



CITY OF BETHLEHEM
2023 OPERATING &
CAPITAL BUDGETS

**CITY OF BETHLEHEM
2023
TABLE OF CONTENTS**

	<u>Page</u>		<u>Page</u>
<u>GENERAL FUND</u>		<u>WATER FUND</u>	
Fund Analysis Summary	1	Fund Analysis Summary	185
Revenue Summary	5	Bureau Resource Summary	186
Bureau Resource Summary	6	Summary of Positions	188
Summary of Positions	8	Debt Service Schedule	189
Elected Officials	9	Collections & Treatment	192
Council	10	Laboratory Services	196
Mayor	14	East Allen Township	200
Controller	18	Administration	204
Treasurer	22	Water Filtration	208
Law	24	Utility Billing	212
Administration	27	Water Engineering	216
Administration	28	Utility Maintenance	220
Information Services	32	Meter Shop	226
Financial Services	36	General Expenses	230
Purchasing	40	<u>SEWER FUND</u>	
Taxes	44	Fund Analysis Summary	235
Human Resources	48	Bureau Resource Summary	236
Community and Economic Development ...	51	Summary of Positions	238
Administration	52	Debt Service Schedule	239
Health	56	Wastewater Treatment	242
Code Enforcement	62	Utility Maintenance	246
Community Development	66	General Expenses	250
Planning & Zoning	70	Wastewater Laboratory	254
Recycling	74	<u>GOLF COURSE FUND</u>	
Economic Development.....	78	Fund Analysis Summary	257
Housing Inspections	82	Golf Course	258
Public Works	85	<u>LIQUID FUELS FUND</u>	
Administration	86	Fund Analysis Summary	265
Engineering	90	Liquid Fuels	266
Streets	94	<u>NON-UTILITY CAPITAL FUND</u>	
Urban Forestry	100	Fund Analysis Summary	271
Mechanical Maintenance	104	Non-Utility Capital Detail	272
Electrical Maintenance	110	Non-Utility Capital Project Detail	273
Traffic Maintenance	116	<u>WATER CAPITAL FUND</u>	
Facilities	120	Fund Analysis Summary	283
Grounds Maintenance	128	Water Capital Project Detail	284
Recreation	134	<u>SEWER CAPITAL FUND</u>	
Police	139	Fund Analysis Summary	289
Police	140	Sewer Capital Project Detail	290
Service Center	148	<u>CDBG FUND</u>	
Records Room	152	CDBG Detail	295
Fire	155	CDBG Project Detail	296
Fire	156	<u>STORM WATER FUND</u>	
EMS	166	Fund Analysis Summary	301
General & Civic Expenses	171	Storm Water	302
General Expenses	172		
Civic Expenses	176		
Debt Service	179		
Debt Service	180		

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

	<u>2019</u> Actual	<u>2020</u> Actual	<u>2021</u> Actual	<u>2022</u> Budget w/ Transfers	<u>2023</u> Budget
REVENUES:					
Real Estate Taxes					
30011 Real Estate - Current	27,885,954	28,364,021	31,737,138	31,981,297	32,248,795
30050 Real Estate - Prior	652,086	524,377	606,034	600,000	600,000
Total Real Estate Taxes	28,538,040	28,888,398	32,343,172	32,581,297	32,848,795
Act 511 Taxes					
30102 Earned Income Taxes	9,096,596	8,898,390	9,717,256	9,553,000	10,250,000
30103 Deed Transfer Tax	1,926,006	1,571,382	2,127,635	1,685,000	1,600,000
30106 Local Services Tax	1,768,201	1,790,709	1,785,087	1,800,000	1,900,000
30108 Mercantile Tax	2,557,175	2,658,458	2,569,555	2,675,000	2,600,000
Total Act 511 Taxes	15,347,978	14,918,939	16,199,533	15,713,000	16,350,000
City Licenses & Permits					
30201 City Licenses	25,000	25,605	25,795	30,000	30,000
30221 Permits	1,457,223	990,836	1,388,431	1,200,000	1,200,000
30231 Housing	603,255	768,754	1,018,523	1,000,000	1,000,000
30234 Liquor Licenses	24,800	25,600	1,250	32,800	33,500
30235 CATV Franchise	981,842	885,162	805,916	850,000	775,000
30236 Mercantile & Business Privilege	120,473	111,873	118,614	115,000	115,000
Total City Licenses & Permits	3,212,593	2,807,830	3,358,529	3,227,800	3,153,500
Fines & Forfeits					
30301 Magistrate Fines	445,880	456,829	423,244	415,000	350,000
Total Fines & Forfeits	445,880	456,829	423,244	415,000	350,000

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

	2019	2020	2021	2022	2023
	Actual	Actual	Actual	Budget w/ Transfers	Budget
Grants & Gifts					
30401 Utility Tax Reimbursement	38,176	42,987	43,711	40,000	44,000
30402 City Health	1,731,711	1,718,229	2,072,212	2,814,112	3,621,356
30403 County Bridge Aid	49,475	51,785	65,327	55,000	48,000
30404 Spur Route Lighting	5,080	3,118	4,093	5,000	4,000
30405 CARES Act	-	-	91,501	5,126,552	1,984,527
30409 Comm Development Reimb	381,148	244,010	361,857	335,000	335,000
30410 Lieu of Taxes	93,939	98,815	104,235	95,000	95,000
30411 BEDCO	-	38,659	-	-	-
30413 Recycling - Performance Grant	178,920	231,530	178,831	180,000	180,000
30414 Recycling - DEP Equipment	373,306	163,588	-	460,857	195,957
30415 Seat Belt Highway	17,351	13,171	-	-	-
30416 BRIA	-	29,174	26,827	150,000	150,000
30417 Bethlehem Housing Authority	436,887	438,749	411,991	375,000	435,000
30420 State Subsidy-Pension	4,157,845	4,012,924	3,972,474	4,100,000	4,200,000
30421 Lehigh Co Auto Theft Task Force	115,503	123,398	118,125	95,000	104,000
30422 DUI Overtime Grant	32,808	25,773	62,682	66,000	71,901
30424 Northampton Co Drug Task Force	3,151	162	13,406	15,000	5,000
30425 Law Enforcement Grant	-	971	9,146	-	6,500
30436 Police Grant/MPOETC	163,580	106,580	144,888	50,000	120,000
30440 Bullet Proof Vest	17,569	15,426	-	10,400	10,400
30443 FBI Funding-Overtime	16,236	19,220	10,579	18,000	19,000
30448 DEA-Task Force	19,659	13,818	11,059	18,000	19,000
30449 CARES Act - COVID	-	1,451,868	443,915	-	-
30450 PA Historical & Museum	-	-	22,000	-	-
30451 NC - Revitalization Grant	53,362	104,688	107,551	119,749	119,749
30452 Walk Works Grant	-	-	19,999	-	-
30453 Lehigh University	100,000	75,000	-	-	-
30456 Redevelopment Authority	-	-	-	33,000	33,000
30458 Assistance to Firefighters Grant	13,155	-	-	-	-
30460 Certified Local Gov't Grant	-	-	-	7,500	-
30461 ARP Funding	-	-	-	5,000,000	12,096,363
30463 Liquor Control Board Grant	10,700	5,200	6,875	-	-
30465 Hotel Tax Grant	-	25,000	-	50,000	-
30467 EMSOF Grant (EMS)	-	5,017	28,739	-	-
30470 Police JAG	14,954	54,371	48,489	34,265	-
30478 PA DCED - Fire	-	12,879	17,502	13,000	-
30481 Northampton Cnty LEPC	-	-	-	36,303	-
30482 Greenway-Developers	-	-	-	16,000	24,500
30484 2020 JAG	-	-	-	-	12,853
30485 2021 JAG	-	-	-	-	34,261
30486 2022 JAG	-	-	-	-	17,894
30487 PA Fire Commissioner (Fire)	-	-	-	-	15,000
30488 Northampton Cnty Fire Grant	-	-	-	-	20,000
30489 PA Fire Commissioner (EMS)	-	-	-	-	10,000
30490 Northampton Cnty EMS Grant	-	-	-	-	20,000
30492 Sentinel Grant	-	-	-	-	75,000
30493 Police DCED	-	-	-	-	102,000
Total Grants & Gifts	8,024,515	9,126,110	8,398,014	19,318,738	24,229,261

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

	2019 Actual	2020 Actual	2021 Actual	2022 Budget w/ Transfers	2023 Budget
Departmental Earnings					
30501 Rents, Right of Way	130,101	108,809	114,619	100,000	110,000
30503 Sundry Health	45,873	7,226	2,355	25,000	20,000
30503L Food Licenses	156,569	122,155	148,638	160,000	150,000
30504 Street/Survey/Engineer Charges	6,066	9,511	10,986	10,000	10,000
30507 Garage Rentals	16,690	16,237	13,020	17,000	13,000
30509 Roster Duty Charges	613,534	347,030	464,697	430,000	319,000
30512 Misc Police/Fire/EMS	349,959	265,998	308,758	310,000	290,000
30514 Special Event OT - Police	57,751	859	16,231	50,000	15,000
30517 Zoning & Inspection Fees	79,295	67,260	123,906	75,000	75,000
30518 Planning Fees	17,400	11,570	17,850	25,000	25,000
30519 Ambulance Fees	3,259,530	2,513,836	2,878,449	3,000,000	3,650,000
30520 Recycling	2,132,067	2,137,916	2,200,473	2,118,500	2,723,786
30520A Recycling-Sale of Materials	104,795	49,178	125,959	100,000	100,000
30520B Recycling-Miscellaneous	6,325	7,561	2,976	8,000	8,000
30520C Recycling-Compost	32,973	31,150	31,120	35,000	4,500
30520H Hanover Township	-	-	-	50,000	73,250
30520P Delinquent Recycling	11,938	14,549	16,141	8,500	8,500
30522 Communication Rental Income	218,482	236,227	239,956	225,000	240,000
Total Departmental Earnings	7,239,348	5,947,072	6,716,134	6,747,000	7,835,036
Municipal Recreation					
30601 Municipal Enterprise	150,000	150,000	150,000	150,000	150,000
30602 Self-Sustaining Activity	3,160	790	26	5,000	-
30603 Recreation Fees	94,395	6,802	89,379	90,000	50,000
30604 Swimming Fees	122,819	-	218,143	190,000	250,000
30605 Skating Rink	235,084	189,335	264,699	240,000	265,000
Total Municipal Recreation	605,458	346,927	722,247	675,000	715,000
General Fund Charges					
30702 Operations for Water	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
30704 Operations for Parking	57,070	16,823	24,501	25,000	25,000
30705 Operations for Storm Water	-	-	364,310	364,310	373,418
30706 Treasurer's Office	84,855	96,285	113,870	80,000	80,000
30707 Bethlehem Public Library	133,826	138,915	138,973	138,720	142,000
30710 School District	467,704	421,355	397,122	425,000	450,000
30713 Bethlehem Parking Authority	450,000	425,000	400,000	400,000	400,000
Total General Fund Charges	3,944,982	3,849,905	4,190,303	4,184,557	4,221,945
Returns & Allowances					
30800 Returns & Allowances	216,723	185,570	260,179	396,000	375,000
30807 Northampton County - 9-1-1	-	341,750	341,750	341,750	-
30820 Sewer - Landfill Payment	400,000	400,000	400,000	400,000	400,000
30840 Festival Reimbursement	123,000	-	50,000	126,000	119,500
30880 Pension Debt Reimbursement	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
Total Returns & Allowances	1,839,723	2,027,320	2,151,929	2,363,750	1,994,500

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

	2019 Actual	2020 Actual	2021 Actual	2022 Budget w/ Transfers	2023 Budget
Investment Interest					
30850 Investment Interest	465,946	119,385	46,686	75,000	350,000
Total Investment Interest	465,946	119,385	46,686	75,000	350,000
Miscellaneous Revenues					
308901 Cash Balance	-	-	-	750,000	-
30900 Miscellaneous Revenues	65,553	73,295	107,064	85,000	85,000
30904 Escrow	-	-	45,000	25,000	51,250
30914 First Responder's Fee	474,255	169,156	178,601	375,000	375,000
30927 Host Fee	9,779,202	9,580,294	9,522,009	9,800,000	9,800,000
Total Miscellaneous Revenues	10,319,010	9,822,745	9,852,674	11,035,000	10,311,250
TOTAL GENERAL FUND REVENUES	79,983,473	78,311,460	84,402,465	96,336,142	102,359,287

EXPENDITURES BY BUREAU:

Elected Officials	1,041,751	1,030,628	1,077,517	1,128,886	1,139,288
Administration	1,807,388	1,990,099	2,022,627	2,125,755	2,247,614
Community & Econ Development	6,421,943	7,120,886	7,465,738	13,867,595	11,968,139
Public Works	10,499,200	9,913,504	9,848,029	11,041,725	11,444,637
Police	16,112,689	15,368,769	15,784,985	17,198,661	17,602,609
Fire	11,447,468	11,311,076	12,022,454	12,461,854	13,011,426
General Expenses	24,652,973	22,093,769	24,027,643	26,191,319	25,490,369
Civic Expenses	1,549,241	1,510,748	1,562,545	4,614,804	11,598,204
Debt Service	6,266,229	6,679,529	7,328,839	7,705,543	7,857,001
TOTAL GENERAL FUND EXPENDITURES	79,798,882	77,019,008	81,140,377	96,336,142	102,359,287

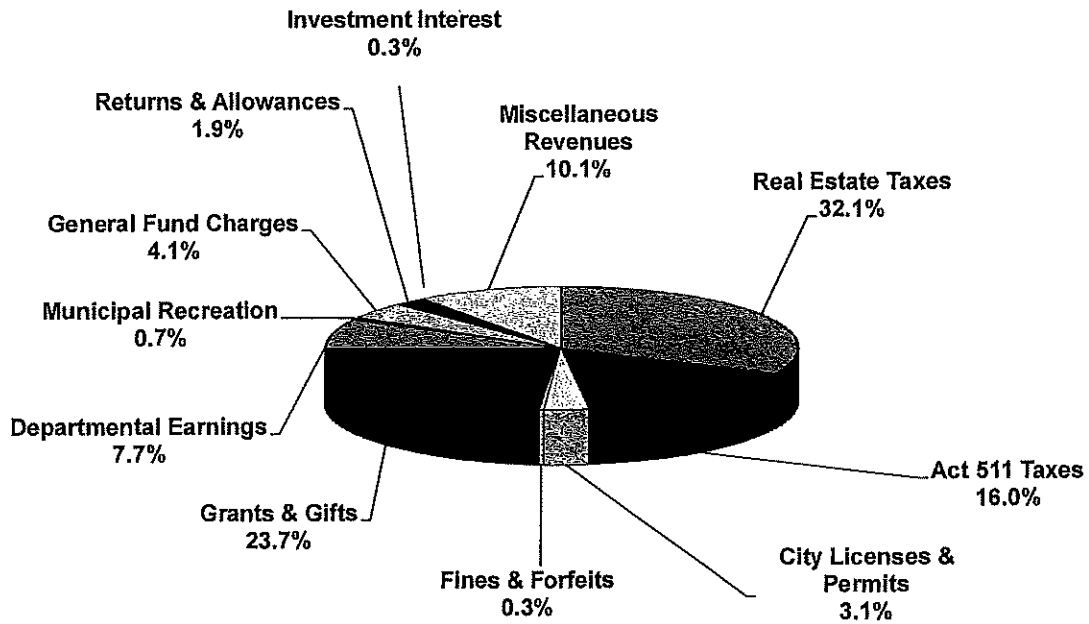
EXPENDITURES BY CATEGORY:

Personnel Costs	57,532,236	57,014,277	60,512,900	64,192,984	65,724,617
Materials & Supplies	1,495,356	1,287,973	1,411,464	1,847,029	1,937,005
Purchased Services	10,781,463	8,528,949	8,121,863	15,378,445	12,989,359
Equipment	916,737	737,068	946,952	1,339,555	991,899
Long-Term Debt	7,523,849	7,939,993	8,584,653	8,963,325	9,118,203
Civic Expenses	1,549,241	1,510,748	1,562,545	4,614,804	11,598,204
TOTAL GENERAL FUND EXPENDITURES	79,798,882	77,019,008	81,140,377	96,336,142	102,359,287

**CITY OF BETHLEHEM
GENERAL FUND
REVENUE SUMMARY**

	2019 Actual	2020 Actual	2021 Actual	2022 Budget w/ Transfers	2023 Budget
Real Estate Taxes	\$ 28,538,040	\$ 28,888,398	\$ 32,343,172	\$ 32,581,297	\$ 32,848,795
Act 511 Taxes	15,347,978	14,918,939	16,199,533	15,713,000	16,350,000
City Licenses & Permits	3,212,593	2,807,830	3,358,529	3,227,800	3,153,500
Fines & Forfeits	445,880	456,829	423,244	415,000	350,000
Grants & Gifts	8,024,515	9,126,110	8,398,014	19,318,738	24,229,261
Departmental Earnings	7,239,348	5,947,072	6,716,134	6,747,000	7,835,036
Municipal Recreation	605,458	346,927	722,247	675,000	715,000
General Fund Charges	3,944,982	3,849,905	4,190,303	4,184,557	4,221,945
Returns & Allowances	1,839,723	2,027,320	2,151,929	2,363,750	1,994,500
Investment Interest	465,946	119,385	46,686	75,000	350,000
Miscellaneous Revenues	10,319,010	9,822,745	9,852,674	11,035,000	10,311,250
Total Revenues	\$ 79,983,473	\$ 78,311,460	\$ 84,402,465	\$ 96,336,142	\$ 102,359,287

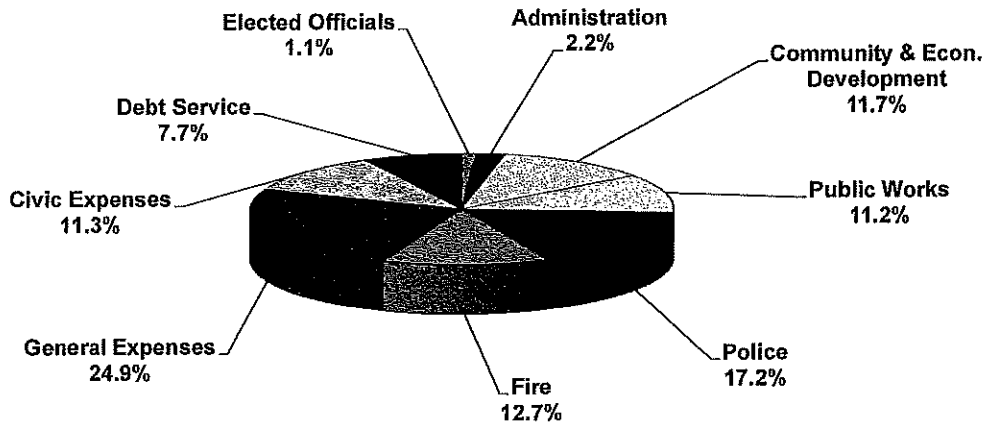
General Fund Revenues



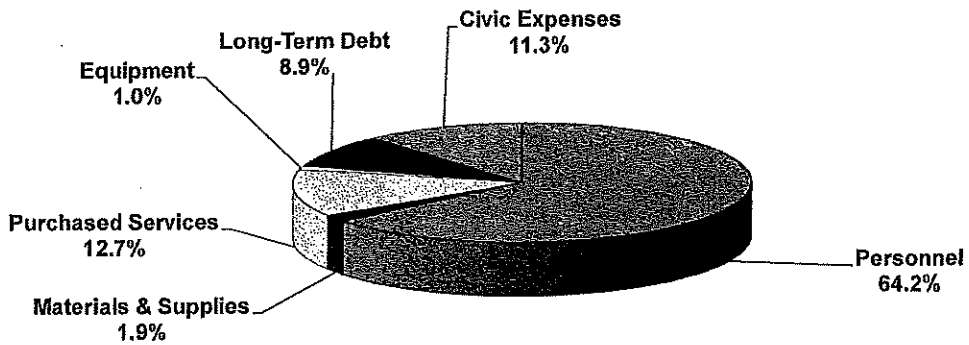
**CITY OF BETHLEHEM
GENERAL FUND
BUREAU RESOURCE SUMMARY**

Bureau	Personnel	Materials & Supplies	Purchased Services	Equipment	Long-Term Debt	Civic Expenses	Total
0101 Council	\$ 232,768	\$ -	\$ 13,725	\$ -	\$ -	\$ -	\$ 246,493
0102 Mayor	284,250	500	23,500	-	-	-	308,250
0103 Controller	231,612	600	2,050	-	-	-	234,262
0104 Treasurer	2,200	-	-	-	-	-	2,200
0105 Law	340,583	-	7,500	-	-	-	348,083
Elected Officials	1,091,413	1,100	46,775	-	-	-	1,139,288
0201 Administration	233,892	-	4,000	-	-	-	237,892
0202 Information Services	297,279	6,000	389,000	96,500	-	-	788,779
0203 Financial Services	429,560	1,000	3,100	-	-	-	433,660
0205 Purchasing	180,162	1,100	15,600	-	-	-	196,862
0206 Taxes	110,653	-	69,000	-	-	-	179,653
0207 Human Resources	302,268	1,500	107,000	-	-	-	410,768
Administration	1,553,814	9,600	587,700	96,500	-	-	2,247,614
0301 Administration	687,773	300	6,000	-	-	-	694,073
0302 Health	1,743,073	4,250	3,800,102	-	-	-	5,547,425
0303 Code Enforcement	494,353	9,250	57,100	24,000	-	-	584,703
0304 Community Development	351,715	550	129,040	-	-	-	481,305
0305 Planning & Zoning	270,202	1,175	158,500	-	-	-	429,877
0307 Recycling	625,172	52,924	2,356,922	253,894	-	-	3,288,912
0308 Economic Development	211,022	1,050	129,749	-	-	-	341,821
0309 Housing Inspections	536,473	13,410	30,640	19,500	-	-	600,023
Community & Econ. Development	4,919,783	82,909	6,668,053	297,394	-	-	11,968,139
0501 Administration	279,866	1,400	1,800	-	-	-	283,066
0502 Engineering	940,250	20,411	35,200	24,000	-	-	1,019,861
0503 Streets	1,050,137	163,143	48,428	17,776	-	-	1,279,484
050301 Urban Forestry	88,788	5,920	43,800	-	-	-	138,508
0504 Mechanical Maintenance	842,023	83,610	522,822	17,956	-	-	1,466,411
0505 Electrical Maintenance	661,836	49,560	1,185,781	-	377,675	-	2,274,852
0506 Traffic Maintenance	255,716	58,281	1,850	-	-	-	315,847
0507 Facilities	1,090,379	173,670	1,236,421	13,200	-	-	2,513,670
0508 Grounds Maintenance	1,288,334	81,130	74,690	106,558	-	-	1,550,712
0509 Recreation	538,566	22,460	39,200	2,000	-	-	602,226
Public Works	7,035,895	659,585	3,189,992	181,490	377,675	-	11,444,637
0601 Police	15,544,082	703,400	428,204	41,515	-	-	16,717,201
0602 Service Center	603,761	2,000	37,500	-	-	-	643,261
0603 Records Room	238,177	2,100	1,870	-	-	-	242,147
Police	16,386,020	707,500	467,574	41,515	-	-	17,602,609
0701 Fire	9,772,242	268,720	240,101	40,000	-	-	10,321,063
0702 EMS	2,331,127	155,591	190,645	13,000	-	-	2,690,363
Fire	12,103,369	424,311	430,746	53,000	-	-	13,011,426
0801 General Expenses	22,634,323	52,000	1,598,519	322,000	883,527	-	25,490,369
General Expenses	22,634,323	52,000	1,598,519	322,000	883,527	-	25,490,369
0901 Civic Expenses	-	-	-	-	-	11,598,204	11,598,204
Civic Expenses	-	-	-	-	-	11,598,204	11,598,204
1001 Debt Service	-	-	-	-	7,857,001	-	7,857,001
Debt Service	-	-	-	-	7,857,001	-	7,857,001
TOTAL GENERAL FUND	\$ 65,724,617	\$ 1,937,005	\$ 12,989,359	\$ 991,899	\$ 9,118,203	\$ 11,598,204	\$ 102,359,287

General Fund Expenditures By Department



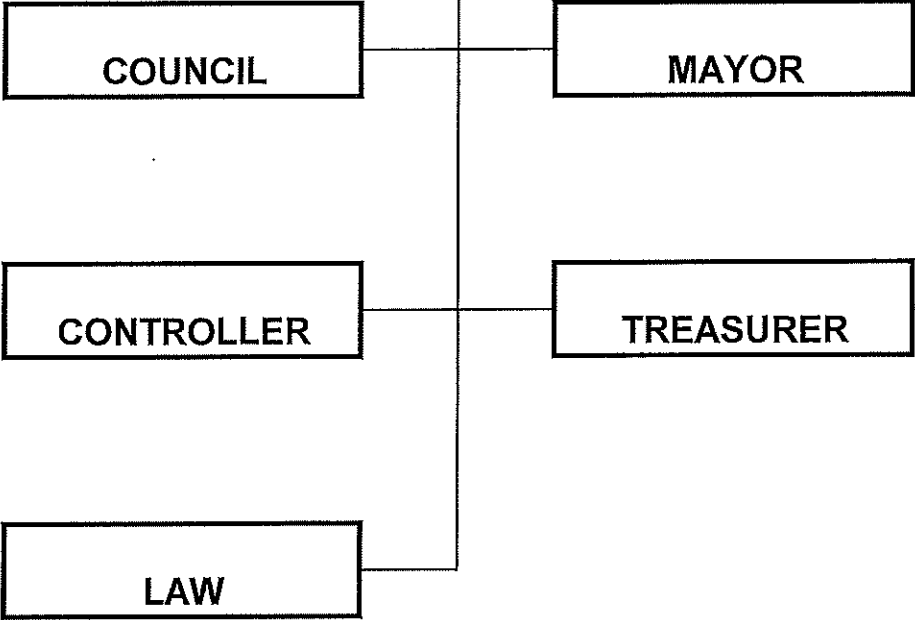
General Fund Expenditures By Category



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

Bureau	2019 Actual	2020 Actual	2021 Actual	2022 Budget w/ Transfers	2023 Budget
0101 Council	10	10	10	10	10
0102 Mayor	3	3	3	3	3
0103 Controller	3	3	3	3	3
0104 Treasurer	1	1	1	1	1
0105 Law	5	5	5	5	3
Elected Officials	22	22	22	22	20
0201 Administration	2	2	2	2	2
0202 Information Services	4	4	5	5	5
0203 Financial Services	6	6	6	6	6
0205 Purchasing	2	2	2	2	2
0206 Taxes	1	1	1	1	1
0207 Human Resources	3	3	3	3	3
Administration	18	18	19	19	19
0301 Administration	7	7	7	8	8
0302 Health	8	8	8	8	7
0303 Code Enforcement	6	6	6	6	6
0304 Community Development	2	2	3	3	2
0305 Planning & Zoning	3	3	3	3	3
0307 Recycling	3	3	3	3	4
0308 Economic Development	-	-	-	-	1
0309 Housing Inspections	2	5	5	5	5
Community & Econ. Development	31	34	35	36	36
0501 Administration	3	3	3	3	3
0502 Engineering	12	12	12	12	12
0503 Streets	27	27	27	29	29
050301 Urban Forestry	1	1	1	1	1
0504 Mechanical Maintenance	11	11	11	11	11
0505 Electrical Maintenance	8	8	8	8	8
0506 Traffic Maintenance	3	3	3	3	3
0507 Facilities	13	13	13	13	13
0508 Grounds Maintenance	21	21	21	21	21
0509 Recreation	3	3	3	3	3
Public Works	102	102	102	104	104
0601 Police	154	154	154	154	154
0602 Service Center	-	15	13	12	12
0603 Records Room	4	4	4	4	4
Police	158	173	171	170	170
0701 Fire	110	110	106	106	106
0702 EMS	23	23	23	23	23
Fire	133	133	129	129	129
TOTAL GENERAL FUND	464	482	478	480	478

**ELECTED
OFFICIALS**



BUREAU DETAIL

Bureau: Council

No: 0101

Department: Elected Officials

No: 0010

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Conducted 24 regular City Council meetings.
- Conducted more than 12 Committee meetings.
- Adopted more than 31 ordinances and more than 200 resolutions.
- Increased transparency by live streaming Council meetings and posting meeting audio files and videos.
- Conducted a Committee of The Whole Meeting for an Ethics Training Seminar given by the Pennsylvania Ethics Commission
- Conducted a Community Development Committee Meeting to discuss the City's Land Development Process
- Conducted a Human Resources and Environment Committee meeting on amending the Zoning Ordinance regarding Solar Energy
- Conducted a Committee of the Whole Meeting to discuss a Conflict-of-Interest Ordinance
- Considered multiple zoning text amendments.
- Authorized Water Revenue Bond
- Amended Article 1701 to Adopt the 2018 Pennsylvania Uniform Construction Code
- Amended Article 157 titled Civil Service Board
- Amended Article 1733 to Adopt the 2018 International Property Maintenance Code
- Reviewed and approved several inter-municipal liquor license transfers.
- Reviewed and approved proposed budget adjustments.
- Authorized contract requests, certificates of appropriateness, and use permit agreements.
- Approved Community Development Block Grant/HOME allocations.
- Enacted Article 343 entitled Local Economic Revitalization Tax Assistance-Southside LERTA District II
- Amended Article 1501 titled Fire Safety and Code Enforcement Inspection Fees to adopt the 2018 International Fire Code
- Adopted the City of Bethlehem's Emergency Operations Plan by Resolution
- Adopted a Resolution to allow the city to accept Pennsylvania Department of Conservation and Natural Resources Grant Funds to fund the Fairview Park Revitalization Project.
- Adopted Resolutions to accept Grant Funds from Northampton County Open Space Initiative Liveable Landscapes Grant Program and the Pennsylvania Department of Conservation and Natural Resources to help fund the expansion of the Monocacy Trail

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
NC	Council President	1	1	1	1	7,600
NC	Councilperson	6	6	6	6	42,600
NC	Attorney for Council	1	1	1	1	25,612
NC	City Clerk	1	1	1	1	77,393
TAMS	Assistant City Clerk	1	1	1	1	69,063
Total Positions		10	10	10	10	222,268
Account Detail						
40001	SALARIES	204,886	209,392	212,576	219,071	222,268
40002	LONGEVITY	100	-	-	-	-
40003	OVERTIME	-	-	-	500	500
40004	TEMPORARY HELP	18,060	-	-	10,000	10,000
Personnel		223,046	209,392	212,576	229,571	232,768
42040	ADVERTISING AND PRINTING	2,888	12,020	8,874	8,000	10,000
42055	PROFESSIONAL SERVICES	52,884	520	561	2,640	640
42060	OTHER EXPENSES	2,205	2,186	2,895	2,935	2,585
42064	EQUIPMENT MAINTENANCE	499	499	499	500	500
Purchased Services		58,476	15,225	12,829	14,075	13,725
Total	CITY COUNCIL	281,522	224,617	225,405	243,646	246,493

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	500	OVERTIME 500 - ASSISTANT CITY CLERK OVERTIME FOR AFTER HOURS MEETINGS
40004	10,000	TEMPORARY HELP 10,000 - TEMPORARY HELP FOR CLERK'S OFFICE
42040	10,000	ADVERTISING AND PRINTING 10,000 - LEGAL ADVERTISEMENTS
42055	640	PROFESSIONAL SERVICES 400 - COUNTY RECORDERS' FEES 240 - LAW LIBRARY FILING FEES
42060	2,585	OTHER EXPENSES 140 - EXPRESS TIMES 210 - MORNING CALL 1,000 - MISCELLANEOUS OFFICE AND MEETING EXPENSES 185 - DUES - INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS 500 - INSTITUTE OF MUNICIPAL CLERKS 400 - MINUTE/RESOLUTION/ORDINANCE BOOK 150 - EAC - MISCELLANEOUS EXPENSES
42064	500	EQUIPMENT MAINTENANCE 500 - SOFTWARE MAINTENANCE - CLERKS INDEX

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BUREAU DETAIL

Bureau: Mayor

No: 0102

Department: Elected Officials

No: 0010

Bureau Description:

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

Goals and Objectives:

- To represent the City's interest on City, County, State, and Federal levels of government.
 - To deliver the highest quality of Public Safety services.
 - Organize efficient delivery of City services.
 - To focus on bringing new businesses, jobs, and residents to the City in order to continue to grow our tax base.
 - To focus on building/strengthening community partnerships.
 - To focus on quality of life/quality of neighborhoods
-

Prior Year Achievements:

- Launched "We Build Bethlehem" community engagement platform.
 - World Heritage Transnational Cooperation Agreement and submission of Nomination Document 8/8/22 (Bethlehem, Gracehill, & Hernhut) and initiated the economic impact study.
 - Celebrated 30th year Jubilee with Sister City, Schwäbisch Gmünd.
 - Created and released two seasonal Bethlehem Newsletters.
 - Led City Hall implementation efforts of Year 1 Goals of the City's Climate Action Plan.
 - Planned Live on the Greenway and Live in the Garden.
 - Supported Mayors Against Illegal Guns and joined Mayors for Peace; launched Gun Violence Awareness Campaign.
 - Launched social media initiative which included The Bethlehem Corner, and Moving with the Mayor.
 - Distributed bilingual "We Build Bethlehem" Pandemic Recovery Survey and presented results.
 - Announced Plans for a SouthSide Community Center feasibility study.
 - Reengaged and led community partnerships through South Side Task Force, Latino Advisory Council, NAACP Advisory Board, and Human Relations Commission.
 - Held first LGBTQ+ Needs Forum.
 - Initiated conversations with Bethlehem Housing Authority, ASTOUND and Service Electric around promoting the Affordable Connectivity Program.
 - First flag raisings to commemorate Pride Month, Transgender Day of Remembrance, Juneteenth, and Chilean Independence Day.
 - Worked with Citizen's Christmas Committee to expand Christmas events.
 - Partnered with HGSK, NCC, ArtsQuest and Representative Steve Samuelson's Office for 2022 Hispanic Heritage Month Celebration at the Touchstone Theatre's Barrio Stage.
 - Worked with the IT department to acquire Camino Software to streamline the City's Special Events permitting process.
 - Began preliminary research to design City's Equity Plan.
 - Strengthened partnerships with Bethlehem Area School District and local colleges.
 - Worked with all departments and partners to create an emergency shelter plan during the winter.
 - Worked with the Health Bureau, Public Works Department and the Police Department to initiate cleanup of encampments and build relationships with unsheltered neighbors including providing needed referrals.
 - Worked with the Public Works department and the Department of Community and Economic Development to support local businesses with parklets and road closures to increase outdoor dining capacity during pandemic.
 - Worked with the Health Bureau and all departments to mitigate the impact of COVID-19 within City Hall and throughout the community.
 - Worked with the Public Works department and the Department of Community and Economic Development to begin the process to redesign Friendship Park and held a community block party in the park.
 - Worked with the Recreation Department to successfully staff and open all 5 City pools.
 - Worked with the Department of Community and Economic Development to hold several events promoting our NorthSide Alive Program.
 - Worked with the Public Works department and the Department of Community and Economic Development to announce plans to reimagine West Bethlehem including plans to redesign W. Broad St.
 - Worked with the Department of Community and Economic Development to acquire recommendations from Michael Baker International to pursue built solutions for a permanent emergency shelter in Bethlehem and ensure continuity of care.
 - Worked with the Department of Community and Economic Development to begin consultant work with the Reinvestment Fund to determine Bethlehem's affordable housing solutions.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0102 MAYOR**

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
NC	Mayor	1	1	1	1	1 90,500
NC	Dir. Of Mayor's Initiatives	1	1	1	1	1 76,875
NC	Dir. Of Equity & Inclusion	1	1	1	1	1 76,875
Total Positions		3	3	3	3	3 244,250
Account Detail						
40001	SALARIES	201,787	213,918	214,309	240,500	244,250
40004	TEMPORARY HELP	24,841	31,065	35,404	40,000	40,000
Personnel		226,628	244,983	249,713	280,500	284,250
41013	OFFICE EXPENSE	722	252	375	400	500
Materials & Supplies		722	252	375	400	500
42055	PROFESSIONAL SERVICES	-	-	-	18,000	18,000
42060	OTHER EXPENSES	3,505	2,326	2,457	3,400	3,500
420607	CITY EVENTS	1,092	99	500	1,700	2,000
Purchased Services		4,597	2,425	2,957	23,100	23,500
Total	MAYOR	231,947	247,660	253,045	304,000	308,250

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

2023 BUDGET REQUEST JUSTIFICATION

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

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BUREAU DETAIL

Bureau: Controller

No: 0103

Department: Elected Officials

No: 0010

Bureau Description:

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

Goals and Objectives:

- Ensure that all Contracts and Purchase Orders precede the transactional commitment and check for availability of city funds.
 - Continue review of Pension Investment policies, manager insurance coverage and fee structures.
 - Review of Petty Cash and other cash handling procedures for compliance and suggested improvements.
 - Continue oversight and review of outstanding Miscellaneous Accounts Receivables.
 - Review contracts, professional service agreements, change orders and other legally binding documents prior to execution.
 - Continue to review casino revenue collections and compare to the 2023 budget.
 - Continue monitoring of guidelines and usage for Purchasing Cards (P-Cards).
 - Follow-up with City Administration regarding the Independent CPA's audit recommendations as to procedure changes and compliance.
 - Prepare and distribute to Council and the Administration a quarterly financial review on many of the topics listed above. This report is also made public on the city website.
 - Collaborate with the Administration to establish updated policies and procedures for travel, travel advances, capital purchases and other needed areas.
-

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions:				
NC	Controller	1	1	1	1	49,000
TAMS	Deputy City Controller	1	1	1	1	88,996
TAMS	Account Clerk II	1	1	1	1	63,616
Total Positions		3	3	3	3	201,612
Account Detail						
40001	SALARIES	178,116	188,058	214,063	202,384	200,772
40002	LONGEVITY	800	900	500	840	840
40004	TEMPORARY HELP	26,420	27,257	28,717	17,415	30,000
Personnel		205,336	216,215	243,280	220,639	231,612
41013	OFFICE EXPENSE	207	-	77	600	600
Materials & Supplies		207	-	77	600	600
42032	TRAINING/CONT. EDUCATION	1,169	18	-	1,500	1,500
42060	OTHER EXPENSES	388	125	110	550	550
Purchased Services		1,557	143	110	2,050	2,050
Total	CONTROLLER	207,100	216,358	243,467	223,289	234,262

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	30,000	TEMPORARY HELP 30,000 - PART-TIME POSITION, ADDITIONAL FOR STAFF ABSENCES
41013	600	OFFICE EXPENSE 600 - MISCELLANEOUS OFFICE SUPPLIES, PRINTER SUPPLIES, ETC
42032	1,500	TRAINING/CONTINUING ED. 1,500 - LOCAL AUDITOR/CONTROLLER'S CONFERENCES
42060	550	OTHER EXPENSES 100 - LOCAL MILEAGE 150 - PROFESSIONAL DUES 300 - MISCELLANEOUS FURNITURE, OTHER ITEMS

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BUREAU DETAIL

Bureau: Treasurer

No: 0104

Department: Elected Officials

No: 0010

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Performed all duties as established by Ordinance #1730.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0104 TREASURER

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
NC	Treasurer	1	1	1	1	2,200
	Total Positions	1	1	1	1	2,200
Account Detail						
40001	SALARIES	1,800	2,200	2,200	2,200	2,200
	Personnel	1,800	2,200	2,200	2,200	2,200
Total	TREASURER	1,800	2,200	2,200	2,200	2,200

BUREAU DETAIL

Bureau: Law

No: 0105

Department: Elected Officials

No: 0010

Bureau Description:

This bureau provides a complete spectrum of legal services to the Mayor and all City departments and bureaus. The in-house professional staff consists of four part-time attorneys and one paralegal. The Solicitor also supervises the City's Right to Know Officer who is assigned to the Law Bureau. Retained counsel is selected on merit when special expertise is required. There continues to be an increase in the demand upon the Law Bureau for service, including but not limited to litigation defense, litigation prosecution, contract preparation and review, and legal advice and counsel to all City departments and bureaus, 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 and all its departments and bureaus 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, permits, 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 other debts owed to the City, including bankruptcy cases.
 - Provided legal research and counsel to all City departments and bureaus.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0105 LAW

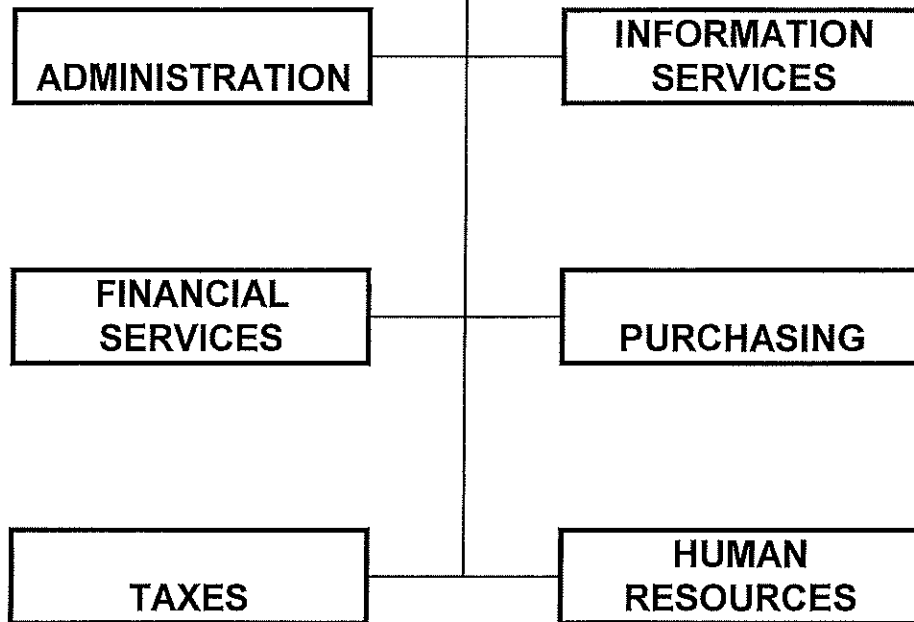
		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
NC	Solicitor	1	1	1	1	65,890
NC	Assistant Solicitor	2	2	2	2	-
TAMS	Paralegal	1	1	1	1	78,721
TAMS	Legal Assistant	1	1	1	1	62,828
Total Positions		5	5	5	5	3 207,439
Account Detail						
40001	SALARIES	298,359	313,049	321,111	306,111	204,799
40002	LONGEVITY	2,200	2,200	2,300	2,640	2,640
40004	TEMPORARY HELP	11,500	17,394	23,702	38,000	133,144
Personnel		312,059	332,643	347,113	346,751	340,583
42060	OTHER EXPENSES	7,323	7,150	6,287	9,000	7,500
Purchased Services		7,323	7,150	6,287	9,000	7,500
Total	LAW	319,382	339,793	353,400	355,751	348,083

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	133,144	TEMPORARY HELP 133,144 - SALARIES FOR 3 PART-TIME ASSISTANT SOLICITORS
42060	7,500	OTHER EXPENSES 7,500 - 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



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:

- HR will continue to support the organization with filling open positions during the current labor shortage
 - Purchasing will continue to search for optimal pricing during current inflationary environment
 - IS will continue to support all departments with ongoing technology initiatives
 - Execute capital projects at the golf complex (pro shop moved down).
 - Implement employee portal module
 - Transition team with new Director of Budget & Finance, Director of Financial Services, Purchasing Specialist
 - Research agencies to assist with organizational succession planning
 - Implement new Special Event software and processes
-

Prior Year Achievements:

- S&P upgraded City credit rating from A+ to AA-. There have been 10 credit reviews since 2014. Each one has either re-affirmed the existing rating (5x), or resulted in an upgrade (5x). After 4 consecutive re-affirms of the A+ rating, this was the first upgrade since February of 2017.
 - Completed contract negotiations with SEIU (December 2021). 3-year contract (2022-2025)
 - Completed contract negotiations with FOP. 4-year contract (2023-2026)
 - Completed contract negotiations with IAFF. 4-year contract (2023-2026)
 - Implemented ARPA operating plan. (Respond)
 - Implemented ARPA capital plan. (Recover)
 - Implemented ARPA reinvestment plan. (Reinvest)
 - Golf course posted record revenues.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0201 ADMINISTRATION**

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
NC	Business Administrator	1	1	1	1	1 118,814
TAMS	Director of Budget & Finance	1	1	1	1	1 115,078
Total Positions		2	2	2	2	2 233,892
Account Detail						
40001	SALARIES	206,486	212,681	216,935	203,112	231,252
40002	LONGEVITY	900	1,000	1,100	1,440	2,640
Personnel		207,386	213,681	218,035	204,552	233,892
42036	COMMUNICATIONS	32,786	33,600	27,299	36,000	-
42060	OTHER EXPENSES	2,832	2,328	2,234	3,000	4,000
Purchased Services		35,618	35,928	29,533	39,000	4,000
Total	ADMINISTRATION	243,004	249,609	247,568	243,552	237,892

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42060	4,000	OTHER EXPENSES
		3,000 - MISCELLANEOUS
		PA LEAGUE OF CITIES REGISTRATION FEES, OFFICE SUPPLIES, AND BUDGET BOOK.
		1,000 - CONTINUING PROFESSIONAL EDUCATION, CPA LICENSE, PICPA DUES.

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BUREAU DETAIL

Bureau: Information Services **No:** 0202

Department: Administration

No: 0020

Bureau Description:

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

Goals and Objectives:

- Implement Camino Online application software for Special Events, Permitting, Health, Engineering, etc.
 - Provide more installation and support for cameras and camera network.
 - Analyze and begin implementation of new online payment portal including functionality such as paperless billing, one-time payments, phone payments, recurring payments, and payment reminders.
 - Increase the volume and speed of PC and laptop replacement.
 - Assist with city wide AMI meter replacement project.
 - Establish recurring training sessions for current and new employees in Cognos report writing, enterprise applications, EAC, MS Office, data integrity, work process, etc.
 - Upgrade City GIS geodatabases to MSSQL Server 2019 and deploy ArcGIS Enterprise for use by all City departments.
 - Analyze and assist WSR in the implementation of an ArcGIS Utility network and the selection of Asset Management/Work Order applications to manage all WSR assets and inspections.
 - Streamline billing, management, and distribution of City mobile devices – correct budget, MDM, etc.
-

Prior Year Achievements:

- Developed Storm water inspection application to facilitate recording and maintenance of inspection data for Storm water assets.
 - Completed migration of Microsoft Office, Windows Server, and Exchange to versions 2019 or higher.
 - Replaced and upgraded aging wireless infrastructure for cameras and video management servers.
 - Continued to update, upgrade, automate, data cleanse, and integrate ERP applications.
 - Explored replacing leased fiber connection to water filtration with microwave hop.
 - Created application to collect status of Lead Service lines at 37,000+ meter locations for WSR.
 - Implemented centralized management and monitoring of both all network infrastructure devices.
 - Took over admin, distribution, and procurement of all City mobile devices (phones, tablets, etc.).
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Computer Systems Mgr	1	1	-	-	-
TAMS	Network Manager	1	1	1	1	99,419
TAMS	Network Technician	-	-	1	1	85,578
TAMS	Programming Manager	1	1	1	1	98,579
TAMS	Application Support Prog	-	-	1	1	80,412
TAMS	GIS Manager	1	1	1	1	77,119
Total Positions		4	4	5	5	441,107
TAMS	25% Allocate GIS Manager					(19,280)
TAMS	25% Allocate GIS Manager					(19,280)
TAMS	33% Allocate Programming Manager					(32,531)
TAMS	33% Allocate Programming Manager					(32,531)
TAMS	25% Allocate Application Support Programmer					(20,103)
TAMS	25% Allocate Application Support Programmer					(20,103)
						297,279
Account Detail						
40001	SALARIES	262,350	263,358	285,643	289,754	294,149
40002	LONGEVITY	4,522	4,706	2,340	3,089	3,130
40004	TEMPORARY HELP	32,960	32,251	-	-	-
Personnel		299,832	300,315	287,983	292,843	297,279
41014	OPERATING SUPPLIES	1,862	2,588	2,779	6,000	6,000
Materials & Supplies		1,862	2,588	2,779	6,000	6,000
42032	TRAINING/CONT. EDUCATION	9,080	-	1,625	2,800	8,000
42047	DEPARTMENT CONTRACTS	131,581	284,914	331,376	314,700	369,000
42055	PROFESSIONAL SERVICES	19,750	-	-	2,000	2,000
42064	EQUIPMENT MAINTENANCE	13,935	8,816	4,770	10,000	10,000
Purchased Services		174,346	293,730	337,771	329,500	389,000
43099	EQUIPMENT	42,586	59,995	34,693	61,750	96,500
Equipment		42,586	59,995	34,693	61,750	96,500
Total	INFORMATION SERVICES	518,626	656,628	663,226	690,093	788,779

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	6,000	OPERATING SUPPLIES 2,000 - NETWORK CABLE SUPPLIES 4,000 - IT TOOLS, SUPPLIES, COMPUTER ROOM MODS, ETC.
42032	8,000	TRAINING/CONTINUING ED. 8,000 - IT STAFF TRAINING (MS SQL, ESRI, HTML, ETC.)
42047	369,000	DEPARTMENT CONTRACTS 11,000 - CYBERSECURITY AWARENESS TRAINING SUBSCRIPTION 135,000 - FINANCIAL APPLICATION SOFTWARE MAINTENANCE 45,000 - CITY WIDE INTERNET AND NETWORKING 47,000 - CITY WIDE MOBILE PHONES AND DATA DEVICES 32,000 - WEBSITE SUPPORT AND DEVELOPMENT 55,000 - GIS ESRI ANNUAL MAINTENANCE 11,000 - VM BACKUP SOFTWARE MAINTENANCE 1,500 - INVENTORY AND SOFTWARE DEPLOYMENT 14,500 - CONTENT FILTER SUPPORT AND MAINTENANCE 9,000 - VPN SUPPORT AND MAINTENANCE 33,000 - RMS SUPPORT AND MAINTENANCE 500 - DOMAIN REGISTRATION 7,500 - SECURITY SOFTWARE SUBSCRIPTION 8,000 - VM SUPPORT AND MAINTENANCE 2,500 - SSL CERTIFICATES 1,000 - EMAIL MAILING LIST 1,500 - ADOBE ACROBAT SUBSCRIPTION 32,000 - SPECIAL EVENTS PERMITTING 4,000 - MULTIFACTOR AUTHENTICATION SUBSCRIPTION 8,000 - EXTENDED SERVER HARDWARE MAINTENANCE -45,000 - CHARGED TO WATER FUND -45,000 - CHARGED TO SEWER FUND
42055	2,000	PROFESSIONAL SERVICES 12,000 - IT 3RD PARTY SUPPORT -5,000 - CHARGED TO WATER FUND -5,000 - CHARGED TO SEWER FUND
42064	10,000	EQUIPMENT MAINTENANCE 10,000 - HARDWARE/SOFTWARE REPAIR/REPLACEMENT COMPONENTS
43099	96,500	EQUIPMENT 10,000 - NETWORK COMPONENTS 25,000 - REPLACEMENT OF DESKTOPS, LAPTOPS, TABLETS, ETC. 1,500 - DEPT REQUEST - FIRE (1) LAPTOP 60,000 - MDT'S, DOCKING STATIONS, ETC. FOR PUBLIC SAFETY 5 - FOR FIRE 6 - FOR POLICE 2 - FOR EMS

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BUREAU DETAIL

Bureau: Financial Services

No: 0203

Department: Administration

No: 0020

Bureau Description:

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

Goals and Objectives:

- Implement GASB 87-Leases. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments.
 - Apply new technology to the revenue processing function.
 - Implement process for abandoned and unclaimed property including compliance in reporting and submission to the state
-

Prior Year Achievements:

- Successfully prepared Schedule of Expenditures of Federal Awards (SEFA). Completed and submitted a report that was reviewed by Maher Duessel and deemed accurate.
 - Provided excellent service to our residents during the Coronavirus pandemic. Encouraged alternative payment methods to minimize customer contact while maintaining service.
 - Trained and mentored new staff to maintain efficiency in daily operations.
 - Updated the preparation of Tax Certifications for efficiency so time can be spent on more value added activities.
 - Improved efficiency in the daily cashier reconciliation process as well as deposit preparation by automating the cash counting process.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Director of Fin Services	1	1	1	1	94,058
TAMS	Financial Ops Accountant	1	1	1	1	89,356
TAMS	Mgr Accounts Payable	1	1	1	1	81,213
TAMS	Admin. Support Assistant	1	1	1	1	69,183
SEIU	Account Clerk II	2	2	2	2	95,750
Total Positions		6	6	6	6	429,560
Account Detail						
40001	SALARIES	402,003	415,760	410,336	444,340	425,720
40002	LONGEVITY	4,300	4,800	4,700	7,080	3,840
Personnel		406,303	420,560	415,036	451,420	429,560
41013	OFFICE EXPENSE	479	550	715	1,000	1,000
Materials & Supplies		479	550	715	1,000	1,000
42048	BANK SERVICE CHARGE	-	191	257	1,500	1,500
42060	OTHER EXPENSES	5,797	610	767	1,600	1,600
Purchased Services		5,797	801	1,024	3,100	3,100
Total	FINANCIAL SERVICES	412,579	421,911	416,775	455,520	433,660

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

2023 BUDGET REQUEST JUSTIFICATION

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

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BUREAU DETAIL

Bureau: Purchasing

No: 0205

Department: Administration

No: 0020

Bureau Description:

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

Goals and Objectives:

- Develop project plan in coordination with Legal Bureau to determine prioritization and schedule for implementing following standard operating procedures in SharePoint for following contracts/agreement types
 - Maintenance
 - Grants
 - Developer
 - Use Permit
 - Subrecipient
 - Fix Term Employment
 - Continue financial vendor credit checks and background checks, federal and state debarment checks, etc., prior to on-boarding vendors and continue vendor monitoring throughout active life of vendor.
 - Continue to provide training to City staff on requisition to pay policies including SharePoint contract execution process for Professional Services, Construction and Goods and Services.
 - Conduct vehicle and equipment surplus auctions.
-

Prior Year Achievements:

- Upgraded SharePoint platform to enhance workflow automation. Also integrated scanning features in select Ricoh copiers to automatically populate contract documents into SharePoint document library.
 - Strategic purchasing initiatives including but not limited to maintenance agreements, co-operative purchasing alliances, preferred vendor partnerships, energy, etc.
 - Updated Procurement Card policies and procedures and developed new employee manual.
 - Conducted two vehicle auctions and one equipment auction.
 - Piloted Goods and Services contracts in SharePoint which automates contract workflow tasks and reduces contract execution turnaround time.
 - Assisted Controller's Office in updating Petty Cash and Employee Reimbursement policies.
 - President of Lehigh Valley Cooperative Purchasing Council (LVCPC) and 2nd VP of Pennsylvania Public Purchasing Association (PAPPA). Served as Mentor for National Institute of Public Procurement (NIGP). Presented Procurement Best Practices and Six Sigma for Government at numerous PAPPA and NIGP forums.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0205 PURCHASING**

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Purchasing Director	1	1	1	1	107,705
TAMS	Purchasing Specialist	-	-	-	1	72,457
SEIU	Secretary II	1	1	1	-	-
Total Positions		2	2	2	2	180,162
Account Detail						
40001	SALARIES	145,546	149,913	152,911	159,027	179,562
40002	LONGEVITY	1,300	1,500	1,700	2,280	600
40003	OVERTIME	38	-	-	-	-
Personnel		146,884	151,413	154,611	161,307	180,162
41013	OFFICE EXPENSE	898	777	372	1,000	1,100
Materials & Supplies		898	777	372	1,000	1,100
42032	TRAINING/CONT. EDUCATION	1,567	525	1,195	1,500	1,500
42040	ADVERTISING AND PRINTING	3,029	5,608	5,016	7,000	7,000
42047	DEPARTMENT CONTRACTS	3,994	5,525	651	6,000	6,600
42060	OTHER EXPENSES	515	65	565	100	500
Purchased Services		9,105	11,723	7,427	14,600	15,600
Total	PURCHASING	156,887	163,913	162,410	176,907	196,862

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	1,100	OFFICE EXPENSE 1,100 - PURCHASING OFFICE SUPPLIES - MISCELLANEOUS
42032	1,500	TRAINING/CONTINUING ED. 500 - PROFESSIONAL DEVELOPMENT/CONTINUING EDUCATION 600 - CONFERENCE FEES/LODGING 400 - NIGP, PAPP, LVCPC, MEMBERSHIPS
42040	7,000	ADVERTISING AND PRINTING 7,000 - LEGAL ADS FOR BIDS
42047	6,600	DEPARTMENT CONTRACTS LEASE/PURCHASE AGREEMENTS: 3,000 - NEOPOST 700 POSTAGE METER 3,100 - CREDIT SAFE/AMAZON PRIME BUSINESS 500 - SHAREPOINT/MISCELLANEOUS
42060	500	OTHER EXPENSES 500 - MISCELLANEOUS ITEMS

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BUREAU DETAIL

Bureau: Taxes

No: 0206

Department: Administration

No: 0020

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Tax Auditor	1	1	1	1	1
	Total Positions	1	1	1	1	1
Account Detail						
40001	SALARIES	71,444	73,587	75,059	78,062	80,013
40002	LONGEVITY	2,000	2,100	2,200	2,640	2,640
40004	TEMPORARY HELP	25,755	26,265	24,682	27,000	28,000
	Personnel	99,199	101,952	101,941	107,702	110,653
42040	ADVERTISING AND PRINTING	-	-	314	1,000	1,000
42055	PROFESSIONAL SERVICES	69,253	66,148	64,918	67,000	67,000
42060	OTHER EXPENSES	530	215	27	1,000	1,000
	Purchased Services	69,783	66,363	65,259	69,000	69,000
Total	TAXES	168,982	168,315	167,200	176,702	179,653

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	28,000	TEMPORARY HELP 28,000 - PART-TIME POSITION 25 HOURS/WEEK
42040	1,000	ADVERTISING AND PRINTING 1,000 - ENVELOPES & FORMS RULES AND REGULATIONS TAXPAYER BILL OF RIGHTS - DISCLOSURE STATEMENTS
42055	67,000	PROFESSIONAL SERVICES 65,000 - TRI-STATE FINANCIAL GROUP CONTRACT CHARGES 2,000 - NORTHAMPTON COUNTY TCC ASSESSMENT
42060	1,000	OTHER EXPENSES 1,000 - MISCELLANEOUS OFFICE EXPENSES, TRAVEL COSTS, AND OTHER UNFORESEEN EXPENSES

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BUREAU DETAIL

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 employee training to ensure compliance with City policies and promote a safe and healthy work environment.
 - Review and revise personnel policies and procedures as necessitated by practical and/or legal considerations.
 - Assist employees with questions and concerns regarding compensation and benefits.
-

Prior Year Achievements:

- Conducted employee survey to determine vaccination levels of all City staff to continue providing a safe workplace for employee and ensure the continuity of City services to our residents.
 - Provided supervisor training including the process for handling reasonable suspicion and the effects of substance abuse in the workplace of the worker's compensation reporting process.
 - Provided Implicit Bias training for all full-time and permanent part-time employees.
 - Assisted in contract negotiations resulting in renewed contracts for all three (3) labor unions.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

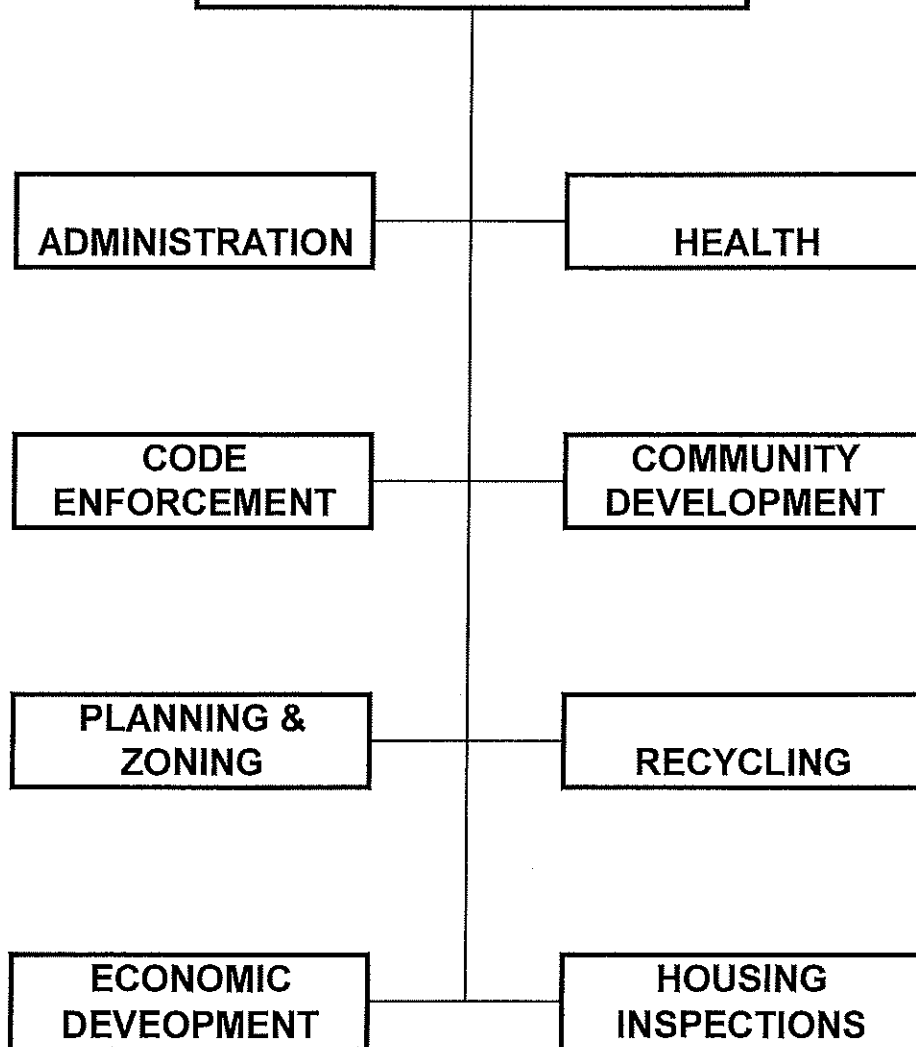
		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Director of HR	1	1	1	1	114,358
TAMS	Compliance Officer	1	1	1	1	84,303
TAMS	Compensation Coordinator	1	1	1	1	84,303
Total Positions		3	3	3	3	282,964
Account Detail						
40001	SALARIES	238,522	250,583	255,595	265,819	280,324
40002	LONGEVITY	1,200	1,300	1,600	2,280	2,640
40004	TEMPORARY HELP	14,492	15,342	11,036	2,382	17,304
40011	EDUCATION INCENTIVE BONUS	-	-	-	-	2,000
Personnel		254,214	267,225	268,231	270,481	302,268
41013	OFFICE EXPENSE	1,020	1,284	982	1,500	1,500
Materials & Supplies		1,020	1,284	982	1,500	1,500
42032	TRAINING/CONT. EDUCATION	-	14,025	15,049	11,500	15,500
42060	OTHER EXPENSES	904	732	1,119	1,500	1,500
42067	RECRUITING & TESTING	51,172	46,457	80,067	98,000	90,000
Purchased Services		52,076	61,214	96,235	111,000	107,000
Total	HUMAN RESOURCES	307,310	329,723	365,448	382,981	410,768

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	17,304	TEMPORARY HELP 17,304 - PART-TIME POSITION 15 HOURS/WEEK
40011	2,000	EDUCATION INCENT BONUS 2,000 - EDUCATION INCENTIVE BONUS FOR NON-UNIFORMED PERSONNEL.
41013	1,500	OFFICE EXPENSE 200 - PRINTING - EMPLOYEE HANDBOOK, UNION CONTRACT 200 - MANDATORY LABOR LAW POSTERS 1,000 - FORMS PRINTING - W2, 1095 C, AND ENVELOPES 100 - ORIENTATION MATERIALS
42032	15,500	TRAINING/CONTINUING ED. 1,500 - GENERAL HR TRAINING 600 - BENEFITS/PAYROLL TRAINING 200 - PROFESSIONALISM/ER TRAINING 200 - SAFETY/WELLNESS TRAINING 13,000 - CLASS A COMMERCIAL DRIVER'S LICENSE
42060	1,500	OTHER EXPENSES 700 - MEMBERSHIPS 450 - LOCAL ASSOCIATION MEETINGS 150 - MILEAGE REIMBURSEMENT 200 - MISCELLANEOUS ITEMS
42067	90,000	RECRUITING & TESTING 30,000 - POLICE PROMOTIONAL TESTING 15,000 - FIRE PROMOTIONAL TESTING 45,000 - EMPLOYMENT ADVERTISING

COMMUNITY & ECONOMIC DEVELOPMENT



BUREAU DETAIL

Bureau: Administration

No: 0301

Department: Community & Econ Dev

No: 0030

Bureau Description:

This bureau provides for the planning, directing, supervising, monitoring, and support of programs and activities within the Department of Community and Economic Development to include the bureaus of Health, Code Enforcement, Community Development, Planning & Zoning, Recycling, Economic Development, 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 oversee the execution of existing programs and initiatives and develop new programs and initiatives to spur redevelopment and increase well-being and vibrancy in the City's neighborhoods and business districts.
 - To secure new funding for various redevelopment projects and community development initiatives.
 - To compile program performance reports for state and federal agencies.
 - To continue monitoring state and federal legislation and funding opportunities.
 - To ensure that the bureaus of DCED are working cooperatively toward citywide objectives and priorities.
-

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
NC	Dir Comm & Econ Dev	1	1	1	1	1 118,860
NC	Deputy Dir Econ Dev	-	-	-	1	1 106,067
NC	Deputy Dir Comm Dev	1	1	1	1	1 94,021
TAMS	Business Manager	1	1	1	1	1 78,652
SEIU	Departmental Secretary	1	1	1	1	1 59,735
SEIU	Secretary II	3	3	3	3	3 159,332
Total Positions		7	7	7	8	8 616,667
Account Detail						
40001	SALARIES	491,966	472,549	454,509	577,923	609,827
40002	LONGEVITY	5,100	5,600	5,100	6,480	6,840
40003	OVERTIME	-	639	-	250	250
40004	TEMPORARY HELP	-	25,323	24,085	44,313	70,856
Personnel		497,066	504,111	483,694	628,966	687,773
41013	OFFICE EXPENSE	286	55	290	300	300
Materials & Supplies		286	55	290	300	300
42032	TRAINING/CONT. EDUCATION	711	1,215	-	4,000	4,000
42060	OTHER EXPENSES	1,809	1,595	2,441	2,000	2,000
Purchased Services		2,520	2,810	2,441	6,000	6,000
Total	ADMINISTRATION	499,872	506,976	486,425	635,266	694,073

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	250	OVERTIME 250 - SECRETARIAL OVERTIME FOR AFTER HOURS MEETINGS AND SPECIAL REPORTS.
40004	70,856	TEMPORARY HELP 70,856 - GRANTS ADMINISTRATOR.
41013	300	OFFICE EXPENSE 300 - PURCHASE OF OFFICE SUPPLIES.
42032	4,000	TRAINING/CONTINUING ED. 4,000 - TRAINING/CONTINUING ED.
42060	2,000	OTHER EXPENSES 590 - MEETING EXPENSES 600 - TRAVEL/MILEAGE 90 - BUSINESS CARDS 220 - OTHER MISCELLANEOUS EXPENSES 500 - DUES

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BUREAU DETAIL

Bureau: Health

No: 0302

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

Bureau Description:

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

Goals and Objectives:

- Provide city residents with health initiatives and direct services set forth by the five core program areas: Chronic Disease, Communicable Disease, Environmental Health, Maternal/Child Health, and Public Health Preparedness.
 - Update the organizational strategic plan for the health bureau.
 - Expand clinical services to high-need neighborhoods in Bethlehem through a mobile medical van.
 - Diversify funding sources through insurance billing and partnering with Medicaid Managed Care Organizations.
 - Perform lead-based paint remediation and/or Healthy Homes remediation on a minimum of 108 units through collaboration with Housing Rehabilitation and Housing Inspections programs.
 - Digitize environmental health records and inspection platforms to increase the capability of data analysis and strategic planning.
 - Collaborate with city departments to streamline the special event review and approval process.
 - Create an Overdose Fatality Review Team to understand the risk factors and systems gaps leading to fatal overdoses and identify opportunities to prevent future overdoses.
 - Promote healthy behaviors that reduce chronic diseases.
 - Improve community readiness to ensure that residents are equipped and ready to respond to public health emergencies.
-

Prior Year Achievements:

- Expanded the Community Connections program to the entire police department and added another full-time social worker to the program.
 - Completed a community health needs assessment in collaboration with residents and community partners to identify the most pressing health issues and gaps impacting Bethlehem.
 - Transitioned to a new electronic medical records system, EPIC.
 - Created a health equity plan and implemented social determinants of health screenings for all clinic and home visitation clients. Additionally, conducted an individual, programmatic and organizational health equity assessment to identify gaps.
 - Obtained approximately \$4 million in HUD funding to address lead and improve the health and safety of the housing stock in Bethlehem.
 - Addressed COVID-19 through investigations, surveillance, community awareness, education, mitigation, and recovery efforts.
 - Utilized GIS to improve programmatic efficiencies, improve workflow, create real-time data and monitor performance.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
NC	Health Bureau Director	1	1	1	1	107,746
TAMS	Dir of EMV Health Prog	1	1	1	1	99,539
TAMS	Dir Chronic/Disease Ed Pr	1	1	1	1	99,779
TAMS	Dir of MCH Prog/Nursing	1	1	1	1	90,846
TAMS	Sanitarian	1	1	1	1	80,853
SEIU	Environmental Health Tech	1	1	1	-	-
SEIU	Office Manager	1	1	1	1	63,765
SEIU	Health Secretary	1	1	1	1	56,378
Total Positions		8	8	8	8	7
						598,906
						10,080
						608,986
Contract Positions Longevity						10,080
						608,986
Account Detail						
40001	SALARIES	578,265	617,553	583,229	628,884	589,906
40002	LONGEVITY	9,700	10,300	8,900	20,520	19,080
40004	TEMPORARY HELP	683,565	783,600	876,329	1,032,312	1,134,087
Personnel		1,271,530	1,411,453	1,468,458	1,681,716	1,743,073
41013	OFFICE EXPENSE	568	554	736	500	500
41014	OPERATING SUPPLIES	1,182	142	66	1,350	1,350
41016	UNIFORMS/SAFETY SHOES	215	363	200	750	800
41023	GASOLINE	1,353	610	374	1,600	1,600
Materials & Supplies		3,318	1,669	1,376	4,200	4,250
42032	TRAINING/CONT. EDUCATION	2,005	200	321	2,500	2,500
42040	ADVERTISING AND PRINTING	908	-	650	1,200	1,000
42060	OTHER EXPENSES	7,269	3,525	3,612	6,500	6,350
42070	CLINIC SERVICE	63,855	37,296	69,369	76,000	85,753
42171	LEAD/HEALTHY HOMES	28,167	35,393	7,599	177,476	143,732
42172	PEDIATRIC OUTREACH	13,606	2,632	2,015	2,792	2,793
42172E	MCH INITIATIVE	687	625	930	14,000	17,250
421730	COMMUNITY CONNECTION	-	-	-	-	5,335
42174	FOOD SAFETY	8,449	415	125	7,500	7,720
42175	LEAD HAZARD	438,128	236,301	210,023	350,500	705,026
42176	AIDS PROGRAM	14,399	2,761	5,948	40,771	28,970
42177	IMMUNIZATION OUTREACH	3,478	30,582	175,219	95,385	105,828
42177E	IMMUNIZATIONS EDU PRGM	52	-	119	-	1,000
42179	HOME VISITATION PROGRAM	9,939	-	659	4,000	4,000
42180	SAFE & HEALTHY COMMUNITY	57,744	63,579	98,385	67,236	67,236
42181	HEALTHY WOMEN 50+	18,243	16,666	14,461	40,000	40,000
42185	TB PROGRAM	-	-	143	3,263	2,134
42187E	ELECTRONIC HEALTH RECORD	9,797	19,016	9,617	300	-
42188	OPIOID PREVENTION	8,959	9,624	76,357	99,696	119,696
42190	HEALTH-HIGHWAY SAFETY PGM	3,154	1,379	6,881	14,412	14,412
42190E	CHRONIC DISEASE HLTH EDU	15,394	18,085	13,920	124,000	32,000
42193	PUBLIC HEALTH PREAREDNESS	88,266	427,532	738,892	5,096,263	1,984,527
42197	HEALTHY HOMES	-	-	-	232,190	422,840
Purchased Services		792,499	905,611	1,435,245	6,455,984	3,800,102
Total	HEALTH	2,067,347	2,318,733	2,905,079	8,141,900	5,547,425

* - Expense account is 100% grant reimbursed.

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	1,134,087	TEMPORARY HELP 128,212 - PUBLIC HEALTH PREPAREDNESS/MEDICAL RESERVE CORP** 111,619 - MATERNAL CHILD HEALTH** 125,791 - HIV/AIDS PROGRAM** 4,578 - TB PROGRAM OUTREACH** 102,278 - IMMUNIZATION PROGRAM** 168,366 - LEAD HAZARD CONTROL HEALTHY HOMES-HUD** 56,531 - TOBACCO/OPIOID** 13,390 - LEAD HAZARD CONTROL HEALTHY HOMES-PA STATE** 50,100 - HIGHWAY SAFETY** 43,134 - HEALTH SUPPORT 123,786 - SAFE AND HEALTHY COMMUNITIES** 9,807 - MFHS** 93,848 - COMMUNITY CONNECTIONS** 36,000 - CDBG-NORTHAMPTON COUNTY** 66,647 - HEALTHY HOMES**
41013	500	OFFICE EXPENSE 500 - OFFICE SUPPLIES THAT ARE NOT NORMALLY STOCKED BY THE PURCHASING BUREAU.
41014	1,350	OPERATING SUPPLIES 100 - POOL TESTING CHEMICALS 750 - DOSIMETRY BADGES & AREA MONITOR-REQUIRED 100 - SOLID WASTE/NUISANCE ABATEMENT SUPPLIES 400 - ENVIRONMENTAL INSPECTION SUPPLIES
41016	800	UNIFORMS/SAFETY SHOES 750 - SAFETY SHOES ENVIRONMENTAL STAFF 50 - INSPECTION/HOME VISIT UNIFORM
41023	1,600	GASOLINE 1,600 - REGULAR GAS FOR CITY VEHICLES AT \$3.00/GAL
42032	2,500	TRAINING/CONTINUING ED. 2,500 - APHA ANNUAL MEETING (DIRECTOR, PROGRAM DIRECTORS FOOD AND DRUG MEETING AND CONFERENCES ENVIRONMENTAL VARIOUS REQUIRED CERTIFICATIONS, TRAININGS, ETC.)
42040	1,000	ADVERTISING AND PRINTING 1,000 - ADVERTISING/PROMOTING SERVICES AND HEALTH INFORMATION ALERTS VIA VARIOUS MEDIA, AND OTHER RECRUITMENT EXPENSES
42060	6,350	OTHER EXPENSES 5,600 - ACCREDITATION 500 - FOOD SAFETY SYSTEM MAINTENANCE 250 - MILEAGE (DIRECTOR, PROGRAM DIRECTORS)
42070	85,753	CLINIC SERVICE 4,000 - STD CLINIC SUPPLIES 10,000 - FEE FOR SERVICE VACCINE 20,000 - INFLUENZA AND PNEUMOCOCCAL VACCINES

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		3,000 - STD CLINIC MEDICATIONS/LAB TESTS
		2,000 - TB CLINIC MEDICATIONS
		43,453 - PHYSICIAN/NURSE PRACTITIONER SERVICES/NURSING/ MALPRACTICE
		SIGNS, CHARTS, AND CHART HANGERS
		800 - LABORATORY LICENSE FEES
		2,500 - WOMEN'S CLINIC SUPPLIES/MEDICATIONS: CONTRACEPTIVES, SPECULUMS, TABLE PAPER AND GERMICIDAL CLEANER
42171	143,732	LEAD/HEALTHY HOMES--PA HUD
		1,500 - CONSULTANT** (HISTORIC REVIEW OFFICER)
		120,000 - SUBCONTRACT SERVICES** (CONTRACTOR)
		22,232 - OTHER COSTS** (RELOCATION, DUST WIPE ANALYSIS)
42172	2,793	PEDIATRIC OUTREACH
		450 - SUPPLIES** (OFFICE AND TRAINING SUPPLIES)
		1,230 - TRAVEL**
		1,113 - OTHER COSTS** (EHR MAINTENANCE, LICENSES)
42172E	17,250	MCH INITIATIVE
		3,250 - SUPPLIES** (BABY SUPPLIES, CRIBS)
		3,000 - TRAVEL** (MILEAGE, CONFERENCES)
		11,000 - OTHER COSTS (EHR MAINTENANCE, LIABILITY INSURANCE)
421730	5,335	COMMUNITY CONNECTIONS
		2,375 - TRAVEL: LODGING FOR CONFERENCES, SUBSISTENCE, TRAVEL AND MILEAGE**
		2,960 - OTHER COSTS: CELL PHONES, CONFERENCE REGISTRATIONS AND TABLETS**
42174	7,720	FOOD SAFETY
		2,800 - SUPPLIES** (SERVSAFE ITEMS, INSPECTION SUPPLIES)
		3,000 - TRAVEL** (FOOD SAFETY TRAINING)
		1,920 - OTHER COSTS** (WIRELESS CARDS)
42175	705,026	LEAD HAZARD
		5,700 - CONSULTANT** (HISTORIC REVIEW)
		600,000 - SUBCONTRACT SERVICES** (CONTRACTORS)
		3,000 - EQUIPMENT** (COMPUTERS AND SOFTWARE)
		7,000 - SUPPLIES** (OFFICE AND PROGRAM SUPPLIES)
		10,600 - TRAINING AND TRAVEL** (MILEAGE AND CONFERENCES)
		78,726 - OTHER COSTS** (ADVERTISING, LICENSING, CAR LEASE (PAYMENT 2 OF 3)) RADON AND LEAD TESTING SUPPLIES, CELL PHONE)
42176	28,970	AIDS PROGRAM
		3,196 - SUPPLIES** (MEDICAL SUPPLIES)
		4,423 - TRAVEL** (MILEAGE AND CONFERENCES)
		21,351 - OTHER COSTS** (TECHNOLOGY, EHR MAINTENANCE ADVERTISING, EDUCATIONAL MATERIALS)
42177	105,828	IMMUNIZATION OUTREACH

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		4,734 - IMMUNIZATION COALITION** (LVIC IMMUNIZATION INITIATIVE)
		9,000 - EQUIPMENT**
		7,000 - SUPPLIES** (MEDICAL SUPPLIES, VACCINE STORAGE)
		800 - TRAVEL ** (MILEAGE AND CONFERENCES)
		84,294 - OTHER COSTS** (EHR MAINTENANCE, ADVERTISING, INSURANCE)
42177E	1,000	IMMUNIZATIONS EDU PRGM
		1,000 - OTHER COSTS** (LIABILITY INSURANCE)
42179	4,000	HOME VISITATION PROGRAM
		2,000 - SUPPLIES** (HOME VISITATION SUPPLIES)
		2,000 - OTHER COSTS** (TRAINING AND EDUCATIONAL MATERIALS)
42180	67,236	SAFE & HEALTHY COMMUNITY
		36,324 - SUPPLIES** (PROGRAM AND OFFICE SUPPLIES, COMPUTERS)
		2,200 - TRAVEL** (MILEAGE AND CONFERENCES)
		28,712 - OTHER COSTS** (CELL PHONES, PRINTING, PROFESSIONAL MEMBERSHIPS, STEADI TOOLKITS, EDUCATIONAL MATERIALS)
42181	40,000	HEALTHY WOMEN 50+
		40,000 - SUBCONTRACT SERVICES** (BREAST AND CERVICAL CANCER SCREENINGS, TESTS AND DIAGNOSTIC SERVICES)
42185	2,134	TB PROGRAM
		109 - PATIENT SERVICES** (TB TESTS)
		1,025 - TRAVEL** (MILEAGE, CONFERENCE)
		1,000 - OTHER COSTS** (PRINTING, EHR MAINTENANCE)
42188	119,696	OPIOID PREVENTION
		73,500 - SUBCONTRACT SERVICES** (WORKSITE EDUCATION)
		8,687 - SUPPLIES** (EDUCATIONAL AND OFFICE SUPPLIES)
		5,600 - TRAVEL** (MILEAGE, CONFERENCE)
		31,909 - OTHER COSTS** (ADVERTISING)
42190	14,412	HEALTH-HIGHWAY SAFETY PGM
		3,026 - SUPPLIES** (OFFICE SUPPLIES, EDUCATIONAL MATERIAL)
		11,386 - TRAVEL** (MILEAGE, CONFERENCE)
42190E	32,000	CHRONIC DISEASE HLTH EDU
		2,000 - TRAVEL** (MILEAGE, CONFERENCE)
		30,000 - OTHER COSTS** (COMPUTER, LIABILITY INSURANCE, EDUCATIONAL MATERIALS)
42193	1,984,527	PUBLIC HEALTH PREPARED
		178,304 - SUBCONTRACT** (SOCIAL MEDIA CONSULTANT, MEALS ON WHEELS, HOUSING FOR HOMELESS)
		117,145 - EQUIPMENT** (MOBILE CLINIC VAN 50% BALANCE DUE)
		110,439 - SUPPLIES** (EDUCATIONAL SUPPLIES, OFFICE SUPPLIES, MRC SUPPLIES, EXERCISE AND TRAINING SUPPLIES, COMPUTER, DATA ANALYSIS SUBSCRIPTION)
		4,651 - TRAVEL** (MILEAGE, CONFERENCE)
		1,573,988 - OTHER COSTS** (WIRELESS CARD, POD STORAGE, CELL PHONE, COPIER MAINTENANCE, INTERNET HOST PROVIDER,

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		PROFESSIONAL MEMBERSHIPS, EXERCISE AND TRAINING SUPPLIES, PPE, EHR FEES, ADVERTISING)
42197	422,840	HEALTHY HOMES PRODUCT 9,000 - CONSULTANT** (HISTORIC REVIEW) 350,000 - SUBCONTRACT** (HEALTHY HOMES REMEDIATION) 8,240 - SUPPLIES** (REMEDICATION SUPPLIES, INSPECTION SUPPLIES, RADON SUPPLIES) 8,600 - TRAVEL** (MILEAGE, CONFERENCE) 47,000 - OTHER COSTS** (CAR LEASE, RELOCATION, ADVERTISING)

BUREAU DETAIL

Bureau: Code Enforcement **No:** 0303

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

Bureau Description:

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

Goals and Objectives:

- To provide efficient and effective enforcement of Article 1701 of the City's Codified Ordinances.
 - Continue to enforce the 2018 edition of the International Building and Residential Code.
 - Working to improve the turn-around time from the application date submission to permit issue date.
 - Incorporate new Community+ updates to improve bureau operation.
 - Implement technology upgrades to make field inspections more efficient.
-

Prior Year Achievements:

- Continued to meet state-mandated certification requirements for all inspectors.
 - All permits, reviews, approvals, and inspections logged into Community+.
 - Continue to deny permits to non-compliant property owners through Act 90 of 2010, the Neighborhood Blight Reclamation and Revitalization Act.
 - Continued excellent customer service.
 - Through August 2022, 2,652 permits issued, resulting in 3,795 inspections, for an estimated construction cost of \$136,738,855.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Chief Building Inspector	1	1	1	1	107,345
TAMS	Building/Housing Inspector	2	2	2	2	166,725
TAMS	Mechanical Inspector	1	1	1	1	85,263
TAMS	Electrical Inspector	1	1	1	1	59,950
TAMS	Permit Coordinator	1	1	1	1	75,070
Total Positions		6	6	6	6	494,353
Account Detail						
40001	SALARIES	394,847	436,018	459,966	482,850	488,713
40002	LONGEVITY	6,000	5,500	4,100	5,280	5,640
40004	TEMPORARY HELP	25,078	-	-	15,000	-
Personnel		425,925	441,518	464,066	503,130	494,353
41014	OPERATING SUPPLIES	636	734	850	1,130	2,130
41016	UNIFORMS/SAFETY SHOES	375	623	500	520	520
41023	GASOLINE	3,958	3,319	5,543	6,400	6,600
Materials & Supplies		4,969	4,676	6,893	8,050	9,250
42032	TRAINING/CONT. EDUCATION	1,682	2,936	3,755	4,000	7,000
42040	ADVERTISING AND PRINTING	326	291	94	1,000	1,000
42055	PROFESSIONAL SERVICES	-	10,960	8,540	23,000	43,000
42060	OTHER EXPENSES	758	1,294	120	4,570	6,100
Purchased Services		2,766	15,481	12,509	32,570	57,100
43099	EQUIPMENT	-	-	-	15,000	24,000
Equipment		-	-	-	15,000	24,000
Total	CODE ENFORCEMENT	433,660	461,675	483,468	558,750	584,703

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	2,130	OPERATING SUPPLIES 1,500 - COMPUTERIZED PERMIT FORMS 630 - MISCELLANEOUS MATERIALS - DUCT TAPE, CAUTION TAPE
41016	520	UNIFORMS/SAFETY SHOES 520 - 4 PAIR SAFETY SHOES FOR INSPECTORS @ \$130.00/PR
41023	6,600	GASOLINE 6,600 - FUEL CONSUMPTION FOR BUREAU OF CODE ENFORCEMENT
42032	7,000	TRAINING/CONTINUING ED. 3,500 - CONTINUING EDUCATION TO MAINTAIN STATE CERTIFICATIONS 3,500 - NATIONAL ICC CONFERENCE
42040	1,000	ADVERTISING AND PRINTING 1,000 - LEGAL ADVERTISEMENTS FOR THE PLUMBING, ELECTRICAL, AND CODE BOARD OF APPEALS
42055	43,000	PROFESSIONAL SERVICES 33,000 - EMERGENCY 3RD PARTY CERTIFIED INSPECTORS 10,000 - STRUCTURAL EVALUATIONS
42060	6,100	OTHER EXPENSES 250 - BUSINESS CARDS. 240 - INTERNATIONAL ELECTRICAL INSPECTORS DUES 4,000 - REFERENCE BOOKS FOR CERTIFICATION TESTING AND CODE 150 - PABCO MEMBERSHIP DUES 2 @ 75.00 500 - PENNBOC MEMBERSHIPS 960 - 4-AVL TRACKERS
43099	24,000	EQUIPMENT 12,000 - 1 VEHICLE LEASE YEAR 2 OF 3 12,000 - 1 VEHICLE LEASE YEAR 1 OF 3

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BUREAU DETAIL

Bureau: Community Development No: 0304

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

Bureau Description:

This bureau provides administration and oversight for all CDBG and HOME funded programs. The Office of Housing Rehabilitation is housed in this bureau, which provides financial and technical assistance to qualified homeowners for improvements to their residence, including the correction of code violations. Funding is geared towards improving the City's low to moderate income census tracts, microenterprise economic development activities, supporting the development of low/moderate income housing, and eliminating blight throughout the City.

Goals and Objectives:

- Effectively administer the City's CDBG and HOME awards, including ensuring compliance of both the City and all sub-recipients with program requirements
 - Provide a housing rehabilitation program utilizing CDBG and HOME funding to City of Bethlehem homeowners who want to rehabilitate their property, bring them into City code compliance and remediate lead hazards
 - Strengthen the City's low to moderate income neighborhoods by providing funding for infrastructure improvements and public service programs
 - Continue to address student housing, the regulated rental process, and other housing concerns
-

Prior Year Achievements:

- Awarded \$1,391,666 in CDBG program funds
- Awarded \$430,794 in HOME program funds
- Administered CDBG and HOME programs
- Conducted 3 technical assistance webinars for CDBG and HOME funding recipients and applicants
- Obtained public and private grant funding, for the bureau and departmental projects
- Provided technical assistance to sub-recipients to ensure compliance and more efficient use of funds
- Expect to settle up to 38 housing rehabilitation cases by end of 2022

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Housing & CD Planner	1	1	1	1	84,974
TAMS	Grant Program Manager	-	-	1	1	-
TAMS	Rehab Finance Specialist	1	1	1	1	76,801
Total Positions		2	2	3	3	161,775
Account Detail						
40001	SALARIES	124,023	137,018	182,454	246,072	160,815
40002	LONGEVITY	300	300	400	900	1,320
40004	TEMPORARY HELP	127,089	158,346	166,084	209,019	189,580
Personnel		251,412	295,664	348,938	455,991	351,715
41014	OPERATING SUPPLIES	154	1,098	32	1,100	550
41016	UNIFORMS/SAFETY SHOES	-	1,683	1,685	-	-
Materials & Supplies		154	2,781	1,717	1,100	550
42047	DEPARTMENT CONTRACTS	-	-	-	-	90,000
42150	HOUSING INITIATIVES	2,535	-	-	2,390	1,140
42151	NORTHSIDE 2027	905	193	25	1,300	25,000
42152	ECONOMIC DEVELOPMENT	102,366	662,235	97,424	219,249	-
42153	BLIGHT PROJECT	50	-	-	-	-
42154	BUSINESS DEVELOP/RETENT	35,495	4,600	-	10,000	-
42155	COMMUNITY DEVELOPMENT	-	-	-	-	12,900
Purchased Services		141,351	667,028	97,449	232,939	129,040
Total	COMMUNITY DEVELOPMENT	392,917	965,473	448,104	690,030	481,305

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	189,580	TEMPORARY HELP 189,580 - COMMUNITY DEVELOPMENT STAFF: REHAB TECH SPECIALIST CDBG MONITOR NEIGHBORHOOD COORDINATOR
41014	550	OPERATING SUPPLIES 550 - OPERATING SUPPLIES
42047	90,000	DEPARTMENT CONTRACTS 90,000 - PHARE RESIDENTIAL FACADE-NC REVITALIZATION GRANT
42150	1,140	HOUSING INITIATIVES 250 - SUPPLIES 500 - PRINTING/ADVERTISING 390 - SHOES
42151	25,000	NORTHSIDE 2027 25,000 - SUPPORT SERVICES & ENGAGEMENT
42155	12,900	COMMUNITY DEVELOPMENT 4,000 - SUPPORT SERVICES & ENGAGEMENT 8,900 - COMMUNITY FELLOW

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BUREAU DETAIL

Bureau: Planning & Zoning **No:** 0305

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

Bureau Description:

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

Goals and Objectives:

- Continue to facilitate and manage the Planning and Zoning review process so that it continues to be efficient, thorough and detailed while protecting the overall goals and objectives of the comprehensive plan.
 - Research and pursue additional funds and funding sources for Plan implementation.
 - Update Subdivision and Land Development Ordinance and finalize for adoption. Prepare updated SALDO to reflect recommendations of the Climate Action Plan (CAP).
 - Coordinate efforts with other departments and additional partners to implement long term plan recommendations for north and south side.
 - Enforce and implement policies and provisions included in Zoning Ordinance.
 - Continue to research amendments and updates to the Zoning Ordinance as appropriate.
 - Implement recommendations for the South Side Plan to ensure compatibility between historic preservation and zoning.
 - Pursue implementation of the recommendations of the Broad Street Active Transportation Plan, including pursuit of grant opportunities as appropriate.
 - Finalize the feasibility study for the bike/pedestrian bridge over the Lehigh River.
 - Continue to incorporate CAP recommendations into all development plan reviews, grant requests and long-term plan development.
 - Coordinate historic preservation initiatives into plan reviews and the overall development process.
-

Prior Year Achievements:

- Continue to work with Planning Commission, Zoning Hearing Board, Historic Conservation Commission and HARB to manage and coordinate the overall land development process.
 - Completed feasibility study for bike/pedestrian bridge design over the Lehigh River.
 - Review and management of land development and subdivision plans.
 - Researched and drafted zoning amendments as appropriate and necessary.
 - Participated in the Southside Vision Development Committee Activities.
 - Coordinated development of Friendship Park redesign with the assistance of the Public Realm committee of the Northside Alive initiative.
 - Prepared a final draft of a new SALDO for Planning Commission review and consideration.
 - Pursued funding for implementation of the Broad Street Active Transportation Plan, including Multimodal and Safe Streets and Roads for All.
 - Submitted and was awarded grants to DCNR for the Fairview Park Kaboom project and also the development of the southern end of Monocacy Way trail from Schoenersville Road to the D & L Corridor.
 - Managed two subcommittees related to CAP implementation, Land Use and Greenways and Transportation and Mobility.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
NC	Dir of Planning & Zoning	1	1	1	1	106,071
TAMS	Aselstant Planning Dir	1	1	1	1	97,259
TAMS	Zoning Officer	1	1	1	1	66,872
Total Positions		3	3	3	3	270,202
Account Detail						
40001	SALARIES	243,500	262,638	275,056	285,505	270,082
40002	LONGEVITY	1,400	1,500	1,600	2,040	120
Personnel		244,900	264,138	276,656	287,545	270,202
41013	OFFICE EXPENSE	572	391	739	675	675
41014	OPERATING SUPPLIES	349	1,236	925	500	500
Materials & Supplies		921	1,627	1,664	1,175	1,175
42030	HEARING BOARD EXPENSES	67,533	66,321	57,533	69,800	73,650
42032	TRAINING/CONT. EDUCATION	2,028	474	2,692	2,500	3,000
42040	ADVERTISING AND PRINTING	10,004	13,099	16,868	17,000	21,000
42047	DEPARTMENT CONTRACTS	71,719	38,574	92,345	106,500	58,100
42060	OTHER EXPENSES	1,788	1,104	1,730	1,750	2,750
Purchased Services		153,072	119,572	171,168	197,550	158,500
Total	PLANNING & ZONING	398,893	385,337	449,488	486,270	429,877

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	675	OFFICE EXPENSE 675 - OFFICE SUPPLIES
41014	500	OPERATING SUPPLIES 500 - MISCELLANEOUS OPERATING SUPPLIES
42030	73,650	HEARING BOARD EXPENSES 3,850 - ZHB MEMBERS - 22 MEETINGS @ \$175/MEETING 60,000 - LEGAL FEES 9,500 - STENOGRAPHER COSTS TO ZHB 300 - COURT FEES
42032	3,000	TRAINING/CONTINUING ED. 1,000 - HARB & SBHCC: MANDATED BY STATE 2,000 - SEMINARS/TRAINING/CONFERENCES
42040	21,000	ADVERTISING AND PRINTING 20,000 - ZHB LEGAL ADS 1,000 - HISTORICAL CONSERVATION COMMISSION, HISTORICAL AND ARCHITECTURAL REVIEW BOARD AND PLANNING COMMISSION
42047	58,100	DEPARTMENT CONTRACTS 33,600 - HISTORIC AND ARCHITECTURAL CONSULTING CONTRACT 24,500 - GREENWAY DESIGN
42060	2,750	OTHER EXPENSES 1,500 - PROFESSIONAL MEMBERSHIPS 500 - MILEAGE AND TRAVEL COSTS 750 - LITERATURE, PUBLICATIONS, SUBSCRIPTIONS

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BUREAU DETAIL

Bureau: Recycling

No: 0307

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

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Completed renovations at Bethlehem Yard Waste Facility. Renovations included new litter fences, expansion of current grinding and storage working areas, expansion of resident loading and off-loading sections. Created a City storage area for oversize logs and wood materials.
 - Accepted and processed over 500 cubic yards of oversize log/wood materials collected from various City of Bethlehem properties.
 - Processed and removed over 80,000 cubic yards of compost and mulch materials from Bethlehem Yard Waste Facility.
 - Accepted and processed over 200 pounds of illegally discarded TV sets collected from various City properties.
 - Cross trained Theis/Cornfeld Recycling Center & Bethlehem Yard Waste personnel to work at either facility.
 - Received over \$345,462 in PA DEP Equipment Grant monies. We purchased a new front-end loader for the yard waste facility, roll-off containers and compactors for the drop off center.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Director of Recycling	1	1	1	1	97,379
SEIU	Rec Maint/Op Specialist	1	1	1	1	73,048
SEIU	Rec Truck Driver/ Equip Op	1	1	1	1	69,896
SEIU	Recycling Enforcement Tch	-	-	-	-	51,968
Total Positions		3	3	3	3	4
						292,291
						840
						293,131
Account Detail						
40001	SALARIES	192,228	211,165	220,479	229,304	287,011
40002	LONGEVITY	2,200	3,900	4,000	5,760	6,120
40003	OVERTIME	51,002	25,249	18,981	18,000	18,000
40004	TEMPORARY HELP	270,992	242,858	236,729	310,489	306,321
40005	HOLIDAY PAY	3,983	3,659	2,604	6,920	6,920
40006	DIFFERENTIAL PAY	139	203	20	300	300
40008	MEAL REIMBURSEMENT	195	104	117	500	500
Personnel		520,739	487,138	482,930	571,273	625,172
41013	OFFICE EXPENSE	1,152	719	1,022	1,000	1,000
41014	OPERATING SUPPLIES	4,533	3,984	7,391	6,000	6,000
41016	UNIFORMS/SAFETY SHOES	2,166	3,432	1,615	3,250	3,250
41023	GASOLINE	42,421	21,408	31,363	38,464	38,674
41024	LUBRICANTS	-	-	-	-	4,000
Materials & Supplies		50,272	29,543	41,391	48,714	52,924
42032	TRAINING/CONT. EDUCATION	-	35	17	1,500	1,500
42038	EQUIPMENT REPAIRS-FLEET	36,371	29,152	7,066	35,500	35,500
42040	ADVERTISING AND PRINTING	595	3,492	594	3,515	3,515
42047	DEPARTMENT CONTRACTS	1,466,070	1,393,378	1,188,751	1,602,660	2,260,140
42054	RENTALS	2,340	2,350	2,800	3,482	3,482
42055	PROFESSIONAL SERVICES	-	-	-	500	500
42060	OTHER EXPENSES	13,044	18,143	14,857	21,365	27,285
42064	EQUIPMENT MAINTENANCE	23,338	8,348	11,702	15,000	15,000
42065	PLANT MAINTENANCE	19,472	66,269	9,649	10,000	10,000
Purchased Services		1,561,230	1,521,167	1,235,436	1,693,522	2,356,922
43099	EQUIPMENT	188,173	50,613	424,495	482,630	253,894
Equipment		188,173	50,613	424,495	482,630	253,894
Total	RECYCLING	2,320,414	2,088,461	2,184,252	2,796,139	3,288,912

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	18,000	OVERTIME 18,000 - RECYCLING/COMPOST CENTER OVERTIME
40004	306,321	TEMPORARY HELP 67,815 - OFFICE STAFF 173,506 - TCRC STAFF 65,000 - COMPOST STAFF
40005	6,920	HOLIDAY PAY 6,920 - RECYCLING CENTER/COMPOST CENTER
40006	300	DIFFERENTIAL PAY 300 - RECYCLING CENTER/COMPOST CENTER
40008	500	MEAL REIMBURSEMENT 500 - RECYCLING/COMPOST MEALS
41013	1,000	OFFICE EXPENSE 1,000 - OFFICE SUPPLIES
41014	6,000	OPERATING SUPPLIES 5,000 - BALING WIRE 1,000 - GENERAL SUPPLIES
41016	3,250	UNIFORMS/SAFETY SHOES 2,990 - STAFF CLOTHING 260 - SAFETY SHOES
41023	38,674	GASOLINE 624 - TRUCK #24 35,500 - HEAVY EQUIPMENT 2,550 - ENFORCEMENT CARS
41024	4,000	LUBRICANTS 1,000 - DIESEL EXHAUST FLUID-FUEL ADDITIVE 3,000 - OIL AND LUBRICANTS
42032	1,500	TRAINING/CONTINUING ED. 1,500 - COMPOST CERTIFICATIONS
42038	35,500	EQUIPMENT REPAIRS - FLEET 17,750 - 2 ROLL-OFFS, 1 PICK-UP TRUCK, 1 CAR, 17,750 - REPAIR & SERVICE FOR 2 FRONT END LOADERS/SKID STEER
42040	3,515	ADVERTISING AND PRINTING 1,515 - UPDATED BROCHURES 2,000 - ANNUAL REPORTS
42047	2,260,140	DEPARTMENT CONTRACTS 1,718,640 - REPUBLIC SERVICES CURBSIDE CONTRACT-TBD 141,500 - YARD WASTE GRINDING SERVICES 400,000 - COUGLES CURBSIDE PROCESSING & TRANSPORTATION

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42054	3,482	RENTALS 3,482 - SERVICE BATHROOM & SINK TCRC
42055	500	PROFESSIONAL SERVICES 500 - AUDIT SERVICES
42060	27,285	OTHER EXPENSES 10,000 - RESIDENTIAL CONTAINER 2,000 - MISCELLANEOUS SIGNS 750 - EARTH BAGS 750 - BOOKS/PERIODICALS 1,900 - PROFESSIONAL ASSOCIATIONS 2,360 - CITY HALL CHARGES 4,000 - LANDFILL CHARGES/OVERSIZE LOGS/TV'S 1,000 - MILEAGE 200 - TOLLS 200 - CDL 1,125 - OFFICE SUPPLIES 3,000 - NUISANCE ABATEMENT
42064	15,000	EQUIPMENT MAINTENANCE 15,000 - COMPACTORS/BALER/SHREDDER/DENSIFIER/TIPPER
42065	10,000	PLANT MAINTENANCE 5,000 - ASPHALT REPAIRS 5,000 - STONE
43099	253,894	EQUIPMENT 200,789 - NEW ROLLOFF TRUCK (% REIMBURSABLE BY STATE GRANT) 53,105 - NEW SKID STEER (% REIMBURSABLE BY STATE GRANT)

BUREAU DETAIL

Bureau: Economic Development **No:** 0308

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

Bureau Description:

This bureau provides administration and oversight for all Economic Development funded programs and initiatives. Programs are geared towards improving the City's economic climate, supporting microenterprise economic development activities, and overseeing development of vacant or underutilized commercial properties. Administration and marketing of the City's Enterprise Zone, LERTAs, CRIZ, RACP and KIZ is also housed in this bureau. Compliance with the city's FAIR Ordinance is accomplished through this bureau. The bureau provides support for other city initiatives in the form of grant writing and program administration, where necessary, as well as the Redevelopment Authority, the Bethlehem Revitalization and Improvement Authority and the Bethlehem Economic Development Corporation.

Goals and Objectives:

- Market the Enterprise Zone and the related Enterprise Loan Fund Programs
- Communicate with local economic development entities regarding the economic development programs
- Partner with CD to Implement solutions to combat and prevent blight throughout the city
- Attract talent and technology to Bethlehem through resources offered through the KIZ and related programs
- Effectively market the KIZ to graduating students at Lehigh Valley colleges & universities
- Retain and Expand Primary KIZ Partners
- Maintain Pi occupancy with companies
- Effectively manage the Southside Arts District, Bethlehem Revitalization and Improvement Authority and the Redevelopment Authority
- Implement key economic development recommendations from an outline in the Northside Alive/2027 Neighborhood Study and Southside Arts District
- Provide oversight to the Southside Ambassadors Program
- Collect and provide all documentation to comply with the FAIR Ordinance
- Assist prospective and existing businesses with site selection
- Continue to market and manage LERTA programs in order to renovate blighted and underutilized properties, and create or assist affordable housing units
- Maintain and update websites and social medial platforms created for various economic development initiatives

Prior Year Achievements:

- Southside Arts District accomplishments include hiring two staff members to manage day-to-day operations of the program
- Held monthly First Fridays, quarterly restaurant weeks, several cocktail crawls, annual chili festival, southside clean-ups, business workshops, greenway arts walk, managed flower pots, Christmas Tree Trail and tree lighting
- Awarded 2 Commercial Facades leveraging private investment in properties on the northside and southside
- Obtained public and private grant funding, for the bureau and departmental projects
- Provided technical assistance to sub-recipients to ensure compliance and more efficient use of funds
- Five Enterprise Zone Tax Credit applications were approved for a total of \$1.25 Million
- Facilitated 7 KIZ Tax Credit Applications totaling \$456,614
- Awarded \$85,000 in KIZ Technology Transfer Grants, \$12,000 in Student Internship Grants, and \$40,800 in KIZ COVID Relief Funding
- Approved 6 Southside LERTA Applications
- Applied, awarded, and managed a grant to upgrade Pi's sanitary fixtures in response to COVID
- Award and administration of \$2.9 million in Community Project Funding
- 62,000 lb. of waste collected by Southside Ambassadors
- Launched Southside Ambassador website www.bedco-pa.org/ambassadors

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail					Salaries	# Salaries
TAMS	Grants Program Mgr	-	-	-	-	1 83,943
Total Positions		-	-	-	-	1 83,943
						840
						84,783
Account Detail						
40001	SALARIES	-	-	-	-	83,943
40002	LONGEVITY	-	-	-	-	720
40004	TEMPORARY HELP	-	-	-	-	126,359
Personnel		-	-	-	-	211,022
41014	OPERATING SUPPLIES	-	-	-	-	1,050
Materials & Supplies		-	-	-	-	1,050
42047	DEPARTMENT CONTRACTS	-	-	-	-	94,749
42060	OTHER EXPENSES	-	-	-	-	35,000
Purchased Services		-	-	-	-	129,749
Total	ECONOMIC DEVELOPMENT	-	-	-	-	341,821

FUND - 001 - GENERAL FUND
 DEPARTMENT - 0030 - DEPT. OF COMM.& ECO. DEV.
 BUREAU - 0308 - ECONOMIC DEVELOPEMENT

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	126,359	TEMPORARY HELP 126,359 - ECONOMIC DEVELOPMNT STAFF ECONOMIC DEVELOPMENT COORDINATOR FINANCIAL ASSISTANT
41014	1,050	OPERATING SUPPLIES 1,050 - OPERATING SUPPLIES
42047	94,749	DEPARTMENT CONTRACTS 19,749 - NC CIPP COMMERCIAL FACADE 75,000 - MARKETING CONTRACT
42060	35,000	OTHER EXPENSES 2,000 - TRAINING 1,000 - SOFTWARE/OTHER EXPENSES 30,000 - ENTERPRISE ZONE IMPLEMENTATION 1,000 - PRINTING/ADVERTISING 1,000 - MEMBERSHIPS

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BUREAU DETAIL

Bureau: Housing Inspections **No:** 0309

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

Bureau Description:

The Bureau of Housing Inspections inspects the City of Bethlehem's housing stock to ensure all properties are safe and well-maintained. Regular inspections maintain the health of the city's neighborhoods, increase property values and improve residents' quality of life. All types of rentals and short-term lodging are inspected at least once every three years. All homes for sale are inspected before closing. The Bureau also investigates property condition and high grass and weeds complaints.

Goals and Objectives:

- Increase annual rental inspections to ensure all properties are safe and code compliant.
 - Continue aggressively investigating complaints and quickly abating them.
 - Bolster the bureau's data-driven code enforcement system, which inspects properties over a three-year cycle.
 - Continue enforcing Article 1731.03, which requires all rental properties to be registered annually.
 - Continue fighting blight citywide.
 - Simplify the inspection process and monitoring of all rental properties with technology.
 - Continue to improve upon the number of Certificates of Occupancy issued.
 - Continue enforcement and registration of regulated rental units throughout the City and around the universities.
-

Prior Year Achievements:

- Completed the first three-year cycle of the licensing and inspection program.
 - At the end of August 2022 there were, 1,150 rental inspections, 1,468 rental re-checks, 1,363 abatements, 794 sales inspections and 802 complaints for a total of 3,412 inspections performed.
 - The department transitioned to tablets and handheld devices for all of the housing inspectors.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

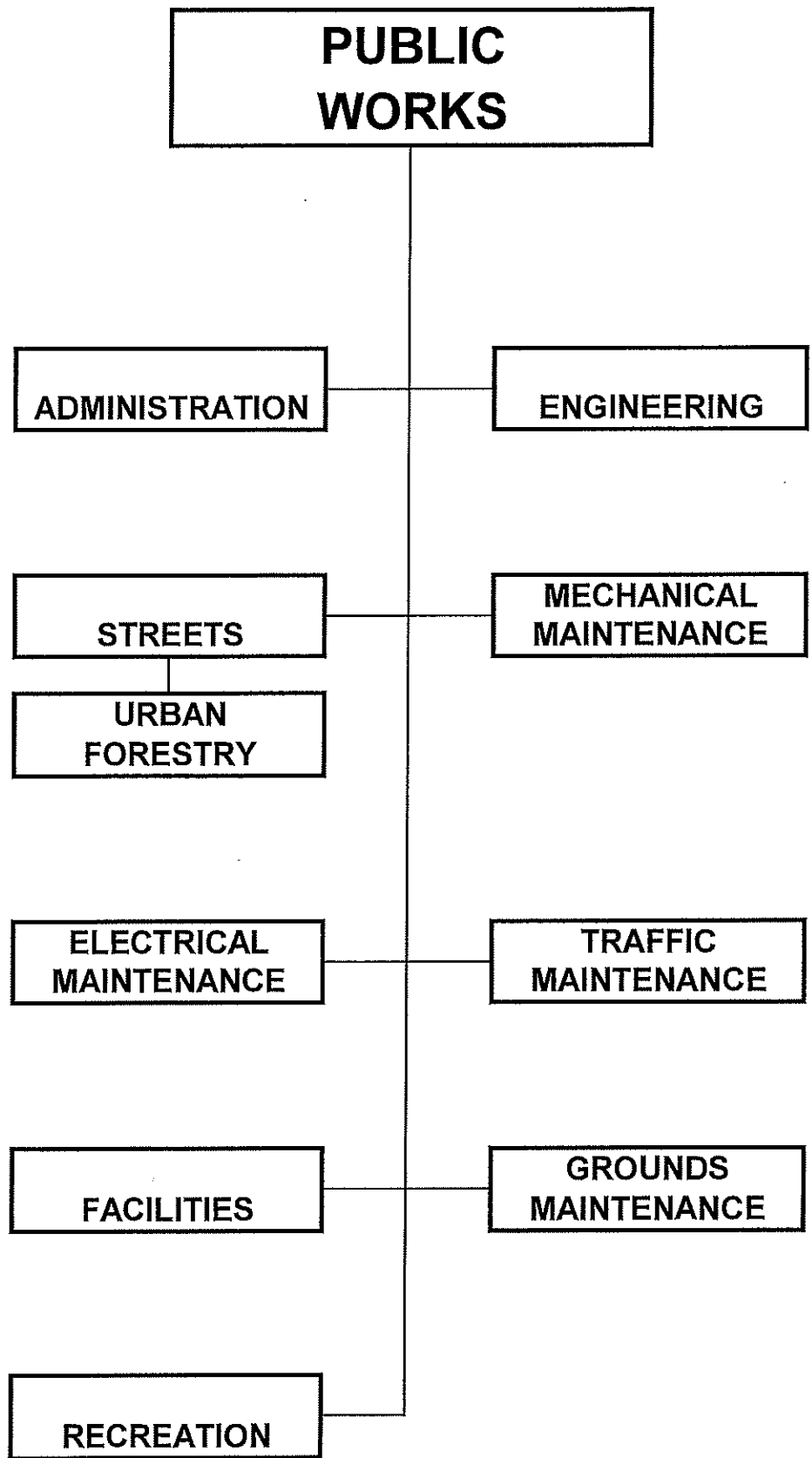
**FUND 001 GENERAL
DEPT 0030 COMMUNITY & ECONOMIC DEVELOPMENT
BUREAU 0309 HOUSING INSPECTIONS**

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
	TAMS Housing Inspector	2	4	4	4	4 295,890
	TAMS Res. Rental Housing Spec.	-	1	1	1	1 66,583
	Total Positions	2	5	5	5	5 362,473
Account Detail						
40001	SALARIES	142,888	272,182	332,247	350,121	361,153
40002	LONGEVITY	400	500	700	1,080	1,320
40004	TEMPORARY HELP	142,272	92,590	141,661	154,282	174,000
	Personnel	285,560	365,272	474,608	505,483	536,473
41013	OFFICE EXPENSE	616	1,358	882	1,000	1,000
41014	OPERATING SUPPLIES	5,226	2,295	2,936	4,000	4,000
41016	UNIFORMS/SAFETY SHOES	450	655	655	910	910
41023	GASOLINE	2,490	1,629	5,425	6,000	7,500
	Materials & Supplies	8,782	5,937	9,898	11,910	13,410
42032	TRAINING/CONT. EDUCATION	790	1,231	3,285	4,000	4,000
42040	ADVERTISING AND PRINTING	-	-	-	900	900
42047	DEPARTMENT CONTRACTS	125	7,177	6,803	14,900	20,900
42060	OTHER EXPENSES	13,583	1,314	1,782	2,000	4,840
	Purchased Services	14,498	9,722	11,870	21,800	30,640
43099	EQUIPMENT	-	13,300	12,546	20,047	19,500
	Equipment	-	13,300	12,546	20,047	19,500
Total	HOUSING INSPECTIONS	308,840	394,231	508,922	559,240	600,023

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	174,000	TEMPORARY HELP 174,000 - HOUSING INSPECTIONS STAFF HOUSING INSPECTOR HOUSING INSPECTOR HOUSING ASSISTANT
41013	1,000	OFFICE EXPENSE 1,000 - OFFICE SUPPLIES
41014	4,000	OPERATING SUPPLIES 4,000 - MISCELLANEOUS EQUIPMENT
41016	910	UNIFORMS/SAFETY SHOES 910 - SAFETY SHOES 7 @ 130.00 PER PAIR
41023	7,500	GASOLINE 7,500 - FUEL CONSUMPTION FOR BUREAU OF HOUSING INSPECTION VEHICLES
42032	4,000	TRAINING/CONTINUING ED. 4,000 - PROPERTY MAINTENANCE CODE SEMINARS
42040	900	ADVERTISING AND PRINTING 900 - BLIGHTED PROPERTY ADS
42047	20,900	DEPARTMENT CONTRACTS 900 - STENOGRAPHER FOR BLIGHTED PROPERTY REVIEW 20,000 - INSPECTION SOFTWARE
42060	4,840	OTHER EXPENSES 500 - MILEAGE/TRAVEL EXPENSES 400 - FUEL LICENSE FORMS 2,000 - FUEL LICENSE STICKERS 1,440 - 6-AVL TRACKERS 500 - NUISANCE ABATEMENT
43099	19,500	EQUIPMENT 7,500 - 1 VEHICLE LEASE YEAR 2 OF 3 12,000 - 1 VEHICLE LEASE YEAR 1 OF 3



BUREAU DETAIL

Bureau: Administration

No: 0501

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Successfully opened all five pools during the summer season, despite staffing/programming challenges.
- Implemented a standard process for invoicing City owned properties, the Golf Course, Art of Flight, etc.
- Completed the construction of the Rodgers Street Maintenance Facility for Grounds Maintenance and the Traffic Maintenance Bureaus. The previous structure was demolished and replaced with a new Pole Barn style building.
- Public Works assisted local establishments by again setting up Parklets, provided soil and flowers, and by closing off parking areas for the businesses to expand. Public Works built, created and permitted many decorative planter boxes used for these closures and outdoor dining in both the North and Southside business districts.
- Implemented a new fleet management and maintenance program to track parts, inventory, fuel usage, and maintenance scheduling. Also installed and implemented a comprehensive telematics GPS system for more efficient tracking of city vehicles and immediate notification of engine or drive train faults and efficient monitoring of operations.
- Made significant improvements/upgrades to City Hall facilities; replaced bathroom fixtures, removed and replaced asbestos flooring on various floors, resurfaced the garage floor and repaired structural concrete beams.
- Continued to improve the productivity, and efficiencies of various field operations such as snow plowing, street sweeping, storm sewer maintenance, leaf collection, and Christmas lighting decorations. Completed and updated (on a as needed basis) basic services operation plans (street sweeping, snow operations, storm sewer maintenance, and leaf collection plans) utilizing the AVL system (Geotab) to better monitor, track, and improve efficiency in providing said basic services.
- Maintained a road management program for the resurfacing and maintenance of all City streets. Expanded, improved, and continuing to improve our in-house paving program.
- Expanded and improved urban forestry functions within the City, which will be detailed in that bureau's prior year achievements. Completed the Urban Forestry tree inventory data-base.
- 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 and additional traffic calming techniques in the Bureau of Traffic Maintenance. Continuing to evaluate various de-icing materials to reduce costs, improve service and reduce environmental impact.
- Continue to replace/upgrade the non-decorative street lights (over 5000) with LEDs.
- Continue to develop a city-wide geographic information system (GIS), and the completion of numerous other critical engineering and construction projects.
- Continue to strategize new procedures to improve productivity, cut costs, and increase revenue.
- Continue to work with the Purchasing Committee on new procedures to improve workflow of purchasing process.
- Implemented Professional Services process by utilizing SharePoint to monitor and track the progress of each contract/agreement.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
NC	Dir Pub Wks/City Engineer	1	1	1	1	121,387
TAMS	Dept Business Manager	1	1	1	1	90,796
TAMS	Administrative Assistant	1	1	1	1	67,683
Total Positions		3	3	3	3	279,866
Account Detail						
40001	SALARIES	232,753	249,256	245,878	262,968	276,986
40002	LONGEVITY	2,200	4,400	2,200	2,760	2,880
Personnel		234,953	253,656	248,078	265,728	279,866
41013	OFFICE EXPENSE	263	89	384	500	500
41023	GASOLINE	374	422	454	727	900
Materials & Supplies		637	511	838	1,227	1,400
42032	TRAINING/CONT. EDUCATION	768	-	948	1,250	1,250
42060	OTHER EXPENSES	643	442	241	550	550
Purchased Services		1,411	442	1,189	1,800	1,800
Total	ADMINISTRATION	237,001	254,609	250,105	268,755	283,066

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	500	OFFICE EXPENSE 500 - SUPPLIES (FOR STAFF MEETINGS, RECORD KEEPING, ETC.) THAT ARE NOT NORMALLY STOCKED IN PURCHASING.
41023	900	GASOLINE 900 - FOR DIRECTOR'S VEHICLE TO RESPOND TO CITY BUSINESS 24/7 INCLUDING LEAF COLLECTION, CHRISTMAS DECORATIONS, SEVERE WINTER EVENTS, SINKHOLES, AND SNOW PLOWING OPERATIONS. BASED ON YEARLY ACTUAL USAGE OF 300 GALLONS @ \$3.00 PER GALLON.
42032	1,250	TRAINING/CONTINUING ED. 1,250 - THIS ACCOUNT IS UTILIZED FOR CONTINUING PROFESSIONAL EDUCATION FOR THE DIRECTOR/CITY ENGINEER TO MAINTAIN PROFESSIONAL ENGINEERING LICENSURE PER THE STATE OF PENNSYLVANIA REQUIREMENTS AND CITY ORDINANCE. THIS ACCOUNT IS ALSO TO BE USED BY THE DIRECTOR AND STAFF TO ATTEND CONFERENCES AND SEMINARS SUCH AS LATEST SNOW/ICE REMOVAL TECHNIQUES, CONSTRUCTION MEANS AND METHODS, MANAGEMENT SYSTEMS, ROAD SCHOLAR SEMINARS, WINTER SYMPOSIUM, PA LEAGUE OF CITIES AND MUNICIPALITIES ANNUAL CONVENTION, ETC. MAY COVER ONLY ONE, POSSIBLY TWO SEMINARS DEPENDING ON LOCATION AND COST.
42060	550	OTHER EXPENSES 100 - MISCELLANEOUS (PARKING FEES, TOLLS, ETC). 150 - REFERENCE/CROSS DIRECTORY/POLK DIRECTORY. 300 - PUBLIC WORKS SUBSCRIPTIONS AND MEMBERSHIP DUES.

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BUREAU DETAIL

Bureau: Engineering

No: 0502

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

- Complete ADA curb ramps improvements and street overlays projects at various location in the city per our Road Management Program.
- Design and bid phase II of the Water & Sewer Trenches Restoration Project City-Wide to reduce adverse impacts on streets.
- Complete the installation of the City Wayfinding Signage Project (Phase III).
- Complete maintenance and repairs on the ten (10) bridges the City is responsible for maintaining, based on needs and inspection reports.
- Complete the construction of street scape improvements at S. New Street from Third Street to East Morton Street.
- Complete the Fairview Park Project (Kaboom event) consisting of upgrading the Fairview Park to include a multi-sport surface in addition to various improvements to the park.
- Start working on the design for the Southern End of the Monocacy Way Trail project (Phase II) from Schoenersville Road South to the D& L Trail at Sand Island.
- Continue the Floor Tile Replacement project at City Hall on the 4th floor in building B and in various rooms in building A.
- Assist the Traffic Bureau in managing various intersection improvement projects.
- 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.
- Complete the structural and roadway repairs to the South Main Street Bridge over the Monocacy Creek.
- Complete Sanitary Sewer replacement at Broadway and Brodhead Road from Third Street to Five Points partially funded by an H2O grant.

Prior Year Achievements:

- Completed construction of the City's Rodgers Street Maintenance facility utilized by Ground Maintenance Bureau and Traffic Bureau.
- Completed the repair of the City Hall Garage Structural Concrete beam and columns.
- Completed the City Hall Garage floor overlay project.
- Started construction of street scape improvements to S. New Street from Third Street to East Morton Street.
- Started repairs of the exterior columns at the City Library, this project consists of structurally repairing 38 columns.
- Completed the construction of The Monocacy Way Trail Project connecting Memorial Pool at Illicks Mill Road to Burnside Plantation at Schoenersville Road.
- Completed the construction of a trail connection and amenities from the South Bethlehem Greenway to the Saucon Park Ballfields (Greenway phase V).
- Started the structural and roadway repairs of the South Main Street Bridge over the Monocacy Creek.
- Completed 89 ADA curb ramps improvements via contract and over 10 street overlays projects using in-house forces at various locations in the city including 5th Avenue, 7th Avenue, Lennox Street, Garret Road, Millard Street, etc. per our Road Management Program.
- Completed the installation of the City Wayfinding Signage project (Phase II).
- Completed flooring replacement at various floors/rooms in Building B and Police Department.
- Completed review of numerous site development plans including Boyd Theater, Martin Tower, Bethlehem Food Co-op, various development on E Third Street, and HOP plans.
- Started phase I of the Water & Sewer Trenches Restoration Project City-Wide.
- Assisted Water & Sewer Department in designing, bidding, and managing multiple projects including West Intermediate Clarifier upgrade, Minsi Trail Siphon North and South access construction, and Shady Lane Manganese Treatment Installation.
- Completed repairs to Stark Pool and West Side Pool.
- Completed construction of the Sanitary Sewer and Water main replacement at Pierce Street.
- Completed the design/bid packages of street re-surfacing projects, curb ramps, and sidewalks, at Johnston Drive, Madison Avenue, E. 5th Street, E. 7th Street, 11th Avenue, W. North Street, etc. Also, this project included 31 curb ramps at various locations.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Dep Director/Chief Eng	1	1	1	1	100,382
TAMS	Section Engineer	1	1	1	1	92,628
TAMS	Project Engineer	2	2	2	2	168,765
TAMS	Design Asst-Chief of Surv	1	1	1	1	78,721
TAMS	Design Assistant	2	2	2	2	153,962
TAMS	Engineering Assistant	5	5	5	5	335,791
Total Positions		12	12	12	12	930,249
Account Detail						
40001	SALARIES	829,451	844,516	823,738	907,287	921,009
40002	LONGEVITY	10,500	6,700	6,500	8,400	9,240
40003	OVERTIME	3,928	4,588	13,016	10,000	10,000
40004	TEMPORARY HELP	-	-	-	1	1
Personnel		843,879	855,804	843,254	925,688	940,250
41014	OPERATING SUPPLIES	4,686	2,261	4,653	4,800	4,800
41016	UNIFORMS/SAFETY SHOES	1,446	1,863	1,943	2,940	2,111
41023	GASOLINE	8,067	7,122	10,390	14,955	13,500
Materials & Supplies		14,199	11,246	16,986	22,695	20,411
42032	TRAINING/CONT. EDUCATION	118	-	-	250	2,000
42047	DEPARTMENT CONTRACTS	21,053	3,500	20,000	20,000	20,000
42060	OTHER EXPENSES	12,470	10,808	10,499	10,100	10,100
42064	EQUIPMENT MAINTENANCE	1,649	1,417	1,560	3,100	3,100
Purchased Services		35,290	15,725	32,059	33,450	35,200
43099	EQUIPMENT	16,436	21,155	21,323	10,399	24,000
Equipment		16,436	21,155	21,323	10,399	24,000
Total	ENGINEERING	909,804	903,930	913,622	992,232	1,019,861

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	10,000	OVERTIME 10,000 - BASED ON ANTICIPATED CONSTRUCTION ACTIVITY IN 2023. MOSTLY TO COVER CONSTRUCTION INSPECTION SERVICES AND WARRANTS OF SURVEY DURING PEAK CONSTRUCTION SEASON. CONSTRUCTION SERVICES ARE FOR BOTH CITY PROJECTS AS WELL AS PRIVATE DEVELOPMENTS FOR WHICH SERVICES ARE PAID BY DEVELOPERS INTO OUR GENERAL FUND. ALSO TO SUPPORT DURING SNOW STORM EVENTS. WE CONTINUALLY TRY TO LIMIT OVERTIME USAGE IN ENGINEERING TO THE EXTENT POSSIBLE.
40004	1	TEMPORARY HELP 1 - TO PAY FOR INTERNS TO WORK ON ANY UNANTICIPATED WORK REQUIRING TEMPORARY HELP. KEPT TO A MINIMUM TO MEET BUDGET CONSTRAINTS. WE WERE ABLE TO SECURE UNPAID INTERNS IN THE PAST.
41014	4,800	OPERATING SUPPLIES 4,800 - ANNUAL COST OF PLAN PRINTING MATERIALS, DRAFTING, AND SURVEYING SUPPLIES FOR THE YEAR. MISCELLANEOUS (MOSTLY SURVEYING) ITEMS SUCH AS GAMMON REELS, PLUMB BOB POINTS, P.K. NAILS AND SPIKES.
41016	2,111	UNIFORMS/SAFETY SHOES 2,111 - FIVE (5) T-SHIRTS/TWO (2) SWEATSHIRTS TO BE PURCHASED FOR SURVEYORS AND INSPECTORS. ONLY FIELD EMPLOYEES ARE ELIGIBLE FOR SAFETY SHOES IN 2023.
41023	13,500	GASOLINE 13,500 - BASED ON ANNUAL USAGE OF 4,500 GALLONS (10 VEHICLES) AT \$3.00 PER GALLON.
42032	2,000	TRAINING/CONTINUING ED. 2,000 - REFERENCE TEXTS, MANUALS, AND SOFTWARE TO IMPROVE WORK PERFORMANCE AND JOB SAFETY. BASIC AND ADVANCED TRAINING AND COURSES FOR ENGINEERING SOFTWARE SUCH AS AUTOCAD, ETC. (NEW STAFF ANTICIPATED IN 2022/2023). CONTINUE TO LIMIT EXPENDITURES TO MEET BUDGET CONSTRAINTS. WE HAVE EXTENSIVELY UTILIZED FREE SEMINARS WHENEVER POSSIBLE.
42047	20,000	DEPARTMENT CONTRACTS 5,000 - LINE ITEM FOR UNEXPECTED OUTSIDE CONSULTING AND ENGINEERING WORK DURING THE YEAR. INCLUDES RESPONSE TO SUBMITTALS OF LAND DEVELOPMENT PLANS AND DESIGN CONSULTATION. 15,000 - FOR REPLACEMENT OF DEFICIENT SIDEWALKS THAT PROPERTY OWNERS DO NOT REPLACE (EVENTUAL REIMBURSEMENT TO THE CITY IS ANTICIPATED). THIS FUNDING LEVEL CURRENTLY ADDRESSES 2 OR 3 PROPERTIES AGAINST A CURRENT DATA-BASE BACKLOG OF 50-60 PROPERTIES.

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42060	10,100	OTHER EXPENSES 300 - PAINT FOR SURVEY CREW. 200 - BATTERIES AND HAND CALCULATORS. 1,000 - MISCELLANEOUS FIELD AND OFFICE SUPPLIES. 350 - STATIONERY SPECIALTY ITEMS. 150 - FIRST AID SUPPLIES INCLUDING POISON IVY IMMUNIZATIONS, SAFETY BULLETINS, ETC. 4,100 - AUTOCAD UPGRADES. 4,000 - VERIZON CHARGE FOR DATA PACKAGES FOR TABLETS USED FOR FIELD INSPECTIONS, GIS UPDATES AND 4 AIR CARDS.
42064	3,100	EQUIPMENT MAINTENANCE 3,100 - ANNUAL ADJUSTMENT & ACCURACY CHECK FOR TWO (2) EDMS. SERVICE FOR PLOTTER, AND LARGE FORMAT PRINTER SCANNER INCLUDING ANNUAL CONTRACTS.
43099	24,000	EQUIPMENT 24,000 - 1ST YEAR OF A 3 YEAR LEASE FOR TWO (2) ELECTRIC OR HYBRID VEHICLES TO REPLACE UNIT 138 A 2007 FOR EXPLOR- ER AND UNIT 137 A 2007 CHEVY IMPALA WHICH WILL NOT PASS INSPECTION IN 2022.

BUREAU DETAIL

Bureau: Streets

No: 0503

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Deployed flower planter boxes (parklets), again in 2022, throughout the downtowns as part of the expanded outdoor dining plan to assist downtown businesses.
- 2022 In-House Paving Program-placed 7,500 tons of macadam and paved 14,000 feet of roadway, which equates to 2.75 road miles or approximately 9 lane miles. Overlaid the following streets: Lenox Ave. from Aurora St. to Elizabeth Ave., Lenox Ave. from Taurus St. to Washington Ave., Biery's Bridge Rd. from Center St. to Altonah Rd., Millard St. from Sycamore St. to Edgeboro Blvd., Garrett Rd. from East Blvd. to Thompson Ave., Garrett Circle from Garrett Rd. to the cul-de-sac, West Blvd. from Johnston Dr. to Butztown Rd., Jennings St. from Hilton St. to Radclyffe St., Glendon St. from Johnston Dr. to Apollo Dr., E. Langhorne Ave. from Ernest St. to Woodstock Dr., 5th Ave. from W. Broad St. to Prospect Ave., 7th Ave. from W. Broad St. to Prospect Ave., and Rodgers St. from Lewis St. to Boyd St.
- 2022 Road Maintenance Repairs-placed 450 tons of macadam, 5,000 feet scratched, which equates to 1.2 road miles / 2 lane miles. We were limited in our 2022 paving operation by increased cost of blacktop and staffing shortages of full-time personnel as well as no seasonal help.
- Deployed spray patch truck to improve road maintenance operations, filling over 6,000 pot holes. Again, the reduction in numbers is a result of staffing shortages.
- Continue to Improve in-house paving program through personnel training and cooperation with the Water Department.
- Improved streetscape, cleaning services, and added flowers in the downtown areas. Painted, repaired, and/or replaced flower urns and bollards, replaced slate and bricks.
- Collected over 48,000 cubic yards of leaves during 2022.
- Maintained storm sewers – cleaning and flushing of over 700 basins throughout the city.
- Upgraded street signs with new hardware and replaced over 300 street signs.
- Maintained an in-house tree trimming program in support of street sweeping activities.
- Roadside tractor cut over 35 miles of vegetation growth along city roadways and assisted Grounds Maintenance Bureau by trimming along the Greenway Improved the brine operation by using a deicing additive (GEOMELT 55 BEET JUICE) and AGG4 Ice Melt.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Superintendent of Streets	1	1	1	1	109,745
TAMS	Streets Supervisor	2	2	2	2	169,685
SEIU	Maintenance Worker III	9	9	9	9	685,010
SEIU	Maintenance Worker II	13	13	13	14	729,110
SEIU	Maintenance Worker I	2	2	2	3	122,085
Total Positions		27	27	27	29	1,815,635
Allocated to 006A						(400,000)
Allocated to 012A						(496,698)
						918,937
Account Detail						
40001	SALARIES	1,012,636	1,062,313	729,136	858,774	895,777
40002	LONGEVITY	16,100	14,900	16,100	24,000	23,160
40003	OVERTIME	79,929	82,977	79,070	85,000	85,000
40004	TEMPORARY HELP	20,383	-	-	26,400	36,000
40006	DIFFERENTIAL PAY	3,556	3,470	3,812	4,200	4,200
40008	MEAL REIMBURSEMENT	4,069	1,443	5,252	6,000	6,000
Personnel		1,136,673	1,165,103	833,370	1,004,374	1,050,137
41014	OPERATING SUPPLIES	10,289	13,294	12,659	15,300	17,000
41016	UNIFORMS/SAFETY SHOES	6,113	5,706	6,834	9,715	9,643
41023	GASOLINE	86,004	56,829	97,511	139,947	136,500
Materials & Supplies		102,406	75,829	117,004	164,962	163,143
42033	TRAINING AND SAFETY	6,679	3,296	3,578	3,580	4,100
42047	DEPARTMENT CONTRACTS	20,173	25,085	20,774	29,320	27,252
42060	OTHER EXPENSES	4,518	3,658	3,332	6,080	6,076
42060A	BUSINESS DIST STREETScape	5,548	5,310	3,504	10,000	10,000
42064	EQUIPMENT MAINTENANCE	310	1,172	125	1,000	1,000
Purchased Services		37,228	38,521	31,313	49,980	48,428
43099	EQUIPMENT	187,376	13,268	6,201	22,520	17,776
Equipment		187,376	13,268	6,201	22,520	17,776
Total	STREETS	1,463,683	1,292,721	987,888	1,241,836	1,279,484

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	85,000	OVERTIME 85,000 - ACCOUNT IS USED FOR STAND BY & EMERGENCY CALLOUTS, MUSIKFEST PREPARATION & CLEAN UP, CELTIC CLASSIC PREPARATION & CLEAN-UP, SUMMER STORM RESPONSE & CLEAN UP, LEAF COLLECTION & OTHER EVENTS. THIS ACCOUNT IS ALSO USED FOR CLEANING STORM DRAINS ON THE HILL-TO-HILL BRIDGE ON THE WEEKEND WHICH IS REIMBURSED BY THE COUNTIES. OVERTIME WAS USED AGAIN IN 2022 TO REPAIR, SET-UP, AND REMOVE PLANTERS FOR OUTDOOR DINING.
40004	36,000	TEMPORARY HELP 36,000 - AMOUNT IS BASED ON \$15.00 PER HOUR FOR FIVE (5) EMPLOYEES FOR 12 WEEKS OF WORK. THE SUMMER HELP IS USED TO AUGMENT OUR PAVING ACTIVITIES, CLEAN-UP ACTIVITIES, VEGETATION CONTROL, ERECT STREET SIGNS, AND TO PAINT SIGN POLES. SUMMER HELP HAS BECOME CRITICAL TO OUR IN-HOUSE PAVING AND THESE PERSONNEL ARE NEEDED FOR UNSKILLED LABOR ON THE PAVING CREW. DUE TO THE ON-GOING LABOR SHORTAGE WE RECEIVED NO NO APPLICANTS AGAIN IN 2022. THE INCREASE REFLECTS THE NEW HOURLY RATE OF \$15.00 PER HOUR THAT WE ANTICIPATE WILL CREATE MORE INTEREST IN THESE POSITIONS IN 2023.
40006	4,200	DIFFERENTIAL PAY 4,200 - ACCOUNT COVERS MIDDLE SHIFT AND NIGHT SHIFT EMPLOYEES FOR 2023. THIS ALSO INCLUDES WORK PERFORMED DURING SPECIAL EVENTS AND OPERATIONS.
40008	6,000	MEAL REIMBURSEMENT 6,000 - MEAL REIMBURSEMENT FOR SHIFTS EXCEEDING 10 HOURS OR MORE.
41014	17,000	OPERATING SUPPLIES 17,000 - THIS ITEM COVERS SUPPLIES SUCH AS PROPANE, CEMENT BAGS, 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. EXPERIENCED SIGNIFICANT PRICE INCREASES IN 2022 WHICH IS EXPECTED TO PERSIST IN 2023.
41016	9,643	UNIFORMS/SAFETY SHOES 9,643 - REQUIRED BY UNION AGREEMENT. NEEDED TO COVER COST OF SHOES AND UNIFORMS FOR 2023. THIS AMOUNT WILL COVER 29 EMPLOYEES FOR UNIFORMS AND WORK SHOES. PURCHASING IS GIVING EMPLOYEES A CHOICE OF SHIRTS WHICH MAY ESCALATE COSTS. ACCOUNT IS INCREASED TO REFLECT THE RISING COST OF THESE ITEMS. IN 2022 WE HAD TO INCREASE THIS ACCOUNT BY \$1,628.
41023	136,500	GASOLINE 136,500 - TO OPERATE STREET'S VEHICLES AND HEAVY EQUIPMENT.

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		APPROXIMATELY 35,000 GALLONS OF DIESEL AT \$3.30 PER GALLON (\$115,500) AND 7,000 GALLONS OF REGULAR/PREMIUM GASOLINE AT \$3.00 PER GALLON (\$21,000). AMOUNT IS AVERAGE GALLONS USED THE LAST THREE (3) YEARS AT ESTIMATED 2023 PRICES.
42033	4,100	TRAINING AND SAFETY 3,500 - SAFETY GLASSES, GLOVES, RESPIRATORS, GOGGLES, RAIN GEAR, HARD HATS, CONES, SIGNS, BARRICADES, ETC. WOOD FOR BARRICADES AND SAFETY SIGNS. INCREASE TO COVER THE INCREASE IN COST OF THESE ITEMS. 200 - CPR CLASSES FOR TEN (10) EMPLOYEES AT \$20/PERSON. 400 - PESTICIDE LICENSE FOR TWO (2) EMPLOYEES TO TREAT IN THE PUBLIC RIGHT OF WAY.
42047	27,252	DEPARTMENT CONTRACTS 20,352 - ESTIMATED MUNICIPAL WASTE 322 TONS AT \$63.60 PER TON. THIS IS AN INCREASE OF \$3.60 PER TON FROM 2022. CLEAN FILL DISPOSAL FROM STREET EXCAVATIONS AND RECYCLED SWEEPER DIRT. WE WILL CONTINUE NOT UTILIZING THE LANDFILL AS MUCH AS POSSIBLE BY USING OTHER SITES IF SUITABLE. 6,900 - 50% OF CONTRACTED CLEANING COSTS FOR THE STEFKO COMPLEX IN 2023. COVID LEVEL CLEANING DISCONTINUED IN 2022.
42060	6,076	OTHER EXPENSES 2,500 - OFFICE SUPPLIES, UNEXPECTED EXPENSES, TRAVEL EXPENSES. 2,400 - VERIZON AIR CARD EXPENSES (4) TO ACCESS AVL SYSTEM. 700 - DEP WASTE HAULING PERMITS. 476 - CDL REIMBURSEMENT.
42060A	10,000	BUSINESS DIST STREETScape 10,000 - THIS ACCOUNT WILL COVER COST OF REPAIRS, MAINTENANCE, OR REPLACEMENT OF BENCHES, FLOWER URNS, BOLLARDS, TREE TRIMMING, SLATES, ETC. FOR SIDEWALK REPLACEMENT/REPAIR AND ANY OTHER EXPENSES THAT ARE NEEDED TO ASSIST PROPERTY OWNERS TO MAINTAIN THE BUSINESS DISTRICT'S STREETScape IN THE CITY OF BETHLEHEM.
42064	1,000	EQUIPMENT MAINTENANCE 1,000 - SMALL TOOL PARTS AND REPAIRS SUCH AS CHAIN SAWS, JACK-HAMMERS, AIR TOOLS, TAMPERS, WEED WACKERS ETC.
43099	17,776	EQUIPMENT 10,500 - THREE (3) MOBILE RADIOS AT \$3,500 EACH FOR NEW STREETS TRUCKS. 4,400 - TWO (2) PORTABLE RADIOS AT \$2,200 EACH TO REPLACE AGING UNITS. 300 - THREE (3) REPLACEMENT BATTERIES FOR EXISTING RADIOS AT \$100 EACH. 2,576 - PORTABLE WELDER FOR USE IN STEETS SHOP. THIS WILL ASSIST THE MECHANICAL BUREAU IN GETTING TRUCKS RE-

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		PAIRED AND BACK ON THE ROAD SOONER DURING LEAF COLLECTION AND SNOW EVENTS.

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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:

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

Prior Year Achievements:

- Contracted with Betterscapes LLC to plant 30 street trees along W Broad Street at locations where street trees are lacking, the goal is to continue to improve the City's Urban tree canopy.
- Created list of climate resilient tree species by categorizing species which are native and asthma friendly street trees.
- Assisted in creating a draft of the Urban Forestry Master Plan. This master plan is a road map, providing detailed information, recommendations, and resources needed to effectively and proactively manage and grow the city's urban tree canopy.
- Fulfilled the requirements to maintain, for the 29th year, Bethlehem's Tree City USA status. Also qualified for a Tree City USA Growth Award for the 14th consecutive year in recognition of environmental improvement and achievements in education and public relations, partnerships, planning and management, and tree planting and maintenance.
- Continued enforcement of the revised street tree ordinance to conform to changes in the 3rd class City Code and remain abreast of current arboricultural practices. The revised ordinance addresses deficiencies concerning definitions, property owner responsibilities, tree replacements, permitting, licensing applications, public nuisances, emergency work, and owner liability.
- The 2022 Arbor Day celebration consisted of the City Forester along with Betterscapes LLC planting three (3) trees at Clearview Park. A classroom of students from Clearview Elementary School were in attendance to learn the importance of Arbor Day while participating in a Hands-On demonstration on the proper way to plant a tree. In addition, free tree saplings were offered to residents inside City Hall as part of Arbor Day celebration.
- Updated a suggested list of tree nurseries for residents where they can purchase City of Bethlehem approved street trees for planting or replacement trees.
- Completed CEU's to maintain ISA arborist certification and PA Pesticide Applicator certification.
- Worked with contractors on herbicide applications to the levee area and the Bethlehem Star.
- Pruning of trees for street overlay and street cleaning programs.
- Updated the City of Bethlehem's licensed arborist exam to include new ANSI standards.
- Updated an approved street tree description list. The public can now view on the City's website what each approved street tree looks like with a description of the trees growing pattern and fall color

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Forester	1	1	1	1	84,063
	Total Positions	1	1	1	1	84,063
Account Detail						
40001	SALARIES	69,072	66,438	74,563	81,896	83,943
40002	LONGEVITY	800	-	-	-	120
40004	TEMPORARY HELP	-	-	4,208	4,180	4,725
	Personnel	69,872	66,438	78,771	86,076	88,788
41014	OPERATING SUPPLIES	829	1,252	1,459	1,900	5,400
41016	UNIFORMS/SAFETY SHOES	-	-	130	-	130
41023	GASOLINE	-	304	517	737	390
	Materials & Supplies	829	1,556	2,106	2,637	5,920
42047	DEPARTMENT CONTRACTS	10,850	23,685	37,866	27,500	27,500
4204707	NUISANCE ABATEMENTS	13,775	12,815	7,340	15,000	15,000
42060	OTHER EXPENSES	748	800	704	1,300	1,300
	Purchased Services	25,373	37,300	45,910	43,800	43,800
43099	EQUIPMENT	-	6,700	6,312	6,450	-
	Equipment	-	6,700	6,312	6,450	-
Total	URBAN FORESTRY	96,074	111,994	133,099	138,963	138,508

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	4,725	TEMPORARY HELP 4,725 - SUMMER HELP OF ONE (1) COLLEGE AGE STUDENT FOR A TOTAL OF 315 HOURS, APPROXIMATELY 8 WEEKS. SUMMER HELP IS USED TO ASSIST IN RECORD KEEPING, SIMPLE INSPECTIONS, UPDATING DATA, SENDING AND TRACKING NOTIFICATIONS, RESEARCHING LAND RECORDS, ISSUING PERMITS, MONITORING LICENSING REQUIREMENTS, ASSISTING WITH UPDATING URBAN FORESTRY DATABASE, AND OTHER GENERAL OFFICE DUTIES. DURING PEAK SEASON FOR VEGETATION MANAGEMENT ISSUES WITHIN THE CITY. EXPENDITURES DID NOT OCCUR IN 2022 DUE TO NO QUALIFIED CANDIDATES BEING IDENTIFIED. PAY RATE IS INCREASED FROM \$11.00 PER HOUR TO \$15.00 PER HOUR.
41014	5,400	OPERATING SUPPLIES 1,900 - SEEDLINGS, EDUCATIONAL MATERIALS FOR ARBOR DAY, SMALL TOOLS, TREE INVENTORY SUPPLIES, URBAN FORESTRY BROCHURES, ETC. DUE TO BUDGET CONSTRAINTS, PURCHASES HAVE BEEN KEPT TO A MINIMUM. 3,500 - INCREASE IN BUDGET TO COVER FUNDING OF FLOWERS AND TOPSOIL FOR PARKLETS BASED ON 2022 USE OF 90 PARKLET BOXES.
41016	130	UNIFORMS/SAFETY SHOES 130 - SAFETY SHOES FOR VISTING CONSTRUCTION SITES. DID NOT PURCHASE IN 2022.
41023	390	GASOLINE 390 - 130 GALLONS AT A COST OF \$3.00 PER GALLON. BASED ON ANTICIPATED USAGE BY CITY FORESTER IN 2022.
42047	27,500	DEPARTMENT CONTRACTS 7,500 - PRUNING OF TREES FOR STREET OVERLAY AND STREET CLEANING PROGRAMS. FUNDING IS BASED ON ANTICIPATED NEED. THE SCOPE OF THE PROJECT FLUCTUATES FROM YEAR TO YEAR. 5,000 - WEED CONTROL AND TREE TRIMMING FOR THE STAR SITE AND FLOOD CONTROL STATION IS EVALUATED YEARLY. FUNDING IS BASED ON THE ARMY CORP. OF ENGINEER'S MAINTENANCE REQUIREMENTS FOR THE FLOOD CONTROL STATION AND ANTICIPATED NEED AT THE STAR SITE. 15,000 - CITY WIDE TREE PLANTING-THIS PLAN WOULD BE TO TARGET STREETS AND PARKS IN THE CITY WHERE TREES ARE LACKING. THIS ACTIVITY WILL BE FUNDED FROM THE DEVELOPER'S TREE FUND.
4204707	15,000	NUISANCE ABATEMENTS 15,000 - NUISANCE ABATEMENT PRUNING AND REMOVAL OF HAZARDOUS TREES AND STUMPS PER ARTICLE 910 OF CODIFIED CITY ORDINANCES. FUNDS SPENT UNDER THIS ACTIVITY ARE TYPICALLY EVENTUALLY PAID BACK TO THE CITY BY THE RESPONSIBLE ABUTTING PROPERTY OWNER. THIS ACCOUNT IS USED TO REPLACE TREES WHEN HOMEOWNERS HAVE

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		<p>FAILED, NEGLECTED, OR REFUSED TO REPLACE TREES AFTER PERMITTED REMOVALS PER THE REVISED SHADE ORDINANCE (DECEMBER 2014). MISSING TREES AS EVIDENCED BY EMPTY TREE WELLS AND OBVIOUS CUT OUTS LEFT IN SIDEWALKS COULD ALSO BE REPLACED WITH THIS ACCOUNT. THE COST OF PLANTING OF TREES ARE NOW ALSO RECOVERABLE PER THE NEW ORDINANCE. THIS WORK IS TYPICALLY SCHEDULED FOR THE FALL PLANTING SEASON (OCTOBER, NOVEMBER, AND EARLY DECEMBER).</p>
42060	1,300	<p>OTHER EXPENSES 1,300 - MEMBERSHIPS TO VARIOUS TECHNICAL ASSOCIATIONS, BOOKS AND PERIODICALS, OFFICE SUPPLIES, CONTINUING EDUCATION SEMINARS, PESTICIDES, RELICENSING, CERTIFIED ARBORIST RECERTIFICATION, TRAVEL AND MISCELLANEOUS EXPENSES. AGAIN, DUE TO BUDGET CONSTRAINTS, CONTINUING EDUCATION AND SEMINARS HAVE BEEN KEPT TO A MINIMUM.</p>

BUREAU DETAIL

Bureau: Mechanical Maintenance

No: 0504

Department: Public Works

No: 0050

Bureau Description:

This bureau provides for the acquisition, service and repair of the City's owned/leased motorized fleet of vehicles (over 400), including Fire, Police, and construction equipment. This bureau performs state inspections, road service, maintenance, responds to after-hours emergencies, and rebuilding/repair of component parts for vehicles and equipment.

Goals and Objectives:

- Continue to evaluate and implement electrification of our fleet. The City, including the Parking Authority, now has 6 electric vehicles and 4 hybrids.
 - Continue to maintain and repair snow plows and de-icing equipment during winter operations.
 - Continue to standardize fleet to save on tool purchases, training, and parts inventory.
 - Prolong the life of vehicles and provide the most cost-effective service and repairs.
 - Provide for the safe operation of over 400 vehicles and pieces of equipment in the City's fleet.
 - Continue evaluation of the City's fleet and develop a unit replacement schedule to achieve the most effective use and costs of vehicles.
 - Identify and implement innovative ways to conserve fuel, improve maintenance, and reduce environmental impacts.
 - Improve utilization of the City's fleet.
 - Cost effectively acquire new replacement units for the fleet.
 - Continue to evaluate parts and supply vendors and state contracts to assure we are getting the best possible prices.
-

Prior Year Achievements:

- Spec'd and procured 31 new vehicles and equipment including one (1) electric vehicle and four (4) Hybrids to replace aging units.
 - Conducted over 700 state inspections.
 - Maintained all emergency equipment cost effectively.
 - Installed radio, computer systems, and cameras in new police vehicles.
 - Maintained a safe reliable fleet.
 - Maintained and repaired snow plows and De-icing equipment.
 - Increased training opportunities for mechanics.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Fleet Manager	1	1	1	1	87,097
TAMS	Auto Mechanic Supervisor	1	1	1	1	82,653
SEIU	Automotive Mechanic	8	8	8	8	570,335
SEIU	Account Clerk II	1	1	1	1	57,338
Total Positions		11	11	11	11	797,423
Account Detail						
40001	SALARIES	723,681	750,319	696,230	752,172	784,943
40002	LONGEVITY	15,300	15,800	11,400	11,760	12,480
40003	OVERTIME	26,050	23,595	31,368	29,400	29,400
40004	TEMPORARY HELP	7,555	9,225	6,864	11,242	12,000
40006	DIFFERENTIAL PAY	1,966	2,073	1,994	2,200	2,200
40008	MEAL REIMBURSEMENT	767	143	819	1,000	1,000
Personnel		775,319	801,155	748,675	807,774	842,023
41014	OPERATING SUPPLIES	2,224	2,938	1,772	2,800	2,800
41016	UNIFORMS/SAFETY SHOES	1,706	1,514	1,736	1,750	1,560
41017	SMALL TOOLS	6,235	5,538	6,529	7,000	7,000
41023	GASOLINE	34,139	25,341	38,547	43,305	38,250
41024	LUBRICANTS	30,032	19,155	24,112	34,000	34,000
Materials & Supplies		74,336	54,486	72,696	88,855	83,610
42031	UNIFORM RENTAL	2,549	2,841	1,944	3,500	3,469
42033	TRAINING AND SAFETY	2,152	1,937	1,126	3,500	3,200
42038	EQUIPMENT REPAIRS - FLEET	455,096	364,461	396,872	430,000	430,000
42047	DEPARTMENT CONTRACTS	2,186	15,221	55,800	67,484	69,253
42060	OTHER EXPENSES	1,776	1,314	438	3,500	3,500
42064	EQUIPMENT MAINTENANCE	15,645	7,414	9,951	13,400	13,400
Purchased Services		479,404	393,188	466,131	521,384	522,822
43099	EQUIPMENT	5,700	28,489	22,074	20,500	17,956
Equipment		5,700	28,489	22,074	20,500	17,956
Total	MECHANICAL MAINTENANCE	1,334,759	1,277,318	1,309,576	1,438,513	1,466,411

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	29,400	OVERTIME 29,400 - CALL OUTS FOR EMERGENCY BREAK DOWNS AND REPAIRS AND TO MEET PEAK DEMANDS. BUDGET ITEM IS NEEDED TO COVER THE NUMBER OF EMERGENCY CALL OUTS FOR VEHICLE ASSISTANCE AND THE NUMBER OF POLICE IMPOUND CALLS. THIS ACCOUNT IS ALSO UTILIZED FOR SUPPORT OF WINTER OPERATIONS FOR EMERGENCY SERVICES WHICH ARE NOT ELIGIBLE TO BE CHARGED TO THE LIQUID FUELS FUND SUCH AS SUPPORT FOR POLICE, FIRE, AND OTHER EMERGENCY SERVICES. THIS ASSUMES AN AVERAGE WINTER AND CALL-OUTS. AMOUNT REFLECTS 3 YEAR AVERAGE.
40004	12,000	TEMPORARY HELP 12,000 - PART TIME EMPLOYEE FOR FOUR (4) HOURS PER DAY, FIVE (5) DAYS A WEEK FOR 50 WEEKS TO PROVIDE CLEANING SERVICES TO FLEET VEHICLES. RATE OF \$12.00 PER HOUR FOR FOUR (4) HOURS PER DAY. 2022 BUDGET IS NOT EXPECTED TO BE ENTIRELY USED AS THIS POSITION WAS AND IS AGAIN CURRENTLY VACANT.
40006	2,200	DIFFERENTIAL PAY 2,200 - TO COVER MIDDLE SHIFT AND NIGHT SHIFT HOURS WORKED BY THE STAFF DURING EMERGENCIES IN ACCORDANCE WITH THE UNION CONTRACT.
40008	1,000	MEAL REIMBURSEMENT 1,000 - REIMBURSEMENT FOR MEALS DURING EXTENDED WORK HOURS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	2,800	OPERATING SUPPLIES 2,800 - TO PURCHASE FUEL TICKETS FOR OFF-SITE FUELING, BREATHING MASKS, HAND TOWELS, HAND SOAP, BATTERIES, AIR LINE FILTERS, PAINT BOOTH FILTERS, AND REPAIR ORDER FORMS AND STAND-BY CELL PHONE.
41016	1,560	UNIFORMS/SAFETY SHOES 1,560 - TO PURCHASE SAFETY SHOES PER UNION CONTRACT.
41017	7,000	SMALL TOOLS 7,000 - TO UPGRADE AND PURCHASE NEW AND REPLACEMENT TOOLS AS NEEDED TO PERFORM EQUIPMENT MAINTENANCE. WE CONTINUALLY NEED ADDITIONAL SMALL TOOLS FOR THE STAFF BASED ON WORKLOAD AND CONSTANTLY CHANGING REQUIREMENTS.
41023	38,250	GASOLINE 38,250 - BASED ON ESTIMATED USAGE AND ANTICIPATED PRICE. GAS USAGE FOR THE LIBRARY AND PARKING AUTHORITY ARE ALSO CHARGED TO THIS ACCOUNT AND REIMBURSEMENT IS MADE TO THE GENERAL FUND. ESTIMATED USAGE IS 2,000 GALLONS OF DIESEL AT AN ESTIMATED COST OF \$3.30 PER GALLON, USAGE OF 8,000 GALLONS OF GAS ESTIMATED COST AT \$3.00 PER GALLON.

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41024	34,000	LUBRICANTS 34,000 - TO PURCHASE MOTOR OILS, GEAR OILS, HYDRAULIC OILS, TRANSMISSION FLUIDS, GREASE, LUBRICANTS, AND DIESEL EMISSION FLUIDS.
42031	3,469	UNIFORM RENTAL 3,469 - FOR UNIFORM RENTAL AND CLEANING.
42033	3,200	TRAINING AND SAFETY 3,200 - TO PURCHASE TECHNICAL MATERIALS (MANUALS AND TRAINING CLASSES) AND SAFETY EQUIPMENT. RECERTIFICATION FOR FOUR (4) MECHANICS DUE IN 2023 AT APPROXIMATELY \$300 PER MECHANIC. FOR FLEET TRAINING SUBSCRIPTIONS, WHICH COVERS UNLIMITED ON-LINE MECHANICS TRAINING AND LIMITED CLASSROOM TRAINING. PROPER TRAINING RESULTS IN MORE IN-HOUSE REPAIRS AND HENCE REDUCES OVERALL REPAIR COSTS.
42038	430,000	EQUIPMENT REPAIRS - FLEET 430,000 - USED TO PURCHASE PARTS TO MAINTAIN THE CITY FLEET AND TO PAY FOR REPAIR SERVICES FROM OUTSIDE VENDORS WHEN NECESSARY. BUDGET REFLECTS AVERAGE AMOUNT SPENT IN THE PAST 5 YEARS AND ANTICIPATED COST OF PARTS AND SERVICES IN 2023. BUREAU CONTINUES TO DO AN OUTSTANDING JOB IN KEEPING COSTS DOWN BY TAKING ON MORE IN-HOUSE REPAIRS. WE CONTINUE TO MAKE ALL EFFORTS TO IMPROVE EFFICIENCY AND REDUCE COSTS WHILE MAINTAINING OUR FLEET IN SERVICABLE ORDER. PAST SURVEYS/EVALUATIONS REVEALED THAT OUR BUREAU MAINTAINS THE THE CITY'S FLEET AT SIGNIFICANTLY LOWER PER UNIT COST ANNUALLY VERSUS NUMEROUS OTHER CITY FLEETS IN PENNSYLVANIA. NEED TO BE COGNIZANT OF THE FACT THAT THE AVERAGE AGE OF UNITS IN OUR FLEET IS ELEVEN (11) YEARS. OLDER HIGHER MILEAGE VEHICLES WILL COST MORE TO REPAIR AND MAINTAIN. THIS ACCOUNT ALSO ALLOW US TO DO MORE EXTENSIVE REPAIR/REBUILD IN-HOUSE, SAVE ON OUTSOURCING, AND REDUCES MORE EXPENSIVE VEHICLE REPLACEMENT COSTS.
42047	69,253	DEPARTMENT CONTRACTS 2,900 - SAFETY KLEEN PARTS WASHER/SERVICE CONTRACT. 29,753 - FLEETIO-ANNUAL SUBSCRIPTION FOR FLEET MANAGEMENT AND MAINTENANCE PROGRAM USED TO TRACK PARTS, INVENTORY, FUEL USAGE, AND MAINTENANCE SCHEDULING. THIS PROGRAM ALSO INTEGRATES WITH OUR GPS SYSTEM, RECEIVING VALUABLE ENGINE DATA DIRECTLY FROM OUR FLEET VEHICLES TO ANTICIPATE POTENTIAL BREAKDOWN AND OFTEN PREVENT MORE COSTLY REPAIRS. INCREASE PER FLEETIO CONTRACT, YEAR TWO (2) OF FOUR (4). 36,600 - RUSH/GEO-TAB IS A COMPREHENSIVE FLEET TELEMATICS GPS SYSTEM. THIS WILL PROVIDE REAL TIME TRACKING AND INFORMATION FOR CITY VEHICLES AND EQUIPMENT. THIS

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		SYSTEM WILL IMMEDIATELY NOTIFY US WHEN VEHICLE FAULTS OCCUR IN ENGINES OR DRIVE TRAINS, OFTEN HELPING US TO AVOID COSTLY REPAIRS.
42060	3,500	OTHER EXPENSES 3,500 - TO PURCHASE OFFICE SUPPLIES, STATE INSPECTION, MEMBERSHIPS, REPAIR MANUALS, REIMBURSEMENT OF CDL LICENSES, TRAVEL EXPENSES, AND GASBOY TECHNICAL SUPPORT, VERIZON AIR CARD (1).
42064	13,400	EQUIPMENT MAINTENANCE 10,150 - FOR REPAIRS TO ALL SHOP EQUIPMENT, COMPRESSOR, JACKS, LIFTS FOR INSPECTIONS, AND REPAIRS. UPDATES FOR SHOPKEY AND SCANNER, SERVICE FRONT END MACHINE, MACK TRUCK SOFTWARE SUBSCRIPTIONS, TOW TRUCK CABLES, AND ACCESSORIES. ALSO INCLUDES FUEL PUMP REPAIRS, UNDERGROUND STORAGE TANK REGULATION FESS AND INSPECTION COSTS. 150 - DEP PERMITS FOR UNDERGROUND STORAGE TANKS. 1,100 - UNDERGROUND STORAGE TANK INDEMIFICATION FUND (INSURANCE AGAINST LEAKAGE). 2,000 - UNFORESEEN EXPENSES FOR REPAIRS AS A RESULT OF ANY INSPECTION OF TANKS AND IS BASED ON THE AVERAGE OF THE PAST FIVE (5) YEARS.
43099	17,956	EQUIPMENT 11,956 - THIRD YEAR OF A THREE (3) YEAR LEASE FOR A 2021 FORD F150. 6,000 - SELF CONTAINED AIR COMPRESSOR FOR OUR NEW SERVICE TRUCK TO DO REPAIRS ON THE ROAD.

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BUREAU DETAIL

Bureau: Electrical Maintenance **No:** 0505

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

- Continue to update the new GIS traffic signals and street lighting including the underground conduits layer.
 - Complete the upgrading of the 2500 decorative street lights city wide to LED using in house labor. This will complete our transition to 100% LED street lighting, 50% of the city decorative street lights were completed in 2022 (1250 lights).
 - The street lighting LED upgrade of Cobra Head lights (5000+) contract which included maintenance of those lights expires in 2023. Continue to maintain these street lights using in-house forces.
 - Continue to upgrade the Christmas decorations.
 - Continue to manage and maintain the City's street lighting and traffic/transportation signal systems, communication & electronic systems along with all city portable and vehicle radios.
 - Continue to provide assistance to the IT department to maintain the surveillance camera systems and the VOIP system operations including the microwave links that connect all the city buildings to each other.
 - Provide electrical support to the various festivals and events in the City, Christmas lighting, maintain the electrical support to the various city buildings, projects and facilities.
 - Provide and implement cost saving solutions to complex technical issues throughout the City.
-

Prior Year Achievements:

- Replaced all the main panel breakers in the Musikfest festival grounds area that were damaged by storm flood water.
- Designed a system upgrade for the Lincoln fire station electrical service and ordered a generator and auto transfer switch which completed the project to provide emergency power to all the city fire stations and EMS buildings.
- Upgraded 50% of the decorative street lights to LED and will complete the upgrading of the remaining 50% by the end of 2023. This will complete the transition to 100% LED street lighting city-wide.
- Refurbished a 2002 Aerial Bucket truck which cost 30% of what it would have cost to purchase a new replacement truck.
- Working with the Christmas Committee to continue enhancing the city's Christmas decorating efforts.
- Started to build the street lighting and traffic signals including underground conduits layer in the city GIS system. We are currently about 30% complete. This will improve efficiency in future design and construction city-wide.
- Upgraded two UPS systems with new batteries for the trunking radio system tower sites
- Continued to improve the City's Christmas lighting decorations in 2022 by upgrading the Payrow Plaza sound system.
- Completed the 100% reprogramming of every Police, Fire and EMS radios and converted them to encrypted operation. This includes the Lehigh University police department, Lehigh County and Northampton County 911 dispatch centers.
- Reduced the number of Electronic Technicians from two (2) to one (1) and coordinated with IT and maintain same level of service/support.
- Successfully working towards our goal of maintaining all of the city owned street lights without any outside contractors support.
- Upgraded the electrical systems at two little league /football facilities funded by a grant.
- Completed upgrading all the lights to LED at the Stefko Facility using smart lights that sense motion to save energy.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2019 Actual	2020 Actual	2021 Actual	2022		2023 Budget
				Budget w/ Transfers		
Personnel Detail						
	Number of Permanent Positions					
TAMS City Electrician	1	1	1	1	1	98,459
TAMS Electrician III	1	1	1	1	1	72,306
TAMS Electronics Tech II	1	1	1	1	1	77,360
TAMS Electronics Tech I	1	1	1	-	-	-
SEIU Electrician II	4	4	4	5	5	362,711
Total Positions	8	8	8	8	8	610,836
Account Detail						
40001 SALARIES	507,703	543,902	505,396	588,676		607,236
40002 LONGEVITY	1,300	1,900	2,200	3,360		3,600
40003 OVERTIME	45,955	44,956	50,970	50,000		50,000
40006 DIFFERENTIAL PAY	111	352	147	500		500
40008 MEAL REIMBURSEMENT	442	104	442	500		500
Personnel	555,511	591,214	559,155	643,036		661,836
41014 OPERATING SUPPLIES	24,959	17,061	29,187	35,000		30,000
41016 UNIFORMS/SAFETY SHOES	1,371	1,907	740	2,000		2,000
41017 SMALL TOOLS	2,089	2,500	1,276	2,500		2,500
41023 GASOLINE	9,375	6,813	10,675	14,864		15,060
Materials & Supplies	37,794	28,281	41,878	54,364		49,560
42033 TRAINING AND SAFETY	3,138	1,284	2,374	3,000		3,000
42041 STREET LIGHTING	1,245,414	1,133,821	1,264,296	1,204,000		1,217,250
42041A FESTIVAL SERVICES	12,568	16,039	26,525	23,500		23,500
42041B ST LIGHTS REPAIR/REPLACE	115,431	143,664	131,202	196,000		160,000
42042 CHRISTMAS LIGHTING	74,902	61,433	25,941	40,000		30,000
42043 TRAFFIC SIGNAL CURRENT	57,209	57,728	56,226	50,000		48,180
42047 DEPARTMENT CONTRACTS	58,780	16,643	38,953	42,304		49,026
42056 STREET LIGHTING MAINT	285	830	-	1,000		1,000
42060 OTHER EXPENSES	740	3,381	705	3,200		2,000
42064 EQUIPMENT MAINTENANCE	19,481	12,712	5,854	29,500		29,500
Purchased Services	1,587,948	1,447,535	1,552,076	1,592,504		1,563,456
43099 EQUIPMENT	31,597	20,229	7,484	49,000		-
Equipment	31,597	20,229	7,484	49,000		-
Total	ELECTRICAL MAINTENANCE	2,212,850	2,087,259	2,160,593	2,338,904	2,274,852

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	50,000	OVERTIME 50,000 - CALLBACKS DUE TO POWER FAILURES, LIGHTNING STORMS, STREETLIGHT KNOCKDOWNS, TRAFFIC SIGNAL FAILURES, MALFUNCTIONING RADIO SYSTEM, AND EMERGENCY PA ONE CALLS. OVERTIME COVERS POLES DAMAGED AS A RESULT OF AUTO ACCIDENT, TRAFFIC CONTROLLER FAILURES, CHRISTMAS LIGHTING CEREMONY, AND VARIOUS EVENTS. ALSO, SATURDAY/SUNDAY WORK DUE TO EXTRA CHRISTMAS LIGHTING, MUSIKFEST, CELTICFEST, WEEKEND EVENTS, POSSIBLE BAD WEATHER EVENTS. WE CONTINUE TO MAKE ALL EFFORTS TO MINIMIZE USE TO EXTENT PRACTICIABLE. BUDGET BASED ON USAGE AND TRENDS OVER THE PAST FOUR YEARS (\$40,000 WAS NEEDED IN 2018, \$46,000 IN 2019, \$45,000 IN 2020, AND \$47,000 IN 2021).
40006	500	DIFFERENTIAL PAY 500 - HOURS WORKED FOR MIDDLE AND NIGHT SHIFT DURING CALL OUTS AND EXTENDED HOURS.
40008	500	MEAL REIMBURSEMENT 500 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH UNION CONTRACT.
41014	30,000	OPERATING SUPPLIES 5,600 - TRAFFIC SIGNAL SUPPLIES AND UPGRADES: LAMPS, CONTACTS, NUMEROUS RELAYS, CABLE, STRAND, SIGNAL BRACKETS, DETECTOR UNITS, TIME CLOCKS, PAINTS, 3M MATERIAL, SOLID STATE LOAD-RELAYS, TRAFFIC LIGHT DISPLAYS, SIGN BRACKETS, BREAKERS, VISORS, LIGHTING SURGE ARRESTORS, VARIOUS TAPES, 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 2023. 7,000 - RADIO SUPPLIES: TRANSISTORS, TUBES, MIC ASSEMBLIES, VARIOUS RADIO MODULES, ANTENNAS, CABLE, NUMEROUS ELECTRICAL COMPONENTS, SOLDER AND P. A. MATERIALS. COMPUTER REPAIR PARTS, AND ACCESSORIES RELATED TO THE RADIO USERS EQUIPMENT AND TOWER SITES. 17,400 - MISCELLANEOUS REPLACEMENT PARTS FOR VIDEO SYSTEMS, REPAIRS TO ELECTRICAL SYSTEM AND EQUIPMENT: POWER PANELS, BREAKERS, LAMPS, WIRE, CONDUIT AND RELATED EQUIPMENT, FUSES, STARTERS, SWITCHES, RECEP-TACLES, CONTACTORS, LIGHT FIXTURES, 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. BASED ON 2021 AND 2022 ACTUAL EXPENDITURES, THIS LINE ITEM WAS REDUCED BY \$5,000 FOR 2023.
41016	2,000	UNIFORMS/SAFETY SHOES

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		2,000 - SAFETY SHOES (8). SWEATSHIRTS AND TEE-SHIRTS PER UNION CONTRACT. ALSO RAIN SUITS AND RAIN BOOTS AS NEEDED FOR EXISTING AND NEWLY HIRED EMPLOYEES.
41017	2,500	SMALL TOOLS 2,500 - REPLACEMENT OF WORN OR BROKEN HAND TOOLS.
41023	15,060	GASOLINE 15,060 - BASED ON THE PAST FOUR (4) YEARS OF ACTUAL USAGE, 2023 ANTICIPATED USAGE WILL BE 2600 GALLONS OF GASOLINE AT \$3.00 PER GALLON AND 2200 GALLONS OF DIESEL AT \$3.30 PER GALLON.
42033	3,000	TRAINING AND SAFETY 3,000 - CONTINUAL TRAINING IS NECESSARY FOR SPECIALIZED RADIO PROGRAMMING ON FEATURES IN THE DIGITAL RADIO SYSTEM, AND USER EQUIPMENT, INCLUDING POLICE BODY BODY CAMERAS. AND ENCRYPTION SOFTWARE, ALSO TRAINING FOR MICRO-WAVE EQUIPMENT, IP TELEPHONE EQUIPMENT, NEW TRAFFIC CONTROL TECHNOLOGY, APCO SEMINARS, COMPUTER TRAINING AND ELECTRICAL SEMINARS. ADDITIONAL IMSA TRAFFIC SIGNAL TRAINING AND CERTIFICATION CLASSES TO KEEP STAFF CURRENT. PURCHASE OF GENERAL SAFETY ITEMS (GLOVES, EAR AND EYE PROTECTION, AED UNIT, CONES, SIGNS, BOTTLED WATER AND SAFETY VESTS).
42041	1,217,250	STREET LIGHTING 1,217,250 - THE CITY'S NEARLY 7,000 STREET LIGHTS AND RELATED INFRASTRUCTURE HAS BEEN PURCHASED FROM PPL. THE CITY HAS BEEN MAINTAINING THIS INFRASTRUCTURE WHOSE INVENTORY HAS BEEN INCREASING SIGNIFICANTLY WITH EACH DEVELOPMENT PROJECT. THE PURCHASE OF THE INFRASTRUCTURE WAS DONE USING A 20-YEAR BOND ISSUE. A 20-YEAR SCHEDULE ANALYSIS HAD BEEN PROVIDED FOR THIS PROJECT AND CHARGES INCURRED TO PPL WOULD HAVE BEEN \$2,512,440 FOR 2022, UNDER THE OLD SYSTEM PER ANALYSIS/SCHEDULE, THE COST WOULD HAVE ALSO BEEN SIGNIFICANTLY GREATER THAN SHOWN HERE AS WE HAVE ADDED A SUBSTANTIAL AMOUNT OF LIGHTS SINCE THE ANALYSIS. ENERGY BILLS, DEBT SERVICE ON THE BOND, PHASE I OF THE LED UPGRADE PROJECT DEBT SERVICE, FOR THE LED LIGHTS ARE CHARGED TO THIS ACCOUNT AND THE DIFFERENCE BETWEEN WHAT PPL WOULD HAVE CHARGED AND THIS BUDGETED LINE ITEM IS USED AS A REVENUE SOURCE FOR THE SLCSRA EXPENDITURES ACCOUNT WHICH DEMONSTRATES THE BENEFITS/SAVINGS OF THESE PROJECTS AND MORE IMPORTANTLY PAY FOR CAPITAL IMPROVEMENTS, ADDITIONS, REPAIRS AND/OR REPLACEMENTS TO THE INFRASTRUCTURE. FUNDING LEVEL IS TO OFFSET DEBT SERVICES, MAINTENANCE, ENERGY, AND REPAIRS OF THE SYSTEM. BUDGET INCLUDES THE ESTIMATED PPL INCREASE OF 3% TO 5% FOR TRANSMISSION AND DISTRIBUTION.

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42041A	23,500	FESTIVAL SERVICES 20,000 - COSTS FOR ELECTRIC BILLS FOR CITY SPONSORED FESTIVALS (MUSIKFEST, CELTIC FEST, AND ANY OTHER EVENTS HELD AT MUSIKFEST SITES). 3,500 - REPLACEMENT OF FESTIVAL CORDS, LIGHTS, AND PANELS DUE TO AGE AND FAILURE. WE ARE ALSO CURRENTLY UPGRADING THE FESTIVAL ELECTRICAL SERVICES AND THESE FUNDS WILL BE USED FOR THAT WORK.
42041B	160,000	ST LIGHTS REPAIR/REPLACE 160,000 - ACCOUNT (FORMALLY SLCSEA FUNDED FROM SAVINGS INDICATED IN 42041) TO COVER EXPENSES RELATED TO STREET LIGHTING SUCH AS UNEXPECTED REPAIR COSTS FOR STREET LIGHTING, REPLACEMENT OF DAMAGED LIGHTING, AND OTHER RELATED PROJECTS. THIS ACCOUNT IS ESSENTIALLY FUNDED BY SAVINGS REALIZED BY THE ACQUISITION, SHOPPING OUR ENERGY, AND UPGRADE TO LED STREET LIGHTS. THIS ACCOUNT IS ALSO USED TO PURCHASE REPLACEMENT STREET LIGHT POLES, TRAFFIC SIGNAL POLES AND EQUIPMENT DUE TO ACCIDENTS.
42042	30,000	CHRISTMAS LIGHTING 30,000 - BASED ON ESTIMATED USAGE OF POWER AND MATERIALS FOR CHRISTMAS LIGHTING AND MUSIC. POWER - \$10,000, MATERIALS - \$20,000 FOR REPLACEMENT DECORATIONS AND ADDITIONS. THE CITY HAS COMPLETED THE TRANSITION TO ARTIFICIAL TREES AND POLE WRAPS REDUCING OUR ANNUAL REPLACEMENT EXPENDITURES. FUNDING MAY BE USED FOR THE REPLACEMENT OF THE NATIVITY SCENE AT PAYROW PLAZA.
42043	48,180	TRAFFIC SIGNAL CURRENT 48,180 - IMPLEMENTED AN ENERGY SAVINGS PROGRAM FOR OUR 128 TRAFFIC SIGNALS VIA THE SWITCH OVER TO LIGHT EMITTING DIODE (LED) LAMPS INSTEAD OF INCANDESCENT LAMPS. LEDS SAVE BETWEEN 60% AND 80% ON ENERGY COSTS. WE TOOK OUT A LOAN TO PURCHASE LEDS. THIS ACCOUNT USED TO BE BUDGETED AT THE LEVEL (2022 WOULD HAVE COST \$172,303 AND SAVINGS WOULD HAVE BEEN PLACED IN AN ESCROW ACCOUNT FOR PURCHASE OF THE NEXT SET OF LEDS) IT WOULD HAVE COST HAD WE REMAINED USING THE OLD LAMPS BUT IS NOW SET TO ONLY COVER THE ACTUAL ENERGY COSTS. THIS COVERS A PPL INCREASE ON TRANSMISSION AND DISTRIBUTION.
42047	49,026	DEPARTMENT CONTRACTS PROFESSIONAL SERVICE AGREEMENTS FOR BACK UP POWER GENERATORS, RADIO ROOM AIR CONDITIONING SYSTEMS, 3 MICROWAVE SITES AND FIRE LAN SYSTEM. 2,125 - GENERATOR MAINTENANCE EMERGENCY SYSTEMS SERVICE CO. AGREEMENT FOR 3 RADIO TOWER SITES (WILLIAMS STREET/SOUTH MOUNTAIN/GARRISON STREET). THIS IS A 23% INCREASE OVER 2022. 2,275 - PALMERTON TELEPHONE TOWER RENTAL.

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	2,325	- MISCELLANEOUS TRAFFIC SIGNALS OUTSIDE SUPPORT SERVICES.
	5,796	- HT LYONS SERVICE AGREEMENT TO MAINTAIN THE THREE (3) CITY OWNED TOWER SITE A/C SYSTEMS (SOUTH MOUNTAIN, WILLIAM ST, AND GARRISON ST.). AGREEMENT INCREASED 3% OVER 2022.
	36,505	- RADIO MAINTENENACE INC. MAINTENANCE AGREEMENT FOR THE MICROWAVE LINKS THAT CONNECT CITY HALL TO SOUTH MOUNTAIN, SOUTH MOUNTAIN TO GARRISON STREET, STEFKO COMPLEX TO SOUTH MOUNTAIN, AND ALL FIRE STATIONS. THESE MICROWAVE LINKS CARRY CITY DATA AND RADIO TRAFFIC. A SIGNIFICANT PORTION OF THIS COST USED TO BE COVERED BY 911. AGREEMENT INCREASED 3% OVER 2022. A NEW MICROWAVE LINK WAS ADDED IN 2022 TO PROVIDE BETTER, FASTER, AND MORE RELIABLE CONNECTIVITY BETWEEN THE STEFKO COMPLEX AND THE CITY NETWORK. THIS NEW LINK SERVICES THE STREETS DEPARTMENT, WATER DEPARTMENT, SEWER DEPARTMENT, EMS AND THE MECHANICAL BUREAU. THIS ADDITIONAL LINK INCREASED THE CONTRACT BY \$5,235.
42056	1,000	GENERAL LIGHTING MAINT.
	1,000	- MAINTAIN LIGHTS AROUND THE CITY GARAGE, SAUCON POOL, SOUTH MOUNTAIN PARKING LOTS, SAND ISLAND, AND MISCELLANEOUS EXTERIOR BUILDING LIGHTING.
42060	2,000	OTHER EXPENSES
	2,000	- MANUALS, SIGNAL ASSOCIATION MEMBERSHIP, AND MISCELLANEOUS EXPENSES. WITH THE AVAILABILITY OF TRAINING MANUALS ONLINE, IT HAS REDUCED THE NEED TO PURCHASE SOME MANUALS AND PAY FOR SOME TRAINING.
42064	29,500	EQUIPMENT MAINTENANCE
	29,500	- COVERS COST FOR REPAIRS TO EQUIPMENT SUCH AS BUCKET TRUCKS, UNINTERRUPTABLE POWER SUPPLY BATTERY FAILURES, UPS, ANNUAL A.N.S.I. INSPECTIONS FOR BUCKET TRUCKS, ETC. IN THE BUREAU. REPAIRS TO ELECTRICAL BUCKET TRUCKS AND RELATED EQUIPMENT SUCH AS GENERATORS, MOTORS, HYDRAULIC SYSTEMS AND TOOLS. REPAIRS AND UPGRADES TO BETHLEHEM SERVICE CENTER, CITY ELECTRICAL RELATED EQUIPMENT INCLUDING COMPUTERS, TRAFFIC SIGNAL EQUIPMENT AND BENCH REPAIRS TO MOBILE AND PORTABLE RADIOS. ALSO STORM DAMAGE, ACCIDENT DAMAGE, AND LIGHTING DAMAGE. CALIBRATION OF CONFLICT MONITOR TESTER AND UNDERGROUND LOCATOR REPAIRS FOR POLICE, FIRE, AND EMS RADIO REPAIRS.

BUREAU DETAIL

Bureau: Traffic Maintenance **No:** 0506

Department: Public Works

No: 0050

Bureau Description:

This bureau conducts all line painting, sign work, and traffic control throughout the City in addition to coordinating and setting up traffic control for over 50 events each year. This bureau also reviews land development plans, manages traffic safety improvement projects, conducts traffic evaluations, and assists the public and contractors on a daily basis throughout the year.

Goals and Objectives:

- Manage the design, permitting, construction and implement the conversion of Linden Street from one way to two-way traffic from Church Street to Fairview Street.
- Manage the Design for the signal replacement/upgrade at Club Ave & Union Ave and Linden St & Goepp St.
- Continue to advance/pursue the East and West Broad Street Pedestrian & Bike Improvements.
- Continue to provide for the safe and efficient movement of traffic within the City of Bethlehem.
- Maintain and upgrade traffic control signs and markings.
- Enhance pedestrian safety with pedestrian devices and traffic calming measures.
- Coordinate with others to provide for the safe movement of traffic and pedestrians during special events.
- Respond in a timely manner to requests for assistance by others during storms and traffic accidents throughout the City.
- Respond in a timely manner to provide answers and solutions to citizen's concerns/complaints.
- Continue to apply for grants to improve vehicular, pedestrian, and bicycle safety throughout the city.
- Develop process for conducting inventory on the City's crosswalks to assist with maintenance.
- Finalize and close out the construction of the S. New Street Streetscape Project.

Prior Year Achievements:

- Managed and oversaw the S. New Street Streetscape Improvement/Beautification Project (Bidding and Construction).
 - Applied for multiple traffic and pedestrian safety improvement grants.
 - Assisted in planning and set up of outdoor dining parklets at the Northside and Southside Business Districts.
 - Assisted with traffic control and coordination with the Police Department for multiple events.
 - Reviewed and coordinated with many developers to include pedestrian safety and upgrades to pavement markings and signals as part of their planned developments.
 - Coordinated with CTAC and others on pedestrian and bicycle safety issues and worked to mitigate them.
 - Coordinated with the Bethlehem Parking Authority to address parking issues throughout the City.
 - Completed upgrades to pavement markings and line paintings.
 - Worked with many citizens on complaints, questions, requests, etc.
 - Coordinated with Police on numerous roads to improve safety by adding signage, vascar lines, completing traffic studies, etc.
 - Worked with countless contractors on street closings.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Traffic Coord/Design Asst	1	1	1	1	93,588
SEIU	Traffic Technician	2	2	2	2	140,272
Total Positions		3	3	3	3	233,860
Account Detail						
40001	SALARIES	199,851	209,255	213,411	221,957	227,500
40002	LONGEVITY	4,900	5,000	5,100	6,240	6,360
40003	OVERTIME	8,225	1,269	3,869	6,000	6,000
40004	TEMPORARY HELP	9,680	10,032	3,256	11,900	15,600
40006	DIFFERENTIAL PAY	32	2	28	100	100
40008	MEAL REIMBURSEMENT	65	13	117	156	156
Personnel		222,753	225,571	225,781	246,353	255,716
41014	OPERATING SUPPLIES	39,034	35,649	27,011	46,150	53,150
41016	UNIFORMS/SAFETY SHOES	456	457	600	600	676
41023	GASOLINE	2,999	2,348	4,165	8,700	4,455
Materials & Supplies		42,489	38,454	31,776	55,450	58,281
42033	TRAINING AND SAFETY	20	60	-	150	150
42054	RENTALS	1,040	-	220	1,500	1,500
42060	OTHER EXPENSES	171	-	68	200	200
Purchased Services		1,231	60	288	1,850	1,850
43099	EQUIPMENT	-	21,800	27,747	20,271	-
Equipment		-	21,800	27,747	20,271	-
Total	TRAFFIC MAINTENANCE	266,473	285,885	285,592	323,924	315,847

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	6,000	OVERTIME 6,000 - OVERTIME TO COVER THE MANY EVENTS HELD THROUGHOUT THE YEAR (MUSIKFEST, CELTIC CLASSIC, FINE ARTS, 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
40004	15,600	TEMPORARY HELP 15,600 - SUMMER HELP OF TWO (2) STUDENTS FOR A TOTAL 1040 HRS (520 HR. EACH) FOR APPROX 13 WEEKS. SUMMER HELP IS USED TO SUPPLEMENT SUMMER PAINTING DUTIES, PREPARATION FOR WEEK LEADING INTO MUSIKFEST, SIGN PLACEMENT, BARRICADE DELIVERY, ETC. WORKLOADS ARE PROVING TO EXCEED RESOURCES TO COMPLETE DESIRED WORK. RATES INCREASED IN 2022 FROM \$11.00 TO \$15.00 PER HOUR TO ENSURE SECURING TEMPORARY HELP DUE TO LABOR MARKET CONDITIONS AND TO CONTINUE IN 2023.
40006	100	DIFFERENTIAL PAY 100 - DIFFERENTIAL PAY IS NECESSARY DURING MUSIKFEST, SNOW OPERATIONS, 4TH OF JULY, AND DURING CALL-OUTS.
40008	156	MEAL REIMBURSEMENT 156 - MEAL REIMBURSEMENT IS \$13.00 PER MEAL AND WOULD COVER A TOTAL OF TWELVE (12) MEALS. THIS BUREAU IS CALLED UPON FOR SNOW REMOVAL AS NECESSARY.
41014	53,150	OPERATING SUPPLIES OPERATING SUPPLIES ARE USED FOR THE PURPOSE OF STREET PAINT, BARRICADES AND MAINTAINING TRAFFIC CONTROL (EITHER PERMANENT OR TEMPORARY) WITH CHANNEL POSTS, SIGNS, PAINT, WOOD, ETC. EACH YEAR NEW SIGNS ARE ERECTED OR UPGRADED AND SIGN IMPROVEMENTS ARE MADE WHILE THE MAINTENANCE DEMANDS AND COSTS CONTINUE TO INCREASE. LINE PAINTING AND THE INSTALLATION AND MAINTENANCE OF CROSSWALKS, STOP BARS, ETC. REQUIRE THE PURCHASE OF PAINT AND PLASTIC. 11,445 - REPLACEMENT SIGNS (STOP, SPEED LIMIT, ETC.). SIGN COST INCREASED BY 21% IN 2022 AND IS ANTICIPATED TO PERSIST IN 2023. 16,505 - PAINT AND GLASS BEADS. COST INCREASED BY 43% IN 2022 AND IS ANTICIPATED TO PERSIST IN 2023. 1,600 - LUMBER AND VARIOUS HAND/POWER TOOLS. 1,320 - STROBE LIGHTS. 3,040 - CONES AND CHANNELS. 1,940 - TEMPORARY SIGNS. 10,500 - SCOTCH-LITE SHEETING, PREFORMED PLASTIC, AND HOT PLASTIC FOR MACHINE (DOING MORE CROSSWALKS WITH THERMOPLASTIC TO INCREASE THE LIFE OF APPLICATIONS TO ASSIST IN KEEPING UP WITH FUNCTIONS). 1,900 - PROPANE, NAPHTHA & REPLACEMENT TANKS. 1,600 - PORTABLE STOP SIGNS TO REPLACE OLD OUTDATED SIGNS IN USE.

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		3,300 - REPLACEMENT OF FADED AND DAMAGED STREET CLEANING SIGNS ALONG CITY STREETS. ANNUALLY SIGNS ARE REPLACED AS NEEDED. THIS ACCOUNT IS ALSO USED TO CHARGE REPAIRS TO OUR PAINT EQUIPMENT THAT IS DIRECTLY RELATED TO THE PAINTING OPERATION, I.E. HOSES, REGULATORS, VALVES, AND TO PURCHASE TOOLS THAT ARE USED TO MAKE REPAIR OF EQUIPMENT, AND ERECT/REMOVE TRAFFIC CONTROL DEVICES.
41016	676	UNIFORMS/SAFETY SHOES 676 - SHIRTS, SHOES, AND SWEATSHIRTS ARE APPROXIMATELY \$338 PER EMPLOYEE IN 2023.
41023	4,455	GASOLINE 4,455 - ESTIMATED GASOLINE USAGE FOR VEHICLES AND EQUIPMENT IS 1,100 GALLONS AT \$3.00 PER GALLON FOR GASOLINE AND 350 GALLONS AT \$3.30 PER GALLON FOR DIESEL.
42033	150	TRAINING AND SAFETY 150 - ATTEND SEMINARS TO IMPROVE SKILLS AND MAINTAIN PROPER KNOWLEDGE OF TRAFFIC MANAGEMENT, DESIGN, AND IMPLEMENTATION (ASSUMES 1 TO 2 SEMINARS DEPENDING ON LOCATION). PURCHASE OF EDUCATIONAL MATERIALS THAT WILL COVER NEW TECHNOLOGY, TRAFFIC CALMING APPLICATIONS AND OTHER TRAFFIC RELATED TOPICS. COSTS ARE KEPT TO A MINIMUM THROUGH USE OF LOCAL FREE EDUCATIONAL PROGRAMS. ALSO INCLUDED ARE SAFETY VESTS FOR FULLTIME EMPLOYEES AND SUMMER HELP.
42054	1,500	RENTALS 1,500 - RENTAL OF TRAFFIC CONTROL SIGNS AND BARRICADES PERIODICALLY USED BUT NOT FEASIBLE OR APPROPRIATE TO PURCHASE AND MAINTAIN IN-HOUSE.
42060	200	OTHER EXPENSES 200 - THIS ACCOUNT IS FOR THE PURCHASE OF MISC. ITEMS SUCH AS CDL RENEWALS AND MEMBERSHIP DUES.

BUREAU DETAIL

Bureau: Facilities

No: 0507

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

- Replace the old air conditioning system at Schweder Fire Station.
 - Upgrade the Plymovent exhaust extracting system at all Fire Stations.
 - Replace two large domestic water tanks with hot water exchangers at City Hall. These tanks are original to the building.
 - Replace the windows at Schweder Fire Station.
 - Replace the stairway lighting at City Hall to improve lighting and reduce electricity use.
 - Replace the siding at the nine-hole golf course cashier building, and the roof of the golf course maintenance barn.
 - Upgrade restroom facilities at several City parks.
 - Provide a safe, clean, and conducive working environment while ensuring an adequate useful life for City buildings and facilities.
 - Establish cost effective ways and means to maintain over 100 City buildings.
 - Utilize the carpentry, plumbing, and mechanical skills of the bureau employees completing as much in-house specialty work as possible to keep project costs to a minimum.
 - Continue the floor replacement project in City Hall.
 - HVAC duct work cleaning at various fire houses.
 - Raise 4 condensers onto platforms due to flooding on Sand Island.
 - Update HVAC system at Ice House.
 - Replace underground oil tank at Ice Rink facility.
-

Prior Year Achievements:

- Replaced the flooring in the kitchen and living area at Lincoln Fire Station.
 - Continued working on the Climate Action Plan Goals and Objectives with numerous Sub-Committees.
 - Hired and trained two new Engineer Mechanics at City Hall to replace the two retired staff.
 - Repaired the roof at Lincoln Fire Station.
 - Opened and maintained all 5 pools for the entire season.
 - Made repairs to Stark and Westside Pools.
 - Completed the City Hall bathrooms fixtures upgrade project.
 - Installed pool covers at Memorial Pool to protect the coatings of the pools in the off-season.
 - Replaced the sprinkler system valves in the City Hall Garage.
 - Prepped and painted various rooms in Community Development and in the Police area at City Hall.
 - Replaced the floor tiles in the Police level/area.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2019	2020	2021	2022	2023
	Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail					
	Number of Permanent Positions				
TAMS Facilities Superintendent	1	1	1	1	97,139
TAMS Facilities Supervisor	-	-	-	1	86,583
SEIU Bldg Maint & Pool Tech	1	1	1	-	-
SEIU Engineer Mechanic	2	2	2	2	123,498
SEIU Maintenance Worker III	7	7	7	7	481,723
SEIU Maintenance Worker I	1	1	1	1	59,643
SEIU Custodian I	1	1	1	1	59,163
Total Positions	13	13	13	13	907,749
Account Detail					
40001 SALARIES	809,132	821,179	799,151	828,090	893,589
40002 LONGEVITY	18,200	17,900	14,400	18,360	14,160
40003 OVERTIME	109,926	88,210	131,422	90,000	90,000
40004 TEMPORARY HELP	44,006	53,186	42,553	59,472	90,480
40006 DIFFERENTIAL PAY	907	1,480	1,620	1,250	1,250
40008 MEAL REIMBURSEMENT	741	260	910	1,200	900
Personnel	982,912	982,215	990,056	998,372	1,090,379
41014 OPERATING SUPPLIES	61,067	92,695	61,826	71,000	81,000
41016 UNIFORMS/SAFETY SHOES	2,800	2,704	2,692	3,810	3,930
41017 SMALL TOOLS	4,816	3,814	3,359	5,000	5,000
41021 CHEMICALS	-	6,643	29,198	66,933	70,000
41023 GASOLINE	10,750	6,100	10,695	14,820	13,740
Materials & Supplies	79,433	111,956	107,770	161,563	173,670
42033 TRAINING AND SAFETY	997	1,461	609	1,000	4,000
42037 STORM WATER FEES	-	-	72,820	80,880	79,440
42044 ELECTRIC	553,209	530,241	543,892	559,527	662,396
42045 GAS	103,244	97,341	119,408	118,246	120,061
42046 HEATING OIL	45,406	23,061	25,268	45,000	45,000
42047 DEPARTMENT CONTRACTS	160,702	194,864	159,420	219,901	240,524
42060 OTHER EXPENSES	206	646	123	1,000	1,000
42064 EQUIPMENT MAINTENANCE	4,163	2,474	5,004	9,000	8,000
42065 PLANT MAINTENANCE	62,010	61,307	67,162	77,067	76,000
Purchased Services	929,937	911,395	993,706	1,111,621	1,236,421
43099 EQUIPMENT	30,234	24,293	232	7,060	13,200
Equipment	30,234	24,293	232	7,060	13,200
Total FACILITIES	2,022,516	2,029,859	2,091,764	2,278,616	2,513,670

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	90,000	OVERTIME 90,000 - SCHEDULED WORK SUCH AS SNOW REMOVAL FROM CITY FACILITIES, AND CALL OUTS FOR PERSONNEL ASSIGNED TO CITY CENTER, ICE RINK, SWIMMING POOLS, PARK FACILITIES, PAVILION RENTALS, COVID CLEANING, AND CLEANING OF POLICE SUB-STATIONS. STAFFING OF ICE RINK DURING SEASON IS ALSO PAID BY THIS ACCOUNT. AVERAGE ANNUAL NEED OVER PAST 5 YEARS IS APPROXIMATELY \$90,000.
40004	90,480	TEMPORARY HELP 90,480 - FOUR PART TIME CUSTODIAL POSITIONS. 4 @ \$15.00 PER HR X 29 HRS/WK X 52 WKS. 2022 BUDGET IS NOT EXPECTED TO BE ENTIRELY SPENT DUE TO ONE (1) POSITION THAT WAS AND IS CURRENTLY VACANT. PAY RATE INCREASED TO \$15.00 AN HOUR TO ATTRACT CANDIDATES AS WE HAVE NOT BEEN ABLE TO FILL POSITIONS FOR THE PAST TWO YEARS.
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	900	MEAL REIMBURSEMENT 900 - REIMBURSEMENT FOR MEALS IN ACCORDANCE WITH UNION CONTRACT.
41014	81,000	OPERATING SUPPLIES 6,000 - PLUMBING/HARDWARE SUPPLIES. 10,000 - FREON #22 AND #12 CYLINDERS. 8,000 - PAINTING SUPPLIES (BRUSHES, POLES, PAINT, ETC.). THIS ALSO INCLUDES COST FOR POOL PAINT (\$4500). 5,000 - CLEANING TOOLS. 20,000 - CLEANING PRODUCTS (THIS INCLUDES CLEANING SUPPLIES FOR FIRE HOUSES). 6,000 - LAMPS AND BALLASTS. 9,000 - MISC. ITEMS SUCH AS AIR/VENT COIL CLEANER, HOSES, REFRIGERENT, PUMP COUPLERS, OXYGEN, GREASE, OIL, BELTS, AND ACETYLENE REFILLS FOR TORCH TANKS, COIL CLEANER, AND MOTOR CONTROL PARTS. 8,000 - FAN COIL FILTERS AND CLIMATE CONTROL FILTERS. 4,000 - ICE RINK SUPPLIES. 5,000 - PROPANE FOR COMPRESSORS AND ZAMBONI MACHINE. INCREASE IN BUDGET IS DUE TO INFLATION OF THE COST.
41016	3,930	UNIFORMS/SAFETY SHOES 2,500 - T-SHIRTS AND SWEATSHIRTS FOR (10) FULL TIME AND (4) PART TIME EMPLOYEES. 1,430 - SAFETY SHOES FOR (11) FULL TIME EMPLOYEES.
41017	5,000	SMALL TOOLS 5,000 - MISCELLANEOUS TOOLS.

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41021	70,000	CHEMICALS 70,000 - POOLS/RINK CHEMICALS, TEST KITS, AND SUPPLIES. INCREASE IN BUDGET TO COVER THE DRASTIC COST INCREASE OF PRODUCTS AND SUPPLIES EXPERIENCED IN 2022 AND ANTICIPATED TO PERSIST IN 2023.
41023	13,740	GASOLINE 7,800 - GASOLINE, 2,600 GALLONS @ \$3.00. 5,940 - DIESEL, 1,800 GALLONS @ \$3.30.
42033	4,000	TRAINING AND SAFETY 500 - SAFETY LITERATURE, TRAINING, EQUIPMENT/SUPPLIES. 3,000 - HVAC TRAINING FOR ONE (1) EMPLOYEE. DUE TO RETIREMENT OF PERSONNEL NEW EMPLOYEES ASSIGNED TO THIS FUNCTION WILL BE TRAINED IN 2023. 500 - PESTICIDE LICENSE RENEWAL FOR THREE (3) EMPLOYEES.
42037	79,440	STORM WATER FEES 79,440 - FEES FOR STORM WATER AS ENACTED BY THE CITY EFFECTIVE JANUARY 2021 FOR ALL CITY-OWNED PROPERTIES WITHIN CITY LIMITS.
42044	662,396	ELECTRIC BASED ON 2021 ACTUAL USAGE FOR VARIOUS FACILITIES AS SHOWN BELOW PLUS THE COSTS OF THE PENNONI ENERGY PROCUREMENT CONTRACT FEES, CONTINGENCY COVERING PRICE INCREASE FROM 2021 TO 2022, AND THE ENERGY EFFICIENCY UPGRADE CONTRACT. 4,084 - FACILITIES MAINTENANCE BARN. 144,985 - CITY CENTER COMPLEX. 6,081 - ELECTRICAL BUREAU. 28,518 - FIRE STATIONS. 20,342 - PARKS/PLAYGROUNDS. 24,727 - MUNICIPAL SERVICE CENTER. 7,394 - GROUNDS MAINTENANCE BARN. 1,209 - POLICE SUBSTATIONS. 37,916 - POOLS AND RINKS. 10,050 - SAND ISLAND. 3,920 - RECYCLING. 927 - GREENWAY LIGHTS (100) AND ELECTRICAL FOR SPECIAL EVENTS 2,855 - RADIO TRANSMISSION TOWER (SOUTH MOUNTAIN). 897 - 2ND STREET RAMP. 101,043 - CONTINGENCY FOR 2022 INCREASE OF ENERGY COST OVER 2021. 252,448 - ENERGY EFFICIENCY UPGRADE CONTRACT. 15,000 - PENNONI ENERGY PROCUREMENT CONTRACT FEES.
42045	120,061	GAS BASED ON 2021 USAGE FOR VARIOUS FACILITIES AS SHOWN BELOW PLUS THE COSTS OF THE PENNONI ENERGY PROCUREMENT CONTRACT FEES. 11,798 - GROUND MAINTENANCE.

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		5,582 - ICE HOUSE.
		6,713 - STEFKO BRAZING MACHINE.
		17,882 - MUNICIPAL SERVICE CENTER.
		60,012 - CITY CENTER.
		1,952 - LINCOLN FIRE.
		2,648 - MEMORIAL FIRE.
		3,078 - NORTHWEST FIRE.
		2,868 - SCHWEDER FIRE.
		3,379 - DEWBERRY EMS.
		1,146 - YOSKO PARK.
		334 - CITY LINE PUMP.
		2,669 - PENNONI ENERGY PROCUREMENT CONTRACT FEES.
42046	45,000	HEATING OIL
		BASED ON 2021 ACTUAL USAGE FOR VARIOUS FACILITIES AS SHOWN BELOW PLUS CONTINGENCY COVERING PRICE INCREASE FROM 2021 TO 2022.
		19,730 - CONTINGENCY, THERE IS AN 88% COST INCREASE FROM 2021 TO 2022
		4,887 - FACILITIES BUILDING.
		3,033 - DAR HOUSE.
		9,521 - ICE RINK.
		MEMORIAL POOL, ONLY DOMESTIC.
		3,908 - ELECTRICAL BUREAU.
		3,921 - MILL BUILDING.
		PAST HISTORY OF HEATING COSTS.
		2018 \$35,079
		2019 \$45,406
		2020 \$23,062
		2021 \$25,269
42047	240,524	DEPARTMENT CONTRACTS
		67,000 - CITY CENTER ENERGY SYSTEM MAINTENANCE INCREASED BY \$2,000 FROM 2022 AND INCLUDES ANNUAL CLEANING OF THE AIR HANDLERS AT CITY HALL (HT LYONS).
		14,100 - ELEVATOR MAINTENANCE AT CITY HALL, AND 540 STEFKO BLVD (SCHINDLER).
		5,400 - PEST CONTROL (EHRlich).
		3,300 - SERVICE FIRE EXTINGUISHERS INSPECTION/SUPPRESSION SYSTEMS (KISTLER).
		3,225 - SERVICE AND CHEMICALS FOR COOLING WATER TREATMENT AT ICE HOUSE, MILL BUILDING, AND ICE RINK (PROASYS).
		5,500 - WATER TESTING AND CHEMICAL TREATMENT FOR COOLING TOWERS/HEATING SYSTEMS AT CITY CENTER (US WATER).
		5,300 - SPRINKLER TRIP TEST AND FIRE PUMP TEST AT CITY CENTER GARAGE, ICE HOUSE, AND ANY UNFORESEEN REPAIRS (PARKSIDE FIRE AND SECURITY).
		5,250 - TRANE SERVICE ON TWO CHILLERS AT CITY CENTER INCREASED BY \$150.00 FROM 2022 (HT LYONS).
		4,600 - PREVENTIVE MAINTENANCE OF ELECTRICAL SWITCH GEAR AT CITY CENTER (ALBARELL).
		3,600 - EDDY CURRENT TEST-CONDENSER & EVAPORATOR TUBES FOR CITY CENTER CHILLERS (H.T. LYONS).

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		1,150 - SERVICE CONTRACT FOR ELECTRIC DOOR ACTUATORS AT CITY CENTER (ADVANCE DOOR).
		5,600 - FIRE ALARM TESTING AT CITY CENTER (CSI).
		6,860 - CLEANING OF VENTILATION SYSTEMS AT FIRE HOUSES (AIR CLEANING SYSTEMS).
		3,700 - ELECTRICAL HAZARD DETECTION SERVICE FOR CITY CENTER ELECTRICAL DISTRIBUTION SYSTEM (ALBARELL).
		5,000 - UNDERGROUND STORAGE TANKS INDEMINIFACTION/REGISTRATION
		16,900 - ICE RINK MAINTENANCE (HF LYONS).
		4,200 - PREVENTIVE MAINTENANCE FOR ELECTRIC DISTRIBUTION SYSTEM AT CITY CENTER (ALBARELL).
		2,250 - ALARM SERVICE FOR ICE HOUSE FIRE PROTECTION INSPECTION & AIR TEST INCREASED BY \$250.00 FROM 2022 (ABE ALARMS).
		30,000 - PAPER PRODUCTS SUPPLY CONTRACT INCREASED BY \$3500 FROM 2021 ACTUAL COSTS (UNIFIRST).
		525 - SECURITY MONITORING AT ELECTRICAL BUREAU INCREASED BY \$75.00 FROM 2022 (PROTECT ALARMS).
		3,800 - YEARLY MAINTENANCE ON GENERATORS AT VARIOUS LOCATIONS (EMERGENCY SYSTEMS).
		10,800 - ELEVATOR MAINTENANCE FOR ELEVATOR AT MILL BUILDING AND HOOVER MASON TRESTLE INCREASED BY \$300.00 FROM 2022 (OTIS).
		10,600 - 5-YEAR SPRINKLER INVESTIGATION AT CITY CENTER AND ICE HOUSE.
		1,400 - ANNUAL FIRE ALARM SYSTEM INSPECTION INCREASED BY \$200.00 FROM 2022 (EASTERN TIME).
		650 - SECURITY MONITORING AT MECHANICAL GARAGE INCREASED BY \$50.00 FROM 2022 (DM2 SECURITY).
		2,800 - ELEVATOR INSPECTION SERVICES INCREASED BY \$300.00 FROM 2022 (LIBERTY ELEVATOR).
		3,300 - COOLING TOWER MAINTENANCE INCREASED BY \$300.00 FROM 2022. (KURTIA AMERICA).
		1,000 - GOLF COURSE BOILER ROOM ANNUAL PREVENTIVE MAINTENANCE (ELLIOTT LEWIS).
		500 - POLICE WHEELCHAIR LIFT (ACCESS ABILITY).
		2,114 - HVAC WATER TREATMENT CHEMICALS AT CITY HALL (KURITA).
		4,000 - POOL SAMPLING PER DOH REQUIREMENTS (ABE LABS).
		6,100 - POLICE CELL CLEANING, NEW FOR 2022 (SERVPRO). INCREASE IN BUDGET TO COVER COST INCREASE OF CONTRACTS.
42060	1,000	OTHER EXPENSES
		1,000 - UNFORESEEN EXPENSES.
42064	8,000	EQUIPMENT MAINTENANCE
		4,000 - REPAIRS AND REPLACEMENT PARTS TO EQUIPMENT UTILIZED FOR MAINTENANCE PURPOSES.
		4,000 - REPAIRS TO ZAMBONI AND KNIFE GRINDING.
42065	76,000	PLANT MAINTENANCE
		2,000 - FLOOR TILES.
		6,000 - BUILDING MATERIALS (PLYWOOD, FRAME LUMBER, WHITE PINE).
		2,000 - HBI REPAIRS/RENOVATIONS.

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		3,000 - ELEVATOR CODE REQUIREMENTS.
		7,000 - BOILER MAINTENANCE/CHEMICALS.
		5,000 - REPLACE APPROX 150 PLAZA PAVERS (UNSAFE).
		4,000 - FAN COIL REPLACEMENT MOTORS FOR CITY CENTER BUILD- ING A.
		14,000 - UNCLOG DRAIN SYSTEMS (ROTO ROOTER, ETC.), EXPER- IENCING SUBSTANTIALLY MORE MAINTENANCE ON AGING FACILITIES.
		11,000 - ICE RINK FACILITY REPAIRS.
		4,000 - WINDOW REPAIRS/REPLACEMENTS,
		18,000 - UNFORESEEN MAINTENANCE. INCREASE IN BUDGET TO COVER COST INCREASE OF MATER- IALS.
43099	13,200	EQUIPMENT
		1,200 - NEW AIR COMPRESSOR FOR FACILITIES MAINTENANCE BARN. THE OLD COMPRESSOR NO LONGER WORKS.
		12,000 - YEAR ONE (1) OF A THREE (3) YEAR LEASE FOR A 2023 HYBRID SUV FOR THE FACILITIES SUPERVISOR. THIS VEHICLE WILL ALSO BE USED TO PLOW SIDEWALKS ON CITY PROPERTY. THIS WILL REPLACE UNIT 73 WHICH HAS OVER 100,000 MILES.

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BUREAU DETAIL

Bureau: Grounds Maintenance **No:** 0508

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

- Restore/rehabilitate the damaged stone walls and playground area at Saucon Park playground and pavilion areas.
- Continue to assist various youth sports organizations throughout the year.
- Continue to make improvements at various city parks, playgrounds, and pools.
- Cost effectively and efficiently maintain and enhance more than 40 public parks, playgrounds, ball fields and other public properties covering more than 700 acres and including 6 miles of historic canal and towpath.
- Provide the citizens of Bethlehem with daily services such as landscape maintenance at 114 city owned properties, trash removal, leaf and snow removal, and various masonry support work.
- Assist community and volunteer organizations with improvements at city owned properties by providing services, materials, and coordination.

Prior Year Achievements:

- Replaced pool gutters and completed repairs to the pool deck at Stark Pool.
- Assisted the contractors with various small construction projects at the new Rodgers Street facility during construction.
- Repaired pavers and sewer drains at multiple areas on the City Hall Pay Row Plaza.
- Assisted with the Musikfest set-up and nightly clean up.
- Assisted the Rose Garden volunteers with renovating the flower beds, installing new garden trellises, and by delivering all the necessary supplies, materials for upkeep, and maintenance.
- Snow removal and de-icing at all city owned sidewalks (approximately 20 miles and over 75 sites or locations), bridges, and parking lots.
- Replaced/renewed safety surfaces at 13 city playgrounds, with the balance of 14 to be completed in 2023.
- Continued and made improvements to mowing schedule and daily parks operations, resulting in more efficient daily work routines and output.
- Performed maintenance at H.B.I. throughout the year.
- Continued to assist various youth sports organizations throughout the year.
- Prepared the Sand Island courts for play (laid new surface, tennis tapes, etc.).
- Continued assisting community and volunteer organizations that maintain and beautify public spaces by providing materials, services, and facilitating coordination.
- Assisted Streets Bureau by completing 50% of the 2021 leaf removal operations.
- Assisted Streets Bureau with approximately 1/3 of the districts of 2021/2022 winter operations.
- Daily trash removal at more than 230 stops throughout the city (year-round) including the downtown district on weekends.
- Tree removal, pruning and landscape maintenance at numerous Bethlehem parks, properties and city facilities.
- Prepped and maintained the City's athletic fields and sports facilities (basketball, soccer, rugby, and football).
- Removed graffiti from numerous bridge abutments, city properties, playgrounds, etc. per our Graffiti Program.
- Upkeep of 114 parks and city properties throughout the spring and summer.
- Monthly pesticide application at multiple parks, City Hall Plaza, Steelworkers Memorial, and the Downtown District.
- Completed all labor related issues pertaining to the City's Recreation Department.
- D&L Trail upkeep and maintenance.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Superintendent of Maint	1	1	1	1	99,779
TAMS	Stone Mason	1	1	1	1	82,653
TAMS	Foreman	1	1	1	1	73,150
SEIU	Maintenance Worker III	6	6	6	6	418,656
SEIU	Maintenance Worker II	9	9	9	9	506,740
SEIU	Maintenance Worker I	3	3	3	3	142,915
Total Positions		21	21	21	21	1,323,893
Allocated to 012A						<u>(128,359)</u>
						1,195,534
Account Detail						
40001	SALARIES	1,171,191	1,149,107	1,025,945	1,085,307	1,168,294
40002	LONGEVITY	25,900	26,900	20,200	26,040	27,240
40003	OVERTIME	57,853	37,435	54,934	63,000	60,000
40004	TEMPORARY HELP	17,985	12,320	22,088	22,000	28,000
40006	DIFFERENTIAL PAY	1,377	2,033	1,467	2,100	2,100
40008	MEAL REIMBURSEMENT	1,950	442	2,405	2,700	2,700
Personnel		1,276,256	1,228,237	1,127,039	1,201,147	1,288,334
41014	OPERATING SUPPLIES	12,295	12,923	17,253	22,400	25,400
41016	UNIFORMS/SAFETY SHOES	4,197	4,743	3,882	4,850	4,830
41017	SMALL TOOLS	1,344	1,477	1,140	2,000	2,000
41023	GASOLINE	30,935	18,723	36,417	58,155	48,900
Materials & Supplies		48,771	37,866	58,692	87,405	81,130
42032	TRAINING/CONT. EDUCATION	1,810	300	35	500	500
42047	DEPARTMENT CONTRACTS	20,859	19,552	21,125	27,500	29,150
42054	RENTALS	-	102	-	1,000	1,000
42060	OTHER EXPENSES	1,116	1,079	659	2,654	2,340
42064	EQUIPMENT MAINTENANCE	12,124	11,356	8,076	17,000	16,200
42065	PLANT MAINTENANCE	21,148	19,227	21,151	34,500	25,500
Purchased Services		57,057	51,616	51,046	83,154	74,690
43099	EQUIPMENT	113,480	128,367	94,165	92,718	106,558
Equipment		113,480	128,367	94,165	92,718	106,558
Total	GROUNDS MAINTENANCE	1,495,564	1,446,086	1,330,942	1,464,424	1,550,712

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	60,000	OVERTIME 60,000 - OVERTIME NECESSARY DEPENDING ON WORK LOAD AND CALL OUTS FOR STORM EMERGENCIES. SCHEDULED OVERTIME FOR CLEARING SIDEWALKS AND BRIDGES DURING SNOW OPERATIONS, GRASS MOWING, LEAF PICKUP, SERVICES TO SPECIAL EVENTS, WEEKEND GARBAGE PICK UP IN NORTH AND SOUTH DOWNTOWN AREAS, AND OTHER GROUNDS MAINTENANCE ACTIVITIES AS NEEDED. THIS IS BASED ON A THREE (3) YEAR AVERAGE EXCLUDING 2020 WHICH WAS AN OUTLIER (COVID-19).
40004	28,000	TEMPORARY HELP 28,000 - FIVE (5) SUMMER EMPLOYEES FROM END OF MAY TO MID-AUGUST TO ASSIST WITH VARIOUS PLAYGROUNDS, PARKS, ATHLETIC FIELDS, HBI, GRASS CUTTING, WEED CONTROL, MAINTENANCE OF GREENWAY, STREET MEDIANS, GRAFFITI PROGRAM, AND ASSIST WITH SPECIAL EVENTS. DUE TO LIMITED FULL TIME WORK-FORCE, WE MAKE EVERY EFFORT TO START SEASONAL EMPLOYEES EARLY IN THE SEASON AND KEEP THEM LATER TO ASSIST WITH THE MAINTENANCE OF OVER 110 PROPERTIES DEPENDING ON THEIR AVAILABILITY, SPECIFICALLY FOR GRASS CUTTING NEEDS AND MUSIKFEST SUPPORT. RATES INCREASED IN 2022 FROM \$11.00 TO \$15.00 PER HOUR TO ENSURE SECURING TEMPORARY HELP DUE TO LABOR MARKET CONDITIONS WHICH IS EXPECTED TO PERSIST IN 2023.
40006	2,100	DIFFERENTIAL PAY 2,100 - HOURS WORKED FOR MIDDLE AND NIGHT SHIFT DURING CALL OUTS AND EXTENDED HOURS.
40008	2,700	MEAL REIMBURSEMENT 2,700 - MEALS PAID IN ACCORDANCE WITH UNION CONTRACT.
41014	25,400	OPERATING SUPPLIES FUNDS FOR VARIOUS SUPPLIES REQUIRED FOR MAINTENANCE AT CITY PARKS, PLAYGROUNDS, GARDENS, ATHLETIC FIELDS, ETC. SEVERAL ITEMS NORMALLY BUDGETED IN RECREATION BUREAU WERE MOVED TO THIS ITEM IN 2020. 5,500 - SAND ISLAND TENNIS COURTS. INCREASED BECAUSE OF INFLATION IN MATERIAL COSTS. TOP DRESSING, TAPES, ETC. (MOVED FROM RECREATION) 5,000 - PLAYGROUND SAFETY SURFACES. (MOVED FROM RECREATION) 800 - CITY HALL BEAUTIFICATION. 2,000 - ROSES FOR ROSE GARDEN. 3,300 - CHEMICALS (BEE SPRAY, CLEANSERS, VEGETATION MANAGEMENT, GRAFFITI REMOVAL, ETC.). 1,000 - PAINT AND SUPPLIES FOR PLAYGROUND FACILITIES TO COVER GRAFFITI, PLAYGROUND EQUIPMENT, ETC. 1,800 - CONCRETE. 500 - (3) PUSH MOWERS. 600 - (2) HAND BLOWERS. 2,000 - (6) STRING TRIMMERS.

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		400 - MISCELLANEOUS SUPPLIES.
		2,500 - MARKING PAINT FOR BASEBALL/FOOTBALL/SOCCER FIELDS.
41016	4,830	UNIFORMS/SAFETY SHOES
		950 - T-SHIRTS (19 PEOPLE) PER NEXT YEAR'S COSTS.
		1,150 - SWEATSHIRTS (19 PEOPLE) PER NEXT YEAR'S COSTS.
		2,730 - SHOES (21 PEOPLE) PER NEXT YEAR'S COSTS.
41017	2,000	SMALL TOOLS
		2,000 - MISCELLANEOUS TOOLS FOR OPERATIONS/MAINTENANCE FUNCTIONS.
41023	48,900	GASOLINE
		BASED ON PAST ACTUAL USAGE. THE ANTICIPATED USE FOR
		15,900 - 2023 IS 5300 GALLONS OF GASOLINE AT \$3.00 PER GALLON
		33,000 - AND 10,000 GALLONS OF DIESEL AT \$3.30 PER GALLON.
42032	500	TRAINING/CONTINUING ED.
		500 - EMPLOYEE TRAINING, PESTICIDE SPRAYING CERTIFICATION, EDUCATIONAL SEMINARS, HEAVY EQUIPMENT TRAINING, PLAYGROUND SAFETY INSPECTION CERTIFICATION. CDL TRAINING WHEN NECESSARY IS ALSO CHARGED TO THIS ACCOUNT.
42047	29,150	DEPARTMENT CONTRACTS
		29,150 - LANDFILL TIPPING FEES. GARBAGE TRUCK PICK-UP, EVENT CLEAN UP PICK-UP, AND HOMELESS SHELTER CLEAN UPS. PRICES INCREASED BASED ON 2023 ANTICIPATED FEES.
42054	1,000	RENTALS
		1,000 - RENTAL OF EQUIPMENT NOT AVAILABLE IN CITY.
42060	2,340	OTHER EXPENSES
		300 - SUBSCRIPTIONS, CDL REIMBURSEMENT.
		600 - DEP WASTE HAULING PERMITS (6).
		1,440 - VERIZON AIR CARDS.
42064	16,200	EQUIPMENT MAINTENANCE
		SERVICES AND PARTS FOR MAINTENANCE OF EQUIPMENT NEEDED FOR PARKS MAINTENANCE ACTIVITIES.
		8,000 - TRACTORS/MOWERS.
		2,000 - CULTIVATORS/TRIMMERS.
		1,000 - JACKHAMMERS, CHAIN SAWS, HEDGE TRIMMERS, ETC.
		3,000 - MISCELLANEOUS PARTS/REPAIRS TO OTHER EQUIPMENT.
		2,200 - TORO CONVERSION FOR SUMMER/WINTER OPERATIONS. ONE PIECE OF EQUIPMENT CONVERTED TWICE A YEAR.
42065	25,500	PLANT MAINTENANCE
		19,500 - PURCHASE TOOLS AND MATERIALS TO PERFORM MAINTENANCE, LANDSCAPING, AND NECESSARY REPAIRS TO CITY PARKS, GARDENS, ATHLETIC FIELDS, CITY CENTER COMPLEX. MATERIALS REQUIRED TO MAINTAIN PARK FACILITIES SUCH AS

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		MULCH, BARK FERTILIZER, GRASS SEED TOPSOIL, LUMBER AND PAINT.
	6,000 -	TREE REMOVAL, PRUNING, AND REPLACEMENTS AT CITY FACILITIES.
43099	106,558	EQUIPMENT
	19,958 -	GMC SIERRA 3500 HD DOUBLE CAB PICKUP TRUCK WITH PLOW PACKAGE AND SALT SPREADER. (YEAR 2 OF 3 YEAR LEASE).
	4,300 -	JOHN DEERE Z950M ZERO TURN MOWER. (YEAR 2 OF 3 YEAR LEASE).
	21,200 -	INTIMIDATOR 18XP BRUSH BANDIT. NEW UNIT IS A TOW BEHIND TREE BRANCH CHIPPER USED FOR TREE REMOVAL AND CLEAN-UP AT VARIOUS PARKS AND CITY PROPERTIES. YEAR 3 OF 3 YEAR LEASE.
	45,000 -	REFURBISHING UNIT 87 - A 2009 DUMP TRUCK - BY REPLACING A RUSTING DUMP BODY WHICH HAS A BROKEN TARP WITH A WITH A NEW STAINLESS STEEL DUMP BODY, INCLUDING NEW NEW LIGHTS, WIRING, TARP SYSTEM, AND SALT SPREADER. THIS VEHICLE IS NECESSARY FOR LEAF AND WINTER OPERATIONS.
	16,100 -	JOHN DEERE 2032R UTILITY TRACTOR WITH A CAB, SNOW BLOWER, AND SIDEWALK BROOM TO REPLACE UNIT 623, A 2007 2520 UTILITY TRACTOR. THIS UNIT IS USED IN GRASS CUTTING AND SIDEWALK SNOW REMOVAL OPERATIONS. (YEAR 1 OF 3 YEAR LEASE).

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BUREAU DETAIL

Bureau: Recreation

No: 0509

Department: Public Works

No: 0040

Bureau Description:

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

Goals and Objectives:

- Support and participate in the successful execution of the Fairview Park Kaboom (Improvement) Project.
- Support and participate in the completion of the next phase of the Monocacy Way Trail Improvement Project from Schoenersville Rd. to Sand Island.
- Support and participate with the repairs and improvements anticipated at Saucon Park in 2023.
- Continue to support the Northside Alive initiative with the proposed Friendship Park improvements and related community activities.
- Continue to provide affordable recreation programs and facilities in the City.
- Manage current and develop new activities and programs to meet the needs of the community, including those with adaptive needs.
- Continue to review and update recreational programming policies to make them relevant to current ordinances and needs of the community.
- Continue to improve recreation areas and facilities.
- Continue partnerships with City departments to enhance our facilities and programming.
- Continue to grow partnerships with businesses, community organizations and schools to enhance and support our programming.
- Continue to support users/renters of our City recreation complexes and facilities.
- Strive to increase participation in our programs by utilizing our website, recreation software, social media outlets, and face to face promotions.
- Continue to use recreation software for online signups to continue to increase revenue and minimize cash transactions as well as make our programming operations more efficient.
- Continue partnership with local schools and universities to help provide staffing for our seasonal positions.
- Promote park and recreational area clean-ups by reaching out to businesses, community groups and schools.

Prior Year Achievements:

- Supported the various organizations and businesses with lease, use and/or license agreements for our recreational complexes and facilities.
- Reinstated our City sponsored basketball league after a two year hiatus.
- Organized the 101st annual Bethlehem Halloween parade with participation from City departments, schools, local businesses, and community organizations.
- Supported the Northside Alive organization with their block party event at Friendship Park.
- Offered free sport clinics in our parks with community and business partnerships and focused on LMI areas in the City.
- Organized four successful movie nights in our parks with support from the Grounds and Facilities bureaus.
- Organized a free summer park program at eight of our parks with support from several City departments and community organizations.
- Supported the Mount Airy Neighborhood Association with their "Rose Fest" community festival.
- Supported the Community Action Corporation of the Lehigh Valley with their annual festival at Yosko Park.
- Overcame nationwide lifeguard shortage and successfully opened and operated all 5 pools (first time since 2015).
- Substantially increased revenue for a second year at our pools and sold a record number of season passes.
- Continued our partnership with St. Luke's Health Network and the Bethlehem Area School District through a new program called "Fit For Life" which focuses on youth in LMI areas in the City.
- Successfully organized our annual "Bernie Fritz Night" festival with the support of several City departments and community businesses and organizations.
- Transformed six existing tennis courts at Monocacy and Westside Parks into hybrid tennis and Pickleball courts.
- Implemented a new lease agreement with Winning Touch Tennis to run tennis programming as well as make facility and grounds improvements at our Sand Island tennis facility.
- Supported a grant writing initiative for both the Fairview Park Kaboom (Improvement) Project and Monocacy Way Trail improvements.
- Worked with representatives from the Fire Department to obtain a new vendor for our fireworks display.
- Continued to offer and enhanced our adaptive public skate session for patrons with special needs.
- Substantially increased revenue at the ice rink from previous years

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Recreation Director	1	1	1	1	92,628
TAMS	Recreation Coordinator	1	1	1	1	61,479
SEIU	Account Clerk II	1	1	1	1	57,458
Total Positions		3	3	3	3	211,565
Account Detail						
40001	SALARIES	192,343	184,395	173,215	200,918	209,886
40002	LONGEVITY	3,500	1,300	1,500	1,440	1,680
40004	TEMPORARY HELP	182,578	20,470	156,313	292,000	327,000
Personnel		378,421	206,165	331,028	494,358	538,566
41013	OFFICE EXPENSE	1,568	775	560	600	600
41014	OPERATING SUPPLIES	28,594	9,323	24,891	20,950	21,500
41021	CHEMICALS	22,246	-	-	-	-
41023	GASOLINE	197	90	319	450	360
Materials & Supplies		52,605	10,188	25,770	22,000	22,460
42032	TRAINING/CONT. EDUCATION	1,762	-	1,594	2,200	2,200
42040	ADVERTISING AND PRINTING	1,893	88	836	1,200	1,300
42047	DEPARTMENT CONTRACTS	5,000	2,995	7,519	11,000	11,300
42048	BANK SERVICE CHARGES	-	-	-	9,000	9,500
42049	REFUNDS	715	360	7,545	-	-
42060	OTHER EXPENSES	7,897	3,045	4,877	5,800	6,400
42063	SPECIAL PROGRAMS	12,183	1,002	5,679	8,000	8,500
Purchased Services		29,450	7,490	28,050	37,200	39,200
43099	EQUIPMENT	-	-	-	2,000	2,000
Equipment		-	-	-	2,000	2,000
Total	RECREATION	460,476	223,843	384,848	555,558	602,226

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

2023 BUDGET REQUEST JUSTIFICATION

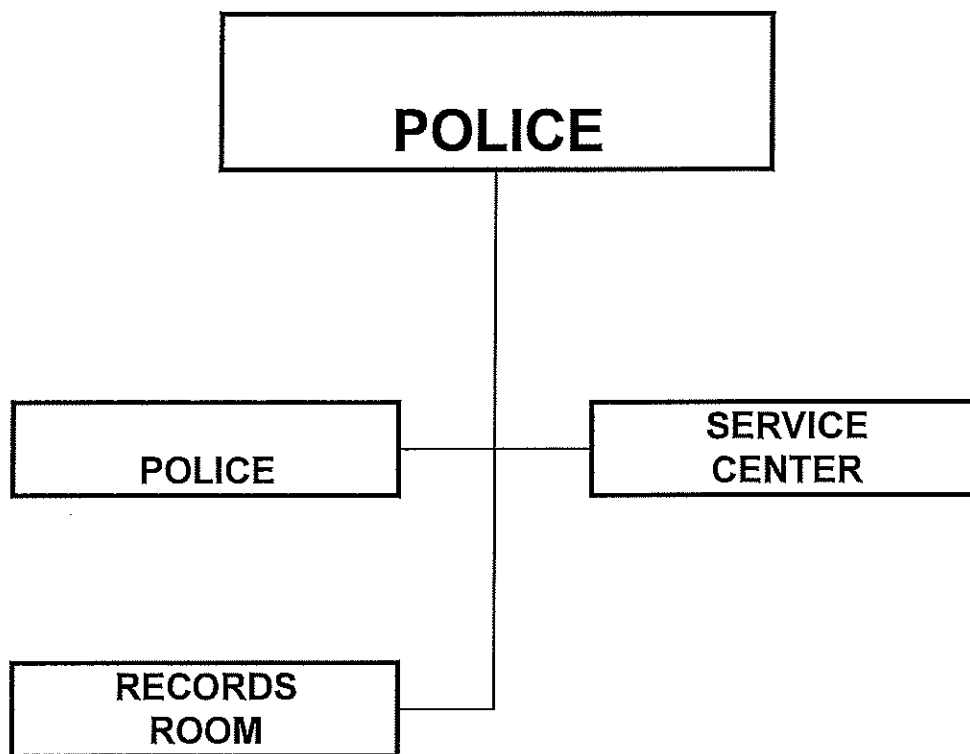
ACCOUNT	AMOUNT	DESCRIPTION
40004	327,000	TEMPORARY HELP TEMPORARY SEASONAL HELP PROVIDED BY HIGH SCHOOL AND COLLEGE STUDENTS FOR VARIOUS CITY RECREATIONAL AMENITIES.
	258,000 -	-POOL (LIFEGUARDS, CASHIERS, LESSONS, ETC). LINE ITEM REFLECTS INTENT TO OPEN AGAIN ALL 5 POOLS IN 2023. THREE (3) POOL SUPERVISORS AT \$18.00 PER HOUR, FIVE (5) HEAD GUARDS AT \$13.00-\$13.50 PER HOUR, THIRTY (30) LIFEGUARDS AT \$12.00 PER HOUR, 5-6 POOL CASHIERS AT \$10.00 PER HOUR, AND 10 LESSON INSTRUCTORS AT \$13.00 PER HOUR.
	6,300 -	PARK PROGRAMS (PLAYGROUND ATTENDANTS, FITNESS INSTRUCTORS). FOUR (4) PARK SUPERVISORS AT \$10.00 PER HOUR.
	1,100 -	-BASKETBALL LEAGUE (GAME HELP). LINE ITEM REFLECTS CHANGE IN PROGRAMMING. TWO (2) RECREATION ATTENDANTS AT \$10.00 PER HOUR.
	36,600 -	ICE RINK (CASHIERS, GUARDS, LESSON, ETC.). ONE (1) SUPERVISOR AT \$16.00 PER HOUR, FOUR (4) SKATE GUARDS AT \$10.00 PER HOUR, ONE (1) CASHIER AT \$10.00 PER HOUR, NINE (9) LESSON INSTRUCTORS AT \$15.00-\$25.00 PER HOUR.
	25,000 -	SPECIAL EVENTS COORDINATOR AT \$20 PER HOUR (25 HOURS PER WEEK).
41013	600	OFFICE EXPENSE 300 - SUPPLIES NOT AVAILABLE FROM STOCK INVENTORY. 300 - LAMINATING POUCHES FOR SIGNS.
41014	21,500	OPERATING SUPPLIES 500 - TOURNAMENT AWARDS. 4,800 - LIFEGUARD SWIMSUITS, WHISTLES, STAFF SHIRTS. LINE ITEM REFLECTS INCREASE IN PRODUCT COSTS. 500 - ARTS AND CRAFTS SUPPLIES. LINE ITEM DECREASE REFLECTS SUFFICIENT ALLOCATION FOR SUPPLIES. 1,000 - ATHLETIC EQUIPMENT. 3,500 - FIRST AID SUPPLIES. 6,000 - POOL SUPPLIES. 1,200 - EASTER EGG HUNT. LINE ITEM REFLECTS INCREASE IN PRODUCT COSTS. 4,000 - SKATE REPLACEMENT.
41023	360	GASOLINE 360 - BASED ON HISTORICAL USAGE OF 120 GALLONS AT \$3.00.
42032	2,200	TRAINING/CONTINUING ED. 500 - SEMINARS/CONFERENCES 400 - CPR TRAINING AND CERTIFICATION. 1,300 - LIFEGUARD TRAINING.
42040	1,300	ADVERTISING AND PRINTING 1,300 - -POOL/ICE RINK PASSES. LINE ITEM REFLECTS INCREASE IN PRODUCT COSTS (MYREC.COM).

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42047	11,300	DEPARTMENT CONTRACTS 5,000 - BOYS & GIRLS CLUB OVERSIGHT - YOSKO PLAYGROUNDS. 5,800 - RECREATION MANAGEMENT SOFTWARE SUBSCRIPTION TO IMPROVE THE ONLINE PURCHASING PROCESS FOR SEASON PASSES, PAVILLION RENTALS, FIELD RENTALS, ETC. SUBSCRIPTION COST IS RELATED TO USAGE AND REVENUE IN 2022 WAS HIGHER. 500 - ROBOT POOL VACUUM PREVENTATIVE MAINTENANCE . LINE ITEM REFLECTS YEARLY MAINTENANCE NEEDED FOR VACUUM USED AT POOLS.
42048	9,500	BANK SERVICE CHARGE 9,500 - CREDIT CARD TRANSACTION FEES FOR ALL PROGRAMMING FORMERLY BUDGETED UNDER REFUND LINE ITEM. PROMOTING CASHLESS OPERATIONS THROUGHOUT RECREATION TO INCREASE ACCOUNTABILITY AND POTENTIALLY REVENUE. LINE ITEM REFLECTS INCREASE IN CASHLESS SALES (ON-LINE, CREDIT CARD) AS WELL AS REVENUE DUE TO SUCCESSFULLY OPENING ALL 5 POOLS FOR THE WHOLE SEASON.
42060	6,400	OTHER EXPENSES 500 - REIMBURSEMENT FOR GAS MILEAGE. 3,750 - ASCP, SESAC AND BMI MUSIC LICENSES. LINE ITEM REFLECTS INCREASE IN FEES/COST. 1,300 - PORT-A-LET RENTAL. LINE ITEM REFLECTS INCREASE IN PRODUCT COSTS. 850 - UTILITY CART LEASE FOR SAND ISLAND TENNIS COURTS. -6 MONTH LEASE
42063	8,500	SPECIAL PROGRAMS 4,000 - LEAGUES, TOURNAMENTS, AND CLINICS EXPENSES (REFEREES, SCOREKEEPERS, INSTRUCTORS, EQUIPMENT NEEDED, ETC.). 1,200 - POOL/ICE RINK/PLAYGROUND SPECIAL EVENT EXPENSES. LINE ITEM REFLECTS INCREASE IN PRODUCT COSTS. 3,300 - MOVIES IN THE PARK AND UPKEEP OF EQUIPMENT. LINE ITEM REFLECTS INCREASE IN PRODUCT COSTS AND MOVIE LICENSE FEES.
43099	2,000	EQUIPMENT 2,000 - POS EQUIPMENT (TABLETS, BARCODE SCANNER, ETC.). LINE ITEM REFLECTS EQUIPMENT NEEDS TO SUPPORT RECREATION SOFTWARE.

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BUREAU DETAIL

Bureau: Police

No: 0601

Department: Police

No: 0060

Bureau Description:

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

Goals and Objectives:

- Continue to make upgrades to and expand the city camera network
 - Equip members with tools necessary to perform their duties in a safe and efficient manner.
 - Increase recruiting efforts to seek qualified, diverse police officer applicants
 - Further develop the department's relationship with the community through participation in community engagement activities and events.
 - Utilize the department's social media outlets to provide crime, public safety, and community engagement information to the public.
 - Strive to lower Part 1 offenses (violent crime) and Part II offenses.
 - Maintain and update current practices to ensure compliance with both federal and state accreditation standards.
 - Continue to invest in training to develop officers and supervisors.
 - Complete the transition to the federally mandated National Incident-Based Reporting System (NIBRS).
 - Improve working conditions and community engagement/access at our dated headquarters.
 - Improve the condition of our police vehicle fleet.
 - Add an animal control officer (non-sworn) to the department roster.
-

Prior Year Achievements:

- Made much needed upgrades to the City's camera network
 - Expanded our Community Connections program, a joint effort between the police department and health bureau, to provide enhanced support to individuals with mental illnesses as well as promote connections to health care services and community resources.
 - Increased our capability to store physical evidence long-term.
 - Purchased LEFTA, a database that accurately tracks and manages employee training records, use of force data, and citizen complaints.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0601 POLICE

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
NC	Police Chief	1	1	1	1	121,641
NC	Deputy Police Chief	1	1	1	1	116,206
FOP	Captain	3	3	3	3	340,610
FOP	Lieutenant	6	6	7	7	839,428
FOP	Detective/Sergeant	23	23	23	23	2,236,327
FOP	Police Officer	120	120	119	119	9,764,910
Total Positions		154	154	154	154	13,419,122
Vacancy Factor						(100,000)
						13,319,122
Account Detail						
40001	SALARIES	11,350,408	11,353,860	11,559,672	12,363,841	12,953,022
40002	LONGEVITY	383,200	360,100	361,000	365,000	366,100
4000383	FBI OVERTIME	17,555	17,618	9,828	18,000	19,000
4000384	LCB O/T GRANT-LEHIGH	-	-	3,489	20,000	6,500
4000389	US MARSHALL OVERTIME	-	-	3,229	3,360	3,000
4000390	DEA-TASK FORCE OVERTIME	19,533	13,123	11,802	18,000	19,000
4000391	TASK FORCE OVERTIME	5,094	7,350	13,751	20,000	10,000
4000392	GENERAL OVERTIME	554,064	204,123	249,929	200,890	220,000
4000393	CDBG OVERTIME	3,193	-	76,008	25,000	42,059
4000394	DUI/AGGRESS. DRIVING OT	34,621	23,657	33,465	59,600	71,901
4000395	MUSIKFEST OVERTIME	171,193	-	161,997	170,000	200,000
4000396	SPECIAL EVENT OVERTIME	81,428	4,071	43,702	50,000	50,000
4000398	SEAT BELT HIGHWAY SAFETY	17,773	19,129	22,644	21,000	-
4000399	LV AUTO THEFT TASK O/T	10,197	5,910	4,458	16,000	13,000
40004	TEMPORARY HELP	289,580	149,888	200,886	330,500	330,500
40005	HOLIDAY PAY	629,819	670,364	692,238	705,000	730,000
40006	DIFFERENTIAL PAY	52,179	54,524	52,195	55,000	55,000
40007	ROSTER DUTY	249,933	260,319	143,626	200,000	170,000
40011	EDUCATION INCENT BONUS	99,078	122,758	71,980	102,000	120,000
40012	HEARING TIME	135,492	118,712	148,019	135,000	165,000
Personnel		14,104,340	13,385,506	13,863,918	14,878,191	15,544,082

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
41014	OPERATING SUPPLIES	75,565	59,795	64,537	50,500	71,500
41016	UNIFORMS/SAFETY SHOES	180,090	181,182	156,134	197,900	191,900
41018	IDENTIFICATION	21,775	23,241	22,873	27,200	25,000
41019	RECRUITMENT EXP-GRANT	63,038	48,000	18,145	66,000	70,000
41023	GASOLINE	149,668	134,257	191,223	232,000	200,000
41026	MUNITIONS	96,143	93,377	90,598	96,500	145,000
	Materials & Supplies	586,279	539,852	543,510	670,100	703,400
42032	TRAINING/CONT. EDUCATION	22,725	23,732	24,503	30,000	40,000
42036	COMMUNICATIONS	-	25,453	26,219	28,402	30,307
42047	DEPARTMENT CONTRACTS	128,253	176,473	200,697	242,610	253,654
420472	CALEA/PLEAC ACCREDIT	6,630	2,093	5,660	7,100	7,235
42049	REFUNDS	150	128	-	500	500
42060	OTHER EXPENSES	26,569	16,159	29,348	18,500	18,500
42064	EQUIPMENT MAINTENANCE	3,629	6,325	4,644	8,000	8,000
42165	DUI/AGGRESSIVE GRANT	267	799	5,264	6,400	5,000
42166	JAG-JUSTICE ASSIST GRANT	21,212	48,116	37,678	34,265	65,008
	Purchased Services	209,435	299,278	334,013	375,777	428,204
43099	EQUIPMENT	245,732	289,300	212,378	425,507	41,515
	Equipment	245,732	289,300	212,378	425,507	41,515
Total	POLICE	15,145,786	14,513,936	14,953,819	16,349,575	16,717,201

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
4000383	19,000	FBI OVERTIME 19,000 - FBI VIOLENT CRIME/GANG TASK FORCE OVERTIME 100% REIMBURSED FUNDS
4000384	6,500	LCB O/T GRANT--LEHIGH 6,500 - PLCB GRANT- 100% REIMBURSED FUNDS
4000389	3,000	US MARSHALL TASK FORCE OT 3,000 - U.S. MARSHALL TASK FORCE OT
4000390	19,000	DEA-TASK FORCE OVERTIME 19,000 - DEA TASK FORCE OVERTIME 100% REIMBURSED FUNDS
4000391	10,000	TASK FORCE OVERTIME 10,000 - NORTHAMPTON COUNTY DRUG TASK FORCE OVERTIME 100% REIMBURSED FUNDS
4000392	220,000	GENERAL OVERTIME 200,000 - OVERTIME - SERVICING LATE CALLS, SHIFT SUPPLEMENT, CRIMINAL INVESTIGATIONS, AND OTHER EVENTS 20,000 - PARKS PATROL - SAUCON PARK/ILLICK'S MILL OVERTIME
4000393	42,059	C.D.B.G. OVERTIME COMMUNITY POLICING ACTIVITIES 30,000 - - 2023 COMMUNITY POLICING OUTREACH - BIKE/FOOT 12,059 - - 2022 COMMUNITY POLICING OUTREACH - BIKE/FOOT ANTICIPATED AWARD - 100% REIMBURSABLE FUNDS
4000394	71,901	DUI/AGGRESSIVE DRIVING OT DUI/AGRESSIVE DRIVING OVERTIME GRANTS 100% REIMBURSED FUNDS 34,170 - - DUI GRANT 17,080 - - AGGRESSIVE DRIVER GRANT 15,185 - - OCCUPANT PROTECTION GRANT 5,466 - - PEDESTRIAN GRANT
4000395	200,000	MUSIKFEST OVERTIME 200,000 - MUSIKFEST OVERTIME 100% REIMBURSED FUNDS
4000396	50,000	SPECIAL EVENT OVERTIME 50,000 - SPECIAL EVENTS OVERTIME
4000399	13,000	LV AUTO THEFT TASK O/T 13,000 - LEHIGH VALLEY AUTO THEFT TASK FORCE OVERTIME 100% REIMBURSED FUNDS
40004	330,500	TEMPORARY HELP 302,000 - CROSSING GUARD SALARIES 28,500 - CITY CENTER MONITORS
40005	730,000	HOLIDAY PAY

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		730,000 - HOLIDAY PAY 12 HOLIDAYS
40006	55,000	DIFFERENTIAL PAY 55,000 - SHIFT DIFFERENTIAL - \$0.45/HR MIDDLE, \$0.50/HR NIGHT (CONTRACT ITEM)
40007	170,000	ROSTER DUTY 170,000 - ROSTER DUTY ASSIGNMENTS 100% REIMBURSED FUNDS
40011	120,000	EDUCATION INCENT BONUS 75,000 - EDUCATION BONUS - CONTRACT ITEM 45,000 - TUITION REIMBURSEMENT
40012	165,000	HEARING TIME 165,000 - HEARING PAY - CONTRACTUAL
41014	71,500	OPERATING SUPPLIES 35,000 - DUTY EQUIPMENT BELTS, HOLSTERS, PROTECTIVE EQUIPMENT, GLOVES RESPIRATORS, FLASHLIGHTS, HANDCUFFS 4,000 - FLARES, POLICE TAPE, EMERGENCY BLANKETS 6,000 - CANINE TRAINING AND SUPPLIES *UNIT WILL BE PARTIALLY FUNDED THROUGH DONATIONS 4,000 - MOUNTED UNIT OPERATING SUPPLIES *UNIT IS MOSTLY FUNDED THROUGH DONATIONS 6,000 - PORTABLE RADIO / BWC BATTERIES (60) 2,500 - SECURITY BADGES/PRINT CARTRIDGES, ETC. 10,000 - BHA UNIT (*100% REIMBURSABLE) 4,000 - ANIMAL CONTROL SUPPLIES
41016	191,900	UNIFORMS/SAFETY SHOES 95,000 - UNIFORMS AND EQUIPMENT ALLOWANCE 11,400 - CLOTHING ALLOWANCE 19 X \$600 40,500 - UNIFORM MAINTENANCE 135 X \$300 19,000 - EMERGENCY RESPOSE TEAM BODY ARMOR AND UNIFORMS 26,000 - SOFT BODY ARMOR - 40% REIMBURSED THRU THE BULLET PROOF VEST GRANT PROGRAM
41018	25,000	IDENTIFICATION 15,450 - FORENSIC SERVICES SUPPLIES 6,350 - FORENSIC CERTIFICATIONS/TRAININIG 1,200 - AFIS OPERATOR FOR THREE DETECTIVES 2,000 - 3M PARTICULATE RESPIRATORS & PURAIR UNIT FILTERS
41019	70,000	RECRUITMENT EXPENSE 70,000 - POLICE ACADEMY FOR TEN OFFICERS AT APPROX. \$7,000.00 PER OFFICER (10 OFFICERS) *75% REIMBURSEMENT PER OFFICER BY MPOTC
41023	200,000	GASOLINE 200,000 - GASOLINE FOR ALL POLICE VEHICLES

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41026	145,000	MUNITIONS MUNITIONS 55,600 - FIREARMS AMMUNITION FOR TRAINING AND QUALIFICATION 3,000 - LESS LETHAL 86,400 - AXON TASER CONTRACT YEAR 1 OF 5
42032	40,000	TRAINING/CONTINUING ED. 40,000 - TRAINING AND CONTINUING EDUCATION
42036	30,307	COMMUNICATIONS 5,307 - NCIC - CLEAN OPERATIONAL COSTS 1,000 - LANGUAGE LINE 24,000 - MDT/AIR CARD COSTS
42047	253,654	DEPARTMENT CONTRACTS THIS ACCOUNT COVERS THE FOLLOWING: 52,903 - MARK 43 MAINTENANCE AGREEMENT 2,000 - BACKGROUND CHECK COMPUTER CONTRACT (ACCURINT) 52,812 - CSI CAMERA MAINTENACE AGREEMENT 8,000 - CSI SPARE EQUIPMENT COSTS 3,800 - FARO CALIBRATION/MAINTENANCE COSTS 750 - 1033 LAW ENFORCEMENT PROGRAM-SUPPLIES/EQUIPMENT/OPS 12,000 - PPL CAMERA ELECTRICAL COSTS AND POLE RENTAL 2,000 - POLYGRAPH MAINTENANCE AGREEMENT 6,000 - AFIS MAINTENANCE AGREEMENT 5,775 - PROGRESSIVE K-9 TRAINING (\$1500.00 / DOG) 8,500 - ANIMAL CONTROL - STRAYS, RABIES, LAB COSTS 20,000 - LEHIGH COUNTY HUMAN CENTER CONTRACT *PARTIAL REIMBURSEMENT FROM DOG FEES COLLECTED 19,732 - POSS UPDATE / MAINTENANCE 1,355 - LIVE SCAN / CPIN / MOBILE AFIS MAINTENANCE 10,800 - T-1 LINE FEES 1,500 - CELLBLOCK CLEANING CONTRACT 31,325 - WATCHGUARD - IN CAR CAMERA - SOFTWARE AND HARDWEAR WARRANTY AND MAINTENANCE 3,440 - ELSAG LPR - SOFTWARE MAINTENANCE 1,000 - CALL ONE - VIDEO ARRAIGNMENT MAINTENANCE 9,962 - LEFTA SYSTEMS - PUBLIC SAFETY SOFTWARE
420472	7,235	CALEA/PLEAC ACCREDITATION 6,100 - CALEA ACCREDITATION & MEMBERSHIP DUES 1,135 - PLEAC ACCREDITATION
42049	500	REFUNDS 500 - EXPENSES FOR PERSONAL ITEMS DAMAGED OR LOST DURING THE PERFORMANCE OF THEIR DUTIES.
42060	18,500	OTHER EXPENSES 10,000 - OTHER EXPENSES THIS ACCOUNT COVERS THE EXPENSES NOT COVERED BY ANY OTHER ACCOUNT 5,000 - EXTRADITION/PRISONER TRANSPORT COSTS 500 - SRO JUNIOR POLICE ACADEMY PROGRAM

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		500 - BPD CIVILIAN POLICE ACADEMY PROGRAM
		1,500 - CPR CERT. & FIRST AID CERT.
		1,000 - INVESTIGATIVE CELL PHONE RECORDS
42064	8,000	EQUIPMENT MAINTENANCE
		8,000 - REPAIR, PARTS, REPLACEMENT AND CALIBRATIONS
42165	5,000	DUI/AGGRESSIVE DRIVING
		5,000 - DUI CHECKPOINT EQUIPMENT MAINTENANCE AND REPAIR/AGGRESSIVE DRIVING - FUNDS ARE 100% REIMBURSED.
4216620	12,853	2020 JUSTICE ASSIST GRANT
		12,853 - 2020 GRANT - REMAINING FUNDS
4216621	34,261	2021 JUSTICE ASSIST GRANT
		34,261 - 2021 GRANT - REMAINING FUNDS
4216622	17,894	2022 JUSTICE ASSIST GRANT
		17,894 - 2022 GRANT - REQUESTED FUNDS
43099	41,515	EQUIPMENT
		35,515 - 2021 LEASE PAYMENT - 3RD INSTALLMENT OF 3YR. LEASE FOR 2 UTILITY INTERCEPTORS AND 1 CARGO VAN.
		6,000 - WRAP OF 4 VEHICLES THAT WERE PURCHASED IN 2022

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BUREAU DETAIL

Bureau: Service Center

No: 0602

Department: Police

No: 0060

Bureau Description:

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

Goals and Objectives:

- Streamlining all "Special Events" under Emergency Management.
 - Transfer of vital information between the City of Bethlehem Service Center and Northampton County 911 Center.
 - Expanded usage of trained staff for National Crime Information Center to assist Bethlehem, Lehigh University and Moravian College Police Departments.
 - Monitor a joint network of surveillance cameras in cooperation with Lehigh University and the Bethlehem Housing Authority.
 - Recordings and securing footage of criminal incidents.
 - Work jointly with all 3 Public Safety Entities, Police/Fire/EMS.
 - Work with COB Health Department Covid 19 response to improve communications with the public.
 - GIS Safety-Site for reporting during Special Events.
 - Hire & train 2 Service Center Specialists.
-

Prior Year Achievements:

- Total integration of the City Water Control Room into the Bethlehem Service Center.
 - Integration of 4 methods of receiving city wide issues.
 - Streamlining of "Special Events" for Public Safety requirements.
 - Promoted City App through Bethlehem Health Department Covid 19 Clinics.
 - Enhancement of current App to reach more subscribers.
 - Retention of skilled staff members.
 - Cross-training of Service Center staff w/ Water Control.
 - Improved customer service.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail						
Number of Permanent Positions						
TAMS	EMC/BSC Director	-	1	1	1	92,868
TAMS	BSC Supervisor	-	4	4	4	212,833
SEIU	BSC Specialist	-	10	8	7	425,912
Total Positions		-	15	13	12	731,613
TAMS	17% Allocated to 20022			EMC/BSC Director		(15,787)
TAMS	17% Allocated to 20022			BSC Supervisor		(36,182)
SEIU	17% Allocated to 20022			BSC Specialist		(58,457)
TAMS	17% Allocated to 3002			EMC/BSC Director		(15,787)
TAMS	17% Allocated to 3002			BSC Supervisor		(36,182)
SEIU	17% Allocated to 3002			BSC Specialist		(58,457)
						510,761
Account Detail						
40001	SALARIES	-	545,376	493,016	468,125	501,653
40002	LONGEVITY	-	9,130	8,746	10,536	9,108
40003	OVERTIME	-	38,423	56,026	61,000	60,000
4000394	DUI OVERTIME	-	328	-	-	-
40005	HOLIDAY PAY	-	28,663	25,374	28,000	26,000
40006	DIFFERENTIAL PAY	-	3,671	3,625	4,000	4,000
40008	MEAL REIMBURSEMENT	-	2,081	3,779	3,000	3,000
Personnel		-	627,672	590,566	574,661	603,761
41013	OFFICE EXPENSE	-	1,214	1,457	5,300	2,000
Materials & Supplies		-	1,214	1,457	5,300	2,000
42032	TRAINING/CONT. EDUCATION	-	68	17	1,000	1,000
42047	DEPARTMENT CONTRACTS	-	3,142	10,067	27,000	30,000
42064	EQUIPMENT MAINTENANCE	-	2,668	396	4,500	6,500
420772	TRANSFERS TO 9-1-1	750,000	-	-	-	-
Purchased Services		750,000	5,878	10,480	32,500	37,500
Total	COMMUNICATIONS	750,000	634,764	602,503	612,461	643,261

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	60,000	OVERTIME 60,000 - THIS REFLECTS THE ANTICIPATED COSTS OF PROVIDING REPLACEMENT FOR FULL-TIME EMPLOYEES ON CONTRACTUAL LEAVE.
40005	26,000	HOLIDAY PAY 26,000 - THIS ACCOUNT COVERS THE COST OF HOLIDAYS AND INCLUDES THE COST OF PAYING TIME AND ONE-HALF TO THE APPLICABLE EMPLOYEES SCHEDULED TO WORK ON THESE HOLIDAYS.
40006	4,000	DIFFERENTIAL PAY 4,000 - PERSONNEL WILL RECEIVE \$0.45 PER HOUR FOR MIDDLE SHIFT AND \$0.50 PER HOUR FOR NIGHT SHIFT
40008	3,000	MEAL REIMBURSEMENT 3,000 - THIS ACCOUNT IS USED TO COVER THE CONTRACTUAL COST OF MEALS FOR EMPLOYEES WHEN THEY WORK PAST THEIR NORMAL EIGHT HOUR DAY. ALSO USED FOR EMERGENCY COMMAND POST AT SPECIAL EVENTS.
41013	2,000	OFFICE EXPENSE 2,000 - INK, TONER, COPY PAPER, AND OFFICE SUPPLIES.
42032	1,000	TRAINING/CONTINUING ED. 1,000 - THESE FUNDS WILL BE USED FOR CONTINUING EDUCATION OF PERSONNEL, BY ATTENDING SEMINARS, CONFERENCES, AND IN-HOUSE TRAINING. TRAINING FOR EOC.
42047	30,000	DEPARTMENT CONTRACTS 18,000 - MOTOROLA CONSOLE YEARLY MAINTENANCE 12,000 - PA ONE CALL
42064	6,500	EQUIPMENT MAINTENANCE 1,500 - REPAIR HEADSETS AND OTHER EQUIPMENT 3,000 - MAINTENANCE AGREEMENT FOR ELECTRICAL GENERATOR WHICH PROVIDES EMERGENCY POWER IN THE EVENT OF A POWER OUTAGE. 2,000 - POE NETWORK SWITCH

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BUREAU DETAIL

Bureau: Records Room

No: 0603

Department: Police

No: 0060

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Cross trained employees to fulfill additional duties and control costs.
 - Used "light duty" Officers (Officers injured) in the Records Room to assist in the service of Court Orders of Expungement and other Record Room duties.
 - After a Pennsylvania Commission on Crime and Delinquency Compliance Monitoring visit, were found to be in full compliance with the core protections identified within the federal Juvenile Justice and Delinquency Prevention Act of 2002.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

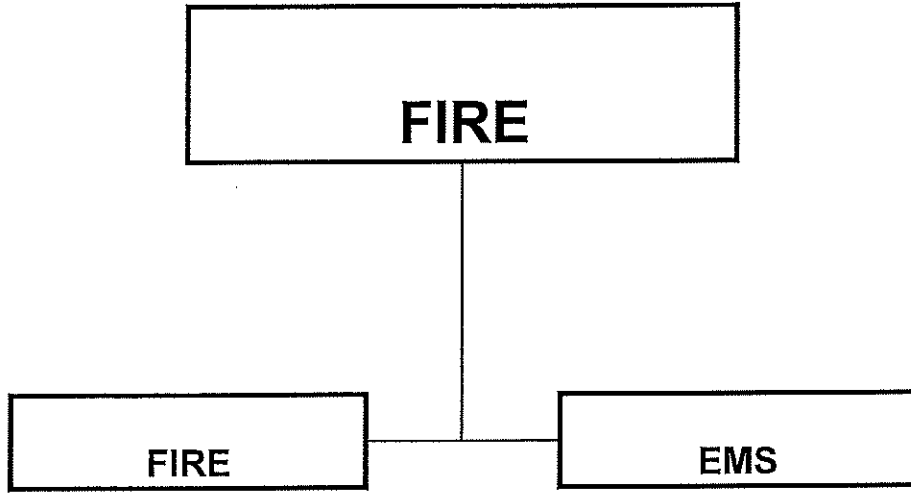
**FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0603 RECORDS ROOM**

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
SEIU	Admin Aide Record Room	1	1	1	1	63,765
SEIU	Secretary III	1	1	1	1	59,855
SEIU	Secretary II	2	2	2	2	114,557
	Total Positions	4	4	4	4	238,177
Account Detail						
40001	SALARIES	207,524	209,900	219,400	225,335	231,337
40002	LONGEVITY	6,700	7,000	6,700	7,320	6,840
	Personnel	214,224	216,900	226,100	232,655	238,177
41013	OFFICE EXPENSE	929	1,366	706	2,100	2,100
	Materials & Supplies	929	1,366	706	2,100	2,100
42047	DEPARTMENT CONTRACTS	1,750	1,803	1,857	1,870	1,870
	Purchased Services	1,750	1,803	1,857	1,870	1,870
Total	RECORDS ROOM	216,903	220,069	228,663	236,625	242,147

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

2023 BUDGET REQUEST JUSTIFICATION

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



BUREAU DETAIL

Bureau: Fire

No: 0701

Department: Fire

No: 0070

Bureau Description:

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

Goals and Objectives:

- To provide fire and life safety inspections to every commercial property.
- To continue to mitigate incidents within the City of Bethlehem and provide life safety and property conservation to the community.
- To continue fire safety education to school age children through school public relations programs and fire drills.
- Install smoke detectors as requested to homeowners within the City of Bethlehem through Red Cross programs.
- Continue to support the Burn Prevention Foundation's juvenile fire setter program.
- Investigate every fire incident through the Office of the Fire Marshal.
- Provide Fire Department services at all special events held throughout the City of Bethlehem.
- Continue to update department Standard Operational Procedures (SOPs).
- Take delivery of a new Pierce Engine for the Catasauqua Fire Station.

Prior Year Achievements:

- Responded to over 4,200 calls for service.
 - Conducted fire inspections, CO inspections, special inspections and sale inspections for businesses and festivals within the City of Bethlehem to ensure compliance with local codes and ordinances.
 - Took delivery of a new Pierce Engine (E-3) for the Schweder Fire Station
 - Obtained the ISO Public Protection Rating 'Class 2'
 - Re-Certified our HazMat Team
 - Formed a High Angle Rescue Team
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
NC	Fire Chief	1	1	1	1	117,341
NC	Deputy Fire Chief	1	1	1	1	114,464
IAFF	Assistant Chief	4	4	4	4	396,850
IAFF	Captain-Charge of Train	1	1	1	1	92,925
IAFF	Captain	5	5	5	5	464,623
IAFF	Lieutenant Inspector	4	4	4	4	369,500
IAFF	Lieutenant	12	12	12	12	1,057,539
IAFF	Firefighter	80	80	76	76	6,154,242
TAMS	Business Manager	1	1	1	1	84,663
SEIU	Departmental Secretary	1	1	1	1	60,095
Total Positions		110	110	106	106	8,912,242
Account Detail						
40001	SALARIES	7,709,185	7,787,727	8,103,592	8,190,193	8,499,476
40002	LONGEVITY	349,358	355,948	375,216	405,595	412,766
40003	OVERTIME	222,224	141,917	231,815	279,000	275,000
4000371	SPECIAL TEAM DRILLS OT	14,813	11,698	13,844	18,000	25,000
40005	HOLIDAY PAY	375,602	411,142	430,766	435,000	450,000
40006	DIFFERENTIAL PAY	52,474	53,355	53,275	57,000	57,000
40007	ROSTER DUTY	39,819	3,756	36,024	43,000	33,000
40011	EDUCATION INCENT BONUS	17,634	16,111	19,796	19,000	20,000
Personnel		8,781,109	8,781,654	9,264,328	9,446,788	9,772,242
41014	OPERATING SUPPLIES	92,124	42,456	52,368	72,500	87,700
41016	UNIFORMS/SAFETY SHOES	109,123	123,420	86,872	109,504	132,600
41023	GASOLINE	40,466	24,379	40,826	61,000	48,420
Materials & Supplies		241,713	190,255	180,066	243,004	268,720
42032	TRAINING/CONT. EDUCATION	42,606	21,098	24,918	11,000	51,500
42036	COMMUNICATIONS	840	10,806	11,029	12,500	12,500
42038	EQUIPMENT REPAIRS-FLEET	1,761	1,567	1,059	3,000	4,000
42047	DEPARTMENT CONTRACTS	6,587	11,456	9,209	20,650	18,951
42060	OTHER EXPENSES	4,385	3,315	20,652	22,350	10,800
42060701	HAZMAT CLEANUP	-	-	-	-	8,000
42060B	STATE FIRE COMMISSION GRANT	-	-	-	-	15,000
42060C	N COUNTY PUBLIC SAFE GRANT	-	-	-	-	20,000
42060D	DCED SENTINEL GRANT	-	-	-	-	75,000
42064	EQUIPMENT MAINTENANCE	10,886	10,409	14,059	25,100	24,350
Purchased Services		67,065	58,651	80,926	94,600	240,101
43099	EQUIPMENT	35,610	53,429	34,560	71,803	40,000
Equipment		35,610	53,429	34,560	71,803	40,000
Total	FIRE	9,125,497	9,083,989	9,559,880	9,856,195	10,321,063

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	275,000	OVERTIME 275,000 - LOST MAN HOURS ARE SOMETIMES REPLACED AS A RESULT OF SICKNESS, INJURIES SUSTAINED WHILE ON DUTY, REPLACEMENT OF 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 ADDITIONAL PERSONNEL FOR THE SAFE AND EFFICIENT TERMINATION OF THE EMERGENCY INCIDENT. PERSONNEL SUBPOENAED FOR THE PURPOSE OF DEPOSITIONS, APPEARING AT MAGISTRATE OR COUNTY COURT ARE ALSO REIMBURSED FROM THIS ACCOUNT.
4000371	25,000	SPECIAL TEAM DRILLS OT 25,000 - SPECIAL OPERATIONS TEAMS - DRILLS OVERTIME REQUIRED TRAINING FOR THE WATER RESCUE TEAM, THE HAZARDOUS MATERIALS TEAM, AND THE BOMB SQUAD. BOMB SQUAD TRAINING FOR DRILLS, MOCK SCENARIOS AND OTHER ADVANCED EQUIPMENT PRACTICES.
40005	450,000	HOLIDAY PAY 450,000 - THIS ACCOUNT IS USED FOR THE PAYMENT OF HOLIDAY PAY TO PERSONNEL FOR THE YEAR AS STIPULATED IN THE CURRENT LABOR AGREEMENT.
40006	57,000	DIFFERENTIAL PAY 57,000 - THIS AMOUNT IS NEEDED FOR THE PAYMENT OF THE ADDITIONAL \$.50 PER HOUR FOR INDIVIDUALS REQUIRED TO WORK THE NIGHT TOUR OF DUTY.
40007	33,000	ROSTER DUTY 33,000 - 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	20,000	EDUCATION INCENT BONUS 20,000 - PERSONNEL ARE AWARDED A BONUS FOR ACHIEVING EITHER AN ASSOCIATE OR BACHELORS DEGREE. PAYMENT FOR THIS EDUCATIONAL INCENTIVE IS FUNDED THROUGH THIS ACCOUNT.
41014	87,700	OPERATING SUPPLIES 5,500 - NOZZLES AND WATER FLOW APPLIANCES THAT CANNOT BE REPAIRED. 5,000 - HOSES AND ACCESSORIES FOR THE REPLACEMENT OF HOSE THAT FAILS THE REQUIRED ANNUAL SERVICE TEST OR IS DAMAGED AT A FIRE INCIDENT.

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	2,000	- PASS ALARM SAFETY DEVICE MAINTENANCE AND REPLACEMENT.
	500	- ELECTRICAL APPLIANCES & HAND LIGHTS FOR REPAIR AND REPLACEMENT OF ELECTRICAL CORDS, ADAPTORS AND HAND LIGHTS.
	2,500	- HAND TOOLS AND SCENE SUPPLIES FOR THE REPLACEMENT AND REPAIR OF PIKE POLES, AXES, HALOGEN BARS, SAFETY CONES, SCENE TAPE, ETC.
	5,600	- BATTERIES REPLACEMENT BATTERIES FOR PORTABLE RADIOS, AIRPACKS, METERS, AND ANY OTHER BATTERY OPERATED SAFETY RESCUE EQUIPMENT.
	5,000	- SELF CONTAINED BREATHING APPARATUS 1,000 - SPARE PARTS FOR THE REPAIR OF SCBA UNITS AND MASKS. 1,000 - REPLACEMENT OF DAMAGED SCBA MASKS. 3,000 - SCBA EYEGLASS ASSEMBLIES, NECK STRAPS, HAZMAT CHEST STRAPS AND STEMS II ANTENNA.
	6,000	- ROPE AND RESCUE EQUIPMENT NEEDED TO REPLACE AND UPDATE EXISTING EQUIPMENT. THIS INCLUDES REPEL HARNESSSES, BELTS, CARABINERS, WEBBING AND PULLEYS.
	1,000	- FIRE EXTINGUISHERS
	400	- SAW BLADES
	6,000	- BOMB SQUAD OPERATING SUPPLIES.
	3,000	- TWO (2) BOMB SQUAD BALLISTIC VESTS AND PLATES.
	6,000	- RADIO COMMUNICATION SUPPLIES.
	500	- LADDER MAINTENANCE SUPPLIES.
	15,500	- HAZARDOUS MATERIALS OPERATING EQUIPMENT 2,400 - SPILL CONTAINMENT 1,600 - CHEMICAL IDENTIFICATION SUPPLIES 950 - MITIGATION SUPPLIES 950 - DECONTAMINATION SUPPLIES 2,500 - METER SENSORS AND REPAIRS 2,400 - LEVEL B HAZMAT SUITES 4,700 - HAZMAT P.P.E.
	500	- SMOKE DETECTOR INSTALLATION SUPPLIES.
	4,000	- RESCUE TOOLS REPLACEMENT OF DAMAGED TOOLS AND EQUIPMENT USED

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		FOR VEHICLE RESCUE WORK.
		3,000 - RIVER RESCUE TEAM OPERATING SUPPLIES REPLACEMENT AND MAINTENANCE OF RIVER RESCUE EQUIPMENT.
		7,000 - Q.R.S. MATERIALS AND SUPPLIES FOR EMS CALLS.
		4,000 - FIRE INVESTIGATIVE TEAM OPERATING SUPPLIES.
		1,200 - TOOL FUEL FOR VENTILATION SAWS AND RESCUE TOOLS.
		3,500 - OFFICE SUPPLIES.
41016	132,600	UNIFORMS/SAFETY SHOES
		55,000 - UNIFORMS ALL PERSONNEL ARE PROVIDED WITH WORK UNIFORMS THAT CONFORM TO NFPA STANDARDS ON STATION WORK UNIFORMS FOR FIREFIGHTERS AS PER THE CBA.
		2,400 - CLASS A UNIFORM FOR ONE (2) FIREFIGHTER - JACKET, TROUSER, SHIRT, TIE, HAT, HAT BADGE, AND UNIFORM HAT.
		4,000 - BADGES, HAT SHIELDS, COLLAR INSIGNIAS AND SHOULDER PATCHES.
		3,000 - UNIFORM FOR ONE (2) NEW FIREFIGHTER.
		9,000 - BUNKER GEAR FOR ONE (2) NEW FIREFIGHTER.
		50,000 - BUNKER GEAR ALL BUNKER GEAR HAS A 10 YEAR SERVICE LIFE. ALL PERSONNEL ARE PROVIDED WITH BUNKER GEAR TO ASSURE THEIR SAFETY DURING EMERGENCY INCIDENTS. BUNKER GEAR INCLUDES - COATS, PANTS, HELMETS, HOODS, GLOVES, AND EYE PROTECTION.
		5,000 - PROTECTIVE GEAR FOR THE MEMBERS OF THE WATER RESCUE TEAM. THIS WILL REPLACE GEAR THAT HAS BECOME WORN OR OBSOLETE.
		3,000 - CLEANING AND REPAIR OF TURNOUT GEAR.
		1,200 - GEAR RENTAL GEAR RENTAL FOR ACADEMY FOR ONE (2) NEW FIREFIGHTER.
41023	48,420	GASOLINE
		8,820 - 2,940 GALLONS OF REGULAR FUEL AT \$3.00/GAL
		39,600 - 12,000 GALLONS OF DIESEL FUEL AT \$3.30/GAL
42032	51,500	TRAINING/CONTINUING ED.
		10,000 - TRAINING

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		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.
	16,000 -	COST OF ONE (2) NEW FIREFIGHTER TO ATTEND THE ALLENTOWN FIRE ACADEMY.
	3,500 -	PURCHASE OF BOOKS FOR PERSONNEL ATTENDING A LOCAL COMMUNITY COLLEGE IN RELATION TO THEIR ASSOCIATE DEGREE IN FIRE TECHNOLOGY. THESE BOOKS ARE RETURNED TO THE DEPARTMENT UPON COMPLETION OF THE COURSES AND ARE MADE AVAILABLE TO ALL DEPARTMENT PERSONNEL.
	4,000 -	THE TRAINING AND REFRESHER COURSE FOR DEPARTMENT PERSONNEL FOR FIRST RESPONDER RE-CERTIFICATION. THIS WILL BE IN ADDITION TO THE CPR TRAINING CONDUCTED YEARLY. OUTSIDE INSTRUCTORS MUST BE BROUGHT IN FOR THE TRAINING OF PERSONNEL. ALSO, THIS MONEY WILL BE USED TO UPGRADE FIRE PERSONNEL TO EMERGENCY MEDICAL TECHNICIANS, (EMT'S), AND TRAINING THE TRAINER COURSES IN EMS.
	3,000 -	THE UPGRADING OF HAZARDOUS MATERIALS REFERENCE MANUALS SO THAT UPDATED INFORMATION IS AVAILABLE TO EMERGENCY PERSONNEL. WITH THE DAILY ADDITION OF CHEMICALS AND MATERIALS, THESE REFERENCE MANUALS MUST BE UPDATED YEARLY SO THAT THE BEST CURRENT DATA IS AVAILABLE FOR RESPONDING EMERGENCY PERSONNEL.
	3,000 -	TWO (2) BOMB SQUAD MEMBERS ATTENDANCE TO IABTI REGIONAL TRAINING CONFERENCE.
	5,000 -	UPGRADING OF CODE BOOKS, CODE REFERENCE BOOKS, AND CODE HANDBOOKS, FOR UPDATING OF FIRE CODE MATERIALS FOR THE INSPECTIONS OFFICE AND FIRE MARSHALL. REPLACING OUTDATED FIRE DEPARTMENT TRAINING MANUALS.
	2,000 -	ATTENDANCE OF HAZ-MAT TEAM MEMBERS TO OUTSIDE SCHOOLS.
	1,000 -	ATTENDANCE OF WATER RESCUE TEAM MEMBERS TO ATTEND OUTSIDE SCHOOLS.
	4,000 -	FIRE INVESTIGATORS AND FIRE INSPECTORS TRAINING FOR RE-CERTIFICATIONS.
42036	12,500	COMMUNICATIONS
		12,500 - WIRELESS AIRCARD SERVICE FOR DEPARTMENT.

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42038	4,000	EQUIPMENT REPAIRS - FLEET 2,000 - TIRE SNOW CHAIN REPLACEMENT LINKS. 2,000 - UNFORESEEN VEHICLE EXPENSES.
42047	18,951	DEPARTMENT CONTRACTS 5,500 - THE TESTING AND INSPECTION OF AERIAL APPARATUS TO COMPLY WITH APPARATUS SAFETY CERTIFICATION. THIS PROGRAM ALSO INCLUDES SCHEDULED TESTING OF ALL GROUND LADDERS USED BY THE DEPARTMENT TO ENSURE THAT THEY ARE SAFE FOR EMERGENCY USE. THESE TESTING PROGRAMS ARE MANDATED BY NFPA 1904, STANDARD FOR TESTING FIRE DEPARTMENT AERIAL LADDERS, ELEVATING PLATFORMS, NFPA 1932, STANDARD ON USE, MAINTENANCE AND SERVICE TESTING OF FIRE DEPARTMENT GROUND LADDERS. 2,600 - ANNUAL CALIBRATION AND CERTIFICATION OF SCBA MASK FIT TESTING BY MANUFACTURER. 5,000 - THE SERVICE AND PREVENTATIVE MAINTENANCE OF HYDRAULIC OPERATED TOOLS. 1,200 - VETTER RESCUE AIRBAG TESTING SERVICE. 450 - DRAFTING SOFTWARE RENEWAL. 1,000 - MATTERPORT CAMERA SUBSCRIPTION. 1 - HYDROSTATIC TESTING OF SCBA CYLINDERS. NEW CYLINDERS ARE COMING UP ON FIVE (5) YEAR MARK. 2,000 - Q.R.S. MEDICAL DIRECTOR SERVICE FEE. 1,200 - CALL OUT SOFTWARE.
42060	10,800	OTHER EXPENSES 5,000 - FIRE PREVENTION MATERIALS. 500 - COST TO REPLACE BROKEN OR DAMAGED EYEGLASSES AS SPECIFIED BY THE LABOR AGREEMENT IN EFFECT. 3,200 - RENEWAL OF MEMBERSHIPS FOR THE FIRE CHIEF, DEPUTY CHIEF, FIRE INSPECTORS, AND FIRE INVESTIGATORS. 300 - MEMBERSHIP OF ALL BOMB SQUAD MEMBERS TO THE INTERNATIONAL ASSOCIATION OF BOMB TECHNICIANS AND INVESTIGATORS. 500 - THE IMMUNIZATION OF FIRE DEPARTMENT PERSONNEL FOR HEPATITIS "B" AS REQUIRED. 750 - BOTTLED WATER AND REHAB SUPPLIES FOR USE AT FIRE

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		CALLS.
		550 - XRAY REGISTRATION FOR BOMB SQUAD AND DEP EXPLOSIVE STORAGE LICENSE.
42060701	8,000	HAZMAT CLEAN UP 8,000 - UNANTICIPATED EXPENSES FOR HAZMAT CLEAN UPS WHEN A RESPONSIBLE PARTY CANNOT BE LOCATED.
42060B	15,000	STATE FIRE COMM. GRANT 15,000 - STATE FIRE COMMISSIONER GRANT TO BE USED TO PURCHASE RESCUE TOOLS.
42060C	20,000	N CNTY PUBLIC SAFE GRANT 20,000 - NORTHAMPTON COUNTY PUBLIC SAFETY GRANT TO BE USED TO PURCHASE TURNOUT GEAR.
42060D	75,000	DCED SENTINEL GRANT 75,000 - SENATOR BOSCOLA DCED GRANT TO BE USED TO PURCHASE SENTINEL AIR PURIFIERS.
42064	24,350	EQUIPMENT MAINTENANCE 1,500 - HYDRO-STATIC TESTING, MAINTENANCE AND RECHARGING OF PORTABLE FIRE EXTINGUISHERS. 5,000 - ANNUAL TESTING OF SCBA AND FACE PIECES. 2,500 - NOZZLE REPAIR KITS. 4,000 - MAINTENANCE FOR BREATHING AIR-COMPRESSOR. INCLUDES EMERGENCY SERVICING, ROUTINE AND ANNUAL MAINTENANCE. 1,500 - MAINTENANCE OF GAS POWERED EQUIPMENT, CHAIN SAW SHARPENING AND OTHER MISCELLANEOUS SMALL TOOLS MAINTENANCE. 2,000 - MAINTENANCE LABOR AND CALIBRATION GASES FOR GAS DETECTION METERS. 1,500 - EQUIPMENT MAINTENANCE CABLE SPRAY, LUBRICANT, WAX, AND POLISH FOR APPARATUS. 2,500 - PARTS FOR THE REPAIR AND MAINTENANCE OF FIRE HOSES. 900 - KNOX BOX PROGRAM MAINTENANCE. 1,500 - CALIBRATION OF RAD METERS. 1,200 - AIR TOOL MAINTENANCE AND SERVICE TESTING. 250 - ELECTRIC POWER TOOL MAINTENANCE.

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
43099	40,000	EQUIPMENT
	22,000 -	FINAL PAYMENT OF A THREE (3) YEAR LEASE ON A PICKUP TRUCK.
	18,000 -	FIRE INSPECTION VEHICLE REPLACEMENT. FIRST PAYMENT OF OF THREE (3) YEAR LEASE ON A SUV REPLACEMENT FOR ONE (1) OF FOUR (4) INSPECTION VEHICLES TRANSITIONING TO A HYBRID SUV.

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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 12,200 calls.
- Mutual Aid EMS responded to approximately 1010 calls.
- Transported over 9088 patients to area hospitals.
- Maintained a fleet of eight State Certified BLS/ALS ambulances and 2 BLS/ALS Tahoe Supervisor vehicles.
- Participated in meetings with other City departments and regional EMS agencies pertaining to COVID 19.
- Provided EMS data to Health Bureau tracking COVID 19 EMS calls.
- Participate in City Safety Committee.
- Continued streamlining the EMS Billing system while maintaining the claim turn-around time to under 7 days.
- Received the Gold Plus level designation from Mission Lifeline EMS for early recognition and treatment of cardiac patients for the 6th year in a row.
- Renewed the Master level designation from the PA Department of Health for providing improved emergency care to children for 6th year in a row.
- Provided EMS stand-by coverage for Bethlehem Area School District Stadium Varsity Football Games, Wind Creek Event Center, Musikfest, Celtic Classic.
- Provided Heart Saver First Aid / CPR / AED training to City of Bethlehem Employees (Police, Fire, SEIU and TAMS).
- Maintained an active Bethlehem EMS Facebook page.
- Participated on the Northampton County Heroin and Opioid Task Force.
- Participated on the Bethlehem Fire Department Haz-Mat and Bomb Teams.
- Participated on the Northampton County Child Death Review Team.
- Participated in Eastern PA EMS Council ALS/BLS/PI, EMS Managers, and Training committees.
- Participated in preparedness drills with City, Skilled Nursing Facilities and other agencies for such things as pandemics, surges, airport incidents and active shooter incidents. Most drills were virtual due to the pandemic.
- Continued with Peer Review Quality Assurance and Improvement of patient care, customer service and documentation to measure the quality of medical care provided to the patient as well as compliance.
- Continued PCR documentation training updates for staff to minimize liability and maximize reimbursement.
- Maintained the usage of dual vision video cameras in the ambulance fleet.
- Participated in the Tactical Emergency Medical Service component of the Police Emergency Response Team.
- Preceptors for paramedic students, PHRN's, Physician Assistants from DeSales University and local emergency department physicians.
- Provided familiarization of EMS training for emergency room nurses, newly hired BPD and BFD employees.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	EMS Director	1	1	1	1	109,745
TAMS	Paramedic Supervisor	2	2	2	2	188,256
SEIU	Paramedic	20	20	20	20	1,484,150
Total Positions		23	23	23	23	1,782,151
Contract Positions Longevity						1,800
						1,783,951
Account Detail						
40001	SALARIES	1,540,504	1,599,644	1,629,151	1,712,194	1,760,311
40002	LONGEVITY	15,100	15,600	15,700	20,760	23,640
40003	OVERTIME	148,546	79,277	151,982	198,287	208,179
40004	TEMPORARY HELP	207,655	197,157	201,205	171,316	186,043
40005	HOLIDAY PAY	84,662	93,435	94,116	101,327	103,860
40006	DIFFERENTIAL PAY	8,216	8,387	8,410	9,294	9,294
40007	ROSTER DUTY	88,635	15,953	86,294	92,248	35,300
40008	MEAL REIMBURSEMENT	1,742	962	2,678	5,000	4,500
Personnel		2,095,060	2,010,415	2,189,536	2,310,426	2,331,127
41014	OPERATING SUPPLIES	37,907	49,628	46,107	48,300	51,200
41016	UNIFORMS/SAFETY SHOES	20,434	18,954	18,982	26,668	51,516
41023	GASOLINE	34,787	21,612	38,129	52,450	52,875
Materials & Supplies		93,128	90,194	103,218	127,418	155,591
42032	TRAINING/CONT. EDUCATION	3,150	2,310	2,000	3,500	3,500
42036	COMMUNICATIONS	-	2,626	2,685	3,000	3,000
420381	EQUIP REPAIRS-AMBULANCE	1,482	28	995	1,500	1,500
42047	DEPARTMENT CONTRACTS	102,516	108,489	113,890	116,515	134,245
42060	OTHER EXPENSES	6,822	6,895	7,508	11,400	8,400
42060B	STATE FIRE COMMISSION GRANT	-	-	-	-	10,000
42060C	N COUNTY PUBLIC SAFE GRANT	-	-	-	-	30,000
Purchased Services		113,970	120,348	127,078	135,915	190,645
43099	EQUIPMENT	19,813	6,130	42,742	31,900	13,000
Equipment		19,813	6,130	42,742	31,900	13,000
Total	EMS	2,321,971	2,227,087	2,462,574	2,605,659	2,690,363

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	208,179	OVERTIME 208,179 - OVERTIME HOURS TO FILL OPEN SHIFTS WHEN (20) PARAMEDICS ARE ON VACATION, P-DAYS, SICK LEAVE, BIRTHDAY HOLIDAY, REQUIRED TRAINING, RESPONDING TO EMERGENCY CALLS AND ASSOCIATED PAPERWORK AT THE END OF THE WORK SHIFT
40004	186,043	TEMPORARY HELP 138,268 - PART-TIME PARAMEDIC HOURS TO COVER (20) PARAMEDICS FOR VACATION, PERSONAL, COMP AND SICK TIME (26.00/HR REGULAR X 5318 HRS AND \$39.00/HR PREMIUM AND HOLIDAY X 120 HRS) 47,775 - CONTRACTED ADMINISTRATIVE ASSISTANT
40005	103,860	HOLIDAY PAY 103,860 - 12 PAID HOLIDAYS FOR 22 FULL-TIME PARAMEDICS AS PER UNION CONTRACT.
40006	9,294	DIFFERENTIAL PAY 9,294 - SHIFT DIFFERENTIAL PAY FOR NIGHTSHIFT HOURS BETWEEN 6 PM AND 6 AM AS PER UNION CONTRACT.
40007	35,300	ROSTER DUTY 35,300 - THIS WILL COVER THE SERVICES OF OFF-DUTY PARAMEDICS AT FUNCTIONS WHERE THEIR PRESENCE IS REQUIRED FOR THE SAFETY OF THE GENERAL PUBLIC. THIS ACCOUNT IS RETURNED TO THE GENERAL FUND AS INCOME
40008	4,500	MEAL REIMBURSEMENT 4,500 - MEAL COMPENSATION OF \$13.00 FOR PARAMEDICS WORKING GREATER THAN 14 CONSECUTIVE HOURS AS PER UNION CONTRACT.
41014	51,200	OPERATING SUPPLIES 3,200 - REPAIRS TO MEDICAL EQUIPMENT FOR EMS/PD/FIRE 9,000 - MEDICAL OXYGEN AND TANK RENTAL 1,000 - MEDICAL OXYGEN, CYLINDER REPLACEMENT AND REPAIR 33,000 - ALS AND BLS MEDICAL SUPPLIES 2,000 - REPLACEMENT/PURCHASE OF EXPIRED MEDICATIONS 3,000 - REPAIR/REPLACEMENT OF RADIO EQUIPMENT AND RADIO BATTERIES
41016	51,516	UNIFORMS/SAFETY SHOES 17,600 - STAFF UNIFORM PANTS AND SHIRTS 19,845 - REPLACEMENT OF EXPIRED BODY ARMOR 4,081 - BODY ARMOR FOR 5 NEW PART-TIME PARAMEDICS (EMPLOYEE WILL PAY \$275 TOWARD COST OF VEST, CARRIER, AND SHOCK PLATE), 1 ARMOR SKIN, 1 SHIRT 1,000 - REPLACEMENT OF DAMAGED SHIRTS OR CARRIERS 2,300 - HEAVY TURNOUT GEAR 1,100 - BADGES, EMBLEMS, PATCHES, ETC. 2,600 - OUTERWEAR - RAINWEAR, COATS, JACKETS.

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		2,990 - STEEL TIP SAFETY SHOES FOR 23 PARAMEDICS AS PER UNION CONTRACT AT \$130 PER PAIR .
41023	52,875	GASOLINE 35,550 - 11,850 GALLONS OF REGULAR FUEL AT \$3.00/GAL 17,325 - 5,250 GALLONS OF DIESEL FUEL AT \$3.30/GAL.
42032	3,500	TRAINING/CONTINUING ED. 3,500 - MISC TRAINING AND TRAINING MATERIALS FOR STAFF
42036	3,000	COMMUNICATIONS 3,000 - MOBILE DATA TERMINAL AIRCARDS
420381	1,500	EQUIP. REPRS.-AMBULANCE 1,500 - MINOR REPAIRS, COSMETIC, AND APPEARANCE ITEMS FOR AMBULANCES.
42047	134,245	DEPARTMENT CONTRACTS 22,560 - SERVICE CONTRACT WITH STRYKER FOR CARDIAC MONITORS AND LUCAS DEVICES 4,800 - MEDPRO SERVICE CONTRACT FOR STRETCHERS 1,000 - MEDCOM SERVICE FEES FOR MEDICAL COMMAND 775 - PENNSYLVANIA AMBULANCE ASSOCIATION FEES 72,245 - AMBULANCE BILLING SERVICE FEES 8,000 - ALS SERVICE MEDICAL DIRECTOR FEE 4,900 - ECORE INTERNET SCHEDULING YEARLY FEE 11,000 - ELECTRONIC PATIENT CARE REPORT YEARLY FEE BASE FEE, CAD, AND EKG IMPORT 3,965 - SAMSARA SERVICE CONTRACT FOR VEHICLE DASH CAMERAS 5,000 - PROFESSIONAL SERVICE AGREEMENT WITH PAGE WOLFBERG AND WIRTH LLC
42060	8,400	OTHER EXPENSES 2,000 - REPAIR AND MAINTENANCE OF SMALL HAND TOOLS AND VEHICLE MAINTENANCE ITEMS AND RESCUE EQUIPMENT 1,000 - CLEANING ITEMS FOR THE STATION AND AMBULANCES 3,900 - PATIENT BILLING AND REFUSAL FORMS 1,500 - STATION APPLIANCE, FURNITURE REPAIR OR REPLACEMENT.
42060B	10,000	STATE FIRE COMM. GRANT 10,000 - TRAINING MANNEQUINS
42060C	30,000	N CNTY PUBLIC SAFE GRANT 30,000 - LIFEPAK 15 HEART MONITOR (2 TO 1 MATCH) \$20,000 REIMBURSABLE FROM COUNTY GRANT
43099	13,000	EQUIPMENT 13,000 - (10) AED REPLACEMENTS FOR POLICE AND FIRE.

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BUREAU DETAIL

Bureau: General Expenses **No:** 0801

Department: General Fund

No: 0080

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2019 Actual	2020 Actual	2021 Actual	2022 Budget w/ Transfers	2023 Budget
Personnel Detail	Number of Permanent Positions				
	-	-	-	-	-
Total Positions	-	-	-	-	-
Account Detail					
41013 OFFICE EXPENSE	19,171	14,854	21,050	20,000	20,000
41025 POSTAGE	26,747	28,126	17,412	32,000	32,000
Materials & Supplies	45,918	42,980	38,462	52,000	52,000
42036 COMMUNICATIONS	205,480	191,442	196,061	210,000	150,000
42047 DEPARTMENT CONTRACTS	86,207	169,213	124,945	145,000	150,000
42049 REFUNDS	-	3,264	-	4,000	-
42055 PROFESSIONAL SERVICES	222,803	172,657	167,489	315,000	260,000
42058 UNEMPLOYMENT COMPENSATION	24,726	126,486	16,031	60,000	35,000
42064 EQUIPMENT MAINTENANCE	250	-	1,043	2,000	1,000
42069 PARKING AUTHORITY	-	330,840	-	-	-
42071 PRIOR YEAR ENCUMBRANCES	-	3,058	1,000	4,800	10,000
42072 PENSIONS-POLICEMEN	5,316,066	5,372,729	6,258,279	6,325,420	5,937,358
42073 PENSIONS-FIRE	3,384,368	3,422,628	3,652,422	3,668,775	2,708,222
42075 PENSIONS-PMRS MMO	1,913,755	1,859,503	2,217,302	2,381,092	2,755,743
420751 DEF CONTRIB PLAN MATCH	250,839	288,169	302,808	310,000	360,000
42076 TRUST PAYMENTS	8,100	10,250	9,500	11,000	11,000
420771 LANDFILL TRANSFER	881,770	881,214	878,364	882,232	883,527
420802 CITY INSURANCE PACKAGE	721,310	902,152	717,603	940,000	950,000
42083 TRANSFER TO NON-UTILITY	2,500,000	-	-	750,000	322,000
42084 GROUP LIFE INSURANCE	64,650	65,402	55,653	70,000	70,000
420841 LONG TERM DISABILITY INS	17,129	18,248	15,213	20,000	20,000
42085 MEDICAL INSURANCE	6,595,858	5,999,284	6,895,916	7,225,000	7,800,000
42086 WORKMEN'S COMPENSATION	868,386	646,084	816,321	975,000	1,050,000
42087 SOCIAL SECURITY	1,420,713	1,479,203	1,538,503	1,680,000	1,738,000
42088 ACCUMULATED SICK LEAVE	124,645	108,963	124,728	160,000	160,000
42090 UNFORESEEN CONTINGENCY	-	-	-	-	66,519
Purchased Services	24,607,055	22,050,789	23,989,181	26,139,319	25,438,369
Total GENERAL EXPENSES	24,652,973	22,093,769	24,027,643	26,191,319	25,490,369

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	20,000	OFFICE EXPENSE 20,000 - COVERS OFFICE SUPPLIES, PAPER AND ENVELOPES.
41025	32,000	POSTAGE 32,000 - POSTAGE FOR GENERAL FUND
42036	150,000	COMMUNICATIONS 150,000 - ESTIMATED COMMUNICATIONS COST.
42047	150,000	DEPARTMENT CONTRACTS 150,000 - PRINTING/MAILING CONTRACT WITH LEVEL ONE AND HOMETOWN PRESS. COPIER/PRINTER/WORKSTATION LEASES FORMS PRINTING
42055	260,000	PROFESSIONAL SERVICES 146,080 - PROVIDE FOR LEGAL EXPERTISE NEEDED IN LABOR RELATIONS AND OTHER PROFESSIONAL SERVICES. 53,920 - FINANCIAL STATEMENT AUDIT 60,000 - SUSTAINABILITY OFFICER/SUPPORT
42064	1,000	EQUIPMENT MAINTENANCE 1,000 - COVERS THE REPAIRS OF OFFICE EQUIPMENT NOT COVERED BY SERVICE AGREEMENTS.
42071	10,000	PRIOR YEAR ENCUMBRANCES 10,000 - THIS AMOUNT IS BASED ON ITEMS ENCUMBERED IN PRIOR YEAR WHICH WILL NOT BE RECEIVED UNTIL 2023
42072	5,937,358	PENSIONS - POLICE 5,937,358 - MMO CONTRIBUTION REQUIRED BY ACT 205
42073	2,708,222	PENSIONS - FIRE 2,708,222 - MMO CONTRIBUTION REQUIRED BY ACT 205
42075	2,755,743	PENSIONS - P.M.R.S. MMO 2,755,743 - MMO CONTRIBUTION REQUIRED BY ACT 205 AND DEBT SERVICE.
420771	883,527	LANDFILL TRANSFER 883,527 - FUNDS NEEDED TO PAY LANDFILL DEBT SERVICE.
42083	322,000	TRANSFER TO NON-UTILITY 28,000 - 1 HARLEY-DAVIDSON POLICE MOTORCYCLE 6,000 - EQUIPMENT TO UPFIT (1) NEW POLICE MOTORCYCLE 205,000 - 5 POLICE INTERCEPTORS 83,000 - EQUIPMENT TO UPFIT (5) NEW POLICE INTERCEPTORS
42088	160,000	ACCUMULATED SICK LEAVE 160,000 - PROVIDE FOR RETIREES UNUSED SICK DAYS COMPENSATION AND PAYMENT FOR UNUSED SICK DAYS FOR ACTIVE EMPLOYEES PER CONTRACT AGREEMENT.
42090	66,519	UNFORESEEN CONTINGENCY

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	66,519 -	THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN AT THE TIME OF BUDGET PREPARATION

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

	2019 Actual	2020 Actual	2021 Actual	2022 Budget w/ Transfers	2023 Budget
Personnel Detail	Number of Permanent Positions				
	-	-	-	-	-
Total Positions	-	-	-	-	-
Account Detail					
95004 MEMORIAL DAY DECOR	900	900	900	900	900
95005 PA LEAGUE OF CITIES	23,994	23,994	23,994	25,000	25,000
95006 FOURTH OF JULY	32,000	33,280	34,000	34,000	35,000
95007 LIBRARY	1,381,731	1,416,274	1,416,274	1,431,504	1,431,504
95008 HALLOWEEN PARADE	9,190	-	11,039	12,500	12,500
95009 FINE ARTS COMMISSION	7,400	-	7,400	7,400	7,800
95010 MUSIC FUND	28,000	32,300	-	20,000	28,000
95011 COMMUNITY RECOVERY FUND	-	-	-	2,992,000	3,000,000
95012 DOWNTOWN INITIATIVE	16,026	-	18,670	50,000	50,000
95013 NORTHSIDE 2027	50,000	-	50,000	30,000	-
95014 HUMAN RELATION COMMISSION	-	-	268	7,500	7,500
95020 SISTER CITY	-	4,000	-	4,000	-
95041 HOMELESS INITIATIVE	-	-	-	-	2,000,000
95042 AFFORDABLE HOUSING	-	-	-	-	5,000,000
Civic Expenses	1,549,241	1,510,748	1,562,545	4,614,804	11,598,204
Total	1,549,241	1,510,748	1,562,545	4,614,804	11,598,204

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BUREAU DETAIL

Bureau: Debt Service

No: 1001

Department: General Fund

No: 0100

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0100 GENERAL FUND
BUREAU 1001 DEBT SERVICE

	2019 Actual	2020 Actual	2021 Actual	2022 Budget w/ Transfers	2023 Budget
Personnel Detail	Number of Permanent Positions				
	-	-	-	-	-
Total Positions	-	-	-	-	-
Account Detail					
42091 BOND REDEMPTION	3,455,000	4,307,000	4,956,000	5,496,000	5,768,000
42092 COUPON INTEREST	2,811,229	2,372,529	2,372,839	2,209,543	2,089,001
Purchased Services	6,266,229	6,679,529	7,328,839	7,705,543	7,857,001
Total DEBT SERVICE	6,266,229	6,679,529	7,328,839	7,705,543	7,857,001

Schedule of Payment of Bond & Note Indebtedness

	Series B of 2013		Series A of 2014		Series A of 2015		Series B of 2015		Series A of 2017	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2023	740,000	143,527	630,000	17,588	35,000	140,300	360,000	17,675	205,000	301,740
2024	770,000	112,128	105,000	2,625	825,000	139,469	385,000	9,125	210,000	296,359
2025	805,000	76,377			955,000	118,844			220,000	290,059
2026	840,000	39,001			1,235,000	93,775			225,000	283,459
2027					1,275,000	59,813			230,000	277,272
2028					690,000	21,563			1,275,000	270,372
2029									1,960,000	232,122
2030									1,885,000	171,362
2031									1,940,000	112,455
2032									1,550,000	50,375
2033										
2034										
	<u>3,155,000</u>	<u>371,034</u>	<u>735,000</u>	<u>20,213</u>	<u>5,015,000</u>	<u>573,764</u>	<u>725,000</u>	<u>26,800</u>	<u>9,700,000</u>	<u>2,285,575</u>

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

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

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

Series B of 2017		Series E of 2017		Series of 2019		Series A of 2019		Series AA of 2019		Total
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
320,000	155,939	2,090,000	480,200	325,000	116,396	3,105,000	1,307,522	300,000	92,325	10,883,212
335,000	143,139	1,950,000	375,700	335,000	106,646	3,170,000	1,239,802	315,000	80,325	10,885,319
345,000	129,739	2,430,000	278,200	340,000	99,946	3,245,000	1,167,494	315,000	74,025	10,889,685
360,000	115,939	2,305,000	156,700	345,000	93,146	3,320,000	1,090,782	320,000	61,425	10,884,227
370,000	106,039	3,230,000	104,838	355,000	85,556	3,405,000	1,008,978	335,000	55,025	10,897,521
380,000	94,939	1,125,000	28,125	365,000	77,569	4,385,000	922,116	340,000	48,325	10,023,009
395,000	83,539			370,000	68,900	5,060,000	805,870	350,000	41,100	9,366,531
405,000	71,294			380,000	59,650	5,085,000	666,669	350,000	33,663	9,107,638
420,000	58,638			390,000	49,200	5,230,000	523,221	365,000	25,788	9,114,302
430,000	45,198			405,000	37,500	4,865,000	372,022	380,000	17,575	8,152,670
445,000	31,223			415,000	25,350	3,740,000	228,942	380,000	9,025	5,274,540
460,000	15,870			430,000	12,900	3,850,000	117,079			4,885,849
4,665,000	1,051,496	13,130,000	1,423,763	4,455,000	832,760	48,460,000	9,450,497	3,750,000	538,601	110,364,502

Debt Service

Bureau 1001	<u>2022</u>	<u>2023</u>
Series of 2007 (Previously 9-1-1)		
Principal	356,000	-
Interest	9,719	-
Series A of 2014		
Principal	325,000	630,000
Interest	24,900	17,588
Series A of 2015		
Principal	35,000	35,000
Interest	141,132	140,300
Series A of 2017		
Principal	200,000	205,000
Interest	306,740	301,740
Series B of 2017		
Principal	310,000	320,000
Interest	168,339	155,939
Series E of 2017		
Principal	2,000,000	2,090,000
Interest	580,200	480,200
Series 2019		
Principal	315,000	325,000
Interest	125,846	116,396
Series A of 2019		
Principal	1,670,000	1,863,000
Interest	748,942	784,513
Series AA of 2019		
Principal	285,000	300,000
Interest	<u>103,725</u>	<u>92,325</u>
	<u>7,705,543</u>	<u>7,857,001</u>
Bureau 0801- Landfill Transfer		
Series B of 2013		
Principal	710,000	740,000
Interest	<u>172,232</u>	<u>143,527</u>
	<u>882,232</u>	<u>883,527</u>
Bureau 0505 - Street Lighting		
Series of 2015 B		
Principal	350,000	360,000
Interest	<u>25,550</u>	<u>17,675</u>
	<u>375,550</u>	<u>377,675</u>
Bureau 0801- PMRS MMO		
Series A of 2019		
Principal	1,660,000	1,242,000
Interest	<u>628,144</u>	<u>523,009</u>
	<u>2,288,144</u>	<u>1,765,009</u>
Total General Fund	<u>11,251,469</u>	<u>10,883,212</u>

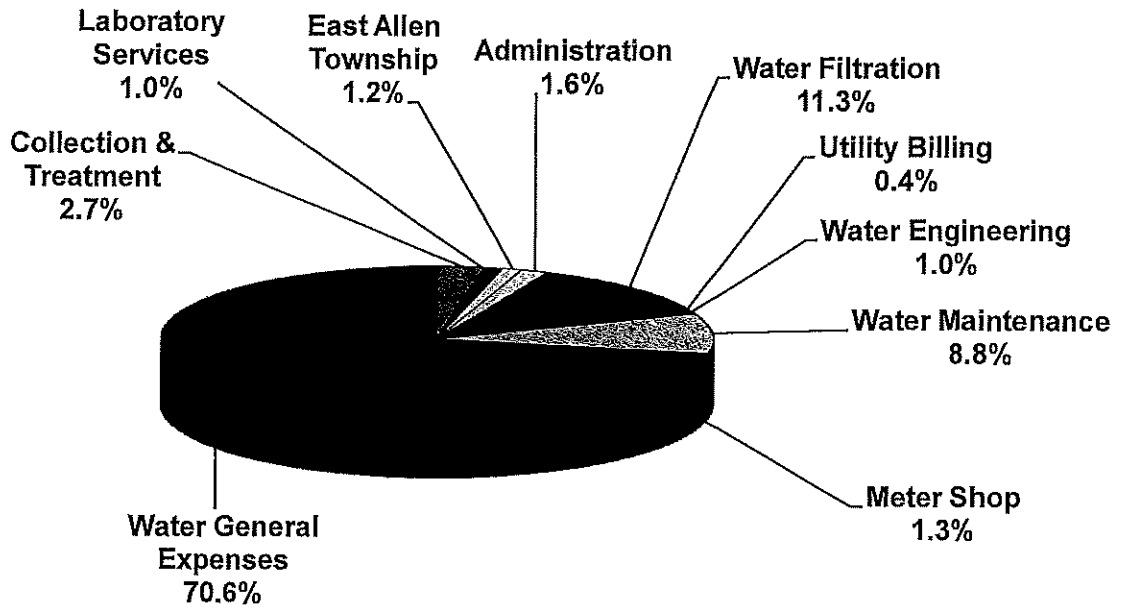
**CITY OF BETHLEHEM
WATER FUND
FUND ANALYSIS SUMMARY**

	2019 Actual	2020 Actual	2021 Actual	2022 Budget w/ Transfers	2023 Budget
REVENUES:					
Sale of Water					
31001A Residential	12,651,625	12,917,312	13,348,616	13,737,947	13,737,947
31001B Commercial	3,079,827	2,993,500	3,243,691	3,259,617	3,324,809
31001C Industrial	1,664,455	1,592,102	1,789,406	1,869,080	1,906,462
31001D Institutional	1,239,736	1,049,086	1,097,120	1,334,785	1,275,000
31001E Public	16,636	17,402	148,423	89,972	125,000
31003 Northampton Borough	-	1,867	14,100	13,000	13,000
31004 Sallsbury Township	4,041	4,044	4,236	4,354	4,354
31005 East Allen Township	-	-	-	1	-
31006 Utilities Inc	226,928	241,002	250,640	249,035	249,035
31007 Upper Saucon	46,147	44,595	41,075	50,888	43,000
31008 Lower Saucon	525,514	555,279	579,574	588,121	594,002
31009 Fire Protection	883,228	926,634	986,146	900,000	1,000,000
31012 Penalty on Delinquents	97,717	100,645	90,179	70,000	100,000
31014 Building Permit Water	15,532	10,297	905	12,000	5,000
31016 Fire Hydrant Water Use	608,972	607,183	620,276	600,000	606,100
31017 Penalty - Fire Protection	1,748	257	236	1,000	1,000
31050D Delinquent Water	97	6,924	7,259	-	7,200
Total Sale of Water	21,062,203	21,068,129	22,221,882	22,779,800	22,991,909
Other Operating Revenues					
308901 Cash Balance	-	-	-	750,000	-
31101 Water Main Assessment	-	-	-	-	-
31103 Permits & Materials	35,969	36,978	76,228	30,000	30,000
31105 Expense Returns	1,924	16,024	36,340	-	-
31106 Miscellaneous	54,428	52,485	52,658	50,000	50,000
31108 Backflow	-	-	-	100	-
31109 Dist System Improve Charge	-	-	-	100	-
Total Other Operating Revenues	92,321	105,487	165,226	830,200	80,000
Investment Interest					
30850 Investment Interest	117,049	27,500	12,535	15,000	35,000
Total Investment Interest	117,049	27,500	12,535	15,000	35,000
TOTAL WATER FUND REVENUES	21,271,573	21,201,116	22,399,643	23,625,000	23,106,909
EXPENDITURES BY BUREAU/DIVISION:					
Collection & Treatment	513,120	535,251	523,846	632,954	632,545
Laboratory Services	209,409	193,179	220,230	242,842	242,177
East Allen Township	225,171	183,867	177,483	253,225	269,150
Administration	422,919	434,907	417,226	453,968	369,572
Water Filtration	1,687,227	1,774,821	1,915,636	2,290,407	2,620,651
Utility Billing	75,836	89,945	78,159	88,003	84,500
Water Engineering	210,469	211,632	213,497	230,349	235,091
Water Control	375,953	-	-	-	-
Water Maintenance	1,364,140	1,515,166	1,562,202	2,007,591	2,036,656
Meter Shop	417,359	248,010	260,648	293,608	309,028
Water General Expenses	16,643,065	14,544,184	15,146,336	17,132,053	16,307,539
TOTAL WATER FUND EXPENDITURES	22,144,668	19,730,962	20,515,263	23,625,000	23,106,909
EXPENDITURES BY CATEGORY:					
Personnel Costs	6,996,893	6,722,960	6,822,738	7,108,559	7,174,057
Materials & Supplies	371,794	358,030	386,995	744,825	966,330
Purchased Services	14,740,651	12,589,147	13,248,221	15,567,086	14,806,122
Equipment	35,330	60,825	57,309	204,530	160,400
TOTAL WATER FUND EXPENDITURES	22,144,668	19,730,962	20,515,263	23,625,000	23,106,909

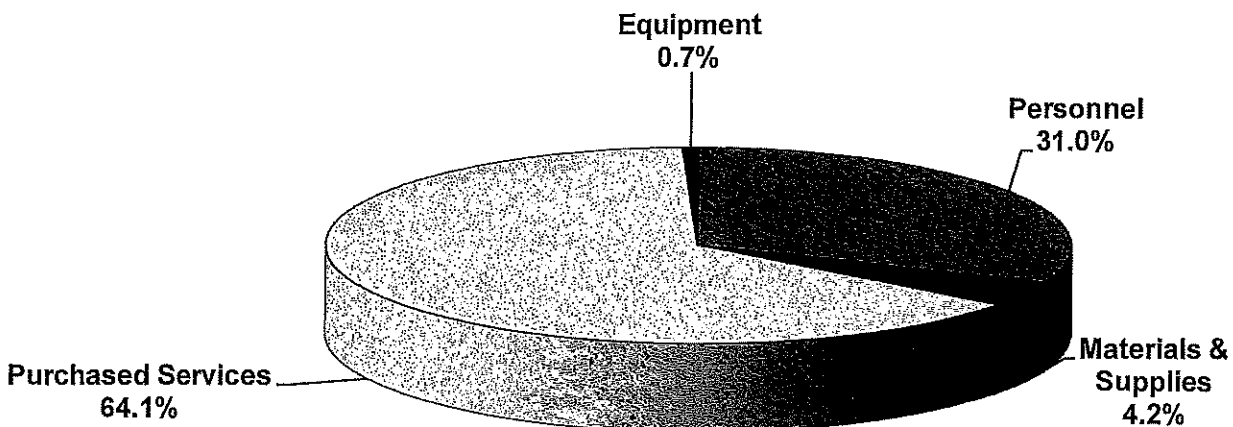
**CITY OF BETHLEHEM
WATER FUND
BUREAU/DIVISION RESOURCE SUMMARY**

<u>Bureau/Divison</u>		<u>Personnel</u>	<u>Materials & Supplies</u>	<u>Purchased Services</u>	<u>Equipment</u>	<u>Total</u>
20011	Collection & Treatment	\$ 441,645	\$ 31,900	\$ 148,500	\$ 10,500	\$ 632,545
20012	Laboratory Services	175,877	26,600	35,100	4,600	242,177
20014	East Allen Township	-	12,100	257,050	-	269,150
20015	Administration	299,542	1,030	67,500	1,500	369,572
20016	Water Filtration	1,348,351	728,500	528,800	15,000	2,620,651
20017	Utility Billing	81,500	1,000	1,000	1,000	84,500
20018	Water Engineering	162,591	-	72,500	-	235,091
Supply & Treatment		2,509,506	801,130	1,110,450	32,600	4,453,686
20022	Utility Maintenance	1,465,856	137,000	313,800	120,000	2,036,656
20023	Meter Shop	224,728	22,500	54,000	7,800	309,028
Water Maintenance		1,690,584	159,500	367,800	127,800	2,345,684
2006	Water General Expenses	2,973,967	5,700	13,327,872	-	16,307,539
Water General Expenses		2,973,967	5,700	13,327,872	-	16,307,539
TOTAL WATER FUND		\$ 7,174,057	\$ 966,330	\$ 14,806,122	\$ 160,400	\$ 23,106,909

Water Fund Expenditures by Bureau/Division



Water Fund Expenditures by Category



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

Bureau/Divison	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget w/ Transfers	2022 Actual & Estimated	2023 Budget
20011 Collection System	6	6	6	6	6	6	6
20012 Laboratory Services	3	3	4	4	4	4	4
20014 East Allen Township	-	-	-	-	-	-	-
20015 Administration	4	4	5	5	5	5	4
20016 Water Filtration	15	15	15	15	15	15	15
20017 Utility Billing	3	3	3	3	3	3	3
20018 Water Engineering	2	2	2	2	2	2	2
20019 Water Control	6	6	-	-	-	-	-
Supply & Treatment	39	39	35	35	35	35	34
20022 Utility Maintenance	26	26	26	26	26	26	26
20023 Meter Shop	7	7	7	7	7	7	7
Water Maintenance	33	33	33	33	33	33	33
TOTAL WATER FUND	72	72	68	68	68	68	67

Debt Service

Bureau 2006

	<u>2022</u>	<u>2023</u>
Account 42094 Lease Rental		
Series of 2014		
Principal	35,000	-
Interest	<u>1,210,550</u>	<u>-</u>
	1,245,550	-
5% Coverage	62,278	-
Credit	<u>(100,000)</u>	<u>-</u>
	<u>1,207,828</u>	<u>-</u>
1998 Capital Appreciation Bond		
Principal	2,038,880	1,941,153
Interest	<u>5,166,120</u>	<u>5,288,847</u>
	7,205,000	7,230,000
5% Coverage	<u>360,250</u>	<u>361,500</u>
	<u>7,565,250</u>	<u>7,591,500</u>
Series of 2022		
Principal	-	-
Interest	<u>-</u>	<u>1,325,950</u>
	-	1,325,950
5% Coverage	<u>-</u>	<u>66,298</u>
	<u>-</u>	<u>1,392,248</u>
Total	<u><u>8,773,078</u></u>	<u><u>8,983,748</u></u>
Account 42095 2007 G.O Note		
Principal	69,000	-
Interest	<u>1,884</u>	<u>-</u>
	<u>70,884</u>	<u>-</u>

Schedule of Payment of Bond & Note Indebtedness

	1998 Capital Appreciation Bonds		2022 Guaranteed Water Revenue Bonds		Total
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	
2023	1,941,153	5,288,847	-	1,325,950	8,555,950
2024	1,835,213	5,414,787	-	1,325,950	8,575,950
2025	1,746,838	5,528,163	-	1,325,950	8,600,950
2026	1,662,661	5,637,339	-	1,325,950	8,625,950
2027	1,581,392	5,738,608	-	1,325,950	8,645,950
2028	1,240,878	4,809,122	-	1,325,950	7,375,950
2029			5,285,000	1,325,950	6,610,950
2030			5,545,000	1,061,700	6,606,700
2031			4,890,000	784,450	5,674,450
2032			4,600,000	539,950	5,139,950
2033			1,230,000	309,950	1,539,950
2034			1,290,000	248,450	1,538,450
2035			1,355,000	183,950	1,538,950
2036			1,425,000	116,200	1,541,200
2037			1,480,000	59,200	1,539,200
Totals	<u>10,008,135</u>	<u>32,416,866</u>	<u>27,100,000</u>	<u>12,585,500</u>	<u>79,030,100</u>

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

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BUREAU DETAIL

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

Division Description:

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

Goals and Objectives:

- Continue clearing brush from raw water transmission line south to the Blue Mountain.
- Enroll the three newest employees in woodland fire suppression when the DCNR resumes training classes.
- Continue to remark and cut, as needed, as much boundary line as time allows.

Prior Year Achievements:

- Completed a Hydrology and Hydraulics study regarding reservoir capacity during 500-year level storm events.
 - Replaced nonfunctioning lights in the Penn Forest Dam interior tunnel with functional LED lights.
 - Completed paving repairs on facility property to improve driving conditions.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Chief Watershed Op	1	1	1	1	90,796
SEIU	WSR Maint Worker III	1	1	1	1	72,568
SEIU	Maintenance Worker III	1	1	1	1	68,456
SEIU	Automotive Mechanic	1	1	1	1	69,656
SEIU	Maintenance Worker II	2	2	2	2	112,564
Total Positions		6	6	6	6	414,040
Account Detail						
40001	SALARIES	375,632	387,563	391,934	407,449	404,680
40002	LONGEVITY	9,400	9,800	9,000	11,400	9,360
40003	OVERTIME	24,215	25,088	23,245	25,000	25,500
40005	HOLIDAY PAY	-	-	-	-	2,000
40006	DIFFERENTIAL PAY	-	-	-	25	25
40008	MEAL REIMBURSEMENT	-	-	-	80	80
Personnel		409,247	422,451	424,179	443,954	441,645
41014	OPERATING SUPPLIES	3,009	2,942	4,352	6,000	6,000
41016	UNIFORMS/SAFETY SHOES	733	1,257	625	1,700	800
41021	CHEMICALS	-	-	-	100	100
41023	GASOLINE	17,741	8,326	16,726	28,500	25,000
Materials & Supplies		21,483	12,525	21,703	36,300	31,900
42031	UNIFORM RENTAL	1,244	1,270	1,308	1,500	2,000
42036	COMMUNICATIONS	2,810	2,922	2,850	3,500	3,500
42044	ELECTRIC	11,576	13,640	7,561	13,000	14,000
42046	HEATING OIL	4,275	2,526	3,836	12,000	11,000
42047	DEPARTMENT CONTRACTS	49,882	64,595	48,471	99,200	100,000
42054	RENTALS	210	-	-	500	500
42060	OTHER EXPENSES	1,921	2,823	2,744	4,000	4,000
42064	EQUIPMENT MAINTENANCE	5,742	8,942	5,050	6,000	6,000
42065	PLANT MAINTENANCE	4,730	3,274	6,144	6,000	7,500
Purchased Services		82,390	99,992	77,964	145,700	148,500
43099	EQUIPMENT	-	283	-	7,000	10,500
Equipment		-	283	-	7,000	10,500
Total	COLLECTION & TREATMENT	513,120	535,251	523,846	632,954	632,545

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	25,500	OVERTIME 25,500 - OVERTIME REQUIRED FOR SECURITY PATROL ON HOLIDAYS, WEEKENDS, DEER SEASON, AND DAM READINGS AND OBSERVATIONS.
40005	2,000	HOLIDAY PAY 2,000 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	25	DIFFERENTIAL PAY 25 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION AGREEMENT.
40008	80	MEAL REIMBURSEMENT 80 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	6,000	OPERATING SUPPLIES 6,000 - PARTS, PENS, CHARTS FOR RECORDERS, FORESTRY SUPPLIES (MARKING PAINT, MISC. TOOLS, ETC.), HERBICIDES FOR ROAD/TRAIL TREATMENT, GARAGE SUPPLIES (GASES, WELDING SUPPLIES, ETC.), PROPANE FOR EMERGENCY GENERATOR, PIPE, MISCELLANEOUS CONSTRUCTION LUMBER, FENCE POSTS/FABRIC, DAM MAINTENANCE SUPPLIES, LUMBER, METAL STOCK, IRON FABRICATION, HOSES, AND MISC SUPPLIES, COLD/HOT PATCH, BAGGED PERSONAL PROTECTION EQUIPMENT, LAB SUPPLIES ASPHALT CRACK SEALER, ROAD REPAIR STONE AND MISC ITEMS/TOOLS, SOAP/TOWELS/TOILET ROLLS, ANNUAL CYLINDER LEASE RENTAL, WATERSHED SIGNS.
41016	800	UNIFORMS/SAFETY SHOES 800 - TO PURCHASE SAFETY SHOES AS PER UNION CONTRACT.
41021	100	CHEMICALS 100 - POTASSIUM PERMANGANATE FOR PRE-TREATMENT DURING RESERVOIR TURNOVER.
41023	25,000	GASOLINE 25,000 - GASOLINE AND DIESEL FUEL FOR CITY AND BETHLEHEM AUTHORITY VEHICLES.
42031	2,000	UNIFORM RENTAL 2,000 - UNIFORM RENTALS AND REPLACEMENTS.
42036	3,500	COMMUNICATIONS 3,500 - TELEPHONE SERVICE FOR WILD CREEK.
42044	14,000	ELECTRIC 14,000 - ELECTRIC SERVICE FOR WILD CREEK CHEMICAL TREATMENT/AUXILIARY BUILDINGS, WILD CREEK AND PENN FOREST DAMS, TUNKHANNOCK INTAKE/BP

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		CHAMBER AND TRANSMISSION MAIN CHAMBER.
42046	11,000	HEATING OIL 11,000 - HEATING OIL FOR WILD CREEK CHEMICAL TREATMENT AND AUXILIARY BUILDINGS, PROPANE FOR BACKUP GENERATOR.
42047	100,000	DEPARTMENT CONTRACTS 100,000 - SERVICE CONTRACT FOR GENERATORS, MAINTENANCE FOR TWO (2) GAS DETECTORS, FIRE EXTINGUISHER SERVICING AND REPLACEMENT, WILD CREEK DAM VEGETATION TREATMENT, INSPECT INTAKE CRANE, BOILER SERVICING, USGS CONTRACT, ANNUAL DAM INSPECTIONS/REPORTS AND INSTRUMENTATION REPORT AS REQUIRED BY PA DEP,
42054	500	RENTALS 500 - SEPTIC TANK CLEANING, MISCELLANEOUS EQUIPMENT RENTALS.
42060	4,000	OTHER EXPENSES 4,000 - GARBAGE COLLECTION FEES, MAPS, FLAGS, CDL REIMBURSEMENTS, COOLER RENTAL, BOAT LICENSE FEE, SAMPLING LICENSE, DEBRIS AND SCRAP METAL DISPOSAL, TIRE DISPOSAL, TRUCK WASTE HAULING LICENSE, BOTTLED WATER COOLER RENTAL, OFFICE SUPPLIES, BOOTS, RAIN GEAR AND OTHER MISCELLANEOUS ITEMS.
42064	6,000	EQUIPMENT MAINTENANCE 6,000 - REPAIR PARTS FOR MOTORIZED VEHICLES AND SMALL UNITS (PUMPS, MOWERS, CHAINSAWS, ETC.), VALVES, METERS, ACTUATORS, ELECTRICAL PARTS, PUMPS, GENERATORS, MOTORS, EQUIPMENT, SCADA INSTRUMENTATION.
42065	7,500	PLANT MAINTENANCE 7,500 - HARDWARE, PAINT, PLUMBING, FITTINGS, PIPE, AND SUNDRY/RELATED SUPPLIES FOR UPKEEP TO WILD CREEK, PENN FOREST, TUNKHANNOCK AND AUXILIARY BUILDINGS, STAIN/PAINT FOR STORAGE BUILDING, MASONRY SUPPLIES FOR 3 O'CLOCK SPRINGS, SPILLWAYS AND DAM PANELS, CHEMICAL PRETREATMENT BUILDING, WINDOW AIR CONDITIONER FOR ADMINISTRATION BUILDING, SAFETY COATING FOR VALVES AND GATES.
43099	10,500	EQUIPMENT 10,500 - UNDERWATER ROVER, CHAINSAWS, NEW PH METER.

BUREAU DETAIL

Bureau: Supply & Treatment
Division: Laboratory Services

No: 2001
No: 20012

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

Division Description:

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

Goals and Objectives:

- Continue compliance with all Chapter 109 and Chapter 252 regulations.
- Coordinate development of the lead service line inventory and lead service line replacement plan as required by the Lead and Copper Rule Revisions.
- Continue to streamline laboratory practices to increase personnel and cost efficiency.

Prior Year Achievements:

- Maintained compliance with Chapter 109 and Chapter 252 regulations.
 - Successfully completed the triennial Lead and Copper Sampling Plan as required by the PA DEP with 90th percentiles below action levels.
 - Installed treatment system to reduce manganese levels at Shady Lane well system.
 - Began streamlining laboratory practices to improve personnel and cost efficiency.
 - Collaborated with Lehigh University graduate students on a distribution system study.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions:				
TAMS	Water Quality Manager	1	1	1	1	107,465
TAMS	Laboratory Technician	1	2	2	2	156,035
TAMS	Microbiologist	1	1	1	1	68,255
Total Positions		3	4	4	4	331,755
TAMS	50% Allocated to 3004	Water Quality Manager				(53,732)
TAMS	50% Allocated to 3004	Laboratory Technician				(78,018)
TAMS	50% Allocated to 3004	Microbiologist				(34,128)
						165,877
Account Detail						
40001	SALARIES	126,081	154,022	181,677	166,252	164,377
40002	LONGEVITY	2,250	1,250	1,300	1,740	1,500
40004	TEMPORARY HELP	29,091	-	2,205	10,000	10,000
Personnel		157,422	155,272	185,182	177,992	175,877
41014	OPERATING SUPPLIES	5,832	7,451	15,723	20,000	25,000
41016	UNIFORMS/SAFETY SHOES	441	388	391	750	500
41023	GASOLINE	855	499	700	1,200	1,100
Materials & Supplies		7,128	8,338	16,814	21,950	26,600
42031	UNIFORM RENTAL	61	16	8	100	100
42047	DEPARTMENT CONTRACTS	36,300	21,369	9,678	27,500	26,000
42060	OTHER EXPENSES	6,174	4,031	5,846	6,600	7,000
42064	EQUIPMENT MAINTENANCE	343	294	-	2,000	2,000
Purchased Services		42,878	25,710	15,532	36,200	35,100
43099	EQUIPMENT	1,981	3,859	2,702	6,700	4,600
Equipment		1,981	3,859	2,702	6,700	4,600
Total	LABORATORY SERVICES	209,409	193,179	220,230	242,842	242,177

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	10,000	TEMPORARY HELP 10,000 - PART-TIME WATER LAB INTERN/TEMPORARY HELP DURING STAFFING SHORTAGES.
41014	25,000	OPERATING SUPPLIES 25,000 - LABORATORY SUPPLIES AS REQUIRED FOR ALL WATER TESTING AND ANALYSIS SUCH AS ANALYTICAL CHEMICALS, STANDARDS, GLASSWARE, PLASTICWARE, CRYPTO ANALYSIS KITS, FILTERS, PADS, BACT ID KITS, OFFICE SUPPLIES, IDEXX SUPPLIES FOR COLILERT ANALYSIS, ETC.
41016	500	UNIFORMS/SAFETY SHOES 500 - SAFETY SHOES, SHIRTS AND SWEATSHIRTS FOR EMPLOYEES.
41023	1,100	GASOLINE 1,100 - REGULAR GASOLINE FOR SAMPLING AND WEEKLY WATERSHED MONITORING.
42031	100	UNIFORM RENTAL 100 - LAB COAT RENTAL AND REPLACEMENTS.
42047	26,000	DEPARTMENT CONTRACTS 26,000 - CONTRACT LABORATORY ANALYSIS FOR SDWA, QA/QC SAMPLES, LAGOON RESIDUALS AND GROUNDWATER MONITORING, UCMR5 MONITORING, PROCESS CONTROL MONITORING.
42060	7,000	OTHER EXPENSES 7,000 - STATE LAB CERTIFICATION FEES, PAAEL AND AWWA MEMBERSHIP FEES, TRAVEL EXPENSES, SAFE PARTNERSHIP ANNUAL FEES.
42064	2,000	EQUIPMENT MAINTENANCE 2,000 - PREVENTIVE MAINTENANCE/REPAIR/REPLACEMENT OF LABORATORY EQUIPMENT.
43099	4,600	EQUIPMENT 4,600 - FLUORIDE ION METER PACKAGE WITH ION SELECTIVE ELECTRODE.

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BUREAU DETAIL

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

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

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:

- Replace compromised wall at Country Squire well house.
- Remove overgrown trees and bushes around sites for safety.
- Extend water main 600 feet on Hanover St. in East Allen Township.

Prior Year Achievements:

- Installed manganese treatment at Shady Lane well station.
 - Installed water main and booster station at East Allen Gardens system.
 - Installed water main extension at Colony Dr and Snowdrift Rd.
 - Replaced security door at Country Squire well house.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
		-	-	-	-	-
	Total Positions	-	-	-	-	-
Account Detail						
41014	OPERATING SUPPLIES	10,112	11,392	6,064	28,700	2,000
41021	CHEMICALS	2,538	2,765	1,274	7,500	8,400
41023	GASOLINE	-	170	-	1,100	1,700
	Materials & Supplies	12,650	14,327	7,338	37,300	12,100
42036	COMMUNICATIONS	1,015	923	1,039	2,050	2,050
42044	ELECTRIC	13,076	13,530	14,615	19,500	20,000
42047	DEPARTMENT CONTRACTS	44,410	44,855	45,195	58,375	60,000
42060	OTHER EXPENSES	119,415	104,829	109,296	120,000	140,000
42064	EQUIPMENT MAINTENANCE	34,605	5,403	-	16,000	30,000
42065	PLANT MAINTENANCE	-	-	-	-	5,000
	Purchased Services	212,521	169,540	170,145	215,925	257,050
Total	EAST ALLEN TOWNSHIP	225,171	183,867	177,483	253,225	269,150

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	2,000	OPERATING SUPPLIES 2,000 - MISCELLANEOUS SUPPLIES (TUBING, PLUMBING FITTINGS, SIGNAGE, EAFETY EQUIPMENT, ETC.)
41021	8,400	CHEMICALS 8,400 - SODIUM HYPOCHLORITE AND CALGON C5 (AQUA MAG) FOR MANGANESE REMOVAL AT SHADY LANE SYSTEM.
41023	1,700	GASOLINE 1,700 - DIESEL FUEL FOR GENERATORS.
42036	2,050	COMMUNICATIONS 2,050 - PHONE SERVICE (5 AUTO DIALERS) FOR WELL SYSTEMS AND AIRPORT ROAD PUMP STATION AND SHADY LANE.
42044	20,000	ELECTRIC 20,000 - ELECTRIC SERVICE FOR EAST ALLEN GARDENS, WIL MAR, AIRPORT ROAD BOOSTER, SHADY LANE, BUTTONWOOD RD BOOSTER STATION, AND COUNTRY SQUIRE ESTATES.
42047	60,000	DEPARTMENT CONTRACTS 60,000 - ANNUAL GENERATOR SERVICE FOR WELL SYSTEMS, LAWN CARE AND SPRING CLEAN UP AT FACILITIES, CONTRACT WELL SYSTEM OPERATOR, TANKER SERVICE FOR MANGANESE WASTE REMOVAL.
42060	140,000	OTHER EXPENSES 140,000 - PURCHASED WATER FROM BATH BOROUGH AUTHORITY FOR THE RT. 512 SYSTEM; WATER FOR PLANNED FLUSHING PROGRAM AND EMERGENCY DELIVERY AS NEEDED BY TANKER TRUCK.
42064	30,000	EQUIPMENT MAINTENANCE 30,000 - MISC. REPAIR PARTS AND MATERIALS, EMERGENCY AND ROUTINE REPAIRS TO WELL PUMPING FACILITIES, OTHER REPAIRS AND DIAGNOSTICS.
42065	5,000	PLANT MAINTENANCE 5,000 - MISC REPAIRS AS REQUIRED.

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BUREAU DETAIL

Bureau: Supply & Treatment
Division: Administration

No: 2001
No: 20015

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

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:

- Identify the potential causes of water loss and develop a system-wide strategy which will reduce operating expenses and increase revenue from unbilled usage.
 - Continue with succession plans for retiring management staff.
 - Implement Water and Sewer Capital improvement plans.
-

Prior Year Achievements:

- American Dental Association (ADA), Association of State and Territorial Dental Directors (ASTDD), and Centers for Disease Control and Prevention (CDC) has honored the City of Bethlehem with the 50 Year Water Fluoridation Award. This award recognizes those communities that achieved excellence in community water fluoridation by maintaining a consistent level of fluoride in drinking water for fifty consecutive years.
 - Received for the fourteenth 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.
 - Water debt refinancing to cap existing debt service payments and borrow an additional \$10M for capital projects over the next several years.
 - Assisted in the financial support of our capital budgets in 2022 with \$3.36M for Water and \$1.94M for Sewer in Capital Appropriations.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
NC	Dir Water/Sewer Resource	1	1	1	1	118,860
TAMS	Water Supply/Treat Sup	1	1	1	1	86,574
TAMS	Commercial Ops Manager	1	1	1	1	72,453
TAMS	Project Manager	-	1	1	1	-
TAMS	Dept Business Manager	1	1	1	1	90,796
Total Positions		4	5	5	5	368,683
TAMS	25% Allocated from 0202					GIS Manager 19,280
TAMS	33% Allocated from 0202					Programming Manager 32,531
TAMS	33% Allocated from 0202					Application Support Programmer 20,103
NC	50% Allocated to 3001					Dir Water/Sewer Resource (59,430)
TAMS	50% Allocated to 3001					Commercial Ops Manager (36,227)
TAMS	50% Allocated to 3001					Dept Business Manager (45,398)
						299,542
Account Detail						
40001	SALARIES	275,791	293,604	290,154	375,552	297,747
40002	LONGEVITY	4,139	4,247	1,830	1,756	1,795
40004	TEMPORARY HELP	16,480	16,126	-	-	-
Personnel		296,410	313,977	291,984	377,308	299,542
41014	OPERATING SUPPLIES	81	575	420	1,000	500
41016	UNIFORMS/SAFETY SHOES	-	-	-	260	130
41023	GASOLINE	184	96	60	400	400
Materials & Supplies		265	671	480	1,660	1,030
42032	TRAINING/CONT. EDUCATION	9,795	4,223	6,206	9,000	10,000
42047	DEPARTMENT CONTRACTS	51,600	49,645	54,645	12,000	7,500
42060	OTHER EXPENSES	62,325	65,515	63,911	49,000	50,000
Purchased Services		123,720	119,383	124,762	70,000	67,500
43099	EQUIPMENT	2,524	876	-	5,000	1,500
Equipment		2,524	876	-	5,000	1,500
Total	ADMINISTRATION	422,919	434,907	417,226	453,968	369,572

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	500	OPERATING SUPPLIES 500 - OFFICE/COMPUTER SUPPLIES, ENVELOPES, BINDERS, FOLDERS, LABELS, ETC, OTHER MISCELLANEOUS ITEMS NOT NORMALLY STOCKED BY PURCHASING DEPARTMENT.
41016	130	UNIFORMS/SAFETY SHOES 130 - SAFETY SHOES FOR ONE (1) EMPLOYEE AS REQUIRED.
41023	400	GASOLINE 400 - GASOLINE FOR ONE (1) SHARED VEHICLE.
42032	10,000	TRAINING/CONTINUING ED. 10,000 - MEETINGS, SEMINARS, CONFERENCES, TRAINING AIDS. ONLINE CLASSROOM, CORRESPONDENCE COURSES, EXAMS FEES, RECEIVING A CERTIFICATION/LICENSE AND TRAVEL EXPENSES INVOLVED FOR ALL WATER FUND DIVISIONS. INITIAL LICENSE/LICENSE RENEWAL FEES AND EXPENSES.
42047	7,500	DEPARTMENT CONTRACTS 7,500 - XEROX MACHINE LEASE FOR 4TH FLOOR, WATER TREATMENT PLANT, METER SHOP, UTILITY BILLING, WILD CREEK, UTILITY MAINTENANCE AND NETWORK/IMPRESSION CHARGES.
42060	50,000	OTHER EXPENSES 50,000 - PA CODE UPDATES, MEMBERSHIP RENEWAL DUES TO AWWA , PMAA, AND WEF FOR DIRECTOR, PA WARN AND PRWA DEPARTMENT MEMBERSHIPS, ANNUAL PA DEP USTIF AND OTHER REGISTRATION FEES, ANNUAL CHAPTER 302 - OPERATOR CERTIFICATION FEES, ANNUAL CHAPTER 109 - SAFE DRINKING WATER FEES, PA DEP NPDES ANNUAL PERMIT FEE, DRBC WATER WITHDRAWAL ANNUAL FEE, OTHER MISC PERMIT FEES AS REQUIRED, BOOKS, PERIODICALS, OTHER EXPENSES AS REQUIRED.
43099	1,500	EQUIPMENT 1,500 - UPGRADE AGING HARDWARE AND SOFTWARE AS NEEDED, MISC OFFICE FURNITURE.

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BUREAU DETAIL

Bureau: Supply & Treatment
Division: Water Filtration

No: 2001
No: 20016

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

Division Description:

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

Goals and Objectives:

- Complete repairs of leaking roof.
 - Begin utilizing Mobile Water Information Management System (WIMS).
 - Continue replacement of differential pressure flow meters at various plant locations.
 - Continue operation and maintenance training program for Filtration Plant Operators.
-

Prior Year Achievements:

- Replaced North Lagoon Baffle System.
 - Continued progress on Water Information Management System (WIMS) Drinking Water information management upgrade.
 - Continue operation and maintenance training program for Filtration Plant Operators.
 - Completed roof repairs on the east roof of the water treatment building.
 - Obtained the prestigious Area Wide Optimization Program (AWOP) Award for outstanding efforts toward optimization and performance.
 - Began routine Filter Plant Performance Evaluation testing to test life expectancy of media in all filters.
 - Replaced several differential pressure flow meters at various locations.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Filtration Operation Sup	1	1	1	1	99,779
TAMS	Filtration Maint Sup	1	1	1	1	88,756
SEIU	Operator III	6	7	8	9	773,962
SEIU	Acting Operator III	-	5	4	3	141,765
SEIU	Electronics Repair Tech.	1	1	1	1	76,189
SEIU	Relief Operator I	6	-	-	-	-
Total Positions		15	15	15	15	1,180,451
Account Detail						
40001	SALARIES	937,166	998,781	1,062,866	1,107,652	1,161,851
40002	LONGEVITY	12,400	13,400	13,100	17,280	18,600
40003	OVERTIME	99,097	108,414	110,740	107,300	112,000
40005	HOLIDAY PAY	41,709	44,474	47,533	45,900	47,900
40006	DIFFERENTIAL PAY	5,547	5,795	5,546	5,600	6,000
40008	MEAL REIMBURSEMENT	1,638	1,872	1,586	1,700	2,000
Personnel		1,097,557	1,172,736	1,241,371	1,285,432	1,348,351
41014	OPERATING SUPPLIES	25,459	21,612	19,308	30,300	37,000
41016	UNIFORMS/SAFETY SHOES	2,936	2,983	2,912	3,675	3,700
41021	CHEMICALS	192,052	204,633	199,717	430,000	685,000
41023	GASOLINE	1,560	1,082	1,720	7,800	2,800
Materials & Supplies		222,007	230,310	223,657	471,775	728,500
42044	ELECTRIC	64,579	55,995	60,903	67,000	75,000
42046	HEATING OIL	56,428	30,922	32,475	69,000	75,000
42047	DEPARTMENT CONTRACTS	161,044	234,042	305,491	270,000	300,000
42054	RENTALS	-	-	-	1,100	2,000
42060	OTHER EXPENSES	1,345	1,429	1,106	1,700	1,800
42064	EQUIPMENT MAINTENANCE	74,671	33,729	31,251	76,500	60,000
42065	PLANT MAINTENANCE	3,664	10,319	2,309	12,900	15,000
Purchased Services		361,731	366,436	433,535	498,200	528,800
43099	EQUIPMENT	5,932	5,339	17,073	35,000	15,000
Equipment		5,932	5,339	17,073	35,000	15,000
Total	WATER FILTRATION	1,687,227	1,774,821	1,915,636	2,290,407	2,620,651

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	112,000	OVERTIME 112,000 - TO PROVIDE COVERAGE FOR SICK, VACATION, OTHER LEAVES, PERSONAL HOLIDAYS, AND STANDBY.
40005	47,900	HOLIDAY PAY 47,900 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	6,000	DIFFERENTIAL PAY 6,000 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT.
40008	2,000	MEAL REIMBURSEMENT 2,000 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	37,000	OPERATING SUPPLIES 37,000 - LABORATORY SUPPLIES, OFFICE SUPPLIES, ELECTRODES AND PROBES, MAINTENANCE SUPPLIES, MISC GREASE, OIL, ETC., SMALL/HAND TOOLS, CIRCULAR CHARTS, SENSORS, RAGS, DEHUMIDIFIERS, CHAIN HOISTS AND MISCELLANEOUS ITEMS, MATS/SOAPS/TOWELS/TOILET ROLLS, FAX MACHINE PARTS, PORTABLE HEATERS. SCADA COMPUTER SUPPLIES, REKEY LOCKS, SCBA TESTING, ANALYZER PARTS, TABLETS.
41016	3,700	UNIFORMS/SAFETY SHOES 3,700 - T-SHIRTS, SWEATSHIRTS, SAFETY SHOES PER CONTRACT.
41021	685,000	CHEMICALS 685,000 - GASEOUS CHLORINE, BULK LIQUID ORTHOPHOSPHATE, SODIUM BISULFITE, BULK HYDRATED LIME, BULK LIQUID HYDROFLUOSILICIC ACID, BULK LIQUID ALUM, POLYMER, SLUDGE CONDITIONING, BULK LIQUID CAUSTIC SODA, SODIUM HYPOCHLORITE SOLUTION.
41023	2,800	GASOLINE 2,800 - GASOLINE AND DIESEL FUEL FOR TWO (2) TRUCKS AND EQUIPMENT.
42044	75,000	ELECTRIC 75,000 - ELECTRIC SERVICE FOR CARBON BUILDING, FILTRATION PLANT, GARAGE, RECYCLING CHAMBER, METER CHAMBER, AND GROUNDS LIGHTING, INCLUDING ACT 129 PHASE 3 COMPLIANCE RIDER, SMART METER RIDER, STORM DAMAGE EXPENSE RIDER AND DSIC.
42046	75,000	HEATING OIL 75,000 - HEATING OIL FOR FILTRATION PLANT AND DIESEL FUEL FOR EMERGENCY GENERATOR.
42047	300,000	DEPARTMENT CONTRACTS

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	300,000	- SERVICE CONTRACTS ON HVAC EQUIPMENT, CHLORINATION EQUIPMENT, FIRE ALARM/SECURITY SYSTEM, EMERGENCY GENERATOR, DEIONIZATION SYSTEM, ELECTRICAL EQUIPMENT, SCADA MAINTENANCE, SCADA PROPRIETARY SW MAINTENANCE, CHLORINE CRANES, TRANSFER SWITCH, UPS/BATTERIES, EMPTY SPILL CONTAINMENT TANK, BOILER TREATMENT, MAINTENANCE FOR TWO (2) GAS DETECTORS, FILTER EFFLUENT VALVE/UPS/BATTERIES, FAX REPAIRS, ANNUAL EXPENSES, SEMI-ANNUAL ELEVATOR INSPECTION AND MAINTENANCE, DIESEL TANK TESTING, FIRE EXTINGUISHER TESTING, REMOVAL, TRANSPORTATION AND PROCESSING OF LAGOON RESIDUALS, CONTRACT WATER LAB ANALYSES. MEDIA FILTER SAMPLING.
42054	2,000	RENTALS 2,000 - LARGE GENERATOR RENTAL
42060	1,800	OTHER EXPENSES 1,800 - GARBAGE COLLECTION FEE, CDL REIMBURSEMENTS AND OTHER MISCELLANEOUS EXPENSES.
42064	60,000	EQUIPMENT MAINTENANCE 60,000 - REPAIR PARTS FOR PUMPS, CHEMICAL FEEDERS AND OTHER EQUIPMENT, UNFORESEEN REPAIRS, MAINTENANCE OF PICKUP TRUCKS, REPAIR, REPLACE AND TESTING OF MOTORS, SCADA AND UPS MAINTENANCE, COMPRESSOR MAINTENANCE, EMERGENCY GENERATOR REPAIR PARTS/LABOR, SUMP PUMPS. SCADA REPAIR PARTS, CONTROL VALVE REPAIR, BLOWER REPAIR, VFD REPAIR, CPU BOARDS.
42065	15,000	PLANT MAINTENANCE 15,000 - ENTRANCE ROAD REPAIRS, FRONT PATIO REPAIR, REPLACE FENCE POSTS, GATE LATCH, FENCE RAIL, LANDSCAPING, ROCK SALT, AND OTHER MISCELLANEOUS MAINTENANCE.
43099	15,000	EQUIPMENT 15,000 - SPARE SAMPLE PUMPS/MOTORS TO REPLACE WORN UNITS ONE (1) STIHL FS 131 R LOOP-HANDLE PROFESSIONAL GRASS TRIMMER OR EQUIVALENT TWO (2) FLOW METERS

BUREAU DETAIL

Bureau: Supply & Treatment
Division: Utility Billing

No: 2001
No: 20017

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

Division Description:

This division serves as the initial contact for customers for all matters relating to the Water and Sewer Resources. This includes the utility billing process, handling delinquent accounts, payment arrangements, termination/restoration of service, billing disputes, and scheduling meter repair/replacement appointments.

Goals and Objectives:

- Cross train employees on running the billing process.
 - Decrease the number of accounts sent to collections by continuing to utilize the utility assistance programs implemented the previous year (LIHWAP, PAHAF).
 - Continue to work with IT to reduce website log in and payment issues.
 - Work with contractor to ensure seamless transfer of data with regards to the meter replacement program.
-

Prior Year Achievements:

- Used Cognos reporting to streamline delinquent processing and unpaid final bills.
 - Implemented utility assistance programs (LIHWAP, PAHAF) to assist delinquent customers with past due accounts.
 - Continued work with IT to reduce website log in and payment issues.
 - Initiated a 2-year plan to begin alternative payment methods (pay-by-phone, auto-pay, 1-time payments, e-bills/paperless billing).
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Customer Service Supvr	1	1	1	1	65,409
SEIU	Customer Service Rep	2	2	2	2	96,590
Total Positions		3	3	3	3	161,999
TAMS	50% Allocated to 3001	Customer Service Supvr				(32,705)
SEIU	50% Allocated to 3001	Customer Service Rep				(48,294)
						81,000
Account Detail						
40001	SALARIES	73,896	87,001	76,952	82,863	79,920
40002	LONGEVITY	1,800	1,850	850	1,140	1,080
40003	OVERTIME	-	126	-	1,000	500
Personnel		75,696	88,977	77,802	85,003	81,500
41014	OPERATING SUPPLIES	140	164	-	1,000	1,000
Materials & Supplies		140	164	-	1,000	1,000
42060	OTHER EXPENSES	-	-	-	1,000	1,000
Purchased Services		-	-	-	1,000	1,000
43099	EQUIPMENT	-	804	357	1,000	1,000
Equipment		-	804	357	1,000	1,000
Total	UTILITY BILLING	75,836	89,945	78,159	88,003	84,500

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	500	OVERTIME 500 - TO PROCESS SHERIFF SALES, LIENS AND OTHER MISCELLANEOUS WORK.
41014	1,000	OPERATING SUPPLIES 1,000 - OFFICE SUPPLIES AND OTHER OPERATING ITEMS.
42060	1,000	OTHER EXPENSES 1,000 - LEGAL FILING FEES AND OTHER MISC EXPENSES.
43099	1,000	EQUIPMENT 1,000 - DESKTOP PC COMPUTERS, MONITORS, OTHER OFFICE EQUIPMENT.

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BUREAU DETAIL

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

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

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:

- Complete the Lead Service Line Replacement Project.
 - Institute a large valve replacement program. Our larger valves are very old and not in proper working condition. These valves are important to ensure that water main breaks can be isolated to reduce service interruptions during repairs.
 - Relocate the 30-inch water transmission main on Willowbrook Road in Allen Township as part of the Catasauqua Creek bridge replacement project.
 - Install 600 feet of 8" ductile iron pipe on South New Street between Third and Fourth Streets to improve service to the area.
 - Replace 800 feet of sanitary sewer main along Third Street and Brodhead Road as part of the Broadway Sanitary Sewer project. Install new flow meter to improve accuracy of flow measurement from Fountain Hill.
-

Prior Year Achievements:

- Replaced approximately 125 lead service lines in the City as part of the Lead Service Line Replacement Project funded in total by Pennvest grant funding.
 - Complete the conversion of the East Allen Gardens well system to City of Bethlehem water by installing 1,000 feet of new water main and rehabilitated the existing facility.
 - Installed 240 feet of 16-inch ductile iron pipe at the southside reservoirs to ensure customers have continued service when the 5 MG tank is down for maintenance.
 - Installed 700 feet of 12-inch ductile iron pipe on Snowdrift Road from Airport Road to Colony Drive in East Allen Township. Installation was required to improve fire protection.
 - Water Line Replacements:
 - 2200 feet of 8-inch ductile iron pipe on Taft, Tacoma and Sherwood Streets in Hanover Township, Lehigh County. Replacement required due to frequent break history.
 - 800 feet of 8-inch ductile iron pipe on East Market Street between N. New and Center Streets in the City of Bethlehem. Replacement required due to frequent break history.
 - 300 feet of 8-inch ductile iron pipe on Highland Avenue in the City of Bethlehem. Replacement required due to the original depth of line installation (under storm sewer) and was not able to be maintained.
 - 450 feet of 6-inch ductile iron pipe on Cloverleaf Street in the City of Bethlehem. Replacement was coordinated in conjunction with planned road reconstruction.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Design Assistant	1	1	1	1	78,721
TAMS	Engineering Assistant	1	1	1	1	73,870
Total Positions		2	2	2	2	152,591
Account Detail						
40001	SALARIES	133,868	136,585	139,316	144,889	148,511
40002	LONGEVITY	3,000	3,100	3,200	3,960	4,080
40003	OVERTIME	8,711	7,552	4,853	10,000	10,000
Personnel		145,579	147,237	147,369	158,849	162,591
42055	PROFESSIONAL SERVICES	64,890	64,395	66,128	71,500	72,500
Purchased Services		64,890	64,395	66,128	71,500	72,500
Total	WATER ENGINEERING	210,469	211,632	213,497	230,349	235,091

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	10,000	OVERTIME 10,000 - OVERTIME
42055	72,500	PROFESSIONAL SERVICES 72,500 - CONTRACT ENGINEERING SERVICES (INCLUDES ONE MONTH CARRYOVER FROM 2022).

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BUREAU DETAIL

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

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

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:

- Relocate 30" water main on Willowbrook Rd for county bridge replacement.
- Replace/ install 1 mile of new main.
- Develop long-range plan for replacing large valves in distribution system.

Prior Year Achievements:

- Installed 3 new valves in the water distribution system.
 - Replaced 10 fire hydrants.
 - Replaced 2000+ feet of water service lines.
 - Replaced 100+ (1200 feet+) of lead service lines through a lead line remediation program.
 - Repaired 40+ water main breaks.
 - Permanently restored 100+ utility trenches.
 - Flushed 476 fire hydrants.
 - Leak detected 275+ miles of water main: discovered 15 leaks in City system; 6 leaks on homeowner's side.
 - Exercised 2000+ valves in the distribution system.
 - Complete rehabilitation of the SE5 water storage tank.
 - Replaced/ installed over 1 mile of water main.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail						
Number of Permanent Positions						
TAMS	Water Superintendent	1	1	1	1	107,105
TAMS	Utility Maint Supervisor	2	2	2	2	165,286
SEIU	Utility Maint Mechanic II	1	1	1	1	79,517
SEIU	Utility Maint Mechanic I	2	2	2	2	144,296
SEIU	Maintenance Worker III	11	11	11	11	756,171
SEIU	Maintenance Worker II	9	9	9	9	437,015
Total Positions		26	26	26	26	1,689,390
TAMS	50% Allocated to 3002					Water Superintendent (53,552)
TAMS	50% Allocated to 3002					Utility Maint Supervisor (82,644)
SEIU	50% Allocated to 3002					Utility Maint Mechanic II (39,759)
SEIU	50% Allocated to 3002					Utility Maint Mechanic I (72,149)
SEIU	50% Allocated to 3002					Maintenance Worker III (378,086)
SEIU	50% Allocated to 3002					Maintenance Worker II (218,508)
TAMS	17% Allocated from 0602					EMC/BSC Director 15,787
TAMS	17% Allocated from 0602					BSC Supervisor 36,182
SEIU	17% Allocated from 0602					BSC Specialist 58,457
TAMS	50% Allocated from 3002					Utility Maint Supervisor 44,688
SEIU	50% Allocated from 3002					Utility Maint Mechanic I 71,548
SEIU	50% Allocated from 3002					Maintenance Worker III 93,800
SEIU	50% Allocated from 3002					Maintenance Worker II 79,402
						1,244,556
Account Detail						
40001	SALARIES	986,811	1,101,055	1,093,364	1,198,898	1,231,410
40002	LONGEVITY	15,450	13,760	13,127	14,153	13,146
40003	OVERTIME	105,826	124,251	156,341	157,000	190,000
40004	TEMPORARY HELP	4,136	-	-	15,000	15,000
40005	HOLIDAY PAY	-	-	-	-	8,800
40006	DIFFERENTIAL PAY	1,514	2,903	2,340	3,000	3,000
40008	MEAL REIMBURSEMENT	2,899	2,548	4,435	3,700	4,500
Personnel		1,116,436	1,244,517	1,269,607	1,391,751	1,465,856
41014	OPERATING SUPPLIES	29,693	28,705	26,755	30,000	30,000
41016	UNIFORMS/SAFETY SHOES	5,897	7,520	7,686	10,225	8,900
41021	CHEMICALS	-	136	1,060	3,065	3,100
41023	GASOLINE	54,277	41,182	68,458	105,350	95,000
Materials & Supplies		89,867	77,543	103,959	148,640	137,000
42033	TRAINING AND SAFETY	-	-	5,117	26,800	26,800
42044	ELECTRIC	95,665	88,592	84,604	105,000	115,000
42047	DEPARTMENT CONTRACTS	20,300	29,221	28,371	99,400	81,000
42054	RENTALS	4,609	6,704	6,050	24,300	25,000
42060	OTHER EXPENSES	8,106	12,277	13,935	21,700	23,000
42064	EQUIPMENT MAINTENANCE	5,202	8,982	11,990	13,000	13,000
42065	PLANT MAINTENANCE	4,087	3,498	2,053	35,000	30,000
Purchased Services		137,969	149,274	152,120	325,200	313,800
43099	EQUIPMENT	19,868	43,832	36,516	142,000	120,000
Equipment		19,868	43,832	36,516	142,000	120,000
Total	UTILITY MAINTENANCE	1,364,140	1,515,166	1,562,202	2,007,591	2,036,656

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	190,000	OVERTIME 190,000 - PROVIDES FUNDS FOR EMERGENCY CALL-OUTS ON SATURDAYS, SUNDAYS, HOLIDAYS PLUS HOURS WHICH ARE NOT PART OF SCHEDULED WORK WEEK. INCLUDES STANDBY TIME PAYMENTS. BASED ON PROJECTED OVERTIME AND HISTORY AND MUSIKFEST.
40004	15,000	TEMPORARY HELP 15,000 - SUMMER HELP TO PAINT HYDRANTS, ETC.
40005	8,800	HOLIDAY PAY 8,800 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	3,000	DIFFERENTIAL PAY 3,000 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT.
40008	4,500	MEAL REIMBURSEMENT 4,500 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	30,000	OPERATING SUPPLIES 30,000 - MISC TOOLS AND SUPPLIES (SHOVELS, TOOL HANDLES, BAG CONCRETE, CUTTING BLADES, SCRAPERS, GLOVES, FASTENERS, COMP GASES, ETC.), SURGE SUPPRESSORS FOR SCADA SYSTEM, PORTABLE ELECTRIC HEATERS TO KEEP PRESSURE LINES FROM FREEZING, 1/2 HP SUMP PUMPS TO DEWATER BELOW GROUND CHAMBERS, RAGS, BACKUP BATTERIES FOR SCADA SYSTEM, OTHER OPERATING SUPPLIES AS REQUIRED.
41016	8,900	UNIFORMS/SAFETY SHOES 8,900 - TO PURCHASE SAFETY SHOES, SAFETY T-SHIRTS AND SWEATSHIRTS FOR EMPLOYEES AS PER UNION CONTRACT.
41021	3,100	CHEMICALS 3,100 - DECHLOR TABS, CALCIUM HYPOCHLORITE, SODIUM HYPOCHLORITE, AND FOOD GRADE OIL.
41023	95,000	GASOLINE 95,000 - REGULAR GASOLINE AND DIESEL FUEL.
42033	26,800	TRAINING AND SAFETY 26,800 - MISC. TRAINING AND SAFETY RELATED ITEMS, OPERATOR CERTIFICATION MANUALS, OPERATOR CERTIFICATION EXAM FEES, CONFINED SPACE, WORKZONE SAFETY, FIRST AID/CPR, EXCAVATION AND TRENCHING SAFETY, OSHA 10, FIRE EXTINGUISHER INSPECTION/REPLACEMENTS, HEAVY EQUIPMENT OPERATOR TRAINING AND CDL CLASS A TRAINING

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42044	115,000	ELECTRIC 115,000 - ELECTRIC USAGE AT PUMPING STATIONS, STORAGE TANKS, RESERVOIRS, BOOSTER STATIONS, AND SCADA SYSTEM LOCATIONS.
42047	81,000	DEPARTMENT CONTRACTS 81,000 - EXCAVATION SPOILS DUMPING FEES, ASPHALT/CONCRETE EXCAVATION WASTE, VEGETATION CONTROL SERVICES, ANNUAL MAINTENANCE CONTRACT FOR GENERATOR SERVICES, JANITORIAL SERVICES FOR 540 STEFKO BLVD WHICH IS SPLIT 50/50 WITH PUBLIC WORKS 0503-42047, INFRAED INSPECTION - MCC'S, PANEL AND TRANSFORMER AT PUMP STATION SITES, PREVENTIVE MAINTENANCE ON ELECTRICAL EQUIPMENT AT PUMP STATION SITES, GAS DETECTOR CALIBRATIONS AND SENSOR REPLACEMENTS, EMERSON ON-SITE SERVICES (5 DAYS) FOR EMERGENCIES, AVL MONTHLY MONITORING FEES AND NEW UNITS, ANNUAL IWATER SOFTWARE SUPPORT,
42054	25,000	RENTALS 25,000 - RENTAL EQUIPMENT AS REQUIRED SUCH AS CONCRETE SAWS, LIFTS, WOOD CHIPPER (1 MONTH RENTAL), EXCAVATORS, PUMPS, ETC.
42060	23,000	OTHER EXPENSES 23,000 - NORFOLK SOUTHERN ANNUAL LEASE AGREEMENTS, PA DEP WASTE HAULING LICENSES, BOOKS, MAPS, PETTY CASH, CDL REIMBURSEMENTS, BUSINESS CARDS ETC, ROAD OPENING FEES FOR OTHER MUNICIPALITIES, PUC FINES FOR ONE CALL VIOLATIONS, OTHER MISCELLANEOUS EXPENSES.
42064	13,000	EQUIPMENT MAINTENANCE 13,000 - REPAIRS TO LEAK DETECTION EQUIPMENT, MISCELLANEOUS OTHER EQUIPMENT REPAIRS/PARTS, HYDRAULIC REPAIRS.
42065	30,000	PLANT MAINTENANCE 30,000 - PRE-FABRICATED CONCRETE BLOCKS/HOT ASPHALT/ CONCRETE FOR BINS TO STOCK PILE EXCAVATION MATERIALS (STONE, TEMP BLACKTOP, TOP SOIL, ETC) AT DIFFERENT LOCATIONS, FENCE REPAIRS AT TANK SITES, WAREHOUSE/SHOP STORAGE, LOCKERS, SHELVING, OTHER MISC. SITE MAINTENANCE REQUIRED.
43099	120,000	EQUIPMENT 120,000 - GROUND MAINTENANCE EQUIPMENT (LAW MOWERS, TRIMMERS, ETC.),

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		LEAK DETECTION DATA LOGGERS (PERMALOGS) WITH SOFTWARE AND LEAK DETECTION EQUIPMENT (GROUND MIC SETS), ASSORTED WATER MAINTENANCE EQUIPMENT, SCADA SYSTEM COMPONENTS (CONTROL BOARDS SURGE SUPPRESSORS), SCADA RADIO KITS, ROSEMOUNT PRESSURE TRANSMITTERS - 0-200PSI, ROSEMOUNT LEVEL TRANSMITTERS - 0-240 IN H2O, JACKHAMMER BITS, SCHONSTEDT "MAGGIE" MAGNETIC LOCATOR LINE TRACERS, MOBILE 2-WAY RADIOS FOR VEHICLES, PORTABLE RADIOS, MOBILE COMPUTER DEVICES WITH ACCESSORIES, (INCLUDING POSSIBLE CARRYOVER) CHIPPING HAMMER WITH ACCESSORIES, GODWIN TRENCH DEWATERING PUMPS 3000 WATT GENERAC PORTABLE GENERATORS, 14" CUT OFF SAW B101 TAPPING MACHINE, HYDRASTOP TAPPING/LINE STOPPING EQUIPMENT, ELECTRIC CEMENT MIXER, BULK SAW BLADE FOR CUT OFF SAW

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BUREAU DETAIL

Bureau: Utility Maintenance
Division: Meter Shop

No: 2002
No: 20023

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

Division Description:

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

Goals and Objectives:

- Replace 100 meters and 40 measuring chambers ranging from 1 ½" to 8" as a continued part of our Annual Large Meter Replacement program.
 - Replace approximately 1,500 aging residential meters up to 1" as part of our meter replacement project.
 - Install approximately 1,500 endpoints as a continued part of our AMR/AMI conversion.
 - Contract out the replacement of 2,500 meters as part of our meter replacement project.
 - Implement the use of rugged tablets in place of trimbles/workbooks to reduce cost and initiate paperless work orders.
-

Prior Year Achievements:

- Installation of 1,000 endpoints (RF units) bringing the total number of meters supported by AMI to 7,600 creating efficiency in both reading and billing as well as increasing customer satisfaction for those accounts.
 - Replaced 70 meters between the size of 1 ½" to 6" under the ongoing large meter replacement program
 - Replaced approximately 1,500 aging meters.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Meter Shop Foreman	1	1	1	1	69,663
SEIU	Meter Repairman	3	3	3	3	181,223
SEIU	Meter Reader	3	3	3	3	158,170
Total Positions		7	7	7	7	409,056
TAMS	50% Allocated to 3002	Meter Shop Foreman				(34,831)
SEIU	50% Allocated to 3002	Meter Repairman				(90,612)
SEIU	50% Allocated to 3002	Meter Reader				(79,085)
						204,528
Account Detail						
40001	SALARIES	371,511	216,010	216,145	198,923	201,708
40002	LONGEVITY	5,700	3,350	2,400	3,180	2,820
40003	OVERTIME	14,961	7,466	6,902	20,000	20,000
40006	DIFFERENTIAL PAY	18	-	-	100	100
40008	MEAL REIMBURSEMENT	49	-	-	100	100
Personnel		392,239	226,826	225,447	222,303	224,728
41014	OPERATING SUPPLIES	1,913	1,549	2,060	3,500	3,500
41016	UNIFORMS/SAFETY SHOES	1,447	1,297	1,255	2,000	2,000
41023	GASOLINE	8,953	7,179	9,568	15,000	17,000
Materials & Supplies		12,313	10,025	12,883	20,500	22,500
42047	DEPARTMENT CONTRACTS	5,035	4,812	21,177	40,475	51,500
42060	OTHER EXPENSES	-	-	9	1,000	1,000
42064	EQUIPMENT MAINTENANCE	2,937	515	471	1,500	1,500
Purchased Services		7,972	5,327	21,657	42,975	54,000
43099	EQUIPMENT	4,835	5,832	661	7,830	7,800
Equipment		4,835	5,832	661	7,830	7,800
Total	METER SHOP	417,359	248,010	260,648	293,608	309,028

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	20,000	OVERTIME 20,000 - STAND-BY PAY FOR METER REPAIRMEN AND OVERTIME FOR LEAKING, FROZEN OR BLOCKED METERS.
40006	100	DIFFERENTIAL PAY 100 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT.
40008	100	MEAL REIMBURSEMENT 100 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	3,500	OPERATING SUPPLIES 3,500 - SMALL METER PARTS, COMPRESSION FITTINGS, COUPLINGS, PAINT, GREASE, DOG REPELLENT, AND OTHER MISC OPERATING ITEMS; OFFICE SUPPLIES.
41016	2,000	UNIFORMS/SAFETY SHOES 2,000 - TO PURCHASE SAFETY SHOES, T-SHIRTS AND SWEATSHIRTS FOR EMPLOYEES AS PER UNION CONTRACT.
41023	17,000	GASOLINE 17,000 - GASOLINE.
42047	51,500	DEPARTMENT CONTRACTS 51,500 - SERVICE CONTRACT FOR ONE (1) GAS DETECTOR, BULK METER CALIBRATIONS, CALIBRATIONS OF SHOP TEST TANKS, METER TESTS FOR HIGH CONSUMPTION CUSTOMERS, ANNUAL RNI SAAS FEE YEAR #5, BASE STATION PROTECTION PLAN YEAR #2.
42060	1,000	OTHER EXPENSES 1,000 - CDL REIMBURSEMENTS, BOOKS, PORTABLE RADIO BATTERIES AND PROFESSIONAL MEMBERSHIPS FEES.
42064	1,500	EQUIPMENT MAINTENANCE 1,500 - REPAIRS TO METER SHOP EQUIPMENT.
43099	7,800	EQUIPMENT 7,800 - MISC SMALL TOOLS AND EQUIPMENT FOR OPERATIONS AND OFFICE EQUIPMENT T-PAD POCKET READERS ACTIVE 3 GALAXY TABLETS WITH CASE DOCKING STATIONS AND POWER COMPUTER MONITORS

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BUREAU DETAIL

Bureau: General Expenses

No: 2006

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

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2019 Actual	2020 Actual	2021 Actual	2022 Budget w/ Transfers	2023 Budget
Personnel Detail	Number of Permanent Positions				
	-	-	-	-	-
Total Positions	-	-	-	-	-
Account Detail					
41025 POSTAGE	5,117	4,127	161	5,700	5,700
Materials & Supplies	5,117	4,127	161	5,700	5,700
42036 COMMUNICATIONS	24,252	25,074	26,588	31,800	30,000
42047 DEPARTMENT CONTRACTS	-	-	74,547	142,900	150,200
42048 BANK SERVICE CHARGE	-	185	252	1,000	1,000
42050 TAXES	47,584	47,584	47,584	47,600	47,600
42055 PROFESSIONAL SERVICES	173,863	403,766	164,262	155,450	250,000
42074.1 PENSIONS-O&E	300,000	300,000	300,000	300,000	300,000
42075 PENSIONS-PMRS MMO	629,750	629,750	629,750	629,750	629,750
42077 GENERAL FUND CHARGES	1,065,832	1,065,832	1,065,832	1,065,832	1,065,832
42078 BETHLEHEM AUTHORITY OPEXP	300,000	325,000	350,000	365,000	365,000
420802 CITY INSURANCE PACKAGE	140,000	140,000	140,000	140,000	140,000
42085 MEDICAL INSURANCE	1,580,500	1,580,500	1,580,500	1,580,500	1,580,500
42086 WORKMEN'S COMPENSATION	135,717	135,717	135,717	135,717	135,717
42087 SOCIAL SECURITY	321,000	305,000	313,830	320,000	328,000
42094 LEASE RENTAL	8,600,350	8,630,012	8,703,902	8,773,078	8,983,748
42095 2007 G.O. LOAN	65,646	66,810	67,000	70,884	-
42097 CAPITAL APPROPRIATIONS-DSIC	-	-	-	1	-
42098 CAPITAL APPROPRIATIONS	3,253,454	884,827	1,546,411	3,366,841	2,294,492
Purchased Services	16,637,948	14,540,057	15,146,175	17,126,353	16,301,839
Total WATER GENERAL EXPENSES	16,643,065	14,544,184	15,146,336	17,132,053	16,307,539

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41025	5,700	POSTAGE 5,700 - POSTAGE FOR USPS AND UPS
42036	30,000	COMMUNICATIONS 30,000 - ALL VERIZON CELL PHONES AND PLANS, AS WELL AS ALL VERIZON M2M WIRELESS CONNECTION CHARGES FOR FIELD LAPTOP PCS, AMR/AMI TOWERS, CELL MODEMS, VALVE ACTUATOR AND MOBILE HOT SPOT, FOR WATER DEPARTMENT BUREAUS, AND PENN TELE DATA T1 SERVICES.
42047	150,200	DEPARTMENT CONTRACTS 150,200 - SUPERION LLC ANNUAL SOFTWARE MAINTENANCE K SAD WEBSITE ADMINISTRATION LEVEL ONE BILLING AND MAILING CONTRACT WITH POSTAGE GEODECISIONS NOTIFY AGREEMENT OPTICS CONSULTING
42048	1,000	BANK SERVICE CHARGE 1,000 - BANK FEES INCLUDING MANUAL CHECKS AND DEPOSIT BOOKS
42050	47,600	TAXES 47,600 - PAYMENTS IN LIEU OF TAXES TO CARBON AND MONROE COUNTIES AND LEHIGH TOWNSHIP
42055	250,000	PROFESSIONAL SERVICES 250,000 - LABOR ATTORNEY/LEGAL SERVICES MAXIMUS - INDIRECT COST ALLOCATION STUDY MAHER DUESSEL ANNUAL AUDIT CONRAD SIEGEL AC PREFERRED EAP GFVR CONSULTANTS - UPDATE CAPITAL VALUE/ DEPRECIATION RETIREMENTS FOR PA PUC ANNUAL REPORT PA PUC ATTORNEY FEES (RETAINER) WEISS SCHANTZ AG - ROAD OPENING PERMITS WIMS DATA MANAGEMENT SUPPORT RISK MANAGEMENT PLAN AUDIT UNACCOUNTED-FOR-WATER STUDY ASSET MANAGEMENT SOFTWARE/USER FEES.
42074.1	300,000	PENSIONS - O & E 300,000 - THIS IS THE AMOUNT OF O & E PENSION APPLICABLE TO THE WATER FUND IN ACCORDANCE WITH ACT 205
42075	629,750	PENSIONS - P.M.R.S. MMO 629,750 - THIS IS THE AMOUNT OF P.M.R.S. PENSION APPLICABLE TO THE WATER FUND IN ACCORDANCE WITH ACT 205 AND DEBT SERVICE
42077	1,065,832	GENERAL FUND CHARGES 1,065,832 - CHARGES REIMBURSED TO THE GENERAL FUND FOR EXPENSES PAID INITIALLY BY THE GENERAL FUND BUT WHICH APPLY TO THE WATER FUND

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42078	365,000	BETHLEHEM AUTHORITY OPEXP 365,000 - ADMINISTRATIVE EXPENSES OF THE BETHLEHEM AUTHORITY
420802	140,000	CITY INSURANCE PACKAGE 140,000 - BUILDING CONTENTS AND LIABILITY INSURANCE
42085	1,580,500	MEDICAL INSURANCE 1,580,500 - REIMBURSEMENT OF WATER FUND MEDICAL CLAIMS PAID BY GENERAL FUND
42086	135,717	WORKMEN'S COMPENSATION 135,717 - WORKMEN'S COMPENSATION
42087	328,000	SOCIAL SECURITY 328,000 - SOCIAL SECURITY
42094	8,983,748	LEASE RENTAL 8,983,748 - FUNDS REQUIRED BY THE LEASE AGREEMENT WITH THE BETHLEHEM AUTHORITY FOR THE 2014 GUARANTEED WATER REVENUE BONDS AND 1998 CAPITAL APPRECIATION BOND.
42098	2,294,492	CAPITAL APPROPRIATION 2,294,492 - CONTRIBUTION TOWARDS WATER CAPITAL PROJECTS

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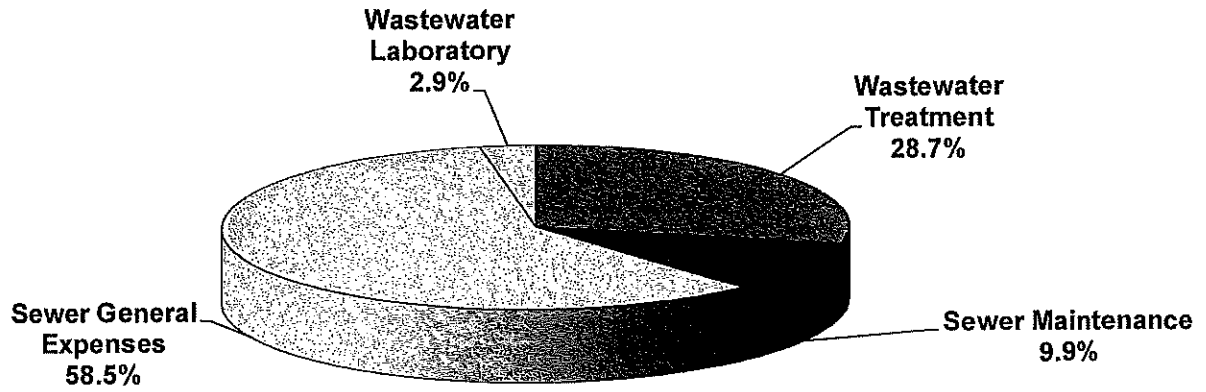
**CITY OF BETHLEHEM
SEWER FUND
FUND ANALYSIS SUMMARY**

	2019 Actual	2020 Actual	2021 Actual	2022 Budget w/ Transfers	2023 Budget
REVENUES:					
Sale of Sewer					
32001A Residential	6,847,056	7,406,708	7,655,483	7,557,079	7,500,000
32001B Commercial	1,193,872	1,098,383	1,183,196	1,166,417	1,189,745
32001C Industrial	731,802	769,937	843,196	774,676	790,170
32001D Institutional	727,370	654,235	683,974	720,000	720,000
32001E Public	3,492	3,675	3,432	3,645	3,645
32003 MIPP Sampling/Surcharge	1,611,090	2,292,004	1,768,505	1,600,000	1,700,000
32003F MIPP Fines	2,700	13,600	8,700	2,000	5,000
32007 Industrial Sewer Rental	24,309	29,108	31,601	25,000	25,000
32008 Fountain Hill	762,556	538,938	502,565	440,819	440,819
32009 Hellertown	711,408	535,465	668,493	539,337	539,337
32010 Allentown	9,547	10,684	13,723	11,630	11,630
32011 Salisbury Township	279,653	176,239	174,810	169,860	169,860
32012 Freemansburg	121,448	136,366	132,679	135,000	135,000
32013 Bethlehem Township	1,830,498	1,559,299	1,548,615	1,452,114	1,452,114
32014 Hanover Township (L. Cnty)	88,354	88,252	101,907	92,187	92,187
32014NA HN Residential	1,259,230	1,350,391	1,356,835	1,353,900	1,400,000
32014NB HN Commercial	299,743	279,535	392,194	328,360	334,927
32014NC HN Industrial	57,073	63,340	60,432	58,737	59,912
32014ND HN Institutional	55,150	54,665	56,355	55,713	55,713
32014NE HN Public	1,527	1,148	1,020	1,674	1,674
32015 Lower Saucon Township	204,166	193,729	204,255	200,000	200,000
32016 Lower Nazareth Township	10,766	13,782	21,951	15,000	15,000
32017 East Allen Township	-	4	11,561	5,000	30,000
32103 Delinquent Sewer Penalty	45,804	52,525	47,641	42,000	60,000
Total Sale of Sewer	16,878,614	17,322,012	17,473,123	16,750,148	16,931,733
Other Operating Revenues					
308901 Cash Balance	-	-	-	-	2,000,000
32106 Debt Service Contributions	910,449	723,699	890,489	890,489	888,950
32107 East Allen Appropriation	-	66,363	66,363	66,363	66,363
32109 Sundry	21,345	13,523	14,528	500	500
32112 Permits	3,200	1,900	2,500	2,500	2,500
Total Other Operating Revenues	934,994	805,485	973,880	959,852	2,958,313
Investment Interest					
30850 Investment Interest	108,107	36,871	12,536	15,000	50,000
Total Investment Interest	108,107	36,871	12,536	15,000	50,000
TOTAL SEWER FUND REVENUES	17,921,715	18,164,368	18,459,539	17,725,000	19,940,046
EXPENDITURES BY BUREAU:					
Wastewater Treatment	4,262,917	4,365,480	4,406,042	5,118,181	5,715,747
Sewer Maintenance	1,215,005	1,578,159	1,592,506	1,932,404	1,969,684
Sewer General Expenses	11,342,891	10,259,522	9,949,867	10,112,093	11,672,469
Wastewater Laboratory	444,522	466,751	469,896	562,322	582,146
TOTAL SEWER FUND EXPENDITURES	17,265,335	16,669,912	16,418,311	17,725,000	19,940,046
EXPENDITURES BY CATEGORY:					
Personnel Costs	7,067,914	7,560,886	7,461,194	7,818,648	8,080,039
Materials & Supplies	556,363	679,866	688,736	957,120	1,424,900
Purchased Services	9,609,988	8,352,006	8,209,600	8,829,321	10,296,507
Equipment	31,070	77,154	58,781	119,911	138,600
TOTAL SEWER FUND EXPENDITURES	17,265,335	16,669,912	16,418,311	17,725,000	19,940,046

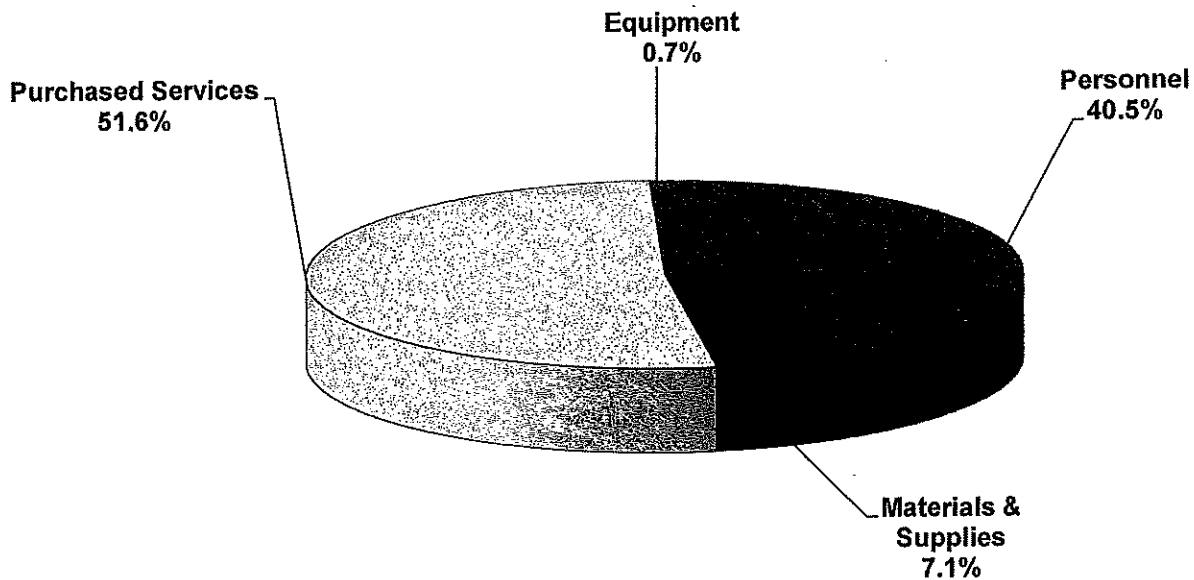
**CITY OF BETHLEHEM
SEWER FUND
BUREAU RESOURCE SUMMARY**

<u>Bureau</u>	<u>Personnel</u>	<u>Materials & Supplies</u>	<u>Purchased Services</u>	<u>Equipment</u>	<u>Total</u>
3001 Wastewater Treatment	\$ 2,519,747	\$ 1,316,000	\$ 1,830,000	\$ 50,000	\$ 5,715,747
3002 Utility Maintenance	1,655,384	67,400	186,300	60,600	1,969,684
3003 Sewer General Expenses	3,503,362	2,000	8,167,107	-	11,672,469
3004 Wastewater Laboratory	401,546	39,500	113,100	28,000	582,146
TOTAL SEWER FUND	<u>\$ 8,080,039</u>	<u>\$ 1,424,900</u>	<u>\$ 10,296,507</u>	<u>\$ 138,600</u>	<u>\$ 19,940,046</u>

Sewer Fund Expenditures by Bureau



Sewer Fund Expenditures by Category



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

Bureau	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget w/ Transfers	2022 Actual & Estimated	2023 Budget
3001 Wastewater Treatment	26	26	26	26	26	26	27
3002 Utility Maintenance	9	9	9	9	9	9	9
3004 Wastewater Laboratory	3	3	3	3	3	3	3
TOTAL SEWER FUND	38	38	38	38	38	38	39

Debt Service

Bureau 3003

	<u>2022</u>	<u>2023</u>
Accounts 42091 & 42092		
Series C of 2017		
Principal	215,000	225,000
Interest	155,321	146,721
Series AA of 2019		
Principal	335,000	345,000
Interest	110,494	97,094
Series of 2020		
Principal	430,000	450,000
Interest	173,150	151,150
	<u>1,418,965</u>	<u>1,414,965</u>

Accounts 42093

2014 Pennvest		
Principal	487,297	495,859
Interest	135,912	127,351
	<u>623,210</u>	<u>623,210</u>

Schedule of Payment for Bond and Loan Indebtedness

	2014 Pennvest		Series C of 2017		Series of 2019 AA	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2023	495,859	127,351	225,000	146,721	345,000	97,094
2024	504,571	118,638	235,000	137,721	360,000	83,294
2025	513,436	109,773	245,000	128,321	370,000	76,094
2026	522,457	100,752	250,000	118,521	385,000	61,294
2027	531,637	91,573	260,000	111,646	390,000	53,594
2028	540,978	82,232	265,000	103,846	400,000	45,794
2029	550,483	72,727	275,000	95,896	405,000	37,294
2030	560,155	63,055	285,000	87,371	415,000	28,688
2031	569,997	53,213	290,000	78,465	430,000	19,350
2032	580,011	43,198	300,000	69,185	430,000	9,675
2033	590,202	33,008	310,000	59,435		
2034	600,572	22,638	320,000	48,740		
2035	611,124	12,086	335,000	37,700		
2036	361,479	2,103	345,000	25,556		
2037			360,000	13,050		
Totals	<u>7,532,961</u>	<u>932,346</u>	<u>4,300,000</u>	<u>1,262,176</u>	<u>3,930,000</u>	<u>512,171</u>

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

Series 2020

<u>Principal</u>	<u>Interest</u>	<u>Total</u>
450,000	151,150	2,038,175
475,000	128,025	2,042,250
500,000	103,650	2,046,275
515,000	86,000	2,039,025
525,000	76,225	2,039,675
535,000	66,250	2,039,100
545,000	55,450	2,036,850
560,000	44,400	2,043,669
570,000	33,100	2,044,125
580,000	21,600	2,033,670
595,000	9,850	1,597,495
195,000	1,950	1,188,900
		995,910
		734,139
		373,050
<u>6,045,000</u>	<u>777,650</u>	<u>25,292,304</u>

BUREAU DETAIL

Bureau: Wastewater Treatment No: 3001

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

Bureau Description:

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

Goals and Objectives:

- Act 537 Plan – Organic Capacity Assurance
 - Complete Act 537 Plan update to accommodate an increase to the plant's organic load capacity by installation of the CEPT system noted below.
- West Influent Pump Room Project
 - Replace failing influent pumps and valves in the West Influent Pump Room. Install three (3) 12-mgd pumps with VFDs and new pump control system.
 - New ventilation system for odor and corrosion control.
- Chemically Enhanced Primary Treatment (CEPT) Project
 - Improve primary clarifier solids removal. Allows the plant to accept higher peak influent BOD loading while maintaining the loading to the secondary process within the original design capacity.
 - Addition of a coagulant Polyaluminum Chloride (PACl) and a polymer to increase flocculation and improve conventional primary settling.
- Main Control Building Space Configuration Project
 - Project will update interior of the Main Control Building. Includes new offices, locker rooms, break room, conference room and expanded laboratory.
 - Complete conceptual design and proceed to final design.
 - Construction planned for 2024.
- East Intermediate Clarifier
 - Complete rehab and upgrade of the East Intermediate Clarifier.

Prior Year Achievements

- West Intermediate Clarifier and Bridge Rebuild Project
 - Complete rehab and upgrade of the West Intermediate Clarifier.
 - Replacement of Primary and Final Clarifiers' bridges for safety. Total of four (4) stainless steel bridges installed. New lighting.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	Wastewater Treatment Sup	1	1	1	1	109,745
TAMS	Chief of Operations WWT	1	1	1	1	91,358
TAMS	Project Manager	-	-	-	-	62,698
TAMS	Maintenance Supervisor	1	1	1	1	84,150
SEIU	Operator III	8	10	9	9	701,706
SEIU	Utility Maint Mechanic II	1	1	1	1	78,077
SEIU	Acting Operating III	5	3	4	4	256,749
SEIU	Electronics Repair Man	2	2	2	2	74,269
SEIU	Electrician II	-	-	-	-	74,749
SEIU	Plant Op II Ind Samp Tech	2	2	2	2	130,338
SEIU	Utility Maint Mechanic I	3	3	3	3	203,626
SEIU	Maintenance Worker III	1	1	1	1	55,276
SEIU	Account Clerk II	1	1	1	1	58,538
Total Positions		26	26	26	26	27
TAMS	25% Allocated from 0202					19,280
TAMS	33% Allocated from 0202					32,531
TAMS	33% Allocated from 0202					20,103
NC	50% Allocated from 20015					59,430
TAMS	50% Allocated from 20015					36,227
TAMS	50% Allocated from 20015					45,398
TAMS	50% Allocated from 20017					32,705
SEIU	50% Allocated from 20017					48,294
						2,275,247
Account Detail						
40001	SALARIES	1,885,491	1,977,923	1,960,140	2,039,085	2,244,412
40002	LONGEVITY	28,139	28,597	27,380	34,096	30,835
40003	OVERTIME	175,528	195,937	196,602	210,000	200,000
40004	TEMPORARY HELP	16,480	16,126	-	-	-
40005	HOLIDAY PAY	28,496	31,293	32,058	30,000	35,000
40006	DIFFERENTIAL PAY	5,419	6,333	5,808	6,000	6,000
40008	MEAL REIMBURSEMENT	2,548	3,081	3,562	3,000	3,500
Personnel		2,142,101	2,259,290	2,225,550	2,322,181	2,519,747
41014	OPERATING SUPPLIES	46,644	42,858	44,011	60,000	60,000
41016	UNIFORMS/SAFETY SHOES	4,281	4,936	4,699	6,000	6,000
41021	CHEMICALS	447,294	565,915	566,056	770,000	1,240,000
41023	GASOLINE	4,140	1,927	5,403	10,000	10,000
Materials & Supplies		502,359	615,636	620,169	846,000	1,316,000
42031	UNIFORM RENTAL	4,536	4,399	3,385	7,500	7,500
42033	TRAINING AND SAFETY	4,357	9,072	5,554	10,000	10,000
42044	ELECTRIC	519,376	518,257	475,172	550,000	600,000
42046	HEATING OIL	-	-	72,362	144,000	50,000
42047	DEPARTMENT CONTRACTS	737,730	626,496	655,352	750,000	650,000
42054	RENTALS	4,856	507	1,095	14,500	7,500
42060	OTHER EXPENSES	13,844	9,669	15,649	14,000	15,000
42062	WATER CONSUMPTION	100,000	92,313	103,323	125,000	125,000
42064	EQUIPMENT MAINTENANCE	157,940	151,742	167,321	240,500	300,000
42065	PLANT MAINTENANCE	58,645	47,981	42,864	50,500	65,000
Purchased Services		1,601,284	1,460,436	1,542,077	1,906,000	1,830,000
43099	EQUIPMENT	17,173	30,118	18,246	44,000	50,000
Equipment		17,173	30,118	18,246	44,000	50,000
Total	WASTEWATER TREATMENT	4,262,917	4,365,480	4,406,042	5,118,181	5,715,747

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	200,000	OVERTIME 200,000 - TO PROVIDE SHIFT COVERAGE FOR VACATIONS, OTHER LEAVE AND WORK AS NEEDED PER THE UNION CONTRACT.
40005	35,000	HOLIDAY PAY 35,000 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	6,000	DIFFERENTIAL PAY 6,000 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT.
40008	3,500	MEAL REIMBURSEMENT 3,500 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	60,000	OPERATING SUPPLIES 60,000 - MAINTENANCE/OPERATING SUPPLIES AS REQUIRED TO OPERATE THE PLANT.
41016	6,000	UNIFORMS/SAFETY SHOES 6,000 - TO PURCHASE SAFETY SHOES, T-SHIRTS AND SWEATSHIRTS FOR EMPLOYEES AS PER UNION CONTRACT.
41021	1,240,000	CHEMICALS 1,240,000 - ALKALINITY PRODUCTS, CHLORINE, POLYMER, AND OTHER PLANT CHEMICALS.
41023	10,000	GASOLINE 10,000 - GASOLINE/DIESEL FOR VEHICLES, EQUIPMENT AND AND GAS POWERED PUMPS.
42031	7,500	UNIFORM RENTAL 7,500 - UNIFORM RENTALS AND REPLACEMENTS.
42033	10,000	TRAINING AND SAFETY 10,000 - OPERATOR CERTIFICATION TRAINING AND CONTINUING EDUCATION, SEMINARS, CLASSES AND TRAINING MATERIALS. SAFETY PRODUCTS SUCH AS GAS MONITORS, SAFETY SIGNS, PLACARDS AND OTHER ITEMS.
42044	600,000	ELECTRIC 600,000 - TO PAY FOR ALL ELECTRIC POWER IN THE PLANT.
42046	50,000	HEATING OIL 50,000 - HEATING OIL FOR PLANT BUILDINGS AND DIGESTERS. NEEDED AS BACKUP FOR BIO-METHANE GAS.
42047	650,000	DEPARTMENT CONTRACTS 650,000 - BIOSOLIDS MANAGEMENT SERVICES, BACKUP BIOSOLIDS MANAGEMENT SERVICES, GRIT AND RAG TRUCKING AND DISPOSAL,

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		BACK UP SLUDGE DISPOSAL, CITY WIDE HVAC CONTRACT, SCADA SOFTWARE SUPPORT, RICO COPIERS/PRINTERS.
42054	7,500	RENTALS 7,500 - FOR RENTAL EQUIPMENT WHEN NEEDED FOR REPAIRS WHEN CITY DOESN'T HAVE SUITABLE EQUIPMENT.
42060	15,000	OTHER EXPENSES 15,000 - PA BULLETIN, WATER ENV. DUES, EPWPCOA DUES, CDL REIMBURSEMENTS AS PER UNION CONTRACT, ANNUAL COMMONWEALTH OF PENNSYLVANIA FEES AND PERMIT CHARGES, BOILER/ELEVATOR INSPECTIONS, UNDERGROUND STORAGE TANK FEES, ETC., OFFICE SUPPLIES AND OTHER MISC EXPENSES.
42062	125,000	WATER CONSUMPTION 125,000 - WATER USAGE FOR PLANT (BASED ON 2022 CONSUMPTION).
42064	300,000	EQUIPMENT MAINTENANCE 300,000 - MAINTENANCE AND REPAIR INCLUDING PARTS AND LABOR FOR ALL WASTEWATER TREATMENT PLANT EQUIPMENT, ELECTRONICS, VEHICLES, DIGESTER PIPING STRUVITE REMEDIATION
42065	65,000	PLANT MAINTENANCE 65,000 - INSECT AND VEGETATION CONTROL, GRASS CUTTING EQUIPMENT, PAINT, LUMBER, SHRUBBERY, AND MISC BUILDING MAINTENANCE AND REPAIRS.
43099	50,000	EQUIPMENT 50,000 - COMPUTER HARDWARE/SOFTWARE ISCO SAMPLER PARTS AND SUPPLIES ASSORTED MAINTENANCE TOOLS OFFICE AC UNITS PUMPS AND MIXERS HOSE AND HANGERS PLANT REFRIGERATORS/APPLIANCES GOLF CART COVERS - WEATHERPROOF MISC OFFICE EQUIPMENT - DESKS, CHAIRS ETC. GODWIN PUMP PIPE SECTIONS ASSORTED ELECTRICIAN EQUIPMENT SAFETY EQUIPMENT AND TOOLS MONITORING PROBE REPLACEMENTS SPILL CONTAINMENT CURBING

BUREAU DETAIL

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:

- Complete phase 1 of 30" sanitary sewer main replacement on Broadway.
- Install flow meter at Applebutter Rd sewer station.
- Replace failing pumps at Conestoga lift station.
- Install 200+ man hole inserts to remediate inflow and infiltration.
- Utilize CCTV unit to inspect 10 miles of the sanitary sewer collection system.

Prior Year Achievements:

- Installed 200 man hole inserts to remediate inflow and infiltration.
 - Utilized CCTV unit to inspect 9 miles of the sanitary sewer collection system.
 - Performed 10+ sanitary sewer main repairs.
 - Installed safety improvements at south side of Minsi Trail siphon.
 - Replaced 2 failed pumps at LVIP 7 sewer station.
 - Upgraded control system at Langhorne sewer station.
 - Upgraded controls and electrical system at Airport Rd sewer station.
 - Jet flushed 100+ miles of sanitary sewer main.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail						
Number of Permanent Positions						
TAMS	Utility Maint Supervisor	1	1	1	1	89,375
SEIU	Utility Maint Mechanic I	2	2	2	2	143,095
SEIU	Maintenance Worker III	3	3	3	3	187,599
SEIU	Maintenance Worker II	3	3	3	3	158,802
Total Positions		9	9	9	9	578,871
TAMS	50% Allocated to 20022					(44,688)
SEIU	50% Allocated to 20022					(71,548)
SEIU	50% Allocated to 20022					(93,800)
SEIU	50% Allocated to 20022					(79,402)
TAMS	17% Allocated from 0602					15,787
TAMS	17% Allocated from 0602					36,182
SEIU	17% Allocated from 0602					58,457
TAMS	50% Allocated from 20022					53,552
TAMS	50% Allocated from 20022					82,644
SEIU	50% Allocated from 20022					39,758
SEIU	50% Allocated from 20022					72,149
SEIU	50% Allocated from 20022					378,086
SEIU	50% Allocated from 20022					218,508
TAMS	50% Allocated from 20023					34,831
SEIU	50% Allocated from 20023					90,612
SEIU	50% Allocated from 20023					79,085
						1,449,084
Account Detail						
40001	SALARIES	997,743	1,291,713	1,228,628	1,399,775	1,433,118
40002	LONGEVITY	14,200	17,110	15,527	17,693	15,966
40003	OVERTIME	107,240	131,712	163,594	185,000	190,000
40005	HOLIDAY PAY	1,339	7,537	6,026	8,800	8,800
40006	DIFFERENTIAL PAY	1,659	2,902	2,341	3,000	3,000
40008	MEAL REIMBURSEMENT	2,899	2,548	4,435	3,540	4,500
Personnel		1,125,080	1,453,522	1,420,551	1,617,808	1,655,384
41014	OPERATING SUPPLIES	11,497	16,600	16,768	25,000	25,000
41016	UNIFORMS/SAFETY SHOES	1,743	1,893	1,236	2,220	2,400
41021	CHEMICALS	-	1,794	-	5,000	5,000
41023	GASOLINE	15,355	12,681	18,903	37,250	35,000
Materials & Supplies		28,595	32,968	36,907	69,470	67,400
42031	UNIFORM RENTAL	899	1,860	1,921	3,150	3,150
42033	TRAINING AND SAFETY	8,356	3,858	3,492	19,240	19,500
42044	ELECTRIC	4,730	7,530	10,280	15,650	22,800
42045	GAS	246	477	687	2,000	2,000
42047	DEPARTMENT CONTRACTS	4,128	13,009	72,830	114,500	100,000
42054	RENTALS	1,223	1,125	3,687	8,000	8,000
42060	OTHER EXPENSES	3,718	2,030	1,946	2,575	2,750
42064	EQUIPMENT MAINTENANCE	26,284	21,244	19,499	20,000	25,000
42065	PLANT MAINTENANCE	996	-	-	4,100	3,100
Purchased Services		50,580	51,133	114,342	189,215	186,300
43099	EQUIPMENT	10,750	40,536	20,706	55,911	60,600
Equipment		10,750	40,536	20,706	55,911	60,600
Total	UTILITY MAINTENANCE	1,215,005	1,578,159	1,592,506	1,932,404	1,969,684

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	190,000	OVERTIME 190,000 - PROVIDES FUNDS FOR EMERGENCY CALL-OUTS ON SATURDAYS, SUNDAYS AND HOLIDAY HOURS WHICH ARE NOT PART OF THE SCHEDULED WORK WEEK. INCLUDES STANDBY TIME PAYMENTS AND MUSIKFEST.
40005	8,800	HOLIDAY PAY 8,800 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	3,000	DIFFERENTIAL PAY 3,000 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT.
40008	4,500	MEAL REIMBURSEMENT 4,500 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	25,000	OPERATING SUPPLIES 25,000 - MISCELLANEOUS OPERATING SUPPLIES (MARKING PAINT, HAND TOOLS, CUTTING BLADES, ADHESIVES, GLOVES, FASTENERS, BRICK, TOOLS, MASONRY, ETC), OTHER OPERATING SUPPLIES AS REQUIRED.
41016	2,400	UNIFORMS/SAFETY SHOES 2,400 - TO PURCHASE SAFETY SHOES, SAFETY T-SHIRTS AND SWEATSHIRTS FOR EMPLOYEES AS PER UNION CONTRACT.
41021	5,000	CHEMICALS 5,000 - JET POWER II DEGREASER AND ROOT GROWTH INHIBITOR.
41023	35,000	GASOLINE 35,000 - REGULAR GASOLINE AND DIESEL FUEL.
42031	3,150	UNIFORM RENTAL 3,150 - UNIFORM RENTALS AND REPLACEMENTS.
42033	19,500	TRAINING AND SAFETY 19,500 - MISC. TRAINING AND SAFETY RELATED ITEMS, CERTIFICATION TRAINING MANUALS, EXAM FEES, CONTINUING EDUCATION, CUES CAMERA OPERATOR TRAINING, HEAVY EQUIPMENT OPERATOR TRAINING, AND CDL CLASS A TRAINING.
42044	22,800	ELECTRIC 22,800 - FUNDING TO PAY FOR ELECTRIC POWER FOR OPERATING SIX (6) PUMPING STATIONS.
42045	2,000	GAS 2,000 - NATURAL GAS FOR AIRPORT RD AND BETH BATH PIKE PUMPING STATIONS, GAS FOR BACK UP GENERATOR, PROPANE FOR EASTON

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		ROAD PUMPING STATION.
42047	100,000	DEPARTMENT CONTRACTS 100,000 - QUORYM ENVIRONMENTAL SERVICES, 360 DEGREE SEWER INSPECTION, ANNUAL GENERATOR MAINTENANCE FOR LIFT STATIONS, EXCAVATION SPOILS DISPOSAL, ASPHALT AND CONCRETE DISPOSAL, CUES LICENSE/UPGRADE/SOFTWARE SUPPORT, LATERAL TV INSPECTIONS, TANKER PUMPING SERVICES, HACH CELLULAR SERVICE, AVL MONTHLY MONITORING FEES AND UNITS,
42054	8,000	RENTALS 8,000 - RENTAL EQUIPMENT AS REQUIRED BY BUREAU.
42060	2,750	OTHER EXPENSES 2,750 - NORFOLK SOUTHERN LEASE AGREEMENTS, PA DEP WASTE HAULING LICENSES, CDL REIMBURSEMENTS, DATA HOSTING FEES, OTHER MISCELLANEOUS ITEMS.
42064	25,000	EQUIPMENT MAINTENANCE 25,000 - REPAIR PARTS FOR FLUSHER AND TV EQUIPMENT, PUMP AND GENERAL EQUIPMENT PARTS, REPAIRS, REPAIRS/REPLACEMENTS.
42065	3,100	PLANT MAINTENANCE 3,100 - VEGETATION CONTROL FOR (3) PUMP STATIONS AND MISCELLANEOUS REPAIRS TO PUMP STATION FACILITIES, REPAIR AND PAINT STRUCTURE AT AIRPORT ROAD SEWER STATION.
43099	60,600	EQUIPMENT 60,600 - NOZZLES FOR SEWER JET FLUSHER, ASSORTED SEWER MAINTENANCE EQUIPMENT, ASSORTED SEWER MAINTENANCE HOSES, PROBES FOR FLOW METERS, MAGNETIC LINE LOCATORS, TWO (2) GAS DETECTORS, GROUND POUNDER (SOIL COMPACTOR), MOBILE DEVICES FOR VEHICLES PLUS ACCESSORIES TWO (2) PORTABLE RADIO REPLACEMENTS, TWO (2) MOBILE RADIO REPLACEMENTS, 10" - 15" STEEL WHEELS FOR CCTV UNIT CUES TROUBLESHOOTING KIT FOR CCTV UNIT

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**

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
		-	-	-	-	-
Total Positions		-	-	-	-	-
Account Detail						
41025	POSTAGE	1,117	1,127	161	2,000	2,000
	Materials & Supplies	1,117	1,127	161	2,000	2,000
42036	COMMUNICATIONS	2,322	1,647	1,652	3,100	1,500
42047	DEPARTMENT CONTRACTS	-	-	53,437	144,225	155,000
42048	BANK SERVICE CHARGE	-	185	252	1,000	1,000
42055	PROFESSIONAL SERVICES	123,604	270,885	79,771	263,000	350,000
42074.1	PENSIONS-O&E	800,000	800,000	800,000	800,000	800,000
42075	PENSIONS-PMRS MMO	731,270	731,270	731,270	731,270	731,270
42077	GENERAL FUND CHARGES	1,685,695	1,685,695	1,685,695	1,685,695	1,685,695
420775	BETH AUTH LANDFILL PAYMENT	400,000	400,000	400,000	400,000	400,000
420802	CITY INSURANCE PACKAGE	130,000	130,000	130,000	130,000	130,000
42085	MEDICAL INSURANCE	1,456,500	1,456,500	1,456,500	1,456,500	1,456,500
42086	WORKMEN'S COMPENSATION	172,217	172,217	172,217	172,217	172,217
42087	SOCIAL SECURITY	295,800	325,000	329,670	335,000	343,375
42091	BOND REDEMPTION	625,000	460,000	580,000	980,000	1,020,000
42092	COUPON INTEREST	323,641	296,017	472,090	438,965	394,965
42093	PENNVEST LOAN	1,173,942	993,684	604,077	623,210	623,210
42098	CAPITAL APPROPRIATION	3,421,783	2,535,295	2,453,075	1,945,911	3,405,737
	Purchased Services	11,341,774	10,258,395	9,949,706	10,110,093	11,670,469
Total	SEWER GENERAL EXPENSES	11,342,891	10,259,522	9,949,867	10,112,093	11,672,469

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41025	2,000	POSTAGE 2,000 - POSTAGE.
42036	1,500	COMMUNICATIONS 1,500 - VERIZON WIRELESS MOBILE PHONES AND AIR CARDS FOR ALL SEWER BUREAUS.
42047	155,000	DEPARTMENT CONTRACTS 155,000 - SUPERION LLC ANNUAL SOFTWARE MAINTENANCE KSAD WEBSITE ADMINISTRATION LEVEL ONE BILLING AND MAILING CONTRACT WITH POSTAGE OPTICS CONSULTING ELECTRICAL EQUIPMENT VIBRATION AND THERMAL SCANNING SERVICE LINKO SUPPORT AND MAINTENANCE
42048	1,000	BANK SERVICE CHARGE 1,000 - SERVICE CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNT FEES.
42055	350,000	PROFESSIONAL SERVICES 350,000 - LABOR ATTORNEY/LEGAL SERVICES MAXIMUS - INDIRECT COST ALLOCATION STUDY MAHER DUESSEL ANNUAL AUDIT CONRAD SIEGEL AC PREFERRED EAP RMP AUDIT, NPDES PERMIT RENEWAL, AIR PERMIT SUPPORT, MIPP PRETREATMENT CONSULTING SERVICES AND EMERGENCY RESPONSE PLAN, WIMS INFORMATION MANAGEMENT SYSTEM SUPPORT, ANNUAL BIOSOLIDS REPORT, PLANT CAPACITY STUDY (PLANNING MODULES/ACT 537 UPDATE).
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.

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42086	172,217	WORKMEN'S COMPENSATION 172,217 - WORKMAN'S COMPENSATION.
42087	343,375	SOCIAL SECURITY 343,375 - SOCIAL SECURITY
42091	1,020,000	BOND REDEMPTION 1,020,000 - PRINCIPAL PAYMENT ON OUTSTANDING DEBT.
42092	394,965	COUPON INTEREST 394,965 - INTEREST PAYMENT ON OUTSTANDING DEBT.
42093	623,210	PENNVEST LOAN 623,210 - PENNVEST PRINCIPAL AND INTEREST PAYMENT FOR WWTP UPGRADES.
42098	3,405,737	CAPITAL APPROPRIATION 3,405,737 - CONTRIBUTION TOWARD SEWER CAPITAL PROJECTS AND EQUIPMENT PURCHASES.

BUREAU DETAIL

Bureau: Wastewater Laboratory

No: 3004

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

Bureau Description:

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

Goals and Objectives:

- Update non-regulatory SOPs to reflect current practices.
- Update the MIPP Enforcement Response Plan and incorporate other subjects such as sampling and surcharging to create a complete MIPP Manual.
- Initiate the implementation of a Fats, Oils, and Grease (FOG) Program

Prior Year Achievements:

- Became accredited in a new method for more efficient fecal coliform analysis.
 - Updated regulatory SOPs to reflect most recent standard methods.
 - Updated Laboratory Quality Manual to reflect current practices.
 - Performed a BOD study of the collection system to identify areas and/or customers with high organic loading.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Number of Permanent Positions				
TAMS	MIPP Coord/QC Coord	1	1	1	1	72,427
TAMS	Plant Chemist	1	1	1	1	74,629
TAMS	Lab Technician	1	1	1	1	78,612
Total Positions		3	3	3	3	225,668
TAMS	50% Allocated from 20012			Water Quality Manager		53,732
TAMS	50% Allocated from 20012			Laboratory Technician		78,018
TAMS	50% Allocated from 20012			Microbiologist		34,128
						391,546
Account Detail						
40001	SALARIES	295,529	359,637	321,731	371,692	387,046
40002	LONGEVITY	4,450	3,450	1,500	1,980	4,500
40004	TEMPORARY HELP	44,967	-	2,205	10,000	10,000
Personnel		344,946	363,087	325,436	383,672	401,546
41014	OPERATING SUPPLIES	22,297	28,259	28,990	36,000	36,000
41016	UNIFORMS/SAFETY SHOES	650	753	875	1,400	1,400
41023	GASOLINE	1,345	1,123	1,634	2,250	2,100
Materials & Supplies		24,292	30,135	31,499	39,650	39,500
42031	UNIFORM RENTAL	234	133	56	500	100
42033	TRAINING AND SAFETY	280	965	415	2,000	2,000
42047	DEPARTMENT CONTRACTS	66,297	61,872	87,518	108,000	102,500
42060	OTHER EXPENSES	2,758	2,345	3,092	4,000	4,000
42064	EQUIPMENT MAINTENANCE	2,568	1,714	2,051	4,500	4,500
Purchased Services		72,137	67,029	93,132	119,000	113,100
43099	EQUIPMENT	3,147	6,500	19,829	20,000	28,000
Equipment		3,147	6,500	19,829	20,000	28,000
Total	WASTEWATER LABORATORY	444,522	466,751	469,896	562,322	582,146

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	10,000	TEMPORARY HELP 10,000 - PART TIME WASTEWATER LAB INTERN/TEMPORARY HELP DURING STAFFING SHORTAGES.
41014	36,000	OPERATING SUPPLIES 36,000 - LABORATORY SUPPLIES FOR COMPLIANCE TESTING PROCESS CONTROL, QC SAMPLES, HAZARDOUS CHEMICAL DISPOAL, IDEXX QUANTI-TRAY ANALYSIS, MIPP TESTING AND SAMPLING.
41016	1,400	UNIFORMS/SAFETY SHOES 1,400 - TO PURCHASE SAFETY SHOES, T-SHIRTS AND SWEATSHIRTS FOR EMPLOYEES AS PER UNION CONTRACT.
41023	2,100	GASOLINE 2,100 - REGULAR GASOLINE FOR ROUTINE SAMPLING
42031	100	UNIFORM RENTAL 100 - LAB COAT RENTAL AND REPLACEMENTS.
42033	2,000	TRAINING AND SAFETY 2,000 - MISCELLANEOUS TRAINING, SEMINARS, AND OPERATOR CERTIFICATION TRAINING AS REQUIRED BY PA DEP AND SAEFTY EQUIPMENT.
42047	102,500	DEPARTMENT CONTRACTS 102,500 - CONTRACT LABORATORY ANALYSIS FOR MIPP SAMPLES, PLANT SAMPLES FOR NPDES PERMIT AND MISCELLANEOUS ANALYSIS.
42060	4,000	OTHER EXPENSES 4,000 - STATE LABORATORY CERTIFICATION FEES, OFFICE SUPPLIES, MISCELLANEOUS MEMBERSHIP RENEWAL FEES (PAAEL, WEF, WWOAP), TRAVEL EXPENSES, AND SNC EXPENSES, ANNUAL COMMONWEALTH OF PA PAYMENTS FOR LAB CERTIFICATION.
42064	4,500	EQUIPMENT MAINTENANCE 4,500 - MAINTAIN, REPAIR, REPLACE LABORATORY AND MIPP EQUIPMENT INCLUDING LAB INSTRUMENTATION, REFRIGERATORS, INCUBATORS, DRYING OVENS ICE MACHINES, AND QC CALIBRATIONS.
43099	28,000	EQUIPMENT 28,000 - BENCHTOP AUTOCLAVE, NICD BATTERIES, 24 BOTTLE SAMPLER, ICE MAKER, PH AND TEMPERATURE MODULE, GLS SAMPLER PACKAGE.

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

	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Actual</u>	<u>2022</u> <u>Budget w/ Transfers</u>	<u>2023</u> <u>Budget</u>
REVENUES:					
Operating Revenues					
33001 Golf Course Fees	724,751	839,893	1,005,978	800,000	840,000
33003 Golf Cart Rentals	351,341	404,452	504,562	375,000	410,000
33004 Golf Merchandise Sales	50,310	20,495	24,560	22,000	22,000
33006 Driving Range	126,513	191,726	193,402	150,000	175,000
33007 Restaurant Lease	92,777	75,489	78,888	80,000	80,000
33008 Cart Barn Lease	-	-	-	30,000	31,824
33009 Vending Commission	6,955	5,865	8,302	8,000	8,000
33011 Miscellaneous	12,184	12,175	30,053	12,000	10,000
33012 Golf Room Rental	3,600	14,750	4,299	3,000	1,500
33013 Sponsorships	40,000	20,000	20,000	20,000	20,000
33014 PA DCED Gaming Grant	75,000	-	160,000	-	-
Total Operating Revenues	1,483,431	1,584,845	2,030,044	1,500,000	1,598,324
Other Operating Revenues					
308901 Cash Balance	-	-	-	250,000	350,000
33101 2018 Loan Proceeds	1,654,266	-	-	130,040	44,379
Total Other Operating Revenues	1,654,266	-	-	380,040	394,379
Investment Interest					
30850 Investment Interest	7,519	2,971	1,035	-	-
Total Investment Interest	7,519	2,971	1,035	-	-
TOTAL GOLF FUND REVENUES	<u>3,145,216</u>	<u>1,587,816</u>	<u>2,031,079</u>	<u>1,880,040</u>	<u>1,992,703</u>
EXPENDITURES BY CATEGORY:					
Personnel Costs	702,941	713,809	716,680	757,198	775,791
Materials & Supplies	157,713	174,580	190,430	240,950	256,950
Purchased Services	421,239	440,554	713,713	751,852	915,583
Equipment	1,045,872	316,508	485,018	130,040	44,379
TOTAL GOLF FUND EXPENDITURES	<u>2,327,765</u>	<u>1,645,451</u>	<u>2,105,841</u>	<u>1,880,040</u>	<u>1,992,703</u>

BUREAU DETAIL

Bureau: Golf Course

No: 004A

Department: Golf Course

No: 004A

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- New Tenant in the cart barn, Art of Flight
 - Continued work on the irrigation system to replace worn and defective heads and decoders.
 - Continue the process of updating the turf equipment fleet.
 - Increased our market share of patrons in the Lehigh Valley Golf Market, while continuing to also attract a significant percentage of "regular" players from the Poconos, Philadelphia, and New Jersey areas.
 - Broadened our success with The First Tee program of the Lehigh Valley and the LPGA-USGA Girls Golf program.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2019 Actual	2020 Actual	2021 Actual	2022 Budget w/ Transfers	2023 Budget	
						Number of Permanent Positions
Personnel Detail						
TAMS Superintendent	1	1	1	1	1	88,426
TAMS General Manager	1	1	1	1	1	82,447
SEIU Lead Technician	1	1	1	1	1	79,037
SEIU Maintenance Worker III	1	1	1	1	1	66,899
Total Positions	4	4	4	4	4	316,809
Account Detail						
40001 SALARIES	259,973	280,869	278,874	297,726		312,609
40002 LONGEVITY	6,000	4,600	2,900	3,840		4,200
40003 OVERTIME	17,988	16,567	18,780	20,000		20,000
400047 MAINTENANCE-TEMP HELP	97,112	103,385	123,782	120,000		120,000
400048 GOLF OPS.-TEMP HELP	116,598	101,640	84,395	106,650		110,000
40005 HOLIDAY PAY	271	909	1,208	1,850		2,000
40006 DIFFERENTIAL PAY	122	105	7	200		200
40008 MEAL REIMBURSEMENT	195	52	52	250		100
Personnel	498,259	508,127	509,998	550,516		569,109
41014 OPERATING SUPPLIES	101,173	143,173	146,346	174,950		187,950
41016 UNIFORMS/SAFETY SHOES	852	751	1,109	2,000		2,000
41017 SMALL TOOLS	2,278	1,817	-	-		-
41020 GOLF MERCHANDISE	30,383	15,992	15,164	20,000		22,000
41023 GASOLINE	23,027	12,847	27,811	44,000		45,000
Materials & Supplies	157,713	174,580	190,430	240,950		256,950
42040 ADVERTISING AND PRINTING	206	83	-	-		-
42044 ELECTRIC	17,517	18,464	20,478	20,000		25,000
42045 GAS	15,042	6,725	2,012	15,000		10,000
42047 DEPARTMENT CONTRACTS	35,175	19,040	24,473	37,600		98,195
42048 BANK SERVICE CHARGE	18,756	38,588	50,574	45,000		45,000
42054 RENTALS	1,166	1,489	-	1,500		3,000
42055 PROFESSIONAL SERVICES	2,600	2,600	2,600	4,500		4,500
42060 OTHER EXPENSES	5,248	6,917	7,088	15,000		13,863
42061 ST LUKES SPONSORSHIP	38,323	17,571	21,333	20,000		20,000
42064 EQUIPMENT MAINTENANCE	28,043	34,864	40,968	40,000		45,000
42065 PLANT MAINTENANCE	26,402	19,013	16,262	23,000		28,000
42075 PENSIONS-PMRS MMO	81,522	81,522	81,522	81,522		81,522
42077 GENERAL FUND CHARGES	150,000	150,000	150,000	150,000		150,000
42083 TRANSFER TO NON-UTILITY	-	-	250,000	250,000		350,000
42085 MEDICAL INSURANCE	75,000	75,000	75,000	75,000		75,000
42086 WORKMEN'S COMPENSATION	8,160	8,160	8,160	8,160		8,160
42087 SOCIAL SECURITY	40,000	41,000	42,000	42,000		42,000
42090 UNFORESEEN CONTINGENCY	-	-	-	4,777		-
42091 BOND REDEMPTION	65,000	65,000	70,000	70,000		70,000
42092 COUPON INTEREST	17,761	60,200	57,925	55,475		53,025
Purchased Services	625,921	646,236	920,395	958,534		1,122,265
43099 EQUIPMENT	75,884	1,326	158,486	-		-
43099004 CAPITAL PROJECTS - LTD	969,988	315,182	326,532	130,040		44,379
Equipment	1,045,872	316,508	485,018	130,040		44,379
Total	2,327,765	1,645,451	2,105,841	1,880,040		1,992,703

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	20,000	OVERTIME 20,000 - WEEKEND SCHEDULING TO ENSURE COURSE IS IN TOP CONDITION FOR PUBLIC PLAY, SPRING AND FALL RENOVATIONS (AERATING AND OVER SEEDING GREENS, TEES, AND FAIRWAYS). OVERTIME NEEDED FOR STORM CLEAN UP AND DURING WEATHER EXTREMES.
400047	120,000	MAINTENANCE--TEMP. HELP 120,000 - ASSIST WITH THE DAILY OPERATION OF BOTH GOLF COURSES: SEASONAL GOLF LABORERS
400048	110,000	GOLF OPS. - TEMP. HELP 110,000 - ASSIST WITH THE DAILY OPERATION OF BOTH GOLF COURSES: STARTERS CASHIERS RANGERS CART ATTENDANTS AND BALL PICKERS
40005	2,000	HOLIDAY PAY 2,000 - THIS AMOUNT COVERS 12 HOLIDAYS AND INCLUDES THE COST OF PAYING TIME AND A HALF TO EMPLOYEES SCHEDULED TO WORK ON HOLIDAYS.
40006	200	DIFFERENTIAL PAY 200 - MIDDLE SHIFT HOURS WORKED DURING SUMMER MONTHS
40008	100	MEAL REIMBURSEMENT 100 - REIMBURSEMENT FOR MEALS IN ACCORDANCE WITH UNION CONTRACT.
41014	187,950	OPERATING SUPPLIES 5,000 - DRIVING RANGE BALLS 950 - PRO SHOP SUPPLIES 2,500 - JANITORIAL SUPPLIES 3,500 - GRASS SEED 145,000 - PESTICIDES 25,000 - FERTILIZERS 6,000 - MISCELLANEOUS COURSE SUPPLIES -- MARKERS FOR FAIRWAYS AND TEES, BUNKER RAKES, FLAGS, FLAGPOLES, CUPS, ETC.
41016	2,000	UNIFORMS/SAFETY SHOES 370 - SAFETY SHOES 830 - UNIFORMS 300 - RAIN GEAR 500 - STAFF SHIRTS
41020	22,000	GOLF MERCHANDISE 22,000 - PURCHASE OF MERCHANDISE FOR RESALE AT THE GOLF COURSE.
41023	45,000	GASOLINE 45,000 - BASED ON ESTIMATED USAGE

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42044	25,000	ELECTRIC 25,000 - BASED ON ESTIMATED USAGE
42045	10,000	GAS 10,000 - BASED ON ESTIMATED USAGE
42047	98,195	DEPARTMENT CONTRACTS 9,225 - MAINTENANCE AGREEMENT FOR 72 GOLF CARTS 4,000 - PORT-A-JOHN RENTALS 2,000 - ALARM MONITORING 3,100 - GPS SERVICE PLAN IRRIGATION COMPUTER 18,000 - AERATION - GREENS AND FAIRWAYS 61,870 - GOLF CART LEASE (YEAR 1 OF 5)
42048	45,000	BANK SERVICE CHARGE 45,000 - FOR CHARGE CARD SYSTEM.
42054	3,000	RENTALS 3,000 - RENTAL OF EQUIPMENT FOR MAINTENANCE AT THE GOLF COURSE
42055	4,500	PROFESSIONAL SERVICES 4,500 - ANNUAL AUDIT, EAP, AND OTHER PROFESSIONAL SERVICES.
42060	13,863	OTHER EXPENSES 1,000 - PESTICIDE UPDATE TRAINING 1,000 - MEMBERSHIP GCSAA, PTGA, PGA, PGSA 700 - TURFGRASS MEETINGS 7,250 - CONCESSION FEES 3,913 - MISCELLANEOUS EXPENSES
42061	20,000	ST LUKES SPONSORSHIP 20,000 - SPONSORSHIP AGREEMENT WITH ST LUKE'S HOSPITAL.
42064	45,000	EQUIPMENT MAINTENANCE 45,000 - REPAIR OF GOLF COURSE EQUIPMENT, TRIPLEXES, FAIRWAY MOWERS, SPRAYERS, TRACTORS, ROUGH UNITS, AERIFIERS, SEEDERS, TRIM MOWERS, ETC. ALL EQUIPMENT IS OVERHAULED IN THE OFF SEASON -- NOVEMBER THROUGH MARCH.
42065	28,000	PLANT MAINTENANCE 10,500 - TOP DRESSING TO FILL AERATION HOLES 10,000 - IRRIGATION SUPPLIES 1,000 - TREE PLANTING, CARE AND ANNUAL FLOWERS 1,000 - DIVOT MIX 2,000 - SAND & DRAINAGE MATERIALS FOR BUNKERS 3,500 - MISC. MAINTENANCE SUPPLIES, PAINT, LUMBER, ETC.
42075	81,522	PENSIONS - P.M.R.S. MMO 81,522 - PENSIONS - P.M.R.S. MMO AND DEBT SERVICE.

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42077	150,000	GENERAL FUND CHARGES 150,000 - GENERAL FUND CHARGES
42085	75,000	MEDICAL INSURANCE 75,000 - MEDICAL INSURANCE
42086	8,160	WORKMEN'S COMPENSATION 8,160 - WORKMEN'S COMP
42087	42,000	SOCIAL SECURITY 42,000 - SOCIAL SECURITY
42091	70,000	BOND REDEMPTION 70,000 - PRINCIPAL PAYMENT ON LONG-TERM DEBT
42092	53,025	COUPON INTEREST 53,025 - INTEREST PAYMENT ON LONG-TERM DEBT

Schedule of Payment of Note Indebtedness

	Series of 2018		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	70,000	53,025	123,025
2024	75,000	50,575	125,575
2025	80,000	47,950	127,950
2026	80,000	45,150	125,150
2027	85,000	42,350	127,350
2028	85,000	39,375	124,375
2029	90,000	36,400	126,400
2030	90,000	33,250	123,250
2031	95,000	30,100	125,100
2032	100,000	26,775	126,775
2033	100,000	23,275	123,275
2034	105,000	19,775	124,775
2035	110,000	16,100	126,100
2036	115,000	12,250	127,250
2037	115,000	8,225	123,225
2038	120,000	4,200	124,200
	<u>1,515,000</u>	<u>488,775</u>	<u>2,003,775</u>

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

	2019	2020	2021	2022	2023
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget w/ Transfers</u>	<u>Budget</u>
REVENUES:					
Operating Revenues					
34002 State Allocation	2,172,224	2,120,580	1,962,482	1,965,247	1,985,970
34004 Maintenance Turnback	8,840	8,840	8,840	8,840	8,840
308901 Cash Balance	-	-	-	694,711	527,987
Total Operating Revenues	<u>2,181,064</u>	<u>2,129,420</u>	<u>1,971,322</u>	<u>2,668,798</u>	<u>2,522,797</u>
Investment Interest					
30850 Investment Interest	28,169	4,919	1,694	-	-
Total Investment Interest	<u>28,169</u>	<u>4,919</u>	<u>1,694</u>	<u>-</u>	<u>-</u>
TOTAL LIQUID FUELS FUND REVENUES	<u><u>2,209,233</u></u>	<u><u>2,134,339</u></u>	<u><u>1,973,016</u></u>	<u><u>2,668,798</u></u>	<u><u>2,522,797</u></u>
EXPENDITURES:					
Liquid Fuels	2,233,363	2,129,106	2,344,153	2,668,798	2,522,797
TOTAL LIQUID FUELS FUND EXPENDITURES	<u><u>2,233,363</u></u>	<u><u>2,129,106</u></u>	<u><u>2,344,153</u></u>	<u><u>2,668,798</u></u>	<u><u>2,522,797</u></u>

BUREAU DETAIL

Bureau: Liquid Fuels

No: 005A

Department: Liquid Fuels

No: 005A

Bureau Description:

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

Goals and Objectives:

- Work with the Human Resources Department in an effort to identify a more effective process for attracting qualified applicants to fill vacant positions in a timely manner.
 - Provide safe, accessible roadways through street overlay and maintenance programs.
 - Improve and maintain our winter operations, storm sewers, and leaf collection systems.
 - Maintain the vegetation growth along city roadways.
 - Improve paving and patching programs to extend the life of City roadways.
 - Repair, maintenance, and replacement of storm sewer systems serving streets.
 - Continue to improve our paving program and identify ways to increase the number of roads we annually pave using our in-house resources.
-

Prior Year Achievements:

- Supported and funded all street maintenance and operation activities including Streets Bureau equipment and fleet.
 - Continued to manage and improve:
 - Snow/Salt/Brine Operations.
 - Sweeper and Leaf Operations.
 - Storm Sewer Operations.
 - Collected over 48,000 cubic yards of leaves during the 2022 leaf collection operation.
 - Maintained storm sewers – cleaning and flushing of over 400 basins throughout the city. This was the first year we were able to dedicate 2 employees on a regular basis as part of our Storm Water Management program.
 - Improved brine operation by using a de-icing additive (GEOMELT 55 BEET JUICE).
 - 2022 – pothole truck was able to fill approximately 70 pot holes per day which reduced response time average – 8,400 per season.
 - 2022 In-House Paving Program-placed 7500 tons of macadam, paved 14,000 feet of roadway, which equates to 2.75 road miles or 9 lane miles. Total paving output was limited in 2022 due to increased cost of asphalt and ongoing full-time and seasonal staffing shortages.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail					Salaries	Salaries
		-	-	-	-	-
	Total Positions	-	-	-	-	-
Account Detail						
55001	SNOW AND ICE REMOVAL	169,271	62,631	213,587	185,000	185,000
55003	ROAD MAINTENANCE	390,471	394,318	400,000	400,000	400,000
55004	SNOW REMOVAL OPER SUPPLY	226,861	68,536	231,092	300,000	326,000
55005	ROAD MAINT OPER SUPPLIES	194,339	61,479	116,606	150,000	150,000
55007	HAND TOOLS	4,385	3,445	3,900	5,000	5,000
55008	REPAIRS TOOLS & MACHINERY	125,543	91,446	117,380	130,000	150,000
55011	CURB RAMPS	-	10,000	-	10,000	10,000
55014	CONTRACT SNOW REMOVAL	-	-	197,640	100	100
55016	STREET OVERLAYS	450,512	876,223	456,577	1,006,890	780,730
55017	STANFORD ROAD - SS EXT	99,652	-	-	-	-
55022	STREET SIGNS	9,521	11,752	11,853	20,000	20,000
55031	LINDEN ST SS REPLACEMENT	-	96,122	-	-	-
55046	W BROAD ST SS IMPROVEMENT	-	78,146	98,705	-	-
55047	BROAD & MAIN TRAFFIC SIGNAL	50,000	-	-	-	-
55050	BANK SERVICE CHARGES	-	-	-	500	500
55099	EQUIPMENT	512,808	375,008	496,813	461,308	495,467
Total	LIQUID FUELS	2,233,363	2,129,106	2,344,153	2,668,798	2,522,797

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
55001	185,000	SNOW AND ICE REMOVAL 185,000 - ACCOUNT TO COVER OVERTIME FOR REMOVING SNOW AND ICE FROM STREETS AND BRIDGES. NO LABOR CAN BE CHARGED TO THIS ACCOUNT WHEN SNOW AND ICE IS REMOVED FROM SIDEWALKS AND PARKING LOTS.
55003	400,000	ROAD MAINTENANCE 400,000 - ACCOUNT TO COVER REGULAR LABOR FOR REPAIRS TO STREETS, BRIDGES, AND OTHER PUBLIC WORKS INFRA-STRUCTURE ALLOWED UNDER LIQUID FUELS (SIX WEEKS OF PAYROLL).
55004	326,000	SNOW REMOVAL OPER SUPPLY 326,000 - ACCOUNT TO CHARGE THE PURCHASE OF SALT, LIQUID CALCIUM, AND OTHER MATERIALS USED FOR SNOW AND ICE REMOVAL ON STREETS AND BRIDGES BASED ON APPROXIMATE (ANNUAL ANTICIPATED USAGE OF 4,500 TONS OF SALT AT \$72.44 PER TON PLUS LIQUID CALCIUM COSTS). THE UNIT PRICE FOR SALT HAS INCREASED BY \$9.15 PER TON FOR 2023. THE PURCHASE OF SUCH MATERIALS FOR USE ON SIDEWALKS AND PARKING LOTS CANNOT BE CHARGED TO THIS ACCOUNT.
55005	150,000	ROAD MAINT OPER SUPPLIES 150,000 - PURCHASE OF ROADWAY SUPPLIES SUCH AS BLACKTOP PATCH MATERIALS, GUARD RAILS, SWEEPER SUPPLIES, CRACK FILLER, ETC. WHEN USED ONLY ON STREETS. ALSO USED TO PURCHASE SAND AND CONCRETE FOR SINKHOLE REPAIRS.
55007	5,000	HAND TOOLS 5,000 - PURCHASE OF SMALL TOOLS RELATED TO AND USED FOR THE REPAIR, MAINTENANCE AND CONSTRUCTION OF STREETS AND CATCH BASINS IN THE STREET. ALSO TO PURCHASE ELECTRIC HAND TOOLS FOR STREET REPAIR. THIS ACCOUNT WILL INCLUDE ALL ELECTRIC DRILLS OR ANY OTHER TOOLS NEEDED FOR BASIN OR STREET REPAIRS.
55008	150,000	REPAIRS TOOLS & MACHINERY 150,000 - 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. THE COST OF THESE REPAIRS INCREASED DRASTICALLY OVER THE PAST TWO (2) YEARS.
55011	10,000	CURB RAMPS 10,000 - ACCOUNT TO CHARGE THE COST TO REPAIR AND CONSTRUCT HANDICAP CURB CUTS AS REQUIRED BY THE ADA ACT.
55014	100	CONTRACT SNOW REMOVAL 100 - ACCOUNT TO CHARGE CONTRACT SNOW AND ICE REMOVAL.

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		THE AMOUNT SHOWN WILL NOT PROVIDE FOR SUCH WORK BUT IS ONLY THERE TO KEEP THE LINE ITEM OPEN FOR QUICK TRANSFER OF FUNDS WHEN AND IF NEEDED.
55016	780,730	STREET OVERLAYS 780,730 - ACCOUNT TO COVER THE COST OF BLACK TOP MATERIALS FOR IN-HOUSE PAVING AND POSSIBLE CONTRACTED STREET OVERLAYS.
55022	20,000	STREET SIGNS 20,000 - THIS BUDGET ITEM IS PRIMARILY TO COVER ANNUAL REPLACEMENT AND MAINTENANCE OF STREET SIGNS INCLUDING DOWNTOWN HISTORIC BETHLEHEM STREET SIGNS. INCREASED FUNDING LEVEL TO BETTER MEET EVENTUAL REPLACEMENT OF ALL STREET SIGNS TO ACCOMODATE PENNDOTS NEW STANDARDS PASSED IN 2013.
55050	500	BANK SERVICE CHARGES 500 - CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNTING FEES.
55099	495,467	EQUIPMENT 231,495 - MACK HEAVY DUTY MEDIUM DUMP TRUCK, THIS IS TO REPLACE UNIT #161, A 2005 GMC DUMP TRUCK THAT WAS ORDERED IN 2022 AND WILL BE DELIVERED IN 2023. THIS UNIT IS USED FOR PLOWING, PULLING LEAF LOADERS, CLEAN UP, AND ASSIST IN THE STREETS PAVING OPERATION. ALL TRUCKS ARE IN POOR CONDITION AND NEED TO BE REPLACED. 180,000 - SERVICE BODY TRUCKS, THIS IS TO PURCHASE TWO (2) NEW SERVICE BODY TRUCKS TO PLACE UNIT #159, A 2012 JEEP CHEROKEE AND UNIT #150. A 2013 JEEP CHEROKEE. A SERVICE BODY TRUCK INSTEAD OF AN SUV IS BEING PROCURED TO ALLOW FOR PERMANENT ORGANIZED STORAGE OF ALL THE NEEDED TOOLS AND SUPPLIES IN SECURE CABINETS ON THE TRUCKS FOR TRANSPORT BY THE SUPERVISORS AND USE BY THE WORKFORCE AT JOB SITES. ONE TRUCK WAS ORDERED IN 2022 BUT WILL NOT BE DELIVERED UNTIL 2023. 65,000 - PLOW PICK-UP TRUCK, THIS IS TO REPLACE UNIT #176, A 2011 FOR F-350 IN 2023, UNIT #157, A 2013 CHEVY K3500HD IN 2024, AND UNIT #082, A 2005 CHEVROLET 3500 IN 2027 WHICH WERE USED FOR PLOWING AND BRINE OPERATIONS. 18,972 - DIAMON FLAIL MOWER HEAD, THIS IS TO REPLACE THE EXISTING MOWER ON THE 2009 JOHN DEERE TRACTOR UNIT #726. THIS TRACTOR IS USED TO TRIM ALL BRUSH AND WEEDS THROUGHOUT THE CITY STREETS AND RIGHT-OF-WAYS.

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

	<u>2023 Final Budget</u>
REVENUES:	
Operating Revenues	
308901 Cash Balance	1,393,848
35001 W Broad UGI Reimbursement	100,000
35006 Tree Developer Fund - New St	138,000
35008 2015 Bond	35,304
35011 Recreation Fac Fund	105,000
35017 2019 Bond	362,928
35024 Signage Contribution	44,449
35033 2017 Bond	327,868
35083 Multimodal - S New St	409,447
35119 2022 American Rescue Plan (ARP)	5,121,788
35120 NC EMS Grant	49,900
35125 Fairview Park Kaboom-State Funds	105,000
35126 W Broad St Federal Funding	2,190,000
35127 FEMA Firefighters Grant	334,981
35128 Linden/Center 2 Way Conversion	100,000
TOTAL NON-UTILITY CAPITAL FUND REVENUES	<u>10,818,513</u>
 EXPENDITURES BY BUDGET UNIT:	
62015 2015 Bond	35,304
62017 2017 Bond	327,868
62019 2019 Bond	362,928
69000 2022 ARP	5,121,788
69999 Other Revenue	4,970,625
TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES	<u>10,818,513</u>
 EXPENDITURES BY CATEGORY:	
Public Safety	906,911
Public Works	8,497,896
Recreation	376,706
Community & Economic Development	187,000
Municipal Gof Course	850,000
TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES	<u>10,818,513</u>

**CITY OF BETHLEHEM
2023 NON-UTILITY CAPITAL IMPROVEMENT PLAN**

	2019 Bond	2017 Bond	2015 Bond	2022 ARP Funds	Fed, State & Local Grants	Recreation Fees	Cash Reserves	Other Funds	Total
Public Safety									
Ambulance Replacement				175,000					175,000
Lifepak 15 Cardiac Monitors				25,030	49,900				74,930
Powerload Stretchers					334,981				334,981
Police Vehicle Replacement							322,000		322,000
Total Public Safety	-	-	-	200,030	384,881	-	322,000	-	906,911
Public Works - Traffic									
Isolated Intersections				595,000					595,000
Traffic Safety Improvements				100,000					100,000
Total Public Works - Traffic	-	-	-	695,000	-	-	-	-	695,000
Public Works - Streets									
South New St - Streetscape Improvements				202,553	547,447				750,000
Linden & Center Sts 2 Way Conversion					100,000				100,000
Street Overlays				1,100,000				780,730	1,880,730
Mack Heavy Duty Large Dump Trucks				242,812					242,812
Caterpillar Skld Steer Loader				75,000					75,000
Caterpillar Backhoe				155,000					155,000
W Broad st Corridor Improvement					2,290,000				2,290,000
Total Public Works - Streets	-	-	-	1,775,365	2,937,447	-	-	780,730	5,493,542
Public Works - Storm Sewers									
Storm Water Pollution & Flood Prevention							21,848	300,000	321,848
Total Public Works - Storm Sewers	-	-	-	-	-	-	21,848	300,000	321,848
Public Works - Facilities									
Facilities Capital Improvements				861,393					861,393
Library Exterior Column Repair	200,000						200,000		400,000
Floor Tile Replacement				250,000					250,000
City Hall Plaza Drainage Pipe Replacement				100,000					100,000
Domestic Water Tank Replacement				110,000					110,000
Total Public Works - Facilities	200,000	-	-	1,321,393	-	-	200,000	-	1,721,393
Public Works - Grounds									
Grounds Capital Improvement Plan	21,222			400,000					421,222
Mack Heavy Duty Medium Dump Truck				265,000					265,000
Total Public Works - Grounds	21,222	-	-	665,000	-	-	-	-	686,222
Recreation									
General Pool Improvement				65,000					65,000
Municipal Ice Rink	1,706			100,000					101,706
Fairview Park Kaboom Event					105,000	105,000			210,000
Total Recreation	1,706	-	-	165,000	105,000	105,000	-	-	376,706
Public Works - Other Projects									
Bridge Repairs	140,000	40,868	35,304	200,000					416,172
Citywide Wayfinding Signage		100,000			44,449				144,449
Service Truck Mechanical Bureau				100,000					100,000
Total Public Works - Other Projects	140,000	140,868	35,304	300,000	44,449	-	-	-	660,621
Community & Economic Development									
Blighted Property Acquisition		187,000							187,000
Total Community & Economic Development	-	187,000	-	-	-	-	-	-	187,000
Administration									
Golf Course Capital Projects							850,000		850,000
Total Administration	-	-	-	-	-	-	850,000	-	850,000
Total Non-Utility Capital (Net Other Funds)	362,928	327,868	35,304	5,121,788	3,471,777	105,000	1,393,848	-	10,818,513

2023 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PUBLIC SAFETY

Ambulance Replacement **\$175,000**

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

Funding Source:
ARP (2022) 175,000 69000- 66009

Lifepak 15 Cardiac Monitors **\$74,930**

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

Funding Source:
ARP (2022) 25,030 69000-66143
NC EMS Grant 49,900 69999-66143
74,930

Powerload Stretchers **\$334,981**

EMS was awarded a grant from the Assistance to Firefighters Grant program. These funds will be used to purchase Power Lift Stretchers. Savings from other projects will satisfy the 10% match requirement.

Funding Source:
Federal (FEMA) 334,981 69999-662033

Police Vehicle Replacement **\$322,000**

The recommended plan is to replace 5 police vehicles each year to maintain a fully operational fleet, minimizing breakdowns and expenses incurred from heavy usage and high mileage. In 2022, the Department replaced 2 of the 5 motorcycles. The plan will replace 1 motor cycle each year in 2023-2025. The Mechanical Bureau determines which vehicle are to be replaced regardless of age based on warranty information, mechanical maintenance records and visual inspections of the fleet at the time of replacement.

Funding Source:
Cash (transfer from General) 322,000 69999-662034

2023 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PUBLIC WORKS – TRAFFIC

Isolated Intersections \$595,000

Install new or upgrade existing signals at various locations. Each intersection is estimated to cost between \$250,000 and \$275,000. Proposed potential new signal locations include East Boulevard & Linden Street, Butztown Road & Easton Avenue, Linden Street & Elmhurst Avenue, and Third Avenue & Union Boulevard. Needed upgrade locations include Linden & Goepp Streets, Club Ave & Union Blvd, New & Market Streets, North & Main Streets, Center & Church Streets, Center & Market Streets and Walnut & New Streets, etc. Construction at Linden and Broad Streets will start in 2022/2023. Design for the intersections of Linden & Goepp Streets and Club Ave & Union Blvd will be completed in 2022, with construction to follow in 2023 depending on funding.

Funding Source:
ARP (2022) 595,000 69000-66002

Traffic Safety Improvements \$100,000

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

Funding Source:
ARP (2022) 100,000 69000-66003

PUBLIC WORKS – STREETS

South New Street – Streetscape Improvements \$750,000

The City received a grant for streetscape improvements to South New Street from 3rd Street to Farrington Square. The conceptual design and public input meetings took place in 2018. Design of the project was completed and bid but bids came in too high and for some trades we received no bids. The project was re-bid in late 2021, with construction starting in 2022 and expected completion in 2023. The work will also include improvements required as part of the turnback of the section of road between 3rd and 4th Streets from PennDOT. The Project is expected to be substantially complete in 2022 with tree planting funded by the Tree Developer Fund being deferred to Spring 2023 as well as paving utilizing ARP funding from savings from the City Garage floor repair project.

Funding Source:

Other (Multimodal Grant)	409,447	69000-66080
Tree Developer Fund	138,000	69000-66080
ARP (2022)	<u>202,553</u>	69000-66080
	750,000	

2023 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Linden and Center Streets Two Way Conversions

\$100,000

Dating back to when Bethlehem Steel was in operation, Center Street was made one-way north and Linden Street one-way south between approximately Elizabeth Avenue and the Fahy Bridge (New Street). This was to facilitate efficient traffic to and from the Steel Company during peak hours. Since the closure of Bethlehem Steel, the roadways have been left in their one-way configurations and the City will explore the conversion back to two-way traffic with the driving forces being economic impact and traffic calming/accident reductions. A full traffic impact analysis will be conducted to analyze the proposed modifications and recommend timing changes to the signals and/or the installation of additional signals, etc. to support the conversion. Design costs will also incorporate the revisions to all signal permits. Construction costs are anticipated to be high due to the amount of signal work to be completed on both roadways to support two-way traffic. This project has been placed on the Long Range Transportation Plan with funding planned between 2031 and 2045. Penn DOT has programmed \$7.2M for this project in the future. We believe the Linden Street portion of the work could be completed for far less and have estimated a 2023 cost of \$1.2M. Preliminary design is being completed in 2022, Final design and permitting will follow in 2023, and construction in 2024. PennDOT is currently planning on re-surfacing Linden Street from Elizabeth Avenue to Route 22 in 2024.

Funding Source:

Federal	100,000	69999-662035
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Street Overlays

\$1,100,000

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 require well over \$2,000,000 in annual expenditures and we are currently backlogged approximately \$20 million in work. CDBG funding includes ADA curb ramps.

Funding Source:

ARP (2022)	1,100,000	69000-66058
Liquid Fuels	<u>780,730</u>	
	1,880,730	

Mack Heavy Duty Large Dump Trucks (Tandem Axle)

\$242,812

This is to replace Unit # 170, a 2002 GMC Dump Truck was ordered in 2022 and will receive it in 2023 and Unit #165 in 2024, that are used for plowing, pulling leaf loaders, clean-up, and assist in the streets paving operation. These trucks are in poor condition and need to be replaced.

Funding Source:

ARP (2022)	242,812	69000-66184
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Caterpillar Skid Steer Loader

\$75,000

This is to replace Unit #712 a 2002 Skid Steer that is in poor condition and will not last another year, this piece of equipment is used for paving operations, snow removal, and road work. ARP funding savings (\$45,000 of \$200,000) from the City Hall Library Columns project and \$30,000 of ARP savings from the Decorative Street Lights Project are the source.

Funding Source:

ARP (2022)	75,000	69000-662036
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2023 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Caterpillar Backhoe **\$155,000**

This is to replace Unit #743 a 2004 Backhoe that will not pass inspection to be permitted on the roads. This unit is used to load salt, snow removal, and perform various excavation work. ARP Funding Savings (\$155,000 of \$200,000) from the City Hall Library Columns project is the source.

Funding Source:

ARP (2022)	155,000	69000-662037
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West Broad Street Corridor Improvements **\$2,290,000**

This project consists of preliminary design, final design, permitting, and implementation/construction of safe streets improvements for the W. Broad Street corridor from Main Street to the city line (Hanover Avenue). The improvements will include but are not limited to bump-outs at intersections, bike lanes, introduction of turning lanes, decorative and line painted crosswalks, traffic signal upgrades, pedestrian refuge islands, ADA improvements, stormwater management, special signage, and other related streetscapes improvements. The majority of the funding for this project is anticipated to be federal funding, specifically Safe Streets and Roads for All (SS4A). Depending on the timeline of funding, the project will be implemented in phases.

Funding Source:

Federal/State	2,190,000	69999-66203
Other (UGI Cost Sharing)	<u>100,000</u>	69999-66203
	2,290,000	

PUBLIC WORKS – STORM SEWERS

Storm Water Pollution & Flood Prevention Program **\$21,848**

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

Funding Source:

Cash Reserves	21,848	69999-66046
SWF	<u>300,000</u>	
	321,848	

PUBLIC WORKS – FACILITIES

Facilities Capital Improvements **\$861,393**

Funding is to support improvements identified by the comprehensive facilities evaluation, other previously identified improvements, and unexpected major necessary capital improvements to all City facilities. Currently identified improvements include Ice House porch and steps replacement, HVAC replacement at Ice House, and replacement of air handlers, heat exchangers, pumps, pneumatic controls, air filters, condensers and pumps at various facilities, exterior improvements, railings, new windows on ground floor for the Police Department, HVAC component replacements, replacement of pavers on the plaza, and upgrade of the City Center elevators (parts are no longer available for existing elevators). In addition, funding is included for improvements/renovations at the City's Fire

2023 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Houses focusing on functional concerns of the facilities and energy efficiency improvements. Work also includes replacing/upgrading heating/cooling/ventilation systems, paving, replacement of doors/windows, other facility interior/exterior improvements and renovations. Safety concerns and code issues identified by Public Works, Safety Committee, Fire Department, and Inspections. Projects may include roof renovations/replacement, exhaust/air systems to improve air quality, emergency lighting, renovation/replacement of unsafe structures, purchase of special equipment as deemed necessary to handle safety/code requirements, and other unforeseen repairs/improvements to facilities/equipment to extend the life of a capital asset. Funding in this line item also includes evaluation and improvements to the Police Department space.

Funding Source:

ARP (2022)	861,393	69000-660999
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Library Exterior Column Repair

\$400,000

The 38 steel columns around the perimeter of the Library are corroded at the bases. Several columns had repairs made in the recent past, but the repairs are beginning to corrode. The concrete slab will be removed below the columns down to the beam and new piers will be built to support the steel column base. This project started in the Fall of 2022 and is anticipated to be completed in the Fall of 2023.

Funding Source:

2019 Bond	200,000	62019-66017
Cash Reserves	<u>200,000</u>	69999-66017
	400,000	

Floor Tile Replacement

\$250,000

Much of the flooring in the City Center is original 9"x9" resilient tile with a low-percentage asbestos mastic. The City has been remediating the ACM on an as-needed basis with renovations. Work in 2022 was completed on the 3rd & 5th Floors of Building B and in the Police area. Areas for 2023 include the 4th Floor of Building B and various damaged areas on each floor of Building A. Some finish flooring has already been replaced with VCT or is finished concrete. This funding is to complete the remaining areas.

Funding Source:

ARP (2022)	250,000	69000-66065
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City Hall Plaza Drainage Pipe Replacement

\$100,000

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

Funding Source:

ARP (2022)	100,000	69000-66069
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2023 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Domestic Water Tank Replacement

\$110,000

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

Funding Source:

ARP (2022)	110,000	69000-66070
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PUBLIC WORKS – GROUNDS

Grounds Capital Improvements

\$421,222

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

Funding Source:

2019 Bond	21,222	62019-66090
ARP (2022)	<u>400,000</u>	69000-66090
	421,222	

Mack Heavy Duty Medium Dump Truck (Single Axle)

\$265,000

This unit will be equipped with a plow package and salt spreader for snow operations, pulling leaf loaders, and hauling materials. This unit was ordered in 2022 and will be received in 2023. A cost increase of \$15,000 is expected and it will be transferred from Ground Capital Improvements ARP funding.

Funding Source:

ARP (2022)	265,000	69000-66071
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PUBLIC WORKS – Recreation

General Pool Improvement

\$65,000

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

Funding Source:

ARP (2022)	65,000	69000-66019
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2023 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Ice Rink **\$101,706**

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

Funding Source:

2019 Bond	1,706	62019-66028
ARP (2022)	<u>100,000</u>	69000-66028
	101,706	

Fairview Park Kaboom Event **\$210,000**

A Kaboom event is scheduled to occur in the early Fall of 2023. The project includes a new multi-sport surface, ADA compliant playground equipment and amenities. The revitalization of the park will include additional greenspace. The total project cost is estimated to be \$210,000, \$105,000 from a DCNR grant and \$105,000 from Rec Fees.

Funding Source:

State	105,000	69999-662038
Rec Fees	<u>105,000</u>	69999-662038
	210,000	

PUBLIC WORKS – OTHER PROJECTS

Bridge Repairs **\$416,172**

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

Funding Source:

2015 Bond	35,304	62015-66067
2017 Bond	40,868	62017-66067
2019 Bond	140,000	62019-66067
ARP (2022)	<u>200,000</u>	69000-66067
	416,172	

2023 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Citywide Wayfinding Signage

\$144,449

A comprehensive effort to install a network of wayfinding signage is underway in both downtown areas and at several gateway entrances to the City. This project brands Bethlehem and provides improved wayfinding for tourists and visitors. Phase I was completed in early 2018 and Phase II in 2022, design for Phase III is currently under way. Additional funds have been acquired from grants and donations to complete the final phases. Operating costs will be affected long term, but the signs are designed with durability and efficient maintenance in mind.

Funding Source:

2017 Bond	100,000	62017-66033
Other	<u>44,449</u>	69999-66033
	144,449	

Service Truck Mechanical Bureau

\$100,000

The Mechanical Bureau is requesting a replacement service truck. Currently the truck that is being utilized as a "service truck" is a 2000 Chevy pick-up truck with a fuel tank in the bed. It has no air compressor and there are no provisions for tools. Equipment items transported must be placed on the seat or behind the seat and must be transferred in and out as needed. This is time consuming and inefficient, especially for emergency call-outs. The Mechanical Bureau must perform maintenance and repair work on vehicles and equipment at various facilities and locations around the city as well as emergency repairs and refueling on the road. Ideally, to perform these tasks in an efficient, timely manner a service truck, designed and equipped with the proper tools and materials, is needed. This truck would be on a heavy-duty pick-up chassis with a mechanic service body. This body will incorporate cabinets and drawers for gas cans, jacks, tools, fluids, consumable aerosols and other items needed for on-site repairs. It would be equipped with an auxiliary fuel tank and pump for refueling pavers and heavy equipment at construction sites and fire apparatus at fire scenes and refilling several small refueling sites at bureaus around the city. It would also be equipped with a heavy-duty air compressor for repairing tires on the road and for running multiple air tools including impact guns to remove lugs on large rims. It includes a lift gate to help transport large tires, oil drums and other heavy parts and is four-wheel drive for all weather use. Truck was ordered in 2022 and to be received in 2023.

Funding Source:

ARP (2022)	100,000	69000-66052
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COMMUNITY & ECONOMIC DEVELOPMENT

Blighted Property Acquisition

\$187,000

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

Funding Source:

2017 Bond	187,000	62017-66159
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2023 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Municipal Golf Course

Capital Projects **\$850,000**

A portion of the golf course’s year-end cash balance will be transferred from the Golf Course Enterprise fund (004) to the Non-utility fund to be used towards future capital projects needed at the course. \$250,000 was transferred in 2021 and again in 2022. \$350,000 is budgeted to be transferred in 2023.

Funding Source:
Cash Reserves 850,000 69999-66063

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**CITY OF BETHLEHEM
2023 WATER CAPITAL FUND
FUND ANALYSIS SUMMARY**

**2023
BUDGET**

REVENUES:

Operating Revenues

308501 Investment Income	5,000
308901 Cash	1,372,955
37004 Pennvest Grant - Lead Service Line	2,875,000
37005 Bond Redemption and Improvement	1,243,869
37011 Construction Fund	3,000,000
39805 Capital Appropriations	2,294,492

Total Water Capital Fund Revenues

10,791,316

EXPENDITURES:

770016 5 Million Gallon Northeast Standpipe Engineering	118,000
77002 Distribution Systems Extension	720,000
77003 Service Lines New/Renewal	180,000
77004 Residential Metering	1,800,000
77005 Replace, Relocate, Rehabilitate Distribution System	2,000,000
77006 Fire Hydrant New/Renewal	250,000
77010 5 MG SE Tank Engineering	315,000
77011 Lead Service Line Replacement Project	2,875,000
77015 0.5 MG SE Tank Engineering	34,500
77016 Emergency Repair Transmission Mains	15,000
77022 Facilities Improvements	225,000
77026 Sidewalk/Trench Restoration	425,000
77032 SCADA System Upgrade	100,000
77034 WTP Chlorination System Upgrades	120,000
77036 Commercial & Industrial Meter Replacement	200,000
77039 Master Meters/Pits/Appurtenances	23,500
77040 Fixed Asset Repairs	46,312
77042 2 MG SE Storage Tank Modifications	1
77045 5 MG SW Tank Engineering	1
77057 WTP Lower Roof Replacement/Engineering	42,000
77060 Mud Lane Water Main Extension and Well Abandonment	525,000
77062 Shady Lane Manganese Treatment	60,000
77084 Security Enhancements	450,000
77099 Equip. Water Maint.	100,000
770991 Equip. Collection & Treatment	79,000
770992 Equip. Water Laboratory	1
770993 Equip. Meter Shop	60,000
770996 Equip. WTR. Filtration	28,000
770997 Equip. Utility Billing	1

TOTAL 2023 WATER CAPITAL FUND EXPENDITURES

10,791,316

FUND - 007 - WATER CAPITAL
 DEPARTMENT - 007A - WATER CAPITAL

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	2,875,000	- THIS PROJECT INVOLVES THE REPLACEMENT OF APPROXIMATELY 250 LEAD SERVICE LINES THAT FEED EXISTING RESIDENTIAL CUSTOMERS. THE SCOPE OF WORK WILL INCLUDE REPLACEMENT OF EACH LEAD SERVICE LINE FROM THE WATER MAIN TO THE BUILDING FOUNDATION. ALL LEAD MATERIAL WILL BE REPLACED WITH COPPER PIPING. THIS PROJECT IS FUNDED BY A PENNVEST GRANT.
77015	34,500	0.5 MG SE TANK ENGINEER 34,500 - PROJECT INCLUDES THE PAINTING OF INTERIOR/EXTERIOR, MIXING SYSTEM INSTALLATION AND INSPECTION SERVICES. PROFESSIONAL ENGINEERS WILL BE RESPONSIBLE FOR ONGOING ASSET MANAGEMENT AND SCHEDULING OF MAINTENANCE AND FOR FUTURE STRUCTURAL INTEGRITY AND RENOVATIONS.
77016	15,000	EMERG REPAIR TRANS MAINS 15,000 - TO REPAIR TRANSMISSION MAIN LEAKS INCLUDING PERMITTING, CONSTRUCTION ADMINISTRATION, AND CONSTRUCTION/REPAIR COSTS. TO REPLACE TRANSMISSION MAIN APPURTENANCES.
77022	225,000	FACILITIES IMPROVEMENTS 225,000 - ONGOING PROJECTS FOR VARIOUS MAINTENANCE TASKS AT WATER SYSTEM PROPERTIES. PROJECTS ANTICIPATED IN 2023 ARE AS FOLLOWS: WILD CREEK TUNNEL LIGHTS ELECTRICAL BOXES WILD CREEK SPILLWAY MASONRY REPAIRS WTP TREE/SHRUB REMOVAL (CARRYOVER FROM 2022). COUNTRY SQUIRE WELL STATION RETAINING WALL REPAIR.
77026	425,000	SIDEWALK/TRENCH REST. 425,000 - THIS IS AN ANNUAL PROJECT WHICH INCLUDES TRENCH, CURB AND SIDEWALK RESTORATION FOLLOWING WATER LINE REPAIRS.
77032	100,000	SCADA SYSTEM UPGRADE 100,000 - THIS IS AN ANNUAL PROJECT TO PERFORM SOFTWARE UPDATES, SERVER UPGRADES, REPLACEMENT REPLACEMENT INSTRUMENTATION, SCADA CONVERSIONS, REPLACEMENT OF UPS SYSTEM AT WTP.
77034	120,000	WTP CHLORINATION CONST. 120,000 - PROJECT TO OVERHAUL THE WTP CHLORINE SCRUBBER SYSTEM TO ENSURE RELIABLE OPERATION IN CASE OF A CHLORINE GAS LEAK.
77036	200,000	COMM/IND METER REPLACEMENT 200,000 - THIS IS AN ANNUAL PROJECT. IT IS TO PROVIDE FOR REPLACEMENT OF METERS IN COMMERCIAL, INDUSTRIAL, PUBLIC AND INSTITUTIONAL BUILDINGS

FUND - 007 - WATER CAPITAL
 DEPARTMENT - 007A - WATER CAPITAL

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		AND PITS AND FOR METER BYPASSES AND FIRE LINES. METERS RANGE FROM 1 AND A HALF INCHES TO 8 INCHES IN SIZE
77039	23,500	MASTER METERS/PITS/APPURT 23,500 - TO MAINTAIN MASTER METERS IN METER PITS WITH PIPING AND FOR OUR BULK SERVICE CUSTOMERS TO MONITOR FLOWS AND FOR ACCURATE BILLING PURPOSES.
77040	46,312	FIXED ASSET REPAIR 46,312 - REPAIRS OR REPLACEMENTS TO UTILITY FIXED ASSETS WHICH MAY INCLUDE BUILDINGS, COMPUTER EQUIPMENT, COMPUTER SOFTWARE, MACHINERY, AND VEHICLES. EQUIPMENT REPAIRS INCLUDING BUT NOT LIMITED TO PUMPS, GENERATORS AND OTHER PROCESS CONTROL EQUIPMENT NEEDED TO MAINTAIN GOOD WORKING ORDER AND/OR TO RESTORE THE EQUIPMENT TO ITS PREVIOUS CONDITION.
77042	1	2 MG SW RESERVOIR ENG 1 - PLANNED REPLACEMENT OF THE 90-YEAR OLD CONCRETE RESERVOIR. SLATED FOR A FUTURE BUDGET YEAR.
77045	1	5 MG SW TANK ENGINEERING 1 - PROJECT INCLUDES THE PAINTING OF INTERIOR/EXTERIOR, MIXING SYSTEM INSTALLATION AND INSPECTION SERVICES. PROFESSIONAL ENGINEERS WILL BE RESPONSIBLE FOR ONGOING ASSET MANAGEMENT AND SCHEDULING OF MAINTENANCE AND FOR FUTURE STRUCTURAL INTEGRITY AND RENOVATIONS. SLATED FOR A FUTURE BUDGET YEAR.
77057	42,000	WTP LOWER ROOF REPLACE 42,000 - TO MAKE REPAIRS TO THE EXISTING WTP LOWER ROOF AT SEVERAL ROOF DRAINS AND PARAPET SECTIONS.
77060	525,000	MUD LANE WATER MAIN EXT 525,000 - PROJECT TO EXTEND 1,400 FEET OF WATER MAIN ON MUD LANE INCLUDING PUMP PACKAGE AND CONNECTION TO THE EAST ALLEN GARDENS DISTRIBUTION SYSTEM. EXISTING WELL SYSTEM WILL BE ABANDONED.
77062	60,000	SHADY LANE MANGANESE 60,000 - INSTALLATION OF EQUIPMENT NECESSARY TO REDUCE HIGH MANGANESE AT THE SHADY LANE WELL SYSTEM.
77084	450,000	SECURITY ENHANCEMENTS 450,000 - TO DESIGN AND INSTALL SECURITY ENHANCEMENTS IDENTIFIED AS A RESULT OF A SECURITY ASSESSMENT OF THE WATER SYSTEM.
77099	100,000	EQUIPMENT-UTILITY MAINT. 100,000 - CURRENT VEHICLE LEASES:

FUND - 007 - WATER CAPITAL
 DEPARTMENT - 007A - WATER CAPITAL

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
770016	118,000	5 MG NE STANDPIPE ENG 118,000 - PROJECT INCLUDES THE PAINTING OF INTERIOR/EXTERIOR, ANTENNA RETROFIT SERVICE, MIXING SYSTEM INSTALLATION AND INSPECTION SERVICES. PROFESSIONAL ENGINEERS WILL BE RESPONSIBLE FOR ONGOING ASSET MANAGEMENT AND SCHEDULING OF MAINTENANCE AND FOR FUTURE STRUCTURAL INTEGRITY AND RENOVATIONS.
77002	720,000	DIST SYSTEMS EXTENSIONS 720,000 - THE EXTENSION OF THE DISTRIBUTION SYSTEM AND THE ROUTINE EXPANSION OF THE DISTRIBUTION MAINS TO SERVE CUSTOMERS.
77003	180,000	SERVICE LINES NEW/RENEWAL 180,000 - PIPE, FITTINGS AND MATERIAL FOR REPAIR/REPLACEMENT OF SERVICE LINES. THESE LINES ARE INSTALLED FROM THE MAIN TO THE CURBLINE AND ARE GENERALLY 3/4" IN SIZE BUT CAN BE AS LARGE AS 4". ALSO INCLUDES TAPPING SLEEVES AND VALVES FOR FIRE LINES AND OTHER SUPPLIES.
77004	1,800,000	RESIDENTIAL METERING 1,800,000 - THIS IS AN ANNUAL PROJECT FOR THE REPLACEMENT OF OLDER RESIDENTIAL AND SMALL COMMERCIAL PROPERTY METERS. METER RANGE FROM 5/8" TO 1" IN SIZE. INCLUDES WASHERS, COUPLINGS, WIRES AND ENDPOINTS.
77005	2,000,000	REPLACE REHAB DIST SYSTEM 2,000,000 - THIS IS AN ANNUAL PROJECT FOR THE REPLACEMENT, RELOCATION, OR REHABILITATION OF THE WATER DISTRIBUTION SYSTEMS BASED ON THE LONG TERM INFRASTRUCTURE IMPROVEMENT PLAN OR EMERGENCIES.
77006	250,000	FIRE HYDRANT-NEW/RENEWAL 250,000 - 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 THE SYSTEM EXPANDS. INCLUDES NEW HYDRANTS, HYDRANT REPAIR KITS AND HYDRANT LOCKS.
77010	315,000	5 MG SE TANK ENGINEERING 315,000 - PROJECT STARTED IN 2022 WILL INCLUDE THE PAINTING OF INTERIOR/EXTERIOR, ANTENNA RETROFIT SERVICE, MIXING SYSTEM INSTALLATION AND INSPECTION SERVICES. PROFESSIONAL ENGINEERS WILL BE RESPONSIBLE FOR ONGOING ASSET MANAGEMENT AND SCHEDULING OF MAINTENANCE AND FOR FUTURE STRUCTURAL INTEGRITY AND RENOVATIONS.
77011	2,875,000	LEAD SERVICE LINE REPLACE

FUND - 007 - WATER CAPITAL
 DEPARTMENT - 007A - WATER CAPITAL

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		2021 FORD F-350 REG CAB CREW TRUCK (YEAR 2 OF 3) 2021 JOHN DEERE 310 SL BACKHOE W/ ACCS (YEAR 3 OF 3) NEW VEHICLE LEASES: 2023 GMC 3500 W/ PLOW AND SALT SPREADER (YEAR 1 OF 3)
770991	79,000	EQUIP. COLLECTION/TREAT. 79,000 - CURRENT VEHICLE LEASES: 2020 JOHN DEERE 6130M CAB TRACTOR (YEAR 4 OF 4) 2021 GMC SIERRA 3500 HD 4WD PICKUP (YEAR 3 OF 3) NEW VEHICLE LEASES: 2023 GMC SIERRA 2500 PICK UP TRUCK (YEAR 1 OF 3)
770992	1	EQUIP. LABORATORY SVCS. 1 - NO CAPITAL EQUIPMENT PURCHASES PLANNED FOR 2023
770993	60,000	EQUIP. METER SHOP 60,000 - NEW VEHICLE PURCHASE: 2023 GMC SAVANA VAN W/ ACCESSORIES
770996	28,000	EQUIPMENT WTR. FILTRATION 28,000 - SKID LOADER ATTACHMENT - BACKORDERED FROM 2022 TO BE RECEIVED AND PAID FOR IN 2023. LAWN MOWER FOR FACILITY GRASS CUTTING.
770997	1	EQUIPMENT-UTILITY BILLING 1 - NO CAPITAL EQUIPMENT PURCHASES PLANNED FOR 2023

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**CITY OF BETHLEHEM
2023 SEWER CAPITAL FUND
FUND ANALYSIS SUMMARY**

	2023 BUDGET
REVENUES:	
Operating Revenues	
30850 Interest Income	20,000
308901 Cash Balance	7,616,472
32113 Tapping Fees	250,000
32123 2017 PA Small Water and Sewer Program Grant	250,000
32126 2019 H2O PA Program Grant	525,000
39805 Capital Appropriations	3,405,737
Total Sewer Capital Fund Revenues	<u>12,067,209</u>
88001 Sewer Laterals New/Renewal	5,000
88002 Collection System New/Renewal	260,000
880022 W Intermediate Clarifier Drive	1
880031 RAS Pump/Piping Upgrades	50,000
880034 Security Enhancements	1
880035 Sludge/Gas/Flow Meters Digest.	75,000
88004 Inflow/Infiltration Mitigation	50,000
88007 ACT 537 Collection System	1,750,000
88008 Chlorinator/Tot Res Anal	15,000
88010 WWTP Dike Stabilization	1
88012 WWTP Electrical Sub-Station Replacement	550,000
88013 Gravity Thickener Upgrades	1
88016 Sewer Maintenance Equipment	200,000
88017 Centrate Side Stream Treatment System	100,000
88019 Fixed Asset Repair	624,503
88020 Influent Sampling Relocation	5,500
88021 GBT Bulding Upgrades	17,200
88024 Chemically Enhanced Primary Treatment (CEPT)	2,000,000
88026 Sewer Trench Restoration	100,000
88027 Applebutter Road Lift Station	80,000
88073 SCADA system Upgrades	30,000
88114 Odor Control	1
88120 WWT Equipment	200,000
88121 WWT Laboratory Equipment	1
88123 West Influent Pump Room	1,750,000
88126 Primary Clarifier Scum Pits	25,000
88127 WWTP Control Bldg Renovations	1,800,000
88131 Sewer Department Vehicles	260,000
88136 Facilities Improvement	370,000
88145 Pump Station #1 Pumps	100,000
88146 Raw Sewage Pumps	50,000
88148 East Intermediate Clarifier	1,500,000
88153 Aeration Tank Upgrade	100,000
TOTAL 2023 SEWER CAPITAL FUND EXPENDITURES	<u>12,067,209</u>

FUND - 008 - SEWER CAPITAL
 DEPARTMENT - 008A - SEWER CAPITAL

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
88001	5,000	SEWER LAT - NEW/RENEWAL 5,000 - TO CONSTRUCT AND REPAIR SEWER LATERALS AS REQUIRED THROUGHOUT THE COLLECTION SYSTEM.
88002	260,000	COLL SYSTEM- NEW/RENEWAL 260,000 - 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 SSOES AND CSOES.
880022	1	W INTRMDIATE CLRFR DRIVE 1 - REBUILD OF WEST INTERMEDIATE CLARIFIER SLUDGE REMOVAL MECHANISMS AND INSTALLATION OF BAFFLES TO IMPROVE SETTLING PERFORMANCE. ORIGINALLY INSTALLED IN 1976. PROJECT COMPLETED IN 2022.
880031	50,000	RAS PUMP 50,000 - REPLACEMENT OF RETURN ACTIVATED SLUDGE PUMPS IN PUMP HOUSE NO. 1. ORIGINALLY INSTALLED IN 1976.
880034	1	SECURITY ENHANCEMENTS 1 - DESIGN AND INSTALL SECURITY ENHANCEMENTS IDENTIFIED AS A RESULT OF A SECURITY STUDY OF THE WASTEWATER SYSTEM. SLATED FOR A FUTURE BUDGET YEAR.
880035	75,000	SLUDGE/GAS/FLOW METERS 75,000 - INSTALLATION OF SLUDGE AND GAS AND FLOW METERS AT THE WWTP.
88004	50,000	INFILTRATION/INFLOW MIT 50,000 - TO INVESTIGATE, SEAL, AND CHEMICALLY TREAT LEAKING SEWER MAINS AND TO LOCATE AND ELIMINATE STORM DRAIN CONNECTIONS, AND PARTS/REPAIRS TO THE METER EQUIPMENT TO DETERMINE FLOWS IN THE SYSTEM. THE OVERALL GOAL IS TO REDUCE THE EXCESSIVE NON-WASTE-WATER FLOW TO THE TREATMENT PLANT WHICH OCCURS DURING HEAVY RAIN FALL. ENSURES COMPLIANCE WITH FEDERAL AND STATE REGULATIONS GOVERNING SSOES AND CSOES.
88007	1,750,000	ACT 537 COLLECTION SYSTEM 1,750,000 - ACT 537 COLLECTION SYSTEM IMPROVEMENTS. PLAN FOR SEWER MAIN REPLACEMENT/UPGRADES AS IDENTIFIED IN THE ACT 537 PLAN. PROJECTS INCLUDE FIFTH AND PIERCE STREETS, AND BROADWAY SANITARY SEWER REPLACEMENT.
88008	15,000	CHLORINATOR/TOT RES ANAL

FUND - 008 - SEWER CAPITAL
 DEPARTMENT - 008A - SEWER CAPITAL

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		15,000 - REPLACEMENT OF CURRENT CHLORINATION CONTROL SYSTEM, INCLUDING ANALYZERS AND RELATED INSTRUMENTATION.
88010	1	WWTP DIKE STABILIZATION 1 - EVALUATION AND REPAIR OF DIKE SURROUNDING THE WASTEWATER TREATMENT PLANT TO MITIGATE EROSION, CONTROL GROWTH OF VEGETATION, AND STABILIZE SOILS. SLATED FOR FUTURE BUDGET YEAR.
88012	550,000	WWTP SUBSTATION REPLACE 550,000 - DESIGN, TESTING, AND CONSTRUCTION SERVICES TO EVALUATE AND ULTIMATELY REPLACE PLANT SUBSTATIONS, SWITCHGEAR, AND POWER CABLES WHICH HAVE REACHED THE END OF THEIR USEFUL LIFE.
88013	1	GRAVITY THICKENER UPGRADE 1 - DESIGN AND CONSTRUCTION SERVICE TO UPGRADE THE GRAVITY THICKENER MECHANICAL EQUIPMENT, METERS, SENSORS, AND CONTROLS. SLATED FOR FUTURE BUDGET YEAR.
88016	200,000	SEWER MAINT EQUIPMENT 200,000 - CURRENT EQUIPMENT LEASE: 2021 RAMVAC 3000 DEBRIS VAC (YEAR 3 OF 3) NEW EQUIPMENT LEASES: 2023 JOHN DEERE 130P EXCAVATOR (YEAR 1 OF 4) OTHER EQUIPMENT: CUES QZ3 POLE CAMERA FOR CCTV INSPECTIONS REPLACEMENT LIFT PUMP AND EQUIPMENT CCTV EQUIPMENT
88017	100,000	CENTRATE SIDE STREAM SYS 100,000 - DESIGN AND CONSTRUCTION OF AN AERATION SYSTEM TO REDUCE AMMONIA-NITROGEN CONCENTRATION IN THE LIQUID CENTRATE (DEWATERING REJECT WATER) WHICH GETS RECYCLED THROUGH THE PLANT.
88019	624,503	FIXED ASSET REPAIR 624,503 - REPAIRS OR REPLACEMENTS TO UTILITY FIXED ASSETS WHICH MAY INCLUDE BUILDINGS, COMPUTER EQUIPMENT, COMPUTER SOFTWARE, MACHINERY, AND VEHICLES. EQUIPMENT REPAIRS INCLUDING BUT NOT LIMITED TO PUMPS, GENERATORS AND OTHER PROCESS CONTROL EQUIPMENT NEEDED TO MAINTAIN GOOD WORKING AND/OR TO RESTORE THE EQUIPMENT TO ITS PREVIOUS CONDITION. REPLACEMENT OF DIGESTER HOT WATER SUPPLY AND RETURN LINES.
88020	5,500	INFLUENT SAMPLING RELOC. 5,500 - CONCEPTUAL DESIGN FOR RELOCATING CENTRATE DISCHARGE LINE FROM THE PLANT INFLUENT TO ALLOW FOR ACCURATE SAMPLING.

FUND - 008 - SEWER CAPITAL
 DEPARTMENT - 008A - SEWER CAPITAL

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
88021	17,200	GBT BUILDING UPGRADES 17,200 - INSTALL NEW DOORS, HEATERS, AND OTHER MECHANICAL/ ELECTRICAL EQUIPMENT THAT HAS FAILED DUE TO CORROSION.
88024	2,000,000	CHEM. EN. PRIMARY TREAT 2,000,000 - DESIGN AND CONSTRUCTION FOR CHEMICALLY ENHANCED PRIMARY TREATMENT (CEPT) SYSTEM. COAGULANT ADDITION TO THE PRIMARY CLARIFIERS TO ENHANCE SOLIDS SETTLING FOR IMPROVED TREATMENT PERFORMANCE.
88026	100,000	SEWER TRENCH RESTORATION 100,000 - ANNUAL PROJECT WHICH INCLUDES TRENCH, CURB, AND SIDEWALK RESTORATION FOLLOWING SEWER LINE REPAIRS.
88027	80,000	APPLEBUTTER LIFT STATION 80,000 - DESIGN AND CONSTRUCTION FOR PUMP STATION UPGRADES TO HANDLE WET-WEATHER EVENTS AND INSTALL FLOW METER.
88073	30,000	SCADA SYSTEM UPGRADES 30,000 - ANNUAL PROJECT FOR HARDWARE/SOFTWARE UPGRADES FOR THE SCADA SYSTEM.
88114	1	ODOR CONTROL 1 - HYDROGEN SULFIDE GAS DETECTOR SYSTEM FOR THE FENCE LINE AT THE PLANT. INCLUDES POTASSIUM PERMANGANATE AND MAGNESIUM HYDROXIDE TANKS AND FEEDERS FOR ODOR CONTROL.
88120	200,000	WWT TREATMENT EQUIP 200,000 - WASTE GAS FLARE AND FIRE ARRESTERS MSA SCBA PACKS AND TANKS OIL METER SYS - REPLACES FAILED UNIT/PA DEP REQUIRED TWO GATE ACTUATORS ISCO REFRIGERATED AUTO SAMPLER - REPLACES FAILED UNIT AERATION MIXER - REPLACES FAILED UNIT
88121	1	WWT LABORATORY EQUIP 1 - NO CAPITAL EQUIPMENT PURCHASES PLANNED FOR 2023
88123	1,750,000	W INFLUENT PUMP ROOM 1,750,000 - DESIGN AND CONSTRUCTION SERVICES TO REPLACE PUMPS, VALVES, PIPING AND MOTOR CONTROLS IN THE WEST INFLUENT PUMP ROOM. ALL EQUIPMENT HAS EXCEEDED ITS USEFUL LIFE.
88126	25,000	PRIMARY CLARIFIER PITS 25,000 - DESIGN AND CONSTRUCTION OF CLARIFIER SCUM PIT MIXERS, HEATERS, AND CONTROLS TO ALLOW AUTOMATIC TRANSFER OF SLUDGE TO THE DIGESTER.

FUND - 008 - SEWER CAPITAL
 DEPARTMENT - 008A - SEWER CAPITAL

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
88127	1,800,000	WWTP CONTROL BLDG RENO 1,800,000 - DESIGN AND CONSTRUCTION SERVICE TO RENOVATE THE MAIN CONTROL BUILDING OFFICES, LABS, LOCKER ROOMS, AND OTHER WORK SPACES.
88131	260,000	SEWER MAINT VEHICLES 260,000 - CURRENT VEHICLE LEASES: 2020 MACK SINGLE AXLE DUMP TRUCK (YEAR 4 OF 4) 2020 MACK TANDEM WHEEL DUMP TRUCK (YEAR 4 OF 4) 2022 MACK SINGLE AXEL DUMP TRUCK (YEAR 2 OF 3) 2021 MACK DUMP TRUCK WITH PLOW (YEAR 3 OF 3) UTILITY CART ORDERED IN 2022 TO BE RECEIVED IN 2023
88136	370,000	FACILITIES IMPROVEMENT 370,000 - ANNUAL PROJECT TO MAKE REPAIRS/UPGRADES TO THE WASTEWATER TREATMENT PLANT FACILITIES: HVAC AND ELECTRICAL SYSTEMS, AIR CONDITIONER UNITS, LOCKER ROOMS, BUILDINGS, FENCING, GATES, SIGNAGE, PAVING, AND OTHER NON-PROCESS ITEMS.
88145	100,000	PUMP STATION #1 PUMPS 100,000 - UPGRADE AND MAINTAIN PUMPS THAT FLOW FROM THE ACTIVATED SLUDGE PROCESS TO THE TRICKLING FILTERS.
88146	50,000	RAW SEWAGE PUMPS 50,000 - UPGRADE AND MAINTAIN PUMPS THAT FLOW FROM THE HEADWORKS TO DOWNSTREAM TREATMENT PROCESSES. THESE PUMPS MUST BE RELIABLE DURING HIGH FLOWS CAUSED BY WET WEATHER.
88148	1,500,000	EAST INT. CLARIFIER 1,500,000 - REBUILD OF EAST INTERMEDIATE CLARIFIER INCLUDING ALL BAFFLES, RAKES, DRIVE MECHANISMS, AND SLUDGE REMOVAL EQUIPMENT. INSTALLATION OF NEW BAFFLES TO IMPROVE SETTLING PERFORMANCE.
88153	100,000	AERATION TANK UPGRADE 100,000 - EVALUATION AND DESIGN OF AERATION BASIN TO IMPROVE BOD REMOVAL SETTLING, REDUCE SLUDGE PRODUCTION AND MAINTAIN PERMIT COMPLIANCE. CONSTRUCTION PLANNED FOR A FUTURE BUDGET YEAR.

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**CITY OF BETHLEHEM
2023 COMMUNITY DEVELOPMENT BLOCK GRANT FUND
FUND ANALYSIS SUMMARY**

CDBG Funding	2017	2018	2019	2020	2021	2022	Total
CACLV-Home Purchase Assistance						20,000	20,000
CADCB-Facades-Reisdential					30,000		30,000
CADCB-Friendship Park						30,000	30,000
CADCB-NS 2027 Comm Façade					30,000		30,000
Catholic Senior Housing dba Grace Mansion	105,000			14,000			119,000
Center for Humanistic Change					11,730	10,000	21,730
Future Grants			1,147		-	30,000	31,147
Hispanic Center of the LV-Food Pantry						15,000	15,000
Hogar Crea						35,000	35,000
Housing Rehab-Grants and Loans		9,648	454	15,060	182,499	300,000	507,661
Housing Rehab-Delivery Costs				59,515	-	210,000	269,515
LVCIL/ADA Counseling					28,867	20,000	48,867
New Bethany Ministries-Choice Kitchen					-	25,000	25,000
New Bethany Ministries-Rent Assist					20,000		20,000
New Bethany Ministries-Rep Payee						58,750	58,750
New Bethany Ministries-Trinity Soup Kitchen						25,000	25,000
North Penn Legal Services				1,740	15,500		17,240
Police Community & BHA				12,996			12,996
Program Administration				34,910	240,478	278,333	553,721
Recreation Projects				10,650	-		10,650
Redevelopment Authority						35,000	35,000
Sharecare						10,000	10,000
YMCA				30,427	14,990	279,583	325,000
YWCA						10,000	10,000
Cares COVID-19 CDBG-CV				434,302			434,302
Total CDBG Funding	105,000	9,648	1,601	613,600	574,064	1,391,666	2,695,579
HOME Funding	2016	2018	2019	2020	2021	2022	Total
Habitat for Humanity	41,122	59,669					100,791
Home Program Admin Expenses				-	4,455	43,079	47,534
CACLV First Time Homebuyers		30,000	98,615			80,000	208,615
CACLV CHODO Set Aside			16,037	59,792	58,205	64,619	198,653
Housing Rehab-Grants & Loans			115,786	148,955	191,030	143,096	598,867
Lehigh Valley Community Land Trust			90,000				90,000
American Rescue Plan					1,404,987		1,404,987
Future Grants		4,395		150,000	99,995	100,000	354,390
Total HOME Funding	41,122	94,064	320,438	358,747	1,758,672	430,794	3,003,837
Total Community Development Block Grants							2,695,579
Total Home Investment Partnership Grants							3,003,837
							5,699,416

CDBG PROJECT DETAIL

CACLV Community Action Financial Services	\$20,000
Operational support for first time homebuyers' assistance program (closing costs and counseling).	
CADCB – Facades South Side Vision-Residential	\$30,000
Funding to support façade programs through South Side Vision.	
CADCB – Friendship Park Residential Facades	\$30,000
Funding to support residential façade repair assistance in the vicinity of Friendship Park	
CADCB – North Side 2027 Commercial Facades	\$30,000
Funding to support commercial façade programs through North Side 2027 NRSA area	
Catholic Senior Housing dba Grace Mansion	\$119,000
Bathroom renovations at senior living facility.	
Center for Humanistic Change	\$21,730
Funds to support youth mentoring and case management program.	
Future Grants	\$31,147
Reprogrammed and cancelled activities holding account. Funds from canceled activity-CADCB Northside Organizer.	
Hispanic Center of the Lehigh Valley	\$15,000
Food pantry renovation.	
Hogar Crea	\$35,000
Substance abuse counseling and in-patient treatment.	
Housing Rehabilitation - Grants and Loans	\$507,661
Rehabilitation funds for low/moderate income residents.	
Housing Rehabilitation - Staff Delivery Costs	\$269,515
Administrative costs for the housing rehabilitation program.	

CDBG PROJECT DETAIL

Lehigh Valley Center for Independent Living	\$48,867
Support of the PLACE program, which assists disabled City residents obtain suitable housing.	
New Bethany Ministries-Choice Pantry	\$25,000
Provides free, balanced food carts for food-insecure individuals.	
New Bethany Ministries-Rental Assistance	\$20,000
Provides financial counseling, case management, and rent payment assistance to low-income individuals.	
New Bethany Ministries-Rep Payee	\$58,750
Support for the Social Security Representative Payee Program administered by New Bethany.	
New Bethany Ministries-Trinity Soup Kitchen	\$25,000
Provides healthy daily meals to low-income and homeless individuals.	
North Penn Legal Services	\$17,240
Support of fair housing services for City residents and trainings for City property owners.	
Police in the Community	\$12,996
Connect City Cops with residents living in targeted neighborhoods in the City.	
Program Administration	\$553,721
Reimbursement to the General Fund for staff costs, operating costs and planning studies associated with management of CDBG/Home Programs and their implementation.	
Recreation Projects	\$10,650
Purchase and installation of recreation improvements along the South Bethlehem Greenway.	
Redevelopment Authority	\$35,000
Payment for loan program administrative support related to blight remediation in the City.	
Sharecare	\$10,000
Operational support for volunteer program that assists elderly and disabled individuals.	

CDBG PROJECT DETAIL

YMCA	\$325,000
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Costs related to childcare wing center improvements and other building upgrades.	
YWCA	\$10,000
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Funding for the TechGYRLS (after-school Science Technology Engineering Math (STEM) program for girls).	
Cares COVID-19 CDBG-CV Round 1	\$434,302
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Funding to prevent, prepare for and respond to the coronavirus outbreak and its community impacts.	
TOTAL CDBG FUNDS	<u>\$2,695,579</u>

HOME PROJECT DETAIL

American Rescue Plan	\$1,404,987
Purchase and develop a non-congregate emergency shelter.	
Habitat for Humanity	\$100,791
Rehabilitation and construction funds for new owner-occupied housing.	
HOME Program Administrative Expenses	\$47,534
Administration of the Home Investment Partnerships (HOME) Program.	
CACLV – Community Action Financial Services	\$208,615
Administration of first-time homebuyer's program.	
CACLV – CHDO	\$198,653
Community Housing Development Organization operational support.	
Future Grants	\$354,390
Reprogramed and cancelled activities holding account for use in future project opportunities.	
Housing Rehabilitation	\$598,867
Funds for correction of code violations in low/moderate homes.	
Lehigh Valley Community Land Trust	\$90,000
Funding for the renovation of one affordable home.	
TOTAL HOME FUNDS	<u>\$3,003,837</u>

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

	<u>2019</u> Actual	<u>2020</u> Actual	<u>2021</u> Actual	<u>2022</u> Budget w/ Transfers	<u>2023</u> Budget
REVENUES:					
Operating Revenues					
31202 Storm Water Program	-	-	3,851,851	3,566,270	4,416,720
31210 Penalty - Storm Water	-	-	11,727	-	-
Total Operating Revenues	<u>-</u>	<u>-</u>	<u>3,863,578</u>	<u>3,566,270</u>	<u>4,416,720</u>
Other Operating Revenues					
308901 Cash Balance	-	-	-	2,445,087	2,902,640
Total Other Operating Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,445,087</u>	<u>2,902,640</u>
Investment Interest					
30850 Investment Interest	-	-	952	-	-
Total Investment Interest	<u>-</u>	<u>-</u>	<u>952</u>	<u>-</u>	<u>-</u>
TOTAL STORM WATER FUND REVENUES	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>3,864,530</u></u>	<u><u>6,011,357</u></u>	<u><u>7,319,360</u></u>
EXPENDITURES BY CATEGORY:					
Personnel Costs	-	-	105,584	142,968	149,887
Materials & Supplies	-	-	133	6,836	6,300
Purchased Services	-	-	903,544	1,694,476	1,878,052
Equipment	-	-	89,861	4,167,077	5,285,121
TOTAL STORM WATER FUND EXPENDITURES	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>1,099,122</u></u>	<u><u>6,011,357</u></u>	<u><u>7,319,360</u></u>

BUREAU DETAIL

Bureau: Storm Water

No: 012A

Department: Storm Water

No: 012A

Bureau Description:

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

Goals and Objectives:

- Repair, maintain, and replace or upgrade the City's Storm Water System.
- Completion of all annual requirements of the City's NPDES MS-4 Storm Water Permit, fees, public outreach, and submission of the Annual Report.
- Evaluate and analyze hydraulic capacity of Storm Water Systems at various locations to determine condition, deficiencies, and identify needed improvements. Areas of the system with inadequate capacity will be included as projects on the 5 Year Capital Plan.
- Design and construction of Storm Water capital projects at the following locations: East 5th Street, West Goepf Street, East Boulevard Detention Basin and Johnston Drive Swale, Fire Lane, Creek Road culvert replacement, Bridal Path, and Lynfield Avenue storm sewer.
- Design and construction/retrofitting of Storm Water projects required as part of the City's Pollutant Reduction Plan such as East Blvd Basin (2900 East Blvd), Johnston Swale, and other projects.
- Streets sweeping and storm sewer inlets and catch basins vacuuming to improve the water quality of Stormwater transported to the city's rivers and creeks and prevent nuisance flooding to reduce erosion.
- Address all Storm Water Fee payer's appeals and concerns.

Prior Year Achievements:

- Implementation of the Pollutant Reduction Plan, completion of all annual requirements of the City's NPDES MS-4 Storm Water Permit, fees, public outreach, and submission of the Annual Report.
 - Reviewed and updated the Stormwater Management Plan for the Storm Water Program which includes new requirements and projects to comply with our Pollutant Reduction Plan as well as the City's MS-4 permit.
 - Completed maintenance and repairs (catch basin replacement, pipe replacement, etc.) at the following locations: 951 Pembroke Road, 601 & 602 Hayes Street, 1840 W Broad Street, 1787 Lynnfield Court, 2410 Motel Drive, 633 5th Street, 398 Columbia Street, Union and Main, 2nd Street and 225 West 2nd Street.
 - Updated the City of Bethlehem Stormwater Ordinance, Article 925 to meet PADEP 2022 requirements.
 - Designed and constructed Storm Water capital projects to remediate flooding concerns at the following locations: South Bethlehem Greenway, East Boulevard, Cloverleaf Street, West Goepf Street and 4th Avenue, West North Street, and Johnston Drive.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2019	2020	2021	2022	2023
		Actual	Actual	Actual	Budget w/ Transfers	Budget
Personnel Detail		Salaries				
TAMS	Project Engineer	-	-	1	1	72,757
TAMS	Engineering Assistant	-	-	1	1	73,630
Total Positions		-	-	2	2	146,387
Account Detail						
40001	SALARIES	-	-	102,996	139,388	145,187
40002	LONGEVITY	-	-	800	1,080	1,200
40003	OVERTIME	-	-	1,788	2,500	3,500
Personnel		-	-	105,584	142,968	149,887
41014	OPERATING SUPPLIES	-	-	133	5,000	5,000
41016	UNIFORMS/SAFETY SHOES	-	-	-	244	250
41023	GASOLINE	-	-	-	1,592	1,050
Materials & Supplies		-	-	133	6,836	6,300
42032	TRAINING/CONT. EDUCATION	-	-	289	2,000	2,000
42047	DEPARTMENT CONTRACTS	-	-	-	400,000	400,000
42060	OTHER EXPENSES	-	-	4,082	6,600	3,600
42077	GENERAL FUND CHARGES	-	-	364,310	364,310	373,418
42090	UNFORESEEN CONTINGENCY	-	-	21,343	239,459	400,000
42201	STREET CLEANING	-	-	123,400	123,490	126,577
42202	LEAF COLLECTION	-	-	152,765	152,765	156,584
42203	SS MAINTENANCE & REPAIR	-	-	119,560	122,624	125,690
42204	BASIN/SWALE MAINTENANCE	-	-	97,691	97,691	100,133
42205	MS-4 PERMITTING	-	-	104	5,000	5,000
42206	SW DEDICATED ST POSITIONS	-	-	-	130,537	133,800
42209	STORM CLEAN UP & REPAIR	-	-	20,000	50,000	51,250
Purchased Services		-	-	903,544	1,694,476	1,878,052
43099	EQUIPMENT	-	-	25,274	30,000	-
43201	POLLUTION REDUCTION PROG.	-	-	-	600,000	600,000
43203	E BOULEVARD STORM SEWER	-	-	-	230,000	-
43204	W GEOPP ST STORM SEWER	-	-	-	250,000	250,000
43205	MISC. DRAINAGE STRUCTURES	-	-	64,587	100,000	100,000
43206	GREENWAY SS DRAINAGE	-	-	-	300,000	-
43207	MILLSIDE DR & TRAVELER AVE	-	-	-	150,000	-
43208	NORTH STREET SS	-	-	-	150,000	-
43209	BROAD ST & GUETTER ST SS	-	-	-	120,000	-
43210	CLOVERLEAF SS DRAINAGE	-	-	-	100,000	-
43211	JOHNSTON DR SS DRAINAGE	-	-	-	155,000	-
43212	5TH ST STORM SEWER REPLACE	-	-	-	-	300,000
43213	CREEK RD CULVERT REPLACE	-	-	-	-	300,000
43214	E BLVD DETENT BASIN/SWALE	-	-	-	-	500,000
43215	BRIDAL PATH	-	-	-	-	300,000
43216	FIRE LANE STORMWATER	-	-	-	-	350,000
43217	LYNFIELD STORM SEWER	-	-	-	-	220,000
43299	FUTURE CAPITAL NEEDS	-	-	-	1,982,077	2,365,121
Projects/Equipment		-	-	89,861	4,167,077	5,285,121
Total	STORM WATER	-	-	1,099,122	6,011,357	7,319,360

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	3,500	OVERTIME 3,500 - BASED ON ANTICIPATED CONSTRUCTION ACTIVITY ON STORM WATER/SEWER PROJECTS IN 2023. MOSTLY TO COVER CONSTRUCTION INSPECTION SERVICES FOR CAPITAL AND PRP PROJECTS AND TO COVER ONE (1) INSPECTOR. LINE ITEM FUNDING INCREASED ACCORDING TO NUMBER OF PROJECTS ANTICIPATED IN 2023.
41014	5,000	OPERATING SUPPLIES 5,000 - ANNUAL COST OF OFFICE SUPPLIES, EDUCATIONAL MATERIALS, AND PUBLIC INFORMATION HANDOUTS. ALSO INCLUDES MATERIALS FOR INSPECTING STORM WATER FACILITIES.
41016	250	UNIFORMS/SAFETY SHOES 250 - ONE (1) PAIR OF SHOES AND ONE (1) REFLECTIVE VEST FOR ONE (1) FIELD INSPECTOR.
41023	1,050	GASOLINE 1,050 - BASED ON ESTIMATED USAGE OF 350 GALLONS (1 VEHICLE) AT \$3.00 PER GALLON.
42032	2,000	TRAINING/CONTINUING ED. 2,000 - REFERENCE TEXTS, MANUALS, AND SOFTWARE TO IMPROVE WORK PERFORMANCE AND JOB SAFETY. BASIC AND ADVANCED TRAINING AND COURSES FOR ENGINEERING SOFTWARE SUCH AS AUTOCAD, HYDROCAD ETC. TO COVER ENGINEERING TRAINING SEMINARS (GIS, ETC.) & MATERIALS. ATTEND PERMITTING SEMINARS ON EPA REGULATIONS AFFECTING MUNICIPALITIES.
42047	400,000	DEPARTMENT CONTRACTS 400,000 - LINE ITEM FOR OUTSIDE STORM WATER CONSULTING AND ENGINEERING WORK DURING THE YEAR. THIS INCLUDES PROJECT DESIGN AND PERMITTING ASSISTANCE DEPENDING ON IN-HOUSE STAFF WORKLOAD AND NUMBER OF PROJECTS. INCREASED DUE TO HIGH NUMBER OF PROJECTS AND TO COVER OUTSIDE CONSULTING SERVICES TO DEFINE THE SCOPE OF WORK FOR FUTURE PROJECTS (HYDROLOGIC & HYDRAULIC EVALUATIONS, PRELIMINARY DESIGN, PRELIMINARY COST ESTIMATES, ETC.).
42060	3,600	OTHER EXPENSES 500 - MISCELLANEOUS FIELD AND OFFICE SUPPLIES. 100 - STATIONARY SPECIALTY ITEMS. 2,500 - SOFTWARE AND UPGRADES. 500 - VERIZON CHARGE FOR DATA PACKAGES FOR TABLET USED FOR FIELD INSPECTIONS.
42077	373,418	GENERAL FUND CHARGES 373,418 - REIMBURSEMENTS TO THE GENERAL FUND FOR EXPENSES WHICH ARE INITIALLY PAID BY THE GENERAL FUND BUT THAT BELONG ON THE STORM WATER FUND (ADMINISTRATION COSTS, SUPPORT STAFF, FRINGE BENEFITS, ETC.).

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42090	400,000	UNFORESEEN CONTINGENCY 400,000 - ITEMS THAT COULD NOT BE FORSEEN AT TIME OF BUDGET PREPARATION.
42201	126,577	STREET CLEANING 126,577 - ESTIMATED AMOUNT TO COVER THE LABOR AND EQUIPMENT COSTS IN THE BUREAU OF STREETS MAINTENANCE TO CLEAN CITY STREETS AND REMOVE POLLUTANTS AND SEDIMENT. THIS INCLUDES COST OF FLUSHING, STREET SWEEPING, AND DISPOSAL OF COLLECTED DEBRIS.
42202	156,584	LEAF COLLECTION 156,584 - COVERS THE ESTIMATED COST OF ANNUAL LEAF COLLECTION INCLUDING CITY STAFF TIME AND EQUIPMENT COSTS IN THE BUREAU OF STREETS AND GROUNDS MAINTENANCE.
42203	125,690	SS MAINTENANCE & REPAIR 125,690 - THIS COVERS CITY STAFF TIME AND EQUIPMENT COSTS OF STORM SEWER FACILITY REPAIRS AND CLEANING.
42204	100,133	DETENT BASIN/SWALE MAINT 100,133 - THIS IS TO COVER CITY STAFF TIME AND EQUIPMENT FOR THE MAINTENANCE OF STORM WATER SWALES AND DETENTION BASINS. THIS INCLUDES REPAIRS, CLEANING, AND MOWING BY THE BUREAU OF STREETS AND GROUNDS MAINTENANCE.
42205	5,000	MS-4 PERMITTING 5,000 - COSTS INCURRED FOR THE ADMINISTRATION OF THE CITY'S NPDES MS-4 PERMIT. THIS INCLUDES ANNUAL PERMIT FEES, PUBLIC EDUCATION AND OUTREACH, INLET, OUTFALL, AND DETENTION BASIN INSPECTIONS, AND STENCLING.
42206	133,800	CATCH BASIN MAINTENANCE 133,800 - THIS IS TO FUND A MAINTENANCE WORKER I AND II IN THE BUREAU OF STREETS DEDICATED ON THE VAC ALL TO MAINTAIN CATCH BASINS ALL YEAR ROUND (VACUUMING/ CLEANING). INCLUDES SALARIES AND FRINGE BENEFITS. FUNDING IS INCREASED TO COVER PROMOTING ONE (1) LEVEL 9 UNION WORKER TO LEVEL 11 TO BE ELIGIBLE TO OPERATE HEAVY EQUIPMENT (VAC-ALL).
42209	51,250	STORM CLEAN UP & REPAIRS 50,000 - THIS WILL COVER CITY ESTIMATED COSTS TO CLEAN UP AFTER STORM EVENTS (STREETS).
43201	600,000	POLLUTION REDUCTION PROJ 600,000 - THIS IS FOR PROJECTS THAT ARE IDENTIFIED BY THE POLLUTANT REDUCTION PLAN. PROJECTS MAY INCLUDE STORMWATER POLLUTANT REDUCTION WHICH CONSISTS OF DETENTION BASIN RESTORATION AND WATER QUALITY IMPROVEMENTS AS WELL AS STEAM BANK RESTORATION AND OTHER BMP INSTALLATIONS.

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
43204	250,000	W GEOPP ST STORM SEWER 250,000 - THIS IS TO UPGRADE THE STORM SEWER ALONG WEST GEOPP STREET TO ADDRESS FLOODING ALONG THE SOUTH CURBLINE DURING HEAVY RAIN (ANYTHING GREATER THAN A 6-MONTH STORM). ADDITIONAL INVESTIGATIONS WILL BE PERFORMED TO IDENTIFY POTENTIAL ISSUES WITH THE EXISTING SYSTEM AND WE WILL CONDUCT A DETAILED H&H STUDY TO DEFINE THE FINAL SCOPE OF WORK.
43205	100,000	MISC DRAINAGE STRUCTURES 100,000 - THESE FUNDS ARE USED TO MAKE REPAIRS TO CATCH BASINS, HEADWALLS, CULVERTS, PIPES, ETC. THROUGHOUT THE CITY'S EXTENSIVE STORM SEWER SYSTEM. INCREASE IN NUMBER OF PROJECTS AND COSTS OF MATERIAL.
43212	300,000	5TH ST STORM SEWER 300,000 - THIS PROJECT IS TO REPLACE THE EXISTING CLAY PIPE ALONG E. FIFTH STREET FROM BUCHANAN STREET TO FILLMORE STREET AND ALONG FILLMORE STREET FROM FIFTH STREET TO PACKER AVENUE. THE PROPOSED REPLACEMENT OF THE SYSTEM WILL ELIMINATE THE EXFILTRATION OF STORMWATER AND PREVENT FUTURE DAMAGE TO THE ROAD AND ADJACENT UTILITIES. THE ESTIMATED COST IS PRELIMINARY AND WILL BE BETTER DEFINED ONCE PRELIMINARY ENGINEERING IS COMPLETED.
43213	300,000	CREEK RD CULVERT REPLACE 300,000 - THIS PROJECT IS TO REPLACE THE EXISTING DETERIORATED CULVERT ALONG CREEK ROAD NORTH OF FRIEDENSVILLE ROAD. IN ADDITION, THE EXISITNG CULVERT IS SHORT, ALLOWING ONLY A SINGLE LANE TO CROSS. THE REPLACEMENT CULVERT WILL BE SIZED TO ALLOW TWO (2) LANES OF TRAFFIC AND REDUCE FLOODING OF THE ROAD. THE GUIDE RAIL ALSO NEEDS TO BE UPGRADED TO MEET CURRENT SAFETY STANDARDS.
43214	500,000	E BLVD DETENT BASIN/SWALE 500,000 - IMPROVEMENT OF THE EAST BOULEVARD DETENTION BASIN AND THE OPEN SWALE SOUTH OF JOHNSTON DRIVE FROM EAST BOULEVARD, UNDER SHAKESPEARE ROAD, TO THE CITY OF BETHLEHEM AND BETHLEHEM TOWNSHIP BORDER. THE CITY IS PARTNERING WITH BETHLEHEM TOWNSHIP WITH EVALUATION AND COMPLETION OF A DETAILED H&H ANALYSIS TO IDENTIFY POTENTIAL ISSUES WITH THE EXISTING SYSTEM, AND DETERMINE THE FINAL SCOPE OF WORK OF CONSTRUCTION.
43215	300,000	BRIDAL PATH ROAD 300,000 - THIS PROJECT IS TO REGRADE THE SWALE AND ALTER THE OUTFALL ON BRIDLE PATH ROAD TO ELIMINATE EROSION AND PONDING. ADDITIONAL INVESTIGATIONS AND A DETAILED H&H ANALYSIS WILL BE PERFORMED TO IDENTIFY POTENTIAL ISSUES WITH THE EXISTING SWALE TO DEFINE THE FINAL

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

2023 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		SCOPE OF WORK OF CONSTRUCTION.
43216	350,000	FIRE LANE STORMWATER 350,000 - THIS PROJECT IS TO INSTALL A STORMWATER SYSTEM ON FIRE LANE AND COLLEGE DRIVE AND CONNECT IT TO THE SAUCON CREEK. CURRENTLY NO STORM SEWER EXISTS IN THIS SECTION OF FIRE LANE AND WATER PONDS SIGNIFICANTLY DURING STORMS. ADDITIONAL INVESTIGATIONS AND A DETAILED H&H ANALYSIS WILL BE PERFORMED TO IDENTIFY POTENTIAL ISSUES AND TO DEFINE THE FINAL SCOPE OF WORK.
43217	220,000	LYNFIELD STORM SEWER 220,000 - THIS PROJECT IS TO REPLACE ALL THE DETERIORATED CATCH BASINS (20) LOCATED ON LYNFIELD DRIVE.
43299	2,365,121	FUTURE CAPITAL NEEDS 2,365,121 - THESE FUNDS WILL BE USED FOR ALL FUTURE MAJOR CAPITAL PROJECTS.

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