PROPOSED

CITY OF BETHLEHEM

2016 OPERATING & CAPITAL BUDGETS

CITY OF BETHLEHEM
2016
TABLE OF CONTENTS

	Page
BUDGET OVERVIEW	
Cash Balance Analysis	1
GENERAL FUND	
Fund Analysis Summary	3
Revenue Summary	7
Bureau Resource Summary	8
Summary of Positions	10
Elected Officials	11
Council	12
Mayor	16
Controller	20
Treasurer	24
Law	26
Administration	29
Administration	30
Information Services	34
Financial Services	38
Purchasing	42
Taxes	46
Human Resources	50
Community and Economic Development	53
Administration	54
Health	58
Code Enforcement	64
Community Development	68
Planning & Zoning	72
Recycling	76
Economic Development	80
Housing Inspections	82
Parks & Public Property	85
Administration	86
Building Maintenance	90
Recreation	96
Parks Maintenance	100
Public Works	105
Administration	106
Engineering	110
Streets	114
Urban Forestry	120
Mechanical Maintenance	124
Electrical Maintenance	130
Traffic Maintenance	138
Police	143
Police	144
Communications	152
Records Room	156
Fire	159
Fire	160
EMS	170
General & Civic Expenses	175
General Expenses	176
Civic Expenses	180
Debt Service	183
Debt Service	184
9-1-1 FUND	
Fund Analysis Summary	189
9-1-1	190
WATER FUND	
Fund Analysis Summary	197
Bureau Resource Summary	198
Summary of Positions	200
Debt Service Schedule	201
Collections & Treatment	204
Laboratory Services	208
East Allen Township	212
Administration	216
Water Filtration	220
Utility Billing	224
Water Engineering	228
Water Control	232
Water Maintenance	236
Meter Shop	240
General Expenses	244
SEWER FUND	
Fund Analysis Summary	249
Bureau Resource Summary	250
Summary of Positions	252
Debt Service Schedule	253
Wastewater Treatment	256
Sewer Maintenance	260
General Expenses	264
Wastewater Laboratory	268
GOLF COURSE FUND	
Fund Analysis Summary	273
Golf Course	274
LIQUID FUELS FUND	
Fund Analysis Summary	281
Liquid Fuels	282
NON-UTILITY CAPITAL FUND	
Fund Analysis Summary	287
Non-Utility Capital Detail	288
Non-Utility Capital Project Detail	289
WATER CAPITAL FUND	
Fund Analysis Summary	301
Water Capital Project Detail	302
SEWER CAPITAL FUND	
Fund Analysis Summary	307
Sewer Capital Project Detail	308
CDBG FUND	
CDBG Detail	311
CDBG Project Detail	313

CITY OF BETHLEHEM
CASH BALANCE ANALYSIS
2016 BUDGET

	General Fund	9-1-1 Fund	Water Fund	Sewer Fund	Golf Fund	Liquid Fuels Fund
Cash Balance (Deficit) - 12/31/14*	**$ 5,073,182**	**$ 495,660**	**$ 335,940**	**$ 890,159**	**$ 20,790**	**$ 167,459**
2015 Actual & Estimated Revenues	70,849,075	4,291,191	20,025,380	14,009,800	1,428,500	1,834,180
2015 Actual & Estimated Expenditures	(70,817,357)	(4,183,816)	(19,242,930)	(13,952,081)	(1,407,734)	(1,798,907)
Estimated Cash Balance (Deficit) - 12/31/15	**$ 5,104,900**	**$ 603,035**	**$ 1,118,390**	**$ 947,878**	**$ 41,556**	**$ 202,732**
2016 Estimated Revenues						
Real Estate Taxes	$26,083,217	$ -	$ -	$ -	$ -	$ -
Act 511 Taxes	12,450,650	-	-	-	-	-
City Licenses & Permits	2,829,800	-	-	-	-	-
Fines & Forfeits	450,000	-	-	-	-	-
Grants & Gifts	6,830,889	-	-	-	-	-
Departmental Earnings (Charges for Service)	6,989,826	1,972,000	20,655,000	13,581,739	1,600,000	-
Municipal Recreation	705,000	-	-	-	-	-
General Fund Charges	3,768,637	-	-	-	-	-
Returns & Allowances	3,270,000	-	-	-	-	-
Miscellaneous Revenues	771,981	-	-	-	-	-
Other Operating Revenues	9,700,000	1,661,000	-	693,261	-	-
Intergovernmental	-	-	-	-	-	1,842,459
Total 2016 Estimated Revenues	$73,850,000	$3,633,000	$20,655,000	$14,275,000	$1,600,000	$1,842,459
2016 Expenditure Appropriations						
Personnel Costs	$55,038,339	$1,494,652	$ 3,902,719	$ 3,542,726	$ 570,842	$ 585,000
Materials & Supplies	1,567,246	13,800	446,790	597,420	157,100	420,000
Purchased Services	8,495,972	1,740,384	6,522,078	6,618,886	641,746	548,693
Equipment	564,034	-	-	-	6,500	288,766
Long-Term Debt	6,751,706	384,164	8,727,581	1,830,273	73,812	-
Civic Expenses	1,432,703	-	-	-	-	-
General Fund Charges	-	-	1,065,832	1,685,695	150,000	-
Total 2016 Expenditure Appropriations	$73,850,000	$3,633,000	$20,665,000	$14,275,000	$1,600,000	$1,842,459
Estimated Cash Balance (Deficit) - 12/31/16	**$ 5,104,900**	**$ 603,035**	**$ 1,108,390**	**$ 947,878**	**$ 41,556**	**$ 202,732**

* Source: City's audited general purpose financial statements

THIS PAGE INTENTIONALLY LEFT BLANK

CITY OF BETHLEHEM
GENERAL FUND
FUND ANALYSIS SUMMARY

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers	2015 Actual & Estimated	2016 Proposed Budget
REVENUES:							
Real Estate Taxes							
30011 Real Estate - Current	20,377,745	19,710,752	22,473,767	22,589,003	24,409,749	24,388,000	25,483,217
30050 Real Estate - Prior	553,402	662,867	667,833	680,606	600,000	595,000	600,000
Total Real Estate Taxes	20,931,147	20,373,619	23,141,600	23,269,609	25,009,749	24,983,000	26,083,217
Act 511 Taxes							
30102 Earned Income Taxes	6,409,725	7,365,246	7,541,467	7,323,981	7,531,300	7,606,300	7,771,150
30103 Deed Transfer Tax	806,167	934,533	921,592	994,057	979,200	988,000	994,500
30106 Local Services Tax	1,470,806	1,489,202	1,584,028	1,579,347	1,700,125	1,620,000	1,665,000
30108 Mercantile Tax	1,554,076	1,726,655	1,874,557	1,930,246	1,855,000	2,120,000	2,020,000
Total Act 511 Taxes	10,240,774	11,515,636	11,921,644	11,827,631	12,065,625	12,334,300	12,450,650
City Licenses & Permits							
30201 City Licenses	37,280	30,485	33,205	27,736	40,400	35,000	40,800
30221 Permits	1,165,656	1,153,217	1,585,237	1,464,982	1,550,000	1,450,000	1,600,000
30234 Liquor Licenses	31,450	33,250	30,450	-	33,250	32,500	33,500
30235 CATV Franchise	908,317	926,278	969,532	1,000,750	1,018,875	1,033,000	1,072,700
30236 Mercantile & Business Privilege	58,630	69,277	61,630	80,699	72,000	75,000	82,800
Total City Licenses & Permits	2,201,333	2,212,507	2,680,054	2,574,167	2,714,525	2,625,500	2,829,800
Fines & Forfeits							
30301 Magistrate Fines	547,875	490,821	455,041	439,426	486,000	430,000	450,000
Total Fines & Forfeits	547,875	490,821	455,041	439,426	486,000	430,000	450,000

CITY OF BETHLEHEM
GENERAL FUND
FUND ANALYSIS SUMMARY

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers	2015 Actual & Estimated	2016 Proposed Budget
Grants & Gifts								
30401	Utility Tax Reimbursement	43,951	44,423	40,532	44,390	44,400	44,400	44,400
30402	City Health	1,265,569	1,221,649	939,931	1,039,433	1,569,373	1,350,000	1,377,475
30403	County Bridge Aid	33,262	40,744	40,586	46,482	41,400	41,400	46,500
30404	Spur Route Lighting	51,752	55,834	57,748	54,805	55,550	58,600	56,100
30409	Comm Development Reimb	685,228	426,521	430,787	380,700	350,000	350,000	350,000
30410	Lieu of Taxes	58,670	64,802	68,565	70,336	68,565	70,000	71,000
30412	Urban Forestry Grant	-	33,000	15,000	-	-	-	-
30413	Recycling - Performance Grant	496,521	352,832	365,463	543,857	325,000	391,858	300,000
30414	Recycling - DEP Equipment	-	-	-	-	-	-	55,900
30415	Seat Belt Highway	12,886	10,374	18,491	19,628	17,300	17,300	17,300
30417	Bethlehem Housing Authority	306,523	467,992	382,662	338,212	400,000	375,000	375,000
30420	State Subsidy-Pension	5,036,788	3,028,965	3,235,671	3,225,942	3,355,214	3,352,314	3,489,400
30421	Lehigh Co Auto Theft Task Force	92,870	95,656	99,915	103,529	95,000	100,000	95,000
30422	DUI Overtime Grant	19,828	28,529	40,093	59,580	40,000	40,000	40,000
30424	Northampton Co Drug Task Force	10,043	2,284	9,496	4,135	20,000	5,000	20,000
30428	PEMA Reimbursement	-	297,438	163,620	-	-	-	-
30429	Energy Rebates	-	65,767	-	125,684	-	96,306	-
30430	Medical Admin Fee Reimb	-	148,716	-	-	-	-	-
30432	Lehigh Co Safe Street Intiative	81,507	-	-	-	-	-	-
30436	Police Grant/MPOETC	-	-	-	-	-	-	12,500
30440	Bullet Proof Vest	10,478	7,785	9,533	2,153	11,481	10,500	11,481
30443	FBI Funding-Overtime	56,841	78,169	54,790	48,088	53,000	50,000	53,000
30448	DEA-Task Force	16,810	18,523	17,995	15,365	17,500	16,000	17,500
30452	PA DUI Association	-	-	-	-	925	925	-
30453	Lehigh University	-	-	-	-	100,000	100,000	100,000
30455	Bioterrorism Grant	120,579	150,076	161,984	182,346	16,604	74,862	-
30463	Liquor Control Board Grant	-	15,000	-	46,031	20,000	45,000	20,000
30464	Enterprise Zone Mgr - DCED	-	63,711	-	19,500	50,000	50,000	50,000
30466	Vision 2014 Grant	20,000	10,000	-	-	10,000	10,000	-
30467	EMSOF Grant (EMS)	11,718	-	-	-	-	-	-
30469	Police SRO	232,739	74,009	37,004	78,630	-	-	-
30470	Police JAG	144,942	70,055	104,690	13,699	34,437	25,000	20,000
30472	COPS Grant	-	-	-	141,733	208,333	208,333	208,333
30476	Elm Street Grant	21,128	-	-	-	-	-	-
30477	SAFER Grant	-	-	183,555	380,490	343,410	340,000	-
30478	PA DCED - Fire	-	-	13,098	13,330	-	-	-
Total Grants & Gifts		8,830,633	6,872,854	6,491,209	6,998,078	7,247,492	7,222,798	6,830,889

CITY OF BETHLEHEM
GENERAL FUND
FUND ANALYSIS SUMMARY

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers	2015 Actual & Estimated	2016 Proposed Budget
Departmental Earnings								
30501	Rents, Right of Way	98,173	88,813	91,813	90,848	100,000	96,000	100,000
30503	Sundry Health	207,174	94,355	70,380	73,783	75,000	75,000	102,500
30503L	Food Licenses	-	112,446	124,120	132,370	130,000	130,000	155,826
30504	Street/Survey/Engineer Charges	11,352	31,266	5,045	33,623	75,000	50,000	50,000
30507	Garage Rentals	14,530	13,958	12,495	13,965	15,000	14,500	15,000
30509	Roster Duty Charges	422,820	401,392	445,315	479,844	460,000	460,000	473,800
30512	Misc Police/Fire/EMS	279,992	129,356	418,023	321,905	290,000	295,000	330,400
30514	Special Event OT - Police	222,911	170,701	229,618	266,446	130,000	138,000	132,600
30517	Zoning & Inspection Fees	27,901	36,802	34,376	38,429	35,000	38,000	40,000
30518	Planning Fees	22,390	28,810	21,680	23,380	30,000	37,150	35,000
30519	Ambulance Fees	2,816,506	2,921,129	2,863,197	2,917,579	2,920,000	2,910,000	2,927,300
30520	Recycling	1,680,304	1,778,045	1,807,958	1,813,373	1,805,903	1,808,000	2,118,500
30520A	Recycling-Sale of Materials	855,834	516,639	348,067	290,400	360,000	200,000	200,000
30520B	Recycling-Miscellaneous	6,638	8,434	4,832	6,111	8,000	8,000	8,000
30520C	Recycling-Compost	28,899	48,107	47,233	49,328	40,000	45,000	40,000
30520P	Delinquent Recycling	7,826	8,865	9,235	11,920	8,500	10,200	8,500
30522	Communication Rental Income	196,651	417,177	(15,066)	248,064	220,000	215,000	252,400
Total Departmental Earnings		6,899,901	6,806,295	6,518,321	6,811,368	6,702,403	6,529,850	6,989,826
Municipal Recreation								
30601	Municipal Enterprise	-	155,000	150,000	150,000	150,000	-	150,000
30602	Self-Sustaining Activity	26,690	15,186	4,240	16,045	15,000	23,500	20,000
30603	Recreation Fees	71,211	69,329	77,599	73,714	82,000	93,000	90,000
30604	Swimming Fees	128,315	145,024	145,767	134,112	158,000	140,000	145,000
30605	Skating Rink	152,489	260,474	225,504	280,409	300,000	290,000	300,000
Total Municipal Recreation		378,705	645,013	603,110	654,280	705,000	546,500	705,000
General Fund Charges								
30701	Operations for Capital	125,000	963,613	-	-	-	-	-
30702	Operations for Water	1,001,943	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	36,243	56,353	54,750	53,847	61,200	55,000	62,400
30705	Earned Income Tax Office	70,069	63,227	-	-	-	-	-
30706	Treasurer's Office	187,149	128,265	58,240	48,405	72,750	75,000	72,750
30707	Bethlehem Public Library	5,622	38,239	117,673	105,536	120,000	120,000	122,760
30710	School District	203,783	208,297	184,471	194,176	253,305	250,000	256,700
30713	Bethlehem Parking Authority	-	300,000	375,003	502,085	500,000	500,000	500,000
30714	BPA - Parking Lot Acquisition	-	-	1,200,000	-	-	-	-
30715	Transfer from Water Fund	-	-	689,542	-	-	-	-
30711	Miscellaneous	8,763	1,790	218	366	2,700	500	2,500
Total General Fund Charges		3,324,267	4,511,311	5,431,424	3,655,942	3,761,482	3,752,027	3,768,637
Returns & Allowances								
30800	Returns & Allowances	680,984	513,113	361,131	1,235,300	350,000	325,000	350,000
30820	Sewer - Landfill Payment	400,000	400,000	400,000	400,000	400,000	400,000	400,000
30840	Festival Reimbursement	112,407	128,200	112,146	110,246	115,000	115,000	120,000
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
308901	Cash Balance	-	-	-	-	-	-	1,300,000
Total Returns & Allowances		2,293,391	2,141,313	1,973,277	2,845,546	1,965,000	1,940,000	3,270,000

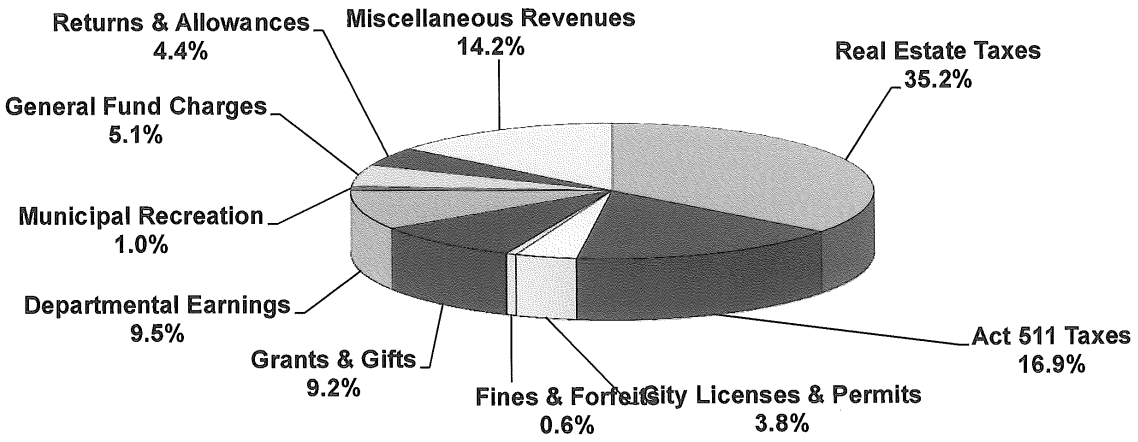
CITY OF BETHLEHEM
GENERAL FUND
FUND ANALYSIS SUMMARY

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers	2015 Actual & Estimated	2016 Proposed Budget
Investment Interest								
30850	Investment Interest	64,649	-	-	-	-	-	20,000
Total Investment Interest		64,649	-	-	-	-	-	20,000
Miscellaneous Revenues								
30900	Miscellaneous Revenues	38,088	81,033	54,947	38,463	85,000	60,000	85,000
30904	Escrow	302,101	-	-	-	105,202	55,000	8,981
309041	Escrow-SLCSRA	-	28,032	-	-	125,000	125,000	-
30908	Sundry	32,648	10,620	56,540	19,494	-	-	-
30909	Sale of Property	-	-	-	-	150,000	-	150,000
30914	First Responder's Fee	-	-	215,358	419,095	550,000	540,000	508,000
30918	9-1-1 Adminstrative Fee	5,848	5,706	5,501	5,501	5,300	5,100	-
30920	Suburban Stakeholder's Agreement	-	-	294,668	-	-	-	-
30921	Sale Leaseback Proceeds	1,200,000	-	-	-	-	-	-
30923	Fleet Repair Reimbursement	5,698	166	4,235	2,275	-	-	-
30926	Insurance Proceeds	-	10,000	53,524	5,458	-	-	-
30927	Host Fee	9,225,404	9,671,366	9,510,984	9,444,824	9,555,000	9,700,000	9,700,000
Total Miscellaneous Revenues		10,809,787	9,806,923	10,195,757	9,935,110	10,575,502	10,485,100	10,451,981
TOTAL GENERAL FUND REVENUES		**66,522,462**	**65,376,292**	**69,411,437**	**69,011,157**	**71,232,778**	**70,849,075**	**73,850,000**
EXPENDITURES BY BUREAU:								
	Elected Officials	856,476	882,427	890,280	905,850	938,373	929,665	988,386
	Administration	1,674,944	1,719,075	1,754,016	1,762,226	1,779,594	1,749,789	1,936,580
	Community & Econ Development	5,316,206	5,020,413	5,072,046	4,854,997	5,042,083	4,887,989	5,220,534
	Parks & Public Property	3,615,735	3,620,629	3,805,438	3,937,724	4,078,908	4,019,885	4,224,938
	Public Works	5,401,653	5,527,814	5,268,462	5,869,291	6,297,045	6,175,099	6,515,470
	Police	12,746,872	13,030,095	13,949,173	14,450,405	15,643,455	15,585,030	16,171,370
	Fire	10,373,978	9,798,841	10,233,978	10,447,493	10,312,817	10,252,071	10,516,113
	General Expenses	17,333,730	16,960,845	19,122,315	15,776,171	20,362,487	20,440,213	21,286,082
	Civic Expenses	1,334,150	1,384,677	1,387,827	1,403,112	1,389,851	1,389,451	1,432,703
	Debt Service	4,686,679	6,217,041	7,480,138	7,429,786	5,388,165	5,388,165	5,557,824
TOTAL GENERAL FUND EXPENDITURES		**63,340,423**	**64,161,857**	**68,963,673**	**66,837,055**	**71,232,778**	**70,817,357**	**73,850,000**
EXPENDITURES BY CATEGORY:								
	Personnel Costs	47,447,309	46,015,698	49,256,966	47,954,860	51,988,467	51,763,291	55,038,339
	Materials & Supplies	1,501,203	1,585,677	1,537,993	1,650,237	1,765,333	1,710,333	1,567,246
	Purchased Services	6,912,766	7,273,803	8,584,655	7,075,903	8,936,741	8,811,741	8,495,972
	Equipment	143,271	369,740	460,641	576,753	459,454	449,609	564,034
	Long-Term Debt	6,001,724	7,532,262	7,735,591	8,176,190	6,692,932	6,692,932	6,751,706
	Civic Expenses	1,334,150	1,384,677	1,387,827	1,403,112	1,389,851	1,389,451	1,432,703
TOTAL GENERAL FUND EXPENDITURES		**63,340,423**	**64,161,857**	**68,963,673**	**66,837,055**	**71,232,778**	**70,817,357**	**73,850,000**

CITY OF BETHLEHEM
GENERAL FUND
REVENUE SUMMARY

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers	2015 Actual & Estimated	2016 Proposed Budget
Real Estate Taxes	$20,931,147	$20,373,619	$23,141,600	$23,269,609	$25,009,749	$24,983,000	$26,083,217
Act 511 Taxes	10,240,774	11,515,636	11,921,644	11,827,631	12,065,625	12,334,300	12,450,650
City Licenses & Permits	2,201,333	2,212,507	2,680,054	2,574,167	2,714,525	2,625,500	2,829,800
Fines & Forfeits	547,875	490,821	455,041	439,426	486,000	430,000	450,000
Grants & Gifts	8,830,633	6,872,854	6,491,209	6,998,078	7,247,492	7,222,798	6,830,889
Departmental Earnings	6,899,901	6,806,295	6,518,321	6,811,368	6,702,403	6,529,850	6,989,826
Municipal Recreation	378,705	645,013	603,110	654,280	705,000	546,500	705,000
General Fund Charges	3,324,267	4,511,311	5,431,424	3,655,942	3,761,482	3,752,027	3,768,637
Returns & Allowances	2,293,391	2,141,313	1,973,277	2,845,546	1,965,000	1,940,000	3,270,000
Investment Interest	64,649	-	-	-	-	-	20,000
Miscellaneous Revenues	10,809,787	9,806,923	10,195,757	9,935,110	10,575,502	10,485,100	10,451,981
Total Revenues	$66,522,462	$65,376,292	$69,411,437	$69,011,157	$71,232,778	$70,849,075	$73,850,000

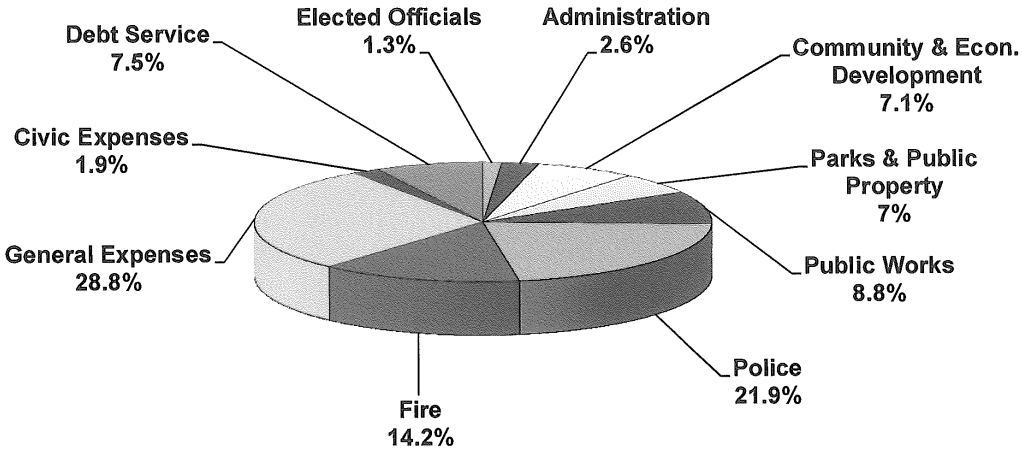
General Fund Revenues



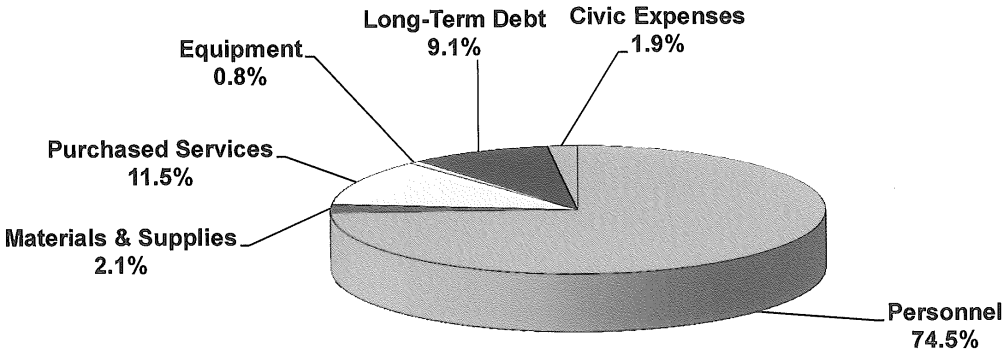
CITY OF BETHLEHEM
GENERAL FUND
BUREAU RESOURCE SUMMARY

Bureau		Personnel	Materials & Supplies	Purchased Services	Equipment	Long-Term Debt	Civic Expenses	2016 Total
0101	Council	$ 236,166	$ -	$ 64,535	$ -	$ -	$ -	$ 300,701
0102	Mayor	190,726	500	5,000	-	-	-	196,226
0103	Controller	192,962	600	4,000	-	-	-	197,562
0104	Treasurer	1,800	-	-	-	-	-	1,800
0105	Law	280,597	-	11,500	-	-	-	292,097
Elected Officials		**902,251**	**1,100**	**85,035**	**-**	**-**	**-**	**988,386**
0201	Administration	203,103	-	42,700	-	-	-	245,803
0202	Information Services	247,128	5,300	225,800	47,500	-	-	525,728
0203	Financial Services	384,226	1,000	5,000	-	-	-	390,226
0205	Purchasing	202,824	17,300	27,450	-	-	-	247,574
0206	Taxes	69,922	-	67,500	-	-	-	137,422
0207	Human Resources	258,302	8,525	123,000	-	-	-	389,827
Administration		**1,365,505**	**32,125**	**491,450**	**47,500**	**-**	**-**	**1,936,580**
0301	Administration	449,043	550	2,360	-	-	-	451,953
0302	Health	1,102,109	5,390	299,295	-	-	-	1,406,794
0303	Code Enforcement	441,907	6,652	15,020	12,650	-	-	476,229
0304	Community Development	231,605	1,330	113,545	-	-	-	346,480
0305	Planning & Zoning	254,995	1,000	89,260	-	-	-	345,255
0307	Recycling	539,711	53,350	1,236,726	65,900	-	-	1,895,687
0309	Housing Inspections	277,918	9,568	4,200	6,450	-	-	298,136
Community & Econ. Development		**3,297,288**	**77,840**	**1,760,406**	**85,000**	**-**	**-**	**5,220,534**
0401	Administration	234,323	2,655	5,570	52,424	-	-	294,972
0405	Building Maintenance	892,133	71,044	989,095	36,365	-	-	1,988,637
0406	Recreation	501,785	95,150	32,900	-	-	-	629,835
0407	Parks Maintenance	1,152,903	61,391	73,700	23,500	-	-	1,311,494
Parks & Public Property		**2,781,144**	**230,240**	**1,101,265**	**112,289**	**-**	**-**	**4,224,938**
0501	Administration	230,391	1,557	1,900	-	-	-	233,848
0502	Engineering	846,857	17,080	86,300	7,548	-	-	957,785
0503	Streets	1,179,101	129,210	55,280	32,929	-	-	1,396,520
050301	Urban Forestry	75,179	1,900	30,300	-	-	-	107,379
0504	Mechanical Maintenance	722,525	72,150	443,750	23,870	-	-	1,262,295
0505	Electrical Maintenance	560,246	46,325	1,369,553	-	311,250	-	2,287,374
0506	Traffic Maintenance	207,639	46,630	1,000	15,000	-	-	270,269
Public Works		**3,821,938**	**314,852**	**1,988,083**	**79,347**	**311,250**	**-**	**6,515,470**
0601	Police	13,577,418	520,147	180,183	146,753	-	-	14,424,501
0602	Communications	1,000	3,750	1,486,500	-	-	-	1,491,250
0603	Records Room	245,119	4,000	6,500	-	-	-	255,619
Police		**13,823,537**	**527,897**	**1,673,183**	**146,753**	**-**	**-**	**16,171,370**
0701	Fire	7,877,471	234,560	96,900	9,500	-	-	8,218,431
0702	EMS	1,981,255	102,632	130,150	83,645	-	-	2,297,682
Fire		**9,858,726**	**337,192**	**227,050**	**93,145**	**-**	**-**	**10,516,113**
0801	General Expenses	19,187,950	46,000	1,169,500	-	882,632	-	21,286,082
General Expenses		**19,187,950**	**46,000**	**1,169,500**	**-**	**882,632**	**-**	**21,286,082**
0901	Civic Expenses	-	-	-	-	-	1,432,703	1,432,703
Civic Expenses		**-**	**-**	**-**	**-**	**-**	**1,432,703**	**1,432,703**
1001	Debt Service	-	-	-	-	5,557,824	-	5,557,824
Debt Service		**-**	**-**	**-**	**-**	**5,557,824**	**-**	**5,557,824**
TOTAL GENERAL FUND		**$ 55,038,339**	**$ 1,567,246**	**$ 8,495,972**	**$ 564,034**	**$ 6,751,706**	**$ 1,432,703**	**$ 73,850,000**

General Fund Expenditures By Department

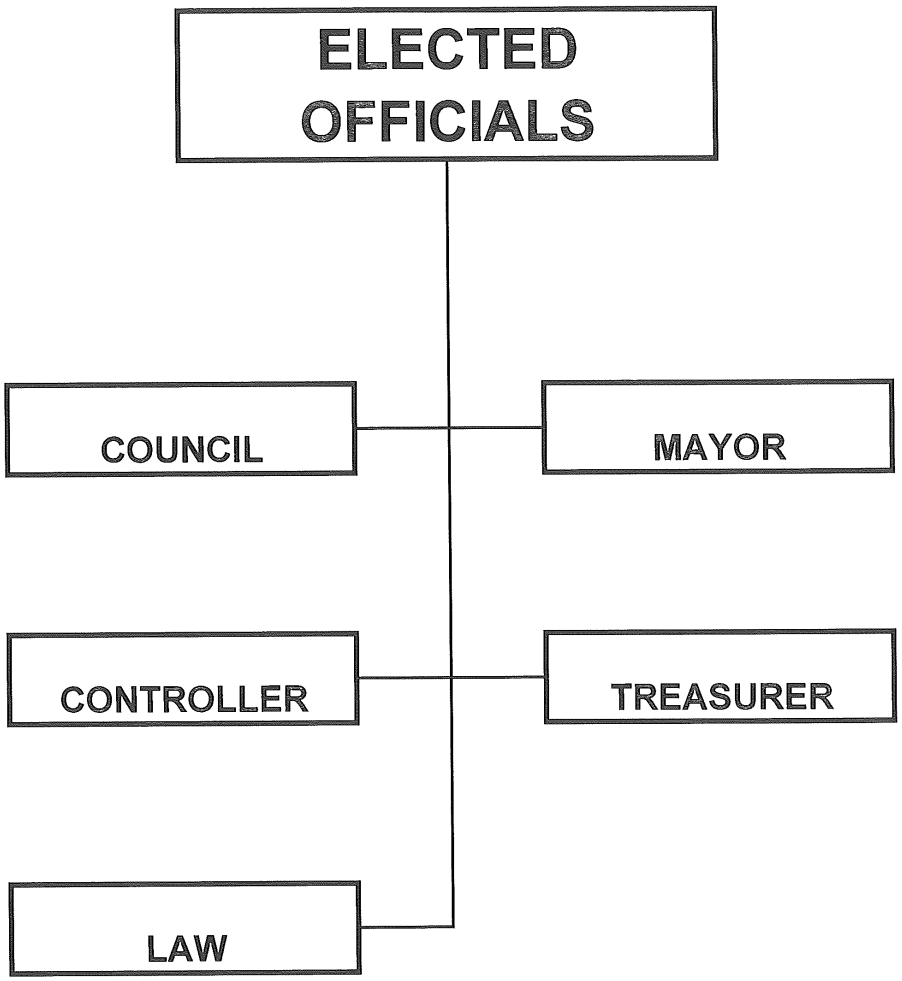


General Fund Expenditures By Category



CITY OF BETHLEHEM
GENERAL FUND
SUMMARY OF POSITIONS

Bureau		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers	2015 Actual & Estimated	2016 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	3	4	4	4	4	4	4
0203	Financial Services	6	6	6	6	6	6	6
0205	Purchasing	3	3	3	3	3	3	3
0206	Taxes	4	4	3	3	1	1	1
0207	Human Resources	3	3	3	3	3	3	3
Administration		**21**	**22**	**21**	**21**	**19**	**19**	**19**
0301	Administration	7	7	7	7	7	7	7
0302	Health	9	9	8	8	8	8	8
0303	Code Enforcement	7	6	6	6	6	6	6
0304	Community Development	1	1	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	3	1	-	-	-	-	-
0309	Housing Inspections	4	3	3	3	2	2	2
Community & Econ. Development		**37**	**33**	**32**	**32**	**31**	**31**	**31**
0401	Administration	3	3	3	3	3	3	3
0405	Building Maintenance	14	14	14	14	13	13	13
0406	Recreation	2	3	3	3	3	3	3
0407	Parks Maintenance	22	22	22	22	22	22	21
Parks & Public Property		**41**	**42**	**42**	**42**	**41**	**41**	**40**
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
Public Works		**65**	**65**	**65**	**65**	**65**	**65**	**65**
0601	Police	150	150	149	154	154	154	154
0602	Communications	-	-	-	-	-	-	-
0603	Records Room	5	5	5	5	5	5	5
Police		**155**	**155**	**154**	**159**	**159**	**159**	**159**
0701	Fire	112	112	112	113	111	111	110
0702	EMS	24	24	24	24	23	23	23
Fire		**136**	**136**	**136**	**137**	**134**	**134**	**133**
TOTAL GENERAL FUND		**477**	**475**	**472**	**478**	**471**	**471**	**469**


ELECTED OFFICIALS
COUNCIL
MAYOR
CONTROLLER
TREASURER
LAW

BUREAU DETAIL

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

Bureau Description:

This bureau carries out the legislative function of government and performs activities related to City Council Meetings and Council Committee meetings, agendas, and correspondence. The Office is the liaison between City Council and the Administration. Legislative functions include review and adoption of the Mayor's Proposed Budget, communication with citizens, representing the City's interest before other political bodies, developing policy, and providing legislative oversight. Records management encompasses record keeping, as mandated by law, including keeping of minutes, preparing and retaining legislation, legislation history, meeting advertisement requirements, and maintaining the City's Code.

Goals and Objectives:

- To review proposals for the effective operation of the City submitted by the Administration.
- To initiate proposals for the City's governance.
- To conduct Public Hearings.
- To respond to citizen's 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 finances.
- To set salaries for elected officials.
- To make appointments to Boards, and Commissions.
- To approve the Mayor's appointments to Authorities, Boards, and Commissions.
- To review and authorize expenditures for the Budget and approve tax rates and issuance of debt.

Prior Year Achievements:

- Conducted more than 11 Committee meetings.
- Adopted more than 33 Ordinances and over 250 Resolutions.
- Adopted Revisions to Article 112, Campaign Finance Reports, to include language for Elected Officials and Committees, notification requirements, and penalties.
- Adopted Revisions to Article 133, Recreation Board, to reflect that appointments are to be made by the Mayor, per new Third Class City Code.
- Adopted Ordinance to increase Treasurer's salary.
- Appointed a Controller to fill the vacancy of the City Controller.
- Adopted Ordinance for the Refunding of General Obligation Bonds and issuance of a General Obligation Bond for Capital Improvement Projects.
- Adopted Ordinance for an Intergovernmental Service Agreement to provide sewer service to Lower Nazareth Borough Municipal Authority to provide water service to an area encompassed within the territorial boundaries Township.
- Adopted Ordinance for an Intergovernmental Service Territory Agreement with Northampton Borough Municipal Authority to provide water service to an area encompassed within the territorial boundaries of Allen and Hanover Townships.
- Adopted Revisions to Article 117, Officers and Employees, to include appointments to the Environmental Advisory Council (EAC) and the Human Relations Commission (HRC).
- Adopted Miscellaneous Zoning Ordinance Agreements.
- Adopted Rezoning Ordinance Amendment to rezone a parcel of property owned by Moravian College from High Density Residential (RT) District to Institutional (I) District.
- Adopted Resolution to receive 9-1-1 funds from the Commonwealth of Pennsylvania.
- Adopted Resolutions for contracts for the Bethlehem Area Public Library Room to Grow Phase III construction.
- Adopted Resolution opposing the route, design, and construction of the PennEast Pipeline Project, as proposed.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0101 COUNCIL

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N005	Council President	1	1	1	1	1	7,600	1	7,600	1	7,600
N010	Councilperson	6	6	6	6	6	42,600	6	42,600	6	42,600
N015	Attorney for Council	1	1	1	1	1	21,766	1	21,766	1	23,281
N020	City Clerk	1	1	1	1	1	62,000	1	62,000	1	66,317
2304	Assistant City Clerk	1	1	1	1	1	50,500	1	50,500	1	58,416
	Total Positions	10	10	10	10	10	184,466	10	184,466	10	198,214
Account Detail											
40001	SALARIES	190,277	195,241	195,011	198,460		182,866		182,866		198,214
40002	LONGEVITY	1,200	1,360	1,440	1,520		1,600		-		-
40003	OVERTIME	285	123	-	751		150		-		150
40004	TEMPORARY HELP	-	-	9,405	16,725		37,802		37,800		37,802
	Personnel	191,762	196,724	205,856	217,456		222,418		220,666		236,166
41013	OFFICE EXPENSE	-	-	-	-		-		-		-
	Materials & Supplies	-	-	-	-		-		-		-
42040	ADVERTISING AND PRINTING	5,674	7,616	3,472	3,512		7,000		5,000		8,000
42055	PROFESSIONAL SERVICES	63,053	62,450	51,384	46,924		49,700		49,000		51,200
42060	OTHER EXPENSES	1,436	1,810	1,770	2,733		5,335		4,000		4,835
42064	EQUIPMENT MAINTENANCE	499	499	499	499		500		499		500
	Purchased Services	70,662	72,375	57,125	53,668		62,535		58,499		64,535
43099	EQUIPMENT	651	1,375	-	-		-		-		-
	Equipment	651	1,375	-	-		-		-		-
Total	CITY COUNCIL	263,075	270,474	262,981	271,124		284,953		279,165		300,701

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	150	OVERTIME
		150 - ASSISTANT CITY CLERK OVERTIME FOR AFTER HOURS MEETINGS
40004	37,802	TEMPORARY HELP
		37,802 - PART-TIME HELP IN CITY CLERK'S OFFICE
42040	8,000	ADVERTISING AND PRINTING
		8,000 - LEGAL ADVERTISEMENTS
42055	51,200	PROFESSIONAL SERVICES
		47,700 - ANNUAL AUDITS
		400 - COUNTY RECORDERS' FEES
		100 - LAW LIBRARY FILING FEES
		3,000 - MICROFILMING/DIGITIZING
42060	4,835	OTHER EXPENSES
		140 - EXPRESS TIMES
		210 - MORNING CALL
		1,650 - MISCELLANEOUS OFFICE EXPENSES - OFFICE SUPPLIES, CARTRIDGE/DRUM FOR LASER PRINTER, NAMEPLATES, GIFTS, HOSTING EVENTS.
		185 - DUES - INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS
		350 - CITY DIRECTORY - POLK
		900 - INSTITUTE OF MUNICIPAL CLERKS
		400 - MINUTE/RESOLUTION/ORDINANCE BOOK
		1,000 - PML CONVENTION-LANCASTER
42064	500	EQUIPMENT MAINTENANCE
		500 - SOFTWARE MAINTENANCE - CLERKS INDEX

THIS PAGE INTENTIONALLY LEFT BLANK

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 a 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 restoring/building community partnerships.
- To focus on Quality of Life/Quality Neighborhoods.

Prior Year Achievements:

- Met with Local, State and Federal officials to discuss issued and projects.
- Completion of the Hoover Mason Trestle on the Steel Stacks Campus
- Added additional pull-in angle parking on Main Street
- Completed overlay on Main Street plus new sidewalks and underground wiring
- Unveiled the City's updated Webpage.
- Press conference on the sustainability initiatives implemented by the City.
- Instituted an administrative gift policy to be followed by all Department Heads and all City employees.
- Lobbied Harrisburg/Sen Browne/Boscola to get funding for Bethlehem's 911 Center.
- Implemented 911 text messaging between Northampton County and the City of Bethlehem
- Initiated new policy for Saucon Park/increased police patrols on weekends at the park.
- Held monthly open door days, second Monday of each month.
- Held 3 Dare to Dare community walks, and town meetings.
- Distributed over 200 fire/smoke detectors through Dare to Care community walks.
- Strong code enforcement oversight through community walks
- Annual visit to block watch groups.
- Implemented a zoned hauling waste management plan for South Bethlehem
- Worked with Business Administrator and Financial Advisory Committee to develop 5 year financial plan.
- Received check from Merchants Bank ($5,000) for the KIZ.
- LVIP Projects announces Primark, Walmart.com, Walmart Distribution Center and Curtis Wright
- Met with our partners the DBA, LVEDC, LVPC, LVIP, LV Chamber, LV Partnership to discuss the City's Focus as it relates to the business community.
- Partnered with Lehigh University and the Friends of the Bethlehem Police Mounted Unit to purchase a new mount (Asa) for the Bethlehem Police Mounted Unit.
- Arranged with Lehigh University the purchase of 30 large flowering planters and 13 new garbage cans.
- Launched joint police bike patrols with Lehigh University Police and the Sands with a focus in South Bethlehem.
- Met regularly with Colleges, Hospitals, Non-Profits, to aid their mission and have them advance the City's mission.
- Groundbreaking for LVHN-Muhlenberg, a 6 story $60 million expansion, obstetrics and rehabilitation unit that will create jobs and provide additional medical services to the residents of Bethlehem and the Lehigh Valley
- Ribbon cuttings: Primark, Retro Fitness, Hatch House, Greenway Patio, Colony Meadery; expansion of SkatePark; Renovation of Flat Iron Building.
- Listed by Huffington Post as one of the 10 most Beautiful U.S. towns to visit in the Fall.
- Supported, with Mayor's Panto and Pawlowski, a study to restart passenger rail service to Philadelphia/New York.
- Negotiated terms for a new tenant at Illick's Mill, the Appalachian Mountain Club.
- Partnered with the Chamber to launch the 275th committee.
- Promoted the pothole and graffiti hotlines.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0102 MAYOR

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N025	Mayor	1	1	1	1	1	90,500	1	90,500	1	90,500
N030	Chief of Staff	1	1	1	1	1	57,960	1	57,960	1	60,969
C073	Mayors Secretary	1	1	1	1	1	34,772	1	34,772	1	39,257
	Total Positions	3	3	3	3	3	183,232	3	183,232	3	190,726
Account Detail											
40001	SALARIES	177,494	183,506	186,506	187,237		183,232		183,232		190,726
40002	LONGEVITY	70	140	240	-		-		-		-
	Personnel	177,564	183,646	186,746	187,237		183,232		183,232		190,726
41013	OFFICE EXPENSE	853	231	273	296		500		480		500
41023	GASOLINE	1,659	1,799	1,776	202		850		-		-
	Materials & Supplies	2,512	2,030	2,049	498		1,350		480		500
42060	OTHER EXPENSES	3,033	3,415	3,277	2,192		3,265		3,265		3,500
420607	CITY EVENTS	268	383	1,460	344		1,500		1,250		1,500
	Purchased Services	3,301	3,798	4,737	2,536		4,765		4,515		5,000
Total	MAYOR	183,377	189,474	193,532	190,271		189,347		188,227		196,226

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
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	1,500	CITY EVENTS 1,500 - SISTER CITY ACTIVITIES/GIFTS, STATE OF THE CITY, ETC.

THIS PAGE INTENTIONALLY LEFT BLANK

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 2016 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.

Prior Year Achievements:

- Attended City Council and Committee meetings as appropriate.
- Served on city-wide committees, task forces and the Pension Board.
- Continued to advocate having Purchase Orders prepared on a timely basis including initiating an invoice review procedure in conjunction with the CI Purchasing Council.
- Reviewed Miscellaneous Accounts Receivable and other A/R as needed as well as reviewed the collection efforts of City Departments.
- 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.
- Reviewed reports produced by the Pension Board's consultant and fund managers.
- Reviewed projected year-end financial results.
- Reviewed disbursements and transfers as necessary to assure proper use of taxpayer dollars.
- Initiated 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 Purchase Order 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 them with an independent report of 2014 bills paid in 2015 as well as 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.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0103 CONTROLLER

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N035	Controller	1	1	1	1	1	49,000	1	49,000	1	49,000
2801	Deputy City Controller	1	1	1	1	1	70,943	1	70,943	1	75,939
C062	Account Clerk II	1	1	1	1	1	45,821	1	45,821	1	47,623
	Total Positions	3	3	3	3	3	165,764	3	165,764	3	172,562
Account Detail											
40001	SALARIES	157,971	149,276	155,118	157,490		164,404		164,404		171,042
40002	LONGEVITY	675	870	1,040	1,200		1,360		1,360		1,520
40003	OVERTIME	41	-	-	-		-		-		-
40004	TEMPORARY HELP	11,237	12,794	14,783	15,734		17,350		17,350		20,400
	Personnel	169,924	162,940	170,941	174,424		183,114		183,114		192,962
41013	OFFICE EXPENSE	392	118	59	541		600		550		600
	Materials & Supplies	392	118	59	541		600		550		600
42032	TRAINING/CONT. EDUCATION	1,342	1,230	1,013	1,198		1,500		1,350		1,500
42060	OTHER EXPENSES	294	1,648	358	302		2,500		1,000		2,500
	Purchased Services	1,636	2,878	1,371	1,500		4,000		2,350		4,000
Total	CONTROLLER	171,952	165,936	172,371	176,465		187,714		186,014		197,562

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	20,400	TEMPORARY HELP 20,400 - FUNDING FOR ONE PART TIME POSITION
41013	600	OFFICE EXPENSE 600 - MISCELLANEOUS OFFICE SUPPLIES
42032	1,500	TRAINING/CONTINUING ED. 1,500 - GFOA-PA, PICPA & LOCAL AUDITOR/CONTROLLER'S CONFERENCES
42060	2,500	OTHER EXPENSES 400 - REFERENCE BOOKS/REPRINTS 500 - EQUIPMENT REPAIRS 600 - LOCAL MILEAGE 500 - PROFESSIONAL DUES 500 - MISCELLANEOUS FURNITURE, OTHER ITEMS

THIS PAGE INTENTIONALLY LEFT BLANK

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N040	Treasurer	1	1	1	1	1	1,300	1	1,300	1	1,800
	Total Positions	1	1	1	1	1	1,300	1	1,300	1	1,800
Account Detail											
40001	SALARIES	1,300	1,300	1,300	1,300		1,300		1,300		1,800
	Personnel	1,300	1,300	1,300	1,300		1,300		1,300		1,800
Total	TREASURER	1,300	1,300	1,300	1,300		1,300		1,300		1,800

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. Retained counsel is selected on merit when special expertise is required. There continues to be an increase in the demand upon the Law Office 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

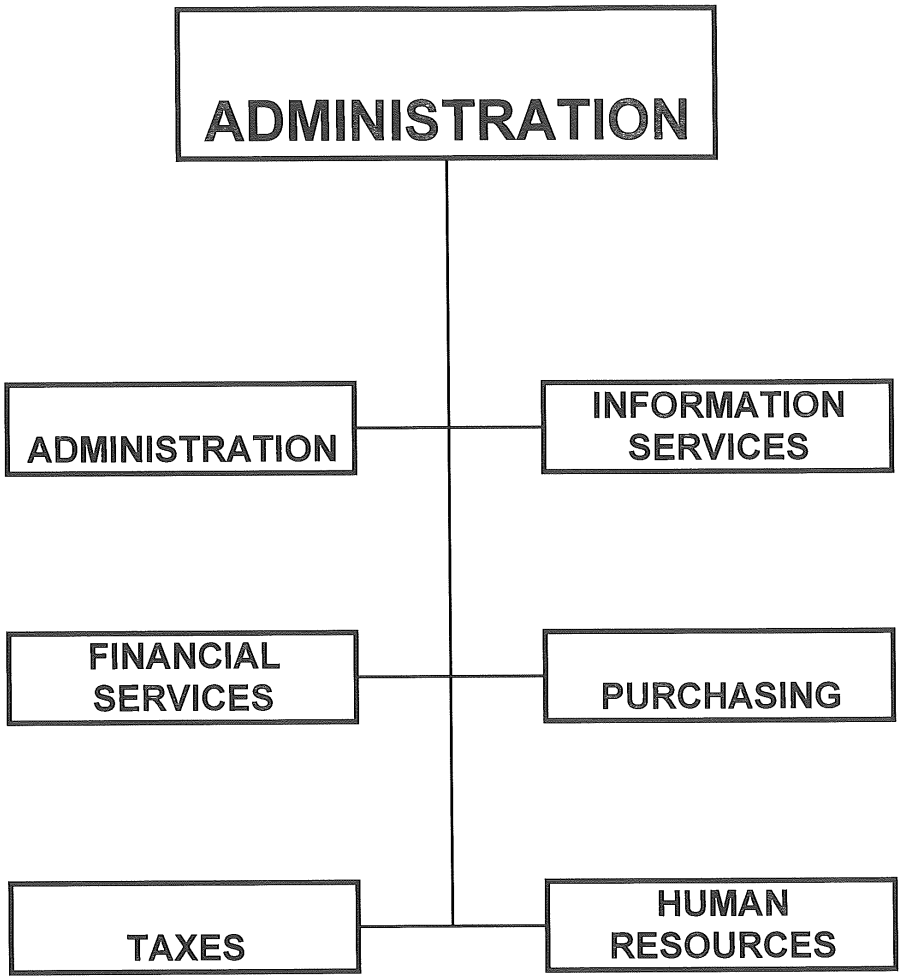
FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0105 LAW

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N045	Solicitor	1	1	1	1	1	52,785	1	52,785	1	56,460
N050	Assistant Solicitor	2	2	2	2	2	102,466	2	102,466	2	109,599
2504	Paralegal	1	1	1	1	1	62,709	1	62,709	1	66,952
2401	Legal Assistant	1	1	1	1	1	45,599	1	45,599	1	47,586
	Total Positions	5	5	5	5	5	263,559	5	263,559	5	280,597
Account Detail											
40001	SALARIES	229,356	248,468	249,932	252,883		261,799		261,799		278,837
40002	LONGEVITY	1,330	1,400	1,680	1,760		1,760		1,760		1,760
	Personnel	230,686	249,868	251,612	254,643		263,559		263,559		280,597
42060	OTHER EXPENSES	6,086	5,375	8,484	12,047		11,500		11,400		11,500
	Purchased Services	6,086	5,375	8,484	12,047		11,500		11,400		11,500
Total	LAW	236,772	255,243	260,096	266,690		275,059		274,959		292,097

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42060	11,500	OTHER EXPENSES 11,500 - 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:

- Refine the Non-Utility Capital Planning process to include a strategic basis for spending plans.
- Pursue a rating improvement from Standard & Poor's, the City's rating agency.
- Establish quarterly financial reviews to increase financial awareness, accountability, and performance within the city.
- To improve the unassigned fund balance of the general fund by taking actions that address existing structural deficiencies.
- Improve the level of technology and systems deployment within the city organization through the launch of a new city website, offering of electronic billing for utility bills, continued development of a field network, and more robust use of existing city enterprise applications.
- Negotiate a new labor agreement with SEIU Local 32BJ.

Prior Year Achievements:

- Reloaded and refined the 5 year financial model and associated discipline within the city organization.
- Developed legitimate, fully loaded income statements for Golf, Recycling and EMS so to more accurately state and actively manage the impact of these business-like activities.
- Successfully restructured water debt, retired the line of credit, and provided new money for the water system. As part of this transaction, generated a sustainable operating model with inclusion of key planned initiatives.
- Developed a paperless process for citywide purchases, planned for January 2016 implementation.
- Established an operational dashboard for cash balance, headcount, 5 year plan results, and historical actual spending by Department.
- Successfully negotiated settlement of a new labor agreement with FOP Star Lodge 20.
- Provided a framework for healthcare expense reduction through new deductibles.
- Refinanced existing debt for Non-Utility Capital at a substantial cost reduction.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0201 ADMINISTRATION

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N055	Business Administrator	1	1	1	1	1	99,360	1	99,360	1	106,277
3301	Director of Budget & Finance	1	1	1	1	1	90,475	1	90,475	1	96,826
	Total Positions	2	2	2	2	2	189,835	2	189,835	2	203,103
Account Detail											
40001	SALARIES	170,589	173,005	176,795	192,720		189,435		189,435		202,623
40002	LONGEVITY	70	140	240	320		400		400		480
	Personnel	170,659	173,145	177,035	193,040		189,835		189,835		203,103
42036	COMMUNICATIONS	35,150	32,732	35,600	35,312		38,000		37,500		38,000
42047	DEPARTMENT CONTRACTS	2,599	2,530	2,064	2,460		2,900		2,750		2,900
42060	OTHER EXPENSES	1,442	2,245	1,574	1,030		1,800		1,800		1,800
	Purchased Services	39,191	37,507	39,238	38,802		42,700		42,050		42,700
Total	ADMINISTRATION	209,850	210,652	216,273	231,842		232,535		231,885		245,803

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42036	38,000	COMMUNICATIONS 38,000 - CELL PHONES FOR ALL CITY DEPARTMENTS 0202 - INFORMATION SERVICES (2) 0301 - COMM DEV ADMIN (1) 0302 - HEALTH (1) 0303 - CODE ENFORCEMENT (4) 0305 - PLANNING (1) 0307 - RECYCLING (3) 0309 - HOUSING INSPECTIONS (4) 0401 - PARKS ADMIN (1) 0405 - BUILDING MAINTENANCE (1) 0407 - PARKS MAINTENANCE (3) 0501 - PUBLIC WORKS ADMIN (1) 0503 - STREETS (3) 050301 - URBAN FORESTRY (1) 0504 - MECHANICAL MAINTENANCE (1) 0505 - ELECTRICAL (3) 0506 - TRAFFIC (1) 0601 - POLICE (36) 0701 - FIRE (15) REPLACEMENT PHONES, BATTERIES, CHARGERS, BELT CLIPS
42047	2,900	DEPARTMENT CONTRACTS 2,900 - LEASE COPIER FOR THE SECOND FLOOR
42060	1,800	OTHER EXPENSES 1,800 - MISCELLANEOUS PA LEAGUE OF CITIES REGISTRATION FEES, TRAVEL, OFFICE SUPPLIES, AND BUDGET BOOK.

THIS PAGE INTENTIONALLY LEFT BLANK

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 or 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:

- Implement City's first email retention and retrieval system.
- Move City Financial Server from physical to virtual environment (this is our last server to move).
- Upgrade SunGard Finance+ (4.3 to 5.1) and Community+ (8.4 to 9.1) applications which will move us to a more current and flexible MS SQL and HTML browser based platform.
- Purchase and Implement New Employee Access Center, Employee Benefits, Personnel Budgeting and P-Card Interfacing applications.
- Purchase and Implement new server for DR/Virtual Center.
- Bring SCADA information/server from WWTP to City Hall.
- Build new public facing custom web map app (Parks).

Prior Year Achievements:

- Eliminated over 2,200 duplicate entities during consolidation (as of 09/17/15).
- Installed Wifi Access Points throughout City Hall for Guest and City-owned device access.
- Expanded Virtual Cloud Infrastructure to accommodate new growth.
- Launched an improved City website that included online access for constituents to do business with our Parks and Recreaction offering. To date, there are 1,987 eGov accounts, 25 Real Estate accounts, 1,375 utility billing accounts, and 1,591 Parks and Rec applicants.
- Developed an implementation plan for New World Systems, including data mapping and the elimination of duplicate entry for commercial establishment inspections.
- Extended our City Network to Illick's Mill Ice Skating Complex (later to Memorial Pool) for POS and WiFi.
- Completed the Upgrade of all City workstations (325+) to MS Office 2010.
- Completed the Upgrade of the City Mail server to Exchange 2010.
- Completed moving all City email accounts (600+) from old email server to mew email server.
- Purchased and installed new fiber optic link from City Hall to WWTP and eliminated WWTP file server.
- Assisted in New World Public Safety System – Go Live in November.
- Launched maps.bethlehem-pa.gov website with 6 public web and mobile GIS apps.
- Launched mobile field editing capabilities for 4 GIS layers.
- Over 1,000 new units added to the C+ Database.
- Trained the user community in Cognos, a report generation to allow users to extract and analyze data.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0202 INFORMATION SERVICES

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3501	Computer Systems Mgr	1	1	1	1	1	97,461	1	97,461	1	104,220
2919	Network Manager	1	1	1	1	1	74,989	1	74,989	1	80,228
2821	Econ Dev Site & GIS Mgr	-	1	1	1	1	71,183	1	71,183	1	76,179
2722	IS Programmer	1	1	1	1	1	67,568	1	67,568	1	72,329
	Total Positions	3	4	4	4	4	311,201	4	311,201	4	332,956
2821	25% Allocated to 20015						(17,796)		(17,796)		(19,045)
2821	25% Allocated to 3001						(17,796)		(17,796)		(19,045)
2722	33% Allocated to 20015						(22,297)		(22,297)		(23,869)
2722	33% Allocated to 3001						(22,297)		(22,297)		(23,869)
							231,015		231,015		247,128
Account Detail											
40001	SALARIES	186,348	219,365	219,365	223,752		228,226		228,226		244,112
40002	LONGEVITY	1,540	1,844	2,334	2,562		2,789		2,789		3,016
40004	TEMPORARY HELP	15,300	14,940	30,640	-		-		-		-
	Personnel	203,188	236,149	252,339	226,314		231,015		231,015		247,128
41014	OPERATING SUPPLIES	25,990	12,656	12,822	3,918		7,400		6,900		5,300
	Materials & Supplies	25,990	12,656	12,822	3,918		7,400		6,900		5,300
42032	TRAINING/CONT. EDUCATION	-	2,250	2,410	160		1,500		1,200		6,000
42047	DEPARTMENT CONTRACTS	104,505	107,382	121,538	135,302		154,460		150,000		137,600
42055	PROFESSIONAL SERVICES	21,531	-	3,325	30,592		54,400		49,000		74,200
42064	EQUIPMENT MAINTENANCE	6,398	7,960	7,817	6,904		8,000		7,800		8,000
	Purchased Services	132,434	117,592	135,090	172,958		218,360		208,000		225,800
43099	EQUIPMENT	9,122	30,569	68,630	111,649		86,220		80,000		47,500
	Equipment	9,122	30,569	68,630	111,649		86,220		80,000		47,500
Total	INFORMATION SERVICES	370,734	396,966	468,881	514,839		542,995		525,915		525,728

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	5,300	OPERATING SUPPLIES
		900 - FUND ACCOUNTING CHECKS
		700 - PRINTER SUPPLIES
		500 - IT PLOTTER SUPPLIES
		1,400 - UPS SUPPLIES
		1,300 - NETWORK CABLE SUPPLIES
		500 - FORMS, TOOLS, POWER STRIPS, COMPUTER ROOM MODS, ETC.
42032	6,000	TRAINING/CONTINUING ED.
		6,000 - IT STAFF TRAINING (MS SQL, ESRI, HTML, ETC.)
42047	137,600	DEPARTMENT CONTRACTS
		NETWORK CONTRACTS AND MAINTENANCE
		50,000 - ETHERPOINT SERVICES
		SPAM & WEB FILTER MAINTENANCE
		200 - DOMAIN REGISTRATION
		5,000 - CODE ENFORCEMENT/FIRE INSPECTOR WIRELESS
		500 - DSL AT WATER TREATMENT PLANT
		SSL CERTIFICATES (WEB SERVER & MAIL SERVER)
		SOFTWARE MAINTENANCE
		119,500 - FINANCIAL SYSTEM
		500 - ACL SOFTWARE (CONTROLLER'S OFFICE)
		15,000 - GIS ESRI MAINTENANCE
		900 - MANAGER PLUS (CITY GARAGE)
		3,500 - MCAFEE MAINTENANCE
		12,600 - VIRTUAL - VMWARE
		5,400 - VIRTUAL - VEEM BACKUP
		500 - WEBSITE MAILING LIST SOFTWARE
		4,000 - HARDWARE MAINTENANCE
		-40,000 - CHARGED TO WATER FUND
		-40,000 - CHARGED TO SEWER FUND
42055	74,200	PROFESSIONAL SERVICES
		18,200 - WEBSITE ADMINISTRATOR
		23,000 - WEBSITE PROJECT DEVELOPEMENT
		25,000 - THIRD PARTY SUPPORT
		18,000 - IT STAFF TRAINING
		-5,000 - CHARGED TO WATER FUND
		-5,000 - CHARGED TO SEWER FUND
42064	8,000	EQUIPMENT MAINTENANCE
		8,000 - HARDWARE/SOFTWARE REPAIR/REPLACEMENT FOR COMPONENTS NOT COVERED BY A MAINTENANCE CONTRACT
43099	47,500	EQUIPMENT
		7,500 - NETWORK COMPONENTS
		38,500 - UPGRADE SLOWEST CPU'S
		1,500 - DEPT REQUESTS - PUBLIC WORKS

THIS PAGE INTENTIONALLY LEFT BLANK

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:

- Examine all opportunities that are offered by TD bank that will make our daily tasks more efficient and enable us to focus on more value-added activities. (Lockbox Retail Services, TD Presentment and Payment Services)
- Adapt current processes to the anticipated software upgrade.
- Analyze the financial profitability of the various activities offered by the Golf Enterprise.
- To prudently manage the City's cash flow issues faced during the fiscal year (especially the last six months of the year). Chart projected monthly financial activity in order to help others understand the challenges that are faced when trying to meet payrolls, pension obligations, and debt service payments. Encourage ownership attitude among City employees when evaluating performances of the individual City enterprises.

Prior Year Achievements:

- Formed new banking relationship with TD bank which created a net savings of $94,000. The savings is comprised of $65,000 of interest income (across all funds) and reduction bank fees of $29,000. TD Bank offers a variety of services that will benefit both the City and its citizens. During the selection process, we reviewed current status of our banking needs and adjusted for the future.
- Assisted the Parks Department with the implementation of the Parks and Recreation software. The new software provided customers with more convenient ways to make payments to the City.
- Continued to work with the Purchasing Council to update electronic PO process. The streamlining of the current ordering, receiving, and payment process will create savings for the City financially. In addition, a data base will be generated that can be used when making decisions about future purchases.
- Reclaimed audit calculations that were processed by the Controller's Office in the past due to limited number of accounting professionals in Financial Services.
- Provided current employees with educational opportunities so they can meet the demands of ever changing technology.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0203 FINANCIAL SERVICES

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3503	Director of Fin Services	1	1	1	1	1	97,301	1	97,301	1	104,060
2822	Financial Ops Accountant	1	1	1	1	1	59,314	1	59,314	1	70,201
2723	Mgr Accounts Payable	1	1	1	1	1	62,720	1	62,720	1	72,170
2105	Admin. Support Assistant	-	-	1	1	1	39,286	1	39,286	1	44,068
C062	Account Clerk II	3	3	2	2	2	90,122	2	90,122	2	93,727
	Total Positions	6	6	6	6	6	348,743	6	348,743	6	384,226
Account Detail											
40001	SALARIES	309,517	318,739	323,822	321,678		346,663		346,663		381,826
40002	LONGEVITY	2,310	2,610	3,360	1,520		2,080		2,080		2,400
40004	TEMPORARY HELP	27,992	28,919	14,127	-		-		-		-
	Personnel	339,819	350,268	341,309	323,198		348,743		348,743		384,226
41013	OFFICE EXPENSE	547	487	424	558		1,000		750		1,000
	Materials & Supplies	547	487	424	558		1,000		750		1,000
42048	BANK SERVICE CHARGE	997	576	227	455		750		700		1,000
42060	OTHER EXPENSES	2,092	1,841	1,876	2,077		2,950		2,500		4,000
	Purchased Services	3,089	2,417	2,103	2,532		3,700		3,200		5,000
Total	FINANCIAL SERVICES	343,455	353,172	343,836	326,288		353,443		352,693		390,226

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	1,000	OFFICE EXPENSE 1,000 - ENVELOPES, BANKER BOXES, OFFICE SUPPLIES, MISCELLANEOUS SUPPLIES NOT NORMALY STOCKED
42048	1,000	BANK SERVICE CHARGE 1,000 - DEPOSIT BOOKS, MANUAL CHECKS, DEPOSIT BAGS, MISC BANKING SUPPLIES
42060	4,000	OTHER EXPENSES 2,300 - EQUIPMENT PARTS AND REPAIRS NOT COVERED BY MAINTENANCE AGREEMENTS GOVERNMENT FINANCE OFFICERS ASSOCIATION DUES CONTINUING PROFESSIONAL EDUCATION EXPENSES, CPA LICENSES, PICPA DUES UNFORESEEN EXPENSES 500 - COPIER MAINTENANCE CONTRACT 1,200 - GFOA-PA AUDITOR/CONTROLLER'S CONFERENCE

THIS PAGE INTENTIONALLY LEFT BLANK

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, prepares and reviews bid specifications, provides product testing and new product research. This bureau leverages purchases city wide with preferred vendors to reduce costs and create efficiency across all City departments. This bureau also encumbers all City obligations upon proper authorization and verification by the respective bureaus.

Goals and Objectives:

- Create Vendor Managed Inventory (VMI) and on-line catalogs with preferred vendors for a variety of commodities (janitorial supplies, clothing, MRO).
- Develop robust Procurement card policies and procedures.
- Reduce costs through vendor consolidation.
- Fully implement electronic Requisition to Pay process including workflow, electronic receiving and electronic PO transmittal.
- Develop contract templates and standard Terms and Conditions in an effort to eliminate the non-value added legal review of standard construction, maintenance and employment agreements.
- Develop business plan for paying our vendors via ACH instead of checks.
- Roll-out discount payment terms to all vendors to reduce costs and maximize cash flow.

Prior Year Achievements:

- Defined requisition to pay (RTP) roles and responsibilities and streamlined process for Blanket Purchase Orders.
- Established new workflow from Requisition to Purchase Order to reduce confirming PO's.
- Streamlined office supply ordering by utilizing preferred vendor's on-line catalog.
- Consolidated glove purchases across all Departments with one preferred vendor which enabled price reductions and allowed for streamlined order process via vendor's on-line ordering management system.
- Held on-line auction for surplus materials including items such as vehicles and street lights.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0205 PURCHASING

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3202	Purchasing Director	1	1	1	1	1	77,903	1	77,903	1	91,776
2407	Supv of Print/Mail Oper	1	1	1	1	1	59,785	1	59,785	1	63,824
C065	Secretary II	1	1	1	1	1	45,421	1	45,421	1	47,224
	Total Positions	3	3	3	3	3	183,109	3	183,109	3	202,824
Account Detail											
40001	SALARIES	167,491	178,896	178,765	182,231		179,109		179,109		200,344
40002	LONGEVITY	2,960	3,130	3,680	3,840		4,000		4,000		2,480
	Personnel	170,451	182,026	182,445	186,071		183,109		183,109		202,824
41013	OFFICE EXPENSE	23,052	12,900	15,027	15,074		21,000		18,000		17,000
41016	UNIFORMS/SAFETY SHOES	263	322	257	367		300		250		300
	Materials & Supplies	23,315	13,222	15,284	15,441		21,300		18,250		17,300
42032	TRAINING/CONT. EDUCATION	-	-	-	-		-		-		5,000
42040	ADVERTISING AND PRINTING	4,496	3,284	5,582	4,741		6,000		5,300		6,000
42047	DEPARTMENT CONTRACTS	10,026	10,332	10,020	8,522		13,900		11,750		13,900
42060	OTHER EXPENSES	2,613	1,441	1,027	5,674		2,800		2,750		2,550
	Purchased Services	17,135	15,057	16,629	18,937		22,700		19,800		27,450
Total	PURCHASING	210,901	210,305	214,358	220,449		227,109		221,159		247,574

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	17,000	OFFICE EXPENSE 17,000 - PAPER, ENVELOPES, COPY CARTRIDGES, INK, SUPPLIES, AND OFFICE SUPPLIES THAT ARE USED BY ALL DEPARTMENTS.
41016	300	UNIFORMS/SAFETY SHOES 300 - SHOES, SHIRTS, & PANTS
42032	5,000	TRAINING/CONTINUING ED. 5,000 - PROFESSIONAL DEVELOPMENT/CONTINUING EDUCATION/ CONFERENCE FEES/LODGING NIGP, PAPPA, LVCPC, NAPW DUES & MEMBERSHIPS GRAINGER CONFERENCE
42040	6,000	ADVERTISING AND PRINTING 6,000 - LEGAL ADS FOR BIDS
42047	13,900	DEPARTMENT CONTRACTS LEASE/PURCHASE AGREEMENTS: 2,400 - NEOPOST IN 700 5,000 - XEROX 245 5,000 - XEROX 4590 MAINTENANCE AGREEMENTS 1,500 - MULTIGRAPHICS 1650 OFFSET PRESS
42060	2,550	OTHER EXPENSES 1,900 - NIGP SUBSCRIPTION FEE 100 - MILEAGE FOR PERSONAL VEHICLE USE 200 - SMALL REPAIRS TO PRINTING PRESSES 250 - UPGRADES FOR UPS & FEDEX SERVICES 100 - MISCELLANEOUS ITEMS

THIS PAGE INTENTIONALLY LEFT BLANK

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 with the collection of the Business Privilege and Mercantile Tax in accordance with appropriate enabling legislation. Significant activities include Taxpayer assistance, City Real Estate billing, file maintenance and receipt reconciliation. This Bureau also reconciles and audits bi-monthly collections of Business Privilege from Tri-State Financial. 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:

- Process and Complete Lehigh and Northampton County Real Estate Reports, Transfers, Court Order adjustments and Interim billings.
- Work closely with Tri-State Financial Group providing them with sources for additional revenue through business licensing.
- Once available, use Keystone Financial's Earned Income Tax portal to compare and contrast their data with city data in order to optimize EIT collections.
- Monitor Special Events Permitting, enforcing Business Privilege requirements.
- Provide Taxpayer assistance, and serve as a liaison between City Residents and 3rd Party Collectors Tri-State Financial Group and Keystone Collections Group.
- Cooperate with other Departments when information and assistance is requested.

Prior Year Achievements:

- Administered and calculated the Bethlehem City Real Estate Tax, maintaining database, issuing Interim Bills and processing Court Orders.
- Identified Search Ability of Tax Incentivized zones LERTA, CRIZ, and TIF properties in Community Plus Database and Cognos Reports.
- Transitioned the role of the Tax Office Business Privilege interest to a process quality and audit function, resulting in the highest one year collection rates for business privilege and mercantile tax.
- Audited and assisted in processing of Entity Consolidation in Community Plus database.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0206 TAXES

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2802	Senior Tax Auditor	1	1	1	1	-	-	-	-	-	-
2602	Tax Auditor	1	1	1	1	1	65,380	1	65,380	1	69,922
C063	Tax Clerk	2	2	1	1	-	-	-	-	-	-
	Total Positions	4	4	3	3	1	65,380	1	65,380	1	69,922
Account Detail											
40001	SALARIES	228,717	206,490	170,032	153,542		64,100		64,100		68,562
40002	LONGEVITY	4,210	3,890	3,680	2,960		1,280		1,280		1,360
40004	TEMPORARY HELP	42,750	48,375	40,688	-		-		-		-
	Personnel	275,677	258,755	214,400	156,502		65,380		65,380		69,922
41025	POSTAGE	16,168	6,861	2,735	1,357		2,000		1,650		-
	Materials & Supplies	16,168	6,861	2,735	1,357		2,000		1,650		-
42040	ADVERTISING AND PRINTING	1,725	361	26	12		1,500		1,000		1,500
42055	PROFESSIONAL SERVICES	6,718	9,581	46,763	56,646		62,500		62,250		64,500
42060	OTHER EXPENSES	1,027	1,063	952	437		1,500		750		1,500
	Purchased Services	9,470	11,005	47,741	57,095		65,500		64,000		67,500
Total	TAXES	301,315	276,621	264,876	214,954		132,880		131,030		137,422

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42040	1,500	ADVERTISING AND PRINTING
		1,500 - ENVELOPES & FORMS RULES AND REGULATIONS TAXPAYER BILL OF RIGHTS - DISCLOSURE STATEMENTS
42055	64,500	PROFESSIONAL SERVICES
		1,500 - TO BE USED TO FORWARD COSTS FOR FILING CIVIL ACTIONS AGAINST DELINQUENT EMPLOYERS AND TAXPAYERS. THIS IS A REIMBURSED EXPENSE, MEANING THAT WHEN JUDGMENTS ARE WON IN COURT THE DEFENDANT MUST PAY THE CITY'S FILING COSTS IN ADDITION TO THE DELINQUENT TAXES, PENALTIES AND INTEREST.
		60,000 - TRI-STATE FINANCIAL GROUP CONTRACT CHARGES
		3,000 - NORTHAMPTON COUNTY TCC ASSESSMENT
42060	1,500	OTHER EXPENSES
		1,500 - MISCELLANEOUS OFFICE EXPENSES, TRAVEL COSTS, AND OTHER UNFORESEEN EXPENSES.

THIS PAGE INTENTIONALLY LEFT BLANK

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:

- Conduct compensation study for non-union positions in order to refine existing pay grades in alignment with the market and enable City to develop and propose a system of merit based pay compensation management.
- Implement the new Sungard HR benefits module in order to manage employee information more efficiently and in compliance with ACA Regulations.
- Assist in ongoing negotiations of collective bargaining agreements SEIU.

Prior Year Achievements:

- Assisted in negotiation of collective bargaining agreement with FOP.
- Assisted in settlement of arbitration with SEIU regarding permanent part-time employees.
- Implemented process for current employees and new hires to bring City into compliance with Act 153 regulations requiring background checks for employees working in direct contact with children.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

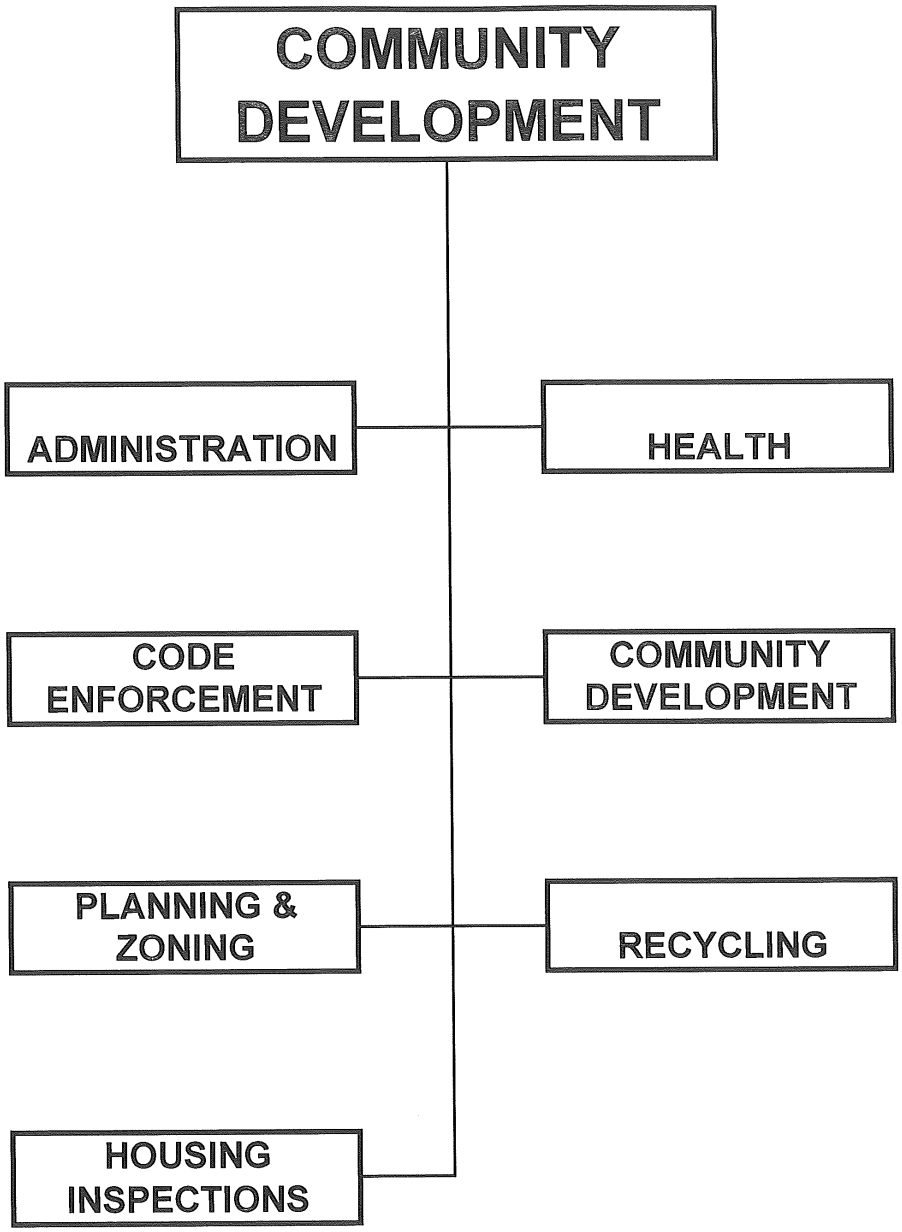
FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0207 HUMAN RESOURCES

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3202	Director of HR	1	1	1	1	1	84,654	1	84,654	1	92,496
2610	Compensation Coordinator	1	1	1	1	1	50,949	1	50,949	1	58,443
2400	Benefits Coordinator	1	1	1	1	1	53,474	1	53,474	1	62,586
	Total Positions	3	3	3	3	3	189,077	3	189,077	3	213,525
Account Detail											
40001	SALARIES	180,047	189,755	157,702	157,405		187,797		187,797		212,005
40002	LONGEVITY	1,470	1,610	480	1,120		1,280		1,280		1,520
40003	OVERTIME	1,455	222	-	-		-		-		-
40004	TEMPORARY HELP	37,911	39,306	39,149	39,842		41,330		41,330		42,777
40011	EDUCATION INCENTIVE BONUS	522	600	300	-		3,000		1,000		2,000
	Personnel	221,405	231,493	197,631	198,367		233,407		231,407		258,302
41013	OFFICE EXPENSE	3,580	4,501	4,124	1,383		4,725		4,500		8,525
	Materials & Supplies	3,580	4,501	4,124	1,383		4,725		4,500		8,525
42032	TRAINING/CONT. EDUCATION	533	3,016	10,366	16,350		13,700		13,700		18,500
42055	PROFESSIONAL SERVICES	-	-	-	-		-		-		65,000
42060	OTHER EXPENSES	1,126	1,806	1,009	1,187		1,800		1,500		1,500
42067	RECRUITING & TESTING	12,045	30,543	32,662	36,567		37,000		36,000		38,000
	Purchased Services	13,704	35,365	44,037	54,104		52,500		51,200		123,000
Total	HUMAN RESOURCES	238,689	271,359	245,792	253,854		290,632		287,107		389,827

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40001	212,005	SALARIES
		189,077 - SALARIES
40004	42,777	TEMPORARY HELP
		42,777 - COMPLIANCE OFFICER SALARY
40011	2,000	EDUCATION INCENT BONUS
		2,000 - EDUCATION INCENTIVE BONUS FOR NON-UNIFORMED PERSONNEL.
41013	8,525	OFFICE EXPENSE
		200 - PRINTING - EMPLOYEE HANDBOOK, UNION CONTRACT
		250 - MANDATORY LABOR LAW POSTERS
		8,000 - FORMS PRINTING - W2, 1095 C, AND ENVELOPES
		75 - ORIENTATION MATERIALS
42032	18,500	TRAINING/CONTINUING ED.
		1,500 - GENERAL HR TRAINING
		600 - BENEFITS/PAYROLL TRAINING
		200 - PROFESSIONALISM/ER TRAINING
		200 - SAFETY/WELLNESS TRAINING
		16,000 - CLASS A COMMERCIAL DRIVER'S LICENSE
42055	65,000	PROFESSIONAL SERVICES
		65,000 - COMPENSATION STUDY - ANALYSIS OF NON-UNION POSITIONS IN ORDER TO REFINE EXISTING PAY GRADES IN ALIGNMENT W/ THE MARKET AND ENABLE CITY TO INSTITUTE MERIT BASED PAY INCREASES.
42060	1,500	OTHER EXPENSES
		700 - MEMBERSHIPS
		450 - LOCAL ASSOCIATION MEETINGS
		150 - MILEAGE REIMBURSEMENT
		200 - MISCELLANEOUS ITEMS
42067	38,000	RECRUITING & TESTING
		13,000 - POLICE PROMOTIONAL TESTING
		10,000 - FIRE PROMOTIONAL TESTING
		15,000 - 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.

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N060	Dir Comm & Econ Dev	1	1	1	1	1	95,220	1	95,220	1	101,849
N070	Deputy Dir Comm Dev	-	-	-	-	1	70,834	1	70,834	1	83,788
2906	Housing & CD Planner	1	1	1	1	-	-	-	-	-	-
2724	Business Manager	1	1	1	1	1	64,122	1	64,122	1	71,929
C072	Departmental Secretary	1	1	1	1	1	47,037	1	47,037	1	48,917
C065	Secretary II	3	3	3	3	3	136,903	3	136,903	3	142,310
	Total Positions	7	7	7	7	7	414,116	7	414,116	7	448,793
Account Detail											
40001	SALARIES	358,689	377,267	381,532	394,751		411,316		411,316		445,673
40002	LONGEVITY	1,785	2,200	2,160	2,800		2,800		2,800		3,120
40003	OVERTIME	95	-	49	-		250		100		250
40004	TEMPORARY HELP	-	-	-	-		7,500		6,500		-
	Personnel	360,569	379,467	383,741	397,551		421,866		420,716		449,043
41013	OFFICE EXPENSE	265	524	159	342		550		500		550
41025	POSTAGE	1,500	1,024	669	612		712		700		-
	Materials & Supplies	1,765	1,548	828	954		1,262		1,200		550
42032	TRAINING/CONT. EDUCATION	60	653	637	-		500		400		500
42060	OTHER EXPENSES	1,112	1,488	1,308	1,774		1,360		1,350		1,860
	Purchased Services	1,172	2,141	1,945	1,774		1,860		1,750		2,360
Total	ADMINISTRATION	363,506	383,156	386,514	400,279		424,988		423,666		451,953

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	250	OVERTIME 250 - SECRETARIAL OVERTIME FOR AFTER HOURS MEETINGS AND SPECIAL REPORTS.
41013	550	OFFICE EXPENSE 550 - PURCHASE OF OFFICE SUPPLIES
42032	500	TRAINING/CONTINUING ED. 500 - TRAINING/CONTINUING ED.
42060	1,860	OTHER EXPENSES 400 - MEETING EXPENSES 500 - TRAVEL/MILEAGE 90 - BUSINESS CARDS 300 - PRINTER/FAX SERVICE 220 - OTHER MISCELLANEOUS EXPENSES 350 - DUES

THIS PAGE INTENTIONALLY LEFT BLANK

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:

- To 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.
- To develop and implement a three year strategic plan outlining the health bureau's focus areas.
- Address the areas that were identified as weaknesses in the accreditation process: involving the target audience in program development and promotion, updating policies and procedures, and cultural competency.
- Increase revenue from insurance billing by actively promoting the health bureau's services to the general public and expanding the services that are billed.
- To advance the employee wellness program to improve employee and family health status in an effort to decrease healthcare utilization costs.
- To collaborate with community partners to address access to sustainable foods and agriculture through a Food Policy Council.
- To provide community breastfeeding training and workplace initiatives to increase support for mothers and awareness of the laws supporting breastfeeding mothers.
- To increase community child abuse training and reporting using the research based Front Porch Project® training and updated mandated reporting training.
- To advance the food safety program by obtaining additional funding to support the program and to successfully complete a minimum of two (2) FDA Model Program Standards.
- To continue to improve the quality of life of Bethlehem residents through surveillance, inspection, and remediation of health hazards associated with the built environment. This includes the Public Health Nuisance Abatement and Healthy Homes Programs.

Prior Year Achievements:

- Submitted all necessary documentation and requirements to the Public Health Accreditation Board to successfully demonstrate accountability in meeting core public health standards.
- Implemented a performance management system to improve the services and programs we offer through measured performance in meeting key standards and targets.
- Began billing insurance companies for services for family planning, immunizations and sexually transmitted diseases through electronic health records.
- Created a new Employee wellness program that encourages employees to work on the top 5 high cost chronic diseases.
- Precepted 10 undergraduate, graduate and dietetic interns and 3 volunteers and nursing students from various colleges and universities, providing the students hands on public health/community health experience.
- Successfully completed 2 of the 9 Food Safety Standards as described in the FDA Voluntary National Food Regulatory Program Standards, improving food code regulations and food inspection policy and procedures.
- Received, investigated and abated approximately 950 (year to date) complaints of public health code violations.
- Active in collaborating and promoting fresh fruits and vegetable in the community through promoting a Community Supported Agriculture and being a part of the LV Food Policy initiative.
- Achieved 4 out of 5 Gold Medals for the Let's Move Cities, Town's and Counties initiative.
- Successfully integrated electronic health records for all clinic services provided by BHB.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N065	Health Bureau Director	1	1	1	1	1	83,800	1	83,800	1	89,634
N070	Medical Director	1	1	-	-	-	-	-	-	-	-
3031	Dir of EMV Health Prog	1	1	1	1	1	78,779	1	78,779	1	84,276
3030	Dir Chronic/Disease Ed Pr	1	1	1	1	1	79,019	1	79,019	1	84,516
3003	Dir of MCH Prog/Nursing	1	1	1	1	1	78,939	1	78,939	1	84,436
2721	Sanitarian	1	1	1	1	1	56,135	1	56,135	1	66,123
M107	Environmental Health Tech	1	1	1	1	1	52,992	1	52,992	1	55,064
C084	Office Manager	1	1	1	1	1	50,408	1	50,408	1	52,372
C068	Health Secretary	1	1	1	1	1	46,461	1	46,461	1	46,903
	Total Positions	9	9	8	8	8	526,533	8	526,533	8	563,324
Account Detail											
40001	SALARIES	505,778	516,203	468,403	497,332		518,933		518,933		556,604
40002	LONGEVITY	5,600	6,330	6,640	7,120		7,600		7,600		6,720
40003	OVERTIME	-	-	123	-		-		-		-
40004	TEMPORARY HELP	513,106	529,898	471,951	479,698		512,133		490,000		538,785
	Personnel	1,024,484	1,052,431	947,117	984,150		1,038,666		1,016,533		1,102,109
41013	OFFICE EXPENSE	687	779	690	865		800		750		800
41014	OPERATING SUPPLIES	935	1,130	1,389	1,400		1,400		1,400		1,350
41016	UNIFORMS/SAFETY SHOES	759	203	103	209		530		350		590
41023	GASOLINE	3,404	2,829	2,821	2,599		4,200		3,000		2,650
41025	POSTAGE	2,710	2,829	3,321	2,636		3,000		2,750		-
	Materials & Supplies	8,495	7,770	8,324	7,709		9,930		8,250		5,390
42032	TRAINING/CONT. EDUCATION	562	1,433	1,463	659		1,500		1,200		1,500
42040	ADVERTISING AND PRINTING	667	343	879	742		1,000		750		1,000
42060	OTHER EXPENSES	26,440	13,791	21,138	25,623		28,500		26,500		35,900
42070	CLINIC SERVICE	63,299	31,148	62,275	52,669		71,500		62,000		71,400
42171	HEALTHY HOMES	3,416	1,629	2,338	-		4,500		2,500		4,500
42172	PEDIATRIC OUTREACH	5,217	1,667	6,484	7,484		11,700		8,000		8,250
42172E	MCH INITIATIVE	-	1,300	-	3,674		12,127		10,000		4,627
42174	FOOD SAFETY	-	-	-	5,955		7,975		6,000		5,000
42175	LEAD HAZARD	127,147	157,356	88,084	152,275		79,036		78,000		4,500
42176	AIDS PROGRAM	1,313	568	4,104	1,773		752		700		1,959
42177	IMMUNIZATION OUTREACH	32,185	32,983	17,102	13,043		16,826		14,000		12,236
42177E	IMMUNIZATIONS EDU PRGM	-	-	-	-		577		200		577
42178	INJURY PREVENTION GRANT	22,010	25,593	26,670	8,673		-		-		-
42179	STRATEGIC PLANNING GRANT	-	12,050	-	-		-		-		-
42180	OPANAC	2,755	-	-	-		-		-		-
42181	HEALTHY WOMEN 50+	65,420	71,755	92,374	63,414		100,000		70,000		80,000
42185	TB PROGRAM	513	2,198	8,661	4,640		2,626		1,250		260
42186	DIABETES - NACCHO GRANT	237	1,251	993	-		-		-		-
42187E	ELECTRONIC HEALTH RECORD	-	-	-	-		10,000		5,000		5,000
42190	HEALTH-HIGHWAY SAFETY PGM	-	-	-	3,238		3,159		2,900		3,159
42190E	CHRONIC DISEASE HLTH EDU	2,206	2,463	-	35		4,362		3,000		3,000
42192	TOBACCO PROGRAM	-	-	-	225		-		-		-
42193	PUBLIC HEALTH PREAREDNESS	17,095	31,951	34,788	53,448		36,604		35,000		56,427
42199	MEDICAL RESERVE CORPS	47,381	5,775	-	-		-		-		-
	Purchased Services	417,863	395,254	367,353	397,570		392,744		327,000		299,295
43099	EQUIPMENT	29,607	-	-	-		-		-		-
	Equipment	29,607	-	-	-		-		-		-
Total	HEALTH	1,480,449	1,455,455	1,322,794	1,389,429		1,441,340		1,351,783		1,406,794

* - Expense account is 100% grant reimbursed.

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	538,785	TEMPORARY HELP
		87,042 - PUBLIC HEALTH PREPAREDNESS/MEDICAL RESERVE CORP**
		69,511 - MATERNAL CHILD HEALTH **
		103,779 - HIV/AIDS PROGRAM **
		3,000 - TB PROGRAM OUTREACH **
		113,922 - IMMUNIZATION PROGRAM **
		2,783 - LEAD HAZARD CONTROL HEALTHY HOMES**
		2,483 - FRONT PORCH PROJECT**
		48,029 - ENVIRONMENTAL HEALTH SUPPORT
		48,029 - HIGHWAY SAFETY**
		5,970 - HEALTHY WOMAN**
		47,393 - TOBACCO**
		1,514 - CHRONIC DISEASE ESCROW**
		5,330 - MATERNAL FAMILY HEALTH SERVICES**
41013	800	OFFICE EXPENSE
		800 - OFFICE SUPPLIES THAT ARE NOT NORMALLY STOCKED BY THE PURCHASING BUREAU
41014	1,350	OPERATING SUPPLIES
		100 - POOL TESTING CHEMICALS
		600 - DOSIMETRY BADGES & AREA MONITOR-REQUIRED
		300 - SOLID WASTE/NUISANCE ABATEMENT SUPPLIES
		350 - ENVIRONMENTAL TELECOM AND INSPECTION SUPPLIES
41016	590	UNIFORMS/SAFETY SHOES
		390 - SAFETY SHOES ENVIRONMENTAL STAFF
		200 - INSPECTION/HOME VISIT UNIFORM
41023	2,650	GASOLINE
		2,650 - GAS FOR CAR NOS.541, 05, 16, 454 AT $2.52/GALLON
42032	1,500	TRAINING/CONTINUING ED.
		1,500 - APHA ANNUAL MEETING (DIRECTOR, PROGRAM DIRECTORS FOOD AND DRUG MEETING AND CONFERENCES ENVIRONMENTAL VARIOUS REQUIRED CERTIFICATIONS, TRAININGS, ETC.)
42040	1,000	ADVERTISING AND PRINTING
		1,000 - ADVERTISING/PROMOTING SERVICES AND HEALTH INFORMATION ALERTS VIA VARIOUS MEDIA, AND OTHER RECRUITMENT EXPENSES
42060	35,900	OTHER EXPENSES
		500 - APHA /ACHI/NACCHO MEMBERSHIPS (BUREAU)
		3,500 - NUISANCE ABATEMENT(ENVIRONMENTAL HEALTH)
		500 - MILEAGE(DIRECTOR, PROGRAM DIRECTORS, NURSES, AND SECRETARIES)
		18,500 - STRAY ANIMALS, RABIES TESTING, AND VETERINARIAN FEES
		800 - XEROX MAINTENANCE FEES
		4,000 - ACCREDITATION FEES
		5,700 - STRATEGIC PLAN DEVELOPMENT
		2,400 - XRF MAINTENANCE FEE

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42070	71,400	CLINIC SERVICE
		500 - ASTHMA/DENTAL CLINIC SUPPLIES
		2,500 - STD CLINIC SUPPLIES
		100 - TB TESTING SUPPLIES, X-RAYS/LAB TESTS
		20,000 - FEE FOR SERVICE VACCINE INFLUENZA AND PNEUMOCOCCAL VACCINES
		4,000 - STD CLINIC MEDICATIONS/LAB TESTS
		2,000 - TB CLINIC MEDICATIONS
		28,000 - PHYSICIAN/NURSE PRACTITIONER SERVICES/NURSING/ MALPRACTICE
		10,000 - CLINIC SITE ITEMS: ANTIBACTERIAL SOAP, BULLETIN BOARD SIGNS, CHARTS, AND CHART HANGERS
		300 - LABORATORY LICENSE FEES
		3,000 - WOMEN'S CLINIC SUPPLIES/MEDICATIONS: CONTRACEPTIVES, SPECULUMS, TABLE PAPER AND GERMICIDAL CLEANER
		1,000 - NICOTINE REPLACEMENT THERAPY
42171	4,500	HEALTHY HOMES
		4,500 - HEALTHY HOMES REMEDIATION**
42172	8,250	PEDIATRIC OUTREACH
		6,100 - CONSULTANT-SEALANTS/IBCLC SUPPORT**
		200 - OFFICE SUPPLIES AND, EDUCATION**
		1,500 - OTHER COSTS, PRINTING, TECHNOLOGY COSTS**
		450 - TRAVEL**
42172E	4,627	MCH INITIATIVE
		2,800 - SUPPLIES**
		1,127 - OTHER COSTS-CRIBS FOR KIDS, BREASTFEEDING COALITION**
		700 - TRAVEL**
42174	5,000	FOOD SAFETY
		5,000 - TRAINING-SERVSAFE CERTIFICATION**
42175	4,500	LEAD HAZARD
		4,500 - SUBCONTRACT SERVICES**
42176	1,959	AIDS PROGRAM
		310 - OFFICE SUPPLIES, POSTAGE, EDUC MATERIALS, CLINIC**
		1,299 - TRAVEL/TRAINING **
		350 - OTHER COSTS
42177	12,236	IMMUNIZATION OUTREACH
		3,250 - SUBCONTRACT SERVICES-LVIC**
		3,286 - SUPPLIES-CLINIC, OFFICE, COMPUTER, PROMOTIONAL**
		3,050 - TRAVEL, TRAINING, MILEAGE, LODGING **
		2,650 - OTHER COSTS-ADVERTISING, LICENSING, MAINTENANCE**
42177E	577	IMMUNIZATIONS EDU PRGM
		288 - SUPPLIES
		289 - OTHER COSTS-OUTREACH, EDUCATIONAL ACTIVITIES**

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42181	80,000	HEALTY WOMEN 50+
		80,000 - SUBCONTRACT SERVICES**
42185	260	TB PROGRAM
		172 - SUPPLIES-CLINIC, PATIENT SERVICES**
		58 - TRAVEL**
		30 - OTHER COSTS-COPYING**
42187E	5,000	ELECTRONIC HEALTH RECORDS
		5,000 - CONSULTANT**
42190	3,159	HEALTH-HIGHWAY SAFTEY PGM
		1,314 - SUPPLIES-OFFICE, PRINTING, COPYING**
		1,845 - TRAVEL-CONFERENCES, MILEAGE**
42190E	3,000	CHRONIC DISEASE HLTH EDU
		500 - SUPPLIES
		2,100 - OTHER COSTS-EDUCATIONAL MATERIALS AND SUPPLIES RELATED TO CHRONIC DISEASE AND DIABETES**
		400 - TRAVEL
42193	56,427	PUBLIC HEALTH PREPARED
		8,000 - SUBCONTRACT SERVICES**
		4,800 - EQUIPMENT
		24,805 - SUPPLIES**
		5,035 - TRAVEL**
		13,787 - OTHER COSTS

THIS PAGE INTENTIONALLY LEFT BLANK

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 provide a high level of customer service
- Continue to integrate e-Gov and Community Plus computer procedures.
- Reduce time for permit approvals
- Meet increased development demands

Prior Year Achievements:

- Continue to meet state mandated certification requirements for all inspectors.
- All permits, reviews, approvals, and inspections on Community Plus.
- Achieved paperless inspection procedures.
- 2015 on track to be the 2nd or 3rd highest revenue in 15 years.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3117	Chief Building Inspector	1	1	1	1	1	82,522	1	82,522	1	88,285
2718	Building/Housing Inspector	2	2	2	2	2	135,696	2	135,696	2	145,219
2711	Mechanical Inspector	1	1	1	1	1	67,488	1	67,488	1	72,249
2710	Plumbing Inspector	1	-	-	-	-	-	-	-	-	-
2708	Electrical Inspector	1	1	1	1	1	67,568	1	67,568	1	72,329
2408	Permit Coordinator	1	1	1	1	1	59,785	1	59,785	1	63,825
	Total Positions	7	6	6	6	6	413,059	6	413,059	6	441,907
Account Detail											
40001	SALARIES	448,211	393,072	387,097	394,839		408,659		408,659		437,107
40002	LONGEVITY	3,500	2,800	3,600	4,000		4,400		4,400		4,800
	Personnel	451,711	395,872	390,697	398,839		413,059		413,059		441,907
41014	OPERATING SUPPLIES	698	807	1,384	815		750		750		930
41016	UNIFORMS/SAFETY SHOES	574	290	110	333		665		650		722
41023	GASOLINE	6,913	5,922	5,149	4,438		5,505		4,500		5,000
41025	POSTAGE	1,100	550	500	600		1,500		800		-
	Materials & Supplies	9,285	7,569	7,143	6,186		8,420		6,700		6,652
42032	TRAINING/CONT. EDUCATION	2,864	2,598	2,755	1,731		4,300		2,000		5,400
42040	ADVERTISING AND PRINTING	508	-	690	426		1,000		750		1,000
42055	PROFESSIONAL SERVICES	-	-	-	-		4,400		-		4,400
42060	OTHER EXPENSES	1,167	1,077	1,616	770		4,220		3,000		4,220
	Purchased Services	4,539	3,675	5,061	2,927		13,920		5,750		15,020
43099	EQUIPMENT	-	-	-	6,372		6,200		6,122		12,650
	Equipment	-	-	-	6,372		6,200		6,122		12,650
Total	CODE ENFORCEMENT	465,535	407,116	402,901	414,324		441,599		431,631		476,229

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	930	OPERATING SUPPLIES
		300 - FILM, PROCESSING, COMPUTERIZED PERMIT FORMS INSPECTION STICKERS, ETC.
		630 - MISCELLANEOUS MATERIALS - DUCT TAPE, CAUTION TAPE, ELECTRICAL TESTERS, TAPE MEASURE, LEVEL, FLASHLIGHTS & BATTERIES. CD COLOR PRINTER CARTRIDGES $480 TOTAL)
41016	722	UNIFORMS/SAFETY SHOES
		650 - 5 PAIR SAFETY SHOES FOR INSPECTORS @ $130.00/PR.
		72 - 3 NEW REPLACEMENT HARD HATS FOR INSPECTORS @ $24.00/EA
41023	5,000	GASOLINE
		5,000 - FUEL CONSUMPTION FOR BUREAU OF CODE ENFORCEMENT VEHICLE NOS. 019, 032, 034, 0037, 039
42032	5,400	TRAINING/CONTINUING ED.
		400 - CONTINUING EDUCATION TO MAINTAIN STATE CERTIFICATIONS REQUIRED BY STATE
		540 - ICC CERTIFICATION TEST. 3 @ $180.00/EACH
		300 - LOCAL CODE WORKSHOPS FOR ELECTRICAL INSPECTORS, 4 PER YEAR @ $75.00/MEETING
		2,400 - 40TH ANNUAL PENNBOC EDUCATIONAL CONFERENCE - 2 INSPECTORS
		960 - PENNBOC REGION II EDUCATION MEETING - 24 @ $40.00/EACH
		800 - PENNBOC STATE EDUCATION SEMINARS - 8 @ $100/EACH
42040	1,000	ADVERTISING AND PRINTING
		1,000 - LEGAL ADVERTISEMENTS FOR THE PLUMBING, ELECTRICAL, AND CODE BOARD OF APPEALS
42055	4,400	PROFESSIONAL SERVICES
		4,400 - EMERGENCY 3RD PARTY CERTIFIED INSPECTORS (10 DAYS @ $440/DAY)
42060	4,220	OTHER EXPENSES
		225 - ICC DUES
		180 - BUSINESS CARDS.
		225 - PENNBOC BUILDING OFFICIALS DUES, 5 @ $45.00/EACH.
		240 - INTERNATIONAL ELECTRICAL INSPECTOR DUES (2)
		200 - REFERENCE BOOKS FOR CERTIFICATION TESTING AND CODE COMMENTARIES
		150 - PABCO MEMBERSHIP DUES 2 @ $75.00
		3,000 - 2016 CODE BOOKS
43099	12,650	EQUIPMENT
		6,200 - VEHICLE LEASE TO REPLACE VEHICLE #34 (TOTALLED IN ACCIDENT) YEAR 2 OF 3
		6,450 - VEHICLE LEASE TO REPLACE VEHICLE #446 YEAR 1 OF 3

THIS PAGE INTENTIONALLY LEFT BLANK

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 is also housed in this bureau.

Goals and Objectives:

- Effectively administer the City's CDBG and HOME awards, including ensuring compliance of both the City and all subrecipents 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.
- Partnered with the Bureau of Code Enforcement and Lehigh University to address South Side code violations, 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.
- Pursue operational grants for the administration of the Enterprise Zone.

Prior Year Achievements:

- Awarded $1,282,973 in CDBG program funds.
- Awarded $324,114 in HOME program funds.
- Administered CDBG and HOME programs.
- Advanced the Fair Housing requirements mandated by HUD along with all five regional entitlement communities and the Lehigh Valley Planning Commission.
- Provided technical assistance to subrecipients 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 15 housing rehabilitation cases by end of 2015.
- Received $50,000 in operational funding for the Enterprise Zone.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2906	Housing & CD Planner	-	-	-	-	1	68,607	1	68,607	1	79,268
2607	Bus Ret & Attract Officer	-	-	1	1	-	-	-	-	-	-
2605	Rehab Finance Specialist	1	1	1	1	1	45,682	1	45,682	1	54,256
	Total Positions	1	1	2	2	2	114,289	2	114,289	2	133,524
Account Detail											
40001	SALARIES	58,799	60,718	70,870	94,244		114,289		114,289		133,524
40002	LONGEVITY	1,190	1,260	1,520	1,600		-		-		-
40004	TEMPORARY HELP	800	68,405	60,828	44,982		77,680		77,680		98,081
	Personnel	60,789	130,383	133,218	140,826		191,969		191,969		231,605
41013	OFFICE EXPENSE	-	140	-	-		-		-		-
41014	OPERATING SUPPLIES	141	269	193	282		1,300		850		1,200
41016	UNIFORMS/SAFETY SHOES	-	-	-	-		130		100		130
41025	POSTAGE	1,000	907	800	500		1,440		800		-
	Materials & Supplies	1,141	1,316	993	782		2,870		1,750		1,330
42032	TRAINING/CONT. EDUCATION	205	-	430	-		1,350		500		1,350
42040	ADVERTISING AND PRINTING	-	-	7,602	97		1,750		500		1,750
42047	DEPARTMENT CONTRACTS	2,510	2,450	77,300	83,900		79,000		79,000		79,000
42060	OTHER EXPENSES	3,552	5,478	4,116	10,598		27,345		12,000		23,945
42064	EQUIPMENT MAINTENANCE	-	-	9,066	8,021		7,800		7,700		7,500
42080	ENTERPRISE ZONE PROGRAM	-	7,350	-	-		-		-		-
	Purchased Services	6,267	15,278	98,514	102,616		117,245		99,700		113,545
Total	COMMUNITY DEVELOPMENT	68,197	146,977	232,725	244,224		312,084		293,419		346,480

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	98,081	TEMPORARY HELP
		51,170 - ECONOMIC DEVELOPMENT COORDINATOR
		46,911 - REHAB TECH SPECIALIST
41014	1,200	OPERATING SUPPLIES
		1,200 - OPERATING SUPPLIES
41016	130	UNIFORMS/SAFETY SHOES
		130 - UNIFORMS/SAFETY SHOES
42032	1,350	TRAINING/CONTINUING ED.
		1,350 - TRAINING/EDUCATION
42040	1,750	ADVERTISING AND PRINTING
		1,750 - ADVERTISING AND PRINTING
42047	79,000	DEPARTMENT CONTRACTS
		75,000 - MARKETING
		4,000 - HISTORIC PRESERVATION OFFICER
42060	23,945	OTHER EXPENSES
		7,000 - ENTERPRISE ZONE PROFESSIONAL SERVICES
		4,000 - ENTERPRISE ZONE MARKETING/ADVERTISING
		2,050 - TRAVEL
		9,695 - FEES IN CONJUNCTION WITH HOUSING REHAB ACTIVITIES
		1,200 - MISCELLANEOUS BUREAU EXPENSES
42064	7,500	EQUIPMENT MAINTENANCE
		6,000 - BUSINESS DEVELOPMENT RESEARCH DATABASES
		1,500 - SOFTWARE UPGRADES/ADDITIONS

THIS PAGE INTENTIONALLY LEFT BLANK

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:

- To 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.
- To continue with master planning efforts such as implementation of the South Side Vision 2020. Plan, the Eastern Gateway plan and the South Bethlehem Greenway Plan.
- Continue to research and pursue additional funds and funding sources for Plan implementation.
- Coordinate efforts with other departments and additional partners to implement long term plan recommendations.
- Continue to enforce and implement policies and provisions included in Zoning Ordinance.
- Continue review of the Subdivision and Land Development Ordinance and prioritize sections of the ordinance to be updated.
- Begin implementation of the wayfinding and signage program.
- Begin implementation of the Regional Trail Feasibility study related to South Bethlehem Greenway.
- Design Phase 5 of Greenway.
- Coordinate land development project review with City Revitalization and Improvement Zone (CRIZ) project review and approval.
- Continue Greenway construction projects such as connection to Hobart Street and Phase 4 trail development.
- Implement construction of Gateway improvements at Eastern Gateway area.

Prior Year Achievements:

- Continued development of next steps in Eastern Gateway Plan as a part of the Regional Sustainability Planning Program.
- Continue to work with Planning Commission, Zoning Hearing Board, Historic Commission and HARB.
- Continued participation in implementation of 10 year plan for South Side Vision.
- Complete development of wayfinding program.
- Complete development of Regional Trail Feasibility study related to South Bethlehem Greenway.
- Continue review and management of land development and subdivision plans.
- Draft and complete various zoning amendments, including OMU district, impervious coverage, solar energy and others.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N075	Dir of Planning & Zoning	1	1	1	1	1	84,975	1	84,975	1	90,891
3004	Assistant Plannning Dir	1	1	1	1	1	78,619	1	78,619	1	84,116
2907	Zoning Officer	-	-	1	1	1	74,749	1	74,749	1	79,988
2828	Comm Planner/Zoning Off	1	1	-	-	-	-	-	-	-	-
	Total Positions	3	3	3	3	3	238,343	3	238,343	3	254,995
Account Detail											
40001	SALARIES	212,089	206,707	223,004	228,892		236,903		236,903		253,395
40002	LONGEVITY	420	525	1,120	1,280		1,440		1,440		1,600
40004	TEMPORARY HELP	44,888	-	-	-		-		-		-
	Personnel	257,397	207,232	224,124	230,172		238,343		238,343		254,995
41013	OFFICE EXPENSE	95	312	765	384		500		250		500
41014	OPERATING SUPPLIES	119	-	332	-		500		200		500
41025	POSTAGE	2,539	3,016	706	704		1,400		1,200		-
	Materials & Supplies	2,753	3,328	1,803	1,088		2,400		1,650		1,000
42030	HEARING BOARD EXPENSES	38,271	55,275	42,184	22,557		48,360		43,500		48,360
42032	TRAINING/CONT. EDUCATION	2,117	2,325	1,961	2,383		2,500		2,000		2,500
42040	ADVERTISING AND PRINTING	10,050	8,212	5,901	3,566		5,000		5,000		7,500
42047	DEPARTMENT CONTRACTS	29,575	23,575	26,400	30,475		31,100		31,000		29,400
42060	OTHER EXPENSES	2,597	717	2,321	2,259		1,500		1,000		1,500
	Purchased Services	82,610	90,104	78,767	61,240		88,460		82,500		89,260
Total	PLANNING & ZONING	342,760	300,664	304,694	292,500		329,203		322,493		345,255

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	500	OFFICE EXPENSE
		500 - SUPPLIES NOT NORMALLY STOCKED BY THE PURCHASING BUREAU
41014	500	OPERATING SUPPLIES
		500 - SUPPLIES FOR CD COLOR PRINTER CARTRIDGES ($250 TOTAL)
42030	48,360	HEARING BOARD EXPENSES
		1,750 - ZHB MEMBERS - 14 MEETINGS @ $125/MEETING
		40,310 - LEGAL FEES
		6,000 - STENOGRAPHER COSTS TO ZHB
		300 - COURT FEES
42032	2,500	TRAINING/CONTINUING ED.
		1,000 - HARB & SBHCC: MANDATED BY STATE
		500 - ANNUAL PPA CONFERENCE AND GIS TRAINING
		1,000 - OTHER SEMINARS/TRAINING/CONFERENCES
42040	7,500	ADVERTISING AND PRINTING
		7,000 - ZHB LEGAL ADS
		500 - HISTORICAL CONSERVATION COMMISSION, HISTORICAL AND ARCHITECTURAL REVIEW BOARD AND PLANNING COMMISSION LEGAL ADS
42047	29,400	DEPARTMENT CONTRACTS
		29,400 - HISTORIC AND ARCHITECTURAL CONSULTING CONTRACT
42060	1,500	OTHER EXPENSES
		600 - PROFESSIONAL MEMBERSHIPS (I.E. APA, PPA)
		750 - MILEAGE AND TRAVEL COSTS
		150 - LITERATURE, PUBLICATIONS, SUBSCRIPTIONS

THIS PAGE INTENTIONALLY LEFT BLANK

BUREAU DETAIL

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

Bureau Description:

This bureau provides 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 site.

Goals and Objectives:

- To oversee the successful evaluation of the zoned residential solid waste program pilot program.
- To implement a zone solid waste education program.
- To improve quality of curbside recycling.

Prior Year Achievements:

- Reduced greenhouse emissions by 1,4510 metric tons of carbon equal to 17,021 million BTU of energy.
- Rewrote solid waste ordinance and submitted to administration for approval.
- Oversaw meetings with private haulers in developing a Zone Hauling program pilot program.
- Oversaw the implementation of the zoned residential solid waste program pilot program.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3026	Director of Recycling	1	1	1	1	1	67,440	1	67,440	1	79,495
M136	Rec Maint/Op Specialist	1	1	1	1	1	60,687	1	60,687	1	62,953
M116	Rec Truck Driver/ Equip Op	1	1	1	1	1	55,680	1	55,680	1	57,840
	Total Positions	3	3	3	3	3	183,807	3	183,807	3	200,288
Account Detail											
40001	SALARIES	176,161	180,821	180,394	183,247		180,447		180,447		196,848
40002	LONGEVITY	4,040	4,380	4,720	4,880		3,360		3,360		3,440
40003	OVERTIME	38,639	33,032	39,303	44,477		39,000		39,000		42,446
40004	TEMPORARY HELP	243,469	296,572	323,354	318,675		308,198		305,000		288,831
40005	HOLIDAY PAY	4,415	4,773	3,859	2,903		6,550		5,000		6,883
40006	DIFFERENTIAL PAY	191	137	117	161		262		200		262
40008	MEAL REIMBURSEMENT	1,378	1,066	857	1,131		1,001		950		1,001
	Personnel	468,293	520,781	552,604	555,474		538,818		533,957		539,711
41013	OFFICE EXPENSE	402	776	1,053	982		1,000		750		1,000
41014	OPERATING SUPPLIES	5,746	2,127	4,246	3,551		1,300		1,000		2,800
41016	UNIFORMS/SAFETY SHOES	1,330	2,045	2,541	3,124		4,000		3,850		3,750
41023	GASOLINE	47,999	54,136	41,674	38,549		45,450		40,000		45,800
41025	POSTAGE	25,608	14,512	20,925	10,656		4,000		3,000		-
	Materials & Supplies	81,085	73,596	70,439	56,862		55,750		48,600		53,350
42032	TRAINING/CONT. EDUCATION	2,748	-	6,424	212		250		200		250
42038	EQUIPMENT REPAIRS-FLEET	54,487	4,639	13,581	16,672		29,400		29,400		30,750
42040	ADVERTISING AND PRINTING	15,413	33,392	9,180	6,261		7,000		6,000		12,500
42047	DEPARTMENT CONTRACTS	1,217,304	1,197,309	1,242,217	1,127,920		1,116,826		1,116,826		1,116,826
42054	RENTALS	22,296	14,322	3,727	3,489		4,000		3,500		8,000
42055	PROFESSIONAL SERVICES	630	-	-	-		500		250		500
42060	OTHER EXPENSES	20,735	14,858	31,378	21,889		31,250		26,500		24,900
42064	EQUIPMENT MAINTENANCE	41,462	60,314	50,501	21,877		15,000		13,000		20,000
42065	PLANT MAINTENANCE	35,124	22,305	163,445	20,477		17,500		14,000		23,000
	Purchased Services	1,410,199	1,347,139	1,520,453	1,218,797		1,221,726		1,209,676		1,236,726
43099	EQUIPMENT	-	-	6,375	-		-		-		65,900
	Equipment	-	-	6,375	-		-		-		65,900
Total	RECYCLING	1,959,577	1,941,516	2,149,871	1,831,133		1,816,294		1,792,233		1,895,687

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	42,446	OVERTIME
		42,446 - RECYCLING/COMPOST CENTER OVERTIME
40004	288,831	TEMPORARY HELP
		73,028 - PART-TIME OFFICE STAFF
		93,355 - DROP-OFF STAFF
		60,111 - SHREDDING STAFF
		62,337 - COMPOST STAFF
40005	6,883	HOLIDAY PAY
		6,883 - RECYCLING CENTER/COMPOSTCENTER
40006	262	DIFFERENTIAL PAY
		262 - RECYCLING CENTER/COMPOST CENTER
40008	1,001	MEAL REIMBURSEMENT
		1,001 - RECYCLING/COMPOST
41013	1,000	OFFICE EXPENSE
		1,000 - OFFICE SUPPLIES
41014	2,800	OPERATING SUPPLIES
		1,800 - BALING WIRE
		1,000 - GENERAL SUPPLIES
41016	3,750	UNIFORMS/SAFETY SHOES
		3,360 - STAFF CLOTHING
		390 - SAFETY SHOES (3 @ $130 EACH)
41023	45,800	GASOLINE
		1,000 - TRUCK #23
		38,000 - HEAVY EQUIPMENT
		3,000 - OIL/LUBRICANTS
		3,800 - ENFORCEMENT CARS
42032	250	TRAINING/CONTINUING ED.
		250 - ATTENDANCE AT VARIOUS CONFERENCES/CERTIFICATIONS
42038	30,750	EQUIPMENT REPAIRS - FLEET
		2 ROLL-OFF TRUCKS,SKID, MACK TRUCK, 1 PICK-UP TRUCK
		12,000 - 2 CARS , 2 FRONT-END LOADERS
		10,000 - SERVICE FOR 2 FRONT END LOADERS
		8,000 - 4 TIRES FOR FRONT END LOADER
		750 - 4 TIRES FOR SKID LOADER
42040	12,500	ADVERTISING AND PRINTING
		6,000 - MISC. EDUCATIONAL PRINTING
		6,500 - BROCHURES
42047	1,116,826	DEPARTMENT CONTRACTS
		1,077,826 - RVD CURBSIDE 12 MONTHS
		39,000 - VICTORY GARDENS

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42054	8,000	RENTALS
		5,000 - SERVICE BATHROOM RECYCLING CENTER
		3,000 - NEW BATHROOM SET UP
42055	500	PROFESSIONAL SERVICES
		500 - AUDIT SERVICES
42060	24,900	OTHER EXPENSES
		800 - COMMERCIAL CONTAINERS
		5,000 - RESIDENTIAL CONTAINER
		1,000 - MISCELLANEOUS SIGNS
		EARTH BAGS, BOOK/PERIODICALS, PROFESSIONAL ASSOCIATIONS
		18,100 - CITY PICK , DIRECTORIES, MILEAGE, TOLLS, ETC.
42064	20,000	EQUIPMENT MAINTENANCE
		10,000 - COMPACTORS/BALER/SHREDDER
		10,000 - SANDBLAST/PAINT CONTAINERS
42065	23,000	PLANT MAINTENANCE
		5,000 - ROADWORK
		10,000 - TCRC-SITE WORK
		8,000 - COMPOST CENTER SITE WORK
43099	65,900	EQUIPMENT
		10,000 - VEHICLE LEASE TO REPLACE VEHICLE #23 YEAR 1 OF 3
		29,900 - ROLL OFF CONTAINERS (6) - DEP GRANT REIMBURSED
		26,000 - LEAF VAC - DEP GRANT REIMBURSED

BUREAU DETAIL

Bureau: Economic Development **No:** 0308 **Department:** Community & Econ Dev **No:** 0030

Bureau Description:

Beginning in 2013, this bureau will be combined with Bureau 0304, Community Development.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0030 COMMUNITY & ECONOMIC DEVELOPMENT
BUREAU 0308 ECONOMIC DEVELOPMENT

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N130	Deputy Director Econ Dev	1	1	-	-	-	-	-	-	-	-
3028	Econ Dev Loan & Fin Admir	1	1	-	-	-	-	-	-	-	-
2831	Econ Dev Site & GIS Mgr	1	1	-	-	-	-	-	-	-	-
	Total Positions	3	3	-	-	-	-	-	-	-	-
Account Detail											
40001	SALARIES	203,563	65,310	-	-		-		-		-
40002	LONGEVITY	630	-	-	-		-		-		-
40004	TEMPORARY HELP	50,728	7,290	-	-		-		-		-
	Personnel	254,921	72,600	-	-		-		-		-
41013	OFFICE EXPENSE	-	-	-	-		-		-		-
41014	OPERATING SUPPLIES	74	304	-	-		-		-		-
41025	POSTAGE	1	-	-	-		-		-		-
	Materials & Supplies	75	304	-	-		-		-		-
42032	TRAINING/CONT. EDUCATION	-	-	-	-		-		-		-
42040	ADVERTISING AND PRINTING	37	-	-	-		-		-		-
42047	DEPARTMENT CONTRACTS	75,000	37,500	-	-		-		-		-
42060	OTHER EXPENSES	8,523	800	-	-		-		-		-
42064	EQUIPMENT MAINTENANCE	7,288	7,521	-	-		-		-		-
	Purchased Services	90,848	45,821	-	-		-		-		-
43099	EQUIPMENT	-	-	-	-		-		-		-
	Equipment	-	-	-	-		-		-		-
Total	ECONOMIC DEVELOPMENT	345,844	118,725	-	-		-		-		-

BUREAU DETAIL

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

Bureau Description:

This Bureau inspects all housing stock in the City. All rentals and homes for sale must be inspected. Take care of all complaints concerning quality of life issues.

Goals and Objectives:

- To continue our review of all rentals in the city. The goal is to complete this project in 2015.
- To continue our aggressive approach in handling complaints and abating them in a timely manner.
- Continue to provide high level of customer service.
- Change how we schedule appointments for inspections and rechecks.
- Continue training in Community Plus.
- To upgrade technologies for field inspections.

Prior Year Achievements:

- Estimate of revenue for 2015 - $500,000
- Estimate of inspections - 4,200
- Estimate of complaints –800
- Inspection reports and certificate of occupancy attached to property file in Community Plus.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

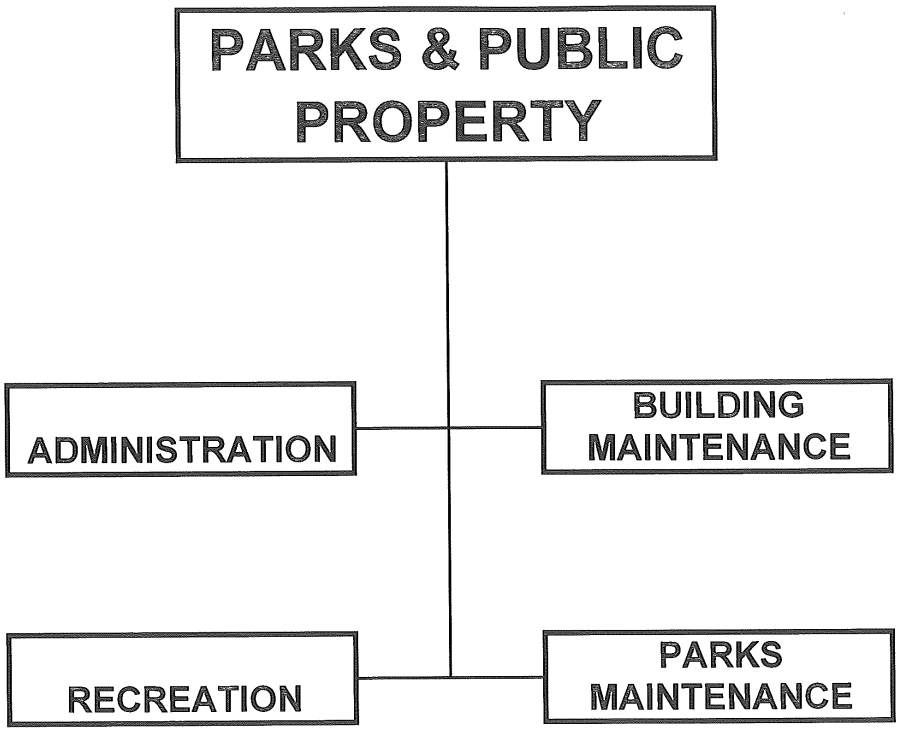
FUND 001 GENERAL
DEPT 0030 COMMUNITY & ECONOMIC DEVELOPMENT
BUREAU 0309 HOUSING INSPECTIONS

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3101	Chief Housing Inspector	1	1	1	1	-	-	-	-	-	-
2700	Senior Housing Inspector	1	1	1	1	1	68,608	1	68,608	1	73,369
2601	Housing Inspector	2	1	1	1	1	64,100	1	64,100	1	68,642
	Total Positions	4	3	3	3	2	132,708	2	132,708	2	142,011
Account Detail											
40001	SALARIES	262,031	207,226	200,528	201,043		131,348		131,348		140,491
40002	LONGEVITY	3,290	1,960	2,000	2,160		1,360		1,360		1,520
40003	OVERTIME	3,518	514	221	-		300		200		300
40004	TEMPORARY HELP	4,044	36,976	51,673	65,147		125,856		125,856		135,607
	Personnel	272,883	246,676	254,422	268,350		258,864		258,764		277,918
41013	OFFICE EXPENSE	2,119	2,212	2,124	2,111		2,076		1,900		656
41014	OPERATING SUPPLIES	4,247	4,376	4,674	3,665		4,000		3,000		3,250
41016	UNIFORMS/SAFETY SHOES	289	586	848	435		1,000		550		1,000
41023	GASOLINE	4,020	5,082	5,159	4,774		5,935		5,000		4,662
41025	POSTAGE	2,200	3,100	3,257	1,800		900		850		-
	Materials & Supplies	12,875	15,356	16,062	12,785		13,911		11,300		9,568
42032	TRAINING/CONT. EDUCATION	1,057	1,505	833	900		2,100		1,000		3,000
42060	OTHER EXPENSES	3,523	3,267	1,230	1,073		1,700		1,700		1,200
	Purchased Services	4,580	4,772	2,063	1,973		3,800		2,700		4,200
43099	EQUIPMENT	-	-	-	-		-		-		6,450
	Equipment	-	-	-	-		-		-		6,450
Total	HOUSING INSPECTIONS	290,338	266,804	272,547	283,108		276,575		272,764		298,136

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	300	OVERTIME
		300 - OVERTIME
40004	135,607	TEMPORARY HELP
		33,267 - RENTAL PROJECT MANAGER - 37 1/2 HRS/WK X 17.06 X 52 WKS = 33,267
		51,170 - HOUSING INSPECTOR
		51,170 - HOUSING INSPECTOR
41013	656	OFFICE EXPENSE
		176 - OFFICE SUPPLIES NOT NORMALLY STOCKED BY THE BUREAU OF PURCHASING (BUSINESS CARDS, CITATION FORMS, INSPECTION CLIPBOARDS AND MISC OFFICE SUPPLIES)
		480 - CD COLOR PRINTER CARTRIDGES ($480 TOTAL)
41014	3,250	OPERATING SUPPLIES
		3,250 - MISCELLANEOUS EQUIPMENT NEEDED - TESTERS, TOOLS, POWER TOOLS, PLYWOOD, SAFETY EQUIPMENT
41016	1,000	UNIFORMS/SAFETY SHOES
		520 - SAFETY SHOES (130.00 X 4)
		480 - SHIRTS/JACKETS/HATS
41023	4,662	GASOLINE
		4,662 - GASOLINE FOR 4 VEHICLES. 1,850 GALLONS X 2.52 = $4,662 (VEHICLES #30, 40, 41 AND 446)
42032	3,000	TRAINING/CONTINUING ED.
		3,000 - PROPERTY MAINTENANCE CODE SEMINARS FOR 4 PEOPLE. STATE CERTIFICATION FOR INSPECTORS (TEST AND TRAINING MATERIAL). CONTINUED EDUCATION CREDITS TO MAINTAIN STATE CERTIFICATION. ICC CERTIFICATION TEST.
42060	1,200	OTHER EXPENSES
		400 - PENNBOC DUES
		500 - MILEAGE/TRAVEL EXPENSE
		300 - FUEL LICENSE FORMS
43099	6,450	EQUIPMENT
		6,450 - VEHICLE LEASE TO REPLACE VEHICLE #19 YEAR 1 OF 3


PARKS & PUBLIC PROPERTY
ADMINISTRATION
BUILDING MAINTENANCE
RECREATION
PARKS MAINTENANCE

BUREAU DETAIL

Bureau: Administration **No:** 0401 **Department:** Parks & Public Property **No:** 0040

Bureau Description:

This bureau provides the planning, implementation, and management of programs, activities, and operations within the Department of Parks and Public Property to include the bureaus of Buildings Maintenance, Parks Maintenance, Recreation, and the Golf Course.

Goals and Objectives:

- To ensure the highest level of constituent service and efficiently manage all activities which occur within Buildings, Parks, Recreation, and Golf Course operations.
- To work within the budget striving for continuous operational improvement through effective planning and professional development of employees.
- To identify funding opportunities and secure grant funding to assist with special projects.
- To complete implementation of projects like, the South Bethlehem Greenway/Skate Plaza, continue Saucon Park and Monocacy (HBI) erosion/flood control initiatives and update aged facilities to improve efficiency and ensure appropriate preservation of the asset.
- To pursue the recommendations in the Comprehensive Investment Grade Energy Audit and determine the most cost effective, energy efficient projects to undertake.
- To develop a Citywide Energy Efficiency Strategy utilizing any and all technologies finding innovative ways to conserve energy and lower operational cost in our public facilities.

Prior Year Achievements:

- Completed a FEMA/PEMA storm relief project: Stone Wall Restoration at Johnston and Saucon Parks
- Applied for and received $235,000 in grant money from Northampton County for two projects: a new footbridge over the Monocacy Creek in Johnston Park and the installation of a shade canopy in the Skateplaza
- In addition to the grant money received from Northampton county, the Bureau also applied for $664,000 in grant money from local, state and federal agencies
- Requested bids, reviewed proposals and selected contractors for the following projects: new playground equipment installation at Yosko Park, the construction of two pole buildings at the Parks Maintenance Shop, the construction of a shade canopy at the Skateplaza, and a new Avant machine for the buildings Bureau
- Requested and reviewed proposals for a vendor in the newly constructed pavilion at the Skateplaza
- Started a fundraiser to repair the severely leaning Civil War monument in the Rose Garden
- Applied for and received a D & L Heritage corridor grant to resurface the Tow Path
- Assisted in implementation of Greenway pavilion/plaza area near the Skateplaza as part of the Eastern Greenway development project.
- Created additional "No Mow" areas and identified multiple City-owned properties to sell as part of an overall plan to expand City sustainability.
- Erected special naturalization signage in no mow areas that explains the benefits of this program.
- Planned and implemented pool shell repairs at Clearview
- Worked closely with City residents, City visitors, City officials and other City departments to develop a sound response to the increase in use of Saucon Park
- Created a presentation on sustainable initiatives the City has pursued and the benefits of said initiatives
- Completed energy efficiency upgrade measures that continue to lower the City's operational carbon footprint.
- Oversaw & managed the installation of the new phone system throughout City Hall and all satellite facilities
- Assisted with oversight and management with Phase III of the Library's "Room to Grow" project.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0040 PARKS & PUBLIC PROPERTY
BUREAU 0401 ADMINISTRATION

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N080	Dir Parks/Public Property	1	1	1	1	1	97,245	1	97,245	1	104,015
2807	Dept Business Manager	1	1	1	1	1	72,223	1	72,223	1	53,411
C072	Departmental Secretary	1	1	1	1	1	47,197	1	47,197	1	49,077
	Total Positions	3	3	3	3	3	216,665	3	216,665	3	206,503
Account Detail											
40001	SALARIES	192,248	197,086	200,023	206,230		214,665		214,665		206,023
40002	LONGEVITY	1,195	1,350	1,680	1,840		2,000		2,000		480
40004	TEMPORARY HELP	33,243	32,109	27,964	26,023		31,810		30,000		27,820
	Personnel	226,686	230,545	229,667	234,093		248,475		246,665		234,323
41013	OFFICE EXPENSE	1,244	1,282	1,037	3,540		1,300		1,200		1,300
41016	UNIFORMS/SAFETY SHOES	-	110	454	246		130		130		455
41023	GASOLINE	2,190	2,187	2,198	2,046		2,200		1,950		900
	Materials & Supplies	3,434	3,579	3,689	5,832		3,630		3,280		2,655
42032	TRAINING/CONT. EDUCATION	296	1,689	971	1,316		220		220		800
42047	DEPARTMENT CONTRACTS	1,748	1,772	2,072	3,635		3,500		3,500		3,500
42060	OTHER EXPENSES	172	288	762	620		1,270		1,000		1,270
	Purchased Services	2,216	3,749	3,805	5,571		4,990		4,720		5,570
43099	EQUIPMENT	-	-	52,423	52,423		52,424		52,424		52,424
	Equipment	-	-	52,423	52,423		52,424		52,424		52,424
Total	ADMINISTRATION	232,336	237,873	289,584	297,919		309,519		307,089		294,972

FUND - 001 - GENERAL FUND
DEPARTMENT - 0040 - DEPT OF PARKS & PUBL PROP
BUREAU - 0401 - ADMINISTRATION

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	27,820	TEMPORARY HELP
		CITY CENTER MONITORS
		6,500 - 1 AT $10.00/HR
		21,320 - 4 AT $10.25/HR
41013	1,300	OFFICE EXPENSE
		300 - OFFICE SUPPLIES NOT AVAILABLE FROM STOCK INVENTORY.
		1,000 - SECURITY BADGES/PRINT CARTRIDGES, ETC.
41016	455	UNIFORMS/SAFETY SHOES
		130 - SAFETY SHOES FOR DIRECTOR
		325 - SHIRTS FOR MONITORS
41023	900	GASOLINE
		BASED ON ESTIMATED USAGE
		900 - GASOLINE
42032	800	TRAINING/CONTINUING ED.
		800 - SEMINARS/ CONFERENCES SUCH AS PRPS CONFERENCE AND GREEN COMMUNITY CONFERENCE.
42047	3,500	DEPARTMENT CONTRACTS
		3,500 - LEASE OF COPIER FOR OFFICE USE.
42060	1,270	OTHER EXPENSES
		150 - PORT-O-JON JULY 4TH
		300 - MEMBERSHIPS, SUBSCRIPTIONS, EVENT PREP
		70 - RADIO BATTERIES (PER ELECTRICAL BUREAU)
		450 - BIRDTOWN REGISTRATION FEE
		300 - UNFORESEEN EXP SUCH AS GRANT REGISTRATION FEES
43099	52,424	EQUIPMENT
		52,424 - 4TH YR OF 4 YRS FINANCING AND INTEREST FOR:
		1 PICK UP TRUCK FOR BLDG. MAINT. ($62,500)
		1 TOOL BOX BODY FOR PICK UP TRUCK ($21,000)
		2 PICK UP TRUCKS FOR PARKS MAINT. ($80,000)
		1 PICK UP TRUCK FOR PARKS SUPERVISOR ($35,000)

THIS PAGE INTENTIONALLY LEFT BLANK

BUREAU DETAIL

Bureau: Building Maintenance **No:** 0405 **Department:** Parks & Public Property **No:** 0040

Bureau Description:

This bureau provides for a two-phased approach towards the care of 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. In addition, 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:

- Completely repainted the following pools: Memorial Pool, Memorial Baby Pool, West Side Pool, West Side Baby Pool, Yosko Pool, Stark Pool, Stark Baby Pool
- Revamped the chlorine system at all City operated pools to increase efficiency
- Reconstructed Clearview pool, reducing the amount of water in the pool making the pool more efficient
- Installed a new heating system at Fire Company 9
- Updated the living quarters of Fire Company 9
- Continued fan coil replacement on the 1st and 2nd floors in Building A of the City Hall Complex
- Designed specifications for new Avant machine that will assist with grounds keeping around City Hall
- Assisted with construction of Phase III of the Library's "Room To Grow" project
- Assisted with the implementation of the new phone system

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0040 PARKS & PUBLIC PROPERTY
BUREAU 0405 BUILDING MAINTENANCE

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3008	Bldg Maint Superintendent	1	1	1	1	1	79,579	1	79,579	1	84,996
M144	Bldg Maint & Pool Tech	1	1	1	1	1	63,189	1	63,189	1	65,638
M133	Engineer Mechanic	1	1	1	1	2	118,606	2	118,606	2	125,729
M114	Maintenance Worker III	6	6	6	6	7	358,489	7	358,489	7	391,424
M110	Building Technician	1	1	1	1	-	-	-	-	-	-
M092	Maintenance Worker II	1	1	1	1	-	-	-	-	-	-
M072	Maintenance Worker I	2	2	2	2	1	36,565	1	36,565	1	40,303
M051	Custodian I	1	1	1	1	1	41,351	1	41,351	1	43,301
	Total Positions	14	14	14	14	13	697,779	13	697,779	13	751,391
Account Detail											
40001	SALARIES	655,148	664,959	699,818	661,823		682,659		682,659		738,191
40002	LONGEVITY	14,740	14,660	15,520	16,080		15,120		15,120		13,200
40003	OVERTIME	56,688	64,778	64,024	74,712		85,000		85,000		80,000
40004	TEMPORARY HELP	30,986	44,757	42,510	45,467		52,156		50,000		58,292
40006	DIFFERENTIAL PAY	1,374	960	1,051	1,328		1,500		1,350		1,250
40008	MEAL REIMBURSEMENT	806	897	975	1,313		1,000		1,000		1,200
	Personnel	759,742	791,011	823,898	800,723		837,435		835,129		892,133
41014	OPERATING SUPPLIES	41,791	51,351	55,567	59,300		45,414		45,000		50,950
41016	UNIFORMS/SAFETY SHOES	2,217	2,295	2,321	2,311		2,800		2,400		2,594
41017	SMALL TOOLS	3,142	5,149	3,892	3,051		4,000		3,250		4,000
41023	GASOLINE	19,015	19,209	16,367	15,691		18,650		15,000		13,500
	Materials & Supplies	66,165	78,004	78,147	80,353		70,864		65,650		71,044
42033	TRAINING AND SAFETY	159	1,141	270	495		2,000		1,500		2,500
42044	ELECTRIC	455,723	398,583	532,297	528,876		556,255		548,000		585,700
42045	GAS	176,394	135,270	139,612	159,067		128,945		128,000		151,495
42046	HEATING OIL	41,785	43,351	40,479	58,442		57,722		55,000		64,500
42047	DEPARTMENT CONTRACTS	110,871	115,177	80,878	108,202		130,250		120,000		130,250
42060	OTHER EXPENSES	440	570	417	406		278		200		500
42064	EQUIPMENT MAINTENANCE	565	1,757	1,820	2,738		2,000		1,800		3,000
42065	PLANT MAINTENANCE	37,655	35,037	46,373	51,620		45,150		44,000		51,150
	Purchased Services	823,592	730,886	842,146	909,846		922,600		898,500		989,095
43099	EQUIPMENT	-	-	-	3,084		27,000		26,800		36,365
	Equipment	-	-	-	3,084		27,000		26,800		36,365
Total	BUILDING MAINTENANCE	1,649,499	1,599,901	1,744,191	1,794,006		1,857,899		1,826,079		1,988,637

FUND - 001 - GENERAL FUND
DEPARTMENT - 0040 - DEPT OF PARKS & PUBL PROP
BUREAU - 0405 - BLDG MAINTENANCE

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	80,000	OVERTIME
		80,000 - STAND BY ROSTER AND CALL OUTS FOR PERSONNEL ASSIGNED TO CITY CENTER, ICE RINK, SWIMMING POOLS AND PARK FACILITIES, CLEANING OF POLICE SUB-STATIONS INCREASE IN CALL OUTS FOR MECHANICAL SYSTEMS FOR VARIOUS CITY SITES
40004	58,292	TEMPORARY HELP
		ASSIGNMENT OF FOUR PART TIME CUSTODIAL HELP
		29,913 - 2 @ $9.75 HR X 29.5 HRS/WK X 52 WKS
		28,379 - 2 @ $9.25 HR X 29.5 HRS/WK X 52 WKS
		BASED ON HR SCHEDULE
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	50,950	OPERATING SUPPLIES
		3,000 - PLUMBING/HARDWARE SUPPLIES
		3,000 - FREON #22 AND #12 CYLINDERS
		500 - REPLACE ELEVATOR/HALLWAY MATS
		1,000 - PAINTING SUPPLIES (BRUSHES, POLES, ETC)
		13,500 - PAPER PRODUCTS
		1,500 - CLEANING TOOLS
		14,000 - CLEANING PRODUCTS
		3,500 - LAMPS AND BALLASTS
		3,250 - MISC. ITEMS SUCH AS AIR/VENT COIL CLEANER, HOSES REFRIGERANT, PUMP COUPLERS, OXYGEN, GREASE OIL BELTS, ETC AND ACETYLENE REFILLS FOR TORCH TANKS COIL CLEANER, MOTOR CONTROL PARTS.
		1,200 - HALOGEN LIGHTS FOR MUNI. GARAGE
		6,500 - FAN COIL FILTERS AND CLIMATE CHANGER FILTERS
41016	2,594	UNIFORMS/SAFETY SHOES
		550 - T-SHIRTS
		614 - SWEATSHIRTS
		1,430 - SHOES
41017	4,000	SMALL TOOLS
		4,000 - MISC. TOOLS
41023	13,500	GASOLINE
		BASED ON ESTIMATED USAGE
		6,000 - GASOLINE
		7,500 - DIESEL
42033	2,500	TRAINING AND SAFETY
		250 - SAFETY LITERATURE, TRAINING, EQUIPMENT/SUPPLIES

FUND - 001 - GENERAL FUND
DEPARTMENT - 0040 - DEPT OF PARKS & PUBL PROP
BUREAU - 0405 - BLDG MAINTENANCE

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION	
		250 -	BLOOD BORNE PATH. VACCINE
		2,000 -	CERTIFICATION CLASSES, CDL CLASS A, ETC.
42044	585,700	ELECTRIC	
		4,000 -	BUILDING MAINT. BARN
		180,500 -	CITY CENTER COMPLEX
		10,000 -	ELECTRICAL BUREAU
		27,500 -	FIRE STATIONS
		40,000 -	PARKS/PLAYGROUNDS
		33,000 -	MUNICIPAL SERVICE CENTER
		7,500 -	PARKS MAINT. BARN
		7,500 -	POLICE SUBSTATIONS
		44,000 -	POOLS AND RINK
		11,000 -	SAND ISLAND
		12,000 -	RECYCLING
		5,000 -	GREENWAY LIGHTS (100) AND ELEC. FOR SPECIAL EVENTS
		5,700 -	RADIO TRANSMISSION TOWER (S. MOUNT)
		198,000 -	ENERGY UPGRADE CONTRACT
42045	151,495	GAS	
			BASED ON 2015 USAGE
		20,000 -	PARKS MAINTENANCE
		6,700 -	ICE HOUSE
		13,025 -	STEFKO BRAZING MACHINE
		21,000 -	MUNI. SERVICE CENTER
		60,000 -	CITY CENTER
		3,550 -	LINCOLN FIRE
		7,500 -	N. CENTRAL FIRE
		6,100 -	MEMORIAL FIRE
		4,550 -	NORTHWEST FIRE
		7,500 -	DEWBERRY EMS
		950 -	YOSKO
		220 -	WILLIAMS ST PUMP
		400 -	CITY LINE PUMP
42046	64,500	HEATING OIL	
		15,000 -	CONTINGENCY FOR EXTREME WEATHER
		10,000 -	BUILDINGS SHOP
		8,000 -	DAR HOUSE
		14,000 -	ICE RINK
		9,000 -	MEMORIAL POOL
		8,500 -	ELECTRICAL BUREAU
			PAST HISTORY OF HEATING COSTS
			2005 38,300
			2006 38,500
			2007 38,350
			2008 56,390
			2009 35,530
			2010 44,435
			2011 41,800
			2012 43,400
			2013 40,478
			2014 58,442

FUND - 001 - GENERAL FUND
DEPARTMENT - 0040 - DEPT OF PARKS & PUBL PROP
BUREAU - 0405 - BLDG MAINTENANCE

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION	
		2015	50,693 AS OF 9/24/15
42047	130,250	DEPARTMENT CONTRACTS	
		55,000 -	CITY CENTER ENERGY SYSTEM MAINTENANCE
		5,000 -	ELEVATOR MAINTENANCE
		3,500 -	PEST CONTROL
		4,000 -	SECURITY SYSTEMS MAINTENANCE
		5,500 -	SERVICE FIRE EXTINGUISHERS INSPECTIO/SUPPRESSION SYS.
		6,500 -	SERVICE AND CHEMICALS FOR WATER TREATMENT COOLING TOWERS/HEATING SYSTEMS
		6,550 -	ANNUAL BOILER MAINTENANCE
		3,500 -	SPRINKLER TRIP TEST (CITY CENTER, GARAGE, ICE HOUSE)
		4,500 -	TRANE SERVICE ON TWO CHILLERS AT CITY CENTER
		1,500 -	GARAGE & IH SPRINKLER SYSTEM LEAK TEST/REPAIR AS NEEDED
		4,000 -	P.M. ON SWITCH GEAR/ELEC. DISTRIBUTORS (CITY CENTER)
		3,500 -	EDDY CURRENT TEST-CONDENSER & EVAPORATOR TUBES
		1,100 -	ADS ELECTRIC DOORS
		5,000 -	UNDERGROUND STORAGE TANKS INDEMNIFICATION/REGISTRATION /INSPECTION
		400 -	MUNICIPAL GARAGE SECURITY MONITORING
		13,000 -	ICE RINK MAINT.
		4,000 -	CC SWITCH GEAR/ELEC. DISTRIBUTORS PM (EVERY 4 YRS)
		2,000 -	ALARM SERVICE
		1,700 -	ICE HOUSE FIRE PROTECTION INSPECTION AND AIR TEST DRY SYSTEM
42060	500	OTHER EXPENSES	
		500 -	UNFORESEEN EXPENSES
42064	3,000	EQUIPMENT MAINTENANCE	
		3,000 -	REPAIRS TO EQUIPMENT UTILIZED FOR MAINTENANCE PURPOSES AND RADIO BATTERY REPLACEMENTS PER ELEC. BUREAU INCREASE DUE TO INCREASED COSTS ON EQUIP. MAINT ITEMS
42065	51,150	PLANT MAINTENANCE	
		800 -	CEILING TILE
		2,800 -	TEGG SERVICE ELECTRICAL DISTRIBUTION
		550 -	BUILDING MATERIALS (PLYWOOD, FRAME LUMBER, WHITE PINE)
		2,000 -	HBI REPAIRS/RENOVATIONS
		1,000 -	ELEVATOR CODE REQUIREMENTS
		5,000 -	BOILER MAINTENANCE/CHEMICALS
		6,000 -	REPLACE APPROX 150 PLAZA PAVERS (UNSAFE)
		4,000 -	FAN COIL REPLACEMENT MOTORS FOR CC BLD. A
		5,000 -	UNCLOG DRAIN SYSTEMS
		12,000 -	ICE RINK FACILITY REPAIRS
		4,000 -	WINDOW REPAIRS/REPLACEMENTS
		8,000 -	UNFORESEEN MAINT.
43099	36,365	EQUIPMENT	
		18,865 -	ONE UTILITY TRUCK W/PLOW AND LIFT GATE (TO REPLACE UNIT #76 OR #81) YEAR 2 OF 3 LEASE
		17,500 -	NEW STAKE BODY WITH PLOW PACKAGE PAYMENT YEAR 1 OF 4

THIS PAGE INTENTIONALLY LEFT BLANK

BUREAU DETAIL

Bureau: Recreation **No:** 0406 **Department:** Parks & Public Property **No:** 0040

Bureau Description:

This bureau provides various recreational activities and programs to meet the needs of the community.

Goals and Objectives:

- To continue to provide affordable recreation programs and facilities.
- To manage current and develop new activities/programs to meet the needs of the community.
- To implement, as funding allows, the recommendations of the Parks and Recreation Plan.

Prior Year Achievements:

- Successfully continued Movies in the Park program and presented six movies to residents throughout the City.
- Introduced new adult recreation activities to our line-up including "bump ball" and kick ball
- Renovated basketball courts at various City operated parks
- Installed new playground equipment at Yosko Park
- Worked with Hispanic American League of Artists to design and complete a new mural at Yosko.
- Successfully facilitated a SAT Prep Program, organized a week-long Adventure Day Camp experience for 15 youths,
- Introduced recreation programs at City pools including DJ Days, Fitness Days, Kayak Lessons, Character Days, and Bingo.
- Assisted with management of Saucon Park

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0040 PARKS & PUBLIC PROPERTY
BUREAU 0406 RECREATION

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2808	Recreation Administrator	1	1	1	1	1	72,383	1	72,383	1	77,299
2300	Recreation Coordinator	-	1	1	1	1	55,328	1	55,328	1	59,259
C062	Account Clerk II	1	1	1	1	1	46,381	1	46,381	1	48,184
	Total Positions	2	3	3	3	3	174,092	3	174,092	3	184,742
	Allocated from 004A						49,712		49,712		43,743
							223,804		223,804		228,485

Account Detail								
40001	SALARIES	142,188	191,569	186,022	190,685	220,444	220,444	224,965
40002	LONGEVITY	3,265	4,660	3,200	3,280	3,360	3,360	3,520
40003	OVERTIME	10,041	18,602	7,837	8,050	11,000	9,500	12,000
40004	TEMPORARY HELP	245,278	264,309	253,950	235,390	251,060	242,000	260,600
40006	DIFFERENTIAL PAY	253	380	79	139	500	200	500
40008	MEAL REIMBURSEMENT	91	65	52	104	200	125	200
	Personnel	401,116	479,585	451,140	437,648	486,564	475,629	501,785
41013	OFFICE EXPENSE	263	432	364	329	300	250	300
41014	OPERATING SUPPLIES	12,421	12,381	27,924	38,555	42,021	42,000	45,000
41021	CHEMICALS	39,012	38,057	40,499	41,136	46,465	44,500	48,900
41023	GASOLINE	1,119	626	697	1,044	2,700	1,250	950
	Materials & Supplies	52,815	51,496	69,484	81,064	91,486	88,000	95,150
42032	TRAINING/CONT. EDUCATION	195	836	120	-	-	-	500
42040	ADVERTISING AND PRINTING	640	612	1,400	1,676	900	700	1,000
42047	DEPARTMENT CONTRACTS	30,000	10,000	8,649	10,000	5,000	5,000	5,000
42049	REFUNDS	295	108	355	450	500	400	500
42060	OTHER EXPENSES	1,802	6,446	1,488	2,639	10,200	9,000	10,100
42063	SPECIAL PROGRAMS	4,277	4,541	9,729	14,666	13,000	12,000	15,800
	Purchased Services	37,209	22,543	21,741	29,431	29,600	27,100	32,900
Total	RECREATION	491,140	553,624	542,365	548,143	607,650	590,729	629,835

FUND - 001 - GENERAL FUND
DEPARTMENT - 0040 - DEPT OF PARKS & PUBL PROP
BUREAU - 0406 - RECREATION

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION	
40003	12,000	OVERTIME	
		12,000 -	HOURS WORKED AT ICE RINK - EVENINGS, WEEKENDS, AND HOLIDAYS.
40004	260,600	TEMPORARY HELP	
			TEMPORARY SEASONAL HELP PROVIDED BY HIGH SCHOOL AND COLLEGE AGE STUDENTS FOR VARIOUS CITY RECREATIONAL AMENITIES. WORKERS START AT MINIMUM WAGE. THE AVERAGE R RATE IS $8.50
		175,000 -	-POOLS (LIFEGUARDS, CASHIERS, LESSONS, ETC)
		25,000 -	-PLAYGROUNDS (GAURDS)
		20,500 -	-SAND ISLAND (CASHIERS, LESSONS, ETC)
		4,000 -	-SOFTBALL AND BASKETBALL (REFEREES)
		34,500 -	-ICE RINK (CASHIERS, GAURDS, LESSONS, ETC)
		1,000 -	-AFTER SCHOOL COORDINATOR
		600 -	-MOVIES IN THE PARK
40006	500	DIFFERENTIAL PAY	
		500 -	DIFFERENTIAL PAY
40008	200	MEAL REIMBURSEMENT	
		200 -	REIMBURSEMENT FOR MEALS IN ACCORDANCE WITH UNION CONTRACT.
41013	300	OFFICE EXPENSE	
		300 -	SUPPLIES NOT AVAILABLE FROM STOCK INVENTORY.
41014	45,000	OPERATING SUPPLIES	
		750 -	TENNIS/SOFTBALL TROPHIES.
		3,500 -	LIFEGUARD SWIMSUITS, WHISTLES, STAFF SHIRTS
		750 -	ARTS AND CRAFTS SUPPLIES
		1,000 -	ATHLETIC EQUIPMENT
		1,500 -	ICE SKATING SUPPLIES
		2,500 -	FIRST AID SUPPLIES
		5,500 -	POOL SUPPLIES
		400 -	LAMINATING POUCHES
		1,000 -	EASTER EGG HUNT
		16,500 -	POOL PAINT
		5,800 -	SKATES
		3,000 -	SAND ISLAND TENNIS COURTS - TOP DRESSING, TAPES, ETC.
		800 -	MAINTENANCE FOR CASH REGISTERS
		2,000 -	PROPANE FOR ZAMBONI
			NOTE: INCREASES ARE DUE TO EXPENSES ADDED TO THIS ACCOUNT THAT WERE NOT TRADITIONALLY CHARGED TO THIS ACCOUNT
41021	48,900	CHEMICALS	
		48,900 -	POOL/RINK CHEMICALS, TEST KITS, SUPPLIES, AND WATER TESTING.
			NOTE: INCREASES ARE DUE TO EXPENSES ADDED TO THIS ACCOUNT THAT WERE NOT TRADITIONALLY CHARGED TO THIS ACCOUNT

FUND - 001 - GENERAL FUND
DEPARTMENT - 0040 - DEPT OF PARKS & PUBL PROP
BUREAU - 0406 - RECREATION

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41023	950	GASOLINE
		BASED ON ESTIMATED USAGE.
		950 - GASOLINE
42032	500	TRAINING/CONTINUING ED.
		500 - SEMINARS/CONFERENCES SUCH AS PRPS
42040	1,000	ADVERTISING AND PRINTING
		1,000 - ADVERTISING/RECREATION
		-MUSIC IN THE PARK
		-POOL/TENNIS PASSES
42047	5,000	DEPARTMENT CONTRACTS
		5,000 - BOY'S CLUB - YOSKO PLAYGROUNDS
42049	500	REFUNDS
		500 - REFUNDS FOR CLASS REGISTRATION CANCELLATIONS (I.E. SWIMMING LESSONS) AFTER PAYMENT HAS ALREADY BEEN DEPOSITED.
42060	10,100	OTHER EXPENSES
		500 - REIMBURSEMENT GAS
		500 - NRPA AND PRPS MEMBERSHIP
		400 - PROTECT YOUTH SPORTS BACKGROUND CHECKS
		5,000 - MAINTENANCE FOR ZAMBONI
		3,700 - ASCP, SESAC AND BMI MUSIC LICENSES
42063	15,800	SPECIAL PROGRAMS
		400 - BASKETBALL PLAY-OFF OFFICIALS (SUMMER/WINTER)
		1,500 - SOFTBALL PLAYOFF OFFICIALS
		800 - CPR TRAINING/CERTIFICATION
		900 - LIFEGUARD TRAINING
		2,000 - POOL/ICE RINK/PLAYGROUND
		2,400 - TENNIS LEAGUE
		2,000 - YOUTH RECREATION PROGRAMS
		5,000 - MOVIES IN THE PARK AND UPKEEP OF EQUIPMENT
		800 - 4TH OF JULY FIREWORK MUSIC

BUREAU DETAIL

Bureau: Parks Maintenance **No:** 0407 **Department**: Parks & Public Property **No:** 0040

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 supporting general snow operations, the bureau clears 11 parking lots, 20 miles of sidewalks and 25 bridge sidewalks.

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.
- Maintain the Continuous Improvement (CI) process by continuing to participate in CI events for Open Space Maintenance, including but not limited to Mowing, Tree Trimming and Removal, Leaf Collection and Snow Removal.

Prior Year Achievements:

- Made numerous improvements to Saucon Park to better support updated Parks' ordinance
- Built new gun range target area for Bethlehem Police.
- Continued and made improvements to CI Mowing schedule and operations, resulting in a consistent 7 day mowing rotation.
- Landscaped H.B.I area for Musikfest.
- Prepped area at Rodgers St location for placement of two new pole buildings.
- Added and re-graded tennis surface/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.
- Rebuilt granite steps in front of library and area east of City Hall to include ADA upgrades
- Assisted Public works by completing 50% percent of leaf collection operations
- Assisted Public works 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
- Enhanced Graffiti removal program on public and private properties
- Completion of the Bethlehem Skateplaza pavilion & entrance
- Provided interim cleaning of the Hoover-Mason Trestle
- Received a grant from D & L Heritage Corridor & implemented improvements to the D & L Tow Path
- Provided assistance to reconstruction of historic stone walls in Saucon and Johnston Parks

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0040 PARKS & PUBLIC PROPERTY
BUREAU 0407 PARKS MAINTENANCE

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3009	Superintendent of Maint	1	1	1	1	1	79,259	1	79,259	1	84,756
2608	Stone Mason	1	1	1	1	1	65,860	1	65,860	1	70,322
2402	Foreman	1	1	1	1	1	59,625	1	59,625	1	63,744
M114	Maintenance Worker III	6	6	6	6	6	331,760	6	331,760	6	343,840
M092	Maintenance Worker II	9	9	9	9	9	440,885	9	440,885	9	406,802
M072	Maintenance Worker I	4	4	4	4	4	138,299	4	138,299	3	120,439
	Total Positions	22	22	22	22	22	1,115,688	22	1,115,688	21	1,089,903

Account Detail								
40001	SALARIES	1,023,196	1,008,620	1,022,440	1,067,781	1,098,888	1,098,888	1,073,903
40002	LONGEVITY	17,775	17,730	13,680	15,520	16,800	16,800	16,000
40003	OVERTIME	39,624	42,884	30,792	51,122	46,444	46,444	46,500
40004	TEMPORARY HELP	22,323	26,813	20,448	18,624	10,000	10,000	12,000
40006	DIFFERENTIAL PAY	1,407	878	941	1,767	1,500	1,500	1,500
40008	MEAL REIMBURSEMENT	3,159	1,235	1,950	4,381	3,000	3,000	3,000
	Personnel	1,107,484	1,098,160	1,090,251	1,159,195	1,176,632	1,176,632	1,152,903
41014	OPERATING SUPPLIES	15,802	14,149	14,469	9,873	17,374	17,000	13,450
41016	UNIFORMS/SAFETY SHOES	4,179	3,614	3,048	4,169	4,900	4,200	4,191
41017	SMALL TOOLS	1,576	1,742	958	1,211	5,230	5,000	1,500
41023	GASOLINE	52,789	52,699	45,031	59,287	40,200	38,500	42,250
	Materials & Supplies	74,346	72,204	63,506	74,540	67,704	64,700	61,391
42032	TRAINING/CONT. EDUCATION	578	4,630	2,773	130	56	56	3,000
42047	DEPARTMENT CONTRACTS	-	-	9,807	11,285	3,510	3,500	3,500
42054	RENTALS	1,782	1,922	1,494	1,359	700	600	500
42060	OTHER EXPENSES	37,539	26,203	21,320	20,189	27,200	25,000	29,200
42064	EQUIPMENT MAINTENANCE	15,551	13,736	17,579	15,279	11,500	10,000	14,500
42065	PLANT MAINTENANCE	5,480	10,041	21,585	15,679	16,538	15,500	23,000
	Purchased Services	60,930	56,532	74,558	63,921	59,504	54,656	73,700
43099	EQUIPMENT	-	2,335	983	-	-	-	23,500
	Equipment	-	2,335	983	-	-	-	23,500
Total	PARKS MAINTENANCE	1,242,760	1,229,231	1,229,298	1,297,656	1,303,840	1,295,988	1,311,494

FUND - 001 - GENERAL FUND
DEPARTMENT - 0040 - DEPT OF PARKS & PUBL PROP
BUREAU - 0407 - PARKS MAINTENANCE

2016 BUDGET REQUEST JUSTIFICATION

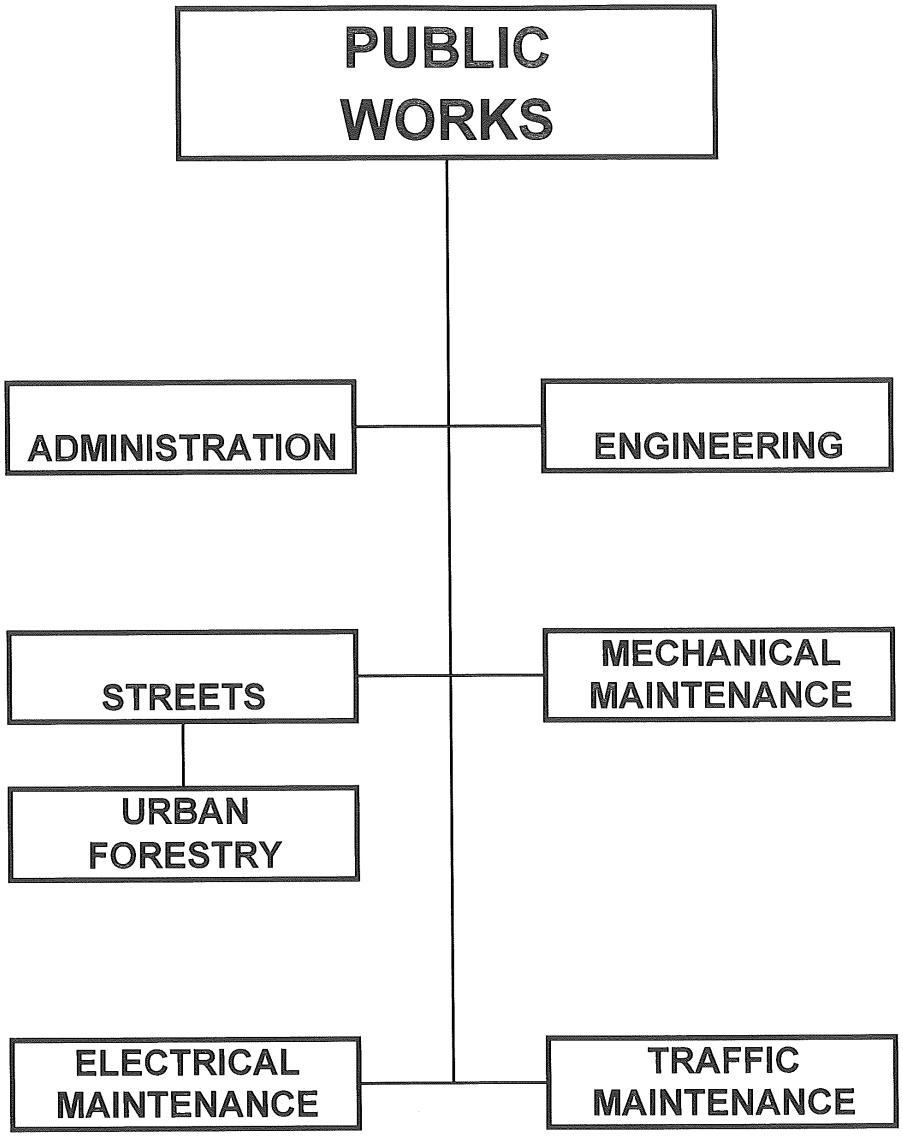
ACCOUNT	AMOUNT	DESCRIPTION
40003	46,500	OVERTIME
		46,500 - STAND-BY AND CALL OUTS FOR STORM EMERGENCIES. SCHEDULED OVERTIME FOR CLEARING SIDEWALKS, STREETS AND BRIDGES DURING SNOW OPERATIONS, LEAF PICKUP, SERVICES TO SPECIAL EVENTS, WEEKEND GARBAGE PICK UP IN NORTH AND SOUTH DOWNTOWN, OTHER PARKS MAINTENANCE ACTIVITIES AS NEEDED.
40004	12,000	TEMPORARY HELP
		12,000 - ASSIST DURING SUMMER IN VARIOUS PLAYGROUNDS, PARKS, ATHLETIC FIELDS, HBI, WITH GRASS CUTTING AND WEED CONTROL ASSIST WITH CITY FLOWER PROGRAM, MAINTENANCE OF GREENWAY, GRAFFITI PROGRAM, AND ASSIST WITH SPECIAL EVENTS. DUE TO LIMITED FULL TIME WORKFORCE WE GREATLY BENEFIT FROM STARTING PART TIME EARLY IN THE SEASON AND KEEPING THEM LATER.
40006	1,500	DIFFERENTIAL PAY
		1,500 - 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	13,450	OPERATING SUPPLIES
		MONIES ALLOCATED FOR BLANKET ORDERS AND VARIOUS SUPPLIES REQUIRED FOR MAINTENANCE AT CITY PARKS, PLAYGROUNDS, GARDENS, ATHLETIC FIELDS, ETC.
		800 - CITY HALL BEAUTIFICATION
		1,500 - ROSES FOR ROSE GARDEN
		3,300 - CHEMICALS (BEE SPRAY, CLEANSERS, VEGETATION MANAGEMENT, GRAFFITI REMOVAL, ETC.)
		2,300 - PAINT
		1,800 - CONCRETE
		1,650 - 7 HAND MOWERS (4 FOR FIRE STATIONS)
		500 - 2 HAND BLOWERS
		1,200 - 8 STRING TRIMMERS
		400 - MISC SUPPLIES
41016	4,191	UNIFORMS/SAFETY SHOES
		705 - T-SHIRTS
		1,016 - SWEATSHIRTS
		2,470 - SHOES
41017	1,500	SMALL TOOLS
		1,500 - MISC. TOOLS FOR PROJECTS
41023	42,250	GASOLINE
		BASED ON ESTIMATED USAGE.
		6,250 - GASOLINE
		36,000 - DIESEL

FUND - 001 - GENERAL FUND
DEPARTMENT - 0040 - DEPT OF PARKS & PUBL PROP
BUREAU - 0407 - PARKS MAINTENANCE

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42032	3,000	TRAINING/CONTINUING ED.
		200 - EMPLOYEE TRAINING, PESTICIDE SPRAYING CERT., EDUCATIONAL SEMINARS, HEAVY EQUIPMENT TRAINING, CDL UPGRADES, PLAYGROUND SAFETY INSPECT. CERT.
		2,800 - CDL CLASS A TRAINING
42047	3,500	DEPARTMENT CONTRACTS
		3,500 - EQUIPMENT LEASE FOR TWO MOWERS (YR 5 OF 5)
42054	500	RENTALS
		500 - RENTAL OF EQUIPMENT NOT AVAILABLE IN CITY FLEET
42060	29,200	OTHER EXPENSES
		700 - SUBSCRIPTIONS, CDL REIMBURSEMENT
		500 - WATER COOLER DELIVERY
		28,000 - LANDFILL CHARGES
42064	14,500	EQUIPMENT MAINTENANCE
		SERVICES AND PARTS FOR MAINTENANCE OF EQUIPMENT NEEDED FOR PARKS MAINTENANCE ACTIVITIES:
		OTHER EQUIPMENT
		7,500 - TRACTORS/MOWERS
		2,000 - CULTIVATORS/TRIMMERS
		1,500 - JACKHAMMERS, CHAIN SAWS, HEDGE TRIMMERS, ETC.
		3,500 - MISC. PARTS/REPAIRS TO OTHER EQUIPMENT
42065	23,000	PLANT MAINTENANCE
		18,000 - PURCHASE TOOLS AND MATERIALS TO PERFORM MAINTENANCE, LANDSCAPING, AND NECESSARY REPAIRS TO CITY PARKS, PLAYGROUNDS, GARDENS, ATHLETIC FIELDS, CITY CENTER COMPLEX. MATERIALS REQUIRED TO MAINTAIN PARK FACILITIES SUCH AS MULCH, BARK FERTLIZER, GRASS SEED TOPSOIL, LUMBER AND PAINT, REPAIRS DUE TO FLOODING
		5,000 - TREE REMOVAL, PRUNING, REPLACEMENT
43099	23,500	EQUIPMENT
		11,500 - VEHICLE LEASE FOR ONE JEEP (YEAR 1 OF 4)
		12,000 - VEHICLE LEASE FOR ONE UTILITY TRUCK (YEAR 1 OF 4)

THIS PAGE INTENTIONALLY LEFT BLANK


PUBLIC WORKS
ADMINISTRATION
ENGINEERING
STREETS
MECHANICAL MAINTENANCE
URBAN FORESTRY
ELECTRICAL MAINTENANCE
TRAFFIC MAINTENANCE

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, 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 Year Achievements:

- Implemented and continues to maintain and improve 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. Currently completing or updating basic services operations plans (street sweeping plan, snow operations plan, storm sewer maintenance plan, and leaf collection plan) 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. Currently working on expanding and improving our in-house paving program. Improved our road rating system by collection and transfer of information into CAD/GIS using tablets and implementation of a new rating system.
- Expanded and improved urban forestry functions within the City, which will be detailed in that bureau's prior year achievements. Still working with the Bureau of Urban Forestry to complete the tree inventory data-base.
- 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 pursuing replacement/improvement to salt storage facilities. Currently evaluating various de-icing materials to reduce costs, improve service and reduce environmental impact.
- Completed the purchase of the City's nearly 7,000 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.
- Developing a city-wide geographic information system (GIS), and the completion of numerous other critical engineering and construction projects.
- Played key role and participated in numerous CI programs and continue to strategize new procedures to improve productivity, cut costs, and increase revenue.
- Awarded grant from ARLE for pedestrian safety improvements to the north end of the Fahy Bridge. Coordinated with Penn DOT to have all the work completed with the Fahy Bridge re-hab project starting in 2015 and utilized grant funding to make pedestrian improvements at Liberty High School instead.
- Awarded Growing Greener grant for improvements to the Stefko Blvd Swale and currently working on design of improvement.
- Awarded TAP grant for sidewalk improvements on 4th Street.
- Awarded TAP grant for shared lane markings throughout the City of Bethlehem.
- Completed Main Street streetscape improvements and moved all utilities underground.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0501 ADMINISTRATION

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N085	Dir Pub Wks/City Engineer	1	1	1	1	1	97,245	1	97,245	1	104,015
2807	Dept Business Manager	1	1	1	1	1	71,045	1	71,045	1	77,219
C072	Departmental Secretary	1	1	1	1	1	47,277	1	47,277	1	49,157
	Total Positions	3	3	3	3	3	215,567	3	215,567	3	230,391
Account Detail											
40001	SALARIES	175,129	185,914	191,336	200,577		213,487		213,487		228,151
40002	LONGEVITY	1,270	1,430	1,760	1,920		2,080		2,080		2,240
	Personnel	176,399	187,344	193,096	202,497		215,567		215,567		230,391
41013	OFFICE EXPENSE	678	489	700	507		600		525		700
41023	GASOLINE	933	1,069	987	1,067		918		800		857
	Materials & Supplies	1,611	1,558	1,687	1,574		1,518		1,325		1,557
42032	TRAINING/CONT. EDUCATION	1,091	606	1,154	626		1,350		800		1,350
42060	OTHER EXPENSES	415	334	518	426		650		450		550
	Purchased Services	1,506	940	1,672	1,052		2,000		1,250		1,900
Total	ADMINISTRATION	179,516	189,842	196,455	205,123		219,085		218,142		233,848

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	700	OFFICE EXPENSE 700 - SUPPLIES (PRINTER CARTRIDGES, SUPPLIES FOR STAFF MEETING RECORD KEEPING, ETC.) THAT ARE NOT STOCKED BY PURCHASING.
41023	857	GASOLINE 857 - FOR DIRECTOR'S VEHICLE TO RESPOND TO CITY BUSINESS 24/7 INCLUDING SNOW PLOWING OPERATIONS. BASED ON ANNUAL USAGE OF 340 GALLONS @ $2.52 PER GALLON.
42032	1,350	TRAINING/CONTINUING ED. 1,350 - THIS ACCOUNT WILL BE 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. REVELANT SEMINARS ARE OFTEN NOT ATTENDED DUE TO OVERALL BUDGET CONCERNS.
42060	550	OTHER EXPENSES 100 - MISCELLANEOUS (PARKING FEES, TOLLS, ETC). 150 - REFERENCE/CROSS DIRECTORY/POLK DIRECTORY. 300 - PUBLIC WORKS SUBSCRIPTIONS AND MEMBERSHIP DUES.

THIS PAGE INTENTIONALLY LEFT BLANK

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, 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 CSO relocation, dewatering improvements, Primary Digester 2 upgrades, Route 512 waterline extension, 5th & William Streets Pump Station and other water and sewer capital projects.
- Completed construction and contract administration of Main Street streetscape, Broad Street crosswalks, storm sewer system replacement on Linden Street, and waterline replacement on 5th Street.
- Completed the design/bid packages of numerous street re-surfacing projects, curb ramps, sidewalks, traffic signals, and restoration of utility trenches.
- Completed final engineering for the Lynn Avenue Bridge and High Street Bridge replacements and coordinated with Penn DOT on the design of the Fahy Bridge improvements.
- Completed review of numerous site development plans including, Majestic Lot 1B, Lehigh Valley Hospital Muhlenberg expansion, Chelsea Commons, Greenway Commons, 125 Emery Street, 1025 Feather Way, Lehigh University Police Station, and HOP plans.
- Ongoing NPDES Phase II stormwater permitting efforts including annual reports to PA DEP.
- Continued review and coordination with Penn DOT and design engineer of the design and construction for the Route 412 widening and Connector Road projects.
- Completed design and permitting of South Bethlehem Greenway Phase IV.
- Evaluated ADA curb ramp design requirements that are incorporated into our overlay program.
- Received grants for various projects including Main Street and 4th Street.
- Administered bridge maintenance program which included work at the 8th Avenue Bridge.
- Continue design of improvements to the Stefko swale funded by a Growing Greener grant.
- Completed construction administration for the Skate Plaza entry.
- Continue design oversight and coordination for Eastern Gateway improvements.
- Implemented Code Enforcement to improve resolution and tracking of violations.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0502 ENGINEERING

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N100	Bureau Chief Engineer	1	1	1	1	1	87,314	1	87,314	1	93,392
2908	Section Engineer	2	1	1	1	1	74,189	1	74,189	1	79,268
2809	Project Engineer	2	2	2	2	2	139,214	2	139,214	2	151,718
2511	Design Asst-Chief of Surv	1	1	1	1	1	62,709	1	62,709	1	66,952
2503	Design Assistant	2	2	2	2	2	123,819	2	123,819	2	132,465
2404	Engineering Assistant	5	5	5	5	5	292,205	5	292,205	5	312,562
	Total Positions	13	12	12	12	12	779,450	12	779,450	12	836,357
Account Detail											
40001	SALARIES	691,003	725,977	735,615	721,075		773,050		773,050		829,637
40002	LONGEVITY	13,090	7,700	9,040	5,920		6,400		6,400		6,720
40003	OVERTIME	5,976	14,822	11,570	16,722		16,000		10,000		10,000
40004	TEMPORARY HELP	-	576	-	-		500		-		500
	Personnel	710,069	749,075	756,225	743,717		795,950		789,450		846,857
41014	OPERATING SUPPLIES	3,727	3,597	4,311	3,752		5,000		4,500		4,650
41016	UNIFORMS/SAFETY SHOES	1,191	1,757	1,194	1,569		1,400		1,350		2,350
41023	GASOLINE	11,380	12,599	9,367	10,998		10,800		9,000		10,080
	Materials & Supplies	16,298	17,953	14,872	16,319		17,200		14,850		17,080
42032	TRAINING/CONT. EDUCATION	105	385	339	108		250		150		250
42047	DEPARTMENT CONTRACTS	12,146	29,968	500	28,976		43,000		30,000		73,000
42060	OTHER EXPENSES	4,628	5,824	3,954	8,110		10,700		8,000		10,000
42064	EQUIPMENT MAINTENANCE	3,260	3,331	1,450	1,450		3,050		1,500		3,050
42064	BRIDGE MAINTENANCE	185	19,619	-	-		-		-		-
	Purchased Services	20,324	59,127	6,243	38,644		57,000		39,650		86,300
43099	EQUIPMENT	-	-	36,075	9,242		16,250		16,250		7,548
	Equipment	-	-	36,075	9,242		16,250		16,250		7,548
Total	ENGINEERING	746,691	826,155	813,415	807,922		886,400		860,200		957,785

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	10,000	OVERTIME 10,000 - BASED ON ANTICIPATED CONSTRUCTION ACTIVITY IN 2016. 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 DEVELOPER INTO OUR GENERAL FUND. MADE SUBSTANIAL EFFORTS TO REDUCE USE OF THIS ACCOUNT IN 2016, SUCH AS LIMITING INSPECTION TIME TO CRITICAL JUNCTIONS OF CONSTRUCTION. TWO BRIDGE PROJECTS WERE DELAYED IN THE DESIGN PHASE BUT CONSTRUCTION OF BOTH IS SCHEDULED TO BEGIN IN 2016. WE ANTICIPATE SIGNIFICANT OVERTIME FOR SEVERAL LARGE PROJECTS IN 2016 (ROUTE 412 IMPROVEMENTS, MAJESTIC, LVIP 7, LYNN AVE BRIDGE, AND HIGH STREET BRIDGE, ETC.).
40004	500	TEMPORARY HELP 500 - 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 2015 AS WELL AS IN PAST YEARS.
41014	4,650	OPERATING SUPPLIES 4,650 - ANNUAL COST OF BLUEPRINT MATERIALS, DRAFTING, AND SURVEYING SUPPLIES FOR THE YEAR. MISCELLANEOUS (MOSTLY SURVEYING) ITEMS SUCH AS CLOTH, VELUM, PEN POINT INK, GAMMON REELS, PLUMB BOB POINTS, P.K. NAILS AND SPIKES.
41016	2,350	UNIFORMS/SAFETY SHOES 2,350 - FIVE (5) T-SHIRTS/TWO (2) SWEATSHIRTS TO BE PURCHASED FOR SURVEYORS AND INSPECTORS. ALL EMPLOYEES ARE ELIGIBLE FOR SAFETY SHOES IN 2016.
41023	10,080	GASOLINE 10,080 - BASED ON ANNUAL USAGE OF 4,000 GALLONS (10 VEHICLES) AT $2.52 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

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		CONSTRAINTS.
42047	73,000	DEPARTMENT CONTRACTS
		15,000 - FOR REPLACEMENT OF DEFICIENT SIDEWALKS THAT OWNERS DO NOT REPLACE (EVENTUAL REIMBURSEMENT TO CITY ANTICIPATED) AFTER NOTICES (ASSUMING APPROXIMATELY 10-15 OWNERS IN 2016).
		8,000 - 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 $500 ANNUAL FEE.
		50,000 - IN THE PAST, THREE (3) PROPERTIES CONTRIBUTED FUNDS DURING THEIR DEVELOPMENT TOWARDS THE INSTALLATION OF CURB AND SIDEWALK IN THE 1500 AND 1600 BLOCKS OF SCHOENERSVILLE ROAD FROM THE WAWA TO THE RECENT EATON POINTE DEVELOPMENT BETWEEN EIGHTH AVENUE AND EATON AVE. THE INTENTION WAS FOR THE CITY TO COORDINATE THE PROJECT, OBTAIN THE HIGHWAY OCCUPANCY PERMIT, AND CONTRACT THE WORK. THERE ARE SOME GRADING AND DRAINAGE ISSUES ALONG WITH NEW CURB RAMP REQUIREMENTS THAT NEED TO BE ADDRESSED AND CORRECTED ALONG WITH THE SIDEWALK WORK. THIS ITEM IS FOR THE ADDITIONAL FUNDS NECESSARY, ALONG WITH THE FUNDS CONTRIBUTED BY THE PAST DEVELOPMENTS, TO COMPLETE THIS WORK. THE RESULT WILL BE A CONTINOUS STRETCH OF SIDEWALK ALONG THE WEST SIDE OF SCHOENERSVILLE ROAD FROM EIGHTH AVENUE TO EATON AVENUE.
42060	10,000	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.
		4,200 - AUTOCAD UPGRADE FOR STATION (HIGHER THAN PRIOR YEARS).
		4,000 - VERIZON CHARGE FOR DATA PACKAGES FOR MAP DECISIONS TABLETS USED FOR FIELD INSPECTIONS AND GIS UPDATES.
42064	3,050	EQUIPMENT MAINTENANCE
		3,050 - ANNUAL ADJUSTMENT & ACCURACY CHECK FOR TWO (2) EDMS. SERVICE FOR DESK TOP COPIER, PLOTTER, AND LARGE FORMAT PRINTER/SCANNER INCLUDING ANNUAL CONTRACTS.
43099	7,548	EQUIPMENT
		7,548 - SECOND YEAR LEASE OF A 2015 GMC VAN (3-YEARS)

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 storm sewer maintenance, 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 utilizing the City's AVL tracking/management system. 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 streetscapes to assist business owners and promote our downtowns.
- Improve paving and patching programs to extend the life of City roadways.

Prior Year Achievements:

- Acquired and deployed spray patch truck to improve road maintenance operations.
- 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.
- Maintained vegetation control throughout city streets.
- Collected over 25,000 cubic yards of leaves during the 2014 leaf collection operation.
- Maintained storm sewers – cleaning and flushing of over 200 basins out of over 3,000 basins throughout the city.
- Paved over 7,500 feet of roadway and scratched 4,000 feet in 2014 through the in-house paving program.
- 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.
- Maintain and strived to improve all services provided.
- 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.
- Used over 1,000+ tons of wearing material to repair city roadways.
- Milled over 8,000 feet of roadway with the new milling machine.
- Cut cost and improved service with the purchase of a truck mount street sweeper.
- Improved the snow plowing operation by switching all plows to steel blades.
- 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.
- With key assistance from the Bureau of Administration, secured surveillance cameras for William Street to monitor for illegal dumping in an effort to deter such activities.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0503 STREETS

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3206	Superintendent of Streets	1	1	1	1	1	86,603	1	86,603	1	92,656
2402	Foreman	2	2	2	2	2	119,410	2	119,410	2	127,569
M114	Maintenance Worker III	9	9	9	9	9	486,464	9	486,464	9	510,328
M092	Maintenance Worker II	13	13	13	13	13	632,219	13	632,219	13	647,998
M072	Maintenance Worker I	2	2	2	2	2	66,320	2	66,320	2	98,350
	Total Positions	27	27	27	27	27	1,391,016	27	1,391,016	27	1,476,901
	Allocated to 005A						(400,000)		(400,000)		(400,000)
							991,016		991,016		1,076,901
Account Detail											
40001	SALARIES	799,283	889,867	871,587	883,572		972,456		972,456		1,056,981
40002	LONGEVITY	12,640	15,470	16,880	18,168		18,560		18,560		19,920
40003	OVERTIME	89,058	79,574	74,557	80,961		73,000		73,000		73,000
40004	TEMPORARY HELP	13,420	17,848	18,138	11,474		8,720		8,200		19,200
40006	DIFFERENTIAL PAY	3,574	2,453	3,341	4,271		4,000		4,000		4,000
40008	MEAL REIMBURSEMENT	6,488	2,197	4,433	10,556		9,000		5,500		6,000
	Personnel	924,463	1,007,409	988,936	1,009,002		1,085,736		1,081,716		1,179,101
41014	OPERATING SUPPLIES	10,530	14,637	15,272	30,027		24,950		22,500		16,000
41016	UNIFORMS/SAFETY SHOES	3,655	4,497	4,589	4,807		6,000		5,000		5,894
41023	GASOLINE	105,435	108,299	93,440	133,937		102,000		98,000		107,316
	Materials & Supplies	119,620	127,433	113,301	168,771		132,950		125,500		129,210
42031	UNIFORM RENTAL	710	502	824	739		700		600		750
42033	TRAINING AND SAFETY	515	7,121	6,850	2,251		3,850		2,500		3,850
42047	DEPARTMENT CONTRACTS	11,333	17,026	16,638	24,779		31,500		27,000		33,600
42060	OTHER EXPENSES	1,760	5,257	3,448	5,704		5,840		5,250		6,080
42060A	BUSINESS DIST STREETSCAPE	3,696	2,156	1,421	2,618		5,000		4,000		10,000
42064	EQUIPMENT MAINTENANCE	1,024	342	-	768		1,000		500		1,000
	Purchased Services	19,038	32,404	29,181	36,859		47,890		39,850		55,280
43099	EQUIPMENT	4,143	2,190	2,411	3,441		2,700		2,500		32,929
	Equipment	4,143	2,190	2,411	3,441		2,700		2,500		32,929
Total	STREETS	1,067,264	1,169,436	1,133,829	1,218,073		1,269,276		1,249,566		1,396,520

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	73,000	OVERTIME 73,000 - 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 WHICH IS BILLED TO COUNTIES. AMOUNT IS BASED ON PAST YEAR'S EXPERIENCE AND KEPT AT MINIMUM TO REDUCE GENERAL FUND EXPENSES (AVERAGE EXPENDITURE IS OVER $75,000 PER YEAR). WILL MAINTAIN AT SAME LEVEL AND MINIMIZE SPENDING DESPITE ANTICIPATED RAISE FOR EMPLOYEES IN 2016 PER UNION CONTRACT AND INCREASING ACTIVITES SUCH AS SPECIAL EVENTS.
40004	19,200	TEMPORARY HELP 19,200 - THE AMOUNT IS BASED ON AN AVERAGE OF $8.00/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 AS THEIR PERSONNEL ARE NEEDED FOR UNSKILLED LABOR ON THE PAVING CREW (12 TO 14) DUE TO FREQUENT SHORTAGE OF PERSONNEL DURING THE PAVING SEASON (VACATIONS, SICK, PERSONAL OJI, ETC.).
40006	4,000	DIFFERENTIAL PAY 4,000 - ACCOUNT COVERS MIDDLE SHIFT AND NIGHT SHIFT EMPLOYEES FOR 2016. 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 WITH THE ANTICIPATION OF NO INCREASE PER UNION CONTRACT ($13.00). THE PAST TWO YEARS EXPEDNITURES WERE HIGH (10,500 AND 9,000) DUE TO SEVERE WINTERS.
41014	16,000	OPERATING SUPPLIES 14,000 - THIS ITEM COVERS BLANKET ORDERS NEEDED FOR GENERAL 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 NEEDED MAINTENANCE ACTIVITIES SUCH AS STREET SEALING, ROAD REPAIRS, AND THE SEALER NOW OPERATING ON PROPANE VERSUS THE OLD SEALER ON DIESEL WHICH WAS FUNDED FROM ANOTHER ACCOUNT. 2,000 - REPLACEMENT OF WORN OUT POWER TOOLS THAT ARE NEEDED FOR EMERGENCY CALL OUTS AND DOWNTOWN BUSINESS DISTRICT MAINTENANCE.

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41016	5,894	UNIFORMS/SAFETY SHOES
		5,894 - REQUIRED BY UNION AGREEMENT. NEEDED TO COVER COST OF SHOES AND UNIFORMS FOR 2016. THIS AMOUNT WILL COVER 26 EMPLOYEES FOR UNIFORMS AND WORK SHOES.
41023	107,316	GASOLINE
		107,316 - TO OPERATE STREET'S VEHICLES AND HEAVY EQUIPMENT. APPROXIMATELY 36,000 GALLONS OF DIESEL AT $2.75 PER GALLON AND 3,300 GALLONS OF REGULAR/PREMIUM GASOLINE AT $2.52 PER GALLON.
42031	750	UNIFORM RENTAL
		750 - CREW AND SHOP MAINTENANCE PERSONNEL. SLIGHT INCREASE DUE TO INCREASED COSTS.
42033	3,850	TRAINING AND SAFETY
		3,000 - GLASSES, GLOVES, RESPIRATORS, GOGGLES, RAIN GEAR, HARD HATS, BOOTS, CONES, SIGNS, BARRICADES, ETC. WOOD FOR BARRICADES AND SAFETY SIGNS REQUIRED BY PENN DOT. MAINTAINED AT SAME LEVEL DUE TO BUDGET CONSTRAINTS.
		50 - CPR CLASSES FOR TEN (10) EMPLOYEES AT $5/PERSON.
		800 - PESTICIDE LICENSE FOR FOUR (4) EMPLOYEES FOR PUBLIC RIGHT OF WAY.
42047	33,600	DEPARTMENT CONTRACTS
		33,600 - ESTIMATED MUNICIPAL WASTE 500 TONS AT $60.00 PER TON. CLEAN FILL DISPOSAL FROM STREET EXCAVATIONS AND RECYCLED SWEEPER DIRT --- 300 TONS AT $12.00 PER TON.
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. INCREASED FROM PAST YEARS.
		700 - DEP WASTE HAULING PERMIT.
		480 - CDL REIMBURSEMENT (PRICE INCREASED).
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 MAINTAIN THE BUSINESS DISTRICT'S STREETSCAPE IN THE CITY OF BETHLEHEM. INCREASED TO PREVIOUS BUDGET LEVEL TO TRY AND KEEP UP WITH NEEDS OF TWO DOWNTOWNS.
42064	1,000	EQUIPMENT MAINTENANCE
		1,000 - SMALL TOOL PARTS AND REPAIRS SUCH AS CHAIN SAWS, JACKHAMMERS, AIR TOOLS, TAMPERS, ETC. ALSO TO PAY FOR PARTS TO REPAIR WEED WACKERS.
43099	32,929	EQUIPMENT
		4,400 - TWO (2) MOBILE RADIOS (GRADUAL UPGRADE OF RADIOS).

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	210 -	THREE (3) BATTERIES FOR 1500 MODEL HAND-HELD PORTABLE RADIO REPLACEMENTS.
	166 -	TWO (2) BATTERIES FOR 5000 MODEL HAND-HELD PORTABLE RADIO REPLACEMENTS.
	28,153 -	EZ-SCREEN 1000XL PORTABLE SCREENER: THIS UNIT IS TO REPLACE UNIT #751 A 2000 SITE SCREEN XL45 THAT WE NO LONGER CAN GET REPLACEMENT PARTS FOR.

THIS PAGE INTENTIONALLY LEFT BLANK

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:

- Manage and maintains 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.
- Continue to work with Planning Bureau on SALDO revisions pertaining to landscaping and review the new Zoning Ordinance for inconsistencies related to Urban Forestry requirements.
- Develop additional city standard details related to Urban Forestry, such as tree well dimensions and recommendations for a variety of right-of-way sizes and conditions.
- 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.
- Seek improvements for bureau related activities, such as permitting, licensing, nuisance abatement notifications, tree replacement, landscape plan reviews, and the tree inventory.
- Reach out to community groups and schools to increase community involvement and interest in Bethlehem's urban forest.

Prior Year Achievements:

- Fulfilled the requirements to maintain, for the 22nd year, Bethlehem's Tree City USA status. Also qualified for a Tree City USA Growth Award for the 7th consecutive year in recognition of environmental improvement and achievements in education and public relations, partnerships, planning and management, and tree planting and maintenance.
- Encouraged community interest in forestry through an Arbor Day celebration at Governor Wolf Elementary School.
- Enlisted the help of local licensed tree contractor and ISA Certified Arborist Joshua Malik of Joshua Tree to demonstrate safe, proper tree-climbing techniques to students and teachers at Arbor Day. Joshua Tree again provided two (2) climbing stations with additional personnel and equipment. This has increased the number of schools we can target
- for the celebration by handling a larger number of students in the time designated for the activity.
- Completed CEU's to maintain Arborist Certification with the International Society of Arboriculture.
- Completed credits to maintain Pesticide Applicator Certification with the Pennsylvania Department of Agriculture.
- Attended the 50th Annual Penn-Del Shade Tree Symposium for continuing education and industry updates.
- Finalizing informational forestry brochures for distribution to the public. One to offer a condensed version of the shade tree rules and regulations and one (1) related to correct tree replacement selection and planting.
- Revised the tree permit application form and included it on the City's website. The new form is modeled after the Engineering Bureau permit form for departmental consistency and to make it clearer and more concise for property owners, contractors, and city employees. Included with the new permit application is a general set of rules explaining requirements such as when a licensed contractor is required.
- Implemented the use of the Code Enforcement application within Community Plus to improve permitting, licensing, nuisance abatement notifications, complaints, inspections, and citations. This implementation provides a more consistent, comprehensive, and effective system for data entry, record keeping, correspondence, property history, etc. to expedite, document, and resolve departmental issues.
- Researched, updated and expanded the list of approved street trees and reformatted the documentation on the City's website as a downloadable PDF for property owners' convenience.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 050301 URBAN FORESTRY

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2715	Forester	1	1	1	1	1	67,568	1	67,568	1	72,329
	Total Positions	1	1	1	1	1	67,568	1	67,568	1	72,329
Account Detail											
40001	SALARIES	51,038	57,144	62,642	64,974		67,248		67,248		71,929
40002	LONGEVITY	-	70	160	240		320		320		400
40004	TEMPORARY HELP	-	2,719	2,773	2,229		2,850		2,720		2,850
	Personnel	51,038	59,933	65,575	67,443		70,418		70,288		75,179
41014	OPERATING SUPPLIES	990	1,352	649	1,639		2,000		1,500		1,900
	Materials & Supplies	990	1,352	649	1,639		2,000		1,500		1,900
42047	DEPARTMENT CONTRACTS	8,105	6,225	5,180	7,905		10,000		8,000		10,000
4204707	NUISANCE ABATEMENTS	4,135	-	7,580	8,282		10,000		9,000		19,000
42060	OTHER EXPENSES	1,412	1,217	833	752		1,300		900		1,300
	Purchased Services	13,652	7,442	13,593	16,939		21,300		17,900		30,300
Total	URBAN FORESTRY	65,680	68,727	79,817	86,021		93,718		89,688		107,379

FUND - 001 - GENERAL FUND
DEPARTMENT - 0050 - DEPT OF PUBLIC WORKS
BUREAU - 0503 - STREETS
DIVISION - 050301 - URBAN FORESTRY

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	2,850	TEMPORARY HELP 2,850 - 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 AND OTHER GENERAL OFFICE DUTIES DURING PEAK SEASON FOR VEGETATION MANAGEMENT ISSUES WITHIN THE CITY. IN ADDITION, THEY WOULD AID THE VOLUNTEER INTERNS WITH COLLECTING TREE INVENTORY DATA WITH ADDITIONAL RESPONSABILITY OF KEEPING THE INVENTORY CURRENT. THE AVERAGE HOURLY RATE IS $7.50 PER HOUR.
41014	1,900	OPERATING SUPPLIES 1,900 - SEEDLINGS, EDUCATIONAL MATERIALS FOR ARBOR DAY AND EARTH 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.
42047	10,000	DEPARTMENT CONTRACTS 5,000 - PRUNING OF TREES FOR STREET OVERLAY AND STREET CLEANING PROGRAMS. FUNDING IS BASED ON ANTICIPATED NEED FROM OTHER BUREAUS (NONE WAS USED FOR OVER-LAYS IN 2015). 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	19,000	NUISANCE ABATEMENTS 19,000 - 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 RECOVER-ABLE PER THE NEW ORDINANCE.
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. EDUCATIONAL SEMINARS ARE OFTEN NOT ATTENDED DUE TO

THIS PAGE INTENTIONALLY LEFT BLANK

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:

- Continue to standardize fleet to save on tool purchases 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.
- Monitor trends in electric and CNG vehicles for possible implementation when conditions are right both financially and environmentally.
- Expand use of GPS, and continue to identify ways of streamlining operations using GPS.
- 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.

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 plow and ice treatment equipment throughout another severe winter.
- Expanded in-house operations by starting to rebuild automatic transmissions when tools and training allows.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0504 MECHANICAL MAINTENANCE

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3001	Fleet Manager	1	1	1	1	1	79,079	1	79,079	1	84,836
2607	Auto Mechanic Foreman	1	1	1	1	1	65,860	1	65,860	1	70,322
M137	Automotive Mechanic	8	8	8	8	8	452,832	8	452,832	8	491,104
C062	Account Clerk II	1	1	1	1	1	46,541	1	46,541	1	48,263
	Total Positions	11	11	11	11	11	644,312	11	644,312	11	694,525
Account Detail											
40001	SALARIES	505,004	543,851	570,264	588,936		632,392		632,392		682,045
40002	LONGEVITY	9,225	10,020	11,120	11,440		11,920		11,920		12,480
40003	OVERTIME	27,215	20,519	21,575	31,762		25,000		25,000		26,000
40006	DIFFERENTIAL PAY	1,014	744	970	1,300		900		900		1,000
40008	MEAL REIMBURSEMENT	871	143	390	1,794		1,000		1,000		1,000
	Personnel	543,329	575,277	604,319	635,232		671,212		671,212		722,525
41014	OPERATING SUPPLIES	1,683	2,829	1,595	2,319		3,000		2,500		2,800
41016	UNIFORMS/SAFETY SHOES	1,300	1,605	1,591	1,658		1,700		1,600		1,600
41017	SMALL TOOLS	4,820	7,158	6,750	6,755		7,000		6,800		7,000
41023	GASOLINE	47,342	46,432	45,878	39,864		33,450		32,000		35,750
41024	LUBRICANTS	23,484	19,475	22,613	25,061		28,000		26,000		25,000
	Materials & Supplies	78,629	77,499	78,427	75,657		73,150		68,900		72,150
42031	UNIFORM RENTAL	4,146	4,707	5,110	4,295		5,000		4,500		5,000
42033	TRAINING AND SAFETY	3,628	1,011	1,103	1,220		3,500		2,200		3,500
42038	EQUIPMENT REPAIRS - FLEET	312,075	333,457	314,165	372,625		389,000		389,000		420,000
42039R	EQUIPMENT REPAIRS - REIMB	4,754	-	6,122	-		-		-		-
42047	DEPARTMENT CONTRACTS	1,334	2,419	2,105	2,262		2,500		2,555		2,750
42060	OTHER EXPENSES	984	1,335	1,419	1,600		3,500		3,250		3,500
42064	EQUIPMENT MAINTENANCE	14,554	8,002	8,915	12,254		9,900		9,000		9,000
	Purchased Services	341,475	350,931	338,939	394,256		413,400		410,505		443,750
43099	EQUIPMENT	7,804	18,021	18,555	9,277		2,100		1,800		23,870
	Equipment	7,804	18,021	18,555	9,277		2,100		1,800		23,870
Total	MECHANICAL MAINTENANCE	971,237	1,021,728	1,040,240	1,114,422		1,159,862		1,152,417		1,262,295

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	26,000	OVERTIME 26,000 - 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. INCREASE REFLECTS AVERAGE OF LAST THREE YEARS NEEDS.
40006	1,000	DIFFERENTIAL PAY 1,000 - TO COVER MIDDLE SHIFT AND NIGHT HOURS WORKED BY THE STAFF DURING EMERGENCIES IN ACCORDANCE WITH THE UNION CONTRACT. INCREASED TO REFLECT AVERAGE OF LAST FIVE YEARS' USAGE.
40008	1,000	MEAL REIMBURSEMENT 1,000 - REIMBURSEMENT FOR MEALS DURING EXTENDED WORK HOURS IN ACCORDANCE WITH THE UNION CONTRACT. INCREASED TO RELFLECT AVERAGE USAGE. $1,795.00 WAS SPENT IN 2014 AND $1,200 WAS SPENT IN THE 2015 WITH THE SEVERE WINTER SEASONS.
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	1,600	UNIFORMS/SAFETY SHOES 1,600 - TO PURCHASE UNIFORMS AND SAFETY SHOES PER UNION CONTRACT. MAINTAINED AT SAME LEVEL TO MEET BUDGET CONTRAINTS.
41017	7,000	SMALL TOOLS 7,000 - TO UPGRADE TOOL BOXES AND PURCHASE REPLACEMENT TOOLS AS NEEDED TO PERFORM EQUIPMENT MAINTENANCE. WE NEED ADDITIONAL SMALL TOOLS FOR THE STAFF BASED ON WORKLOAD.
41023	35,750	GASOLINE 35,750 - 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 13,000 GALLONS AT AN AVERAGE COST OF $2.75 PER GALLON FOR DIESEL IN 2016. DIESEL EMISSION FLUID THAT IS NOW REQUIRED ON 2010 AND NEWER MODEL VEHICLES IS ALSO TAKEN FROM THIS ACCOUNT. AMOUNT EQUALS 2015 USAGE AT 2016 ESTIMATED COSTS. DECREASED DUE TO LOWER COST FOR

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		FUEL.
41024	25,000	LUBRICANTS 25,000 - TO PURCHASE MOTOR OILS, GEAR OILS, HYDRAULIC OILS, TRANSMISSION FLUIDS, GREASE AND OTHER LUBRICANTS. INCREASE DUE TO COST AND PRODUCT CHANGES.
42031	5,000	UNIFORM RENTAL 5,000 - FOR UNIFORM RENTAL AND CLEANING PER UNION CONTRACT. REDUCED PER CONTRACT CHANGES. CONTRACT NOW BEING MANAGED BY PURCHASING BUREAU.
42033	3,500	TRAINING AND SAFETY 3,500 - TO PURCHASE TECHNICAL MATERIALS (MANUALS AND TRAINING TAPES) AND SAFETY EQUIPMENT. RECERTIFICATION FOR FIVE (5) MECHANICS DUE IN 2016 AT APPROXIMATELY $300 PER MECHANIC. FOR FLEET TRAINING SUBSCRIPTIONS, WHICH COVERS UNLIMITED ON-LINE MECHANICS TRAINING AND UNLIMITED CLASSROOM TRAINING. PROPER TRAINING RESULTS IN MORE IN-HOUSE REPAIRS AND HENCE REDUCES OVERALL REPAIR COSTS.
42038	420,000	EQUIPMENT REPAIRS - FLEET 420,000 - USED TO PURCHASE PARTS TO MAINTAIN THE CITY FLEET AND TO PAY FOR REPAIR SERVICES FROM OUTSIDE VENDORS WHEN NECESSARY. BUDGET REFLECTS ACTUAL AMOUNT SPENT IN 2015 AND ANTICIPATED COST OF PARTS AND SERVICES IN 2016. 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 SERVICEABLE ORDER. PAST SURVEYS/EVALUATIONS REVEALED THAT OUR BUREAU MAINTAINS 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. THIS AVERAGE GETS OLDER EACH YEAR AS WE DO NOT PURCHASE ENOUGH VEHICLES EACH YEAR TO SUSTAIN IT. OLDER HIGHER MILEAGE VEHICLES WILL COST MORE TO REPAIR AND MAINTAIN. INCREASED DUE TO INCREASE IN REPAIRS AND COSTS OF REPAIRS AND ADD-ITIONS TO THE FLEET. THIS ACCOUNT ALSO ALLOWS US TO DO MORE EXTENSIVE REPAIRS/REBUILDS IN-HOUSE, SAVE ON OUTSOURCING, AND REDUCES MORE EXPENSIVE VEHICLE REPLACEMENT COSTS.
42047	2,750	DEPARTMENT CONTRACTS 2,750 - SAFETY KLEEN PARTS WASHER/SERVICE CONTRACT. SLIGHT INCREASE DUE TO HIGHER COSTS.
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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		CDL LICENSES, TRAVEL EXPENSES, GASBOY TECHNICAL SUPPORT, LEASE FOR A COPYING MACHINE ($260/MONTH).
42064	9,000	EQUIPMENT MAINTENANCE
		6,750 - 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).
		1,000 - UNFORESEEN EXPENSES FOR REPAIRS AS A RESULT OF ANY INSPECTION OF TANKS AND IS BASED ON PRIOR YEAR'S HISTORY.
43099	23,870	EQUIPMENT
		21,350 - TIRE CHANGER AND BALANCER. CURRENT TIRE MACHINES ARE TWELVE (12) YEARS OLD. FREQUENT BREAK DOWNS REQUIRE SERVICE CALLS. PARTS ARE BECOMING DIFFICULT TO GET. THESE MACHINES ARE USED EXTENSIVELY ON ALL CITY VEHICLES EXCEPT HEAVY DUTY TRUCKS.
		2,520 - REPLACEMENT OF ONE (1) 2-WAY RADIO (PART OF OVERALL GRADUAL RADIO REPLACEMENTS).

THIS PAGE INTENTIONALLY LEFT BLANK

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:

- Monitor and evaluate the savings of the LED Street Lighting Project. Plan is to eventually take over all of the street lighting maintenance so we do not have to use an outside contractor. Better manage and maintain the City's street lighting system, traffic/transportation signal system, communications, electronics systems and develop and more detailed documentation on all Electrical Bureau operations to increase efficiency and reduce city project cost by performing the electrical installations in house.
- Provide electrical support to the various festivals and events in the City. Refine the Christmas lighting decorations to be concentrated on the downtown core and maintain the electrical support to the various City buildings, projects and facilities.
- Continue the program started in 2013 to cross train all bureau staff to enable the bureau and to give better coverage on a daily basis for our traffic signal system, telephone system, radio system, and street lighting systems.
- Provide a timely service, clean up the safety and appearance of City facilities including the electrical and data systems. Implement standards for the installation of the voice and data network equipment and cabling including fiber optic pathways. We have developed the product, installation and testing standardization document in 2012.
- Maintain/support our trunking radio emergency/911 communication system.
- Install GPS time keepers and IP controllers in the traffic signal cabinets to keep accurate time and enhance the time base operation and coordination of these signals.

Prior Year Achievements:

- Prepared and went to contract to upgrade the radio system to the new software release along with the replacement of two (2) failed microware systems in 2015.
- Monitored and reviewed costs savings for LED street lights and traffic signal lamp installation projects and citywide street light acquisition project.
- Provided technical support and design of the new voice over IP phone system including design, installation and management while working daily with the provider to implement the system by the end of 2015.
- Provided training for staff on traffic signal programming with laptop and backed up all traffic signal controllers' data that the City owns. Provided factory training on installation of the voice and data products to provide a higher quality installation for the voice and data networks. Received certification for five (5) employees as Traffic Signal Technician, one (1) IMSA certified.
- Reviewed lighting for numerous developments and permits for traffic signal lights.
- Continued to improve the City's Christmas lighting decorations utilizing artificial trees, new power sources and new LED star decorations for the south side. Installed, as part of the streetscape improvement project, new power feed points and music system on Main Street. Installed and developed the new layout for the Christmas decorations and music on Main Street to reduce cost and enhance the quality of the appearance. Installed 17 new LED stars on 4th street and plan to replace the halos on 3rd Street with the LED stars in 2016 to keep the decorations consistent on both 3rd and 4th Streets.
- Completed the conversion of our 5,841 cobra head street lights to LEDs with smart technology to communicate back to the City in case of a failure. This reduces the cost of operation and continually updates our GIS data. The street lighting pole layer has been installed into the City's GIS System.
- Started working with Penn DOT to develop new traffic signal timing throughout the City using our "Synchro" program model.
- Continue to install new police surveillance cameras in many parks, neighborhoods, and public parking garages throughout the City to reduce police response time and provide early detection of any criminal activity to increase safety for the citizens of Bethlehem.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0505 ELECTRICAL MAINTENANCE

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3011	City Electrician	1	1	1	1	1	78,059	1	78,059	1	83,556
2713	Electronics Tech	2	2	2	2	2	137,056	2	137,056	2	144,898
2712	Electrical Foreman	1	1	1	1	1	67,328	1	67,328	1	59,490
M131	Electrician II	4	4	4	4	4	233,181	4	233,181	4	246,052
	Total Positions	8	8	8	8	8	515,624	8	515,624	8	533,996
Account Detail											
40001	SALARIES	426,943	465,500	467,677	483,164		511,784		511,784		531,356
40002	LONGEVITY	2,045	2,280	2,880	3,280		3,840		3,840		2,640
40003	OVERTIME	30,086	29,660	26,450	20,908		26,000		23,000		26,000
40006	DIFFERENTIAL PAY	56	81	52	31		50		40		50
40008	MEAL REIMBURSEMENT	104	234	299	39		300		200		200
	Personnel	459,234	497,755	497,358	507,422		541,974		538,864		560,246
41014	OPERATING SUPPLIES	34,788	17,750	6,599	32,323		30,000		25,000		28,100
41016	UNIFORMS/SAFETY SHOES	1,162	1,277	1,375	1,486		1,700		1,450		1,600
41017	SMALL TOOLS	1,216	1,078	1,629	759		1,500		1,200		1,500
41023	GASOLINE	16,349	18,748	16,480	16,471		17,200		16,500		15,125
	Materials & Supplies	53,515	38,853	26,083	51,039		50,400		44,150		46,325
42033	TRAINING AND SAFETY	4,774	4,474	5,056	4,222		6,000		5,000		6,000
42041	STREET LIGHTING	1,156,603	1,102,793	976,723	1,318,729		1,398,719		1,390,000		1,325,719
42041A	FESTIVAL SERVICES	33,534	20,655	19,761	15,818		40,000		24,000		26,000
42041B	SLCSRA EXPENDITURES	184,640	182,556	74,265	66,008		135,000		135,000		100,000
42042	CHRISTMAS LIGHTING	8,274	14,173	8,184	23,968		45,000		36,000		35,000
42043	TRAFFIC SIGNAL CURRENT	47,346	33,037	36,048	36,754		43,182		40,000		45,000
42047	DEPARTMENT CONTRACTS	194,069	101,180	103,295	113,252		119,812		117,500		119,484
42056	STREET LIGHTING MAINT	-	-	392	-		1,000		500		1,000
42060	OTHER EXPENSES	463	359	695	368		1,000		500		1,000
42064	EQUIPMENT MAINTENANCE	12,838	14,256	11,980	19,652		21,000		18,000		21,000
42140	PPL FEES	-	-	-	-		600		-		600
	Purchased Services	1,642,541	1,473,483	1,236,399	1,598,771		1,811,313		1,766,500		1,680,803
43099	EQUIPMENT	996	19,058	21,869	44,976		18,000		17,800		-
	Equipment	996	19,058	21,869	44,976		18,000		17,800		-
Total	ELECTRICAL MAINTENANCE	2,156,286	2,029,149	1,781,709	2,202,208		2,421,687		2,367,314		2,287,374

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	26,000	OVERTIME
		26,000 - CALLBACKS DUE TO POWER FAILURE, LIGHTNING STORMS, AND MALFUNCTIONING OF RADIO SYSTEM. COVERS POLES DAMAGED AS A RESULT OF AUTO ACCIDENTS, 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.
40006	50	DIFFERENTIAL PAY
		50 - 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	28,100	OPERATING SUPPLIES
		7,500 - 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 2016.
		12,000 - RADIO SUPPLIES: (AN ADDITIONAL $10,000 BUDGETED UNDER 9-1-1 FUND ITEM 001.1A-41014505) 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 SYSTEM.
		8,600 - REPAIRS TO ELECTRICAL SYSTEM AND EQUIPMENT: POWER PANELS, BREAKERS, LAMPS, WIRE, CONDUIT AND RELATED EQUIPMENT, FUSES, STARTERS, SWITCHES, RECEPTACLES, CONTACTORS, LIGHT FIXTURES, STAKONS-ELECTRICAL CONNECTORS, TRANSFORMERS, COAX CABLES, CORDS, TIME CLOCKS, LIGHT FIXTURE BALLASTS, SINGLE & THREE PHASE DISCONNECTS & ELECTRICAL METER BASE SOCKETS, SPECIAL EVENT MATERIALS, TELEPHONE SUPPLIES, SAFETY SUPPLIES & EQUIPMENT. CHANGES TO NATIONAL ELECTRICAL CODE REQUIRING SPECIAL DEVICES TO BE INSTALLED AND MORE COMPUTERS NEEDING SPECIAL CIRCUITS AND SURGE PROTECTION EQUIPMENT.
41016	1,600	UNIFORMS/SAFETY SHOES
		1,600 - SAFETY SHOES (8). SWEATSHIRTS AND TEES PER UNION

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		CONTRACT. ALSO RAIN SUITS AND RAIN BOOTS AS NEEDED.
41017	1,500	SMALL TOOLS 1,500 - REPLACEMENT OF WORN OR BROKEN HAND TOOLS.
41023	15,125	GASOLINE 15,125 - BASED ON 5,500 GALLONS AT AN AVERAGE COST OF $2.75 PER GALLON. DIESEL AND GAS ESTIMATED USAGE BASED ON 2015 USAGE.
42033	6,000	TRAINING AND SAFETY 6,000 - CONTINUAL TRAINING IS NECESSARY FOR SPECIALIZED RADIO COMPONENTS AND FEATURES IN OUR DIGITAL RADIO SYSTEM THAT WAS INSTALLED IN 2009 AND UPGRADED IN 2015. ALSO, TRAINING FOR MICROWAVE EQUIPMENT, IP TELEPHONE EQUIPMENT, NEW TRAFFIC CONTROL TECHNOLOGY, APCO SEMINARS, COMPUTER TRAINING AND ELECTRICAL SEMINARS. RADIO TRAINING COURSES AVERAGING $4,000 PER COURSE WHICH INCLUDES AIR TRAVEL, HOTEL, FOOD, COURSE FEES, MATERIALS, AND TRANSPORTATION. THESE SPECIALIZED RADIO MAINTENANCE TRAINING COURSES ARE NOT AVAILABLE LOCALLY (ILLINOIS). BUDGETING ONE (1) COURSE PER YEAR. ADDITIONAL IMSA TRAFFIC SIGNAL TRAINING AND CERTIFICATION CLASSES TO KEEP STAFF CURRENT. PURCHASE OF GENERAL SAFETY ITEMS (GLOVES, EAR AND EYE PROTECTION, CONES, SIGNS, AND SAFETY VESTS).
42041	1,325,719	STREET LIGHTING 1,325,719 - THE CITY'S NEARLY 7,000 STREET LIGHTS AND RELATED INFRASTRUCTURE HAS BEEN PURCHASED FROM PPL. THE CITY IS NOW 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 HAS BEEN PROVIDED FOR THIS PROJECT AND THIS LINE ITEM REFLECTS THE CHARGES THAT WOULD HAVE BEEN INCURRED TO PPL ($1,150,380 FOR 2009, $1,297,361 FOR 2010, $1,358,427 FOR 2011, $1,481,804 FOR 2012, $1,481,804 FOR 2013, $1,541,076 FOR 2014, $1,618,035 FOR 2015, AND $1,700,035 FOR 2016). 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 THE OLD CHARGES AND THIS TOTAL WILL BE MOVED TO A COST SAVINGS REIMBURSEMENT ACCOUNT (SLCSRA) TO DEMONSTRATE THE BENEFITS OF THIS PROJECT AND MORE IMPORTANTLY PAY FOR CAPITAL IMPROVEMENTS, ADDITIONS, REPAIRS AND/OR REPLACEMENTS TO THE INFRASTRUCTURE. INCLUDES ANTICIPATED 10% INCREASE IN ELECTRIC DISTRIBUTION AND TRANSMISSION

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		RATE OR 4% INCREASE OF ENTIRE POWER BILL IN 2016. INCREASE FOR 2016 PER PPL S.E. RATE SCHEDULE ON TOTAL ELECTRIC BILL AS A RESULT OF DEREGULATION IN 2009. FUNDING LEVEL IS TO OFFSET DEBT SERVICES, MAINTENANCE, ENERGY, AND REPAIRS OF THE SYSTEM. WE ARE CURRENTLY EVALUATING UPGRADING OUR DECORATIVE STREET LIGHTS TO LED. WHEN THE ANNUAL DEBT SERVICE TO COMPLETE THE UPGRADE, THE ENERGY COST, AND O&M ARE LESS THAN OR OR EQUAL TO THE CITY'S ENERGY SAVINGS, WE WOULD THEN PURSUE THE PROJECT.
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.
42041B	100,000	SLCSRA EXPENDITURES
		100,000 - CHARGE ACCOUNT TO COVER EXPENSES RELATED TO STREET LIGHTING SUCH AS INSTALLATION OF NEW LIGHTS, UN-EXPECTED REPAIR COSTS FOR STREET LIGHTING, REPLACE-MENT OF DAMAGED LIGHTING, AND OTHER RELATED PROJECTS. THE REVENUE SOURCE IS THE ESCROW ACCOUNT, SLCRSA, SET-UP AS PART OF THE STREET LIGHTING ACQUISITION PROJECT. THE SLCRSA GENERATES FUNDS FROM THE SAVINGS REALIZED ANNUALLY BY THE PROJECT AND THIS ACCOUNT IS THE EXPENSE SIDE TO SUPPORT THE STREET LIGHTING INFRASTRUCTURE. REDUCTION MADE TO THIS ACCOUNT TO MEET BUDGET CONSTRAINTS. LAST FIVE (5) YEARS OF EXPENDITURES SHOWS WE MAY EXEED THE $150,000. THIS LOWER FUNDING LEVEL IS NOT A LONG TERM OPTION DUE TO THE AGING SYSTEM. 2015 WE OVERSPENT DUE TO UNEXPECTED STREET LIGHT FIXTURES AND POLE REPAIRS ON ROUTE 378.
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 COMPLETE THE REPLACEMENT OF THE HALOS AND PURCHASE NEW LED STARS FOR THE SOUTHSIDE DECORATIONS.
42043	45,000	TRAFFIC SIGNAL CURRENT
		45,000 - 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 IS NORMALLY BUDGETED AT THE SAME LEVEL (2016 WOULD HAVE BEEN $138,564 AND SAVINGS WOULD HAVE BEEN PLACED IN AN ESCROW ACCOUNT FOR PURCHASE OF THE NEXT

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		SET OF LEDS) AS IT WOULD HAVE COST HAD WE REMAINED USING THE OLD LAMPS BUT IS NOW SET TO COVER THE ACTUAL ENERGY COSTS IN 2016 ONLY. COVERS A PPL INCREASE OF 10% ON TRANSMISSION AND DISTRIBUTION WHICH RESULTS IN A 4% OVERALL INCREASE.
42047	119,484	DEPARTMENT CONTRACTS
		99,632 - PROFESSIONAL SERVICE AGREEMENTS FOR FACTORY TECHNICIANS TO CORRECT PROBLEMS BEYOND IN-HOUSE STAFF CAPABILITIES FOR THE RADIO EQUIPMENT, BACK UP POWER GENERATORS, RADIO ROOM AIR CONDITIONING SYSTEMS, (1 MICROWAVE SITE)/ RADIO CONTROL EQUIPMENT (TELEMETERING)/MODEMS/9-1-1 COMMUNICATION CENTER/ (7) MCC7500 CONSOLES/ CENTRAL ELECTRONIC BANK/ 9-1-1 PREMISE TELEPHONE EQUIPMENT (PLANT-PALLAS-VEST A0 DIGITAL LOGGING RECORDER/9-1-1 COMMUNICATION BACK UP CENTER 5 POSITION MCC7500 CONSOLES AND CENTRAL ELECTRONIC BANK. $10,000.00 IS ALSO INCLUDED AND IS NECESSARY FOR MOTOROLA TECHNICAL SUPPORT. PUBLIC WORKS PORTION IS $90,112.00 AND 9-1-1 FUND ITEM 001.42027505 WILL COVER $187,508.00 PUBLIC WORKS WILL ALSO COVER THE COST FOR THE 18GHZ MICROWAVES, THE 5.8 MHZDSS/THE FIREHOUSE WAN NETWORK AND SOFTWARE UPGRADE.
		2,400 - 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.
		3,852 - SERVICE AGREEMENT TO MAINTAIN THE SOUTH MOUNTAIN AIR CONDITIONING SYSTEM AND THE ELECTRICAL BUREAU 911 BACK-UP CENTER.
		9,000 - CONTRACT FOR THE LEASE OF THREE (3) T-1 LINES WITH SERVICE ELECTRIC TO CONNECT THE ELECTRICAL BUREAU'S 911 BACK-UP CENTER RADIO TOWER SITE TO THE SOUTH MOUNTAIN PRIME RADIO SITE, WILLIAM STREET RADIO TOWER, AND CITY HALL'S MASTER RADIO SITE. THIS MEASURE IS AN INTERIM SOLUTION UNTIL THE FAILED MICROWAVE SYSTEM CAN BE REPLACED. THE T-1 LINES WILL BE RETAINED AS A REDUNDANT PATH AFTER THE MICROWAVE LINKS HAVE BEEN RE-ESTABLISHED AS A COST EFFECTIVE FAIL-SAFE MEASURE FOR THE RADIO SYSTEM.
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. REDUCED TO MEET BUDGET CONSTRAINTS.
42060	1,000	OTHER EXPENSES
		1,000 - MANUALS, SIGNAL ASSOCIATION MEMBERSHIP, VIDEO TRAINING TAPES AND MISCELLANEOUS EXPENSES. (AN ADDITIONAL $300.00 IS BUDGETED UNDER 9-1-1 FUND ITEM 001.1-42060505 FOR ALL RELATED DUES AND INTERNET ACCESS

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		TO 9-1-1 NEWS GROUPS). REDUCED TO MEET BUDGET CONSTRAINTS.
42064	21,000	EQUIPMENT MAINTENANCE 21,000 - 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 EMERGENCY MANAGEMENT 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. INCREASE DUE TO THE ADDITION OF UPS(S) IN TRAFFIC SIGNAL CABINETS.
42140	600	PPL FEES 600 - POLE ATTACHMENT FEES AND OTHER CHARGES BY PP&L SUCH AS TRAFFIC SIGNAL CABLES, ETC. MAINTAINED AT SAME LEVEL DUE TO BUDGET CONSTRAINTS.

THIS PAGE INTENTIONALLY LEFT BLANK

BUREAU DETAIL

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

Bureau Description:

This bureau provides for the review of site development plans, management and execution of street closings, line paintings, traffic evaluations, traffic control signs installations/maintenance, special event coordination and setup and supervision of traffic related projects.

Goals and Objectives:

- Develop process for conducting inventory on the City's crosswalks to assist with maintenance.
- Acquire necessary tools to conduct traffic analysis and designs in-house to reduce overall costs to the City such as new traffic signal plans, traffic analysis utilizing synchro model, and traffic turning movement evaluations.
- 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.
- Manage and maintain recently completed sign inventory/management system.

Prior Year Achievements:

- Coordinated routes, traffic control planning and setup/takedown for over 65 events throughout the year, including Runner's World, Musikfest and many others.
- Continue to coordinate with Penn DOT and contractor on the SR 412 Construction Project to improve traffic flow 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.
- Currently managing the ARLE – Liberty High School Pedestrian Improvements Project.
- 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 certain 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.
- Currently managing TAP grant to replace all shared lane markings in the city with thermoplastic and also add markings in key areas. Coordinated efforts to link Easton and Allentown markings.
- Managed and developed traffic control plan for use of Fahy Bridge during Special Events.
- Acquired and managed two (2) interns from Lafayette College to assist with traffic counting and drafting.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0506 TRAFFIC MAINTENANCE

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2824	Traffic Coord/Design Asst	1	1	1	1	1	70,467	1	70,467	1	75,699
M117	Traffic Technician	2	2	2	2	2	111,520	2	111,520	2	115,760
	Total Positions	3	3	3	3	3	181,987	3	181,987	3	191,459
Account Detail											
40001	SALARIES	154,756	159,807	160,194	166,684		178,547		178,547		187,859
40002	LONGEVITY	2,775	3,120	3,200	3,280		3,440		3,440		3,600
40003	OVERTIME	10,366	4,990	4,585	6,453		7,500		7,000		7,500
40004	TEMPORARY HELP	5,587	6,591	7,404	8,406		8,320		7,500		8,320
40006	DIFFERENTIAL PAY	69	21	34	43		100		75		100
40008	MEAL REIMBURSEMENT	273	-	78	208		260		210		260
	Personnel	173,826	174,529	175,495	185,074		198,167		196,772		207,639
41014	OPERATING SUPPLIES	33,398	32,829	32,861	37,318		40,500		35,000		40,850
41016	UNIFORMS/SAFETY SHOES	356	476	351	504		500		400		500
41023	GASOLINE	6,585	6,867	5,276	4,954		6,850		5,000		5,280
	Materials & Supplies	40,339	40,172	38,488	42,776		47,850		40,400		46,630
42033	TRAINING AND SAFETY	-	240	642	-		300		100		300
42054	RENTALS	801	321	895	250		500		400		500
42060	OTHER EXPENSES	13	95	57	2		200		100		200
	Purchased Services	814	656	1,594	252		1,000		600		1,000
43099	EQUIPMENT	-	7,420	7,420	7,420		-		-		15,000
	Equipment	-	7,420	7,420	7,420		-		-		15,000
Total	TRAFFIC MAINTENANCE	214,979	222,777	222,997	235,522		247,017		237,772		270,269

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

2016 BUDGET REQUEST JUSTIFICATION

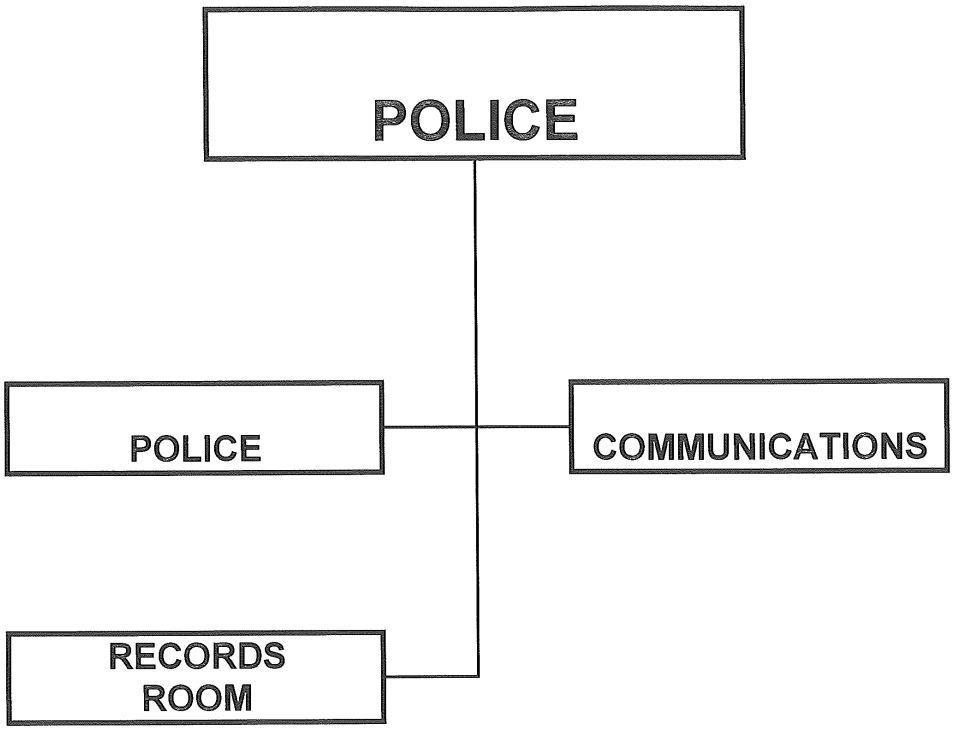
ACCOUNT	AMOUNT	DESCRIPTION
40003	7,500	OVERTIME
		7,500 - OVERTIME TO COVER THE MANY EVENTS HELD THROUGHOUT THE YEAR (LIBERTY-FREEDOM RUN, MUSIKFEST, CELTIC CLASSIC, RUNNER'S WORLD, FINE ARTS, BIKE RACES, FIREWORKS, NON-PROFIT 5-K RUNS, HALLOWEEN PARADE, SNOW REMOVAL, ETC.) AND CALL-OUTS FOR STREET CLOSURES DUE TO EMERGENCY SITUATIONS (FIRES, SUMMER STORMS, TRAFFIC ACCIDENTS, ETC.).
40004	8,320	TEMPORARY HELP
		8,320 - SUMMER HELP OF TWO (2) COLLEGE AGE 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. AVERAGE HOURLY RATE IS $8.00 PER HOUR. 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	40,850	OPERATING SUPPLIES
		OPERATING SUPPLIES ARE USED FOR THE PURPOSE OF STREET PAINTING, 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. MAINTAINED AT SAME LEVEL DUE TO BUDGET CONSTRAINTS.
		9,445 - REPLACEMENT SIGNS (STOP, SPEED LIMIT, ETC.).
		9,505 - 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.
		7,200 - SCOTCH-LITE SHEETING, PREFORMED PLASTIC, AND HOT PLASTIC FOR MACHINE (DOING MORE CROSSWALKS WITH THERMOPLASTIC TO INCREASE THE LIFE OF APPLICATIONS TO ASSIST IN KEEPING UP WITH FUNCTIONS).
		1,900 - PROPANE, NAPTHA & REPLACEMENT TANKS.
		1,600 - PORTABLE STOP SIGNS TO REPLACE OLD OUTDATED SIGNS IN USE.
		3,300 - REPLACEMENT OF FADED AND DAMAGED STREET CLEANING SIGNS ALONG CITY STREETS. ANNUALLY SIGNS ARE REPLACED

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		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	500	UNIFORMS/SAFETY SHOES 500 - SHIRTS, SHOES, AND SWEATSHIRTS ARE APPROXIMATELY $250 PER EMPLOYEE IN 2016.
41023	5,280	GASOLINE 5,280 - ESTIMATED GASOLINE USAGE FOR VEHICLES AND EQUIPMENT IS 2,000 GALLONS AT AN AVERAGE OF (DIESEL/REGULAR) $2.64 PER GALLON.
42033	300	TRAINING AND SAFETY 300 - 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. USEFUL SEMINARS WERE NOT ATTENDED DUE TO OVERALL BUDGET CONSTRAINTS.
42054	500	RENTALS 500 - RENTAL OF TRAFFIC CONTROL SIGNS AND BARRICADES PERIODICALLY USED BUT NOT FEASIBLE OR APPROPRIATE TO PURCHASE AND MAINTAIN IN-HOUSE. DECREASE DUE TO RESPONSIBILITIES SHIFTING TO ARTSQUEST DURING MUSIKFEST.
42060	200	OTHER EXPENSES 200 - THIS ACCOUNT IS FOR THE PURCHASE OF MISC. ITEMS SUCH AS CDL RENEWALS AND MEMBERSHIP DUES.
43099	15,000	EQUIPMENT 15,000 - PROMELT THERMOPLASTIC MACHINE - PURCHASE OF THERMOPLASTIC MACHINE FOR USE ON CROSSWALKS, ARROWS, AND ONLYS. SEVENTY-FIVE (75) PERCENT OF CROSSWALKS IN THE CITY ARE NON-COMPLIANT WITH RESPECT TO VISIBILITY AND REFLECTIVETY. THE CITY STRUGGLES TO KEEP UP WITH PAINTING OF CROSSWALKS AND MANY ARE NOT REFRESHED AS SHOULD BE DUE TO LACK OF RESOURCES. THERMOPLASTIC STRIPING'S LIFE USE IS ABOUT FIVE YEARS VS. CONVENTIONAL PAINT OF ONE YEAR.

THIS PAGE INTENTIONALLY LEFT BLANK


POLICE
POLICE
COMMUNICATIONS
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 people.

Goals and Objectives:

- Continuation of the Beat Cop Program on the north side and south side of the City in business districts and continued implementation of our joint partnership program with Lehigh University on the south side which includes the Bethlehem-Lehigh Bike Patrol, additional cameras in strategic areas of the south side, working with the Ambassador Program, etc.
- Continue to move forward with Community Policing efforts throughout the City and improve police-community interactions through Programs like "Kops and Kids," public meetings and events, personal interactions with community groups of all types and religions.
- Addition of a third K-9 (Police Dog and handler). Currently in the process of looking at financial aspects of this to ascertain total costs associated with this addition.
- Enlargement of the Mounted Unit. Adding an additional Mounted Officer and a horse, enabling us to deploy (2) two man Mounted Units to two separate locations anywhere in the City. This will enlarge our range of operation and also scheduling. Thru Friends of the Bethlehem Mounted Police Unit, we will be on our way to a new updated facility for the Police Horses at no expense to Bethlehem taxpayers. This gives us the ability to also consider, once the Mounted facility is complete and up and running, adding a City Kennel facility area on the side of it to bring the City fully in line with current State Dog Laws for third class Cities.
- Continue to reduce Officers on lite duty due to injury, getting them treated and back to work in a reasonable amount of time, fair to them and City. In March 2015 we enacted a lite duty directive, approved by the FOP. This sets up a protocol for lite duty officers to follow to come back to full duty.
- Continue our process in acquiring the Wilson Kramer Armey Reserve Training Facility, working in cooperation and partnership with Lehigh County Emergency Management and Northampton County Emergency Management, City of Allentown, and Bethlehem Fire, EMS and 911 Center. Presently, under an MOU, usage plans of this facilityas the Lehigh Valley Regional Emergency Management Operation Center along with the City of Bethlehem Public Safety Training Center, are being planned.

Prior Year Achievements:

- In 2015, we added additional security cameras through a Northampton County Gaming Grant to the Fourth Street Corridor and Business area of the south side. This grant was part of our continued joint partnership with Lehigh University and the Lehigh Police Department relative to public safety issues on the south side.
- The re-introduction of the Junior Police Academy Program by our SROs for teenagers in June 2015, the "Coats for Kids" Program they promote when the weather turns cold, and other during and after school activities. The SRO Program has been very successful with students, parents and school staff.
- In 2015, we started a major initiative of joint and cooperative policing and security awareness in the neighborhoods and south side business district as part of a Lehigh University and City partnership. This partnership includes a joint cooperative policing philosophy and the introduction of the Ambassador Program to the south side business district and the addition of new security cameras to Fourth Street business areas. Currently the City monitors 122 cameras through joint programs between the City and Lehigh and also BHA.
- The introduction of a joint Bethlehem – Lehigh University Bike Police Officer Program in May 2015. This joint Bike Patrol covered the south side business districts, the Greenway, Artsquest area and around the Lehigh campus area. In fall of 2015, as part of this continuing initiative, Lehigh University, through the Friends of the Mounted Unit, purchased a new Police Horse for our Mounted Unit. The male Police Horse, named ASA, is presently on patrol in the City as part of our Mounted Unit.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0601 POLICE

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N090	Police Chief	1	1	1	1	1	97,548	1	97,548	1	103,998
N105	Deputy Police Chief	1	1	1	1	1	92,783	1	92,783	1	98,901
P441	Captain	3	3	2	2	2	173,327	2	173,327	2	193,071
P431	Lieutenant	7	8	8	8	8	647,999	8	647,999	8	708,899
P421	Detective/Sergeant	23	22	22	22	22	1,645,756	22	1,645,756	22	1,808,740
P401	Police Officer	122	115	115	115	120	7,726,854	120	7,726,854	120	8,539,817
	Total Positions	157	150	149	149	154	10,384,267	154	10,384,267	154	11,453,426
	Vacancy Factor						(100,000)		(100,000)		(100,000)
							10,284,267		10,284,267		11,353,426
Account Detail											
40001	SALARIES	9,295,210	9,141,164	9,304,223	9,738,479		9,879,967		9,879,967		10,924,826
40002	LONGEVITY	407,863	421,507	425,925	413,150		404,300		404,300		428,600
4000383	FBI OVERTIME	73,029	63,797	57,952	39,640		53,000		45,000		70,192
4000384	LCB O/T GRANT-LEHIGH	6,850	10,330	13,162	21,272		20,000		20,000		20,000
4000387	JAG - ARRA - OVERTIME	331	-	-	-		-		-		-
4000390	DEA-TASK FORCE OVERTIME	16,312	17,873	21,448	17,961		17,500		17,500		17,500
4000391	TASK FORCE OVERTIME	9,865	6,787	8,229	6,196		20,000		8,000		20,000
4000392	GENERAL OVERTIME	145,983	127,177	202,613	225,159		165,000		250,000		205,000
4000393	CDBG OVERTIME	1,228	9,207	(48,695)	9,285		95,000		50,000		75,000
4000394	DUI OVERTIME	27,058	30,869	28,777	47,491		40,000		40,000		44,000
4000395	MUSIKFEST OVERTIME	136,335	124,164	125,337	130,996		135,000		133,475		135,000
4000396	SPECIAL EVENT OVERTIME	187,491	141,580	191,324	201,491		130,000		130,000		130,000
4000397	JAG OVERTIME	8,913	8,176	-	-		-		-		-
4000398	SEAT BELT HIGHWAY SAFETY	11,602	11,613	17,133	20,047		17,300		17,300		17,300
4000399	LV AUTO THEFT TASK O/T	10,759	9,674	10,009	15,436		12,000		12,000		12,000
40004	TEMPORARY HELP	291,916	287,985	302,108	290,702		295,000		294,000		295,000
40005	HOLIDAY PAY	545,987	526,391	543,444	571,082		580,000		580,000		672,000
40006	DIFFERENTIAL PAY	57,920	55,228	52,200	54,255		56,500		56,500		56,500
40007	ROSTER DUTY	179,598	165,242	142,681	131,335		200,000		170,000		200,000
40009	TRAVEL TIME	239	-	-	-		-		-		-
40011	EDUCATION INCENT BONUS	84,985	94,187	75,003	53,796		84,500		78,000		84,500
40012	HEARING TIME	188,516	172,712	160,840	161,903		170,000		165,000		170,000
	Personnel	11,687,990	11,425,663	11,633,713	12,149,676		12,375,067		12,351,042		13,577,418

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0601 POLICE

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers	2015 Actual & Estimated	2016 Proposed Budget
41014	OPERATING SUPPLIES	10,997	87,997	96,434	46,738	61,406	58,000	57,656
41016	UNIFORMS/SAFETY SHOES	166,236	158,916	163,016	148,727	151,028	150,000	143,396
41018	IDENTIFICATION	9,671	18,332	19,592	17,859	23,910	21,500	21,610
41019	RECRUITMENT EXP-GRANT	-	26,049	12,900	43,000	27,000	27,000	27,000
41023	GASOLINE	273,620	275,369	234,168	210,520	204,000	202,000	200,000
41025	POSTAGE	4,816	4,375	3,606	3,826	4,400	4,250	-
41026	MUNITIONS	-	-	-	65,097	70,485	69,500	70,485
	Materials & Supplies	465,340	571,038	529,716	535,767	542,229	532,250	520,147
42032	TRAINING/CONT. EDUCATION	77,748	16,237	22,502	13,920	20,000	18,500	20,000
42047	DEPARTMENT CONTRACTS	40,464	94,771	87,906	74,430	102,608	98,000	98,333
420472	CALEA/PLEAC ACCREDIT	-	-	8,521	5,170	5,850	5,300	5,850
42049	REFUNDS	350	286	20	45	500	250	500
42060	OTHER EXPENSES	6,309	9,504	13,465	13,412	12,500	12,000	14,000
42064	EQUIPMENT MAINTENANCE	27,997	20,008	21,086	16,573	19,600	16,600	20,000
42165	DUI GRANT	-	1,773	528	1,019	1,576	1,250	1,500
42166	JAG-JUSTICE ASSIST GRANT	48,294	25,593	70,450	44,466	34,437	25,000	20,000
42167	JUSTICE ASSIST GRANT-ARRA	77,565	32,940	15,570	-	-	-	-
	Purchased Services	278,727	201,112	240,048	169,035	197,071	176,900	180,183
43099	EQUIPMENT	80,948	237,278	208,965	256,074	190,060	190,060	146,753
	Equipment	80,948	237,278	208,965	256,074	190,060	190,060	146,753
Total	POLICE	12,513,005	12,435,091	12,612,442	13,110,552	13,304,427	13,250,252	14,424,501

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
4000383	70,192	FBI OVERTIME 70,192 - 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	17,500	DEA-TASK FORCE OVERTIME 17,500 - 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	205,000	GENERAL OVERTIME 175,000 - OVERTIME - SERVICING LATE CALLS, SHIFT SUPPLEMENT, AND OTHER UNEXPECTED EVENTS. 30,000 - SAUCON PARK/ILLICK'S MILL OVERTIME
4000393	75,000	C.D.B.G. OVERTIME FY2015 - DRUG SURVEILLANCE 75,000 - FY2015 - COMMUNITY POLICING ACTIVITIES ANTICIPATED AWARD - 100% REIMBURSABLE FUNDS
4000394	44,000	D.U.I. OVERTIME 44,000 - DUI OVERTIME GRANT 100% REIMBURSED FUNDS
4000395	135,000	MUSIKFEST OVERTIME 135,000 - MUSIKFEST OVERTIME 100% REIMBURSED FUNDS
4000396	130,000	SPECIAL EVENT OVERTIME 130,000 - SPECIAL EVENT OVERTIME
4000398	17,300	SEAT BELT HIGHWAY SAFE-OT 17,300 - AGGRESSIVE DRIVING/BUCKLE-UP GRANT FUNDS 100% REIMBURSED FUNDS
4000399	12,000	LV AUTO THEFT TASK O/T 12,000 - LEHIGH VALLEY AUTO THEFT TASK FORCE OVERTIME 100% REIMBURSED FUNDS
40004	295,000	TEMPORARY HELP 295,000 - CROSSING GUARD SALARIES
40005	672,000	HOLIDAY PAY 672,000 - HOLIDAY PAY 13 HOLIDAYS PAID IN 2016 DUE TO 27TH PAY
40006	56,500	DIFFERENTIAL PAY 56,500 - SHIFT DIFFERENTIAL - $0.45/HR MIDDLE, $0.50/HR NIGHT

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40007	200,000	ROSTER DUTY
		200,000 - ROSTER DUTY ASSIGNMENTS 100% REIMBURSED FUNDS
40011	84,500	EDUCATION INCENT BONUS
		54,500 - EDUCATION BONUS - CONTRACT ITEM
		30,000 - TUITION REIMBURSEMENT
40012	170,000	HEARING TIME
		170,000 - HEARING PAY - CONTRACTUAL
41014	57,656	OPERATING SUPPLIES
		21,082 - EQUIPMENT UNIFORM ACCESSORIES, LEATHER GEAR PROTECTIVE EQUIPMENT, GLOVES, RESPIRATORS, FLARES AND OTHER EQUIPMENT/HARDWARE
		8,308 - DUTY HOLSTER- MOST (90) HOLSTERS NEED REPLACING
		12,500 - DESKTOP COMPUTERS HAVE BEEN IDENTIFIED AS NEEDING TO BE REPLACED
		3,000 - 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
		1,985 - 2015 ANNUAL FLOW TESTING AND INSPECTION OF MSA SCBA
		4,781 - MOTOROLA RADIO BATTERIES (60)
41016	143,396	UNIFORMS/SAFETY SHOES
		53,500 - UNIFORMS AND EQUIPMENT ALLOWANCE
		11,400 - CLOTHING ALLOWANCE 19 X $600
		40,500 - UNIFORM MAINTENANCE 135 X $300
		11,996 - TACTICAL BODY ARMOR AND UNIFORMS
		26,000 - SOFT BODY ARMOR - $11,00.00 REIMBURSED THRU THE EDWARD BRYNE MEM. BULLET PROOF VEST GRANT PROGRAM
41018	21,610	IDENTIFICATION
		17,000 - FORENSIC SERVICES SUPPLIES
		3,400 - FORENSIC CERTIFICATIONS/TRAININIG
		1,210 - AFIS OPERATOR FOR THREE DETECTIVES
41019	27,000	RECRUITMENT EXPENSE
		27,000 - POLICE ACADEMY FOR SIX OFFICERS AT $4,500 PER OFFICER
41023	200,000	GASOLINE
		200,000 - GASOLINE FOR ALL POLICE VEHICLES
41026	70,485	MUNITIONS
		MUNITIONS
		50,379 - FIREARMS AMMUNITION FOR TRAINING AND QUALIFICATION

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		3,200 - LESS LETHAL
		16,906 - TASER UPGRADE AND REPLACEMENT COMPONENTS
42032	20,000	TRAINING/CONTINUING ED.
		20,000 - TRAINING AND CONTINUING EDUCATION
42047	98,333	DEPARTMENT CONTRACTS
		THIS ACCOUNT COVERS THE FOLLOWING:
		1,000 - BACKGROUND CHECK COMPUTER CONTRACT
		38,000 - CAMERA MAINTENANCE AGREEMENT
		13,000 - LTW SPARE EQUIPMENT COSTS
		2,000 - TOTAL STATION MAINTENANCE COSTS
		17,100 - (3) SUB-STATIONS LEASES AND UTILIES
		13,185 - PPL CAMERA ELECTRICAL COSTS AND POLE RENTAL
		2,000 - GEOGRAPHIT AVL MAINTENANCE AGREEMENT
		3,100 - POLYGRAPH MAINTENANCE AGREEMENT
		4,948 - AFIS MAINTENANCE AGREEMENT
		3,600 - CASTLE K-9 TRAINING CONTRACT
		400 - MAGLOCLEN MEMBERSHIP
420472	5,850	CALEA/PLEAC ACCREDITATION
		4,850 - CALEA ACCREDITATION
		1,000 - PLEAC ACCREDITATION
42049	500	REFUNDS
		500 - EXPENSES FOR PERSONAL ITEMS DAMAGED OR LOST DURING THE PERFORMANCE OF THEIR DUTIES.
42060	14,000	OTHER EXPENSES
		12,500 - OTHER EXPENSES
		THIS ACCOUNT COVERS THE EXPENSES NOT COVERED BY ANY OTHER ACCOUNT
		500 - EXTRADITION/PRISONER TRANSPORT COSTS
		500 - SRO JUNIOR POLICE ACADEMY PROGRAM
		500 - BPD CIVILIAN POLICE ACADEMY PROGRAM
42064	20,000	EQUIPMENT MAINTENANCE
		10,000 - REPAIR, PARTS, REPLACEMENT AND CALIBRATIONS
		10,000 - FACILITY MAINTENANCE AND MODIFICATION
42165	1,500	DUI GRANT
		1,500 - AMOUNT TO MAINTAIN SOBRIETY CHECKPOINT EQUIPMENT. FUNDS ARE 100% REIMBURSED.
42166	20,000	JAG-JUSTICE ASSIST GRANT
		20,000 - JAG GRANT 100% REIMBURSED FUNDS
		*USING 2015 AMOUNT AS ESTIMATE FOR BUDGET REASONS
43099	146,753	EQUIPMENT
		36,022 - 2014 LEASE PAYMENT - 3RD INSTALLMENT OF 3 YR. LEASE FOR 4 UTILITY INTERCEPTORS
		28,831 - 2015 LEASE PAYMENT - 2ND INSTALLMENT OF 3 YR. LEASE FOR

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		3 UTILITY INTERCEPTORS
	29,831 -	2016 LEASE PAYMENT - 1ST INSTALLMENT OF 3 YR. LEASE FOR 3 UTILITY INTERCEPTORS
	39,069 -	POLICE VEHICLE EQUIPMENT EQUIPMENT TO UPFIT NEW POLICE VEHICLES
	13,000 -	FORENSIC SERVICES UNIT VEHICLE 3RD INSTALLMENT OF 3YR. LEASE

THIS PAGE INTENTIONALLY LEFT BLANK

BUREAU DETAIL

Bureau: Communications **No:** 0602 **Department:** Police **No:** 0060

Bureau Description:

This bureau provides the interrogation and dispatch of all public safety related matters including but not limited to emergency and non-emergency communications for Police, Fire, and Emergency Medical Services. This bureau also demonstrates the coordination of all emergency communications for City related services on on-business hours. Expenditures in this bureau are eligible for reimbursement under the Act 78 and Act 56 9-1-1 Program.

Goals and Objectives:

- Continue training on New CAD-POLICE-FIRE software.
- Upgrade existing 9-1-1 analog phone equipment to I.P. based equipment to achieve "Next Gen" compliance.
- Initiate joint CPE initiative with Allentown & Northampton County as part of larger N.E. regional initiative.
- Continue to cooperate with Feasibility Study to determine best path forward for our center under Act 12.
- Continue to participate in 9-1-1 NECORE to explore cost saving measures through sharing of 9-1-1 processes.
- Complete upgrade of radio system which began in November 2015.
- Participate in talks on development of Wilson Kramer bldg. as possible regional 9-1-1 site.

Prior Year Achievements:

- Worked with State Legislature on passage of new 9-1-1 legislation (Act12).
- Launched Strategic Plan Study with Lehigh/Northampton & Allentown on possibility of a Regional 9-1-1 Center.
- Configured, built & launched new public safety dispatch & records management software.
- Assisted with expansion of city wide camera deployment to include Hoover-Masson trestle and other south side locations.
- Upgraded Mobile Command Center for new public safety software and increased camera monitoring capability.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0602 COMMUNICATIONS

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
		-	-	-	-	-	-	-	-	-	-
	Total Positions	-	-	-	-	-	-	-	-	-	-
Account Detail											
4000394	DUI OVERTIME	1,845	1,639	90	-	1,000		500		1,000	
	Personnel	1,845	1,639	90	-	1,000		500		1,000	
41016	UNIFORMS/SAFETY SHOES	3,089	3,647	3,089	2,619	4,000		3,200		3,750	
	Materials & Supplies	3,089	3,647	3,089	2,619	4,000		3,200		3,750	
42060	OTHER EXPENSES	-	670	1,208	-	1,500		750		1,500	
420772	TRANSFERS TO 9-1-1	-	350,000	1,100,000	1,100,000	2,085,000		2,085,000		1,485,000	
	Purchased Services	-	350,670	1,101,208	1,100,000	2,086,500		2,085,750		1,486,500	
Total	COMMUNICATIONS	4,934	355,956	1,104,387	1,102,619	2,091,500		2,089,450		1,491,250	

FUND - 001 - GENERAL FUND
DEPARTMENT - 0060 - DEPT OF POLICE
BUREAU - 0602 - POLICE/BUR.OF COMM.

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
4000394	1,000	D.U.I. OVERTIME 1,000 - THESE OVERTIME FUNDS ARE TO PROVIDE COVERAGE WITH A COMMUNICATION SPECIALIST IN THE COMMUNICATION CENTER WHEN THE POLICE DEPARTMENT IS OPERATING A SOBRIETY CHECKPOINT AND/OR ROVING PATROLS. THESE OPERATIONS PUT AN ADDED WORKLOAD ON THE COMMUNICATIONS CENTER AND THE STATE DOES REIMBURSE THE CITY VIA THE DUI GRANT FOR THIS EXPENSE.
41016	3,750	UNIFORMS/SAFETY SHOES 3,750 - THE COMMUNICATIONS CENTER HAS PROFESSIONALIZED ITS EMPLOYEES BY PROVIDING THEM WITH UNIFORMS. THE EMPLOYEES APPEARANCE HAS DEFINITELY IMPROVED ALONG WITH MORALE. THIS COST WOULD BE TO CONTINUE PROVIDING UNIFORMS FOR CURRENT FULL-TIME EMPLOYEES.
42060	1,500	OTHER EXPENSES 1,500 - THIS ACCOUNT INCLUDES OFFICE SUPPLIES, CROSS REFERENCE DIRECTORIES, RECORDING TAPES, PRINTER CARTRIDGES AND FAX CARTRIDGES AND OTHER NECESSARY SUPPLIES. THIS ACCOUNT COVERS EXPENSES INCURRED THAT ARE NOT ELIGIBLE EXPENSES UNDER FROM THE 9-1-1 SURCHARGE ACCOUNT.
420772	1,485,000	XFERS TO 9-1-1 1,055,000 - TRANSFER TO 9-1-1 FUND 430,000 - TRANSFER TO NON-UTILITY CAPITAL FUND FOR 9-1-1 PROJECTS

THIS PAGE INTENTIONALLY LEFT BLANK

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.

Goals and Objectives:

- To accurately process and file all police records and to support various areas within the police department.
- Improve the Police Records Management System (RMS) by switching to New World.
- Phrase out the microfilming of paperwork and start the scanning of that paperwork for archive reasons.
- Continue training of all Record Room personnel on the New World RMS relative to their duties in the Record Room.
- Clean Up and modernization of the work space within the Records Room.

Prior Year Achievements:

- Worked on the improvement of the performance of billing and accounts receivable to ensure that all debts are properly collected.
- Worked on the updating of the Alarm Registration database to ensure proper registration and billing for false alarm activations.
- Worked on Court Orders of Expungement that were not serviced in the past years.
- 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.
- Increase in BPD Record Room fees which made us equal with other Departments in the Lehigh Valley.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

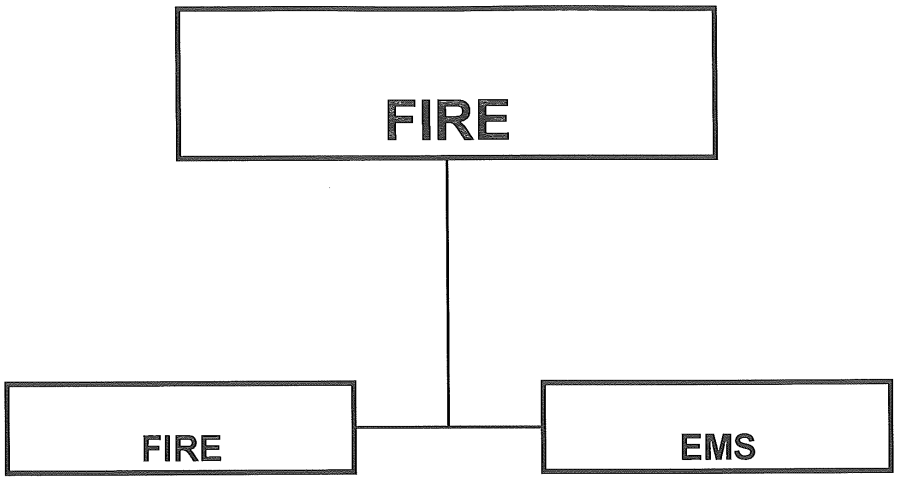
FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0603 RECORDS ROOM

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
C081	Admin Aide Record Room	1	1	1	1	1	50,728	1	50,728	1	52,612
C07E	Departmental Secretary	1	1	1	1	1	48,077	1	48,077	1	49,957
C065	Secretary II	3	3	3	3	3	137,223	3	137,223	3	142,550
	Total Positions	5	5	5	5	5	236,028	5	236,028	5	245,119
Account Detail											
40001	SALARIES	210,391	218,423	218,526	222,807		230,108		230,108		238,959
40002	LONGEVITY	4,650	5,200	5,440	5,680		5,920		5,920		6,160
40004	TEMPORARY HELP	5,436	6,237	-	-		-		-		-
	Personnel	220,477	229,860	223,966	228,487		236,028		236,028		245,119
41013	OFFICE EXPENSE	4,028	4,635	4,189	3,723		4,500		3,800		4,000
	Materials & Supplies	4,028	4,635	4,189	3,723		4,500		3,800		4,000
42032	TRAINING/CONT. EDUCATION	-	-	-	596		-		-		-
42047	DEPARTMENT CONTRACTS	4,428	4,553	4,189	4,428		7,000		5,500		6,500
	Purchased Services	4,428	4,553	4,189	5,024		7,000		5,500		6,500
Total	RECORDS ROOM	228,933	239,048	232,344	237,234		247,528		245,328		255,619

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	4,000	OFFICE EXPENSE
		2,000 - DUPLICATING
		1,500 - TONER CARTRIDGES
		500 - MISC. OFFICE SUPPLIES
42047	6,500	DEPARTMENT CONTRACTS
		5,000 - COPY MACHINE CONTRACT
		1,500 - READER/PRINTER CONTRACT


FIRE
FIRE
EMS

BUREAU DETAIL

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

Bureau Description:

This bureau provides the appropriate firefighting equipment to control emergency situations with maximum safeguards. Bureau activities include the maintenance and purchase of equipment used for emergencies and firefighter safety. The Bureau also provides fire prevention programs for the community, and fire inspections of new and existing occupancies. This bureau is also responsible for the maintenance of fire apparatus and fire stations.

Goals and Objectives:

- To provide fire and life safety inspections to every commercial property.
- To continue to provide life safety and property conservation to the community.
- To continue fire safety education to school age children through school vists and fire drills.
- Smoke Detector issued through Mayor's Dare to Care Program.
- Place in service the new Pierce Tower Aerial to be delivered in June 2016.
- Fully implement Certified Fire Investigation Team.
- Re-Distribute manpower to provide balanced coverage throughout the City of Bethlehem.
- Upgrade the Special Teams Equipment starting with new Haz-Mat Vehicle.
- Increased Manpower to multiple alarm structure fires.
- Investigate every fire incident through the Office of the Fire Marshall.
- Train additional Fire Inspectors.
- Implement District Firefighting with Fire Captains being placed in charge of each station.
- Hire additional Firefighters for the Allentown Fire Academy Class in 2016.

Prior Year Achievements:

- Responded to over 1,136 calls for EMS service [YTD- 9/11].
- Responded to over 2986 calls for service [YTD 9/11].
- The department installed over 610 smoke detectors in the homes of city residents.
- Received State Fire Commissioners grant for new Thermal Imaging Camera.
- Received State Fire Commissioners grant for new PPV fans.
- Restructured Fire Captain Positions with added Job Responsibilities.
- Applied for Grant Funding for a new Aerial Ladder Truck.
- Restructured Manpower Response to Southside of Bethlehem.
- Placed New Haz-mat Vehicle in service.
- Received $400,000 from Gaming Impact Grant for New Aerial Tower.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0070 FIRE
BUREAU 0701 FIRE

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N095	Fire Chief	1	1	1	1	1	95,468	1	95,468	1	98,967
N110	Deputy Fire Chief	1	1	1	1	1	90,715	1	90,715	1	94,042
F441	Assistant Chief	4	4	4	4	4	307,130	4	307,130	4	318,251
F433	Captain Haz/Mat/Insp	1	1	1	1	1	71,680	1	71,680	-	-
F432	Captain-Charge of Train	1	1	1	1	1	71,964	1	71,964	1	74,588
F431	Captain	4	4	4	4	4	287,287	4	287,287	4	297,664
F423	Lieutenant Inspector	4	4	4	4	5	354,167	5	354,167	5	367,945
F421	Lieutenant	12	12	12	12	12	814,914	12	814,914	12	843,462
F402	Inspector	1	1	1	1	-	-	-	-	-	-
F401	Firefighter	82	82	82	82	80	4,900,386	80	4,900,386	80	4,983,807
2720	Business Manager	-	-	-	-	1	50,368	1	50,368	1	56,488
C072	Departmental Secretary	1	1	1	1	1	47,677	1	47,677	1	49,557
	Total Positions	112	112	112	112	111	7,091,756	111	7,091,756	110	7,184,771
	Vacancy Factor						(50,000)		(50,000)		(50,000)
							7,041,756		7,041,756		7,134,771
Account Detail											
40001	SALARIES	6,494,079	6,349,351	6,682,929	6,827,919		6,742,061		6,742,061		6,825,192
40002	LONGEVITY	330,882	321,514	334,310	330,590		299,695		299,695		309,579
40003	OVERTIME	855,836	247,505	154,488	178,235		185,000		180,000		180,000
4000371	SPECIAL TEAM DRILLS OT	14,816	12,614	17,970	13,769		20,000		20,000		20,000
40004	TEMPORARY HELP	28,661	30,783	35,504	-		-		-		-
40005	HOLIDAY PAY	344,979	337,295	355,511	359,057		375,285		370,000		419,200
40006	DIFFERENTIAL PAY	60,164	56,065	56,119	56,234		58,000		56,500		58,500
40007	ROSTER DUTY	34,756	28,254	38,446	34,550		48,000		42,000		48,000
40011	EDUCATION INCENT BONUS	13,628	13,739	14,370	11,863		17,000		15,500		17,000
	Personnel	8,177,801	7,397,120	7,689,647	7,812,217		7,745,041		7,725,756		7,877,471
41014	OPERATING SUPPLIES	37,825	40,353	60,552	73,146		76,550		74,000		54,750
41016	UNIFORMS/SAFETY SHOES	82,945	105,882	124,130	140,928		112,710		108,500		117,810
41023	GASOLINE	62,410	64,242	57,575	59,978		63,500		60,500		62,000
	Materials & Supplies	183,180	210,477	242,257	274,052		252,760		243,000		234,560
42032	TRAINING/CONT. EDUCATION	20,598	32,907	47,452	53,010		34,500		30,000		55,800
42036	COMMUNICATIONS	1,497	1,524	1,962	1,693		4,000		2,000		4,000
42038	EQUIPMENT REPAIRS-FLEET	-	-	2,607	47		1,000		500		1,000
42047	DEPARTMENT CONTRACTS	3,923	7,391	11,145	3,709		3,900		3,750		3,900
42060	OTHER EXPENSES	7,563	9,687	12,741	11,569		10,400		8,000		9,400
42064	EQUIPMENT MAINTENANCE	6,921	9,666	16,206	19,015		22,800		21,000		22,800
	Purchased Services	40,502	61,175	92,113	89,043		76,600		65,250		96,900
43099	EQUIPMENT	-	11,431	25,148	23,213		12,500		11,750		9,500
	Equipment	-	11,431	25,148	23,213		12,500		11,750		9,500
Total	FIRE	8,401,483	7,680,203	8,049,165	8,198,525		8,086,901		8,045,756		8,218,431

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	180,000	OVERTIME 180,000 - LOST MAN HOURS ARE SOMETIMES REPLACED AS A RESULT OF SICKNESS, INJURIES SUSTAINED WHILE ON DUTY, INDIVIDUALS RECEIVING SPECIALIZED TRAINING THAT IS NOT AVAILABLE LOCALLY, AND THE TIME LAPSE BETWEEN RETIREMENTS AND THE HIRING AND TRAINING OF NEW PERSONNEL. THE ACCOUNT IS ALSO USED FOR EXTENDED SHIFTS DUE TO FIRE OR EMERGENCY INCIDENTS, AND WHEN PERSONNEL ARE CALLED OUT FROM OFF-DUTY FOR MULTIPLE ALARMS OR MAJOR INCIDENTS THAT REQUIRE THESE ADDITIONAL PERSONNEL FOR THE SAFE AND EFFICIENT TERMINATION OF THE EMERGENCY INCIDENT. PERSONNEL SUBPOENAED FOR THE PURPOSE OF DEPOSITIONS, APPEARING AT MAGISTRATE OR COUNTY COURT ARE ALSO REIMBURSED FROM THIS ACCOUNT.
4000371	20,000	SPECIAL TEAM DRILLS OT 20,000 - 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. ALL MEMBERS OF THE TEAM ARE REQUIRED TO DRILL AT LEAST EIGHT (8) HOURS A YEAR AS A TEAM.
40005	419,200	HOLIDAY PAY 419,200 - THIS ACCOUNT IS USED FOR THE PAYMENT OF HOLIDAY PAY TO PERSONNEL FOR THE YEAR AS STIPULATED IN THE CURRENT LABOR AGREEMENT. 13 HOLIDAYS PAID IN 2016 DUE TO 27TH PAY
40006	58,500	DIFFERENTIAL PAY 58,500 - THIS AMOUNT IS NEEDED FOR THE PAYMENT OF THE ADDITIONAL $.50 PER HOUR FOR INDIVIDUALS REQUIRED TO WORK THE NIGHT TOUR OF DUTY.
40007	48,000	ROSTER DUTY 48,000 - 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	17,000	EDUCATION INCENT BONUS 17,000 - PERSONNEL ARE AWARDED A BONUS FOR ACHIEVING EITHER AN ASSOCIATE OR BACHELORS DEGREE. PAYMENT FOR THIS EDUCATIONAL INCENTIVE IS FUNDED THROUGH THIS ACCOUNT.

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	54,750	OPERATING SUPPLIES
		2,200 - NOZZLES AND REDUCERS 400 FOAM TUBE FOR NOZZLES 500 AKRON LEADER LINE WYE 1300. PISTON INTAKE VALVES
		4,500 - HOSES AND ACCESORIES FOR THE REPLACEMENT OF A HOSE THAT FAILS THE REQUIRED ANNUAL SERVICE TEST OR IS DAMAGED AT A FIRE CALL.
		1,500 - ELECTRICAL APPLIANCES & HANDLIGHTS FOR REPAIR AND REPLACEMENT OF ELECTRICAL CORDS AND ADAPTORS
		1,000 - HAND TOOLS FOR THE REPLACEMENT AND REPAIR OF PIKE POLES, AXES, HALOGEN BARS, ETC.
		5,600 - BATTERIES 1200 - PORTABLE RADIOS 800. - PASS ALARMS 500. - THERMAL IMAGING CAMERAS 500. - BOMB SQUAD ROBOT 600. - SAWZALLS 300. - METERS 500. - HAND LIGHTS 800. - SCBA 400 - BOATS
		5,500 - SELF CONTAINED BREATHING APPARATUS 1000. SPARE PARTS FOR THE REPAIR OF SCBA UNITS AND MASKS. 2000. REPLACE 10 HUD UNITS. 1000 REPLACEMENT SCBA MASKS 1500 REPLACEMENT OF DAMAGED VOICE COMMS
		4,000 - ROPE AND RESCUE EQUIPMENT NEEDED TO REPLACE AND UPDATE EXISTING EQUIPMENT. THIS INCLUDES REPEL HARNESSES, BELTS, CARABINERS WEBBING AND PULLEYS.
		500 - FIRE EXTINGUISHERS 500. - FIRE DEPARTMENT
		250 - RECIPROCATING SAW BLADES
		5,200 - RADIOS AND COMPUTER SUPPLIES 1000.- MICROPHONE AND EARPHONE REPLACEMENT 2700 - INSPECTION TABLETS

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		1500.- REPLACEMENT OF COMPUTER HARDWARE
	6,800 -	BOMB SQUAD OPERATING SUPPLIES 3300. - TOOLS 500. - X-RAY SUPPLIES 3000 - DISTRIBUTION SUPPLIES
	8,100 -	HAZARDOUS MATERIALS TEAM OPERATING SUPPLIES 2600. - SPILL CONTAINMENT 1600. - CHEMICAL IDENTIFICATION SUPPLIES 950. - MITIGATION SUPPLIES 950. - DECONTAMINATION SUPPLIES 2000 - RESPIRATOR CARTRIDGES
	1,000 -	RESCUE TOOLS REPLACEMENT OF DAMAGED TOOLS AND EQUIPMENT USED FOR RESCUE WORK
	2,500 -	RIVER RESCUE TEAM OPERATING SUPPLIES REPLACEMENT AND MAINTENANCE OF RIVER RESCUE EQUIPMENT
	1,600 -	PASS ALARMS REPLACE DAMAGED ANTENNAS AND PASS ALARMS
	3,000 -	Q.R.S. MATERIALS AND SUPPLIES FOR EMS CALLS
	1,500 -	SALVAGE AND OVERHAUL SUPPLIES
41016	117,810	UNIFORMS/SAFETY SHOES
	54,000 -	UNIFORMS - 108 FIREFIGHTERS @ 500. PER FIREFIGHTER ALL PERSONNEL ARE PROVIDED WITH WORK UNIFORMS THAT CONFORM TO NFPA STANDARD 1975 ON STATION WORK UNIFORMS FOR FIREFIGHTERS.
	1,210 -	CLASS A UNIFORMS FOR NEW FIREFIGHTERS - JACKET, TROUSER SHIRT, TIE, HAT, HAT BADGE, AND UNIFORM HAT = $605 EA.
	3,000 -	BADGES, HAT SHIELDS,COLLAR INSIGNIAS AND SHOULDER PATCHES.
	1,500 -	UNIFORMS FOR NEW FIREFIGHTERS.
	8,000 -	BUNKER GEAR FOR NEW FIREFIGHTERS
	45,000 -	BUNKER GEAR ALL BUNKER GEAR PURCHASED NOW HAS A 10 YEAR SERVICE LIFE AND MUST THEN BE REMOVED FROM SERVICE. 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.

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT		DESCRIPTION
			PROTECTIVE CLOTHING CONFORMS TO THE STANDARDS AS OUTLINED IN NFPA 1971,1972, AND 1973. THESE ARE THE STANDARDS ON PROTECTIVE CLOTHING FOR STRUCTURAL FIREFIGHTNG, HELMETS FOR STRUCTURAL FIREFIGHTING AND GLOVES FOR STRUCTURAL FIREFIGHTING
		2,550 -	PROTECTIVE GEAR FOR THE MEMBERS OF THE WATER RESCUE TEAM. THIS WILL REPLACE GEAR THAT HAS BECOME WORN OR OBSOLETE.
		2,550 -	CLEANING AND REPAIR OF TURNOUTS, AS REQUIRED BY OSHA AND NFPA STANDARDS.
41023	62,000	GASOLINE	
		58,000 -	GASOLINE GASOLINE AND DIESEL FUEL BASED ON THE PROJECTED VEHICLE USAGE THROUGHOUT THE YEAR.
		4,000 -	TOOL FUEL AND PRE MIXED FUEL FOR THE VENTILATION SAWS AND HYDRAULIC RESCUE TOOLS
42032	55,800	TRAINING/CONTINUING ED.	
		12,500 -	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.
		6,000 -	COST OF FOUR (4) NEW FIREFIGHTERS TO ATTEND THE ALLENTOWN FIRE ACADEMY
		1,000 -	PURCHASE OF BOOKS FOR PERSONNEL ATTENDING 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.
		3,000 -	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.
		1,300 -	THE UPGRADING OF HAZARDOUS MATERIALS REFERENCE MANUALS SO THAT UPDATED INFORMATION IS AVAILABLE TO EMERGENCY PERSONNEL. WITH THE DAILY ADDITION OF CHEMICALS AND

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		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.
		6,000 - BOMB SQUAD MEMBERS ATTENDANCE TO SCHOOLS AND ATTENDANCE TO THE INTERNATIONAL ASSOCIATION OF BOMB TECHNICIANS AND INVESTIGATORS REGIONAL & INTERNATIONAL CONFERENCES.
		2,500 - UPGRADING OF CODE BOOKS, CODE REFERENCE BOOKS & CODE HANDBOOKS, FOR UPDATING OF FIRE CODE MATERIALS FOR THE INSPECTIONS OFFICE AND FIRE MARSHALL
		2,500 - REPLACING OUTDATED FIRE DEPARTMENT TRAINING MANUALS
		8,000 - ATTENDANCE OF HAZ-MAT TEAM MEMBERS TO OUTSIDE SCHOOLS
		3,000 - ATTENDANCE OF WATER RESCUE TEAM MEMBERS TO ATTEND OUTSIDE SCHOOLS
		1,000 - OFFICE SUPPLIES FOR TRAINING
		4,500 - FIRE INVESTIGATORS AND/OR SENIOR OFFICERS TO ATTEND 2,000 - FIRE INVESTIGATION/ARSON SEMINARS
		2,500 - FIRE INSPECTOR TRAINING AND SEMINARS,. OUTSIDE CLASSES, ETC.
42036	4,000	COMMUNICATIONS
		4,000 - WIRELESS AIRCARD SERVICE FOR HAZ-MAT, BOMB SQUAD, AND INSPECTIONS
42038	1,000	EQUIPMENT REPAIRS - FLEET
		1,000 - EQUIPMENT REPAIR THIS ACCOUNT IS USED FOR MINOR EQUIPMENT REPAIRS THROUGHOUT THE YEAR.
42047	3,900	DEPARTMENT CONTRACTS
		3,900 - 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 AND ELEVATING PLATFORMS AND NFPA 1932, STANDARD ON USE, MAINTENANCE AND SERVICE TESTING OF FIRE DEPARTMENT GROUND LADDERS.

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42060	9,400	OTHER EXPENSES
		3,000 - 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.
		1,000 - RENEWAL OF MEMBERSHIPS FOR THE FIRE CHIEF, DEPUTY CHIEF, AND DEPARTMENT
		1,200 - 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. THESE INDIVIDUALS ARE TRAINED ON THEIR OWN TIME AND USE THEIR OWN FUNDS FOR DUES TO THE LOCAL BOMB SQUAD. X-RAY BADGE RENEWAL.
		1,500 - THE IMMUNIZATION OF ALL NEW FIRE DEPARTMENT PERSONNEL FOR HEPATITIS "B". THIS IS STRONGLY ADVISED BY THE MEDICAL PROFESSION SINCE THE ENTIRE DEPARTMENT HAS BEEN IMMUNIZED. THIS WILL COVER COSTS FOR NEW PERSONNEL AND BLOOD TESTS FOR NEW HAZ-MAT TEAM MEMBERS.
		1,000 - BLASTER'S LICENSE FOR SIX (6) BOMB SQUAD MEMBERS, REQUIREMENT BY PA. D.E.R.
		750 - BOTTLED WATER AND REHAB SUPPLIES FOR USE AT FIRE CALLS.
		450 - XRAY REGISTRATION FOR BOMB SQUAD.
42064	22,800	EQUIPMENT MAINTENANCE
		3,000 - HYDRO-STATIC TESTING OF COMPRESSED AIR CYLINDERS FOR SELF CONTAINED BREATHING APPARATUS AND AIR STORAGE SYSTEMS. THIS TESTING MUST BE DONE EVERY THREE (3) YEARS FOR FIBERGLASS WRAPPED CYLINDERS IN ACCORDANCE WITH DEPARTMENT OF TRANSPORTATION REGULATIONS TO CHECK CYLINDER INTEGRITY UNDER PRESSURE.
		1,700 - HYDROSTATIC TESTING, MAINTENANCE AND RECHARGING OF PORTABLE FIRE EXTINGUISHERS
		4,500 - ANNUAL TESTING OF SCBA AND FACEPIECES
		400 - NOZZLE REPAIR KITS
		500 - THE SERVICE AND PREVENTIVE MAINTENANCE OF HYDRAULIC OPERATED TOOLS.

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION	
		500 -	ROUTINE MAINTENANCE ON ALL EXERCISE EQUIPMENT WHICH INCLUDES CHANGING CABLES, BELTS, LUBRICATION ETC.
		2,800 -	MAINTENANCE FOR BREATHING AIR-COMPRESSOR. INCLUDES EMERGENCY SERVICING, ROUTINE MAINTENANCE AND ANNUAL CHECK OUTS.
		1,900 -	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
		1,000 -	EQUIPMENT MAINTENANCE CABLE SPRAY, LUBRICANT, WAX AND POLISH FOR APPARATUS.
		1,500 -	PARTS FOR THE REPAIR AND MAINTENANCE OF FIRE HOSE.
43099	9,500	EQUIPMENT	
		9,500 -	1ST YEAR OF A 3 YEAR LEASE OF A FORD EXPLORER FOR THE INSPECTIONS DEPARTMENT

THIS PAGE INTENTIONALLY LEFT BLANK

BUREAU DETAIL

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

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Provided EMS responses to over 10,808 calls.
- Mutual Aid EMS responded to 821 calls.
- Transported 9363 patients to area hospitals.
- Maintained a fleet of eight State Certified BLS/ALS ambulances and 2 BLS/ALS Tahoe Supervisor vehicles.
- Awarded Northampton County Gaming Grant funds for the purchase of a new chassis, changeover and refurbishment of one of our ambulances.
- Instituted a near-paperless electronic patient care report system.
- Streamlined the EMS Billing system, bringing the claim turn-around time from 90 days to 25 days.
- Deployed the Bethlehem EMS Bike Team to Musikfest and Celtic Classic.
- Received the Silver level from Mission Lifeline EMS for early recognition and treatment of cardiac patients.
- Received the Master level from the PA Department of Health for providing improved emergency care to children.
- Provided EMS stand-by coverage for Celtic Classic, LVHN Marathon for Via, Bethlehem Area School District Stadium Varsity Football Games, Highmark Blue Shield 5K Race, Sands Casino Event Center, Runners World Trail Run, 5K, 10K and Half Marathon, Color-Me-Rad, and Musikfest.
- Vial of Life and Yellow Dot programs in cooperation with the City Health Bureau.
- Provided Heart Saver First Aid / CPR / AED training to City of Bethlehem Employees (Police, Fire, SEIU and TAMS).
- Provided patient airway management training to local high school and college athletic trainers in conjunction with Moravian College and Coordinated Health.
- Partner with Liberty High School and Bethlehem Catholic High School for SADD Crash Presentations.
- Participated in preparedness drills with City 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.
- Updated dispatchers on emergency medical dispatch (EMD) changes.
- 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 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 and Lehigh Valley Hospital to provide continuing education for EMS providers.
- Emergency Medical Service presentations to local churches, neighborhood block watch groups and the Citizens Academy.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001 GENERAL
DEPT 0070 FIRE
BUREAU 0702 EMS

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3208	EMS Director	1	1	1	1	1	87,562	1	87,562	1	93,241
3025	Assistant EMS Director	1	1	1	1	-	-	-	-	-	-
2912	Paramedic Supervisor	2	2	2	2	2	150,379	2	150,379	2	152,727
E141	Paramedic	20	20	20	20	20	1,216,680	20	1,216,680	20	1,250,960
	Total Positions	24	24	24	24	23	1,454,621	23	1,454,621	23	1,496,928
Account Detail											
40001	SALARIES	1,374,986	1,418,968	1,422,063	1,454,941		1,439,741		1,439,741		1,482,368
40002	LONGEVITY	11,610	13,590	15,520	16,960		14,880		14,880		14,560
40003	OVERTIME	67,894	119,321	161,892	83,900		98,929		95,000		148,929
40004	TEMPORARY HELP	172,356	152,809	153,449	203,381		200,669		200,000		150,669
40005	HOLIDAY PAY	85,685	85,049	83,332	87,588		90,540		90,000		97,505
40006	DIFFERENTIAL PAY	5,148	5,372	5,794	7,457		8,760		8,000		8,760
40007	ROSTER DUTY	22,517	37,086	92,570	112,726		75,264		75,000		75,264
40008	MEAL REIMBURSEMENT	1,547	2,080	2,678	1,641		3,200		2,500		3,200
	Personnel	1,741,743	1,834,275	1,937,298	1,968,594		1,931,983		1,925,121		1,981,255
41014	OPERATING SUPPLIES	41,263	45,101	47,277	51,773		50,300		45,000		44,500
41016	UNIFORMS/SAFETY SHOES	15,743	13,355	17,241	15,661		19,388		18,500		16,288
41023	GASOLINE	49,940	52,056	43,785	44,110		39,900		39,000		41,844
	Materials & Supplies	106,946	110,512	108,303	111,544		109,588		102,500		102,632
42032	TRAINING/CONT. EDUCATION	396	2,626	1,578	804		4,500		2,500		4,500
420381	EQUIP REPAIRS-AMBULANCE	-	1,804	1,689	13,480		4,050		4,049		1,500
42047	DEPARTMENT CONTRACTS	108,652	116,337	117,020	99,329		117,395		117,000		117,250
42060	OTHER EXPENSES	4,758	13,020	7,138	5,635		8,400		6,500		6,900
	Purchased Services	113,806	133,787	127,425	119,248		134,345		130,049		130,150
43099	EQUIPMENT	10,000	40,064	11,787	49,582		50,000		48,645		83,645
	Equipment	10,000	40,064	11,787	49,582		50,000		48,645		83,645
Total	EMS	1,972,495	2,118,638	2,184,813	2,248,968		2,225,916		2,206,315		2,297,682

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	148,929	OVERTIME
		98,723 - OVERTIME HOURS TO FILL OPEN SHIFTS WHEN (20) PARAMEDICS ARE ON VACATION, P-DAYS, SICK LEAVE, AND BIRTHDAY HOLIDAY (2222 HOURS X $44.43)
		21,326 - OVERTIME HOURS FOR (5) PARAMEDICS TO TRAIN WITH POLICE EMERGENCY RESPONSE TEAM (TEMS) (480 HOURS X $43.43)
		13,329 - OVERTIME HOURS TO FILL OPEN SHIFTS FOR (20) PARAMEDICS FOR TRAINING, DRILLS, PUBLIC RELATIONS EVENTS, STAFF MEETINGS (300 HOURS X $44.43)
		15,551 - OVERTIME HOURS TO COMPLETE REQUIRED PATIENT CARE REPORT FOR LATE CALLS AT END OF WORK SHIFT 350 HOURS X $44.43)
40004	150,669	TEMPORARY HELP
		20,160 - PART-TIME PARAMEDIC HOURS TO COVER (20) PARAMEDICS FOR COMP. TIME = 900 HRS. ($22.40/HR. REGULAR , $33.60/HR. HOLIDAY/ PREMIUM)
		36,026 - CONTRACTED ADMINISTRATIVE ASSISTANT/BILLING CLERK ($17.32/HR. X 2080 HRS.)
		46,592 - PART-TIME PARAMEDIC HOURS FOR TUESDAY DAY & NIGHT SHIFT ($22.40/HR. REGULAR AND $33.60/HR. HOLIDAY/PREMIUM) 20 HOURS X 2 PARAMEDICS X 52 WEEKS = 2080 HRS.
		7,168 - PART-TIME PARAMEDIC ORIENTATION = 320 HRS. ($22.40/HR.)
		40,723 - PART-TIME PARAMEDIC HOURS TO FILL FOR (20) FULL-TIME PARAMEDICS VACATIONS, AND B-DAY ($22.40/HR. REGULAR, $33.60/HR. HOLIDAY AND PREMIUM) = 1818 HOURS
40005	97,505	HOLIDAY PAY
		97,505 - 14 PAID HOLIDAYS FOR 22 FULL-TIME PARAMEDICS AS PER UNION CONTRACT. 14 IN 2016 DUE TO 27TH PAY.
40006	8,760	DIFFERENTIAL PAY
		8,760 - SHIFT DIFFERENTIAL PAY FOR NIGHTSHIFT HOURS BETWEEN 6 PM AND 6 AM AS PER UNION CONTRACT.
40007	75,264	ROSTER DUTY
		2,666 - REIMBURSABLE BY AGREEMENT: CELTIC CLASSIC AMBULANCE STAND-BY 60 HOURS AT $44.43 / HOUR
		1,866 - REIMBURSABLE BY AGREEMENT: BASD STADIUM FOOTBALL GAME AMBULANCE STAND-BYS 42 HOURS AT $44.43 / HOUR
		13,329 - REIMBURSABLE BY AGREEMENT: MUSIKFEST AMBULANCE STAND-BY 300 HOURS AT $44.43 / HOUR
		1,777 - REIMBURSEMENT BY AGREEMENT: MISCELLANIOUS STAND-BY REQUESTS 40 HOURS AT $44.43 / HOUR
		7,997 - RUNNERS WORLD RACE WEEKEND 180 HOURS AT $44.43 / HOUR
		42,653 - SANDS EVENT CENTER (SMG)

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		960 HOURS AT $44.43 / HOUR
		2,133 - SANDS CASINO RESORT
		48 HOURS AT $44.43 / HOUR
		1,777 - 5K RACES
		40 HOURS AT $44.43 / HOUR
		1,066 - BECAHI VARSITY FOOTBALL
		24 HOURS AT $44.43 / HOUR
40008	3,200	MEAL REIMBURSEMENT
		3,200 - MEAL COMPENSATION OF $13.00 FOR PARAMEDICS WORKING GREATER THAN 14 HOURS STRAIGHT AS PER UNION CONTRACT.
41014	44,500	OPERATING SUPPLIES
		300 - REPLACEMENT OF BROKEN HAND TOOLS.
		2,500 - CARDIAC MONITOR/EKG PAPER.
		1,800 - CARDIAC MONITOR PATIENT PACING, AND DEFIBRILLATION PADS.
		900 - OXYGEN CYLINDER REPLACEMENT AND REPAIRS.
		650 - INFECTION CONTROL CLEANING AND DISPOSABLE PROTECTION SUPPLIES.
		900 - REPAIRS TO MEDICAL EQUIPMENT, NOT INCLUDING STRETCHERS AND VEHICLES.
		900 - REPAIRS TO OXYGEN EQUIPMENT FOR EMS AND FIRST RESPONDERS.
		2,500 - DISPOSABLE GLOVES, GOWNS, GOGGLES, ETC.
		10,000 - MEDICAL OXYGEN AND TANK RENTAL.
		7,000 - MEDICAL SUPPLIES ALS AND BLS.
		250 - PROTECTIVE WORK GLOVES.
		6,500 - FIRST RESPONDER SUPPLIES FOR POLICE AND FIRE.
		3,500 - AED BATTERIES AND PADS FOR CITY HALL, FIRST RESPONDERS, AND OTHER CITY FACILITIES.
		1,800 - REPLACEMENT OF EXPIRED MEDICATIONS AND THE PURCHASE OF REQUIRED MEDICATIONS AND DRUGS.
		3,500 - BATTERIES AND CHARGERS FOR RADIOS AND OTHER EQUIPMENT. (RECHARGEABLE NICAD AND ALKALINE)
		1,500 - CARDIAC MONITOR SUPPLIES FOR PULSEOX MONITORING
41016	16,288	UNIFORMS/SAFETY SHOES
		1,500 - BADGES, EMBLEMS, PATCHES, ETC.
		3,750 - OUTERWEAR - RAINWEAR, COATS, JACKETS.
		3,120 - STEEL TIP SAFETY SHOES FOR 24 PARAMEDICS AS PER UNION CONTRACT AT $130 PER PAIR OF SHOES.
		3,750 - UNIFORM PANTS
		4,168 - UNIFORM SHIRTS (SHORT SLEEVE AND LONG SLEEVE)
41023	41,844	GASOLINE
		41,844 - 15,216 GALLONS OF DIESEL FUEL AT $2.75/GAL.
42032	4,500	TRAINING/CONTINUING ED.
		4,000 - MISCELLANEOUS TRAINING FOR STAFF.
		500 - EVOC, HAZMAT AND BIOHAZARD TRAINING.

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION	
420381	1,500	EQUIP. REPRS.-AMBULANCE	
		1,500 -	MINOR REPAIRS, COSMETIC, AND APPEARANCE ITEMS FOR AMBULANCES.
42047	117,250	DEPARTMENT CONTRACTS	
		15,100 -	SERVICE CONTRACT WITH MEDTRONIC/PHYSIO CONTROL FOR CARDIAC MONITORS.
		3,860 -	MEDPRO SERVICE CONTRACT FOR STRETCHERS.
		9,000 -	MEDCOM SERVICE FEES FOR MEDICAL COMMAND.
		650 -	PENNSYLVANIA AMBULANCE ASSOCIATION FEES.
		58,740 -	AMBULANCE BILLING SERVICE FEES.
		3,000 -	ALS SERVICE MEDICAL DIRECTOR FEE.
		3,500 -	PHOTO COPIER USER AND MAINTENANCE AGREEMENT
		4,400 -	ECORE INTERNET SCHEDULING YEARLY FEE
		14,000 -	ELECTRONIC PATIENT CARE REPORT YEARLY FEE BASE FEE, GEO CODING, FAX, CAD AND BILL INTERFACE
		5,000 -	PROFESSIONAL SERVICE AGREEMENT WITH PAGE WOLFBERG AND WIRTH LLC
42060	6,900	OTHER EXPENSES	
		1,500 -	STATIONARY SUPPLIES, PRINTER CARTRIDGES, ETC.
		1,000 -	REPAIR AND MAINTENANCE OF SMALL HAND TOOLS, RESCUE EQUIPMENT, AND VEHICLE MAINTENANCE ITEMS.
		1,500 -	MAINTENANCE AND CLEANING ITEMS FOR THE STATION AND AMBULANCES
		900 -	TRAINING MANUALS, JOURNALS, TAPES, SOFTWARE, ETC.
		2,000 -	BUILDING, APPLIANCE, FURNITURE REPAIR OR REPLACEMENT.
43099	83,645	EQUIPMENT	
		48,645 -	2014 GMC HORTON 553 AMBULANCE LEASE-PURCHASE FINANCING FOR 4 YEARS (4 ANNUAL PAYMENTS WITH NO APPLICATION OR CLOSING COST) LESSEE WILL OWN WITHOUT FURTHER COST. (YEAR 3 OF 4)
		35,000 -	PURCHASE OF ONE (1) LIFEPAK 15 CARDIAC MONITOR FOR USE IN THE THE 8TH AMBULANCE THAT WAS ADDED IN 2015

THIS PAGE INTENTIONALLY LEFT BLANK

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

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers	2015 Actual & Estimated	2016 Proposed Budget
Personnel Detail	Number of Permanent Positions				# Salaries	# Salaries	# Salaries
	-	-	-	-	- -	- -	- -
Total Positions	-	-	-	-	- -	- -	- -
Account Detail							
41013 OFFICE EXPENSE	4,781	8,989	4,121	5,740	9,000	7,000	8,000
41025 POSTAGE	36,099	15,615	14,896	7,166	18,000	15,000	38,000
Materials & Supplies	40,880	24,604	19,017	12,906	27,000	22,000	46,000
42036 COMMUNICATIONS	171,440	170,778	49,942	73,059	150,000	140,000	180,000
42047 DEPARTMENT CONTRACTS	-	-	-	36,140	50,000	45,000	50,000
42049 REFUNDS	4,921	180	290	220	4,000	1,000	4,000
42052 OCCUPATION ED PROGRAM	10,000	10,400	-	-	-	-	-
42055 PROFESSIONAL SERVICES	364,740	172,865	245,373	116,893	250,000	250,000	210,000
42058 UNEMPLOYMENT COMPENSATION	177,310	127,973	41,524	58,888	10,500	7,500	48,000
42059 HEART & LUNG ACT	-	-	-	-	1,000	-	1,000
42064 EQUIPMENT MAINTENANCE	1,042	100	493	279	2,000	1,000	2,000
42068 TRANSFER TO NON-UTILITY	298,735	1,085,000	1,200,000	-	-	-	-
42071 PRIOR YEAR ENCUMBRANCES	61,898	67,168	21,004	24,630	17,500	12,500	20,000
42072 PENSIONS-POLICEMEN	2,534,484	2,520,217	3,494,690	3,520,610	4,298,925	4,298,925	4,430,587
42073 PENSIONS-FIRE	1,672,843	1,492,989	2,245,105	2,223,040	2,683,110	2,683,110	2,550,742
42074 PENSIONS-O&E	138,458	114,775	552,036	540,969	199,054	199,054	-
42075 PENSIONS-PMRS MMO	1,441,012	1,341,886	1,886,301	-	1,110,832	1,110,832	1,145,697
420751 DEF CONTRIB PLAN MATCH	215,194	194,302	177,313	175,807	200,200	190,000	206,200
42076 TRUST PAYMENTS	4,200	7,000	4,500	6,300	10,000	7,500	10,000
420771 LANDFILL TRANSFER	884,070	884,245	142,678	318,629	878,292	878,292	882,632
42079 CONTINUOUS IMPROVEMENT	3,463	2,153	212	113	5,000	3,000	5,000
420802 CITY INSURANCE PACKAGE	707,756	501,986	610,051	467,042	645,000	645,000	688,500
42084 GROUP LIFE INSURANCE	68,537	67,813	69,380	74,444	77,000	76,000	78,500
420841 LONG TERM DISABILITY INS	26,689	24,894	19,822	19,886	30,000	27,000	30,000
42085 MEDICAL INSURANCE	5,785,310	5,554,815	5,579,565	5,564,331	6,655,910	7,050,000	7,511,044
42086 WORKMEN'S COMPENSATION	1,236,513	1,277,961	1,336,021	1,114,607	910,000	980,000	989,000
42087 SOCIAL SECURITY	1,285,100	1,236,516	1,275,735	1,308,658	1,337,500	1,337,500	1,434,000
42088 ACCUMULATED SICK LEAVE	199,135	80,225	151,263	118,686	140,000	135,000	145,000
42090 UNFORSEEN CONTINGENCY	-	-	-	34	669,664	340,000	618,180
Purchased Services	17,292,850	16,936,241	19,103,298	15,763,265	20,335,487	20,418,213	21,240,082
Total GENERAL EXPENSES	17,333,730	16,960,845	19,122,315	15,776,171	20,362,487	20,440,213	21,286,082

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	8,000	OFFICE EXPENSE 8,000 - COVERS OFFICE SUPPLIES, PAPER AND ENVELOPES.
41025	38,000	POSTAGE 38,000 - POSTAGE FOR GENERAL FUND
42036	180,000	COMMUNICATIONS 180,000 - ESTIMATED COMMUNICATIONS COST.
42047	50,000	DEPARTMENT CONTRACTS 50,000 - PRINTING/MAILING CONTRACT WITH LEVEL ONE
42049	4,000	REFUNDS 4,000 - THIS ACCOUNT IS NEEDED FOR MISCELLANEOUS REFUNDS OF MONEY COLLECTED.
42055	210,000	PROFESSIONAL SERVICES 210,000 - PROVIDE FOR LEGAL EXPERTISE NEEDED IN LABOR RELATIONS AND OTHER PROFESSIONAL SERVICES.
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 2016.
42072	4,430,587	PENSIONS - POLICEMEN 4,430,587 - MMO CONTRIBUTION REQUIRED BY ACT 205
42073	2,550,742	PENSIONS - FIRE 2,550,742 - MMO CONTRIBUTION REQUIRED BY ACT 205
42075	1,145,697	PENSIONS - P.M.R.S. MMO 1,145,697 - MMO CONTRIBUTION REQUIRED BY ACT 205 AND DEBT SERVICE.
420771	882,632	LANDFILL TRANSFER 882,632 - FUNDS NEEDED TO PAY LANDFILL DEBT SERVICE.
42079	5,000	CONTINUOUS IMPROVEMENT 5,000 - COSTS ASSOCIATED WITH CONTINUOUS IMPROVEMENT.
42088	145,000	ACCUMULATED SICK LEAVE 145,000 - PROVIDE FOR RETIREES UNUSED SICK DAYS COMPENSATION AND PAYMENT FOR UNUSED SICK DAYS FOR ACTIVE EMPLOYEES PER CONTRACT AGREEMENT.
42090	618,180	UNFORESEEN CONTINGENCY 618,180 - THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN AT THE TIME OF BUDGET PREPARATION.

THIS PAGE INTENTIONALLY LEFT BLANK

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers	2015 Actual & Estimated	2016 Proposed Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
		-	-	-	-	- -	- -	- -
	Total Positions	-	-	-	-	- -	- -	- -
Account Detail								
95004	MEMORIAL DAY DECOR	900	900	900	900	900	900	900
95005	PA LEAGUE OF CITIES	27,961	29,393	29,393	29,393	29,400	29,000	29,400
95006	FOURTH OF JULY	26,000	25,000	31,000	31,000	31,800	31,800	31,800
95007	LIBRARY	1,230,000	1,277,000	1,277,000	1,277,082	1,277,082	1,277,082	1,315,934
95008	HALLOWEEN PARADE	8,490	8,171	10,865	11,659	12,000	12,000	12,000
95009	FINE ARTS COMMISSION	5,400	5,400	5,400	5,400	5,400	5,400	5,400
95010	MUSIC FUND	30,130	29,544	28,000	27,986	28,000	28,000	28,000
95020	SISTER CITY	-	4,000	-	14,423	-	-	4,000
95022	US CONFERENCE OF MAYORS	5,269	5,269	5,269	5,269	5,269	5,269	5,269
	Civic Expenses	1,334,150	1,384,677	1,387,827	1,403,112	1,389,851	1,389,451	1,432,703
Total	CIVIC EXPENSES	1,334,150	1,384,677	1,387,827	1,403,112	1,389,851	1,389,451	1,432,703

THIS PAGE INTENTIONALLY LEFT BLANK

THIS PAGE INTENTIONALLY LEFT BLANK

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

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-	-	-
Account Detail										
42091 BOND REDEMPTION	2,329,645	2,150,000	3,509,000	3,465,000	1,976,000		1,976,000		2,002,000	
42092 COUPON INTEREST	2,357,034	4,067,041	3,971,138	3,964,786	3,412,165		3,412,165		3,555,824	
Purchased Services	4,686,679	6,217,041	7,480,138	7,429,786	5,388,165		5,388,165		5,557,824	
Total DEBT SERVICE	4,686,679	6,217,041	7,480,138	7,429,786	5,388,165		5,388,165		5,557,824	

Schedule of Payment of Bond & Note Indebtedness

	Series of 2008		Series of 2010 C		Beth. Authority Guaranteed Lease Revenue Bond Series A of 2011		Series of 2011 A		Series of 2011 B		Series of 2013 A	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2016	382,000	15,128	610,000	213,710	100,000	1,037,694		510,900	5,000	441,025	125,000	151,259
2017			1,800,000	192,055	75,000	1,032,569		510,900	5,000	440,700	240,000	148,759
2018			1,370,000	128,155	325,000	1,028,725		510,900	5,000	440,375	245,000	143,959
2019			1,415,000	79,520	340,000	1,012,069		510,900	5,000	440,050	250,000	139,059
2020			825,000	29,288	750,000	994,644		510,900	5,000	439,725	255,000	134,059
2021					1,920,000	956,206		510,900	5,000	439,400	265,000	128,576
2022					1,775,000	857,806		510,900	5,000	439,075	265,000	122,216
2023					1,875,000	749,088		510,900	5,000	438,750	275,000	115,459
2024					1,745,000	634,244		510,900	5,000	438,425	285,000	107,759
2025					2,230,000	527,363		510,900	5,000	438,100	290,000	99,209
2026					2,120,000	390,775		510,900	5,000	437,775	295,000	90,509
2027					3,125,000	260,925		510,900	5,000	437,450	310,000	81,290
2028					1,135,000	69,519	1,035,000	510,900	905,000	437,125	320,000	71,603
2029							1,750,000	443,625	1,520,000	378,300	330,000	61,203
2030							1,730,000	329,875	1,505,000	279,500	335,000	50,065
2031							1,840,000	217,425	1,600,000	181,675	355,000	38,675
2032							1,505,000	97,825	1,195,000	77,675	370,000	26,250
2033											380,000	13,300
2034												
	382,000	15,128	6,020,000	642,728	17,515,000	9,551,625	7,860,000	7,730,450	6,785,000	6,625,125	5,190,000	1,723,206

Except for the Series B & C of 2014, Series B of 2013, and the Revenue Bond of 2004, all bond proceeds were used for and toward funding (1) certain non-utility capital improvements, (2) funding the acquisition of certain office, maintenance, police, fire, public safety and recycling equipment and (3) the advance refunding of the City's outstanding bonds in order to create savings for the City.

Guaranteed Lease Revenue Bond of 2004 was issued to finance a settlement resulting from a wrongful death lawsuit.
The Series B of 2013 was issued to refund and restructure outstanding Landfill debt.
Series B & C of 2014 were used for and toward the funding/restructuring of the City's unfunded accrued actuarial liability in its employee pension funds.

Series of 2013 B		Series of 2014 A		Series of 2014 B		Series of 2014 C		Series of 2015 A		Series of 2015 B		
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Total
595,000	287,632	5,000	48,388	745,000	993,262	1,025,000	1,117,130	30,000	144,458	250,000	61,250	8,893,836
605,000	274,815	5,000	48,350	965,000	983,517	1,035,000	1,103,723	30,000	144,158	320,000	58,750	10,018,296
620,000	259,261	250,000	48,300	990,000	965,944	1,055,000	1,084,876	30,000	143,813	325,000	52,350	10,021,657
640,000	241,770	250,000	43,300	1,025,000	939,699	1,085,000	1,056,908	35,000	143,363	330,000	45,850	10,027,488
660,000	221,214	265,000	35,800	1,295,000	909,452	1,115,000	1,024,889	35,000	142,663	340,000	39,250	10,026,882
680,000	198,364	15,000	25,200	1,320,000	868,025	1,150,000	989,220	35,000	141,963	345,000	32,450	10,025,305
710,000	172,232	325,000	24,900	1,305,000	822,234	1,190,000	949,327	35,000	141,132	350,000	25,550	10,025,372
740,000	143,527	630,000	17,588	1,055,000	774,497	1,235,000	905,797	35,000	140,300	360,000	17,675	10,023,579
770,000	112,128	105,000	2,625	1,095,000	733,795	1,280,000	858,150	825,000	139,469	365,000	9,125	10,021,620
805,000	76,377			1,140,000	689,907	1,335,000	806,848	955,000	118,844			10,027,548
840,000	39,001			1,190,000	641,936	1,390,000	750,671	1,235,000	93,775			10,030,342
				1,245,000	587,101	1,455,000	686,620	1,275,000	59,813			10,039,099
				1,300,000	529,731	1,520,000	619,574	690,000	21,563			9,165,014
				1,360,000	469,827	1,590,000	549,532					8,452,487
				1,430,000	401,882	1,670,000	470,096					8,201,417
				1,500,000	330,439	1,755,000	386,662					8,204,876
				1,570,000	255,499	1,840,000	298,983					7,236,232
				1,655,000	174,707	1,935,000	204,296					4,362,303
				1,740,000	89,540	2,035,000	104,721					3,969,262
7,665,000	2,026,321	1,850,000	294,450	23,925,000	12,160,994	26,695,000	13,968,023	5,245,000	1,575,314	2,985,000	342,250	168,772,614

Debt Service

Bureau 1001	2015	2016
Bethlehem Authority Guaranteed Lease Revenue Bond of 2004		
Principal	840,000	-
Interest	36,960	-
Series of 2008		
Principal	711,000	382,000
Interest	43,283	15,128
Series C of 2010		
Principal	5,000	610,000
Interest	213,888	213,710
Bethlehem Authority Guaranteed Lease Revenue Bond Series A of 2011		
Principal	120,000	100,000
Interest	1,043,844	1,037,694
Series A of 2011		
Principal	-	-
Interest	510,900	510,900
Series B of 2011		
Principal	5,000	5,000
Interest	441,350	441,025
Series A of 2013		
Principal	120,000	125,000
Interest	152,459	151,259
Series A of 2014		
Principal	-	5,000
Interest	41,130	48,388
Series B of 2014		
Principal	175,000	745,000
Interest	928,351	993,262
Series A of 2015		
Principal	-	30,000
Interest	-	144,458
	5,388,165	5,557,824

Bureau 0801- Landfill Transfer		
Series B of 2013		
Principal	580,000	595,000
Interest	298,292	287,632
	878,292	882,632

Bureau 0505 - Street Lighting		
Series B of 2015		
Principal	320,000	250,000
Interest	106,475	61,250
	426,475	311,250

Bureau 0801- PMRS MMO		
Series C of 2014		
Principal	1,090,000	1,025,000
Interest	1,050,793	1,117,130
	2,140,793	2,142,130
Total General Fund	8,833,725	8,893,836

CITY OF BETHLEHEM
9-1-1 SYSTEM
FUND ANALYSIS SUMMARY

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers	2015 Actual & Estimated	2016 Proposed Budget
REVENUES:							
Departmental Earnings							
30521 9-1-1 Revenue	584,804	570,623	550,076	508,950	530,000	510,000	1,972,000
30523 Wireless 9-1-1 Revenue	1,207,439	1,618,385	1,878,317	1,512,267	1,252,320	1,250,000	-
30524 VOIP 9-1-1 Revenue	4,680	4,001	3,851	4,020	4,500	4,100	-
Total Departmental Earnings	1,796,923	2,193,009	2,432,244	2,025,237	1,786,820	1,764,100	1,972,000
Other Revenues							
308901 Cash Balance	-	-	-	-	813,180	442,091	606,000
30911 Transfers from General Fund	-	350,000	1,100,000	1,100,000	2,085,000	2,085,000	1,055,000
Total Other Revenues	-	350,000	1,100,000	1,100,000	2,898,180	2,527,091	1,661,000
Investment Interest							
30850 Investment Interest	14	-	-	-	-	-	-
Total Investment Interest	14	-	-	-	-	-	-
TOTAL 9-1-1 FUND REVENUES	**1,796,937**	**2,543,009**	**3,532,244**	**3,125,237**	**4,685,000**	**4,291,191**	**3,633,000**
EXPENDITURES BY CATEGORY:							
Personnel Costs	1,240,302	1,301,490	1,269,748	1,315,633	1,399,485	1,391,485	1,494,652
Materials & Supplies	8,569	9,009	8,191	7,085	11,000	8,400	13,800
Purchased Services	1,272,390	1,177,718	1,543,339	1,673,560	1,807,486	1,748,931	2,124,548
Equipment	176,533	227,730	185,150	395,990	1,467,029	1,035,000	-
TOTAL 9-1-1 FUND EXPENDITURES	**2,697,794**	**2,715,947**	**3,006,428**	**3,392,268**	**4,685,000**	**4,183,816**	**3,633,000**

BUREAU DETAIL

Bureau: 9-1-1 System **No:** 001.1A **Department:** 9-1-1 System **No:** 001.1A

Bureau Description:

This bureau provides the interrogation and dispatch of all public safety related matters including but not limited to emergency and non-emergency communications for Police, Fire, and Emergency Medical Services. This bureau is also responsible for maintaining the city wide camera system and coordinate all emergency communications for City related services. Expenditures in this bureau are eligible for reimbursement under the Act 12 of the 9-1-1 Program.

Goals and Objectives:

- Continue training on New CAD-POLICE-FIRE software.
- Upgrade existing 9-1-1 analog phone equipment to I.P. based equipment to achieve "Next Gen" compliance.
- Initiate joint CPE initiative with Allentown & Northampton County as part of larger N.E. regional initiative.
- Continue to cooperate with Feasibility Study to determine best path forward for our center under Act 12.
- Continue to participate in 9-1-1 NECORE to explore cost saving measures through sharing of 9-1-1 processes.
- Complete upgrade of radio system which began in November 2015.
- Participate in talks on development of Wilson Kramer bldg. as possible regional 9-1-1 site.

Prior Year Achievements:

- Worked with State Legislature on passage of new 9-1-1 legislation (Act12).
- Launched Strategic Plan Study with Lehigh/Northampton & Allentown on possibility of a Regional 9-1-1 Center.
- Configured, built & launched new public safety dispatch & records management software.
- Assisted with expansion of city wide camera deployment to include Hoover-Masson trestle and other south side locations.
- Upgraded Mobile Command Center for new public safety software and increased camera monitoring capability.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

FUND 001.1 9-1-1 SYSTEM
DEPT 001.1A 9-1-1 SYSTEM
BUREAU 001.1A 9-1-1 SYSTEM

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2904	9-1-1 Director	-	-	1	1	1	74,109	1	74,109	1	79,268
2819	Public Safety Tech Spec	1	1	1	1	1	71,023	1	71,023	1	76,019
2509	QA Training Supervisor	1	1	1	1	1	62,709	1	62,709	1	66,952
2405	Comm Supervisor	4	4	4	4	4	230,941	4	230,941	4	246,991
07CD	Comm Specialist	16	16	16	16	16	786,403	16	786,403	16	818,692
	Total Positions	22	22	23	23	23	1,225,185	23	1,225,185	23	1,287,922
Account Detail											
40001	SALARIES	1,059,837	1,094,590	1,081,687	1,120,554		1,210,785		1,210,785		1,272,562
40002	LONGEVITY	13,933	15,483	17,650	13,040		14,400		14,400		15,360
40003	OVERTIME	36,184	16,287	9,929	9,811		41,000		35,000		42,230
40004	TEMPORARY HELP	61,947	104,783	97,392	105,262		62,000		62,000		92,000
40005	HOLIDAY PAY	54,782	57,796	51,623	55,464		58,000		56,500		59,500
40006	DIFFERENTIAL PAY	9,498	9,964	9,855	10,241		10,500		10,000		10,500
40008	MEAL REIMBURSEMENT	4,121	2,587	1,612	1,261		2,800		2,800		2,500
	Personnel	1,240,302	1,301,490	1,269,748	1,315,633		1,399,485		1,391,485		1,494,652
41013	OFFICE EXPENSE	1,079	980	1,107	1,356		1,800		1,400		1,800
41014505	OPER SUPPLIES-ELECT MAINT	7,490	8,029	7,084	5,729		9,200		7,000		12,000
	Materials & Supplies	8,569	9,009	8,191	7,085		11,000		8,400		13,800
42032602	TRAIN/CONT ED-COMM CENTER	6,325	10,910	7,505	3,536		12,500		7,500		20,000
42036601	COMMUNICATE-POLICE	33,926	34,834	37,456	37,367		40,000		38,500		40,000
42036801	COMMUNICATE-GENERAL	74,879	76,714	87,287	77,907		122,000		105,000		118,600
42047202	DEPT CONTRACT-INFO SRVCS	84,369	50,621	67,768	67,495		97,000		90,000		165,525
42047505	DEPT CONTRACT-ELECT MAINT	168,309	94,702	127,892	187,508		187,600		187,520		187,600
42055801	PROFESSIONAL FEES	58,250	53,735	62,660	68,470		104,000		85,000		59,530
42060505	OTHER EXP-ELECT MAINT	475	320	130	321		500		400		500
42064602	EQUIP MAINT-COMM CENTER	7,121	6,163	2,456	14,060		18,400		14,500		12,000
42075	PENSIONS-PMRS MMO	165,818	169,930	259,371	269,447		269,447		269,447		269,447
42083	TRANSFER TO NON-UTILITY	-	-	-	-		-		-		273,000
42085	MEDICAL INSURANCE	181,859	185,000	397,000	451,000		451,000		451,000		451,000
42086	WORKMEN'S COMPENSATION	3,152	3,152	3,215	3,215		3,215		3,215		3,215
42087	SOCIAL SECURITY	94,850	99,860	99,480	102,910		107,065		107,065		116,250
42090	UNFORESEEN CONTINGENCY	-	-	-	-		4,775		-		23,717
42091	BOND REDEMPTION	252,000	260,000	269,000	278,000		288,000		288,000		298,000
42092	COUPON INTEREST	135,209	126,071	116,618	106,823		96,684		96,684		86,164
42191	ADMINISTRATIVE FEE	5,848	5,706	5,501	5,501		5,300		5,100		-
	Purchased Services	1,272,390	1,177,718	1,543,339	1,673,560		1,807,486		1,748,931		2,124,548
43099602	EQUIP-COMM CENTER SHARED	20,183	86,380	108,050	364,490		1,281,069		925,000		-
43099603	EQUIP-COMM CENTER-ACT 56	156,350	141,350	77,100	31,500		185,960		110,000		-
	Equipment	176,533	227,730	185,150	395,990		1,467,029		1,035,000		-
Total	9-1-1 SYSTEM	2,697,794	2,715,947	3,006,428	3,392,268		4,685,000		4,183,816		3,633,000

Schedule of Payment of Bond Indebtedness

	Series A of 2005		Series of 2007		
	Principal	Interest	Principal	Interest	Total
2016	15,000	3,528	283,000	82,636	384,164
2017	15,000	2,958	294,000	72,307	384,264
2018	20,000	2,380	320,000	46,055	388,435
2019	20,000	1,600	328,000	37,319	386,919
2020	20,000	800	337,000	28,365	386,165
2021			346,000	19,165	365,165
2022			356,000	9,719	365,719
	90,000	11,265	2,264,000	295,565	2,660,830

Debt Service

Accounts 42091 & 42092

	2015	2016
Series A of 2005		
Principal	15,000	15,000
Interest	4,083	3,528
Series of 2007		
Principal	273,000	283,000
Interest	92,601	82,636
	384,684	384,164

FUND - 001.1 - 9-1-1 SYSTEM
DEPARTMENT - 001.1A - 9-1-1 SYSTEM

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	42,230	OVERTIME 42,230 - THIS REFLECTS THE ANTICIPATED COST OF PROVIDING REPLACEMENT FOR FULL-TIME EMPLOYEES ON CONTRACTUAL LEAVE, SUPPLEMENT OF STAFF DURING SCHEDULED EVENTS SUCH AS MUSIKFEST, OTHER UNFORESEEN STAFFING PROBLEMS AND THE UNAVAILABILITY OF PART-TIME HELP.
40004	92,000	TEMPORARY HELP 92,000 - THIS ACCOUNT IS USED TO COVER VACANT SHIFTS CAUSED BY CONTRACTUAL LEAVE, SUPPLEMENT OF STAFFING DURING SCHEDULED EVENTS AND OTHER UNFORESEEN STAFFING PROBLEMS. PART-TIME HELP IS UTILIZED BEFORE OVERTIME IS USED. THIS ACCOUNT IS ALSO USED TO COMPENSATE PART-TIME EMPLOYEES WHO WORK ON HOLIDAYS BY PAYING THEM A HOLIDAY RATE OF $14.48 PER HOUR. PART-TIME HOURLY RATE IS PRESENTLY $10.00 TO $12.00 PER HOUR.
40005	59,500	HOLIDAY PAY 59,500 - THIS ACCOUNT COVERS THE COST OF HOLIDAYS FOR 2015 AND INCLUDES THE COST OF PAYING TIME AND ONE-HALF TO THE COMMUNICATION SPECIALISTS SCHEDULED TO WORK ON THESE HOLIDAYS.
40006	10,500	DIFFERENTIAL PAY 10,500 - PERSONNEL WILL RECEIVE $0.38 PER HOUR FOR MIDDLE SHIFT AND $0.48 PER HOUR FOR NIGHT SHIFT. IN ADDITION, WE ARE REQUESTING TO PROVIDE SHIFT DIFFERENTIAL TO OUR PART-TIME EMPLOYEES.
40008	2,500	MEAL REIMBURSEMENT 2,500 - THIS ACCOUNT IS USED TO COVER THE COST OF COMPENSATION FOR CIVILIAN PERSONNEL FOR MEALS WHEN THEY WORK PAST THEIR NORMAL EIGHT HOUR DAY. THIS IS A CONTRACTUAL ITEM.
41013	1,800	OFFICE EXPENSE 1,800 - INK, ,TONER, POSTAGE, COPY PAPER
41014505	12,000	OPER.SUPPLIES-ELECT MAINT 12,000 - RADIO SUPPLIES: MIC ASSEMBLIES, VARIOUS RADIO MODULES, ANTENNAS, CABLE, NUMEROUS ELECTRICAL COMPONENTS, SOLDER AND P.A. MATERIALS. TOWER ANTENNA INSTALLATION. CONSOLES.
42032602	20,000	TRAIN/CONT ED-COMM.CENTER THESE FUNDS WILL BE USED FOR CONTINUING EDUCATION OF COMMUNICATIONS PERSONNEL, BY ATTENDING SEMINARS,

FUND - 001.1 - 9-1-1 SYSTEM
DEPARTMENT - 001.1A - 9-1-1 SYSTEM

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		CONFERENCES, AND IN HOUSE TRAINING.
		3,000 - EDUCATIONAL MATERIALS FOR NEW TRAINEES, (APCO BOOKS).
		5,000 - EMS DISPATCHER TRAINING.
		7,500 - CAD TRAINING AND USER GROUP EXPENSES
		4,500 - SUPERVISORY & ADMINISTRATOR APCO AND NENA TRAINING
42036601	40,000	COMMUNICATE-POLICE
		36,000 - CELLULAR TRANSMISSION SERVICE FROM VERIZON FOR ALL
		4,000 - MOBILE AND HANDHELD DATA TERMINALS FOR NCIC, CLEAN LOOKUP, COMMUNICATION CENTER TO MOBILE UNIT COMMUNICATIONS, AND VERIZON CONNECTIVITY
42036801	118,600	COMMUNICATE-GENERAL
		77,000 - ESTIMATED 9-1-1 COMMUNICATION COSTS FOR 2016
		3,600 - LANGUAGE LINE INTERPRETATION SERVICES
		36,000 - PENNTELEDATA-FIBER CONNECTION ALLENTOWN & NORTHAMPTON
		2,000 - MCI LONG DISTANCE
42047202	165,525	DEPT CNTRCT-INFO SRVCS
		PUBLIC SAFETY SYSTEM
		133,000 - NEW WORLD SOFTWARE MAINTENANCE
		3,000 - HARDWARE MAINTENANCE RENEWAL (1 YEAR)
		2,000 - GIS MAINTENANCE FOR CAD
		18,500 - 9IMS SOFTWARE MAINTENANCE & UPDATES
		525 - PRIORITY DISPATCH Q/A MAINTENANCE
		8,500 - PRIORITY DISPATCH MAINTENANCE
42047505	187,600	DEPT CNTRCT-ELECT MAINT.
		187,600 - COMMUNICATIONS INFRASTRUCTURE
		COVERS 2 GHZ,6 GHZ, 6 QUANTAR TRANSMITTERS, REDUNDANT CENTRAL SITE CONTROLLERS, CENTRAL SITE CONTROLLER, RADIO CONTROL EQUIPMENT, 14 MODEMS
		9-1-1 COMMUNICATIONS CENTER
		CENTRAL ELECTRONICS BANK
		DIGITAL LOGGING RECORDER
		9-1-1 PREMISE EQUIPMENT (TELEPHONE HARDWARE)
		9-1-1 PREMISE TELEPHONE (SOFTWARE/ FIRMWARE)
		NETWORK MONITORING SERVICE
42055801	59,530	PROFESSIONAL FEES
		55,500 - CONTRACT WITH ESSENTIAL MANAGEMENT SOLUTIONS,LLC TO IMPROVE THE EMERGENCY SYSTEMS AND SERVICES WHILE MAXIMIZING THE RECEIPT OF STATE APPROVED REVENUES.
		3,500 - AUDIT COSTS & PREFERRED EAP COSTS
		530 - PREFERRED EAP
42060505	500	OTHER EXP.-ELECT MAINT
		500 - ALL RELATED DUES TO NENA, PEMA , APCO & MTUG
42064602	12,000	EQUIP MAINT - COMM.CENTER
		3,000 - THIS ACCOUNT IS USED TO REPAIR HEAD-SETS AND ANY OTHER EQUIPMENT.

FUND - 001.1 - 9-1-1 SYSTEM
DEPARTMENT - 001.1A - 9-1-1 SYSTEM

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		3,000 - MAINTANCE AGREEMENT FOR ELECTRICAL GENERATOR WHICH PROVIDES EMERGENCY POWER TO 9-1-1 CENTER IN THE EVENT OF A POWER OUTAGE.
		GIS/CAD INTERFACE UPGRADES
		6,000 - UPS UPGRADES
42075	269,447	PENSIONS - P.M.R.S. MMO 269,447 - THIS IS THE AMOUNT OF PMRS PENSION APPLICABLE TO THE 9-1-1 FUND IN ACCORDANCE WITH ACT 205
42083	273,000	TRANSFER TO NON-UTILITY 273,000 - TRANSFER TO NON-UTILITY FOR CAD PROJECT. FUNDING SOURCE: 9-1-1 CASH
42090	23,717	UNFORESEEN CONTINGENCY 23,717 - ITEMS THAT COULD NOT BE FORESEEN AT TIME OF BUDGET PREPARATION.
42091	298,000	BOND REDEMPTION 298,000 - PRINCIPAL PAYMENT ON OUTSTANDING DEBT.
42092	86,164	COUPON INTEREST 86,164 - INTEREST PAYMENT ON OUTSTANDING DEBT.

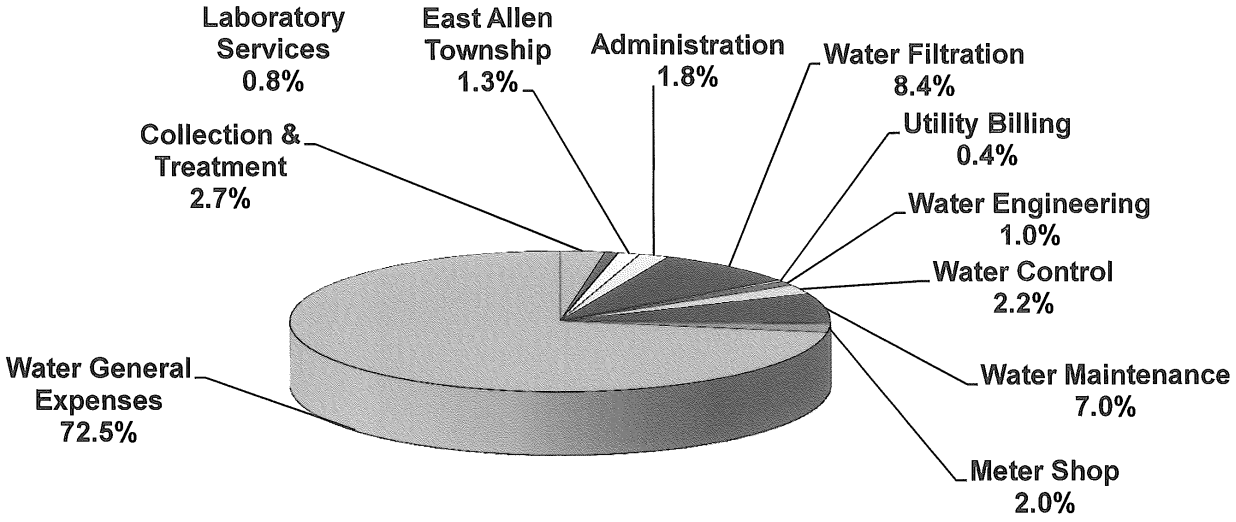
CITY OF BETHLEHEM
WATER FUND
FUND ANALYSIS SUMMARY

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers	2015 Actual & Estimated	2016 Proposed Budget
REVENUES:								
Sale of Water								
31001A	Residential	11,004,217	11,862,856	12,208,105	12,347,126	12,671,924	12,650,000	12,749,023
31001B	Commercial	2,439,854	2,372,367	2,526,107	2,761,063	2,555,679	2,550,000	2,840,391
31001C	Industrial	1,238,750	1,078,127	1,185,673	1,281,716	1,348,264	1,275,000	1,323,062
31001D	Institutional	1,066,042	859,614	1,066,906	1,090,719	1,079,150	1,100,000	1,168,062
31001E	Public	15,197	13,326	16,246	128,998	87,068	110,000	108,022
31004	Salisbury Township	4,013	3,919	4,206	4,236	4,292	4,200	4,188
31005	East Allen Township	92,127	108,226	85,872	39,708	-	-	-
31006	Utilities Inc	196,148	168,490	219,719	229,493	226,062	230,000	263,910
31007	Upper Saucon	132,854	127,145	72,224	130,278	58,277	55,000	37,308
31008	Lower Saucon	524,862	496,883	506,710	552,817	613,601	570,000	562,824
31009	Fire Protection	720,123	625,623	717,021	737,098	731,979	730,000	759,210
31011	Penalty on Delinquents	73,438	70,277	81,217	109,860	75,000	100,000	75,000
31014	Building Permit Water	9,992	16,803	13,004	21,556	10,000	29,000	15,000
31015	Suburban Building Water	-	256	-	-	-	-	-
31016	Fire Hydrant Water Use	548,118	529,148	548,064	572,380	551,204	550,000	570,000
31017	Penalty - Fire Potection	2,348	3,349	6,731	7,485	4,500	3,000	3,500
31050D	Delinquent Water	278	70	322	-	-	-	-
Total Sale of Water		18,068,361	18,336,479	19,258,127	20,014,533	20,017,000	19,956,200	20,479,500
Other Operating Revenues								
308901	Cash Balance	-	-	1,740,500	-	-	-	-
31102	Suburban Water Extension	5,000	81	-	-	-	-	-
31103	Permits & Materials	45,400	42,966	44,914	26,912	40,000	30,000	20,000
31105	Expense Returns	-	-	58,803	-	-	-	-
31106	Miscellaneous	36,800	27,770	69,148	47,606	30,000	39,080	30,000
31108	Backflow	-	-	-	100	3,000	100	500
31109	Dist System Improve Charge	-	-	-	-	125,000	-	125,000
31400	Timbering	42,300	-	-	-	-	-	-
Total Other Operating Revenues		129,500	70,817	1,913,365	74,618	198,000	69,180	175,500
Investment Interest								
308501	Investment Income	271	463	-	-	-	-	-
Total Investment Interest		271	463	-	-	-	-	-
TOTAL WATER FUND REVENUES		**18,198,132**	**18,407,759**	**21,171,492**	**20,089,151**	**20,215,000**	**20,025,380**	**20,655,000**
EXPENDITURES BY BUREAU/DIVISION:								
	Collection & Treatment	439,909	443,528	454,711	474,760	541,994	502,453	561,509
	Laboratory Services	122,011	142,922	141,327	136,709	170,475	163,950	166,759
	East Allen Township	-	-	154,127	187,454	249,955	227,320	265,760
	Administration	287,163	306,280	323,513	299,302	338,837	323,761	368,501
	Water Filtration	1,359,534	1,511,864	1,506,571	1,533,136	1,706,160	1,631,570	1,744,881
	Utility Billing	82,319	85,985	81,264	69,512	79,326	74,876	84,773
	Water Engineering	178,871	153,580	159,731	214,564	192,888	191,474	198,417
	Water Control	744,613	731,457	728,182	404,125	437,728	420,343	446,352
	Water Maintenance	1,337,499	1,313,046	1,373,693	1,317,262	1,388,391	1,342,590	1,443,335
	Meter Shop	405,490	413,595	414,122	374,923	379,781	374,931	404,072
	Water General Expenses	13,063,041	13,905,729	14,100,637	14,249,410	14,324,465	13,989,662	14,980,641
TOTAL WATER FUND EXPENDITURES		**18,020,450**	**19,007,986**	**19,437,878**	**19,261,157**	**19,810,000**	**19,242,930**	**20,665,000**
EXPENDITURES BY CATEGORY:								
	Personnel Costs	3,960,358	3,998,828	4,026,378	3,606,061	3,735,788	3,705,603	3,902,719
	Materials & Supplies	417,346	419,150	398,464	378,784	426,816	391,150	446,790
	Purchased Services	13,642,746	14,590,008	15,013,036	15,276,312	15,647,396	15,146,177	16,315,491
	Equipment	-	-	-	-	-	-	-
TOTAL WATER FUND EXPENDITURES		**18,020,450**	**19,007,986**	**19,437,878**	**19,261,157**	**19,810,000**	**19,242,930**	**20,665,000**

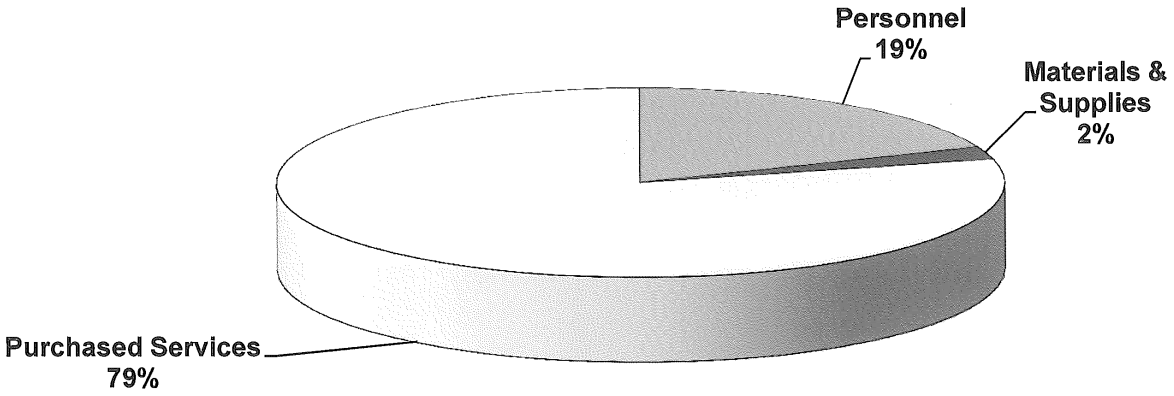
CITY OF BETHLEHEM
WATER FUND
BUREAU/DIVISION RESOURCE SUMMARY

Bureau/Divison		Personnel	Materials & Supplies	Purchased Services	Equipment	2016 Total
20011	Collection & Treatment	$ 387,679	$ 31,790	$ 142,040	$ -	$ 561,509
20012	Laboratory Services	129,079	11,930	25,750	-	166,759
20014	East Allen Township	-	17,140	248,620	-	265,760
20015	Administration	267,641	4,400	96,460	-	368,501
20016	Water Filtration	1,046,311	258,300	440,270	-	1,744,881
20017	Utility Billing	77,773	500	6,500	-	84,773
20018	Water Engineering	134,417	-	64,000	-	198,417
20019	Water Control	391,542	1,550	53,260	-	446,352
Supply & Treatment		**2,434,442**	**325,610**	**1,076,900**	**-**	**3,836,952**
20022	Water Maintenance	1,094,605	99,670	249,060	-	1,443,335
20023	Meter Shop	373,672	18,900	11,500	-	404,072
Water Maintenance		**1,468,277**	**118,570**	**260,560**	**-**	**1,847,407**
2006	Water General Expenses	-	2,610	14,978,031	-	14,980,641
Water General Expenses		**-**	**2,610**	**14,978,031**	**-**	**14,980,641**
TOTAL WATER FUND		**$ 3,902,719**	**$ 446,790**	**$ 16,315,491**	**$ -**	**$ 20,665,000**

Water Fund Expenditures by Bureau/Division



Water Fund Expenditures by Category



CITY OF BETHLEHEM
WATER FUND
SUMMARY OF POSITIONS

Bureau/Divison	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers	2015 Actual & Estimated	2016 Proposed Budget
20011 Collection System	6	6	6	6	6	6	6
20012 Laboratory Services	2	2	2	3	3	3	3
20014 East Allen Township	-	-	-	-	-	-	-
20015 Administration	4	4	4	4	4	4	4
20016 Water Filtration	14	14	14	14	14	14	15
20017 Utility Billing	4	4	4	3	3	3	3
20018 Water Engineering	3	3	2	2	2	2	2
20019 Water Control	9	9	9	6	6	6	6
Supply & Treatment	**42**	**42**	**41**	**38**	**38**	**38**	**39**
20022 Utility Maintenance	24	24	24	27	27	27	26
20023 Meter Shop	8	8	8	7	7	7	7
Water Maintenance	**32**	**32**	**32**	**34**	**34**	**34**	**33**
TOTAL WATER FUND	**74**	**74**	**73**	**72**	**72**	**72**	**72**

Debt Service

Bureau 2006

	2015	2016
Account 42093 PennVest Reimbursement		
Principal	1,274,827	1,316,239
Interest	118,940	77,529
	1,393,767	1,393,768
Account 42094 Lease Rental		
Series of 2014		
Principal	4,250,000	4,375,000
Interest	2,806,550	2,679,050
	7,056,550	7,054,050
5% Coverage	352,828	352,703
Credit	(250,000)	(144,000)
	7,159,378	7,262,753
Account 42095 2007 G.O Note		
Principal	53,000	55,000
Interest	17,995	16,060
	70,995	71,060

Schedule of Payment of Bond & Note Indebtedness

	1998 PennVest Note		1998 Capital Appreciation Bond		2007 GO Note	
	Principal	Interest	Principal	Interest	Principal	Interest
2016	1,316,238	77,529			55,000	16,060
2017	1,358,995	34,773			57,000	14,053
2018	346,591	1,851	151,747	273,254	62,000	8,954
2019			456,513	918,487	64,000	7,262
2020			437,344	957,656	66,000	5,515
2021			419,547	990,453	67,000	3,713
2022			2,038,880	5,166,120	69,000	1,884
2023			1,941,153	5,288,847		
2024			1,835,213	5,414,787		
2025			1,746,838	5,528,163		
2026			1,662,661	5,637,339		
2027			1,581,392	5,738,608		
2028			1,240,878	4,809,122		
2029						
2030						
2031						
2032						
Totals	3,021,824	114,153	13,512,165	40,722,835	440,000	57,441

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.

2014 Guaranteed Water Revenue Bonds		Total
Principal	Interest	
4,375,000	2,679,050	8,518,877
4,550,000	2,504,050	8,518,870
5,400,000	2,276,550	8,520,946
5,070,000	2,006,550	8,522,812
5,300,000	1,753,050	8,519,565
5,550,000	1,488,050	8,518,763
35,000	1,210,550	8,521,434
80,000	1,209,500	8,519,500
65,000	1,207,100	8,522,100
40,000	1,205,150	8,520,150
15,000	1,203,900	8,518,900
-	1,203,413	8,523,413
1,270,000	1,203,413	8,523,413
7,360,000	1,160,550	8,520,550
7,625,000	893,750	8,518,750
5,960,000	512,500	6,472,500
5,720,000	214,500	5,934,500
58,415,000	23,931,625	140,215,043

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:

- Complete the installation of an operable SCADA system at the Penn Forest Dam and develop an electronic data collection protocol.
- Continue to investigate ways to reduce energy costs at the watershed by using motion sensing switches and automatic electric shutoffs.
- Oversee contractor repair of cracks in Wild Creek spillway walls.
- Maintain current level of fire lane maintenance providing emergency access to most areas of the watershed.

Prior Year Achievements:

- Assessed the functionality of instruments on the Penn Forest Dam to aid in the development of the new SCADA system.
- Installed watershed spill response signs along watershed roadways.
- Trained all employees in basic woodland fire suppression and developed a fire callout SOP.
- Developed an SOP for the switching of transmission mains.
- Assisted in maintaining the Bethlehem Authority's forest management plan for forest certification by The Nature Conservancy.
- Repaired leaking roof on the Wild Creek Intake building.
- Developed a protocol for monitoring flows from the Tunkhannock creek intake to comply with PA DEP regulations.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3012	Chief Water Plant/Shed Op	1	1	1	1	1	79,579	1	79,579	1	84,996
M128	WSR Maint Worker III	-	-	1	1	1	58,170	1	58,170	1	60,339
M114	Maintenance Worker III	2	2	1	1	1	55,840	1	55,840	1	57,920
M112	Automotive Mechanic	1	1	1	1	1	55,840	1	55,840	1	57,920
M092	Maintenance Worker II	2	2	2	2	2	101,344	2	101,344	2	105,329
	Total Positions	6	6	6	6	6	350,773	6	350,773	6	366,504

Account Detail								
40001	SALARIES	300,533	319,749	326,316	332,341	341,813	341,813	357,384
40002	LONGEVITY	6,730	7,880	8,400	8,720	8,960	8,960	9,120
40003	OVERTIME	17,679	19,080	17,868	19,933	18,030	17,850	21,000
40006	DIFFERENTIAL PAY	-	6	2	-	25	10	25
40008	MEAL REIMBURSEMENT	-	39	39	-	150	50	150
	Personnel	324,942	346,754	352,625	360,994	368,978	368,683	387,679
41014	OPERATING SUPPLIES	4,218	5,466	3,669	6,361	11,300	7,000	11,700
41016	UNIFORMS/SAFETY SHOES	535	910	745	1,186	780	770	1,490
41021	CHEMICALS	-	-	-	-	1	-	100
41023	GASOLINE	19,571	19,310	18,012	19,485	20,000	18,500	18,500
	Materials & Supplies	24,324	25,686	22,426	27,032	32,081	26,270	31,790
42031	UNIFORM RENTAL	1,489	1,190	2,241	2,057	1,965	1,800	2,150
42036	COMMUNICATIONS	2,622	2,502	2,576	2,650	4,000	2,700	4,000
42044	ELECTRIC	11,970	9,770	10,318	9,792	14,800	10,000	14,800
42046	HEATING OIL	6,578	9,569	4,938	7,524	8,190	7,850	9,360
42047	DEPARTMENT CONTRACTS	50,875	42,857	45,702	56,458	83,800	73,500	83,500
42054	RENTALS	190	430	210	210	1,280	650	1,330
42060	OTHER EXPENSES	772	1,288	1,056	770	2,700	1,000	2,900
42064	EQUIPMENT MAINTENANCE	12,499	3,180	8,541	6,422	15,000	7,500	15,000
42065	PLANT MAINTENANCE	3,648	302	4,078	851	9,200	2,500	9,000
	Purchased Services	90,643	71,088	79,660	86,734	140,935	107,500	142,040
Total	COLLECTION & TREATMENT	439,909	443,528	454,711	474,760	541,994	502,453	561,509

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	21,000	OVERTIME 21,000 - OVERTIME REQUIRED FOR SECURITY PATROL ON HOLIDAYS, WEEKENDS, DEER SEASON, AND DAM READINGS/OBSERVATION.
40006	25	DIFFERENTIAL PAY 25 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION AGREEMENT.
40008	150	MEAL REIMBURSEMENT 150 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	11,700	OPERATING SUPPLIES 11,700 - 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, BIANNUAL OXYGEN SENSORS/ MODULES, 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.
41016	1,490	UNIFORMS/SAFETY SHOES 1,490 - TO PURCHASE SAFETY SHOES FOR EMPLOYEES AND T-SHIRTS SWEATSHIRTS AS PER UNION CONTRACT.
41021	100	CHEMICALS 100 - POTASSIUM PERMANGANATE FOR PRE-TREATMENT DURING RESERVOIR TURNOVER.
41023	18,500	GASOLINE 18,500 - GASOLINE AND DIESEL FUEL.
42031	2,150	UNIFORM RENTAL 2,150 - UNIFORM RENTAL AND REPLACEMENTS.
42036	4,000	COMMUNICATIONS 4,000 - TELEPHONE SERVICE FOR WILD CREEK AND DEDICATED CIRCUIT FOR WTP FOR KMNO4 COMMUNICATIONS.
42044	14,800	ELECTRIC 14,800 - 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	9,360	HEATING OIL 9,360 - HEATING OIL FOR WILD CREEK CHEMICAL TREATMENT AND AUXILIARY BUILDINGS.

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42047	83,500	DEPARTMENT CONTRACTS 83,500 - SERVICE CONTRACT FOR GENERATORS, MAINTENANCE FOR TWO (2) GAS DETECTORS, FAX MACHINE MAINTENANCE, FIRE EXTINGUISHER SERVICING AND REPLACEMENT, XEROX COPIER CONTRACT, WILD CREEK DAM VEGETATION TREATMENT (SEMI-ANNUAL), INSPECT INTAKE CRANE, EVALUATE P.F. ADAS SYSTEM REPLACEMENT, BOILER SERVICING, USGS CONTRACT, ANNUAL DAM INSPECTIONS/REPORTS, INSTRUMENTATION REPORT AS REQUIRED BY PA DEP.
42054	1,330	RENTALS 1,330 - HAULING OF HEAVY EQUIPMENT TO AND FROM TUNKHANNOCK, SEPTIC TANK CLEANING, RENTAL OF PRESSURE WASHER AND PAINT SPRAYER FOR STORAGE BUILDING PAINTING.
42060	2,900	OTHER EXPENSES 2,900 - GARBAGE COLLECTION FEE, 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	15,000	EQUIPMENT MAINTENANCE 10,000 - REPAIR PARTS FOR MOTORIZED VEHICLES AND SMALL UNITS (PUMPS, MOWERS, CHAINSAWS, ETC.), VALVES, METERS, ACTUATORS, ELECTRICAL PARTS, PUMPS, GENERATORS, MOTORS, EQUIPMENT AND SCADA INSTRUMENTATION. 2,000 - AUTO START-UP OF PENN FOREST GENERATOR. 3,000 - REPAIR OXYGEN SENSOR OPERATIONS IN PENN FOREST ADIT BUILDING.
42065	9,000	PLANT MAINTENANCE 9,000 - HARDWARE, PAINT, PLUMBING, FITTINGS, PIPE, RAGS, 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. FOUR (4) REPLACEMENT HEATERS FOR GARAGE. FOUR (4) REPLACEMENT WINDOWS FOR WILD CREEK CHEMICAL PRETREATMENT BUILDING.

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.

Goals and Objectives:

- Implement sampling of all East Allen Township well systems in-house eliminating the need to pay for an outside laboratory.
- Install sampling stations in residential sections of distribution system to eliminate entering private residences for sample collection.
- Implement HachWims program for laboratory data management.

Prior Year Achievements:

- Participated in city wide consolidation of glove use to realize a cost savings and reduce the number of vendors to 17 from 1.
- Evaluated several different methodologies for bacterial analysis to reduce costs and time while still maintaining compliance with lab certification methods.
- Implemented new calibration method for on line chlorine analyzers at the Water Filtration Plant.
- Completed cross-training of all Quality Bureau personnel (Wastewater Lab, Drinking Water Lab, MIPP).

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3209	Water Quality Manager	1	1	1	1	1	87,563	1	87,563	1	93,536
2714	Microbiologist	1	1	1	1	1	68,608	1	68,608	1	73,369
2710	Laboratory Technician	-	-	-	1	1	50,278	1	50,278	1	56,488
	Total Positions	2	2	2	3	3	206,449	3	206,449	3	223,393
3209	50% Allocated to 3004						(43,781)		(43,781)		(46,768)
2714	50% Allocated to 3004						(34,304)		(34,304)		(36,685)
2710	50% Allocated to 3004						(25,139)		(25,139)		(28,244)
							103,225		103,225		111,696
Account Detail											
40001	SALARIES	39,353	69,739	72,382	97,371		101,665		101,665		110,096
40002	LONGEVITY	735	1,260	1,480	1,520		1,560		1,560		1,600
40004	TEMPORARY HELP	52,758	44,199	43,495	17,621		22,500		18,500		17,383
	Personnel	92,846	115,198	117,357	116,512		125,725		121,725		129,079
41014	OPERATING SUPPLIES	5,734	4,719	6,636	5,901		9,000		8,500		10,000
41016	UNIFORMS/SAFETY SHOES	-	-	95	-		130		100		130
41023	GASOLINE	1,128	1,084	1,112	668		1,620		750		1,800
	Materials & Supplies	6,862	5,803	7,843	6,569		10,750		9,350		11,930
42047	DEPARTMENT CONTRACTS	12,711	11,716	9,687	11,394		29,100		28,000		20,750
42060	OTHER EXPENSES	9,592	10,205	6,440	2,234		4,900		4,875		5,000
	Purchased Services	22,303	21,921	16,127	13,628		34,000		32,875		25,750
Total	LABORATORY SERVICES	122,011	142,922	141,327	136,709		170,475		163,950		166,759

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	17,383	TEMPORARY HELP
		17,383 - PART-TIME SAMPLER/LAB TECHNICIAN SYSTEM AND COLLECT CHEMICAL AND BACTERIOLOGICAL SAMPLES. ASSIST IN ROUTINE CHEMICAL AND BACTERIOLOGICAL ANALYSES.
41014	10,000	OPERATING SUPPLIES
		10,000 - ANALYTICAL CHEMICALS, GLASSWARE, PLASTIC WARE, CRYPTO ANALYSIS KITS, FILTERS, PADS, OFFICE SUPPLIES, BACT ID KITS. CONTINUED REDUCTION IN SPENDING DUE TO CONTINUOUS IMPROVEMENT INITIATIVES.
41016	130	UNIFORMS/SAFETY SHOES
		130 - SAFETY SHOES FOR ONE (1) EMPLOYEE
41023	1,800	GASOLINE
		1,800 - REGULAR GASOLINE. BASED ON 2015 USAGE AND WEEKLY WATERSHED MONITORING.
42047	20,750	DEPARTMENT CONTRACTS
		9,000 - MONITORING FOR SDWA.
		1,500 - QA/QC SAMPLES.
		1,000 - PREVENTIVE MAINTENANCE ON LAB EQUIPMENT.
		1,750 - LAGOON RESIDUALS AND GROUNDWATER MONITORING.
		2,500 - UCMR 3 MONITORING
		5,000 - LT2 MONITORING
42060	5,000	OTHER EXPENSES
		2,000 - STATE LAB CERTIFICATION FEES.
		500 - MEMBERSHIP FEES FOR PAAEL AND AWWA.
		500 - TRAVEL EXPENSES/OFFICE SUPPLIES.
		2,000 - SAFE PARTNERSHIP ANNUAL FEE.

THIS PAGE INTENTIONALLY LEFT BLANK

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:

- Install transfer switch gear for use with mobile emergency power generator (Country Squire Estates, Wil-Mar and East Allen Gardens).
- Flush well water distribution systems.
- Install hour meters on pumps at Airport Rd booster station to support scheduling of preventive maintenance activities.
- Complete construction of new Shady Lane Well House.

Prior Year Achievements:

- Replaced (3) faulty well pump heads (East Allen Gardens, Country Squire) in order to ensure uninterrupted service to our customers.
- Contracted with engineering consultant to permit well #3 at Country Squire Estates.
- Completed design for new Shady Lane Well House.
- Replaced two (2) well meters to more accurately record usage at East Allen Gardens and Country Squire Estates.
- Installed timers on chlorine injectors at Shady Lane in order to eliminate electrical failures and provide accurate, consistent chlorine addition.
- Replace faulty pressure tank at Airport Rd booster station.
- Initiated weekly well depth monitoring.
- Installed flushing ports on water mains.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-	-	-
Account Detail										
41014 OPERATING SUPPLIES	-	-	833	357	1,200		800		13,740	
41021 CHEMICALS	-	-	-	1,830	3,000		2,100		3,000	
41023 GASOLINE	-	-	123	201	330		220		400	
Materials & Supplies	-	-	956	2,388	4,530		3,120		17,140	
42036 COMMUNICATIONS	-	-	190	1,004	2,000		1,200		2,000	
42044 ELECTRIC	-	-	4,463	12,330	15,400		15,000		19,170	
42047 DEPARTMENT CONTRACTS	-	-	18,945	68,009	62,125		59,000		53,850	
42060 OTHER EXPENSES	-	-	78,648	95,075	145,900		130,000		143,600	
42064 EQUIPMENT MAINTENANCE	-	-	925	8,648	20,000		19,000		30,000	
42091 BOND REDEMPTION	-	-	50,000	-	-		-		-	
Purchased Services	-	-	153,171	185,066	245,425		224,200		248,620	
Total EAST ALLEN TOWNSHIP	-	-	154,127	187,454	249,955		227,320		265,760	

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION	
41014	13,740	OPERATING SUPPLIES	
		1,200 -	WELL SYSTEM AND AIRPORT ROAD PUMP STATION SUPPLIES.
		10,000 -	PLANNED FLUSHING PROGRAM WATER DELIVERED BY TANKER TRUCK.
		2,540 -	EMERGENCY WATER DELIVERY.
41021	3,000	CHEMICALS	
		3,000 -	WELL SYSTEM CHEMICALS.
41023	400	GASOLINE	
		400 -	DIESEL FUEL FOR AIRPORT ROAD PUMP STATION EMERGENCY GENERATOR.
42036	2,000	COMMUNICATIONS	
		2,000 -	PHONE SERVICE/AUTO DIALERS FOR WELL SYSTEMS AND AIRPORT ROAD PUMP STATION.
42044	19,170	ELECTRIC	
		19,170 -	ELECTRIC SERVICE FOR WELL HOUSES AND AIRPORT ROAD PUMP STATION.
42047	53,850	DEPARTMENT CONTRACTS	
		34,560 -	SYSTEM OPERATOR FOR WELL SYSTEMS, RT. 512 SYSTEM AND AIRPORT ROAD PUMP STATION (2014 AND 2015)
		900 -	GENERATOR SERVICE FOR AIRPORT ROAD PUMP STATION.
		7,140 -	LAWN MOWING/PLOWING AT FACILITIES AND EMPTY LOT AND
		250 -	SPRING CLEAN UP.
		11,000 -	LABORATORY TESTING
42060	143,600	OTHER EXPENSES	
		107,290 -	PURCHASED WATER FROM BATH BOROUGH AUTHORITY FOR RT. 512 SYSTEM.
		6,560 -	QUARTERLY METER CHARGE
		29,750 -	PERMIT WELL #3
42064	30,000	EQUIPMENT MAINTENANCE	
		30,000 -	EQUIPMENT MAINTENANCE FOR ALL SYSTEM FACILITIES.

THIS PAGE INTENTIONALLY LEFT BLANK

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:

- Complete design for the two mile water main extension along Rt. 512 in East Allen Township.
- Complete construction and start-up of the new dewatering facility, belt filter press replacement and centrifuge installation project at the Wastewater Treatment Plant.
- Submit application to the PUC for a Distribution System Improvement Charge (DSIC).
- Close out 2014 Pennvest Loan for the completion of the Biosolids Dewatering Facility project.
- Replace 7,500 feet of water main in the City of Bethlehem and Fountain Hill.
- Negotiate with East Allen Township for extension of water and sewer services for proposed developments.

Prior Year Achievements:

- Oversaw replacement of 12,000 feet of water main in our service territory – Birchwood Farms, Fifth Street, Clewell Street, Rt. 412 Frontage Road, and Hanoverville Road.
- Negotiated with Lower Nazareth Township for lump sum payment of $2.5 million for sewer debt service contribution.
- Filed PUC Application for service territory expansion in Allen Township to serve the Fed Ex development.
- Filed PUC Application for service territory expansion in Lower Nazareth Township to serve the Prologis development.
- Filed PUC Application for the Long Term Infrastructure Improvement Plan for our water system and to support application for a Distribution System Improvement Charge (DSIC).
- Awarded for the seventh 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 relocation of the CSO Outfall project.
- Negotiated with Upper Saucon Township to resolve conflicts in water service territories.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N125	Dir Water/Sewer Resource	1	1	1	1	1	95,220	1	95,220	1	101,849
3203	Water Supply/Treat Sup	1	1	1	1	1	87,563	1	87,563	1	93,536
3015	Commercial Ops Manager	1	1	1	1	1	74,346	1	74,346	1	83,476
2807	Dept Business Manager	1	1	1	1	1	66,022	1	66,022	1	77,056
	Total Positions	4	4	4	4	4	323,151	4	323,151	4	355,917
2831	25% Allocated from 0202						17,796		17,796		19,045
2722	33% Allocated from 0202						22,298		22,298		23,869
N125	50% Allocated to 3001						(47,610)		(47,610)		(50,924)
3015	50% Allocated to 3001						(37,173)		(37,173)		(41,738)
2807	50% Allocated to 3001						(33,011)		(33,011)		(38,528)
							245,451		245,451		267,641
Account Detail											
40001	SALARIES	199,302	226,623	228,237	226,226		242,485		242,485		264,589
40002	LONGEVITY	2,345	2,508	2,993	2,839		2,966		2,966		3,052
	Personnel	201,647	229,131	231,230	229,065		245,451		245,451		267,641
41014	OPERATING SUPPLIES	10,493	8,861	7,969	2,398		2,800		2,000		3,460
41016	UNIFORMS/SAFETY SHOES	-	-	-	108		130		110		130
41023	GASOLINE	901	552	665	974		1,120		900		810
	Materials & Supplies	11,394	9,413	8,634	3,480		4,050		3,010		4,400
42032	TRAINING/CONT. EDUCATION	5,009	4,677	12,372	6,090		13,500		8,500		15,000
42036	COMMUNICATIONS	10,049	4,913	5,100	1,023		-		-		-
42047	DEPARTMENT CONTRACTS	47,684	50,786	57,141	50,967		66,550		58,000		70,590
42060	OTHER EXPENSES	11,380	7,360	9,036	8,677		9,286		8,800		10,870
	Purchased Services	74,122	67,736	83,649	66,757		89,336		75,300		96,460
Total	ADMINISTRATION	287,163	306,280	323,513	299,302		338,837		323,761		368,501

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	3,460	OPERATING SUPPLIES 3,460 - FAX, PRINTER AND OFFICE SUPPLIES
41016	130	UNIFORMS/SAFETY SHOES 130 - SAFETY SHOES FOR ONE (1) EMPLOYEE.
41023	810	GASOLINE 810 - GASOLINE FOR ONE (1) 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	70,590	DEPARTMENT CONTRACTS 4,200 - COPIER LEASE PAYMENT-FOURTH FLOOR, 66,390 - SUNGARD ANNUAL SW MAINTENANCE, T1 LINE, COPIER LEASE PAYMENT-DUPLICATING CENTER.
42060	10,870	OTHER EXPENSES 9,545 - PA CODE UPDATES, MEMBERSHIPS TO VARIOUS TECHNICAL ASSOCIATIONS, PA DEP STORAGE TANK REGISTRATION, CAPACITY AND INDEMNIFICATION FUND, FAX REPAIRS, BOOKS, PERIODICALS, STANDARDS AND VIDEOS, ELEVATOR AND BOILER CERTIFICATION FEES, MISC ITEMS, HIGHWAY OCCUPANCY PERMIT FEES, NEWSPAPER ADS, BASE MAPS, PROFILE SURVEYS. 825 - OPERATOR CERTIFICATION ANNUAL SERVICE FEE. 500 - PA DEP NPDES ANNUAL PERMIT FEE.

THIS PAGE INTENTIONALLY LEFT BLANK

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 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:

- Robotic cleanout of filter influent flume solids.
- Initiate maintenance training program for Filtration Plant Relief Operators.
- Implement rotating shift for all Filtration Plant Operators and Relief Operators.

Prior Year Achievements:

- SCADA technician continued to cross train on Water Control's SCADA System.
- Updated SOP's for equipment, operation and operator daily inspections.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3021	Filtration Operation Sup	1	1	1	1	1	79,259	1	79,259	1	84,756
2812	Filtration Maint Sup	1	1	1	1	1	72,383	1	72,383	1	58,538
M142	Operator III	6	6	6	6	6	424,064	6	424,064	7	439,168
M132	Electronics Repair Man	1	1	1	1	1	60,206	1	60,206	1	62,553
M103	Relief Operator I	5	5	5	5	5	209,808	5	209,808	5	273,696
	Total Positions	14	14	14	14	14	845,720	14	845,720	15	918,711
Account Detail											
40001	SALARIES	763,946	775,673	774,692	780,072		830,120		830,120		906,391
40002	LONGEVITY	12,815	15,100	16,400	14,560		15,600		15,600		12,320
40003	OVERTIME	98,725	112,244	109,411	94,409		110,680		98,500		80,000
40005	HOLIDAY PAY	33,752	35,049	33,700	34,957		39,250		37,500		40,230
40006	DIFFERENTIAL PAY	4,680	4,680	4,752	5,068		5,030		5,000		5,220
40008	MEAL REIMBURSEMENT	2,288	2,340	2,457	1,833		2,190		1,900		2,150
	Personnel	916,206	945,086	941,412	930,899		1,002,870		988,620		1,046,311
41014	OPERATING SUPPLIES	8,973	17,022	14,548	12,419		21,720		20,000		29,300
41016	UNIFORMS/SAFETY SHOES	2,249	2,146	2,296	2,428		3,010		2,500		3,370
41021	CHEMICALS	192,234	193,125	178,327	204,211		223,630		210,000		223,270
41023	GASOLINE	3,199	3,207	2,466	2,664		2,250		2,200		2,360
	Materials & Supplies	206,655	215,500	197,637	221,722		250,610		234,700		258,300
42044	ELECTRIC	91,524	81,251	75,597	75,813		79,310		76,500		77,610
42046	HEATING OIL	91,565	69,778	86,567	88,430		109,500		92,000		90,000
42047	DEPARTMENT CONTRACTS	29,242	165,087	173,759	183,156		213,620		200,000		216,790
42054	RENTALS	-	-	-	-		1,450		-		1,680
42060	OTHER EXPENSES	2,954	2,662	1,304	2,125		2,750		2,250		2,700
42064	EQUIPMENT MAINTENANCE	17,604	32,500	30,295	30,991		45,950		37,500		51,390
42065	PLANT MAINTENANCE	3,784	-	-	-		100		-		100
	Purchased Services	236,673	351,278	367,522	380,515		452,680		408,250		440,270
Total	WATER FILTRATION	1,359,534	1,511,864	1,506,571	1,533,136		1,706,160		1,631,570		1,744,881

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	80,000	OVERTIME 80,000 - TO PROVIDE COVERAGE FOR SICK, VACATION, OTHER LEAVES, PERSONAL HOLIDAYS, AND STANDBY.
40005	40,230	HOLIDAY PAY 40,230 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	5,220	DIFFERENTIAL PAY 5,220 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION AGREEMENT.
40008	2,150	MEAL REIMBURSEMENT 2,150 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	29,300	OPERATING SUPPLIES 29,300 - LABORATORY SUPPLIES, OFFICE SUPPLIES, ELECTRODES AND PROBES, CO-2 FOR CHLORINE ANALYZERS, MAINTENANCE SUPPLIES, MISC GREASE, OIL, ETC., SMALL TOOLS, RADIO BATTERIES, CIRCULAR CHARTS, SENSORS, ROCK SALT, RAGS, SPACE HEATERS, EXTENSION LADDERS, SMALL TOOLS, DEHUMIDIFIERS,CHAIN HOISTS AND MISCELLANEOUS ITEMS.
41016	3,370	UNIFORMS/SAFETY SHOES 3,370 - T-SHIRTS, SWEATSHIRTS, AND SAFETY SHOES PER CONTRACT.
41021	223,270	CHEMICALS 223,270 - 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	2,360	GASOLINE 2,360 - GASOLINE AND DIESEL FUEL FOR TWO (2) TRUCKS AND EQUIPMENT.
42044	77,610	ELECTRIC 77,610 - ELECTRIC SERVICE FOR CARBON BUILDING, FILTRATION PLANT, GARAGE, RECYCLING CHAMBER, METER CHAMBER AND GROUNDS LIGHTING.
42046	90,000	HEATING OIL 90,000 - HEATING OIL FOR FILTRATION PLANT, GARAGE AND EMERGENCY GENERATOR.
42047	216,790	DEPARTMENT CONTRACTS 70,920 - SERVICE CONTRACTS ON HVAC EQUIPMENT, CHLORINATION EQUIPMENT, FIRE ALARM/SECURITY SYSTEM, EMERGENCY GENERATOR, DEIONIZATION SYSTEM, ELECTRICAL EQUIPMENT, SCADA SW/HW MAINTENANCE,

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		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, XEROX MAINTENANCE, ANNUAL EXPENSES, SEMI-ANNUAL ELEVATOR INSPECTION/MAINTENANCE,
	20,660 -	FLUME CLEANING.
	122,590 -	REMOVAL, TRANSPORATION AND PROCESSING OF LAGOON RESIDUALS (2015 RETAINAGE AND 2016 CONTRACT).
	2,620 -	VENTURI/TRANSMITTER CALIBRATION.
42054	1,680	RENTALS
	680 -	CLEANING OF SEPTIC TANK.
	1,000 -	GENERATOR RENTAL FOR FLUME CLEANING.
42060	2,700	OTHER EXPENSES
	2,700 -	GARBAGE COLLECTION FEE, WATER OPERATOR CERTIFICATION FEE, CDL REIMBURSEMENTS, MISC ITEMS, BOAT LICENSE, PAGERS, MISCELLANEOUS LANDSCAPING TO REPLACE DEAD TREES AND SHRUBS.
42064	51,390	EQUIPMENT MAINTENANCE
	51,390 -	REPAIR PARTS FOR PUMPS, FLOCCULATORS, 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.
42065	100	PLANT MAINTENANCE
	100 -	JANITORIAL SUPPLIES.

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, & street lighting.

Goals and Objectives:

- Review of our outside City municipal customers to identify missed accounts.
- Pursue delinquent customers to reduce the number of accounts and increase cash flow.
- Assist with Phase I and II of AMR/AMI conversion project as it relates to billing and database updates.

Prior Year Achievements:

- Updated the hydrant adapter process to identify and implement process changes in order to increase revenue and decrease disturbances to the water distribution system.
- Actively pursued delinquent customers to reduce account receivables and increase cash flow.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2301	Customer Service Supvr	1	1	1	1	1	56,848	1	56,848	1	60,779
C061	Customer Service Rep	3	3	3	2	2	86,902	2	86,902	2	93,867
	Total Positions	4	4	4	3	3	143,750	3	143,750	3	154,646
2301	50% Allocated to 3001						(28,424)		(28,424)		(30,390)
C061	50% Allocated to 3001						(43,450)		(43,450)		(46,933)
							71,876		71,876		77,323
Account Detail											
40001	SALARIES	81,328	84,865	79,944	66,796		70,636		70,636		75,963
40002	LONGEVITY	975	1,120	1,320	2,488		1,240		1,240		1,360
40003	OVERTIME	16	-	-	228		450		250		450
	Personnel	82,319	85,985	81,264	69,512		72,326		72,126		77,773
41014	OPERATING SUPPLIES	-	-	-	-		500		250		500
	Materials & Supplies	-	-	-	-		500		250		500
42036	COMMUNICATIONS	-	-	-	-		6,500		2,500		6,500
	Purchased Services	-	-	-	-		6,500		2,500		6,500
Total	UTILITY BILLING	82,319	85,985	81,264	69,512		79,326		74,876		84,773

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	450	OVERTIME 450 - TO PROCESS SHERIFF SALES, LIENS AND OTHER MISCELLANEOUS WORK.
41014	500	OPERATING SUPPLIES 500 - OFFICE SUPPLIES
42036	6,500	COMMUNICATIONS 6,500 - RAPID RESPONSE SYSTEM WATER CUSTOMER EMERGENCY TELEPHONE CALLS (WHICH IS A REGULATORY MANDATE) AND DELINQUENT NOTIFICATIONS.

THIS PAGE INTENTIONALLY LEFT BLANK

BUREAU DETAIL

Bureau: Supply & Treatment **No:** 2001 **Department:** Public Works **No:** 0050
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:

- To provide engineering services focused on the City's water system, including the distribution and treatment plant.
- To provide administrative support, permitting, and evaluation to maintain and improve the City's water system.
- Provide coordination to support the design effort for the Rt.512 main extension.
- Provide design services to replace up to 7,500 feet of water main in various locations in the City of Bethlehem and Fountain Hill.

Prior Year Achievements:

- Designed the replacement of 8" water mains on Hampton and Norfolk Roads in the Birchwood Farms Development -3,000 feet; East Fifth Street - 1,100 feet; Rt 412 Reverse Frontage Road – 2,000 feet; and Clewell Street – 700 feet.
- Designed the replacement of 6" water main on Karoly Street – 136 feet
- Design 4 crossings on Rt. 512
- Submitted the RFP for engineering services for the Rt. 512 Extension.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2908	Section Engineer	1	1	-	-	-	-	-	-	-	-
2504	Design Assistant	1	1	1	1	1	62,629	1	62,629	1	66,952
2402	Engineering Aide	1	1	1	1	1	58,345	1	58,345	1	62,465
	Total Positions	3	3	2	2	2	120,974	2	120,974	2	129,417
Account Detail											
40001	SALARIES	171,960	145,457	95,330	114,851		118,974		118,974		127,257
40002	LONGEVITY	2,730	2,870	1,680	1,840		2,000		2,000		2,160
40003	OVERTIME	4,181	5,253	11,394	5,013		5,000		5,000		5,000
	Personnel	178,871	153,580	108,404	121,704		125,974		125,974		134,417
42055	PROFESSIONAL SERVICES	-	-	51,327	92,860		66,914		65,500		64,000
	Purchased Services	-	-	51,327	92,860		66,914		65,500		64,000
Total	WATER ENGINEERING	178,871	153,580	159,731	214,564		192,888		191,474		198,417

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	5,000	OVERTIME 5,000 - OVERTIME
42055	64,000	PROFESSIONAL SERVICES 64,000 - ENGINEERING SERVICES NOT AVAILABLE IN CITY WORKFORCE.

THIS PAGE INTENTIONALLY LEFT BLANK

BUREAU DETAIL

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

Division Description:

This division provides 24/7 staffing for routine and emergency communications for the citizens/customers of the Water and Sewer Resources, Public Works and Parks and Public Property Departments; 24/7 monitoring of the distribution/transmission SCADA System and the PA One Call System operations.

Goals and Objectives:

- Convert Fire Pump Station operation from manual to full time automatic SCADA control mode.
- Train Control Room Operators in new SCADA control strategies for the 5th and William Street Pump Station.
- Upgrade SCADA controls for the South Side Pump Station.

Prior Year Achievements:

- Upgraded SCADA monitoring controls for the 5th and William Street Pump Station.
- Audited and revised all Water Control Room SOP's.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3014	Water Dist/Control Sup	1	1	1	1	1	79,579	1	79,579	1	84,996
M141	Utility Maint Mechanic II	1	1	1	-	-	-	-	-	-	-
M123	Utility Maint Mechanic I	2	2	2	-	-	-	-	-	-	-
M115	Control Oper Permit Off	1	1	1	1	1	54,880	1	54,880	1	57,040
M105	Water Dist Cont Oper	4	4	4	4	4	211,088	4	211,088	4	219,376
	Total Positions	9	9	9	6	6	345,547	6	345,547	6	361,412
3014	10% Allocated to 3002						(7,958)		(7,958)		(8,500)
M115	10% Allocated to 3002						(5,488)		(5,488)		(5,704)
M105	10% Allocated to 3002						(21,108)		(21,108)		(21,936)
							310,993		310,993		325,272

Account Detail

40001	SALARIES	430,141	433,371	434,116	304,455	305,161	305,161	319,080
40002	LONGEVITY	7,056	9,378	9,288	6,584	5,832	5,832	6,192
40003	OVERTIME	81,175	54,313	63,714	30,612	49,390	40,000	46,230
40005	HOLIDAY PAY	11,498	12,194	12,247	12,819	15,070	13,800	16,590
40006	DIFFERENTIAL PAY	2,417	2,181	2,247	2,237	2,520	2,400	2,610
40008	MEAL REIMBURSEMENT	1,708	948	1,405	780	960	900	840
	Personnel	533,995	512,385	523,017	357,487	378,933	368,093	391,542
41014	OPERATING SUPPLIES	7,504	6,621	5,946	395	1,000	550	1,000
41016	UNIFORMS/SAFETY SHOES	1,434	1,237	1,131	705	1,020	750	550
41021	CHEMICALS	366	-	-	-	-	-	-
41023	GASOLINE	9,460	10,628	7,589	1,318	615	400	-
	Materials & Supplies	18,764	18,486	14,666	2,418	2,635	1,700	1,550
42036	COMMUNICATIONS	1,173	976	2,336	6,000	6,000	5,800	6,230
42044	ELECTRIC	162,025	132,076	142,273	-	-	-	-
42045	GAS	87	87	121	-	-	-	-
42047	DEPARTMENT CONTRACTS	17,937	61,617	32,867	37,872	46,940	42,000	45,940
42054	RENTALS	2,573	1,904	-	-	100	-	100
42060	OTHER EXPENSES	200	513	898	348	490	350	790
42064	EQUIPMENT MAINTENANCE	6,484	3,413	12,004	-	2,530	2,400	100
42065	PLANT MAINTENANCE	1,375	-	-	-	100	-	100
	Purchased Services	191,854	200,586	190,499	44,220	56,160	50,550	53,260
Total	WATER CONTROL	744,613	731,457	728,182	404,125	437,728	420,343	446,352

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	46,230	OVERTIME 46,230 - TO PROVIDE COVERAGE FOR SICK, VACATION, PERSONAL DAYS, OTHER LEAVES FOR CONTROL ROOM. STAND BY PAY FOR CONTROL ROOM.
40005	16,590	HOLIDAY PAY 16,590 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	2,610	DIFFERENTIAL PAY 2,610 - DIFFERENTIAL PAY PER CONTRACT.
40008	840	MEAL REIMBURSEMENT 840 - MEAL REIMBURSEMENT PER CONTRACT.
41014	1,000	OPERATING SUPPLIES 1,000 - COMPUTER, OFFICE AND MISCELLANEOUS SUPPLIES,
41016	550	UNIFORMS/SAFETY SHOES 550 - TO PURCHASE UNIFORMS PER CONTRACT.
42036	6,230	COMMUNICATIONS 6,230 - TWO (2) TI LINE CIRCUITS FOR SCADA SYSTEM.
42047	45,940	DEPARTMENT CONTRACTS 45,940 - CONTRACTS FOR ONE CALL, COPIER RENTAL, SW/HW/RTU MAINTENANCE CONTRACT ON SCADA SYSTEM, FAX MACHINE MAINTENANCE, FLOORMAT CONTRACT, PROPRIETARY SW UPDATES ON SCADA SYSTEM
42054	100	RENTALS 100 - RENTAL OF EQUIPMENT NOT IN CITY INVENTORY FOR EMERGENCY AND MAINTENANCE PURPOSES.
42060	790	OTHER EXPENSES 790 - OTHER MISCELLANEOUS ITEMS, CDL REIMBURSEMENTS, MAPS.
42064	100	EQUIPMENT MAINTENANCE 100 - REPLACEMENT PARTS FOR FAX MACHINE AND OTHER MISCELLANEOUS EQUIPMENT.
42065	100	PLANT MAINTENANCE 100 - JANITORIAL SUPPLIES.

THIS PAGE INTENTIONALLY LEFT BLANK

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:

- The Utility Maintenance Bureau will pilot COMMUNITY+ Work Order program to provide accountability through accurate field data collection (time, personnel/equipment costs, inventory control, task performed). This initiative was pushed back a year in order to acquire better hardware and allow for system upgrade.
- Define location of 17 air release valves and 6 air/vacuum valves along the raw water transmission mains from Blue Mountain to Water Treatment Plant.
- Utility Maintenance Bureau and the Purchasing Department will partner to research and implement a Vendor Managed Inventory system that will ease the burden of ordering material and maintain stable pricing.
- Confident use of computer technology by personnel – train new, lower level personnel and elevate knowledge base to level of crew leaders.
- Drain/inspect (2) above ground water storage tanks; replace faulty mixers.
- Provide field coordination to support contractors during planned water main replacements.

Prior Year Achievements:

- Installed 3,000+/- LF of 8" DIP water main for Rte. 412 backbone road between Lynn Ave and Shimersville Rd. (all work performed in-house).
- Installed package booster station at Weil and Ritter Sts in Salisbury Twp in order to correct a long-standing issue for our customers. (all work performed in-house).
- Installed 20" by-pass w/ altitude valve at 5MG SE storage tank in order to better utilize tank; improve water quality (all work performed in-house).
- Installed 20" by-pass at Southside Reservoir in order to be able to take 5mg SW tank out of service for inspections/rehabilitation. (all work performed in-house).
- Oversaw installation of 16 inch water main road crossings along Rte. 512 in Hanover and East Allen Townships (ahead of PennDOT roadway restoration project).
- Provided coordination during construction of the 5th and William Booster Station.
- Replaced three (3) older generation chlorine analyzers with a model that is more cost effective to operate.
- Provided input on design effort for the Southside Reservoir pump house rehabilitation.
- Installed five new valves in the water distribution system to allow for strategic control during both preventative maintenance and emergency repair activities.
- Rebuilt 16" PRV on Postal Rd which was losing 5 gpm or 2.6 mg/year.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3204	Water Superintendent	1	1	1	1	1	87,403	1	87,403	1	93,456
3014	Utility Maint Supervisor	1	1	1	2	2	152,152	2	152,152	2	169,725
2402	Foreman	1	1	1	-	-	-	-	-	-	-
M141	Utility Maint Mechanic II	-	-	-	1	1	62,427	1	62,427	1	65,718
M123	Utility Maint Mechanic I	-	-	-	2	2	116,340	2	116,340	2	119,558
M11E	Maint Worker III O&E	1	1	-	-	-	-	-	-	-	-
M114	Maintenance Worker III	10	10	11	11	11	604,640	11	604,640	11	627,040
M092	Maintenance Worker II	10	10	10	10	10	475,847	10	475,847	9	413,436
	Total Positions	24	24	24	27	27	1,498,809	27	1,498,809	26	1,488,933
3204	50% Allocated to 3002						(43,702)		(43,702)		(46,728)
3014	50% Allocated to 3002						(76,076)		(76,076)		(84,863)
M141	50% Allocated to 3002						(31,213)		(31,213)		(32,859)
M123	50% Allocated to 3002						(58,170)		(58,170)		(59,780)
M114	50% Allocated to 3002						(302,320)		(302,320)		(312,800)
M092	50% Allocated to 3002						(237,924)		(237,924)		(206,718)
3019	50% Allocated from 3002						33,044		33,044		41,830
M123	50% Allocated from 3002						28,925		28,925		29,729
M114	50% Allocated from 3002						82,280		82,280		84,640
M092	50% Allocated from 3002						65,372		65,372		78,196
							959,025		959,025		979,580
Account Detail											
40001	SALARIES	1,094,827	1,099,066	1,181,270	929,869		939,985		939,985		967,340
40002	LONGEVITY	14,965	14,635	16,480	15,000		19,040		19,040		12,240
40003	OVERTIME	131,880	102,523	85,922	111,768		100,000		100,000		110,000
40004	TEMPORARY HELP	-	-	-	3,840		-		-		-
40006	DIFFERENTIAL PAY	1,807	2,146	1,328	1,686		1,675		1,675		1,675
40008	MEAL REIMBURSEMENT	4,063	3,276	2,132	3,711		3,350		3,350		3,350
	Personnel	1,247,542	1,221,646	1,287,132	1,065,874		1,064,050		1,064,050		1,094,605
41014	OPERATING SUPPLIES	10,485	11,376	16,376	19,157		23,600		22,000		23,600
41016	UNIFORMS/SAFETY SHOES	4,158	3,989	4,238	4,630		4,401		4,200		5,320
41021	CHEMICALS	731	-	-	1,152		2,499		1,250		2,500
41023	GASOLINE	66,874	66,626	60,177	74,837		71,350		68,000		68,250
	Materials & Supplies	82,248	81,991	80,791	99,776		101,850		95,450		99,670
42031	UNIFORM RENTAL	-	-	-	-		3,250		-		3,230
42044	ELECTRIC	-	-	-	122,853		149,900		128,000		150,000
42045	GAS	-	-	-	128		140		140		-
42047	DEPARTMENT CONTRACTS	3,274	-	-	12,544		34,921		32,000		42,200
42054	RENTALS	-	-	-	6,084		8,330		6,000		15,500
42060	OTHER EXPENSES	1,648	1,399	2,475	1,969		2,450		2,450		11,000
42064	EQUIPMENT MAINTENANCE	2,787	8,010	3,295	7,933		18,000		12,500		20,630
42065	PLANT MAINTENANCE	-	-	-	101		5,500		2,000		6,500
	Purchased Services	7,709	9,409	5,770	151,612		222,491		183,090		249,060
Total	UTILITY MAINTENANCE	1,337,499	1,313,046	1,373,693	1,317,262		1,388,391		1,342,590		1,443,335

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	110,000	OVERTIME 110,000 - 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.
40006	1,675	DIFFERENTIAL PAY 1,675 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT FOR THE MIDDLE SHIFT.
40008	3,350	MEAL REIMBURSEMENT 3,350 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	23,600	OPERATING SUPPLIES 23,600 - 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, MANHOLE RISERS, CASTINGS, INDUSTRIAL GASES, OFFICE SUPPLIES, ETC. ALSO INCLUDES CL2 ANALYZER REAGENT SETS, SURGE SUPPRESSORS, PORTABLE HEATERS, SUMPS PUMPS, RAGS AND TWO NEW (2) PUSH MOWERS.
41016	5,320	UNIFORMS/SAFETY SHOES 5,320 - SAFETY SHOES, UNIFORMS, COVERALLS, T-SHIRTS AND SWEATSHIRTS FOR ALL BUREAU EMPLOYEES.
41021	2,500	CHEMICALS 2,500 - DECHLOR TABS, CALCIUM HYPOCHLORITE AND SODIUM HYPOCHLORITE
41023	68,250	GASOLINE 68,250 - REGULAR GASOLINE AND DIESEL FUEL.
42031	3,230	UNIFORM RENTAL 3,230 - UNIFORM RENTAL.
42044	150,000	ELECTRIC 150,000 - ELECTRIC USAGE AT PUMPING STATIONS, STORAGE TANKS AND SCADA SYSTEM LOCATIONS.
42047	42,200	DEPARTMENT CONTRACTS 16,116 - LANDFILL DUMPING FEES 6,000 - ASPHALT/CONCRETE EXCAVATION WASTE 6,229 - VEGETATION CONTROL 1,945 - INFRAED INSPECTION - MCC'S, PANEL AND TRANSFORMER AT SOUTHSIDE PUMP STATION 1,935 - PREVENTIVE MAINTENANCE ON ELECTRICAL EQUIPMENT AT SOUTHSIDE PUMP STATION 900 - GAS DETECTOR CALIBRATIONS (2) AND SENSOR REPLACEMENT 7,500 - EMERSON ONSITE SERVICES - 5 DAYS FOR EMERGENCIES

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		1,575 - IWATER ANNUAL SOFTWARE SUPPORT
42054	15,500	RENTALS
		15,500 - RENTAL EQUIPMENT AS REQUIRED BY BUREAU
42060	11,000	OTHER EXPENSES
		11,000 - NORFOLK SOUTHERN ANNUAL LEASE AGREEMENTS, PA DEP WASTE HAULING LICENSES, BOOKS, MAPS, PETTY CASH, CDL REIMBURSEMENTS, BUSINESS CARDS ETC, BETHLEHEM TOWNSHIP ROAD OPENING PERMIT, FIRE EXTINGUISHERS AND HEAVY EQUIPMENT OPERATOR TRAINING
42064	20,630	EQUIPMENT MAINTENANCE
		20,630 - MISCELLANEOUS EQUIPMENT REPAIRS, PARTS, LABOR AND TECHNICAL SUPPORT.
42065	6,500	PLANT MAINTENANCE
		6,500 - MAINTENANCE OF PHYSICAL BUILDINGS, PURCHASE PRE-FABRICATED CONCRETE BLOCKS TO BUILD STORAGE BINS TO STOCK EXCAVATION MATERIALS AT DIFFERENT LOCATIONS,

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 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:

- Continue to work on AMR/AMI conversion. Focus on Phase II of five year plan, which includes approximately 2,000 meters.
- Actively replace small/large stopped and aged meters to increase revenue and offset future installation costs.

Prior Year Achievements:

- Developed a five year plan for the conversion of all customer meter stock to Automatic Meter Reading (AMR)/Advanced Metering Infrastructure (AMI) technology.
- Implement Phase I of conversion to AMR/AMI with focus on MIPP and Industrial customers (approximately 150) to pilot new technology and gain efficiencies in meter reading.
- Increased installation and replacement of small/large meters by 50% over prior year.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2505	Meter Supervisor	1	1	1	1	1	51,028	1	51,028	1	59,179
M102	Meter Repairman	3	3	3	2	2	107,104	2	107,104	2	113,604
M081	Meter Reader	4	4	4	4	4	199,006	4	199,006	4	207,712
	Total Positions	8	8	8	7	7	357,138	7	357,138	7	380,495
2505	5% Allocated to 3002						(2,551)		(2,551)		(2,959)
M102	5% Allocated to 3002						(5,356)		(5,356)		(8,243)
M081	5% Allocated to 3002						(9,950)		(9,950)		(7,821)
							339,281		339,281		361,472
Account Detail											
40001	SALARIES	360,852	368,744	363,476	328,794		331,073		331,073		354,148
40002	LONGEVITY	9,054	9,890	10,336	10,492		8,208		8,208		7,324
40003	OVERTIME	12,043	10,413	10,090	14,634		12,000		11,500		12,000
40006	DIFFERENTIAL PAY	16	4	10	32		100		50		100
40008	MEAL REIMBURSEMENT	25	12	25	62		100		50		100
	Personnel	381,990	389,063	383,937	354,014		351,481		350,881		373,672
41014	OPERATING SUPPLIES	362	1,851	5,506	238		3,500		3,000		3,500
41016	UNIFORMS/SAFETY SHOES	1,367	1,422	1,570	1,618		1,400		1,300		1,400
41023	GASOLINE	14,361	13,563	12,453	10,367		11,900		10,000		14,000
	Materials & Supplies	16,090	16,836	19,529	12,223		16,800		14,300		18,900
42047	DEPARTMENT CONTRACTS	7,382	6,823	10,602	8,686		10,500		9,000		10,500
42060	OTHER EXPENSES	28	873	54	-		1,000		750		1,000
	Purchased Services	7,410	7,696	10,656	8,686		11,500		9,750		11,500
Total	METER SHOP	405,490	413,595	414,122	374,923		379,781		374,931		404,072

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	12,000	OVERTIME 12,000 - STAND-BY PAY FOR METER REPAIRMEN AND OVERTIME FOR LEAKING, FROZEN OR BLOCKED METERS.
40006	100	DIFFERENTIAL PAY 100 - TO PROVIDE FOR SHIFT DIFFERENTIAL PER 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.), REPLACEMENT OF SMALL TOOLS, AND OFFICE SUPPLIES.
41016	1,400	UNIFORMS/SAFETY SHOES 1,400 - T-SHIRTS, SWEATSHIRTS, SAFETY SHOES, RAIN GEAR, RUBBER BOOTS, SLIP-ON SHOE COVERS SEVEN (7) EMPLOYEES.
41023	14,000	GASOLINE 14,000 - GASOLINE
42047	10,500	DEPARTMENT CONTRACTS 10,500 - TOUCHREAD SOFTWARE MAINTENANCE PROGRAM, MAINTENANCE OF ONE (1) GAS DETECTOR, REPAIR TOUCH GUNS, BULK METER CALIBRATIONS, CALIBRATIONS OF SHOP TEST TANKS, TEST FIVE (5) METERS OF HIGH CONSUMPTION CUSTOMERS AND OTHER MISCELANEOUS REPAIRS.
42060	1,000	OTHER EXPENSES 1,000 - CDL REIMBURSEMENTS, BOOKS, PORTABLE RADIO BATTERIES AND PROFESSIONAL MEMBERSHIPS FEES.

THIS PAGE INTENTIONALLY LEFT BLANK

BUREAU DETAIL

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

Bureau Description:

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

Goals and Objectives:

- To provide for the timely payment of centralized expenditures.
- Fully implement debt restructuring plan into general expense budget. Increase capital appropriation expenditure in accordance with 10-year plan.

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers	2015 Actual & Estimated	2016 Proposed Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
		-	-	-	-	- -	- -	- -
	Total Positions	-	-	-	-	- -	- -	- -
Account Detail								
41025	POSTAGE	51,009	45,435	45,982	3,176	3,010	3,000	2,610
	Materials & Supplies	51,009	45,435	45,982	3,176	3,010	3,000	2,610
42036	COMMUNICATIONS	8,091	9,478	10,041	9,914	11,500	9,500	12,320
42048	BANK SERVICE CHARGE	151	130	-	-	1,000	-	1,000
42050	TAXES	46,453	46,453	46,453	47,017	47,020	47,017	47,590
42055	PROFESSIONAL SERVICES	267,009	194,658	145,667	341,252	442,170	440,000	323,560
42074	PENSIONS-O&E MMO	150,000	150,000	249,205	249,205	249,205	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	547,420	547,420	735,548	629,750	629,750	629,750	629,750
42077	GENERAL FUND CHARGES	1,001,943	1,065,832	1,065,832	1,065,832	1,065,832	1,065,832	1,065,832
42078	BETHLEHEM AUTHORITY OPEXP	325,021	275,139	140,000	237,400	275,000	275,000	300,000
420802	CITY INSURANCE PACKAGE	141,464	140,000	140,000	140,000	140,000	140,000	140,000
42085	MEDICAL INSURANCE	1,320,000	1,595,000	1,698,000	1,580,500	1,580,500	1,580,500	1,580,500
42086	WORKMEN'S COMPENSATION	97,406	158,517	158,517	135,717	135,717	135,717	135,717
42087	SOCIAL SECURITY	320,651	315,602	315,602	274,400	290,000	290,000	304,200
42089	TRANSFER TO GENERAL FUND	-	-	39,622	-	-	-	-
42090	UNFORESEEN CONTINGENCY	26,745	-	-	-	19,620	-	76,991
42091.1	NOTE PAYABLE	1,231,500	1,174,000	1,103,579	1,205,930	-	-	-
42091.2	LOC INTEREST EXPENSE	-	73,709	100,836	116,964	-	-	-
42093	PENNVEST LOAN	1,393,767	1,393,767	1,393,767	1,393,767	1,393,768	1,393,768	1,393,768
42094	LEASE RENTAL	5,763,335	6,349,192	6,341,371	6,448,644	7,159,378	7,159,378	7,262,753
42095	2007 G.O. LOAN	71,076	71,397	70,615	69,942	70,995	70,995	71,060
42097	CAPITAL APPROPRIATIONS-DSIC	-	-	-	-	125,000	-	125,000
42098	CAPITAL APPROPRIATIONS	-	-	-	-	385,000	200,000	1,207,990
	Purchased Services	13,012,032	13,860,294	14,054,655	14,246,234	14,321,455	13,986,662	14,978,031
Total	WATER GENERAL EXPENSES	13,063,041	13,905,729	14,100,637	14,249,410	14,324,465	13,989,662	14,980,641

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41025	2,610	POSTAGE
		2,610 - POSTAGE FOR USPS AND UPS.
42036	12,320	COMMUNICATIONS
		1,220 - VERIZON PHONES AND PLANS FOR ALL WATER DEPARTMENT BUREAUS.
		4,500 - VERIZON AIR CARD WIRELESS CONNECT CHARGES FOR FIELD LAPTOP PCS FOR WATER DEPARTMENT BUREAUS.
		6,600 - VERIZON AIR CARD WIRELESS CONNECT CHARGES FOR TOUGHPAD TABLETS
42048	1,000	BANK SERVICE CHARGE
		1,000 - BANK CHECKS
42050	47,590	TAXES
		47,590 - TO MAKE PAYMENTS IN LIEU OF TAXES TO CARBON AND MONROE COUNTIES AND LEHIGH TOWNSHIP.
42055	323,560	PROFESSIONAL SERVICES
		173,915 - TO PAY FOR SERVICES NOT AVAILABLE IN CITY WORK FORCE, SUCH AS SPECIALIZED LEGAL FEES, ENGINEERING, ROAD OPENING PERMITS, PA DEP PERMIT APPLICATION FEES RMP AUDIT, UPDATE CAPITAL VALUE/DEPRECIATION.
		66,675 - PORTION OF LEVEL ONE BILLING AND MAILING CONTRACT.
		25,670 - DEPARTMENT OF ADMINISTRATION LEGAL FEES, INDIRECT COST ALLOCATION STUDY, AUDIT, PENSION ACTUARIAL STUDY, PREFERRED EAP, WEBSITE ADMINISTRATION.
		19,300 - RAPID RESPONSE CUSTOMER NOTIFICATION CONTRACT.
		30,000 - TEMPORARY IT SUPPORT FOR AMI/AMR PROJECT.
		8,000 - DEVELOP A NEW TARIFF AND DSIC FORMULA
42074.1	300,000	PENSIONS - O & E
		300,000 - THIS IS THE AMOUNT OF O & E PENSION APPLICABLE TO THE WATER FUND IN ACCORDANCE WITH ACT 205.
42075	629,750	PENSIONS - P.M.R.S. MMO
		629,750 - THIS IS THE AMOUNT OF P.M.R.S. PENSION APPLICABLE TO THE WATER FUND IN ACCORDANCE WITH ACT 205 AND DEBT SERVICE.
42077	1,065,832	GENERAL FUND CHARGES
		1,065,832 - THESE CHARGES ARE REIMBURSEMENTS TO THE GENERAL FUND FOR EXPENSES PAID INITIALLY BY THE GENERAL FUND BUT WHICH APPLY TO THE WATER FUND.
42078	300,000	BETHLEHEM AUTHORITY OPEXP
		300,000 - ESTIMATED ADMINISTRATIVE EXPENSES OF THE BETHLEHEM AUTHORITY.
420802	140,000	CITY INSURANCE PACKAGE
		140,000 - BUILDING CONTENTS AND LIABILITY INSURANCE.

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
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	304,200	SOCIAL SECURITY 304,200 - SOCIAL SECURITY.
42090	76,991	UNFORESEEN CONTINGENCY 76,991 - THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN AT THE TIME OF BUDGET PREPARATION.
42093	1,393,768	PENNVEST LOAN 1,393,768 - FUNDS REQUIRED TO BE PROVIDED TO THE BETHLEHEM AUTHORITY IN ORDER TO MAKE DEBT SERVICE PAYMENT ON THE PENNVEST NOTE FOR THE RECONSTRUCTION OF THE PENN FOREST DAM (1998 NOTE).
42094	7,262,753	LEASE RENTAL 7,262,753 - FUNDS REQUIRED BY THE LEASE AGREEMENT WITH THE BETHLEHEM AUTHORITY FOR THE 2014 GUARANTEED WATER REVENUE BONDS.
42097	125,000	CAP APPROPRIATION - DSIC 125,000 - DISTRIBUTION SYSTEM IMPROVEMENT CHARGE USED FOR THE UPGRADE OR REPLACEMENT OF AGING INFRASTRUCTURE
42098	1,197,990	CAPITAL APPROPRIATION 1,197,990 - CONTRIBUTION TOWARDS WATER CAPITAL PROJECTS.

THIS PAGE INTENTIONALLY LEFT BLANK

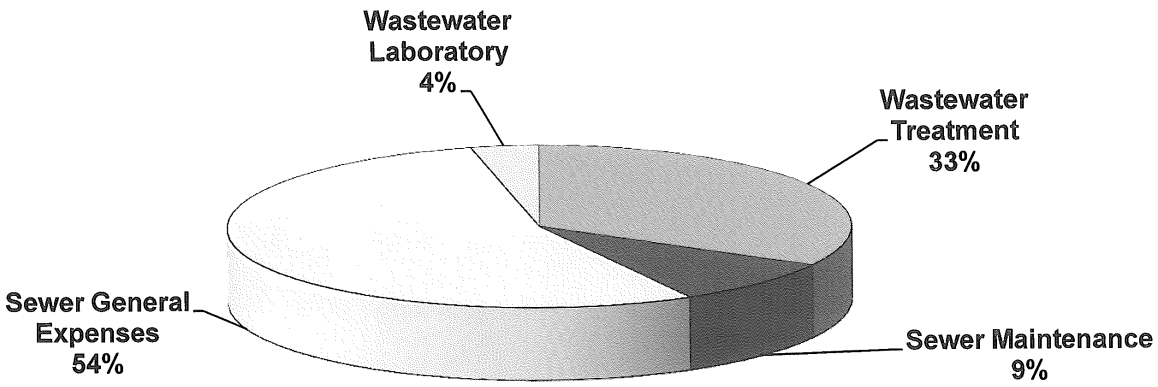
CITY OF BETHLEHEM
SEWER FUND
FUND ANALYSIS SUMMARY

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers	2015 Actual & Estimated	2016 Proposed Budget
REVENUES:								
Sale of Sewer								
32001A	Residential	4,753,591	5,350,814	5,489,080	5,979,488	6,163,105	6,175,000	6,262,601
32001B	Commercial	815,578	785,399	856,643	988,962	977,145	995,000	1,046,443
32001C	Industrial	599,753	535,252	598,152	709,494	586,955	600,000	657,054
32001D	Institutional	472,522	461,992	519,429	576,124	616,023	615,000	657,318
32001E	Public	1,862	1,906	2,172	2,482	2,491	2,500	2,481
32003	MIPP Sampling/Surcharge	922,915	933,620	955,698	896,033	1,000,000	1,105,000	975,000
32003F	MIPP Fines	-	72,156	6,600	800	-	2,100	-
32007	Industrial Sewer Rental	19,595	19,325	21,458	22,093	15,000	16,000	20,000
32008	Fountain Hill	449,038	526,227	492,012	386,966	508,724	375,000	384,744
32009	Hellertown	480,610	351,000	488,844	468,255	466,593	440,000	442,773
32010	Allentown	(1,984)	8,962	11,578	9,075	12,072	10,000	11,036
32011	Salisbury Township	196,990	140,956	147,641	177,646	171,271	150,000	146,711
32012	Freemansburg	116,291	127,846	125,441	102,929	116,590	115,000	114,086
32013	Bethlehem Township	1,430,109	1,379,917	1,153,976	1,143,371	1,277,034	1,150,000	1,139,596
32014	Hanover Township (L. Cnty)	71,556	66,068	72,967	63,807	72,000	75,000	79,639
32014NA	HN Residential	819,873	876,542	970,056	1,060,269	1,078,977	1,090,000	1,085,439
32014NB	HN Commercial	215,885	191,878	220,893	251,237	231,003	250,000	265,897
32014NC	HN Industrial	58,873	56,179	47,338	48,383	48,315	50,000	68,062
32014ND	HN Institutional	33,220	27,930	36,715	38,735	37,735	38,000	42,993
32014NE	HN Public	951	1,015	1,099	1,262	1,272	1,300	1,295
32015	Lower Saucon Township	164,384	123,648	134,906	139,337	131,886	125,000	128,571
32050	Delinquent Sewer Penalty	30,425	31,765	35,628	50,892	35,000	46,000	50,000
Total Sale of Sewer		11,652,037	12,070,397	12,388,326	13,117,640	13,549,191	13,425,900	13,581,739
Other Operating Revenues								
308901	Cash Balance	-	150,000	-	-	-	-	-
32106	Debt Service Contributions	136,507	370,050	559,173	574,516	575,809	575,000	683,261
32109	Sundry	23,381	25,066	2,369	2,380	20,000	1,000	2,500
32112	Permits	3,200	8,950	3,650	3,150	5,000	7,900	7,500
32120	DCNR Grant	12,139	1,867	-	-	-	-	-
Total Other Operating Revenues		175,227	555,933	565,192	580,046	600,809	583,900	693,261
Investment Interest								
308501	Investment Income	263	-	-	-	-	-	-
Total Investment Interest		263	-	-	-	-	-	-
TOTAL SEWER FUND REVENUES		**11,827,527**	**12,626,330**	**12,953,518**	**13,697,686**	**14,150,000**	**14,009,800**	**14,275,000**
EXPENDITURES BY BUREAU:								
	Wastewater Treatment	4,851,751	4,341,506	4,445,319	4,629,425	4,778,015	4,692,365	4,731,909
	Sewer Maintenance	658,739	685,284	633,509	1,065,012	1,198,765	1,177,212	1,270,383
	Sewer General Expenses	5,891,049	7,146,758	6,524,895	7,330,645	7,704,164	7,633,988	7,773,194
	Wastewater Laboratory	422,670	406,208	404,378	430,983	469,056	448,516	499,514
TOTAL SEWER FUND EXPENDITURES		**11,824,209**	**12,579,756**	**12,008,101**	**13,456,065**	**14,150,000**	**13,952,081**	**14,275,000**
EXPENDITURES BY CATEGORY:								
	Personnel Costs	2,789,440	2,738,731	2,647,479	3,034,467	3,286,808	3,264,217	3,542,726
	Materials & Supplies	529,637	584,052	745,926	755,362	722,253	696,050	597,420
	Purchased Services	8,505,132	9,256,973	8,614,696	9,666,236	10,140,939	9,991,814	10,134,854
	Equipment	-	-	-	-	-	-	-
TOTAL SEWER FUND EXPENDITURES		**11,824,209**	**12,579,756**	**12,008,101**	**13,456,065**	**14,150,000**	**13,952,081**	**14,275,000**

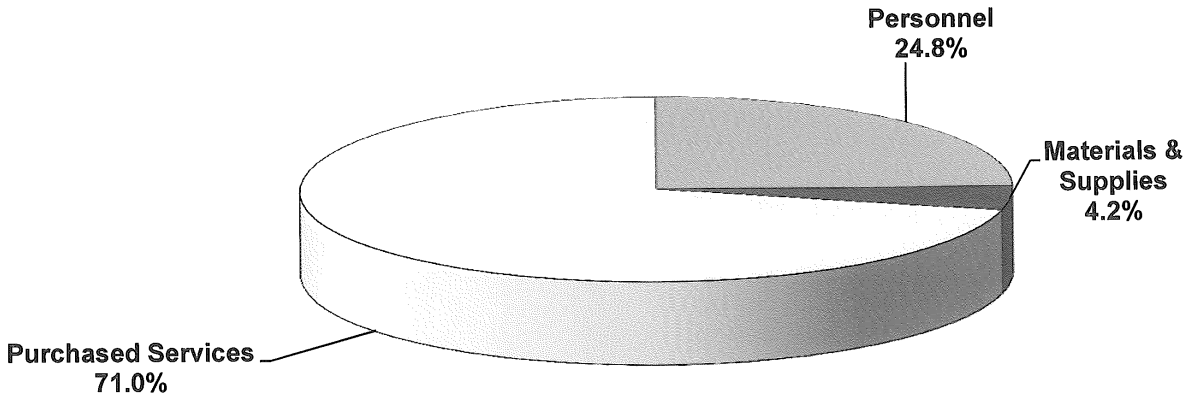
CITY OF BETHLEHEM
SEWER FUND
BUREAU RESOURCE SUMMARY

Bureau		Personnel	Materials & Supplies	Purchased Services	Equipment	2016 Total
3001	Wastewater Treatment	$ 2,035,409	$ 527,500	$ 2,169,000	$ -	$ 4,731,909
3002	Sewer Maintenance	1,148,403	39,320	82,660	-	1,270,383
3003	Sewer General Expenses	-	1,500	7,771,694	-	7,773,194
3004	Wastewater Laboratory	358,914	29,100	111,500	-	499,514
TOTAL SEWER FUND		**$ 3,542,726**	**$ 597,420**	**$ 10,134,854**	**$ -**	**$ 14,275,000**

Sewer Fund Expenditures by Bureau



Sewer Fund Expenditures by Category



CITY OF BETHLEHEM
SEWER FUND
SUMMARY OF POSITIONS

Bureau	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers	2015 Actual & Estimated	2016 Proposed Budget
3001 Wastewater Treatment	29	28	28	27	27	27	27
3002 Utility Maintenance	8	8	8	8	8	8	8
3004 Wastewater Laboratory	3	3	3	3	3	3	3
TOTAL SEWER FUND	**40**	**39**	**39**	**38**	**38**	**38**	**38**

Debt Service

Bureau 3003

	2015	2016
Accounts 42091 & 42092		
Series A of 2005		
Principal	100,000	105,000
Interest	26,210	22,510
Series of 2010		
Principal	385,000	-
Interest	29,988	-
Series of 2012		
Principal	290,000	295,000
Interest	157,576	153,951
Series of 2015		
Principal	-	395,000
Interest	-	11,650
	988,774	983,111
Account 42093		
2012 Pennvest		
Principal	432,384	424,898
Interest	114,170	121,656
2013 Pennvest		
Principal	-	202,553
Interest	65,000	98,055
	611,554	847,162

Schedule of Payment for Bond Indebtedness

	Series A of 2005		Series 2012		2012 Pennvest	
	Principal	Interest	Principal	Interest	Principal	Interest
2016	105,000	22,510	295,000	153,951	424,898	121,656
2017	110,000	18,520	295,000	150,264	431,358	115,195
2018	115,000	14,285	300,000	146,208	437,917	108,637
2019	120,000	9,800	305,000	141,708	418,398	169,364
2020	125,000	5,000	310,000	136,370	416,773	191,593
2021			315,000	130,170	429,527	178,839
2022			325,000	123,083	442,671	165,695
2023			330,000	114,958	456,217	152,149
2024			340,000	106,213	470,178	138,189
2025			350,000	96,863	484,566	123,801
2026			360,000	86,887	499,394	108,972
2027			370,000	76,537	514,676	93,690
2028			380,000	65,438	530,425	77,941
2029			390,000	54,037	546,657	61,709
2030			405,000	41,850	563,385	44,981
2031			420,000	28,687	580,625	27,741
2032			430,000	14,512	598,393	9,973
2033					4,837	12
2034						
2035						
2036						
Totals	575,000	70,115	5,920,000	1,667,735	8,250,895	1,890,138

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.

2013 Pennvest		Series B of 2015		
Principal	Interest	Principal	Interest	Total
202,553	98,055	395,000	11,650	1,830,273
489,440	103,106	245,000	7,700	1,965,583
494,357	98,189	140,000	2,800	1,857,392
499,324	93,223			1,756,816
504,340	88,206			1,777,282
497,809	108,453			1,659,798
489,060	136,403			1,681,913
497,653	127,811			1,678,788
506,397	119,067			1,680,043
515,294	110,170			1,680,693
524,348	101,116			1,680,717
533,561	91,903			1,680,367
542,935	82,529			1,679,268
552,475	72,989			1,677,867
562,182	63,282			1,680,680
572,059	53,405			1,682,517
582,110	43,354			1,678,342
592,338	33,126			630,313
602,745	22,719			625,464
613,335	12,129			625,464
362,684	2,170			364,854
10,737,000	1,661,403	780,000	22,150	31,574,436

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; operation of the sewage treatment plant in accordance with PA DEP regulations and industry standards.

Goals and Objectives:

- Reorganization of WWTP maintenance staff.
  - Initiate corrective, preventative and technical maintenance teams.
  - Assessment of maintenance needs (new skills).
  - CMMS, Work Orders, Preventive Maintenance.
- CSO 12 Project completion.
  - Develop new wet-weather operating procedures.
  - Train personnel on the operation, SCADA-control and maintenance of the CSO facility.
- Biosolids Dewatering Project completion.
  - Develop new centrifuge operating procedures.
  - Train personnel on the operation, SCADA-control and maintenance of the centrifuges and polymer system.
  - Reduce operating costs through more efficient polymer usage and drier biosolids for disposal.
- WWTP Data Management. Data Management System.
  - Review and streamline current sampling and data collection.
  - Develop new data in conjunction with our upgrades.
  - Synchronize data with new SCADA system.

Prior Year Achievements:

- Completed reorganization of WWTP operations staff.
  - Operators rotate through and are responsible for all operating functions of the plant instead of only specific areas.
  - Provide for PADEP certified operators on every shift.
- Maintain plant operation during the Biosolids Dewatering Project.
  - Temporary sludge handling facility. Rental centrifuge unit with relocated sludge truck loading area.
  - Modify grit/rag collection and removal.
  - Excavation site had extensive groundwater issues, a broken potable water line and a new temporary potable water line installed, etc.
- Maintain gas production and conveyance. Gas production has increased from less than 50,000 cu.ft./day to over 210,000 cu.ft./day.
- Provided training classes and material to assist operators in obtaining PADEP Operator Certification. A total of 16 people are certified.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3205	Wastewater Treatment Sup	1	1	1	1	1	87,563	1	87,563	1	93,536
3029	Chief of Operations WWT	1	1	1	1	1	72,753	1	72,753	1	77,780
2810	WWT Plant Maint Sup	1	1	1	1	1	72,383	1	72,383	1	75,539
M142	Operator III	1	1	1	4	7	343,650	7	343,650	7	423,056
M141	Utility Maint Mechanic II	1	1	1	1	1	63,349	1	63,349	1	65,718
M134	Acting Operating III	6	6	6	11	8	404,068	8	404,068	7	395,498
M132	Electronics Repair Man	1	1	1	1	1	52,056	1	52,056	2	107,662
M126	Plant Op II Ind Samp Tech	2	2	2	2	2	116,099	2	116,099	2	120,518
M125	WWT Plant Operator II	2	4	5	-	-	-	-	-	-	-
M123	Utility Maint Mechanic I	3	3	3	3	3	173,949	3	173,949	3	180,778
M106	WWT Plant Operator I	7	5	4	-	-	-	-	-	-	-
M092	Maintenance Worker II	1	1	1	1	1	50,432	1	50,432	1	52,424
M072	Maintenance Worker I	1	-	-	-	-	-	-	-	-	-
C062	Account Clerk II	1	1	1	1	1	46,301	1	46,301	1	48,103
	Total Positions	29	28	28	27	27	1,482,603	27	1,482,603	27	1,640,612
2831	25% Allocated from 0202						17,796		17,796		19,045
2722	33% Allocated from 0202						22,298		22,298		23,869
N125	50% Allocated from 20015						47,610		47,610		50,294
3015	50% Allocated from 20015						37,173		37,173		41,738
2807	50% Allocated from 20015						33,011		33,011		38,528
2301	50% Allocated from 20017						28,424		28,424		30,390
C061	50% Allocated from 20017						43,450		43,450		46,933
							1,712,365		1,712,365		1,891,409
Account Detail											
40001	SALARIES	1,635,975	1,645,677	1,610,170	1,581,119		1,685,599		1,685,599		1,868,357
40002	LONGEVITY	24,775	26,108	25,513	27,031		26,766		26,766		23,052
40003	OVERTIME	173,017	121,637	119,657	108,041		110,000		110,000		110,000
40005	HOLIDAY PAY	22,763	20,316	21,924	22,342		25,000		23,500		25,000
40006	DIFFERENTIAL PAY	6,291	6,423	6,392	5,311		6,000		5,500		6,000
40008	MEAL REIMBURSEMENT	5,057	2,392	2,587	2,451		3,000		2,500		3,000
	Personnel	1,867,878	1,822,553	1,786,243	1,746,295		1,856,365		1,853,865		2,035,409
41014	OPERATING SUPPLIES	32,185	27,133	38,602	37,546		48,500		48,500		38,500
41016	UNIFORMS/SAFETY SHOES	3,168	3,274	3,478	5,842		5,000		4,000		4,000
41021	CHEMICALS	375,260	459,176	588,960	639,282		595,000		580,000		475,000
41023	GASOLINE	26,156	10,741	8,115	13,393		10,150		10,000		10,000
	Materials & Supplies	436,769	500,324	639,155	696,063		658,650		642,500		527,500
42031	UNIFORM RENTAL	14,894	18,452	22,694	14,130		20,000		15,000		20,000
42033	TRAINING AND SAFETY	8,180	8,430	17,579	14,623		20,000		15,000		15,000
42044	ELECTRIC	736,177	675,651	634,287	673,231		650,000		640,000		680,000
42046	HEATING OIL	77,865	22,254	19,676	1,664		24,000		10,000		15,000
42047	DEPARTMENT CONTRACTS	1,391,292	1,161,018	1,142,965	1,167,331		1,200,000		1,170,000		1,050,000
42054	RENTALS	2,682	2,926	2,682	2,681		4,000		3,000		4,000
42060	OTHER EXPENSES	15,901	10,572	11,877	11,832		10,000		10,000		10,000
42062	WATER CONSUMPTION	-	-	-	32,208		100,000		100,000		100,000
42064	EQUIPMENT MAINTENANCE	255,714	82,191	115,253	206,469		185,000		185,000		225,000
42065	PLANT MAINTENANCE	44,399	37,135	52,908	62,898		50,000		48,000		50,000
	Purchased Services	2,547,104	2,018,629	2,019,921	2,187,067		2,263,000		2,196,000		2,169,000
Total	WASTEWATER TREATMENT	4,851,751	4,341,506	4,445,319	4,629,425		4,778,015		4,692,365		4,731,909

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	110,000	OVERTIME 110,000 - TO PROVIDE SHIFT COVERAGE FOR VACATIONS, OTHER LEAVE AND WORK AS NEEDED PER THE UNION CONTRACT.
40005	25,000	HOLIDAY PAY 25,000 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	6,000	DIFFERENTIAL PAY 6,000 - TO PAY PERSONNEL WORKING MIDDLE AND NIGHT SHIFT AS PER UNION CONTRACT.
40008	3,000	MEAL REIMBURSEMENT 3,000 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	38,500	OPERATING SUPPLIES 38,500 - MAINTENANCE/OPERATING SUPPLIES AS REQUIRED TO OPERATE THE PLANT.
41016	4,000	UNIFORMS/SAFETY SHOES 4,000 - TO PURCHASE SAFETY SHOES AND JACKETS FOR EMPLOYEES PER UNION CONTRACT AND GREEN SHIRTS FOR EMPLOYEES.
41021	475,000	CHEMICALS 475,000 - ALKALINITY PRODUCTS, CHLORINE, POTASSIUM PERMANGANATE, POLYMER, POLYMER SOLVENT AND MAGNESIUM HYDROXIDE FOR ODOR CONTROL.
41023	10,000	GASOLINE 10,000 - GASOLINE FOR VEHICLES AND GAS POWERED PUMPS. BASED ON 2015 USAGE.
42031	20,000	UNIFORM RENTAL 20,000 - USED TO PAY FOR EMPLOYEE RENTAL OF UNIFORMS AS PER UNION CONTRACT. BASED ON 2015 EXPENSE AND PRICE INCREASE.
42033	15,000	TRAINING AND SAFETY 15,000 - MISCELLANEOUS TRAINING: WATER ENV. FED., CA STATE, EPWPCOA, PWEA, SEMINARS, REPORTS, SAFETY AND MAINTENANCE TRAINING, OPERATOR CERTIFICATION TRAINING, WHICH IS NOW REQUIRED BY DEP.
42044	680,000	ELECTRIC 680,000 - TO PAY FOR ALL ELECTRIC POWER IN THE PLANT. BASED ON 2015 EXPENSE AND AERATOR ISSUES.
42046	15,000	HEATING OIL 15,000 - HEATING OIL USED IN CONJUNCTION WITH DIGESTER.

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42047	1,050,000	DEPARTMENT CONTRACTS 1,050,000 - REMOVAL AND DISPOSAL OF SLUDGE, XEROX LEASE AND COMPUTER CONTRACTS. DUE TO NEW CENTRIFUGES RESULTING IN INCREASED PERCENTAGE OF DRY SOLIDS.
42054	4,000	RENTALS 4,000 - FOR RENTAL EQUIPMENT WHEN NEEDED FOR REPAIRS WHEN CITY DOESN'T HAVE SUITABLE EQUIPMENT.
42060	10,000	OTHER EXPENSES 10,000 - PA BULLETIN, WATER ENV. DUES, EPQCPOA DUES, COMPUTER SOFTWARE, EARTHDAY, CDL REIMBURSEMENTS AS PER UNION CONTRACT, BUDGET BOOK PREPARATION AND OFFICE SUPPLIES.
42062	100,000	WATER CONSUMPTION 100,000 - WATER USAGE FOR PLANT BASED ON ANNUAL CONSUMPTION.
42064	225,000	EQUIPMENT MAINTENANCE 225,000 - MAINTAIN AND REPAIR EQUIPMENT, PURCHASE PARTS.
42065	50,000	PLANT MAINTENANCE 50,000 - INSECT AND VEGETATION CONTROL, GRASS CUTTING EQUIPMENT, PAINT, LUMBER, SHRUBBERY, AND BUILDING MAINTENANCE.

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:

- The Utility Maintenance Bureau will pilot COMMUNITY + Work Order program to provide accountability through accurate field data collection (time, personnel/equipment costs, inventory control) (This initiative was pushed back a year in order to acquire better hardware and allow for system upgrade.).
- Install 100+ manhole inserts to remediate inflow and infiltration issues. (the average manhole is capable of allowing 34,560 gallons of water into the sanitary sewer system during a rain event).
- Utilize mobile CCTV unit to inspect thirty (30) miles of the sanitary sewer collection system annually for the next 10 years.
- Replace faulty lift pump at Langhorne Lift Station in order to provide reliable, consistent service to our customers.

Prior Year Achievements:

- Installed 100+ manhole inserts to remediate inflow and infiltration issues.
- Upgraded Applebutter Rd lift station; relocated SCADA control panel and antenna.
- Rebuilt faulty pump at Airport Rd lift station to provide reliable service to our customers.
- Repaired eighteen (18) sanitary sewer mains due to pipe deficiencies. (in-house).

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3019	Utility Maint Supervisor	1	1	1	1	1	66,087	1	66,087	1	83,660
M141	Utility Maint Mechanic II	1	1	1	-	-	-	-	-	-	-
M123	Utility Maint Mechanic I	-	-	-	1	1	57,850	1	57,850	1	59,459
M114	Maintenance Worker III	3	3	3	3	3	145,560	3	145,560	3	169,280
M092	Maintenance Worker II	2	2	2	3	3	110,744	3	110,744	3	156,392
M072	Maintenance Worker I	1	1	1	-	-	-	-	-	-	-
	Total Positions	8	8	8	8	8	380,241	8	380,241	8	468,791
3019	50% Allocated to 20022						(33,044)		(33,044)		(41,830)
M123	50% Allocated to 20022						(28,925)		(28,925)		(29,729)
M114	50% Allocated to 20022						(82,280)		(82,280)		(84,640)
M092	50% Allocated to 20022						(65,372)		(65,372)		(78,796)
3014	10% Allocated from 20019						7,958		7,958		8,500
M115	10% Allocated from 20019						5,488		5,488		5,704
M105	10% Allocated from 20019						21,108		21,108		21,936
3204	50% Allocated from 20022						43,702		43,702		46,728
3014	50% Allocated from 20022						76,076		76,076		84,863
M141	50% Allocated from 20022						31,213		31,213		32,859
M123	50% Allocated from 20022						58,170		58,170		59,780
M114	50% Allocated from 20022						302,320		302,320		312,800
M092	50% Allocated from 20022						237,924		237,924		206,718
2505	5% Allocated from 20023						2,551		2,551		2,959
M102	5% Allocated from 20023						5,356		5,356		8,243
M081	5% Allocated from 20023						9,950		9,950		7,821
							972,436		972,436		1,032,707
Account Detail											
40001	SALARIES	510,734	538,917	492,801	854,310		952,316		952,316		1,016,659
40002	LONGEVITY	8,460	9,298	10,216	14,676		20,120		20,120		16,048
40003	OVERTIME	83,372	60,950	49,947	96,488		108,000		100,000		110,000
40005	HOLIDAY PAY	1,278	1,355	1,329	1,867		1,586		1,550		1,671
40006	DIFFERENTIAL PAY	788	562	496	1,608		1,675		1,650		1,675
40008	MEAL REIMBURSEMENT	1,737	1,406	884	3,522		3,350		3,350		2,350
	Personnel	606,369	612,488	555,673	972,471		1,087,047		1,078,986		1,148,403
41014	OPERATING SUPPLIES	9,211	6,247	10,443	7,652		13,830		9,000		13,820
41016	UNIFORMS/SAFETY SHOES	1,083	1,058	1,123	2,100		2,000		1,900		2,000
41017	SMALL TOOLS	99	70	130	-		-		-		-
41021	CHEMICALS	-	-	-	-		2,000		-		2,000
41023	GASOLINE	22,878	22,831	15,381	20,882		17,113		16,750		21,500
	Materials & Supplies	33,271	30,206	27,077	30,634		34,943		27,650		39,320
42031	UNIFORM RENTAL	2,144	2,375	2,920	1,628		3,109		1,850		3,110
42033	TRAINING AND SAFETY	670	1,489	1,598	1,613		1,635		1,250		7,400
42044	ELECTRIC	4,723	3,200	3,140	3,325		3,805		3,450		3,690
42045	GAS	577	262	199	191		490		300		490
42047	DEPARTMENT CONTRACTS	70	15,709	27,351	41,131		44,280		42,000		44,480
42054	RENTALS	390	-	-	-		500		-		500
42060	OTHER EXPENSES	815	803	1,135	555		1,930		1,000		1,930
42064	EQUIPMENT MAINTENANCE	9,303	17,497	12,592	10,938		17,226		17,226		17,260
42065	PLANT MAINTENANCE	407	1,255	1,824	2,526		3,800		3,500		3,800
	Purchased Services	19,099	42,590	50,759	61,907		76,775		70,576		82,660
Total	UTILITY MAINTENANCE	658,739	685,284	633,509	1,065,012		1,198,765		1,177,212		1,270,383

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	110,000	OVERTIME 110,000 - 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	1,671	HOLIDAY PAY 1,671 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	1,675	DIFFERENTIAL PAY 1,675 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT FOR WORK DURING NON-STANDARD HOURS.
40008	2,350	MEAL REIMBURSEMENT 2,350 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	13,820	OPERATING SUPPLIES 13,820 - 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, MANHOLE RISERS, CASTINGS, INDUSTRIAL GASES, OFFICE SUPPLIES, ETC.
41016	2,000	UNIFORMS/SAFETY SHOES 2,000 - SAFETY SHOES, UNIFORMS, COVERALLS, T-SHIRTS AND SWEATSHIRTS FOR ALL BUREAU EMPLOYEES.
41021	2,000	CHEMICALS 2,000 - JET POWER II DEGREASER AND ROOT GROWTH INHIBITOR.
41023	21,500	GASOLINE 21,500 - REGULAR GASOLINE AND DIESEL FUEL.
42031	3,110	UNIFORM RENTAL 3,110 - UNIFORM RENTAL.
42033	7,400	TRAINING AND SAFETY 7,400 - PROVIDE FUNDING FOR PURCHASE OF SAFETY EQUIPMENT, TRAINING, MANUALS, AND CALIBRATE GAS CHECKERS.
42044	3,690	ELECTRIC 3,690 - FUNDING TO PAY FOR ELECTRIC POWER FOR OPERATING FIVE (5) PUMPING STATIONS.
42045	490	GAS 490 - 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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42047	44,480	DEPARTMENT CONTRACTS
		8,280 - LANDFILL DUMPING FEES AND
		900 - AIRPORT ROAD GENERATOR MAINTENANCE
		32,220 - FLOW MONITORING EQUIPMENT LEASE
		2,205 - CUES LICENSE SOFTWARE UPGRADE/SUPPORT
		875 - GAS DETECTOR CALIBRATIONS (2) AND SENSOR REPLACEMENT
42054	500	RENTALS
		500 - RENTAL EQUIPMENT AS REQUIRED BY BUREAU
42060	1,930	OTHER EXPENSES
		1,930 - PETTY CASH AND OTHER MISCELLANEOUS ITEMS INCLUDING VACCINATIONS, CDL REIMBURSEMENTS, NORFOLK SOUTHERN LEASE AGREEMENTS, PA DEP WASTE HAULING LICENSES, MAP BOOKS, KEYS, AND BUSINESS CARDS.
42064	17,260	EQUIPMENT MAINTENANCE
		17,260 - MISCELLANEOUS EQUIPMENT REPAIRS, PARTS, LABOR AND TECHNICAL SUPPORT.
42065	3,800	PLANT MAINTENANCE
		3,800 - MAINTENANCE OF PHYSICAL BUILDINGS, ASPHALT INSTALLATION AT AIRPORT RD AND APPLEBUTTER RD PUMP STATIONS.

BUREAU DETAIL

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

Bureau Description:

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

Goals and Objectives:

- To provide for the timely payment of centralized expenditures.

Prior Year Achievements:

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

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers	2015 Actual & Estimated	2016 Proposed Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
		-	-	-	-	- -	-	-
	Total Positions	-	-	-	-	- -	-	-
Account Detail								
41025	POSTAGE	33,491	31,079	54,518	952	1,500	1,400	1,500
	Materials & Supplies	33,491	31,079	54,518	952	1,500	1,400	1,500
42036	COMMUNICATIONS	3,860	4,843	4,908	4,424	16,500	6,000	2,000
42048	BANK SERVICE CHARGE	-	123	-	-	300	-	300
42055	PROFESSIONAL SERVICES	68,564	124,243	72,700	106,864	150,000	140,000	150,245
42074	PENSIONS-O&E MMO	150,000	150,000	195,578	195,578	195,578	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	547,420	547,420	635,548	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	725,000	1,045,000	1,113,000	1,456,500	1,456,500	1,456,500	1,456,500
42086	WORKMEN'S COMPENSATION	69,417	149,417	149,417	172,217	172,217	172,217	172,217
42087	SOCIAL SECURITY	182,888	222,790	205,100	255,680	265,000	265,000	276,500
42090	UNFORESEEN CONTINGENCY	54,445	56,515	-	-	12,251	-	72,500
42091	BOND REDEMPTION	445,000	455,000	775,000	1,051,997	775,000	775,000	795,000
42092	COUPON INTEREST	98,407	94,633	276,313	339,468	213,774	213,774	188,111
42093	PENNVEST LOAN	-	-	-	-	611,554	611,554	847,162
42098	CAPITAL APPROPRIATION	496,862	1,250,000	27,118	-	87,025	50,000	64,194
	Purchased Services	5,857,558	7,115,679	6,470,377	7,329,693	7,702,664	7,632,588	7,771,694
Total	SEWER GENERAL EXPENSES	5,891,049	7,146,758	6,524,895	7,330,645	7,704,164	7,633,988	7,773,194

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41025	1,500	POSTAGE 1,500 - POSTAGE
42036	2,000	COMMUNICATIONS 2,000 - NEXTEL PHONES
42048	300	BANK SERVICE CHARGE 300 - SERVICE CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNT FEES.
42055	150,245	PROFESSIONAL SERVICES PROFESSIONAL SERVICES TO BE USED WHEN PROJECTS ARE BEYOND THE CAPACITY OF THE PROFESSIONALS AT THE WASTEWATER TREATMENT PLANT. 26,570 - OTHER CHARGES FOR ADMINISTRATION INCLUDE LEGAL FEES, INDIRECT COST ALLOCATION, AUDIT, PENSION ACTUARIAL STUDY, PREFERRED EAP, WEBSITE ADMINISTRATION 25,000 - PA DEP AIR PERMIT/NPDES UPDATES/MIPP ENGINEERING. 66,675 - PORTION OF LEVEL ONE BILLING AND MAILING CONTRACT 20,000 - BIOSOLIDS MANAGEMENT AND DISPOSAL STUDY 12,000 - RISK MANAGEMENT PLAN UPDATES
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 172,217 - WORKMAN'S COMPENSATION
42087	276,500	SOCIAL SECURITY 276,500 - SOCIAL SECURITY
42090	72,500	UNFORESEEN CONTINGENCY 72,500 - THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN AT THE TIME OF BUDGET PREPARATION.

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42091	795,000	BOND REDEMPTION 795,000 - PRINCIPAL PAYMENT ON OUTSTANDING DEBT
42092	188,111	COUPON INTEREST 188,111 - INTEREST PAYMENT ON OUTSTANDING DEBT.
42093	847,162	PENNVEST LOAN 847,162 - PENNVEST PRINCIPAL AND INTEREST PAYMENT FOR WWTP UPGRADES.
42098	64,194	CAPITAL APPROPRIATION 64,194 - 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 provides for the handling of compliance issues from the influent samples that come into the Wastewater Treatment Plant to the discharge monitoring of local industrial companies as part of our Municipal Industrial Pretreatment (MIP) program.

Goals and Objectives:

- Create a MIPP sampling program manual that encompasses everything from sampling to surcharging and issuing violations.
- Implement HachWims program for all laboratory data management.
- Eliminate unnecessary testing of WW process control sampling to maximize resources.

Prior Year Achievements:

- Completed electronic billing of Industrial users surcharge.
- Reviewed 25 Industrial Wastewater Discharge Users permit applications and issued appropriate permits
- Facilitated Industrial pretreatment Conference for all permitted industrial users.
- Completed cross-training of all Quality Bureau personnel (Wastewater Lab, Drinking Water Lab, MIPP).

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3032	MIPP Coord/QC Coord	1	1	1	1	1	79,579	1	79,579	1	84,996
2815	Plant Chemist	1	1	1	1	1	72,063	1	72,063	1	77,059
M127	Lab Technician	1	1	1	1	1	57,930	1	57,930	1	60,179
	Total Positions	3	3	3	3	3	209,572	3	209,572	3	222,234
3209	50% Allocated from 20012						43,781		43,781		46,768
2714	50% Allocated from 20012						34,304		34,304		36,685
2710	50% Allocated from 20012						25,139		25,139		28,244
							312,796		312,796		333,931
Account Detail											
40001	SALARIES	280,622	263,783	266,427	294,945		306,516		306,516		327,451
40002	LONGEVITY	5,290	5,130	5,880	6,080		6,280		6,280		6,480
40003	OVERTIME	8,426	3,944	1,439	1,262		4,500		2,500		4,500
40004	TEMPORARY HELP	17,586	28,058	28,997	11,747		23,000		14,000		17,383
40005	HOLIDAY PAY	3,018	2,774	2,774	1,572		3,000		2,000		3,000
40006	DIFFERENTIAL PAY	43	1	7	17		50		20		50
40008	MEAL REIMBURSEMENT	208	-	39	78		50		50		50
	Personnel	315,193	303,690	305,563	315,701		343,396		331,366		358,914
41014	OPERATING SUPPLIES	23,368	19,534	22,399	25,490		24,000		22,000		26,000
41016	UNIFORMS/SAFETY SHOES	301	409	423	357		1,000		500		1,000
41023	GASOLINE	2,437	2,500	2,354	1,866		2,160		2,000		2,100
	Materials & Supplies	26,106	22,443	25,176	27,713		27,160		24,500		29,100
42031	UNIFORM RENTAL	249	240	254	259		1,000		400		1,000
42033	TRAINING AND SAFETY	1,530	1,577	1,027	1,364		3,000		1,500		3,000
42055	PROFESSIONAL SERVICES	77,253	75,385	70,335	76,145		88,000		85,000		100,000
42060	OTHER EXPENSES	1,820	2,519	2,023	2,116		3,000		2,750		3,500
42064	EQUIPMENT MAINTENANCE	519	354	-	7,685		3,500		3,000		4,000
	Purchased Services	81,371	80,075	73,639	87,569		98,500		92,650		111,500
Total	WASTEWATER LABORATORY	422,670	406,208	404,378	430,983		469,056		448,516		499,514

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	4,500	OVERTIME 4,500 - TO PROVIDE OVERTIME COVERAGE 7 DAYS/WEEK IN WWTP LABORATORY FOR ANALYSES OF COMPLIANCE SAMPLES, OVERTIME IN MIPP FOR EMERGENCIES/SPILLS, CSO EVENTS AND ABSENTEEISM.
40004	17,383	TEMPORARY HELP 17,383 - PART-TIME SAMPLER/LAB TECHNICIAN
40005	3,000	HOLIDAY PAY 3,000 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	50	DIFFERENTIAL PAY 50 - TO PAY PERSONNEL WORKING MIDDLE AND NIGHT SHIFT AS PER UNION CONTRACT.
40008	50	MEAL REIMBURSEMENT 50 - TO REIMBURSE PERSONNEL FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	26,000	OPERATING SUPPLIES 26,000 - LABORATORY SUPPLIES FOR COMPLIANCE TESTING PROCESS CONTROL, QC SAMPLES, HAZARDOUS CHEMICAL DISPOSAL, MIPP TESTING AND SAMPLING. CONTINUED REDUCTION IN SPENDING DUE TO CONTINUOUS IMPROVEMENT INITIATIVE.
41016	1,000	UNIFORMS/SAFETY SHOES 1,000 - TO PURCHASE SAFETY SHOES, UNIFORMS AND T-SHIRTS FOR LAB EMPLOYEES.
41023	2,100	GASOLINE 2,100 - GASOLINE BASED ON 2015 USAGE.
42031	1,000	UNIFORM RENTAL 1,000 - LAB COATS FOR THREE (3) EMPLOYEES.
42033	3,000	TRAINING AND SAFETY 3,000 - MISCELLANEOUS TRAINING, SEMINARS, AND OPERATOR CERTIFICATION TRAINING AS REQUIRED BY PA DEP AND SAEFTY EQUIPMENT.
42055	100,000	PROFESSIONAL SERVICES 50,000 - MIPP PROGRAM SAMPLING AND ANALYSIS. 20,000 - PLANT SAMPLING FOR NPDES. 12,000 - MISCELLANEOUS SAMPLING. 15,000 - 50% OF ANNNUAL SC ENGINEERING CONTRACT. 3,000 - MARCOR
42060	3,500	OTHER EXPENSES 2,000 - LAB CERTIFICATION. 1,000 - OFFICE SUPPLIES.

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		500 - MEMBERSHIP RENEWALS-PAAEL/WEF/WWOPA.
42064	4,000	EQUIPMENT MAINTENANCE
		4,000 - MAINTAIN AND REPAIR LABORATORY EQUIPMENT INCLUDING LAB INSTRUMENTATION, REFRIGERATORS, INCUBATOR AND DRYING OVENS AND QC CALIBRATIONS.

THIS PAGE INTENTIONALLY LEFT BLANK

CITY OF BETHLEHEM
GOLF FUND
FUND ANALYSIS SUMMARY

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers	2015 Actual & Estimated	2016 Proposed Budget
REVENUES:							
Operating Revenues							
33001 Golf Course Fees	812,159	868,597	856,488	834,323	940,000	860,000	940,000
33003 Golf Cart Rentals	310,539	334,670	318,230	321,381	395,000	350,000	388,000
33004 Golf Merchandise Sales	55,454	51,440	47,673	45,589	70,000	50,000	70,000
33006 Driving Range	113,309	118,877	128,919	119,282	140,000	120,000	135,000
33007 Restaurant	26,080	39,905	45,143	48,713	25,000	35,000	32,000
33009 Vending Commission	8,452	8,533	10,352	11,461	20,000	12,500	25,000
33011 Miscellaneous	285	300	300	295	10,000	1,000	10,000
Total Operating Revenues	1,326,278	1,422,322	1,407,105	1,381,044	1,600,000	1,428,500	1,600,000
Other Operating Revenues							
35022 2008 GO Note	6,708	-	-	-	-	-	-
Total Other Operating Revenues	6,708	-	-	-	-	-	-
TOTAL GOLF FUND REVENUES	**1,332,986**	**1,422,322**	**1,407,105**	**1,381,044**	**1,600,000**	**1,428,500**	**1,600,000**
EXPENDITURES BY CATEGORY:							
Personnel Costs	547,984	569,883	524,268	524,304	541,733	537,233	570,842
Materials & Supplies	163,563	166,694	173,263	177,395	152,105	144,500	157,100
Purchased Services	620,425	763,735	868,349	883,258	906,162	726,001	865,558
Equipment	7,361	2,693	12,240	-	-	-	6,500
TOTAL GOLF FUND EXPENDITURES	**1,339,333**	**1,503,005**	**1,578,120**	**1,584,957**	**1,600,000**	**1,407,734**	**1,600,000**

BUREAU DETAIL

Bureau: Golf Course **No:** 004A **Department:** Golf Fund **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 merchandise 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 quality recreation efficiently and in a cost-effective manner.
- To continuously adjust to market conditions that increase sales and meet the needs of the patrons.
- To promote our driving range and upgrade our practice facilities on the Executive course.
- Continue tree-planting program. (18 & 9 hole).
- Continue to provide the best customer service.

Prior Year Achievements:

- Maintained revenue while managing operational expenses within budget projections.
- 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 buy 23%.
- Created a morning league for Traditions of America retirement community.
- Installed new plantings at the club house and continued new tree plantings on course as needed.
- Introduced a Senior day on Tuesdays and a Ladies day on Wednesdays.
- Continued our marketing strategy with, Lehigh Valley Iron Pigs,, and Clipper Magazine.
- Voted Best Golf Course to work on your game by Lehigh Valley Style Magazine.
- Use of social media as an additional marketing tool.
- Implemented new initiatives to reduce mowing with new growth regulators and natural areas improving the aesthetics of the course.
- Continued to grow our Women's, Jr's and developmental golf programs.
- Had a successful Junior League program, along with the Junior camps at the Executive course.
- New restaurant operator resulting in a good working relationship improving our tournament capabilities.
- Became an official site for The First Tee program of the Lehigh Valley and The LPGA-USGA Girls Golf program.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers		2015 Actual & Estimated		2016 Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3005	Golf Course Superintend	1	1	1	1	1	79,259	1	79,259	1	84,756
2403	Golf Clubhouse Manager	1	1	1	1	1	58,345	1	58,345	1	62,464
2101	Assist Clubhouse Mgr	1	1	1	1	1	47,303	1	47,303	1	50,473
M141	Golf Course Lead Tech	1	1	1	1	1	63,349	1	63,349	1	65,718
M092	Maintenance Worker II	3	3	3	3	3	151,696	3	151,696	3	158,312
M072	Maintenance Worker I	2	2	1	1	1	34,493	1	34,493	1	35,862
	Total Positions	9	9	8	8	8	434,445	8	434,445	8	457,585
3209	Allocated to 0406						(49,712)		(49,712)		(43,743)
							384,733		384,733		413,842
Account Detail											
40001	SALARIES	402,647	405,627	355,778	357,420		376,893		376,893		404,962
40002	LONGEVITY	6,650	5,060	7,680	4,960		7,840		7,840		8,880
40003	OVERTIME	20,713	27,667	27,030	36,971		30,000		29,000		30,000
400047	MAINTENANCE-TEMP HELP	31,281	43,375	52,826	49,520		47,000		47,000		49,000
400048	CLUB HOUSE-TEMP HELP	83,037	83,255	77,956	69,066		72,500		70,000		70,500
40005	HOLIDAY PAY	2,927	4,101	2,373	4,626		5,000		5,000		5,000
40006	DIFFERENTIAL PAY	404	421	248	376		1,000		500		1,000
40008	MEAL REIMBURSEMENT	325	377	377	1,365		1,500		1,000		1,500
	Personnel	547,984	569,883	524,268	524,304		541,733		537,233		570,842
41014	OPERATING SUPPLIES	78,727	88,822	90,561	94,989		82,250		80,000		85,000
41016	UNIFORMS/SAFETY SHOES	2,337	1,362	3,177	2,420		2,480		2,000		2,950
41017	SMALL TOOLS	2,359	2,411	1,560	2,404		1,900		1,000		2,150
41020	GOLF MERCHANDISE	43,899	36,366	41,911	34,377		37,000		34,000		37,000
41023	GASOLINE	36,241	37,733	36,054	43,205		28,475		27,500		30,000
	Materials & Supplies	163,563	166,694	173,263	177,395		152,105		144,500		157,100
42040	ADVERTISING AND PRINTING	12,808	12,488	11,231	7,258		10,000		6,500		8,000
42044	ELECTRIC	39,634	31,350	26,318	35,835		33,000		32,000		34,500
42046	HEATING OIL	14,238	15,680	20,060	24,434		20,000		19,500		24,000
42047	DEPARTMENT CONTRACTS	122,556	116,779	116,879	124,535		120,325		118,000		120,325
42048	BANK SERVICE CHARGE	14,179	17,463	17,768	19,211		15,000		15,000		19,000
420481	BANK DISCOUNT	1,408	-	-	-		500		25		500
42049	REFUNDS	-	-	-	800		2,000		500		2,000
42054	RENTALS	374	494	983	613		1,000		700		1,000
42055	PROFESSIONAL SERVICES	3,087	2,550	2,593	2,659		4,200		3,000		4,200
42060	OTHER EXPENSES	10,354	10,758	10,667	12,252		11,550		11,000		13,750
42064	EQUIPMENT MAINTENANCE	27,283	26,972	27,963	30,419		30,000		27,000		30,000
42065	PLANT MAINTENANCE	25,943	20,852	32,272	12,956		24,000		15,000		26,800
42074.1	O & E MMO	17,540	17,540	54,678	54,678		54,678		54,678		-
42075	PENSIONS-PMRS MMO	112,735	106,820	163,044	163,044		163,044		163,044		163,044
42077	GENERAL FUND CHARGES	-	155,000	150,000	150,000		150,000		-		150,000
42085	MEDICAL INSURANCE	82,000	103,000	110,000	120,000		136,090		136,090		136,090
42086	WORKMEN'S COMPENSATION	5,000	8,000	8,160	8,160		8,160		8,160		8,160
42087	SOCIAL SECURITY	58,000	45,000	42,120	42,300		42,300		42,300		43,850
42090	UNFORESEEN CONTINGENCY	-	-	-	-		6,811		-		6,527
42091	BOND REDEMPTION	58,000	60,000	63,000	66,000		68,000		68,000		71,000
42092	COUPON INTEREST	15,286	12,989	10,613	8,104		5,504		5,504		2,812
	Purchased Services	620,425	763,735	868,349	883,258		906,162		726,001		865,558
43099	EQUIPMENT	7,361	2,693	12,240	-		-		-		6,500
	Equipment	7,361	2,693	12,240	-		-		-		6,500
Total	GOLF COURSE	1,339,333	1,503,005	1,578,120	1,584,957		1,600,000		1,407,734		1,600,000

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	30,000	OVERTIME
		30,000 - 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	49,000	MAINTENANCE--TEMP. HELP
		ASSIST WITH THE DAILY OPERATION OF BOTH GOLF COURSES:
		20,000 - BALL PICKERS
		29,000 - GROUNDS MAINTENANCE
400048	70,500	CLUB HOUSE---TEMP. HELP
		ASSIST WITH THE DAILY OPERATION OF BOTH GOLF COURSES:
		15,500 - STARTERS
		37,000 - CASHIERS
		10,000 - RANGERS
		8,000 - CART ATTENDANTS
40005	5,000	HOLIDAY PAY
		5,000 - THIS AMOUNT COVERS 12 HOLIDAYS FOR 2014 AND INCLUDES THE COST OF PAYING TIME AND A HALF TO EMPLOYEES SCHEDULED TO WORK ON HOLIDAYS.
40006	1,000	DIFFERENTIAL PAY
		1,000 - MIDDLE SHIFT HOURS WORKED DURING SUMMER MONTHS
40008	1,500	MEAL REIMBURSEMENT
		1,500 - REIMBURSEMENT FOR MEALS IN ACCORDANCE WITH UNION CONTRACT.
41014	85,000	OPERATING SUPPLIES
		4,700 - DRIVING RANGE BALLS
		500 - PENCILS
		50 - MERCHANDISE BAGS
		500 - POSTAGE AND SHIPPING ITEMS
		500 - JANITORIAL SUPPLIES
		5,500 - GRASS SEED
		33,000 - FUNGICIDES
		8,500 - INSECTICIDES
		8,500 - HERBICIDES
		4,500 - SURFACTANTS
		14,000 - FERTILIZERS
		2,500 - 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.
		250 - CLUB REPAIR SUPPLIES
41016	2,950	UNIFORMS/SAFETY SHOES
		770 - SAFETY SHOES
		880 - UNIFORMS

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION	
		300 -	RAIN GEAR
		1,000 -	STAFF SHIRTS
41017	2,150	SMALL TOOLS	
		500 -	SPECIALTY TOOLS FOR MAINTENANCE AND MECHANICAL WORK ON GOLF COURSE EQUIPMENT.
		250 -	ROTARY MOWERS
		500 -	MISC. EQUIPMENT (TO REPLACE EQUIPMENT THAT BREAKS IN SEASON)
		250 -	BLOWERS, HAND HELD
		400 -	POWER TOOLS
		250 -	BLOWERS
41020	37,000	GOLF MERCHANDISE	
		32,000 -	PURCHASE OF MERCHANDISE FOR RESALE AT THE DUE TO INCREASED COURSE USE (LARGER POOL OF CUSTOMERS) GOLF COURSE CLUBHOUSE.
		1,250 -	GRIPS (REGRIP CLUBS)
		1,500 -	HANDICAP FEES
		750 -	GIFT CARDS
		1,500 -	TEES
41023	30,000	GASOLINE	
		30,000 -	BASED ON ESTIMATED USAGE
42040	8,000	ADVERTISING AND PRINTING	
		500 -	RESIDENT CARDS/LAMINATING POUCHES
		7,000 -	ADVERTISING, SPECIAL EVENTS, ETC.
		500 -	SCORECARDS
42044	34,500	ELECTRIC	
		34,500 -	BASED ON ESTIMATED USAGE
42046	24,000	HEATING OIL	
		24,000 -	BASED ON ESTIMATED USAGE AND COST INCREASE
42047	120,325	DEPARTMENT CONTRACTS	
		60,600 -	LEASE PURCHASE FOR 72 GOLF CARTS
		1,800 -	XEROX COPIER LEASE
		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
		28,500 -	LEASE AGREEMENT FOR EQUIPMENT YEAR 4 OF 5
		16,925 -	JACOBSEN HR-9016 MOWER YEAR 2 OF 5
42048	19,000	BANK SERVICE CHARGE	
		19,000 -	FOR CHARGE CARD SYSTEM.
420481	500	BANK DISCOUNT	
		500 -	FOR CHARGE CARD SYSTEM.

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42049	2,000	REFUNDS
		2,000 - REFUND OF FEES DUE TO UNFORESEEN EMERGENCIES.
42054	1,000	RENTALS
		1,000 - RENTAL OF EQUIPMENT FOR MAINTENANCE PROJECTS AT THE GOLF COURSE
42055	4,200	PROFESSIONAL SERVICES
		4,200 - ANNUAL AUDIT, EAP, AND OTHER PROFESSIONAL SERVICES.
42060	13,750	OTHER EXPENSES
		1,000 - PESTICIDE UPDATE TRAINING
		1,000 - MEMBERSHIP GCSAA,PTGA,PGA,PGSA
		700 - TURFGRASS MEETINGS
		500 - TOURNAMENTS (TROPHIES, PLAQUES)
		200 - CITY DIRECTORY
		9,000 - CONCESSION FEES
		1,300 - SAFETY SUPPLIES
		50 - NATIONAL CONFERENCE
42064	30,000	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.
		5,000 - UNFORESEEN MAJOR REPAIRS
42065	26,800	PLANT MAINTENANCE
		4,000 - CLUBHOUSE REPAIRS AND MAINTENANCE
		4,000 - 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
		1,500 - TREE PLANTING, CARE AND ANNUAL FLOWERS
		2,000 - WEATHER CENTER FOR LATEST WEATHER CONDITIONS
		2,000 - NETTING REPAIRS/REPLACEMENT
		1,800 - UNFORESEEN MAINTENANCE REPAIRS
		2,000 - DIVOT MIX
		1,500 - SAND & DRAINAGE MATERIALS FOR BUNKERS
		3,000 - MISC. MAINTENANCE SUPPLIES, PAINT, LUMBER, ETC.
		1,000 - UPGRADE COMMUNICATION LINES BETWEEN 18 AND 9 HOLE CLUBHOUSES WITH FIBEROPTIC LINE
42075	163,044	PENSIONS - P.M.R.S. MMO
		163,044 - PENSIONS - P.M.R.S. MMO AND DEBT SERVICE.
42077	150,000	GENERAL FUND CHARGES
		150,000 - GENERAL FUND CHARGES
42085	136,090	MEDICAL INSURANCE
		136,090 - MEDICAL INSURANCE

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42086	8,160	WORKMEN'S COMPENSATION 8,160 - WORKMEN'S COMP
42087	43,850	SOCIAL SECURITY 43,850 - SOCIAL SECURITY
42090	6,527	UNFORESEEN CONTINGENCY 6,527 - GOLF CONTINGENCY
42091	71,000	BOND REDEMPTION 71,000 - PRINCIPAL PAYMENT ON LONG-TERM DEBT
42092	2,812	COUPON INTEREST 2,812 - INTEREST PAYMENT ON LONG-TERM DEBT
43099	6,500	EQUIPMENT 6,500 - GREENS ROLLER & UTILITY CARTS LEASE (YEAR 1 OF 4)

Schedule of Payment of Note Indebtness

	Series of 2008		
	Principal	Interest	Total
2016	71,000	2,812	73,812
	71,000	2,812	73,812

CITY OF BETHLEHEM
LIQUID FUELS FUND
FUND ANALYSIS SUMMARY

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers	2015 Actual & Estimated	2016 Proposed Budget
REVENUES:							
Operating Revenues							
34002 State Allocation	1,353,902	1,424,831	1,399,095	1,506,774	1,657,030	1,657,030	1,657,030
34004 Maintenance Turnback	8,480	8,480	8,480	8,480	8,480	8,480	8,480
308901 Cash Bal (Carryover from PY)	-	-	2,405	-	167,458	167,458	176,949
Total Operating Revenues	1,362,382	1,433,311	1,409,980	1,515,254	1,832,968	1,832,968	1,842,459
Investment Interest							
308501 Investment Income	276	2,287	1,946	1,574	-	1,212	-
Total Investment Interest	276	2,287	1,946	1,574	-	1,212	-
TOTAL LIQUID FUELS FUND REVENUES	**1,362,658**	**1,435,598**	**1,411,926**	**1,516,828**	**1,832,968**	**1,834,180**	**1,842,459**
EXPENDITURES:							
Liquid Fuels	1,701,728	1,134,514	1,473,596	1,781,864	1,832,968	1,798,907	1,842,459
TOTAL LIQUID FUELS FUND EXPENDITURES	**1,701,728**	**1,134,514**	**1,473,596**	**1,781,864**	**1,832,968**	**1,798,907**	**1,842,459**

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, storm sewers, crack sealing and snow operations. Salaries incurred as part of this work are also included under this fund. These costs are paid for by funds received by the City from the Liquid Fuels Fund as promulgated by State Regulations.

Goals and Objectives:

- To provide safe, accessible roadways through street overlay and maintenance programs.
- To improve and maintain our winter operations, storm sewers, and leaf collection systems.
- Maintain the vegetation growth along city roadways.
- Improve paving and patching programs to extend the life of City roadways.
- Repair, maintenance, and replacement of storm sewer 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 25,000 cubic yards of leaves during the 2014 leaf collection operation.
- Maintained storm sewers – cleaning and flushing of over 200 basins throughout the City.
- Paved over 7,500 feet of roadway and scratched 4,000 feet in 2014 through the in-house paving program.
- Milled over 8,000 feet of roadway with new milling machine.
- Improved snow plowing operation by switching all plows to steel blades.
- 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 pot hole truck – 2014 to cut costs – one (1) man operation – averages 75 pot holes per day.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget w/ Transfers	2015 Actual & Estimated	2016 Proposed Budget
Personnel Detail	Number of Permanent Positions				# Salaries	# Salaries	# Salaries
	-	-	-	-	- -	-	-
Total Positions	-	-	-	-	- -	-	-
Account Detail							
55001 SNOW AND ICE REMOVAL	173,955	37,526	164,050	326,484	265,000	260,000	185,000
55003 ROAD MAINTENANCE	399,076	395,915	384,502	398,694	400,000	400,000	400,000
55004 SNOW REMOVAL OPER SUPPLY	334,995	135,232	239,574	379,623	390,188	385,000	300,000
55005 ROAD MAINT OPER SUPPLIES	117,462	164,376	110,130	115,326	120,000	118,000	120,000
55007 HAND TOOLS	2,999	4,342	1,618	4,845	5,000	4,500	5,000
55008 REPAIRS TOOLS & MACHINERY	58,550	58,040	79,926	111,071	163,026	162,000	110,000
55011 CURB RAMPS	20,000	10,000	10,000	10,000	10,000	10,000	10,000
55014 CONTRACT SNOW REMOVAL	-	-	-	197,738	-	-	-
55016 STREET OVERLAYS	236,897	54,436	419,438	187,627	60,097	40,000	324,393
55022 STREET SIGNS	11,470	9,520	9,517	6,378	10,000	10,000	10,000
55031 LINDEN ST SS REPLACEMENT	146,205	8,445	-	-	166,700	166,700	88,800
55050 BANK SERVICE CHARGES	150	248	280	273	500	250	500
55099 EQUIPMENT	199,969	256,434	54,561	43,805	242,457	242,457	288,766
Total LIQUID FUELS	1,701,728	1,134,514	1,473,596	1,781,864	1,832,968	1,798,907	1,842,459

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
55001	185,000	SNOW AND ICE REMOVAL 185,000 - LABOR 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 (ANNUAL ANTICIPATED USAGE OF 4000 TONS OF SALT AT $72.36 PLUS LIQUID CALCIUM COSTS). THE PURCHASE OF SUCH MATERIALS FOR USE ON SIDEWALKS AND PARKING LOTS CANNOT BE CHARGED TO THIS ACCOUNT.
55005	120,000	ROAD MAINT OPER SUPPLIES 120,000 - 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	110,000	REPAIRS TOOLS & MACHINERY 110,000 - 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.
55016	324,393	STREET OVERLAYS 324,393 - ACCOUNT TO COVER THE COST OF BLACK TOP MATERIALS FOR IN-HOUSE PAVING AND POSSIBLE CONTRACT STREET OVERLAYS.

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

2016 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
55022	10,000	STREET SIGNS
		10,000 - THIS BUDGET ITEM IS NOW PRIMARILY TO COVER ANNUAL REPLACEMENT AND MAINTENANCE OF STREET SIGNS. MAINTENANCE OF DOWNTOWN HISTORIC BETHLEHEM STREET SIGNS, AND NEW STATE REGULATIONS ON STREET NAME SIGNS.
55031	88,800	LINDEN ST S.S. REPLACE
		88,800 - LINDEN STREET SS REPLACEMENT (FINAL PHASE): TO REPLACE STORMWATER LINES ON THE WEST SIDE OF LINDEN STREET APPROXIMATELY 250' NORTH OF EAST BOULEVARD TO SANTEE MILL ROAD (1,150' OF PIPE). TOTAL ANTICIPATED CONSTRUCTION COST IS $250,000 WITH $161,200 FUNDED FROM 2015 BOND AND $88,800 FROM THIS LIQUID FUELS FUND.
55050	500	BANK SERVICE CHARGES
		500 - CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNTING FEES.
55099	288,766	EQUIPMENT
		82,404 - LEEBOY MODEL 1000G PAVER: THIS UNIT WILL BE USED TO INCREASE/IMPROVE EFFICIENCY OF THE ROAD REPAIRS BEING DONE THROUGHOUT THE CITY OF BETHLEHEM. THIS WOULD BE ADDED TO THE FLEET AND WOULD INCREASE PRODUCTIVITY. CURRENTLY ALL SMALL PATCH JOBS ARE DONE BY HAND AND THIS PAVER WOULD BE USED TO DO LARGER PATCH JOBS.
		126,250 - CATERPILLAR MODEL CB44B ASPHALT VIBRATOR ROLLER 60" DRUM: THIS UNIT IS TO REPLACE UNIT #706 A 1991 INGERSOL RAND STREET ROLLER THAT WE CAN NO LONGER GET REPLACEMENT PARTS FOR.
		15,445 - FOR THE PURCHASE OF A VARITECH 925 GALLON ANTI-ICE TANK AND SPRAYER THAT ATTACHES TO A DUMP TRUCK DURING SNOW OPERATIONS.
		64,667 - XTREME VAC MODEL SCL65TM5 LEAF MACHINE: THIS UNIT IS TO REPLACE UNIT #724 A 1998 GIANT VAC THAT HAS MECHANICAL PROBLEMS AND IN NEED OF REPLACEMENT. RECYCLING WILL PURSUE A GRANT FOR THIS ITEM AND IF SUCCESSFUL THE FUNDS WILL REIMBURSE THE LIQUID FUELS FUND.

THIS PAGE INTENTIONALLY LEFT BLANK

CITY OF BETHLEHEM
NON-UTILITY CAPITAL FUND
FUND ANALYSIS SUMMARY

		2016 Proposed Budget
REVENUES:		
Operating Revenues		
308901	Cash Balance	98,463
30917	Dedicated Tax Cash Account	308,504
35006	Escrow	30,903
35008	2015 Bond Issue	3,837,394
35009	DEP Grant - Monocacy Park	214,908
35011	Recreation Fac Fund	264,000
35017	High St Bridge-DCNR	103,092
35018	High St Bridge-PCT1	800,000
35019	High St Bridge-Norfolk Southern	50,000
35022	2009 Note	66,174
35023	2013 Bond	642,647
35025	3rd & 4th Street - Federal	400,000
35027	PENNDOT - New Street	80,000
35029	NC Gaming Grant	442,244
35031	911 Dedicated Tax	430,000
35032	911 Cash Account	273,000
35034	Greenway Contributions	200,000
35035	PennDOT - ARLE Program	104,386
35041	2007 Note	52,930
35048	Lynn Avenue Bridge Grant	3,325,000
35055	Growing Greener Grant	65,000
35057	Main St/Streetscape State	63,890
35058	TAP Grant	65,500
35060	Signage - Lehigh University	50,000
35061	NC Open Space Initiative	354,789
35063	Main St/Streetscape Contributions	63,890
35066	Signage - Discover Lehigh Valley	50,000
35072	DEP - Monacacy Watershed	150,000
35076	DCNR - Greenway	200,000
35080	DCNR - Greenway to Saucon Park	500,000
35085	Eastern Gateway Lighting - Federal	30,000
35087	Eastern Gateway Lighting - State	225,000
35094	DCED - Trail Feasibility	31,520
TOTAL NON-UTILITY CAPITAL FUND REVENUES		**13,573,234**
EXPENDITURES BY BUDGET UNIT:		
62007	2007 Note	52,930
62009	2009 Note	66,174
62011	2011 Bond	308,504
62013	2013 Bond	642,647
62015	2015 Bond	3,837,394
69999	Other Revenue	8,665,585
TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES		**13,573,234**
EXPENDITURES BY CATEGORY:		
	Public Safety	2,577,122
	Parks & Public Property	3,761,551
	Public Works	7,131,895
	Other Non-Utility Projects	102,666
TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES		**13,573,234**

CITY OF BETHLEHEM
2016 NON-UTILITY CAPITAL IMPROVEMENT PLAN

	2015 Bond	2013 Bond	2011 Bond	2009 Note	2007 Note	Fed, State & Local Grants	Cash/ Misc	Other Funds	Total
Public Safety									
911 Phone Equipment Replacement			191,000				430,000		621,000
911 Radio System Microwave Links	210,000								210,000
911 Radio System Software Upgrade	920,000								920,000
Ambulance Replace/Remount Plan	135,000					130,685			265,685
CAD/RMS Replacement							273,000		273,000
Fire Apparatus Replacement Program	197,500								197,500
Fire House Improvements	72,433								72,433
Wireless Mesh Data & Video Network			17,504						17,504
Total Public Safety	**1,534,933**	**-**	**208,504**	**-**	**-**	**130,685**	**703,000**	**-**	**2,577,122**
Parks and Public Property									
Bethlehem Trail Feasibilty						31,520		27,000	58,520
City Center Improvements	145,485								145,485
Eastern Greenway						255,000	100,000	20,444	375,444
Facility Capital Improvement	69,145	103,028							172,173
General Pool Repairs	101,812	8,375							110,187
Greenway - Hobart St. Connection						250,000			250,000
Greenway/Saucon Park Ball Field Connect		350,000				500,000	150,000		1,000,000
Mechanical System Upgrade	117,478								117,478
Monocacy Creek Improvements						334,697			334,697
Monocacy Watershed Assessment						150,000			150,000
Municipal Ice Rink		3,911							3,911
Northampton/Lehigh Footbridge						210,000			210,000
Park/Playground Improvements	127,917	427						135,000	263,344
Roof, Safety, Fire Code	46,023								46,023
Skateplaza Shade Canopy						25,000			25,000
South Bethlehem Greenway		40,000		66,174		200,000	214,000		520,174
Wayfinding Signage Program						61,559	100,000		161,559
Total Parks & Public Property	**607,860**	**505,741**	**-**	**66,174**	**-**	**2,017,776**	**564,000**	**182,444**	**3,943,995**
Public Works									
3rd & 4th Street/Streetscapes Improvements						400,000			400,000
Bridge Repair	140,000	48,091							188,091
Broad Street Crosswalks	75,000								75,000
Creek Road Culvert Replacement	76,350								76,350
Geographic Information System	100,000	22,512							122,512
High Street Bridge						903,092	50,000		953,092
Isolated Intersections	21,282								21,282
Linden St Storm Sewer Upgrade/Repl	161,200	54,606						88,800	304,606
Lynn Avenue Bridge						3,325,000		155,000	3,480,000
Main Street/Streetscapes					52,930	63,890	63,890		180,710
Mechanical Bureau Truck Lift	129,800								129,800
Miscellaneous Drainage Structure	90,000						98,463		188,463
New Street (3rd St to 4th St)						80,000			80,000
Pedestrian Improvement - Elizabeth Avenue						104,386			104,386
Salt Storage Facility	400,000		100,000						500,000
Shared Lane Markings						65,500			65,500
Stefko Drainage Swale						65,000			65,000
Storage Tanks							30,903		30,903
Street Overlays	320,000							468,393	788,393
Traffic Safety Improvement	90,000								90,000
Total Public Works	**1,603,632**	**125,209**	**100,000**	**-**	**52,930**	**5,006,868**	**243,256**	**712,193**	**7,844,088**
Other Non-Utility Projects									
IT Improvement Plan	90,969	11,697							102,666
Total Other Non-Utility Projects	**90,969**	**11,697**	**-**	**-**	**-**	**-**	**-**	**-**	**102,666**
Total Non-Utility Capital (Net Other Funds)	**3,837,394**	**642,647**	**308,504**	**66,174**	**52,930**	**7,155,329**	**1,510,256**		**13,573,234**

2016 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PUBLIC SAFETY

911 Phone Equipment Replacement — $621,000

Current 9-1-1 specific phone equipment is comprised of cooper phone lines and circuit boards capable of handling only analog voice technology. This type of equipment and the infrastructure that supports it have been around for well over 50 years and does not support current and emerging communication technologies. New equipment will meet State NG 9-1-1 requirements and be IP based, digital, interoperable, and capable of handling advanced data such as text, video, and telemetrics.

Funding Source:

2011 Bond - Dedicated Tax	191,000
911 Dedicated Tax	430,000
	621,000

Replacement of the 911 Radio System Microwave Links — $210,000

This project is the replacement of the failed microwave links between the prime site on South Mountain to both the electrical back-up center and the master site at City Hall. The current microwave system is past its expected life cycle and is no longer serviceable. These microwave links are vital to public safety for the radio system operations for Police, Fire, EMS Fire Wan, Public Works, and Water Telemetry functions. There are no spare parts available to make any more repairs. Both links have currently failed and no longer in service. This is an absolute necessity to replace the links to keep the 911 Trunking Radio systems operational. The City installed 2 fiber optic T1 lines and will be evaluating the reliability as an inexpensive redundant backup to the replacement microwave links. The 911 radio system is currently operating on fiber optic T-1 links because the microwave links have completely failed on this function. There is some risk if the T-1 links get damaged or fail. The system will revert to site operation giving a reduced range and capacity until the utility can repair the fiber optic T-1 links. The failed microwaves are still being utilized for the wide area network (WAN) to extend service to fire stations and complete failure is likely within the next 3 years. Another link will have to be secured likely at $5,000/month.

Funding Source:

2015 Bond	210,000

911 Radio System Software Upgrade from 7.7 to 7.14 — $920,000

The 911 Trunking Radio System is in need of a software version upgrade to stay compliant and serviceable from Motorola technical support. Since 2014, Motorola is no longer able to provide technical support on any systems that are operating on or below the 7.7 software version. The City is at risk if the software is not kept up to within five (5) release versions of the current release. Our system's software has not been upgraded in the last six (6) years. The Trunking Radio System is like a computer system running Windows XP and is completely software driven using switches, routers and servers that only have a manufactured life of about four (4) years. There is no more software support for the 7.7 version of software running the radio system. When a switch, router or server fails, the specific piece of equipment may no longer be compatible with our current software and the new version is our only option. Lack of an upgrade has a realistic possibility of diminished 911 communications at some juncture until the upgrade is implemented. The project currently is underway. Completion and the remaining funds are expected to be spent in early 2016.

Funding Source:

2015 Bond	920,000

2016 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Ambulance Replacement/Remount Plan — $265,685

The plan is to replace/remount ambulances as necessary to maintain a fully operational fleet of seven (7) ambulances, minimizing breakdowns and expenses incurred from heavy usage and high mileage. The plan involves the on-going replacement or remounting from borrowings, CDBG, or other alternate funding sources. The Mechanical Bureau will determine which ambulance will need to be replaced/remounted regardless of age based on warranty information, mechanical maintenance records, and visual inspections of the fleet at the time of replacement.

Funding Source:

2015 Bond	135,000
Northampton County Gaming	130,685
	265,685

CAD/RMS Replacement — $273,000

Current system cannot keep up with the demands placed upon it. Problems are well documented and ongoing. New system will focus on proper handling of 9-1-1 call information including 9-1-1 caller information, EMS pre-arrival instructions along with EMS & Fire department reporting software. Additionally, current operating hardware which is six years old will be replaced.

Funding Source:

911 Fund - Cash	273,000

Fire Apparatus Replacement Program — $197,500

The project is to replace aged fire apparatus. The life of a piece of fire apparatus is 15 to 20 years depending on the call volume. In order to keep our apparatus within those guidelines, we must replace a piece of apparatus every other year. The fire department currently has six engines and two ladders. As the fire apparatus ages and warranties expire, it becomes more costly to maintain apparatus in an operational condition. Since 2014, initiated was a plan to start rechassising the apparatus instead of purchasing new apparatus. This should reduce the cost of apparatus replacement by at least forty percent. In 2015/2016, we need to replace our 1997 Sutphen tower. It has already received extensive renovations. It has been out of service and unavailable to us for almost 50% of the time in the last two years.

Funding Source:

2015 Bond	197,500

Fire House Improvements — $72,433

Project is to include the improvements/renovations to interior/exterior of the City's Fire Houses. City will focus on functional concerns of the aged facilities and other energy efficiency improvements. Work may include: Installing an emergency generator at Schweder Fire Station, replacing/upgrading heating/cooling ventilation systems, paving, replacement of doors/windows, renovations to and purchases of equipment for living areas.

Funding Source:

2015 Bond	72,433

Wireless Mesh Public Safety Data and Video Network — $17,504

This will provide funds to install wireless cameras along the Fourth Street corridor. Over the past few years, the installation of the wireless mesh camera network has proven to be very valuable to our efforts. Not only are the cameras useful in detecting criminal activity and identifying suspects, but our Communications Center is able to effectively use the cameras to feed real-time information to our emergency responders to a variety of situations. They are used to give information to Police, Fire, and EMS workers so that they have a much better response to crimes in progress, traffic accidents and fire/hazardous material incidents. This proposal will allow the installation of cameras at intersection location on Fourth Street between Brodhead Avenue and Buchanan Street. This area is very heavily traveled and currently there is no camera coverage along this route.

Funding Source:

2011 Bond - Dedicated Tax	17,504

2016 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PARKS AND PUBLIC PROPERTY

Bethlehem Trail Feasibility — $31,520

Consultant costs for the Bethlehem Feasibility plan.

Funding Source:

State	31,520
CDBG	27,000
	58,520

City Center Improvements — $145,485

Projects may include: Garage floor repairs, office renovations, floor/ceiling tile replacement, exterior improvements to sidewalks, steps, railings, landscaping, new windows on ground floor police department, replacing the balance of the water fountains, replacing toilets in police holding cells, replace air handler #2 reheat coils, and other unforeseen repairs/improvements to facilities/equipment to extend the life of a capital asset. Projects scheduled for 2015/16 includes expansion of Church Street entranceway and facility security upgrades; begin garage floor repairs; new windows on ground floor (Police); complete fan coil replacement in Building A; replace asbestos floor tiles; paver replacement on plaza.

Funding Source:

2015 Bond	145,485

Eastern Gateway — $355,000

Funds are utilized for site analysis, planning and design for public spaces and rights of way and development of physical improvements along 4th Street/Route 412 corridor.

Funding Source:

Federal	30,000
State	225,000
CDBG	20,444
Rec Fees	100,000
	375,444

Facility Capital Improvement — $172,173

Repairs/improvements to facilities/equipment to extend the life of a capital asset of City-owned facilities/equipment. 2016 will include the engineering, design, bid documents, and preparation of a new Parks Maintenance Facility to replace the Quonset huts.

Funding Source:

2013 Bond	103,028
2015 Bond	69,145
	172,173

2016 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

General Pool Repairs — $110,187

Improvements/renovations to pools, bathhouses, filter systems and buildings. Purchase of equipment for pool operations. Other unforeseen repairs/improvements to facilities/equipment to extend the life of a capital asset. Specific projects for 2015/16 may include: Continue updating filter/chlorination systems at all pools. Memorial Pool – finish door replacement (6), pool deck, refurbish pool building (2015-2018). Upgrades will continue to the bathrooms and showers at Memorial Pool, phasing renovations to piping and decking, and possible construction of a new splash park facility.

Funding Source:

2013 Bond	8,375
2015 Bond	101,812
	110,187

Greenway - Hobart St Connection — $ 250,000

Complete construction of Greenway connection to Hobart Street and Daly Avenue.

Funding Source:

Northampton County Gaming	250,000

Greenway/Saucon Park Ball Fields Connection — $1,000,000

This project provides for an extension of the Greenway to the ball fields at the north end of Saucon Park off of Millside Drive.

Funding Source:

State	500,000
2013 Bond	350,000
Rec Fees	150,000
	1,000,000

Mechanical System Upgrade — $117,478

Continue updating of mechanical systems to improve reliability and energy efficiency of systems/facilities not covered under the Energy Savings Performance Contract. 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, and non-mechanical projects such as energy efficient door/window replacement. Other unforeseen repairs to facilities/equipment to extend the life of a capital asset and other unforeseen projects that may occur. Projects scheduled for 2015/16 include: Motors for fan coil units; new fan coil units/controls in DCED and Health; Police ductless split/heat pump system in CSI and Detective Areas. Projects for 2017 include installation of second Lochinvar boiler at City Hall.

Funding Source:

2015 Bond	117,478

Monocacy Creek Improvements — $334,697

Design, engineering, and implementation of creek bank restoration/stabilization in the area of Illick's Mill and picnic pavilions. Project will include creek bank stabilization, create a highly vegetated attached floodplain to provide flood flow storage and infiltration opportunities, improve aquatic and riparian habitat.

Funding Source

NC Open Space	119,789
State	214,908
	334,697

2016 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Monocacy Watershed Assessment — $150,000

Conduct an analysis of the Monocacy Creek watershed and establish current baseline data that will allow for understanding of current flooding/water quality issues within the watershed and City of Bethlehem and identify strategies for watershed restoration. The end result of this data assessment project will ultimately be the development and execution of an updated restoration plan that addresses the current problems and trends relating to the deterioration of the creek and natural resources and identifies opportunities for trails and greenways.

Funding Source

State	150,000

Municipal Ice Rink — $3,911

Improvements/emergency repairs/ purchases of equipment as needed for operations, other unforeseen repairs/improvements to facilities/equipment to extend the life of a capital asset. 2016 projects will include interior roof over pad and new floor mats. 2017 - Plan to replace the Zamboni unit.

Funding Source:

2013 Bond	3,911

Northampton/Lehigh Footbridge — $210,000

New bridge over the Monocacy Creek in Johnston Park.

Funding Source:

NC Open Space	210,000

Park/Playground Improvements — $128,344

Planning, design, implementation, upgrades to City parks as recommended in the City's Comprehensive Plan for Parks and Recreation. Projects may include creating no mow areas, improvements and renovations to athletic fields (grading, aerifying, top soil, and backstops), court resurfacing, landscaping, unsafe tree removal/replacement, furniture, playground equipment, fencing, lighting, signage, parking lots, pedestrian/suspension bridges, pathways, pavilions, park buildings, equipment, and DAR House renovations. Raising/relocation of the pedestrian bridge and/or planting riparian buffer along the Saucon Creek. Miscellaneous unforeseen improvements/emergency repairs, landscaping, tree removal/replacement, playground equipment, fencing, sighting, signage, etc. 2015 projects will focus on planning, design, implementation for upgrading city parks/facilities; new risers for Ice House; DAR house renovations; upgrading movies in the park equipment. 2017 projects will focus on continuation of upgrading parks/facilities; Saucon upper fields pavilion; South Mountain pavilion roof; Improvements to Illick's Mill to better support community use.

Funding Source:

2013 Bond	427
2015 Bond	127,917
CDBG	135,000
	263,344

Roof, Safety, Fire Code — $46,023

Address safety concerns and fire code issues as identified by Director of Parks and Public Property, Safety Committee and/or Fire Department. Projects may include roof renovations/replacement, exhaust/air systems to improve air quality, emergency lighting, renovation/replacement of unsafe doors/buildings/structures, purchase special equipment as deemed necessary to handle safety/fire, code requirements, and other unforeseen repairs/improvements to facilities/equipment to extend the life of the capital assets.

Funding Source:

2015 Bond	46,023

2016 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Skateplaza Shade Canopy — $25,000

Construction of a shade canopy over a stage area in the Skateplaza.

Funding Source:

NC Open Space	25,000

South Bethlehem Greenway — $520,174

Continue design and construction of a linear park with various amenities along the greenway such as extension of the trail southward to Saucon Park.

Funding Source:

2009 Note	66,174
2013 Bond	40,000
State	200,000
Other – Contributions	200,000
Rec Fees	14,000
	520,174

Wayfinding Signage Program — $161,559

The purpose of the signage program is to enhance the identity of the city, reinforce its brand, improve the visitor experience, and lastly to inspire a better sense of place with signs that are more comprehensive and sophisticated. The new signage system will include gateways, directional signs, and identification landmarks and will be developed for long term growth and maintenance.

Funding Source:

NC Gaming Grant	61,559
Lehigh University	50,000
Discover Lehigh Valley	50,000
	161,559

2016 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Public Works

3rd & 4th Street/Streetscape Improvements — $400,000

This project is to renew/upgrade the streetscape on selected sections of Third and Fourth Streets from Hayes Street to Wyandotte Street. The work would include repair/replacement of brick and concrete sidewalk in deficient areas, curb, street furniture, and trees. The project is to be completed in three phases which are: Phase I - Fourth Street from Hayes to Adams, Phase II - Fourth Street from Adams to Wyandotte, and Phase III – Third Street from Buchanan to Wyandotte. A TAP grant in the amount of $400,000 was received for Phase I. Some sidewalk and curb ramp improvements have or will be completed by developers along 3rd Street. Phase I was designed in-house and will be bid in 2015 with construction likely to start in spring of 2016.

Funding Source:

Federal (Phase I)	400,000

Bridge Repair — $188,091

The project is for repairs of nine (9) City owned bridges. Two of our bridges are going through the design process to be replaced in the near future (Lynn Avenue and High Street). All but one of the remaining bridges is 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. Carryover from 2015 will be used to complete a larger project ($120,000) at the Fire Lane Bridge in 2016.

Funding Source:

2013 Bond	48,091
2015 Bond	140,000
	188,091

Broad Street Crosswalks — $75,000

Remove and replace in-kind existing degraded brick crosswalks and ADA curb ramps along Broad Street in the Downtown Historic District at Broad and New Streets. The crosswalks to be replaced include: both north-south crossings of Broad Street at the intersection of New Street along with mid-block north-south crossings of Broad Street just west and east of that intersection. Two crosswalks are out to bid and in contracting in 2015 with construction in 2016, and two in 2017.

Funding Source:

2015 Bond	75,000

Creek Road Culvert Replacement — $76,350

The Creek Road Culvert project is to replace the existing deteriorated culvert along Creek Road north of Friedensville Road. The culvert has been damaged by repeated flooding and the roadway is often overtopped during storms. In addition, the existing culvert is narrow, allowing only a single lane to cross. The replacement culvert will be sized to allow two lanes of traffic and reduce flooding of the road. The guiderail also needs to be upgraded to meet current safety standards. The culvert replacement project was bid in 2015 but the bids came in significantly above the available funding. We will complete the repairs to address the most urgent issues, including guiderail and concrete deterioration in 2015/2016, and defer the full replacement of the culvert until 2019.

Funding Source:

2015 Bond	76,350

2016 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Geographic Information System — $122,512

This project is the continued development of the Geographic Information System (GIS) for the City. The GIS includes City infrastructure and integrated data that will enable all departments to use it for analysis, monitoring of performance and work flow improvements. The project began in 2006 and now includes over 60 layers of data for tracking and maintaining city infrastructure and public safety. The most recent phase included preliminary storm sewer database construction as well as software and hardware upgrades. Currently, we are planning the next phase of the GIS implementation. Next phase will include a public viewer enabling self-service GIS maps, field mapping applications, continued development of the infrastructure networks, training, and various workflow tools. Additional tasks for future phases are being considered.

Funding Source:

2013 Bond	22,512
2015 Bond	100,000
	122,512

High Street Bridge — $953,092

Provide for the engineering and replacement of the structurally deficient wooden bridge over a former Norfolk Southern line. The bridge was closed to all traffic on 6/16/11, which combined with the previous closing of the Seidersville Road Bridge equates to the residents along Ravena Street having only one point of access to their residences: the intersection of Ravena and Fire Lane Road. Final design has been completed and we are awaiting final approvals from PennDOT. The City has successfully had the bridge placed on the TIP for construction funding to replace the structure with a new 2-lane bridge meeting current standards. This would also preserve future recreational access beneath the structure. Norfolk Southern will be responsible for a portion of the replacement costs per agreement, specifically preliminary and final design engineering efforts. The let date is currently set for October 2015 with construction expected to begin in winter and be completed in 2016, but may be moved up depending on when construction funds become available.

Funding Source:

Norfolk Southern	50,000
State	103,092
Federal Grant	800,000
	953,092

Isolated Intersections — $21,282

Install new or upgrade existing signals at various locations. Each intersection costs between $150,000 and $180,000. 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 New Street & Elizabeth Avenue, Main Street & Elizabeth Avenue, Goepp and Center Streets, Goepp and New Streets, Goepp and Main Streets, Broad and Linden Streets, Market and Center Streets, Market and New Streets, Center and Church Streets and Linden and Goepp Streets. Construction to upgrade New Street & Elizabeth Avenue and Main Street & Elizabeth Avenue are being completed in 2015. Design work for Goepp & Center Streets and Goepp & New Streets intersections will be completed in 2015 and construction will be completed in 2017 at an estimated total cost of $156,500 (each is approximately $160,000). Design work for Linden & Goepp Streets and Main & Goepp Streets will be completed in 2017.

Funding Source:

2015 Bond	21,282

2016 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Linden Street Storm Sewer Upgrade/Repl. — $215,806

Replacement of the existing stormwater 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 a couple areas along this trunkline. 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) will be in 2016.

Funding Source:

2013 Bond	54,606
2015 Bond	161,200
Liquid Fuels	88,800
	304,606

Lynn Avenue Bridge — $3,325,000

Remove and replace structurally deficient bridge. This project has experienced numerous delays associated with the status of rail under the structure, the greenway planning, and right of way acquisitions. The project has gone through a number of redesigns and will finally be let in 2015 and construction is anticipated to begin in late 2015 and be completed in 2016.

Funding Source:

Federal & State Grants (2015/2016)	3,325,000
CDBG (2015)	155,000
	3,480,000

Main Street/Streetscapes — $180,710

This project is to repair in-kind most to all sidewalks on Main Street from Church to Broad Streets, replace trees, and relocate and upgrade all utilities to underground. Project is substantially complete with payments to carry over to 2016.

Funding Source:

2007 Note	52,930
State (Phase II)	63,890
Other (Phase II)	63,890
	180,710

2016 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Mechanical Bureau Truck Lift — $129,800

Our current lift has hydraulic cylinders, hoses and components that are embedded in concrete and require us to jack hammer the floor up to inspect and repair. This could potentially release oil into the ground with a failure. The average usable life of an in-ground lift like we currently have is 20 years. Ours has been in place for 19 years. The productivity of our fleet depends on our ability to do routine maintenance and repairs fast and efficiently – from under the vehicle. It improves technician access to dramatically speed up maintenance and repairs. The Mechanical Bureau currently has a 2-post in-ground truck lift with a lifting capacity of 30,000 lbs. This allows us to lift approximately 70% of our heavy trucks. This limited lifting capacity requires us to maintain and repair the remainder of our trucks while on the floor using a combination of floor jacks and jack stands. This method is extremely inefficient, requiring far more time and labor to set up and complete repairs than if we could simply lift the vehicles. Technicians must constantly crawl in and out from under the trucks, carrying tools and parts. Since the truck lift bay is the only one large enough the fit the trucks in, techs must also contend with the existing lift infrastructure which often makes under vehicle repairs even more difficult. The proposed replacement lift will have a capacity of 60,000 lbs, which will lift 95% of the heavy trucks in our fleet both now and in the foreseeable future. Other benefits are accessibility of the lift itself for service. The new lift would be completely housed in a concrete trench with steel covers that allow full access to all hydraulics and components for inspection and maintenance with no excavation. This setup is fully EPA compliant with a sealed containment area in case of any ruptured hydraulics. This project was designed, bids secured, and construction to commence in 2015 but most payments to occur in 2016.

Funding Source:

2015 Bond	129,800

Miscellaneous Drainage Structure — $188,463

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 Stanford Road ($65,000), replace storm sewer at Santee Mill Road ($12,000), and replace storm sewer at Millside and Traveller Ave ($50,000). The Stanford Road project is to extend the storm system from Ralston Road to address flooding further up Stanford Road. The Santee Mill Road project is for the replacement of a deteriorated section of pipe. The Millside/Traveller Avenue project is to alleviate flooding at the intersection of these two roads during heavy rain caused by an undersized pipe with a flat slope that discharges into the Saucon Creek.

Funding Source:

2015 Bond	90,000
Cash	98,463
	188,463

New Street (Third Street to Fourth Street) — $80,000

This project is for improvements to this section of roadway in connection with a turnback to the City from PennDOT. In exchange for the turnback, the City will receive payment for the repairs/improvements needed to bring the road up to acceptable condition. The work would include mill and overlay, trench and base repair, upgraded curb ramps, and new pavement markings.

Funding Source:

State	80,000

Pedestrian Improvement – Elizabeth Avenue — $104,386

This project is for improvements to this section of roadway in connection with a turnback to the City from PennDOT. In exchange for the turnback, the City will receive payment for the repairs/improvements needed to bring the road up to acceptable condition. The work would include mill and overlay, trench and base repair, upgraded curb ramps, and new pavement markings.

Funding Source:

State (ARLE Grant)	104,386

2016 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Salt Storage Facility — $500,000

The City plans to demolish the current deteriorating salt storage dome and construct a new storage building with more than twice the capacity of the existing dome. This would help ensure that the City has sufficient supply of road salt on reserve to handle multiple winter storms in succession, reduce the risk of running out when suppliers cannot meet the demand, and make winter operations more efficient. In addition, this will provide more flexibility in procuring salt and hence potentially result in savings to the City. Planning, design, and bidding were completed in 2015 with construction to take place in spring 2016.

Funding Source:

2011 Bond	100,000
2015 Bond	400,000
	500,000

Shared Lane Markings — $65,500

The City obtained $65,000 from a Transportation Alternative Program (TAP) grant to install thermoplastic shared lane markings throughout the Cities of Bethlehem, Allentown, and Easton in an effort to link the three cities together for accessible bike routes. All existing markings in the City of Bethlehem will be refreshed and additional locations will be added in key locations.

Funding Source:

State (TAP Grant)	65,500

Stefko Drainage Swale — $65,000

This project was originally to upgrade the existing drainage channel between Broad Street and the Lehigh River to eliminate flooding at the former Bethlehem Steel Power Plant and to reclaim existing city owned property for future use. Due to changed conditions, this project has been re-evaluated to principally include a possible culvert under Lehigh Canal and selected improvements along the swale to reduce erosion and sediment transport to the river. A Growing Greener grant was received in 2013 for evaluation/analysis and design. Most of design work was completed in 2015 with carryover of payments into 2016. Construction funding will be pursued in future years.

Funding Source:

State (Growing Greener Grant)	65,000

Storage Tanks — $30,903

This ongoing program helps the City meet state and federal regulations to remove and/or replace existing underground storage tanks. This item includes follow up site characterization for tanks removed at the Municipal Garage, Golf Course, Rodger St., and Wild Creek Reservoir. Progress of project depends on DEP review/feedback approvals and monitoring results. The City has achieved closure of the Golf Course Barn UST, Wild Creek Reservoir UST, and Rodgers Street ship UST. We have bid out the Municipal Garage cases through USTIF and we are under contract. USTIF will pay 85% of the costs directly to the consultant for the Municipal Garage.

Funding Source:

Escrow	30,903

2016 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Street Overlays — $320,000

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 ideally require approximately $2,000,000 in annual expenditures.

Funding Source:

2015 Bond	320,000
Liquid Fuels	323,393
CDBG	145,000
	788,393

Traffic Safety Improvement — $90,000

Replacement of outdated traffic controllers and cabinets at various locations for our 116 signalized intersections. Purchase of video detection cameras to replace damaged or broken in-roadway traffic loop detection is also budgeted under this item.

Funding Source:

2015 Bond	90,000

OTHER NON-UTILITY PROJECTS

IT Improvement Plan — $102,666

As part of Phase I of this improvement plan we have successfully completed the following: (1) Purchased and configured our City Hall Virtual Server environment1 (2) Converted all but 1 server from stand-alone to virtual configuration. (3) Set up a temporary Backup/Disaster Recovery Server at Garrison Street location. The additional funds requested will be used to complete Phase II which includes: Upgrading Obsolete Exchange Server Licenses - $40,000: We currently own 325 MS 2003 Exchange licenses which allows us to maintain 325 User mailbox accounts. We are currently running a version which MS no longer supports and are forced to purge emails constantly in order to keep our mail server from crashing. As of 2014, we will be 3 releases behind the newest version. Upgrading the Exchange licenses will give us an MS supported version of Exchange, increase the mailbox sizes so we can relax the purging requirements now in place and allow us to purchase enough licenses to accommodate all of the additional mailboxes added since 2003. Upgrading Remaining Workstation Licenses - $60,000: Over the past few years we have been upgrading workstations and laptops to newer versions of MS Office as funding was available. However we are estimating that around 150 workstations still need to be upgraded to be fully compatible with the newer Exchange Versions. Purchase a Backup/Disaster Recovery Server - $28,000: We are currently backing up all of our virtual servers to a used temporary server at the R&D site at Garrison Street. We are also relying on this server in case of disaster. Therefore, we would like to purchase a bigger, faster server to accommodate our current and future backup and disaster recovery requirements.

Funding Source:

2013 Bond	11,697
2015 Bond	90,969
	102,666

CITY OF BETHLEHEM
WATER CAPITAL FUND
FUND ANALYSIS SUMMARY

		2016 Proposed Budget
REVENUES:		
308901	Cash	1
37007	H20 PA Grant - Valves	47,439
37012	2014 Bond Issue	2,888,947
37013	DSIC	125,000
39805	Capital Appropriation	1,197,990
TOTAL WATER CAPITAL FUND REVENUES		**4,259,377**
EXPENDITURES:		
770016	5 Million Gallon Northeast Standpipe Maintenance Contract	88,141
77002	Distribution Systems Extension	40,000
77003	Service Lines New/Renewal	100,000
77004	Metering	100,000
77005	Replace, Relocate, Rehabilitate Distribution System	1,020,000
77006	Fire Hydrant New/Renewal	100,000
77009	SS Pump Station Eng/Const	545,000
77015	0.5 MG SE Tank Maintenance Contract	26,576
77016	Emergency Repair Transmission Mains	5,000
77017	East Allen/Shady Lane Well Pump Station	305,000
77020	Birchwood Farms Water Main	200,000
77023	Fire Pump Station Engineering	52,000
77025	5th and William Street Pump Station Eng/Const.	56,500
77026	Sidewalk/Trench Restoration	100,000
77028	Rt. 512 Extension for EAT Engineering	160,000
77029	Rt. 412 Main Replacement	1
77030	Water Department Vehicles	82,600
77032	SCADA System Upgrade	20,000
77033	Wild Creek Spillway Repair	62,500
77034	WTP Chlorination Alternatives Study	1
77036	Commercial & Industrial Meter Replacement	125,000
77037	AMR/AMI Meter Conversion Phase II	575,000
77039	Master Meters/Pits/Appurtenances	1
77041	5 MG SE Storage Tank Modifications	8,500
77042	2 MG SE Storage Tank Modifications	1
77044	Repair Wild Creek Intake Roof	5,000
77047	5th Street Road Reconstruction	52,205
77050	Replacement of Filtration Plant Boiler	1
77061	Computer Upgrade Software/Hardware	6,148
77084	Security Enhancements	1
77096	Penn Forest Dam SCADA	135,000
77097	CPU Model Calibration	1
77099	Equip. Utility Maint.	103,500
770991	Equip. Collection & Treatment	70,000
770992	Equip. Water Laboratory	1,200
770993	Equip. Meter Shop	13,750
770996	Equip. WTR. Filtration	47,000
770997	Equip. Utility Billing	3,750
770999	Equip. Tech. Support	50,000
TOTAL WATER CAPITAL FUND EXPENDITURES		**4,259,377**

2016 WATER CAPITAL PROJECT DETAIL

5 Million Gallon Northeast Standpipe Engineering & Evaluation — 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 are 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.

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. Replace water distribution mains on Carlton Avenue and Summit Street in City of Bethlehem and on Russell Avenue and Church Street in Fountain Hill in 2016.

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.

SS Pump Station Eng/Construction — 007A-77009

To design and replace pumps, motors, isolation and check valves, actuators, piping, line stops, emergency generator/transfer switch, miscellaneous items and construction management.

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.

East Allen/Shady Ln Well Pump Station — 007A-77017

Design, Bid, construction administration and construct pump house and water storage tank to meet PA DEP 4 log rule, for disinfection treatment of ground water supplies.

Birchwood Farms — 007A-77020

Replacing water distribution main due to high break frequency on Hampton and Norfolk Roads in the Birchwood Farms development. Construction complete in 2015 with final payment in 2016.

2016 WATER CAPITAL PROJECT DETAIL

Fire Pump Station Engineering/Replacement — 007A-77023

Design, replace pumps, motors, control centers, piping, valves, electrical work, miscellaneous items, install emergency generator/transfer switch, and construction management. Engineering design in 2016 with construction to follow in 2017.

5th and William St. Pump Station — 007A-77025

To replace pumps, motors, control centers, piping, valves, gas engine, electrical work, generator/transfer switch, miscellaneous items and construction management. Completion in 2015 and final payment in 2016.

Sidewalk/Trench Restoration — 007A-77026

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

Route 512 Extension for East Allen Township — 007A-77028

Design and bid phase for extending water distribution main on Route 512 in East Allen Township, pumping station, one highway crossing, railroad and stream crossing and permitting. Construction planned for 2017.

Route 412 Main Replacement — 007A-77029

Replacement of water distribution infrastructure as part of the Route 412 roadway reconstruction performed by Penn DOT contractor. To be billed by Penn DOT one year after completion.

Vehicles – Water Department — 007A-77030

Vehicles for Utility Maintenance Division.

SCADA System Upgrade — 007A-77032

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

Wild Creek Spillway Repair — 007A-77033

Repairs to Wild Creek spillway where concrete is spalling and deteriorating at joints. Includes construction and inspection services.

Chlorine Gas Alternatives Study — 007A-77034

Study to evaluate alternatives to chlorine gas at the Water Filtration Plant and develop life-cycle cost comparisons, and identify and evaluate non-economic factors that will assist in the selection of a new disinfection process.

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.

AMR/AMI Conversion Phase II — 007A-77037

Phase II Strategic Plan to replace/upgrade customer meters for conversion to Automatic Meter Reading (AMR)/Advanced Metering Infrastructure (AMI) technology. Phase II to concentrate on large commercial/industrial customers.

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.

2016 WATER CAPITAL PROJECT DETAIL

5 MG SE Storage Tank Modifications — 007A-77041

To modify piping/valve in order to feed Saucon Valley and supplement fire flows in Commerce Center Boulevard area. To connect 12 MG SW Low Service Reservoir to South Side Pump Station. Materials purchased in 2015. To be paid for in 2016.

2 MG SW Reservoir Engineering — 007A-77042

To design replacement for existing 2 MG SW Reservoir. Foundation design, soil testing, borings and bid phase services.

Repair Wild Creek Intake Roof — 007A-77044

To repair Wild Creek Intake roof leaks.

5th Street Road Reconstruction — 007A-77047

Water line infrastructure replacement due to planned road reconstruction of 5th Street between William and Arnold. Construction complete in 2015 with final payment in 2016.

Replacement of Filtration Plant Boiler — 007A-77050

To replace old, inefficient boiler nearing the end of its useful life.

Computer Upgrade Software/Hardware — 007A-77061

This is an annual project. It is to upgrade current computer hardware and software to current technology.

Security Enhancements — 007A-77084

To design and install security enhancements identified as a result of the vulnerability assessment. Dependent on receipt of grant funding from DEP/EPA.

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. Includes feasibility study, design, contract administration, and construction.

CPU Model Calibration — 007A-77097

To update calibration of computer model which is used to evaluate system pressures, distribution system extensions, new construction, etc.

Equipment –Utility Maintenance — 007A-77099

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

Leak detection equipment
14" cut off saw
Pneumatic 60lb breaker hammer
Piercing tool (bullet) 2.5"
Schonstedt XTpc+/Schonstedt Trace Master w/ acc
Schonstedt Magnetic locator
Sullivan-Palatek compressor
Line locators/tracers
Solids dewatering pump w/ acc
ToughPad computer tablets
Mobile 2-Way radios for vehicles
Portable 2-Way radios

2016 WATER CAPITAL PROJECT DETAIL

Equipment – Collection & Treatment 007A-770991

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

4 Wheel Drive Farm tractor to replace Unit 785
Front mounted Snow blower assembly with PTO mounted hydraulic power unit

Equipment – Laboratory Services 007A-770992

The following is the list of equipment requested by Laboratory Services:

Refrigerator to replace unit moved to WWTP Laboratory.

Equipment – Meter Shop 007A-770993

Portable 2-Way radios
First year installment on a 3-year lease for repair van

Equipment – Water Filtration 007A-770996

The following is the list of equipment requested by the Water Filtration Plant:

1/2 HP HVAC Replacement Fan motors
HVAC Replacement Pnumatic Thermostats
BNR INC A790 Amperometric Titrator (Lab Equipment) to replace broken spare meter
Benchtop pH meter and Field pH meter (Oakton Lab Equipment) Used for field readings at lagoons
Duplox Chlorine Analyzers for Meter Chamber, Plant Effluent & a spare
Orion Fluoride meter (Lab Equipment) to replace current unit with worn out buttons
1/2 HP Gould sump pumps to replace unrepairable units
Sample pump motors with pump housing to replace worn units
Portable Radio APX 1000 Portable Model 1.5.to replace 1 of 3 obsolete units
Replacement Recycle Water Pump to replace 1 of 3 obsolete unit needing frequent repairs

Equipment – Utility Billing 007A-770997

The following is the list of equipment requested by Utility Billing.

Portable 2-Way radios

Equipment – Technical Support 007A-770999

The following is the list of equipment requested by the Technical Division Bureau:

Rosemont Level Transmitters
Rosemont Pressure Transmitters
SCADA Radio kits w/ radio, brackets, cables, power supply and UPS
Enclosure heaters for SCADA boxes
Line locators/tracers
Emergency power transfer switch gear at East Allen Township well sites
Accessories for SCADA system
42" lawn tractor
Telescoping safety posts
Mobile Radios for Water Control with Desktop Microphones - APX1500 Mobile One Piece

THIS PAGE INTENTIONALLY LEFT BLANK

CITY OF BETHLEHEM
SEWER CAPITAL FUND
FUND ANALYSIS SUMMARY

		2016 Proposed Budget
REVENUES:		
32113	Tapping Fees	200,000
32116	2012 Pennvest Loan	113,486
32117	2012 Bond Issue	589,476
32118	2013 Pennvest Loan	7,419,938
32119	2014 PennWorks Grant	1,250,000
32121	LNT Act 537 Appropriation	2,445,114
39805	Capital Appropriation	64,194
TOTAL SEWER CAPITAL FUND REVENUES		**12,082,208**
EXPENDITURES:		
88001	Sewer Laterals New/Renewal	5,000
88002	Collection System New/Renewal	100,000
880022	W Intermediate Clrfr Drive	1
880024	Fine Bar Scrns-Detrtus Rm	40,000
880031	RAS Pump	1
880034	Security-Vulnerability	1
880035	Sludge/Gas/Flow Meters Digest.	1
88004	Inflow/Infiltration Mitigation	45,000
88007	ACT 537 Collection System	1
88008	Chlorinator/Tot Res Anal	20,000
88009	Outfall 004 Relocation	589,476
88011	New Dewatering Facility	8,669,939
88016	Sewer Maintenance Equipment	30,000
88017	Centrate Side Stream Treatment System	300,000
88018	Rt. 412 Sewer Relocation Costs	1
88073	Computer Hardware/Software	5,000
88113	Grit Conveyor System Upgrade	15,000
88114	Odor Control	1
88120	WWT Equipment	10,000
88121	WWT Laboratory Equipment	14,000
88131	Sewer Department Vehicles	27,500
88136	Facilities Improvement	25,000
88143	Digester WAS Upgrades	113,486
88145	Pump Station #1 Pumps	1
88146	Raw Sewage Pumps	10,000
88149	Primary Digester 2 Upgrades	2,022,797
88150	Plant Data Management System	1
88153	Aeration Tank Mixers Platform Upgrade	30,000
88154	Non-Potable Water System Upgrade	10,000
88155	Infoworks Model Update	1
TOTAL SEWER CAPITAL FUND EXPENDITURES		**12,082,208**

2016 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 and electrical system originally installed in 1976 and is nearing the end of its useful life.

Fine Bar Screens – Detritus Room 008A-880024

Upgrade and repair of bar screens. Removing more screenings will greatly benefit downstream process.

Return Activated Sludge Pump Recondition 008A-880031

Replacement of return activated sludge pumps in pump house #1 originally installed in 1976 and is nearing the end of its useful life.

Security – Vulnerability Assessment 008A-880034

To perform vulnerability assessment and update emergency response plan as per EPA protocol.

Sludge/Gas/Flow Meters 008A-880035

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

Infiltration/Inflow Correction 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 purpose is to reduce the excessive non-waste-water flow to the treatment plant which occurs during heavy rain fall. Ensures compliance with federal and state rules governing SSO'S and CSO'S.

Act 537 Collection System Improvements 008A-88007

Act 537 collection system improvements. Plan for sewer main replacement/upgrades at Fifth and Pierce Streets, and along Broadway.

Chlorinator/Total Residuals Analyzer 008A-88008

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

Outfall 004 Relocation 008A-88009

Relocation of combined sewer overflow outfall 004 per City's LTCP, USEPA, and DEP.

New Dewatering Facility 008A-88011

Design and installation of new solids dewatering facility. To replace belt filter presses which are past their useful life and to improve efficiency and reduce recurring costs for sludge disposal.

2016 SEWER CAPITAL PROJECT DETAIL

Sewer Maintenance Equipment 008A-88016

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

Emergency generator transfer switches (for lift stations)
Accessories for jet flusher
Magnetic locators
Gas detector
Accessories for CCTV unit
Replacement pump for Langhorne sewer station
Mobile 2-way radios for vehicles
Portable 2-way radio with spare battery

Centrate Side Stream Treatment system 008A-88017

Design and construction of an aeration system to reduce ammonia-nitrogen content in the liquid centrate (dewatering reject water) which gets recycled through the plant.

Rt. 412 Sewer Relocation Costs 008A-88018

Replacement of sewer collection infrastructure as part of the Rt. 412 reconstruction project performed by Penn DOT contractor. To be billed by Penn DOT one year after completion.

Computer Hardware and Software 008A-88073

Hardware and software upgrades as needed for the treatment plant, WWTP Lab and MIPP.

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.

WWTP Equipment 008A-88120

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

ISCO samplers for plant sampling

WWTP Laboratory Equipment 008A-88121

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

pH meter to replace malfunctioning meter
Refrigerator to replace nonworking MIPP refrigerator
ISCO samplers for MIPP sampling
Lab metric scale to replace 1995 model

Sewer Department Vehicles 008A-88131

Vehicles for Wastewater Treatment Plant and Utility Maintenance Bureaus.

2016 SEWER CAPITAL PROJECT DETAIL

Facilities Improvement 008A-88136

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

Digester/WAS Upgrades 008A-88143

Digester/Waste Activated Sludge upgrades. Construction completed in 2015; project closeout and final billing in 2016.

Pump Station #1 Pumps 008A-88145

These pumps are used to pump flow from the waste activated sludge process to the trickling filters. These three pumps are in need of upgrade 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, as funding becomes available.

Primary Digester 2 Upgrades 008A-88149

Demolition and installation of new roof. Completion of mixing, heating and related improvements in order to place all three primary digesters in service.

Plant Data Management System 008A-88150

Installation of WIMS plant/lab Data Management System. In conjunction with plant SCADA system.

Aeration Tank Mixers Platform Upgrade 008A-88153

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

Non-Potable Water System Upgrade 008A-88154

Design and upgrade of non-potable water system. Pumps and controls are not compatible with current and future needs.

Infoworks Model Update 008A-88155

Upgrade the current version of our sanitary sewer hydraulic model to Infoworks ICM. This model is used to determine if proposed new sanitary sewer connections can be accommodated and to locate any flow capacity issues in the system. All new connections in the City and tributary municipalities are input to the model during our planning module approval process. This model has not been updated in many years and many improvements/upgrades have since been made to the software.

CITY OF BETHLEHEM
2016 COMMUNITY DEVELOPMENT BLOCK GRANT FUND

	2010	2011	2012	2013	2014	2015	2016	Total
CDBG Funding								
9-1-1 Center							50,000	50,000
ADA Improvements						2,500		2,500
Bethlehem Public Library				14,000				14,000
Bethlehem Trail Study					1,520			1,520
Boys & Girls Club					31,500			31,500
CACLV Financial - Counseling				2,248	15,000			17,248
CADC - Micro Enterprise							60,000	60,000
CD Consulting						10,100	35,000	45,100
Community Police							70,000	70,000
Curb Ramps						86,237		86,237
East 5th Street Project						200,000		200,000
Eastern Gateway SS				37,022				37,022
Econ Development Retail Study							25,000	25,000
Embrace Your Dreams						7,000		7,000
Greenway			14,875					14,875
Health Bureau					5,000	3,168	5,000	13,168
Hispanic Center of the LV							50,000	50,000
Housing Rehab-Grants & Loans				104,351	240,000			344,351
Housing Rehab-Delivery Costs					45,197	153,459		198,656
LVCIL/ADA Counseling							15,000	15,000
Lehigh Valley Community Land Trust							14,900	14,900
Lynn Ave Bridge	34,389				38,000	175,000		247,389
Moravian Development							178,750	178,750
New Bethany Ministries							20,000	20,000
North Penn Legal Services							20,000	20,000
Parks & Pools Assessment							25,000	25,000
Police Overtime				10,755		15,000	-	25,755
Program Administration					27,083	120,843	80,000	227,926
Public Works Engineering					3,810	10,000		13,810
Redevelopement Authority						10,000	10,000	20,000
Salvation Army							15,000	15,000
ShareCare						1,000	7,000	8,000
SS Parks/Playgrounds				7,238	46,914	40,000	101,736	195,888
SS Recreation Coordinator						32,295	33,264	65,559
Street Landscaping/Trees		17,557				10,000		27,557
Streetlights				13,570				13,570
Street Overlays						30,000	145,000	175,000
Valley Youth House						5,212		5,212
YMCA							40,000	40,000
Total CDBG Funding	**34,389**	**17,557**	**14,875**	**189,184**	**454,024**	**911,814**	**1,000,650**	**2,622,493**

CITY OF BETHLEHEM
2016 COMMUNITY DEVELOPMENT BLOCK GRANT FUND

	2013	2014	2015	2016	Total
HOME Funding					
Alliance for Building Communities			117,671		117,671
Habitat for Humanity	20,000		100,000		120,000
Home Program Admin Expenses			5,324		5,324
Lehigh Valley Community Land Trust		44,559		100,000	144,559
Moravian Development Corp		44,559	74,032		118,591
New Bethany Ministries				150,000	150,000
YMCA				60,000	60,000
Total HOME Funding	**20,000**	**89,118**	**297,027**	**310,000**	**716,145**

Total Community Development Block Grants	**2,622,493**
Total Home Investment Partnership Grants	**716,145**
	3,338,638

CDBG PROJECT DETAIL

9-1-1 Center — $50,000

Replacement of five cameras on the South Side.

ADA Improvements — $2,500

Improvements to City owned facilities for ADA compliance.

Bethlehem Area Public Library — $14,000

Installation of an ADA compliant entrance at the Southside branch of the library.

Bethlehem Trail Feasibility — $1,520

Consultant costs for the Bethlehem Trail Feasibility plan.

Boys and Girls Club — $31,500

Repairs and renovations to the facility flooring.

CACLV Financial Counseling — $17,248

Contract to support the First Time Homebuyer Program & Foreclosure Mitigation Program.

CADCB-Microenterprise — $60,000

Funding for residential façade improvements and a home weatherization program.

CD Consulting — $45,100

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

Community Police — $70,000

Funding for overtime funding for patrols in low/moderate income neighborhoods.

Curb Ramps — $86,237

Installation of ADA compliant ramps.

East Fifth Street Project — $200,000

Funds for East Fifth Street overlays.

CDBG PROJECT DETAIL

Eastern Gateway — $37,022

Partial funding to support a planning study.

Economic Development Retail Study — $25,000

Partial payment for a contract for services to conduct a needs assessment of the downtown retail environment.

Embrace Your Dreams — $7,000

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

Greenway — $14,875

Funds for Greenway improvements.

Health Bureau — $13,168

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

Hispanic Center of the Lehigh Valley — $50,000

Funding to support the rehabilitation of 520 and 502 W. Fourth Street.

Housing Rehabilitation-Grants and Loans — $344,351

Rehabilitation funds for low/moderate income residents.

Housing Rehabilitation-Staff Delivery Costs — $198,656

Administrative costs for the housing rehabilitation program.

Lehigh Valley Center for Independent Living — $15,000

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

Lehigh Valley Community Land Trust — $14,900

Funding for streetscape improvements along Hayes Street.

Lynn Avenue Bridge — $247,389

Funds to construct the Lynn Avenue bridge in South Bethlehem.

CDBG PROJECT DETAIL

Moravian Development Corporation — $178,750

Renovation of Senior Center restrooms to ADA compliant facilities.

New Bethany Ministries — $20,000

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

North Penn Legal Services — $20,000

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

Parks & Pools Assessment — $25,000

Partial payment for a contract for services to study current operational capability and future plans for parks, pools and playgrounds.

Police Overtime/Drug Surveillance — $25,755

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

Program Administration — $227,926

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

Public Works-Engineering — $13,810

Costs associated with design and engineering work for City public works projects.

Redevelopment Authority — $20,000

Payment for loan program administrative support.

Salvation Army — $15,000

Support for the Rental Assistance Program.

ShareCare — $8,000

Operational support for elderly assistance programs.

Southside Parks/Playgrounds — $195,888

Funding for park, playground, and pool improvements.

CDBG PROJECT DETAIL

Southside Recreation Coordinator	**$65,559**

Salary support of the Southside Parks & Recreation Coordinator.

Street Landscaping/Trees	**$27,557**

Tree planting in low/moderate income neighborhoods.

Street Lights	**$13,570**

Purchase of new street lights for low/moderate income neighborhoods.

Street Overlays	**$175,000**

Repaving of streets in various low and moderate-income neighborhoods.

Valley Youth House	**$5,212**

Security and facility upgrades at the homeless youth shelter.

YMCA	**$40,000**

Costs related to replacement of all internal water pipes in the facility.

TOTAL CDBG FUNDS	**$2,622,493**

HOME PROJECT DETAIL

Alliance for Building Communities	**$117,671**

Funding for the creation of low/moderate income housing.

Habitat for Humanity	**$120,000**

Rehabilitation and construction funds for new owner occupied housing.

Home Program Administrative Expenses	**$5,324**

Administration of the HOME Program.

Lehigh Valley Community Land Trust	**$144,559**

Funding for the renovation of one affordable home.

Moravian Development Corporation	**$118,591**

Funds for HVAC reconstruction at Moravian House II.

New Bethany Ministries	**$150,000**

Funding for renovations of transitional housing units.

YMCA	**$60,000**

Funding for the replacement of split heat/air units in the transitional housing/SRO facility.

TOTAL HOME FUNDS	**$716,145**

THIS PAGE INTENTIONALLY LEFT BLANK