/exterior of the City's Fire Houses as identified by the Facilities Assessment report and during the course of the 2-year bond issue focusing on functional concerns of the facilities and energy efficiency improvements. Work already identified/known 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. This account will be combined with and funded through the Facilities Capital Improvement Plan in the future. It is included in 2020 to account for existing carryover funds remaining.

Funding Source:

2017 Bond	51,568	62017-66038

2020 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

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 — $107,552

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 2020 to account for existing carryover funds remaining.

Funding Source:

2017 Bond	107,552	62017-66013

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 — $900,000

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 may be demolished and replaced with a new pole barn structure better suited to the City's operations and needs or the old structure could remain for some time while a new structure is built adjacent to the old. Funding is to cover design and construction.

Funding Source:

Cash Reserves	900,000	69999-66048

2020 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Roof/Safety/Code Improvements $45,485

Address safety concerns and code issues as identified by Public Works, Safety Committee, Fire Department, and Inspections. Projects for city-owned facilities 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. This account will be combined with and funded through the Facilities capital Improvement Plan in the future. It is included in 2020 to account for existing carryover funds remaining.

Funding Source:

2017 Bond	45,485	62017-66050

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 $839,883

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	269,583	62013-66163
State	420,300	69999-66163
Recreation Fees	150,000	69999-66163
	839,883	

Grounds Capital Improvement Plan $435,186

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	35,186	62017-66090
2019 Bond	400,000	69999-66090
CDBG	300,304	
	735,490	

2020 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Monocacy Way Trail — $572,000

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 Monocacy Pool Complex, landscaping, signage, ADA improvements, and other amenities.

Funding Source:

NC Open Space	286,000	69999-66091
DCNR Grant	286,000	69999-66091
	572,000	

Rose Garden Improvements — $200,000

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	50,000	69999-66053
	200,000	

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

PUBLIC WORKS – OTHER PROJECTS

Animal Shelter — $71,250

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:

Donations	71,250	69999-66196

2020 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

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	

Fueling Tank Upgrade & Replacement — $290,000

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.

Funding Source:

Cash Reserves	290,000	69999-66060

Garage Doors-Mechanical Bureau — $75,000

The overhead doors, openers, and tracks at the Mechanical Bureau are all original equipment installed at the facility in 1978. Being 40 years old, parts have become obsolete and have to be custom made. This causes extended down time with loss of use in whatever bay is affected. Work is expected to be completed in 2019 with payment in 2020.

Funding Source:

2019 Bond	75,000	62019-66054

2020 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Pedestrian Bridge Feasibility Study — $100,000

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:

Northampton County	60,000	69999-66026
DCNR Grant	40,000	69999-66026
	100,000	

Tree Replacement — $8,400

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:

Developer Contributions	8,400	69999-66040

W. Broad Street Lighting – 3rd Ave. to 4th Ave. — $50,000

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 2019 and some funding is being carried to 2020 to make final payments.

Funding Source:

2017 Bond	50,000	62017-66154

Recreation

General Pool Improvement — $119,000

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.

Funding Source:

2017 Bond	44,000	62017-66019
2019 Bond	75,000	62019-66019
	119,000	

2020 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Memorial Pool Complex Improvements $3,000,000

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 is anticipated to be completed in time for the 2020 pool season.

Funding Source:

2017 Bond	100,000	62017-66197
Cash reserves	1,500,000	69999-66197
DCED	500,000	69999-66197
DCNR	600,000	69999-66197
Recreation Fees	300,000	69999-66197
	3,000,000	

Municipal Ice Rink $127,397

Improvements/emergency repairs/ purchases of equipment as needed for operations and capital upgrades to extend the life of a capital asset. 2019 includes an upgrade of computer and technical maintenance system. Need to address the ventilation and condensation problems. Future plan to include purchase of a new Zamboni.

Funding Source:

2017 Bond	27,397	62017-66028
2019 Bond	100,000	62019-66028
	127,397	

ADMINISTRATION

IT Improvement Plan $198,914

Virtual Cloud Hardware Upgrade/Replacement

With so much being expected of our virtual environment, it is wise to replace our hardware about every 5-7 years in order to take advantage of newer faster technology improvements.

SunGard Business License Application

We currently track our City Business Licenses using a work-around in the software which is one way to track them but not the correct way. Purchasing this application will give us the ability to process the license applications, integrate with the General Ledger process as well as the common Entity database and manage the inspections.

Funding Source:

2017 Bond	118,914	62017-66169
2019 Bond	80,000	62019-66169
	198,914	

2020 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	122,521	
	847,521	

CITY OF BETHLEHEM
WATER CAPITAL FUND
FUND ANALYSIS SUMMARY

		2020 Proposed Budget
REVENUES:		
308501	Investment Income	10,000
308901	Cash	1,583,300
37005	Bond Redemption and Improvement	2,200,000
39805	Capital Appropriations	884,827
TOTAL WATER CAPITAL FUND REVENUES		**4,678,127**
EXPENDITURES:		
770016	5 Million Gallon Northeast Standpipe Engineering	105,950
77002	Distribution Systems Extension	50,000
77003	Service Lines New/Renewal	150,000
77004	Metering	200,000
77005	Replace, Relocate, Rehabilitate Distribution System	507,504
77006	Fire Hydrant New/Renewal	200,000
77015	0.5 MG SE Tank Engineering	30,310
77016	Emergency Repair Transmission Mains	15,000
77023	Fire Pump Station Engineering	758,000
77026	Sidewalk/Trench Restoration	105,000
77028	Rt. 512 Extension for EAT Engineering	1
77032	SCADA System Upgrade	4,950
77034	WTP Chlorination Alternatives Design/Construction	1
77036	Commercial & Industrial Meter Replacement	125,000
77037	Automatic Meter Reading Project	60,000
77038	Replace WTP Air Blowers	1
77039	Master Meters/Pits/Appurtenances	1
77040	Fixed Asset Repairs	30,000
77042	2 MG SE Storage Tank Modifications	19,200
77045	5 MG SW Tank Engineering	1
77049	Wild Creek Intake Screen Replacement	48,800
77051	WTP Bulk Chemical Storage Tank Replacement	62,400
77052	WTP Lagoon Baffle System Replacement	140,870
77053	Distribution System Booster Chlorine Stations	1
77054	Drexel Heights Pressure Improvement	245,500
77055	Hecktown Road Bridge Main Replacement	418,700
77056	WTP Emergency Generator	956,000
77057	WTP Lower Roof Replacement	40,000
77059	Well System Generators and Transfer Switches	36,000
77060	Mud Lane Water Main Extension and Well Abandonment	80,000
77062	Shady Lane Manganese Treatment	25,000
77084	Security Enhancements	1
77096	Penn Forest Dam SCADA	1
77099	Equip. Water Maint.	49,623
770991	Equip. Collection & Treatment	61,800
770992	Equip. Water Laboratory	1
770993	Equip. Meter Shop	24,710
770996	Equip. WTR. Filtration	117,800
770997	Equip. Utility Billing	1
770999	Equip. Tech. Support	10,000
TOTAL WATER CAPITAL FUND EXPENDITURES		**4,678,127**

2020 WATER CAPITAL PROJECT DETAIL

5 Million Gallon Northeast Standpipe Engineering 007A-770016

Project included 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 included 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 to design, bid, and construction to install new pumps, motors, isolation and check valves, actuators, control centers, piping, valves, electrical work, miscellaneous items, flow meter and install emergency generator/transfer switch. Engineering design and permitting services in 2019; bidding and construction targeted for 2020.

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

Design, permitting and bid phase for extending water distribution main on Route 512 in East Allen Township. Contingent on development along the Rt. 512 Corridor.

2020 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 completion of WDC Terminal Services Server conversion to WDC Remote Desktop Server.

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 install Advanced Metering Infrastructure (AMI) technology to allow tower contract and contract contingency for automatic meter reading via central radio towers. Three additional towers will be erected in 2020.

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.

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 #1 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.

2020 WATER CAPITAL PROJECT DETAIL

WTP Lagoon Baffle System Replacement — 007A-77052

To replace WTP Custom 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 Booster Chlorine Stations — 007A-77053

Contingency plan to install booster chlorine stations at various locations in the distribution system to increase chlorine residuals to meet new PA DEP regulations. Alternatively, automatic flushing stations will be installed on strategic locations to maintain water quality.

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. Current roofing system is deteriorating.

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

Engineering and 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 replace SCADA system instrumentation which are obsolete and many of which are non-functional. Needed to monitor dam measurements to ensure structural integrity of the dam. Includes completion of punch list items.

2020 WATER CAPITAL PROJECT DETAIL

Equipment –Utility Maintenance 007A-77099

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

Vehicle Leases:

2017 Mack Dump Truck with plow – Leased vehicle (Year 4 of 4)

Equipment – Collection & Treatment 007A-770991

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

Vehicle Leases:

One (1) 2019 Ford F250 Regular Cab Pickup Truck – Leased vehicle (ordered in 2019)
One (1) 2020 full size ¾ ton regular cab pickup with 8' bed – Leased vehicle (Year 1 of 3)
One (1) John Deere 6130M Cab Tractor 4x4 with diamond mower – Leased vehicle (Year 1 of 4)

Equipment – Laboratory Services 007A-770992

No capital equipment purchases planned for 2020

Equipment – Meter Shop 007A-770993

Vehicle Leases:

One (1) 2018 Ford Utility SUV – Leased vehicle (year 3 of 3)
One (1) 2019 GMC 4X4 Cargo Van – Leased vehicle (ordered in 2019)

Equipment – Water Filtration 007A-770996

Six (6) spare chemical feed pumps
Upgrade one (1) freight elevator door controller with labor and installation to meet current building codes

Equipment – Utility Billing 007A-770997

No capital equipment purchases planned for 2020

Equipment – Technical Support 007A-770999

Purchase of pressure, level and flow transmitters

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CITY OF BETHLEHEM
SEWER CAPITAL FUND
FUND ANALYSIS SUMMARY

		2020 Proposed Budget
REVENUES:		
30850	Investment Interest	50,000
308901	Cash Balance	3,265,540
32113	Tapping Fees	145,348
32122	2017 Bond Issue	4,189,420
32123	2017 PA Small Water & Sewer Grant	250,000
39805	Capital Appropriations	2,535,295
TOTAL SEWER CAPITAL FUND REVENUES		**10,435,603**
EXPENDITURES:		
88001	Sewer Laterals New/Renewal	5,000
88002	Collection System New/Renewal	450,000
880022	W Intermediate Clrfr Drive	750,000
880024	Fine Bar Scrns-Detrtus Rm	3,500,000
880031	RAS Pump/Piping Upgrades	125,000
880034	Security Enhancements	20,000
880035	Sludge/Gas/Flow Meters Digest.	10,000
88004	Inflow/Infiltration Mitigation	50,000
88007	ACT 537 Collection System	350,000
88008	Chlorinator/Tot Res Anal	10,000
88010	WWTP Dike Stabilization	275,000
88012	WWTP Electrical Sub-Stations Replacement	400,000
88013	Gravity Thickener Upgrades	500,000
88016	Sewer Maintenance Equipment	40,000
88017	Centrate Side Stream Treatment System	1
88019	Fixed Asset Repair	250,000
88021	GBT Building Upgrades	50,000
88022	Effluent Pump Station Upgrade	300,000
88023	Clarifier Catwalks Replacement	200,000
88073	SCADA system Upgrades	40,000
88113	Grit Conveyor System Upgrade	50,000
88114	Odor Control	20,000
88120	WWT Equipment	200,000
88121	WWT Laboratory Equipment	20,000
88123	West Influent Pump Room	150,000
88125	Cogeneration System	1
88126	Primary Clarifier Scum Pits	50,000
88127	WWTP Control Bldg Renovations	1,500,000
88131	Sewer Department Vehicles	690,600
88136	Facilities Improvement	375,000
88145	Pump Station #1 Pumps	25,000
88146	Raw Sewage Pumps	30,000
88153	Aeration Tank Upgrade	1
TOTAL SEWER CAPITAL FUND EXPENDITURES		**10,435,603**

2020 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

Replacement of clarifier drive, rakes, baffles, and electrical system originally installed in 1976. The equipment is at the end of its useful life.

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 one (1) of three (3) return activated sludge pumps in pump house #1 originally installed in 1976 and is nearing the end of its useful life. Replacement of deteriorated RAS pipe to aeration basin.

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-wastewater flow to the treatment plant which occurs during heavy rain fall. Ensures compliance with federal and state regulations governing SSO'S and CSO'S, and will reduce the load on the Wastewater Treatment Plant.

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 other targeted areas in the City's collection system.

Chlorinator/Total Residuals Analyzer 008A-88008

Replacement of chlorination equipment, including analyzers and related instrumentation as needed.

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.

2020 SEWER CAPITAL PROJECT DETAIL

WWTP Electrical Substation Replacement 008A-88012

The main switchgear and substations No. 1 and No. 2 have reached the end of their useful life. Design and construction services to replace this electrical gear.

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 equipment
Replacement lift pump and equipment
Perma-liner kit for sewer repairs

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. Project will be developed as part of the Act 537 Planning review effort.

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.

GBT Building Upgrades 008A-88021

Install exhaust ducts and fans for gravity belt thickeners directly to outside. This will protect electrical equipment from corrosion. Install GBT trolley system to allow for access and removal of rollers for repairs.

Effluent Pump Station Upgrade 008A-88022

Install VFD's and 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. Plan to replace two (2) in 2020.

SCADA System Upgrades 008A-88073

Annual project for hardware and software upgrades for the SCADA system. Installation of fiber optic cable to connect remote buildings to main central panel to improve communication.

Grit Conveyor System Upgrade 008A-88113

Repair/upgrade of the vertical conveyor moving grit/rags from bar screens to dumpsters. Equipment in nearing the end of its useful life.

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.

2020 SEWER CAPITAL PROJECT DETAIL

WWTP Equipment 008A-88120

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

Oil Meter System - Replace failed unit which is needed for PADEP reporting
Emergency Generator Replacement and Additional Portable Generator
One (1) ISCO Signature Meter - Spare replacement for failed unit
One (1) Aeration Mixer - Spare replacement for failed unit
One (1) Heavy Capacity Forklift - Replace undersized, failed unit
Five (5) Well Pumps - Replace failed units at Intermediate Clarifiers
One (1) Air Blower - Replace failed unit at aeration tank influent trough

WWTP Laboratory Equipment 008A-88121

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

Purchase of a lab pure water system to replace failing system which cannot be repaired
Benchtop spectrophotometer to replace old unit with improved technology and accuracy

West Influent Pump Room 008A-88123

Design and construction services to overhaul pumps, valves, piping and motor controls in the west influent pump room. All equipment has exceeded its useful life. Design effort planned for 2020.

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. Placeholder for future development.

Primary Clarifier Scum Pits 008A-88126

Design and construction of clarifier scum pit pumps, valves, 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. Project to replace roofing, windows, doors, and repair facade in progress.

Sewer Department Vehicles 008A-88131

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

Vehicle Leases:

Mack Tandem Wheel Dump Truck – UM - Leased vehicle (ordered in 2019)
Mack Single Axel Dump Truck – UM - Leased vehicle (ordered in 2019)
New utility van - MIPP – Leased vehicle (ordered in 2019)
Single Axle Dump Truck – WWTP - Leased vehicle (Year 1 of 3)

Vehicle Purchases:

2019 Extended cab HD Ford Pickup with plow assembly (ordered in 2019) - WWTP
Jet Vac - Jet flusher chassis (ordered in 2019) - UM
Two (2) AWD Cargo Vans - UM
One (1) 3500 Crew Cab Pick-up Truck with plow and lift gate – WWTP
One (1) utility cart - WWTP

2020 SEWER CAPITAL PROJECT DETAIL

Facilities Improvement 008A-88136

Annual project to make repairs/upgrades to the Wastewater Treatment Plant facilities: HVAC and electrical systems, building/roof, fence, signage and other non-process equipment.

Pump Station #1 Pumps 008A-88145

These pumps are used to pump flow from the waste activated sludge process to the trickling filters. One (1) of three (3) pumps is in need of overhaul in order to ensure that they maintain the required pumping capacity.

Raw Sewage Pumps 008A-88146

These pumps ensure that all flows received by the treatment plant are lifted from the wet well in the headworks to downstream treatment processes. These pumps must be reliable during the high flows caused by wet weather. The purpose of this project is to rehabilitate three of the six influent pumps and upgrade motor controls to more current technology.

Aeration Tank Upgrade 008A-88153

Evaluation and design of fine bubble aeration system. Replace mechanical aerators that are failing. Project will be developed as part of the Act 537 Planning Review effort.

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CITY OF BETHLEHEM
2020 COMMUNITY DEVELOPMENT BLOCK GRANT FUND

	2016	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
Blight Remediation		62,521	55,000		5,000	122,521
CACLV Community Action Financial Services					20,000	20,000
CADCB				30,000	30,000	60,000
CADCB - Business Development and Outreach				15,000	5,000	20,000
Catholic Senior Housing dba Grace Mansion		50,000				50,000
CD Consulting			30,000	35,000	20,000	85,000
Center for Humanistic Change				5,769	6,000	11,769
Embrace Your Dreams					7,500	7,500
Future Grants		25,000	70,000			95,000
Health Bureau	4,195					4,195
Hispanic Center of the LV				50,000	10,000	60,000
Hogar Crea			7		30,000	30,007
Housing Rehab-Grants & Loans			37,319	188,799	174,822	400,940
Housing Rehab-Delivery Costs			1,992	169,737	130,000	301,729
LVCIL/ADA Counseling				7,432	15,000	22,432
Moravian Development			70,200			70,200
New Bethany Ministries					20,000	20,000
North Penn Legal Services			17,500	15,000	20,000	52,500
Police Overtime					64,500	64,500
Program Administration		4,143	26,047	128,856	213,791	372,837
Redevelopement Authority					10,000	10,000
Salvation Army				17,000		17,000
ShareCare					9,844	9,844
SS Parks/Playgrounds		70,304	100,000	30,000	100,000	300,304
SS Park Programs			89	10,000	15,000	25,089
Street Construction			265,000	300,000	155,000	720,000
YMCA		9,648		34,500	75,000	119,148
YWCA					7,500	7,500
Total CDBG Funding	**4,195**	**276,616**	**673,154**	**1,094,593**	**1,268,957**	**3,317,515**

CITY OF BETHLEHEM
2020 COMMUNITY DEVELOPMENT BLOCK GRANT FUND

	2016	2017	2018	2019	2020	Total
HOME Funding						
East End Properties			90,000			90,000
Habitat for Humanity				120,000	50,000	170,000
Home Program Admin Expenses				40,054	34,051	74,105
CACLV First Time Homebuyers				20,000		20,000
CACLV CHDO Set Aside					4,000	4,000
Housing Rehab-Grants & Loans			13,192	130,486	170,000	313,678
Lehigh Valley Community Land Trust			100,000	90,000	223,250	413,250
Moravian Development Corp					75,000	75,000
New Bethany Ministries	35,788	100,000				135,788
YMCA		2,559			25,000	27,559
Total HOME Funding	**35,788**	**102,559**	**203,192**	**400,540**	**581,301**	**1,323,380**

Total Community Development Block Grants	**3,317,515**
Total Home Investment Partnership Grants	**1,323,380**
	4,640,895

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 **$122,521**

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 **$60,000**

Funding to support façade programs through South Side Vision.

CADCB - Business Development and Outreach **$20,000**

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 **$85,000**

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

Center for Humanistic Change **$11,769**

Funds to support youth mentoring program.

Embrace Your Dreams **$7,500**

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

Future Grants **$95,000**

Cancelled activities holding account.

Health Bureau **$4,195**

Funding to support dental services for low/moderate income residents.

CDBG PROJECT DETAIL

Hispanic Center of the Lehigh Valley — $60,000

Funding to support the rehabilitation of 520 and 502 W. Fourth Street and funds to support senior center programming.

Hogar Crea — $30,007

Support for drug/alcohol counselor.

Housing Rehabilitation - Grants and Loans — $400,940

Rehabilitation funds for low/moderate income residents.

Housing Rehabilitation - Staff Delivery Costs — $301,729

Administrative costs for the housing rehabilitation program.

Lehigh Valley Center for Independent Living — $22,432

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

Moravian Development Corporation — $70,200

Renovation of senior housing facilities.

New Bethany Ministries — $20,000

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

North Penn Legal Services — $52,500

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

Police Overtime/Drug Surveillance — $64,500

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

Program Administration — $372,837

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	**$17,000**

Funding for rental assistance program.

ShareCare	**$9,844**

Operational support for elderly assistance programs.

Parks/Playgrounds	**$325,393**

Funding for park, playground, and pool improvements.

Street Construction Projects	**$720,000**

Funding for street reconstruction, re-signaling, curb cuts, and related improvements.

YMCA	**$119,148**

Costs related to childcare center improvements and other building upgrades.

YWCA	**$7,500**

Funding for the TechGYRLS program.

TOTAL CDBG FUNDS	**$3,317,515**

HOME PROJECT DETAIL

East End Properties	**$90,000**

Creation of affordable housing units.

Habitat for Humanity	**$170,000**

Rehabilitation and construction funds for new owner occupied housing.

Home Program Administrative Expenses	**$74,105**

Administration of the HOME Program.

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

Administration of first time homebuyer's program.

CACLV – CHDO	**$4,000**

Community Housing Development Organization operational support.

Housing Rehabilitation	**$313,678**

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

Lehigh Valley Community Land Trust	**$413,250**

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	**$27,559**

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

TOTAL HOME FUNDS	**$1,323,380**

CITY OF BETHLEHEM
STORM WATER FUND
FUND ANALYSIS SUMMARY

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers	2019 Actual & Estimated	2020 Proposed Budget
REVENUES:							
Operating Revenues							
31202 Storm Water Program	-	-	-	-	-	-	1,175,000
Total Operating Revenues	-	-	-	-	-	-	1,175,000
TOTAL STORM WATER FUND REVENUES	-	-	-	-	-	-	**1,175,000**
EXPENDITURES BY CATEGORY:							
Personnel Costs	-	-	-	-	-	-	129,675
Materials & Supplies	-	-	-	-	-	-	4,546
Purchased Services	-	-	-	-	-	-	640,776
Equipment	-	-	-	-	-	-	400,003
TOTAL STORM WATER FUND EXPENDITURE	-	-	-	-	-	-	**1,175,000**

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. The costs and revenue for the new Storm Water Program were estimated and in the 2020 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

		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Budget w/ Transfers		2019 Actual & Estimated		2020 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
TAMS	Project Engineer	-	-	-	-	-	-	-	-	1	67,012
TAMS	Engineering Assistant	-	-	-	-	-	-	-	-	1	57,663
	Total Positions	-	-	-	-	-	-	-	-	2	124,675
Account Detail											
40001	SALARIES	-	-	-	-		-		-		124,675
40003	OVERTIME	-	-	-	-		-		-		5,000
	Personnel	-	-	-	-		-		-		129,675
41014	OPERATING SUPPLIES	-	-	-	-		-		-		2,500
41016	UNIFORMS/SAFETY SHOES										390
41023	GASOLINE	-	-	-	-		-		-		1,656
	Materials & Supplies	-	-	-	-		-		-		4,546
42032	TRAINING/CONT. EDUCATION	-	-	-	-		-		-		500
42047	DEPARTMENT CONTRACTS	-	-	-	-		-		-		10,000
42060	OTHER EXPENSES	-	-	-	-		-		-		3,600
42077	GENERAL FUND CHARGES	-	-	-	-		-		-		182,155
42090	UNFORESEEN CONTINGENCY	-	-	-	-		-		-		179,176
42201	STREET CLEANING	-	-	-	-		-		-		61,744
42202	LEAF COLLECTION	-	-	-	-		-		-		84,399
42203	SS MAINTENANCE & REPAIR	-	-	-	-		-		-		30,872
42204	BASIN/SWALE MAINTENANCE	-	-	-	-		-		-		40,830
42205	MS-4 PERMITTING	-	-	-	-		-		-		1,000
42206	POLLUTION REDUCTION PLAN	-	-	-	-		-		-		25,000
42207	SW SYSTEM INSPECTION	-	-	-	-		-		-		1,000
42208	SW ORDINANCE ENFORCEMENT	-	-	-	-		-		-		500
42209	STORM CLEAN UP & REPAIR	-	-	-	-		-		-		20,000
	Purchased Services	-	-	-	-		-		-		640,776
43201	POLLUTION REDUCTION PROG.	-	-	-	-		-		-		150,000
43202	W BROAD ST STORM SEWER	-	-	-	-		-		-		1
43203	E BOULEVARD STORM SEWER	-	-	-	-		-		-		1
43204	W GEOPP ST STORM SEWER	-	-	-	-		-		-		250,000
43205	MISC. DRAINAGE STRUCTURES	-	-	-	-		-		-		1
	Projects/Equipment	-	-	-	-		-		-		400,003
Total	STORM WATER	-	-	-	-		-		-		1,175,000

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	5,000	OVERTIME 5,000 - BASED ON ANTICIPATED CONSTRUCTION ACTIVITY ON STORM WATER/SEWER PROJECTS IN 2020. MOSTLY TO COVER CONSTRUCTION INSPECTION SERVICES FOR CAPITAL AND PRP PROJECTS
41014	2,500	OPERATING SUPPLIES 2,500 - ANNUAL COST OF OFFICE SUPPLIES, EDUCATIONAL MATERIALS, AND PUBLIC INFORMATION HANDOUTS. ALSO INCLUDES MATERIALS FOR INSPECTING STORM WATER FACILITIES.
41016	390	UNIFORMS/SAFETY SHOES 390 - FIVE (5) T-SHIRTS AND TWO (2) SWEATSHIRTS TO BE PURCHASED FOR FIELD INSPECTORS. SAFETY SHOES FOR ALL STORM WATER STAFF IN 2020.
41023	1,656	GASOLINE 1,656 - BASED ON ESTIMATED USAGE OF 800 GALLONS (1 VEHICLE) AT $2.07 PER GALLON.
42032	500	TRAINING/CONTINUING ED. 500 - 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	10,000	DEPARTMENT CONTRACTS 10,000 - 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	3,600	OTHER EXPENSES 500 - MISCELLANEOUS FIELD AND OFFICE SUPPLIES. 100 - STATIONARY SPECIALTY ITEMS. 2,500 - SOFTWARE AND UPGRADES. 500 - VERIZON CHARGE FOR DATA PACKAGES FOR TABLET USED FOR FIELD INSPECTIONS.
42077	182,155	GENERAL FUND CHARGES 182,155 - REIMBURSEMENTS TO THE GENERAL FUND FOR EXPENSES WHICH ARE INITIALLY PAID BY THE GENERAL FUND BUT THAT APPLY TO THE STORM WATER FUND. (ADMINISTRATION COSTS, FRINGE BENEFITS, ETC.)
42090	179,176	UNFORESEEN CONTINGENCY 179,176 - ITEMS THAT COULD NOT BE FORSEEN AT TIME OF BUDGET PREPARATION.

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42201	61,744	STREET CLEANING 61,744 - 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	84,399	LEAF COLLECTION 84,399 - COVERS THE ESTIMATED COST OF ANNUAL LEAF COLLECTION INCLUDING CITY STAFF TIME AND EQUIPMENT COSTS IN THE BUREAU OF STREETS AND GROUNDS MAINTENANCE.
42203	30,872	SS MAINTENANCE & REPAIR 30,872 - 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	40,830	BASIN/SWALE MAINTENANCE 40,830 - MAINTENANCE OF STORM WATER SWALES AND DETENTION BASINS. THIS INCLUDES REPAIRS, CLEANING, AND MOWING BY THE BUREAU OF STREETS AND GROUNDS MAINTENANCE.
42205	1,000	MS-4 PERMITTING 1,000 - 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.
42206	25,000	POLLUTION REDUCTION PLAN 25,000 - AS PART OF THE CITY'S MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS-4) PERMIT FROM PADEP, THE CITY IS REQUIRED TO PREPARE A POLLUTANT REDUCTION PLAN (PRP). THE PRP WILL IDENTIFY PROJECTS THAT WILL REDUCE THE AMOUNT OF POLLUTANTS DISCHARGED TO SURFACE WATERS BY OUR STORM WATER SYSTEM. A PUBLIC PARTICIPATION PROCESS IS REQUIRED PRIOR TO SUBMITTING THE PRP TO PADEP FOR APPROVAL. THE PRP WAS COMPLETED IN 2019 AND THIS FUNDING IS CARRIED OVER TO 2020 TO PAY FINAL INVOICES.
42207	1,000	SW SYSTEM INSPECTION 1,000 - 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	500	SW ORDINANCE ENFORCEMENT 500 - INSPECTION OF STORM WATER COMPLAINTS, ENFORCEMENT LETTERS AND FOLLOW UP.
42209	20,000	STORM CLEAN UP & REPAIRS 20,000 - THIS WILL COVER CITY ESTIMATED COSTS TO CLEAN UP AFTER STORM EVENTS.

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

2020 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
43201	150,000	POLLUTION REDUCTION PROJ 150,000 - 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.
43202	1	W BROAD ST STORM SEWER 1 - THIS IS FOR THE REPLACEMENT OF AN OLD SECTION OF STORM SEWER ALONG WEST BROAD STREET BETWEEN 1ST AVENUE AND 2ND AVENUE. THIS PIPE FREQUENTLY CLOGS REQUIRING SIGNIFICANT REGULAR MAINTENANCE AND BACKS UP CAUSING TEMPORARY SHALLOW STREET FLOODING. THIS PROJECT IS CURRENTLY BEING FUNDED FROM THE LIQUID FUELS FUND.
43203	1	E BOULEVARD STORM SEWER 1 - THIS IS TO EXTEND THE STORM SEWER ALONG EAST BOULEVARD FROM BOYD STREET TO LANDSDALE AVENUE. THIS WILL ALLEVIATE FLOODING AT THE INTERSECTION OF LANDSDALE AND 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	1	MISC DRAINAGE STRUCTURES 1 - 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.