



2011 OPERATING & CAPITAL BUDGETS

CITY OF BETHLEHEM

**CITY OF BETHLEHEM
2011 BUDGET
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**CITY OF BETHLEHEM
CASH BALANCE ANALYSIS
2011 BUDGET**

	General Fund	9-1-1 Fund	Water Fund	Sewer Fund	Golf Fund	Liquid Fuels Fund
Cash Balance (Deficit) - 12/31/09*	\$ 187,027	\$ 124,492	\$ 237,007	\$ 658,966	\$ 36,136	\$ 103,865
2010 Actual & Estimated Revenues	67,831,893	3,157,326	18,421,300	11,869,300	1,528,088	1,610,503
2010 Actual & Estimated Expenditures	(67,814,876)	(3,143,889)	(18,361,412)	(11,813,715)	(1,511,536)	(1,534,100)
Estimated Cash Balance (Deficit) - 12/31/10	\$ 204,044	\$ 137,929	\$ 296,895	\$ 714,551	\$ 52,688	\$ 180,268
2011 Estimated Revenues						
Real Estate Taxes	\$21,569,152	\$ -	\$ -	\$ -	\$ -	\$ -
Act 511 Taxes	10,400,000	-	-	-	-	-
City Licenses & Permits	2,050,000	-	-	-	-	-
Fines & Forfeits	560,000	-	-	-	-	-
Grants & Gifts	7,217,908	-	-	-	-	-
Departmental Earnings (Charges for Service)	6,542,533	3,085,000	18,540,243	11,817,000	1,572,000	-
Municipal Recreation	697,800	-	-	-	-	-
General Fund Charges	3,750,000	-	-	-	-	-
Returns & Allowances	1,921,150	-	-	-	-	-
Investment Interest	-	-	-	5,000	-	-
Miscellaneous Revenues	1,845,457	-	-	-	-	-
Other Operating Revenues	8,750,000	425,000	384,757	198,000	-	-
Intergovernmental	-	-	-	-	-	1,833,717
Total 2011 Estimated Revenues	\$65,304,000	\$3,510,000	\$18,925,000	\$12,020,000	\$1,572,000	\$1,833,717
2011 Expenditure Appropriations						
Personnel Costs	\$47,647,118	\$1,255,145	\$ 3,936,317	\$ 2,758,817	\$ 554,242	\$ 585,000
Materials & Supplies	1,458,218	17,000	565,766	609,208	164,000	340,000
Purchased Services	8,668,887	1,146,941	4,664,763	6,338,430	586,772	703,717
Equipment	178,671	698,705	-	-	32,500	205,000
Long-Term Debt	6,012,686	387,209	8,734,211	619,850	73,286	-
Civic Expenses	1,338,420	-	-	-	-	-
General Fund Charges	-	-	1,001,943	1,685,695	155,000	-
Total 2011 Expenditure Appropriations	\$65,304,000	\$3,505,000	\$18,903,000	\$12,012,000	\$1,565,800	\$1,833,717
Estimated Cash Balance (Deficit) - 12/31/11	\$ 204,044	\$ 142,929	\$ 318,895	\$ 722,551	\$ 58,888	\$ 180,268

* Source: City's audited general purpose financial statements

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

	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budget w/ Transfers	2010 Actual & Estimated	2011 Final Budget
REVENUES:							
Real Estate Taxes							
30011 Real Estate - Current	18,467,205	18,596,685	18,668,414	19,110,450	19,950,000	19,875,000	21,069,152
30050 Real Estate - Prior	375,722	463,638	443,971	568,127	700,000	650,000	500,000
Total Real Estate Taxes	18,842,927	19,060,323	19,112,385	19,678,577	20,650,000	20,525,000	-21,569,152
Act 511 Taxes							
30102 Earned Income Taxes	5,807,174	6,321,132	6,615,490	6,988,447	6,900,000	6,400,000	6,300,000
30103 Deed Transfer Tax	1,762,429	1,460,349	1,290,848	868,641	900,000	850,000	850,000
30106 Local Services Tax	2,011,594	2,132,541	1,575,532	1,546,863	1,750,000	1,575,000	1,550,000
30108 Mercantile Tax	1,407,703	1,511,548	1,543,248	1,679,956	1,900,000	1,700,000	1,700,000
Total Act 511 Taxes	10,988,900	11,425,570	11,025,118	11,083,907	11,450,000	10,525,000	10,400,000
City Licenses & Permits							
30201 City Licenses	36,380	68,820	44,573	39,060	70,000	45,000	40,000
30221 Permits	1,131,560	1,088,102	1,912,355	921,761	1,400,000	900,000	1,012,000
30234 Liquor Licenses	30,000	27,100	31,500	32,300	32,300	32,000	32,000
30235 CATV Franchise	671,845	730,188	779,889	816,392	871,500	860,000	900,000
30236 Mercantile & Business Privilege	48,542	56,537	75,075	66,196	69,000	66,000	66,000
Total City Licenses & Permits	1,918,327	1,970,747	2,843,392	1,875,709	2,442,800	1,903,000	2,050,000
Fines & Forfeits							
30301 Magistrate Fines	535,849	584,582	522,382	531,092	595,000	555,000	560,000
Total Fines & Forfeits	535,849	584,582	522,382	531,092	595,000	555,000	560,000

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

	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budget w/ Transfers	2010 Actual & Estimated	2011 Final Budget
Grants & Gifts							
30401 Utility Tax Reimbursement	42,425	44,200	40,715	42,064	44,200	44,125	42,000
30402 City Health	1,114,122	1,196,932	1,338,616	1,325,527	1,967,484	1,925,000	1,477,108
30403 County Bridge Aid	31,331	11,355	-	89,353	41,000	34,000	34,000
30404 Spur Route Lighting	49,794	12,467	-	133,605	65,000	45,000	45,000
30409 Comm Development Reimb	705,899	1,727,254	812,777	800,921	850,000	850,000	893,680
30410 Lieu of Taxes	39,388	37,976	32,429	59,653	40,000	40,000	40,000
30412 Urban Forestry Grant	-	-	-	33,000	33,000	33,000	-
30413 Recycling - DEP Grants	558,106	421,949	446,402	420,328	760,000	467,871	500,000
30415 Seat Belt Highway	14,385	40,351	8,892	15,431	20,000	15,000	14,500
30417 Bethlehem Housing Authority	426,661	434,642	451,624	307,129	469,000	365,000	369,000
30420 State Subsidy-Pension	2,718,088	2,808,799	2,848,579	2,787,060	3,175,000	2,975,000	3,000,000
30421 Lehigh Co Auto Theft Task Force	82,829	82,407	94,794	94,682	75,000	75,000	11,263
30422 DUI Overtime Grant	-	-	29,529	37,660	52,000	52,000	36,000
30424 Northampton Co Drug Task Force	8,922	18,374	14,119	8,194	20,000	15,000	20,000
30425 Law Enforcement Block Grant	46,324	14,214	-	-	-	-	-
30426 PCCD/DARE	13,888	30,751	17,623	11,835	-	-	-
30432 Lehigh Co Safe Street Initiative	-	-	-	27,176	54,350	54,350	64,200
30436 Police Grant/MPOET	26,730	86,026	47,549	29,423	-	-	-
30440 Bullet Proof Vest	-	17,360	26,605	17,389	15,000	12,624	10,478
30442 DARE/GREAT	-	87,000	-	61,658	-	237,859	-
30443 FBI Funding-Overtime	-	4,779	46,481	43,671	20,000	75,000	101,418
30445 DOJ Universal Hiring	18,843	17,539	-	-	-	-	-
30446 Police/ATF/GREAT	30,264	33,606	24,414	-	-	-	-
30447 Police-BASD-Career Academy	-	122,000	125,000	64,650	-	-	-
30448 DEA-Task Force	21,432	10,066	16,297	15,523	17,000	17,000	16,903
30450 PHMC-CLG	9,299	-	-	-	-	-	-
30452 PA DUI Associationn	-	-	28,447	-	20,000	-	-
30454 Tobacco Grant	432,714	498,506	123,407	30,408	-	-	-
30455 Bioterrorism Grant	318,872	295,633	240,919	244,777	329,636	325,000	164,422
30461 Music in the Park	-	-	2,130	2,130	-	-	-
30462 EMS Preparedness	-	-	-	-	5,000	-	-
30463 Liquor Control Board Grant	16,503	4,410	-	11,482	11,500	11,500	11,500
30464 Enterprise Zone Mgr - DCED	-	-	-	15,273	59,500	59,500	50,000
30466 Vision 2012 Grant	20,000	20,000	20,000	20,000	20,000	20,000	20,000
30467 EMSOF Grant (EMS)	-	-	-	3,814	-	3,754	-
30469 Police SRO	-	119,345	-	135,636	125,000	125,000	111,815
30470 Police JAG	-	2,137	22,444	26,582	256,851	200,000	127,265
30471 Police-Gang Training	5,000	-	-	-	-	-	-
30472 Police-Recruitment	5,000	-	-	-	-	-	-
30473 Private Industry of the LV	149,990	-	-	-	-	-	-
30475 PCCD Grant	-	25,000	98,729	71,314	200,000	150,000	7,356
30476 Elm Street Grant	-	25,961	15,480	16,261	50,000	50,000	50,000
30477 PA Council of Arts	-	3,000	-	-	-	-	-
30478 UDAG Reimbursement	-	-	782,000	-	-	-	-
Total Grants & Gifts	6,906,809	8,254,039	7,756,001	7,003,609	8,795,521	8,277,583	7,217,908

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

	2006	2007	2008	2009	2010	2010	2011
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget
Departmental Earnings							
30501 Rents, Right of Way	20,779	18,326	37,476	65,880	65,000	80,000	65,000
30503 Sundry Health	217,094	232,808	221,897	204,290	220,000	200,000	205,000
30504 Street/Survey/Engineer Charges	122,239	113,461	140,022	171,102	135,000	115,000	130,000
30507 Garage Rentals	14,138	15,503	15,540	15,405	17,000	15,500	15,500
30509 Roster Duty Charges	466,484	448,341	432,623	479,013	450,000	440,000	370,000
30512 Misc Police/Fire/EMS	200,671	114,919	256,349	199,719	390,000	175,000	400,000
30514 Special Event OT - Police	-	-	-	103,468	35,000	80,000	25,000
30517 Zoning & Inspection Fees	47,865	18,305	17,645	23,923	75,000	25,000	25,000
30518 Planning Fees	44,057	49,040	35,970	24,253	70,000	25,000	25,000
30519 Ambulance Fees	2,086,680	2,265,672	2,534,118	2,729,315	2,765,000	2,750,000	2,765,000
30520 Recycling	864,172	870,053	1,113,517	1,163,646	1,217,000	1,200,000	1,760,000
30520A Recycling-Sale of Materials	262,097	369,306	576,787	146,991	700,000	550,000	519,733
30520B Recycling-Miscellaneous	3,024	5,502	6,130	8,413	8,000	8,000	8,000
30520C Recycling-Compost	10,334	12,296	17,786	26,217	15,000	27,000	40,000
30520P Delinquent Recycling	3,228	3,326	4,470	4,873	4,300	5,000	4,300
30522 Communication Rental Income	164,361	106,782	170,596	173,139	250,000	190,000	185,000
Total Departmental Earnings	4,527,223	4,643,640	5,580,926	5,539,647	6,416,300	5,885,500	6,542,533
Municipal Recreation							
30601 Municipal Enterprise	200,000	100,000	249,700	275,000	245,000	220,000	155,000
30602 Self-Sustaining Activity	38,535	58,703	69,822	62,883	80,000	65,000	65,000
30603 Recreation Fees	49,571	65,653	72,313	63,748	80,000	65,000	72,800
30604 Swimming Fees	132,398	132,107	139,656	110,095	135,000	138,520	160,000
30605 Skating Rink	208,567	176,798	198,516	220,973	200,000	200,000	245,000
Total Municipal Recreation	629,071	533,261	730,007	732,699	740,000	688,520	697,800
General Fund Charges							
30701 Operations for Capital	250,000	655,839	750,000	338,778	950,000	600,000	450,000
30702 Operations for Water	2,350,000	2,100,000	2,000,000	2,340,000	2,740,000	2,740,000	1,001,943
30703 Operations for Sewer	2,663,000	2,513,000	2,663,000	2,663,000	2,663,000	2,663,000	1,685,695
30704 Operations for Parking	22,706	24,129	33,096	29,037	25,000	30,000	25,000
30705 Earned Income Tax Office	197,283	170,989	167,660	193,663	300,000	275,000	25,000
30706 Treasurer's Office	124,334	120,930	121,865	197,761	250,000	220,000	305,000
30707 Bethlehem Public Library	53,000	60,130	59,118	58,708	37,000	37,000	60,000
30710 School District	134,932	249,905	146,868	160,526	250,000	218,000	155,000
30713 Bethlehem Parking Authority	400,000	400,000	400,000	74,250	300,000	-	35,362
30714 BPA - Police/Public Works	-	-	106,000	52,500	-	-	-
30711 Miscellaneous	267	566	2,556	7,215	7,500	7,000	7,000
Total General Fund Charges	6,195,522	6,295,488	6,450,163	6,115,438	7,522,500	6,790,000	3,750,000
Returns & Allowances							
30800 Returns & Allowances	269,595	366,837	294,958	807,339	400,000	725,000	300,000
30820 Sewer - Landfill Payment	400,000	400,000	400,000	400,000	400,000	400,000	400,000
30840 Festival Reimbursement	100,925	106,050	112,075	116,125	125,000	121,150	121,150
30880 Pension Debt Reimbursement	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
Total Returns & Allowances	1,870,520	1,972,887	1,907,033	2,423,464	2,025,000	2,346,150	1,921,150

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

	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budget w/ Transfers	2010 Actual & Estimated	2011 Final Budget
Investment Interest							
30850 Investment Interest	157,600	130,901	45,523	-	150,000	5,000	-
Total Investment Interest	157,600	130,901	45,523	-	150,000	5,000	-
Miscellaneous Revenues							
30900 Miscellaneous Revenues	80,331	53,985	144,039	123,224	350,000	200,000	100,000
30904 Escrow	22,010	120,707	96,608	3,800	1,800,000	1,800,000	-
309041 Escrow-SLCSRA	-	4,363	11,580	825	300,000	250,000	250,000
30908 Sundry	41,256	1,984,517	-	-	-	-	-
30918 9-1-1 Administrative Fee	7,176	7,082	6,862	6,556	6,700	6,700	6,700
30919 9-1-1 Reimbursement	63,309	10,292	10,292	-	-	-	-
30920 Suburban Stakeholder's Agreement	-	-	3,520,759	1,096,353	759,440	759,440	-
30921 Sale Leaseback Proceeds	-	-	-	-	-	-	1,200,000
30922 Cash - Transfer to Water Fund	-	-	-	-	382,460	-	263,757
30923 Fleet Repair Reimbursement	-	-	-	-	25,000	25,000	25,000
30926 Insurance Proceeds	-	50,000	-	4,993	25,000	10,000	-
30927 Host Fee	-	-	-	1,630,643	7,475,000	7,280,000	8,750,000
Total Miscellaneous Revenues	214,082	2,230,946	3,790,140	2,866,394	11,123,600	10,331,140	10,595,457
TOTAL GENERAL FUND REVENUES	52,786,830	57,102,384	59,763,070	57,850,536	71,910,721	67,831,893	65,304,000

EXPENDITURES BY BUREAU:

Elected Officials	764,869	766,665	814,356	834,902	888,121	864,889	887,740
Administration	1,790,022	2,016,994	2,062,792	2,152,568	2,248,421	2,215,976	1,808,255
Community & Econ Development	4,598,644	5,163,065	5,114,317	5,031,606	6,026,461	5,751,675	5,321,027
Parks & Public Property	3,289,504	3,583,406	3,718,731	3,660,438	3,648,080	3,614,190	3,676,040
Public Works	4,572,979	4,677,967	5,225,265	5,087,877	6,024,295	5,814,321	5,750,659
Police	9,973,895	10,577,432	11,353,476	11,995,668	13,009,758	12,808,220	12,473,310
Fire	7,781,220	7,914,604	8,923,593	9,586,921	9,973,597	9,814,453	10,000,437
General Expenses	14,090,930	15,402,550	16,315,965	15,228,489	21,409,551	18,233,198	19,350,471
Civic Expenses	1,205,158	1,222,152	1,248,243	1,295,789	1,311,420	1,310,870	1,338,420
Debt Service	6,715,303	6,709,386	6,667,002	6,600,509	7,371,017	7,387,084	4,697,641
TOTAL GENERAL FUND EXPENDITURES	54,782,524	58,034,221	61,443,740	61,474,767	71,910,721	67,814,876	65,304,000

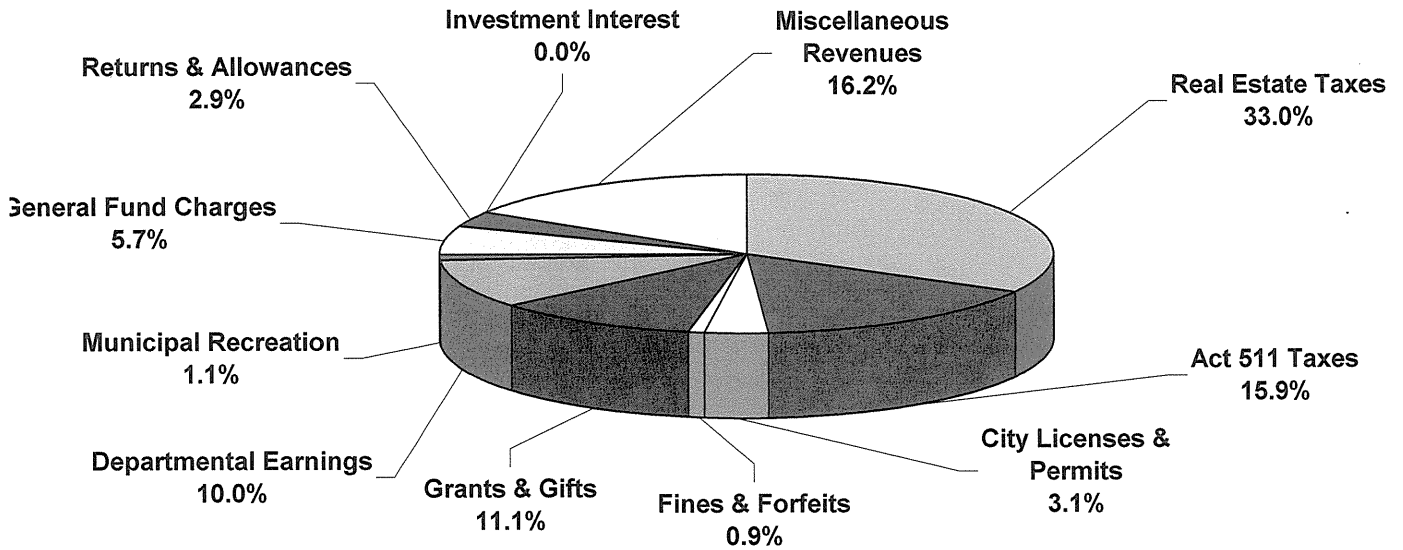
EXPENDITURES BY CATEGORY:

Personnel Costs	38,065,057	40,617,933	44,227,749	46,001,161	49,997,402	47,634,345	47,647,118
Materials & Supplies	1,174,881	1,253,879	1,600,763	1,262,618	1,591,399	1,500,835	1,458,218
Purchased Services	5,975,281	6,639,826	6,173,757	4,895,771	10,055,658	8,443,605	8,668,887
Equipment	389,628	281,612	215,514	114,394	259,905	230,284	178,671
Long-Term Debt	7,972,519	8,018,819	7,977,714	7,905,034	8,694,937	8,694,937	6,012,686
Civic Expenses	1,205,158	1,222,152	1,248,243	1,295,789	1,311,420	1,310,870	1,338,420
TOTAL GENERAL FUND EXPENDITURES	54,782,524	58,034,221	61,443,740	61,474,767	71,910,721	67,814,876	65,304,000

**CITY OF BETHLEHEM
GENERAL FUND
REVENUE SUMMARY**

	<u>2006 Actual</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Budget w/ Transfers</u>	<u>2010 Actual & Estimated</u>	<u>2011 Proposed Budget</u>
Real Estate Taxes	\$18,842,927	\$19,060,323	\$19,112,385	\$19,678,577	\$20,650,000	\$20,525,000	\$21,569,152
Act 511 Taxes	10,988,900	11,425,570	11,025,118	11,083,907	11,450,000	10,525,000	10,400,000
City Licenses & Permits	1,918,327	1,970,747	2,843,392	1,875,709	2,442,800	1,903,000	2,050,000
Fines & Forfeits	535,849	584,582	522,382	531,092	595,000	555,000	560,000
Grants & Gifts	6,906,809	8,254,039	7,756,001	7,003,609	8,795,521	8,277,583	7,217,908
Departmental Earnings	4,527,223	4,643,640	5,580,926	5,539,647	6,416,300	5,885,500	6,542,533
Municipal Recreation	629,071	533,261	730,007	732,699	740,000	688,520	697,800
General Fund Charges	6,195,522	6,295,488	6,450,163	6,115,438	7,522,500	6,790,000	3,750,000
Returns & Allowances	1,870,520	1,972,887	1,907,033	2,423,464	2,025,000	2,346,150	1,921,150
Investment Interest	157,600	130,901	45,523	-	150,000	5,000	-
Miscellaneous Revenues	214,082	2,230,946	3,790,140	2,866,394	11,123,600	10,331,140	10,595,457
Total Revenues	\$52,786,830	\$57,102,384	\$59,763,070	\$57,850,536	\$71,910,721	\$67,831,893	\$65,304,000

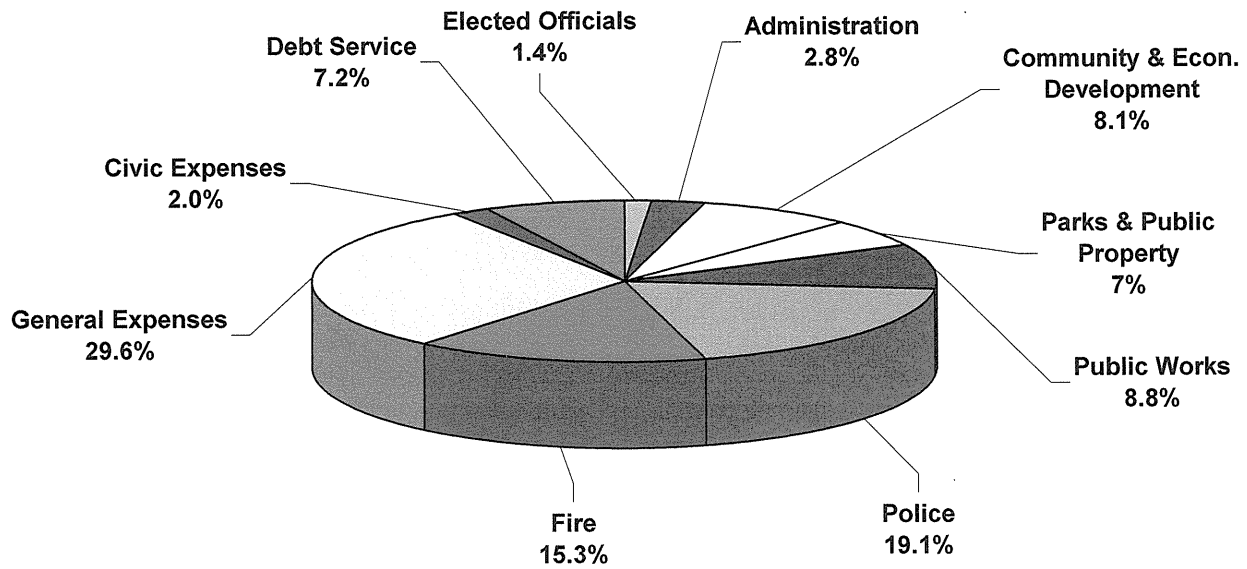
General Fund Revenues



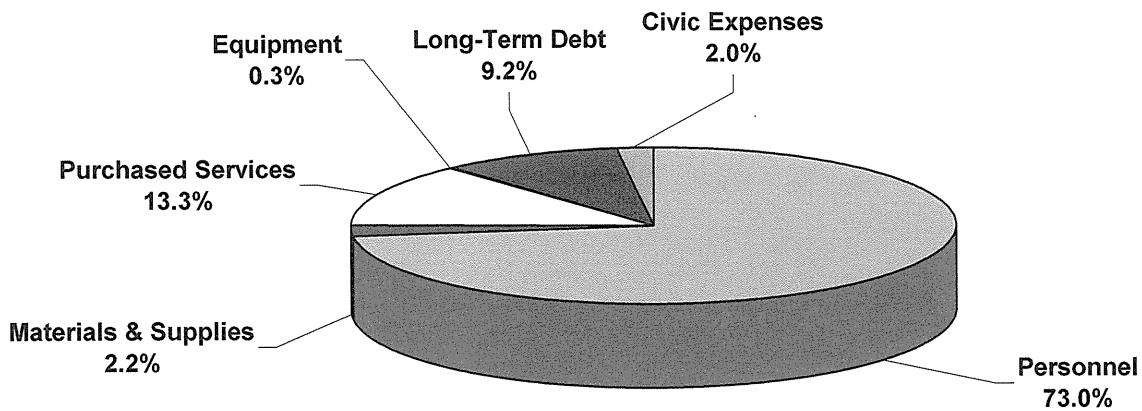
**CITY OF BETHLEHEM
GENERAL FUND
BUREAU RESOURCE SUMMARY**

Bureau	Personnel	Materials & Supplies	Purchased Services	Equipment	Long-Term Debt	Civic Expenses	2011 Total
0101 Council	\$ 191,539	\$ -	\$ 80,090	\$ 1,800	\$ -	\$ -	\$ 273,429
0102 Mayor	177,543	2,300	4,120	-	-	-	183,963
0103 Controller	166,545	600	5,400	-	-	-	172,545
0104 Treasurer	1,300	-	-	-	-	-	1,300
0105 Law	249,503	-	7,000	-	-	-	256,503
Elected Officials	786,430	2,900	96,610	1,800	-	-	887,740
0201 Administration	164,101	-	39,600	-	-	-	203,701
0202 Information Services	194,442	27,900	151,575	35,000	-	-	408,917
0203 Financial Services	326,505	1,000	4,950	-	-	-	332,455
0205 Purchasing	169,226	24,400	24,400	-	-	-	218,026
0206 Taxes	209,528	36,800	165,000	-	-	-	411,328
0207 Human Resources	215,758	2,250	15,820	-	-	-	233,828
Administration	1,279,560	92,350	401,345	35,000	-	-	1,808,255
0301 Administration	364,255	800	2,540	-	-	-	367,595
0302 Health	1,068,718	11,530	468,386	-	-	-	1,548,634
0303 Code Enforcement	440,052	9,765	19,703	-	-	-	469,520
0304 Housing Rehabilitation	59,989	2,310	9,500	-	-	-	71,799
0306 Planning & Zoning	246,977	3,500	90,950	-	-	-	341,427
0307 Recycling	473,610	100,080	1,311,654	-	-	-	1,885,344
0308 Economic Development	262,648	950	91,060	-	-	-	354,658
0309 Housing Inspections	262,465	12,685	6,900	-	-	-	282,050
Community & Econ. Development	3,178,714	141,620	2,000,693	-	-	-	5,321,027
0401 Administration	222,267	2,550	2,855	-	-	-	227,672
0405 Building Maintenance	762,483	61,850	799,133	-	-	-	1,623,466
0406 Recreation	477,531	60,300	38,600	-	-	-	576,431
0407 Parks Maintenance	1,130,776	52,695	65,000	-	-	-	1,248,471
Parks & Public Property	2,593,057	177,395	905,588	-	-	-	3,676,040
0501 Administration	150,328	1,635	1,440	-	-	-	153,403
0502 Engineering	741,401	18,100	41,600	-	-	-	801,101
0503 Streets	922,470	106,100	47,700	4,200	-	-	1,080,470
050301 Urban Forestry	51,038	2,000	19,300	-	-	-	72,338
0504 Mechanical Maintenance	528,281	74,875	451,400	8,450	-	-	1,063,006
0505 Electrical Maintenance	487,776	49,900	1,382,155	1,600	430,975	-	2,352,406
0506 Traffic Maintenance	176,100	50,010	1,825	-	-	-	227,935
Public Works	3,057,394	302,620	1,945,420	14,250	430,975	-	5,750,659
0601 Police	11,482,175	360,175	277,265	107,621	-	-	12,227,236
0602 Communications	2,000	6,000	2,000	-	-	-	10,000
0603 Records Room	219,174	4,900	12,000	-	-	-	236,074
Police	11,703,349	371,075	291,265	107,621	-	-	12,473,310
0701 Fire	7,793,316	193,250	51,500	-	-	-	8,038,066
0702 EMS	1,714,378	102,008	125,985	20,000	-	-	1,962,371
Fire	9,507,694	295,258	177,485	20,000	-	-	10,000,437
0801 General Expenses	15,540,920	75,000	2,850,481	-	884,070	-	19,350,471
General Expenses	15,540,920	75,000	2,850,481	-	884,070	-	19,350,471
0901 Civic Expenses	-	-	-	-	-	1,338,420	1,338,420
Civic Expenses	-	-	-	-	-	1,338,420	1,338,420
1001 Debt Service	-	-	-	-	4,697,641	-	4,697,641
Debt Service	-	-	-	-	4,697,641	-	4,697,641
TOTAL GENERAL FUND	\$ 47,647,118	\$ 1,458,218	\$ 8,668,887	\$ 178,671	\$ 6,012,686	\$ 1,338,420	\$ 65,304,000

General Fund Expenditures By Department



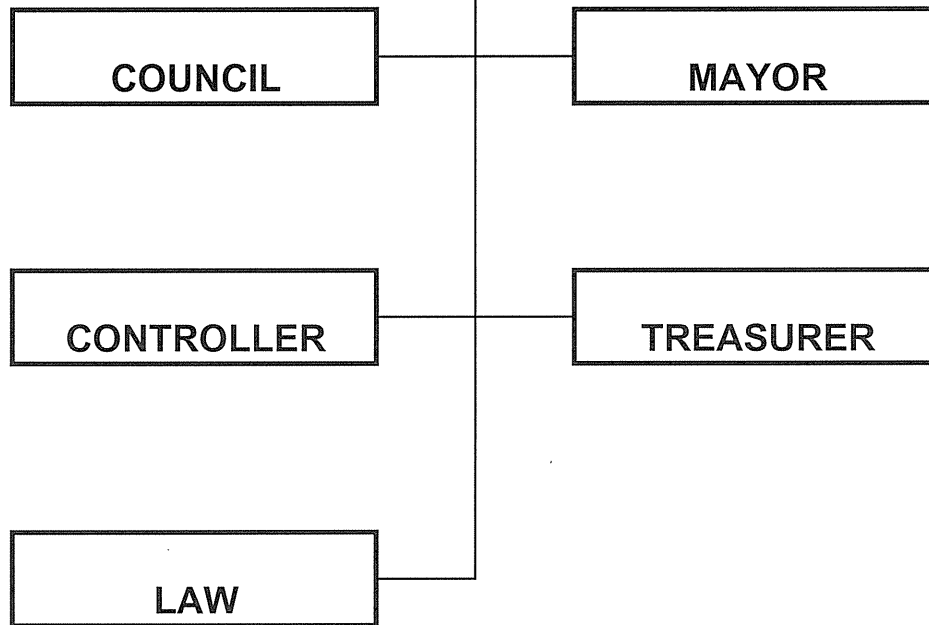
General Fund Expenditures By Category



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

Bureau	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budget w/ Transfers	2010 Actual & Estimated	2011 Final Budget
0101 Council	10	10	10	10	10	10	10
0102 Mayor	3	3	3	3	3	3	3
0103 Controller	4	3	3	3	3	3	3
0104 Treasurer	1	1	1	1	1	1	1
0105 Law	5	5	5	5	5	5	5
Elected Officials	23	22	22	22	22	22	22
0201 Administration	3	3	3	3	3	3	2
0202 Information Services	3	3	4	4	4	4	3
0203 Financial Services	7	7	7	7	7	7	6
0205 Purchasing	4	4	4	4	4	4	3
0206 Taxes	10	10	10	10	10	10	4
0207 Human Resources	3	4	4	4	4	4	3
Administration	30	31	32	32	32	32	21
0301 Administration	7	7	7	7	7	7	7
0302 Health	10	10	10	10	10	10	9
0303 Code Enforcement	6	6	9	9	8	8	7
0304 Housing Rehabilitation	2	2	2	2	1	1	1
0306 Planning & Zoning	3	3	4	4	4	4	3
0307 Recycling	3	3	3	3	3	3	3
0308 Economic Development	3	3	3	3	3	3	3
0309 Housing Inspections	4	4	4	4	5	5	4
Community & Econ. Development	38	38	42	42	41	41	37
0401 Administration	5	5	4	4	4	4	3
0405 Building Maintenance	16	16	16	16	16	16	14
0406 Recreation	2	2	2	2	2	2	2
0407 Parks Maintenance	21	21	21	21	22	22	22
Parks & Public Property	44	44	43	43	44	44	41
0501 Administration	3	3	3	3	3	3	3
0502 Engineering	14	14	14	14	14	14	13
0503 Streets	26	26	27	27	28	28	27
050301 Urban Forestry	-	-	1	1	1	1	1
0504 Mechanical Maintenance	10	10	10	11	11	11	11
0505 Electrical Maintenance	9	9	9	9	9	9	8
0506 Traffic Maintenance	3	3	3	3	4	4	3
Public Works	65	65	67	68	70	70	66
0601 Police	146	150	154	157	159	159	157
0602 Communications	-	-	-	-	-	-	-
0603 Records Room	7	7	7	7	7	7	5
Police	153	157	161	164	166	166	162
0701 Fire	113	114	114	114	114	114	112
0702 EMS	22	24	24	24	24	24	24
Fire	135	138	138	138	138	138	136
TOTAL GENERAL FUND	488	495	505	509	513	513	485

**ELECTED
OFFICIALS**



BUREAU DETAIL

Bureau: Council

No: 0101

Department: Elected Officials

No: 0010

Bureau Description:

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

Goals and Objectives:

- To review proposals for the effective operation of the City submitted by the Administration.
- To initiate proposals for the City's governance.
- To conduct Public Hearings.
- To respond to citizens concerns and questions.
- To adopt Ordinances and Resolutions in fulfillment of legislative duties for the betterment of the City.
- To provide for an annual audit of finances.
- To set salaries for elected officials.
- To make appointments to Boards, and Commissions.
- To approve the Mayor's appointments to Authorities, Boards, and Commissions.
- To review and authorize expenditures for the Budget and approve tax rates and issuance of debt.

Prior Year Achievements:

- Conducted more than 20 Committee meetings.
 - Adopted more than 35 Ordinances and over 151 Resolutions.
 - Adopted Ordinance for Financial Reporting to City Council to include Budgetary, Gaming Local Share, and Accounts Payable and Receivable Reports.
 - Approved the continuation of the Environmental Advisory Council.
 - Initiated regulations on use of interactive wireless communications devices by persons operating motor vehicles.
 - Continued the conversion of paper-only indexes to computerized indexes.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0101 COUNCIL

		2006	2007	2008	2009	2010		2010		2011	
		Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N005	Council President	1	1	1	1	1	7,600	1	7,600	1	7,600
N010	Councilperson	6	6	6	6	6	42,600	6	42,600	6	42,600
N015	Attorney for Council	1	1	1	1	1	19,817	1	19,817	1	20,114
N020	City Clerk	1	1	1	1	1	67,899	1	67,899	1	68,408
C101	Assistant City Clerk	1	1	1	1	1	50,181	1	50,181	1	52,817
Total Positions		10	10	10	10	10	188,097	10	188,097	10	191,539
Account Detail											
40001	SALARIES	161,891	171,833	179,426	187,363		187,047		187,047		190,339
40002	LONGEVITY	770	840	910	980		1,050		1,050		1,200
40003	OVERTIME	-	-	-	-		-		-		-
Personnel		162,661	172,673	180,336	188,343		188,097		188,097		191,539
41013	OFFICE EXPENSE	-	-	-	133		-		-		-
Materials & Supplies		-	-	-	133		-		-		-
42032	TRAINING/CONT. EDUCATION	226	451	60	-		500		250		500
42040	ADVERTISING AND PRINTING	7,838	7,647	6,538	5,855		9,000		7,000		8,000
42055	PROFESSIONAL SERVICES	29,209	41,470	54,650	56,174		76,692		64,000		67,200
42060	OTHER EXPENSES	2,954	2,833	3,784	1,145		4,890		4,000		3,890
42064	EQUIPMENT MAINTENANCE	480	480	499	499		500		500		500
Purchased Services		40,707	52,881	65,531	63,673		91,582		75,750		80,090
43099	EQUIPMENT	2,632	-	1,672	-		5,700		5,700		1,800
Equipment		2,632	-	1,672	-		5,700		5,700		1,800
Total	CITY COUNCIL	206,000	225,554	247,539	252,149		285,379		269,547		273,429

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42032	500	TRAINING/CONTINUING ED. 500 - FOR ATTENDANCE AT VARIOUS STATE SPONSORED AND OTHER TRAINING PROGRAMS DESIGNED FOR LEGISLATIVE EDUCATIONAL PURPOSES, UPDATES AND CONTINUING EDUCATION.
42040	8,000	ADVERTISING AND PRINTING 8,000 - LEGAL ADVERTISEMENTS
42055	67,200	PROFESSIONAL SERVICES 46,200 - ANNUAL AUDITS 17,500 - FOR OUTSIDE PROFESSIONAL SERVICES. 400 - COUNTY RECORDERS' FEES 100 - LAW LIBRARY FILING FEES 3,000 - MICROFILMING
42060	3,890	OTHER EXPENSES 75 - EXPRESS TIMES 195 - MORNING CALL 200 - REFRESHMENTS FOR COUNCIL MEETINGS. 1,650 - MISCELLANEOUS OFFICE EXPENSES - OFFICE SUPPLIES, FRAMES, CARTRIDGE/DRUM FOR LASER PRINTER, NAMEPLATES, GIFTS, HOSTING EVENTS. 160 - DUES - INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS 310 - CITY DIRECTORY - POLK 900 - INSTITUTE OF MUNICIPAL CLERKS 400 - MINUTE/RESOLUTION/ORDINANCE BOOK
42064	500	EQUIPMENT MAINTENANCE 500 - SOFTWARE MAINTENANCE - CLERKS INDEX
43099	1,800	EQUIPMENT 1,800 - PRINTER/FAX MACHINE

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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 citizens 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 be the new standard by which mid size cities in the country are measured.
 - To deliver the highest quality services in the most effective and efficient manner.
 - To focus on bringing new businesses, jobs, and residents to the City so that we can continue to grow our tax base.
 - To operate the City in a more sustainable and environmentally safe manner.
 - To make the City a more walkable and bicycle friendly community.
-

Prior Year Achievements:

- The new Zoning Ordinance is complete and will be advanced to the City Planning Commission for review and approval and then to City Council for adoption. This ordinance has been the culmination of two years of public input and will serve as the blueprint for future development and regulation in the City of Bethlehem.
 - Sands Resort Bethlehem resumed construction of its hotel which created 100 jobs. The addition of table games in Pennsylvania brought 400 new jobs to the City, bringing the total number of jobs created by Las Vegas Sands to 1,300.
 - We hosted the 2010 Pennsylvania League of Cities and Municipalities (PLCM) Convention, which brought over 300 elected officials and guests to the City and gave us the opportunity to showcase the City of Bethlehem. Also, we partnered with KABOOM to build a new playground in one day at Higbee Park.
 - An amended TIF agreement has been agreed upon by the three taxing bodies: the City, Northampton County, and the Bethlehem Area School District, to support another round of public infrastructure improvements to further drive private sector investment in and around the Steel Stacks site. Nearly 170 jobs were filled by construction workers at the Steel Stacks project and the Center is expected to employ approximately 100 full-time creative professionals. WLVT, PBS 39 broke ground for the new 29,000 square foot Public Media and Education Center, which is an integral piece of the revitalization of this site.
 - A three year contract with the Service Employee International Union (SEIU) employees was negotiated and signed this year. The Bethlehem Police Department received re-accreditation through the Commission for Accreditation for Law Enforcement (CALEA) and the Pennsylvania Law enforcement Accreditation Commission, and the Bethlehem Fire Department instituted a Quick Response Service (QRS).
 - Phase I of the Skateplaza was completed and the park was opened with over 1000 in attendance. The world class venue has been met with great success, and bike enthusiasts and skateboarders now have a home to enjoy their sport. In addition, we broke ground for the City's Phase I and II portion of the South Bethlehem Greenway and expect that construction will be completed next year.
 - Bethlehem has more than \$2.25 billion dollars of investment ongoing or on the horizon. In the last five years, Bethlehem has seen over \$941 million dollars in economic investment, which has grown the city's tax base by close to \$146 million Dollars.
 - The City was awarded \$17,050,000 in Pennsylvania Redevelopment Assistance Capital Project (RACP) for five priority projects: \$300,000 for the Farr Building Redevelopment at Broad and News Streets; \$8,250,000 for Majestic Bethlehem Center; \$5,750,000 for the Martin Tower Redevelopment; \$750,000 for ArtsQuest Center at SteelStacks; and \$2,000,000 for Ben Franklin TechVentures².
 - The much needed repair work on the Municipal Ice Rink began at the end of summer to replace the ice rink pad system and dasher boards. Plans for a new EMS facility have been initiated to accommodate the housing of seven ambulances and administrative offices. The new facility will be located behind the Ice Rink complex on Illick's Mill Road.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0102 MAYOR

		2006	2007	2008	2009	2010		2010		2011	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N025	Mayor	1	1	1	1	1	82,000	1	82,000	1	84,500
N030	Administrative Assistant	1	1	1	1	1	50,497	1	50,497	1	50,876
C073	Mayors Secretary	1	1	1	1	1	40,964	1	40,964	1	42,167
Total Positions		3	3	3	3	3	173,461	3	173,461	3	177,543
Account Detail											
40001	SALARIES	153,186	150,953	164,606	171,461		173,461		173,461		177,473
40002	LONGEVITY	-	-	-	-		-		-		70
Personnel		153,186	150,953	164,606	171,461		173,461		173,461		177,543
41013	OFFICE EXPENSE	14	78	342	619		615		500		500
41023	GASOLINE	1,132	1,238	1,535	850		1,800		1,000		1,800
Materials & Supplies		1,146	1,316	1,877	1,469		2,415		1,500		2,300
42060	OTHER EXPENSES	4,422	4,705	4,177	4,176		4,685		3,500		3,270
420607	CITY EVENTS	758	242	228	548		1,000		850		850
Purchased Services		5,180	4,947	4,405	4,724		5,685		4,350		4,120
Total	MAYOR	159,512	157,216	170,888	177,654		181,561		179,311		183,963

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	500	OFFICE EXPENSE 500 - PURCHASE OF OFFICE SUPPLIES THAT ARE NOT NORMALLY STOCKED BY THE PURCHASING BUREAU
41023	1,800	GASOLINE 1,800 - GASOLINE FOR MAYOR'S VEHICLE
42060	3,270	OTHER EXPENSES 2,000 - CONFERENCES 270 - SUBSCRIPTIONS 1,000 - GIFTS FLOWERS - 300 FRAMES - 500 PICTURES - 200
420607	850	CITY EVENTS 850 - SISTER CITY 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 financial and operational audits and investigations in order to identify and deter waste and fraud. In addition the Bureau reviews policies and procedures and analyzes financial information in order to recommend revenue enhancements and cost savings to the Administration and/or City Council.

Goals and Objectives:

- Continue to review casino revenue collections/projections and compare to the 2010 budget.
 - Encourage more fraud deterrence and use of Tip Hotline by employees and residents.
 - Continued analysis of areas or items needing Compliance or Performance reviews.
 - Continued use of Analysis Software (ACL) for expenditure analysis and investigation.
 - Continue oversight and review of EMS (Emergency Medical Services-Ambulance) collections and appropriate year-end Accounts Receivable.
 - Follow-up on Independent CPA audit recommendations as to procedure changes and compliance.
 - Work with the various departments within the City of Bethlehem to revise and update fees and other revenue generating rates.
 - Continued review of Pension Investment policies, manager insurance coverage and fee structures.
 - In conjunction with the Purchasing CI Committee and Finance Bureau establishing guidelines and usage for Purchasing Cards (P-Cards).
-

Prior Year Achievements:

- Reviewed casino revenue calculations through the PA Gaming Control Board website and verified collection of funds.
 - Investigated and resolved calls on the TIP Hotline by employees and residents.
 - Follow-up on Independent CPA audit recommendations as to procedure changes and compliance.
 - Reviewed and revised Purchase Order Procedures through the Continuous Improvement Process and continued monitoring of compliance and problem resolution.
 - Reviewed and selected, in concert with Finance and Information Services staff, a Charge Card Processing Company to enable residents and businesses via the web to use debit and charge cards for tax, permit and utility payments with no cost to the City of Bethlehem.
 - Monitor and refined continued compliance for City owned vehicles.
 - Reviewed Pension fee structure and recommended changes which reduced costs by over \$60,000 per year.
 - Established continual monitoring for tracking Pension Manager's insurance coverage.
 - Reviewed Alternative Pension strategies/providers and provided recommendations to the Pension Board.
 - Follow up review of selected contracts to determine bidding process, compliance, etc.
 - Reviewed projected year-end financials.
 - Analysis of the Starters Restaurant lease at the Golf Course from a business perspective.
 - Reviewed the Miscellaneous Accounts Receivable and established a process for recurrent invoicing and collections (collected over \$135,000).
 - Oversight and implementation of new Requisition and Purchase Order process in conjunction with the CI Purchasing Team.
 - Completed a review of Limited Fixed Term Contracts as to dollars, benefits, income matching, etc.
 - Review disbursements, transfers and income as necessary to assure proper use of taxpayer dollars.
 - Prevented the renewal of various vendor contracts until outstanding fees owed to the city were paid collecting over \$13,000.
 - Analysis of FSA costs/savings for 2009 and projections for 2010 and 2011 - net savings of \$2,000 -3,000/year.
 - Coordinated meetings with the Police Department to revise/overhaul the Emergency Alarm Ordinance which will enhance revenue by approximately \$75,000 annually.
 - Assisted in the overall implementation of Purchasing Cards (P-Cards).
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0103 CONTROLLER

		2006	2007	2008	2009	2010		2010		2011	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N035	Controller	1	1	1	1	1	49,000	1	49,000	1	49,000
2701	Deputy City Controller	1	1	1	1	1	60,027	1	60,027	1	61,687
2702	Internal Auditor	1	-	-	-	-	-	-	-	-	-
C062	Account Clerk II	1	1	1	1	1	39,760	1	39,760	1	41,858
Total Positions		4	3	3	3	3	148,787	3	148,787	3	152,545
Account Detail											
40001	SALARIES	161,961	136,867	143,617	148,227	148,227	148,227	148,227	148,227	151,870	151,870
40002	LONGEVITY	420	700	840	490	560	560	560	560	675	675
40004	TEMPORARY HELP	12,961	13,503	11,250	12,108	15,000	15,000	14,700	14,700	14,000	14,000
Personnel		175,342	151,070	155,707	160,825	163,787	163,787	163,487	163,487	166,545	166,545
41013	OFFICE EXPENSE	-	-	399	260	750	750	600	600	600	600
Materials & Supplies		-	-	399	260	750	750	600	600	600	600
42032	TRAINING/CONT. EDUCATION	-	-	1,301	1,419	2,100	2,100	1,400	1,400	2,000	2,000
42060	OTHER EXPENSES	3,246	1,320	2,849	4,027	5,200	5,200	1,200	1,200	3,400	3,400
Purchased Services		3,246	1,320	4,150	5,446	7,300	7,300	2,600	2,600	5,400	5,400
Total	CONTROLLER	178,588	152,390	160,256	166,531	171,837	171,837	166,687	166,687	172,545	172,545

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	14,000	TEMPORARY HELP 14,000 - FUNDING FOR ONE PART TIME POSITION
41013	600	OFFICE EXPENSE 600 - MISCELLANEOUS OFFICE SUPPLIES
42032	2,000	TRAINING/CONTINUING ED. 2,000 - GFOA-PA, PICPA & LOCAL AUDITOR/CONTROLLER'S CONFERENCES
42060	3,400	OTHER EXPENSES 600 - SUBSCRIPTION RENEWALS 600 - REFERENCE BOOKS/REPRINTS 900 - MISCELLANEOUS 600 - LOCAL MILEAGE 700 - PROFESSIONAL DUES

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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

		2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budget w/ Transfers		2010 Actual & Estimated		2011 Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N040	Treasurer	1	1	1	1	1	1,300	1	1,300	1	1,300
	Total Positions	1	1	1	1	1	1,300	1	1,300	1	1,300
Account Detail											
40001	SALARIES	1,000	1,000	1,000	1,000		1,300		1,300		1,300
	Personnel	1,000	1,000	1,000	1,000		1,300		1,300		1,300
Total	TREASURER	1,000	1,000	1,000	1,000		1,300		1,300		1,300

BUREAU DETAIL

Bureau: Law

No: 0105

Department: Elected Officials

No: 0010

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

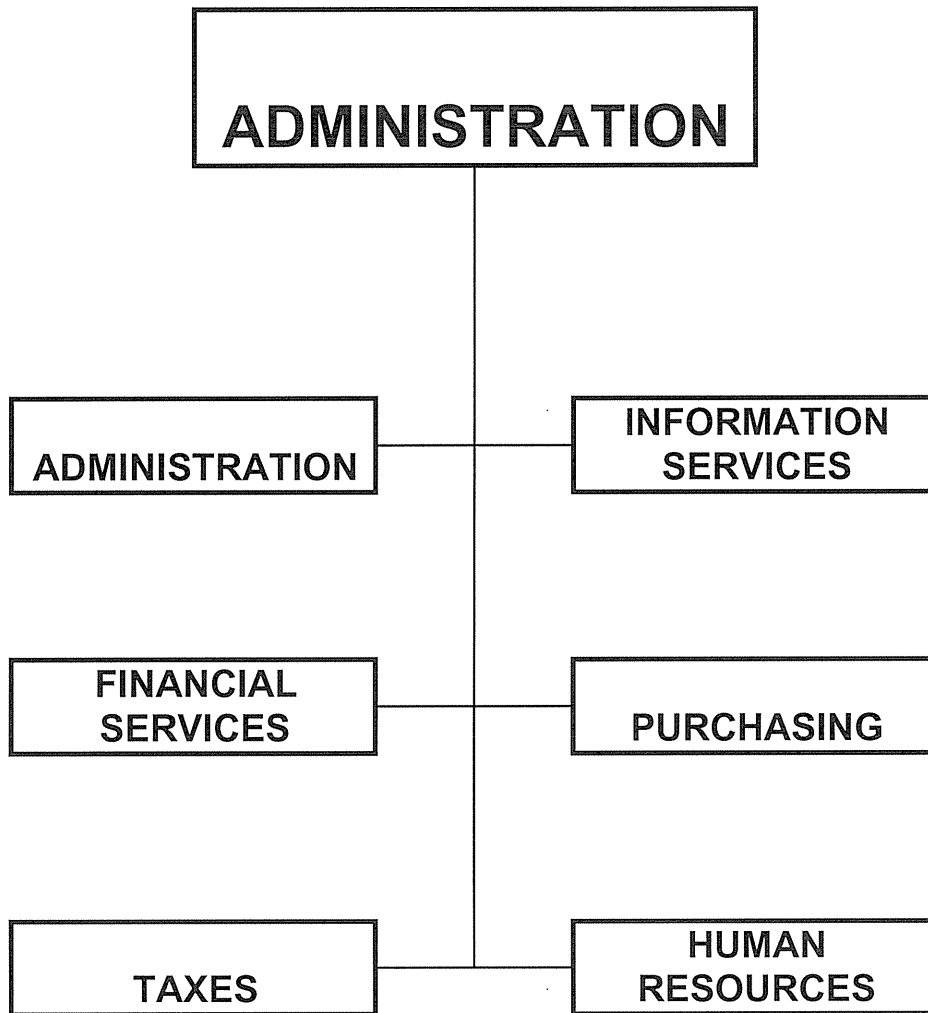
FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0105 LAW

		2006	2007	2008	2009	2010		2010		2011	
		Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N045	Solicitor	1	1	1	1	1	48,880	1	48,880	1	49,613
N050	Assistant Solicitor	2	2	2	2	2	97,139	2	97,139	2	98,596
2504	Paralegal	1	1	1	1	1	55,665	1	55,665	1	57,239
2401	Legal Assistant	1	1	1	1	1	38,860	1	38,860	1	44,055
Total Positions		5	5	5	5	5	240,544	5	240,544	5	249,503
Account Detail											
40001	SALARIES	212,716	222,805	226,375	230,431	239,284		239,284		248,173	
40002	LONGEVITY	2,030	2,170	2,310	2,450	1,260		1,260		1,330	
Personnel		214,746	224,975	228,685	232,881	240,544		240,544		249,503	
42060	OTHER EXPENSES	4,465	5,530	5,988	4,687	7,500		7,500		7,000	
Purchased Services		4,465	5,530	5,988	4,687	7,500		7,500		7,000	
43099	EQUIPMENT	558	-	-	-	-		-		-	
Equipment		558	-	-	-	-		-		-	
Total	LAW	219,769	230,505	234,673	237,568	248,044		248,044		256,503	

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42060	7,000	OTHER EXPENSES 7,000 - THIS ALLOCATION COVERS LEGAL PERIODICAL SUBSCRIPTIONS; MISCELLANEOUS OFFICE EQUIPMENT, REPAIR AND/OR REPLACEMENT; MUNICIPAL/LEGAL SEMINAR FEES; LEGAL SPECIFIC PAPER AND STATIONERY SUPPLIES NOT STOCKED OR AVAILABLE THROUGH THE PURCHASING DEPARTMENT; AND COMPUTER SUPPLIES/SOFTWARE, PRINTER AND FAX SUPPLIES.



BUREAU DETAIL

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

Bureau Description:

This bureau is a managerial agency for all departments. It prepares the annual budget under the direction of the Mayor for presentation to Council.

Goals and Objectives:

- To oversee all transactions that occur with the following bureaus: Information Services, Financial Services, Purchasing, Taxes, and Human Resources.
- To continually seek ways and means to improve, enhance and refine the financial management process.
- To report and provide information to the Mayor, City Council, Department Heads and Bureau Managers to facilitate the use of the City budget as a tool for conscientious financial management.
- To oversee installation of the E-Gov software that will enable our citizens to look up information or conduct business with the City by making online payments to the various City departments.

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budget w/ Transfers		2010 Actual & Estimated		2011 Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N055	Business Administrator	1	1	1	1	1	91,958	1	91,958	1	92,647
3301	Director of Budget & Finance	1	1	1	1	1	69,464	1	69,464	1	71,454
C083	Secretary III	1	1	1	1	1	44,405	1	44,405	-	-
Total Positions		3	3	3	3	3	205,827	3	205,827	2	164,101
Account Detail											
40001	SALARIES	176,964	164,517	184,913	199,875	204,287		204,287		164,031	
40002	LONGEVITY	1,820	1,540	1,540	1,540	1,540		1,540		70	
Personnel		178,784	166,057	186,453	201,415	205,827		205,827		164,101	
42036	COMMUNICATIONS	30,292	34,843	33,369	31,275	37,200		37,200		34,600	
42047	DEPARTMENT CONTRACTS	-	2,006	2,405	2,729	3,000		3,000		3,000	
42060	OTHER EXPENSES	1,653	3,810	2,803	2,097	2,000		2,000		2,000	
Purchased Services		31,945	40,659	38,577	36,101	42,200		42,200		39,600	
Total	ADMINISTRATION	210,729	206,716	225,030	237,516	248,027		248,027		203,701	

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42036	34,600	COMMUNICATIONS
		CELL PHONES FOR ALL CITY DEPARTMENTS
	660 -	0102 - MAYOR'S OFFICE (1)
	1,200 -	0202 - INFORMATION SERVICES (4)
	2,520 -	0301 - COMM DEV ADMIN (5)
	1,880 -	0302 - HEALTH (4)
	1,800 -	0303 - CODE ENFORCEMENT (7)
	840 -	0305 - PLANNING (2)
	1,800 -	0307 - RECYCLING (5)
	1,260 -	0308 - ECONOMIC DEVELOPMENT (2)
	1,420 -	0309 - HOUSING INSPECTIONS (7)
	660 -	0401 - PARKS ADMIN (1)
	220 -	0405 - BUILDING MAINTENANCE (1)
	660 -	0407 - PARKS MAINTENANCE (3)
	660 -	0501 - PUBLIC WORKS ADMIN (1)
	1,080 -	0503 - STREETS (3)
	220 -	050301 - URBAN FORESTRY (1)
	220 -	0504 - MECHANICAL MAINTENANCE (1)
	440 -	0505 - ELECTRICAL (2)
	220 -	0506 - TRAFFIC (1)
	10,500 -	0601 - POLICE (39)
	4,200 -	0701 - FIRE (15)
	1,440 -	0702 - EMS (3)
	700 -	REPLACEMENT PHONES, BATTERIES, CHARGERS, BELT CLIPS
42047	3,000	DEPARTMENT CONTRACTS
	3,000 -	LEASE COPIER FOR THE SECOND FLOOR
42060	2,000	OTHER EXPENSES
	2,000 -	MISCELLANEOUS
		PA LEAGUE OF CITIES REGISTRATION FEES, GFOA FEES
		TRAVEL, OFFICE SUPPLIES, AND BUDGET BOOK.

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BUREAU DETAIL

Bureau: Information Services **No:** 0202

Department: Administration

No: 0020

Bureau Description:

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

Goals and Objectives:

- To continue to encourage the use of city-wide applications in the Financial and Public Safety areas in order to streamline workflows and eliminate duplication of effort and paperwork.
- To continue to expand and improve the City's network (fixed and wireless) and all of its components.
- To continue to expand and improve the City's use of technology.
- To implement the IMB (Intelligent Mail Barcode) technology to comply with the US Postal Service for mailings.
- To continue to implement eGov applications including payment options.
- To evaluate newest Financial Server Application capabilities with intent to streamline City operations.
- To expand use of network Group Policies
- To evaluate the possibilities and options on how to improve network performance

Prior Year Achievements:

- Replaced and upgraded the City's Main Financial Server.
 - Upgraded to version 8.4 of CommunityPlus Applications and version 4.3 of FinancePlus Applications.
 - Consolidated all Financial Databases onto (1) Server.
 - Upgraded to newest versions of Group1 and OnTap software.
 - Contributed to the move to Countywide EIT Collection.
 - Upgraded City's MS Exchange Server.
 - Increased use of network Group Policies to install software and application settings more efficiently.
 - Implemented VPN Access for vendors and mobile public safety users.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budget w/ Transfers		2010 Actual & Estimated		2011 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail										
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3501 Computer Systems Mgr	1	1	1	1	1	89,617	1	89,617	1	92,138
2919 Network Manager	1	1	1	1	1	63,459	1	63,459	1	65,272
2803 Operations Supervisor	1	1	1	1	1	63,180	1	63,180	-	-
2722 IS Programmer	-	-	1	1	1	60,027	1	60,027	1	62,146
Total Positions	3	3	4	4	4	276,283	4	276,283	3	219,556
2722 33% Allocated to 20015						(19,809)		(19,809)		(20,357)
2722 33% Allocated to 3001						(19,809)		(19,809)		(20,357)
						236,665		236,665		178,842
Account Detail										
40001 SALARIES	180,856	193,097	217,704	230,351		235,125		235,125		177,302
40002 LONGEVITY	840	980	1,120	1,330		1,540		1,540		1,540
40004 TEMPORARY HELP	29,803	32,217	15,180	15,165		15,600		15,600		15,600
Personnel	211,499	226,294	234,004	246,846		252,265		252,265		194,442
41014 OPERATING SUPPLIES	17,999	27,636	33,415	24,509		28,900		25,000		27,900
Materials & Supplies	17,999	27,636	33,415	24,509		28,900		25,000		27,900
42032 TRAINING/CONT. EDUCATION	8,879	6,458	9,129	7,862		2,250		2,250		1,500
42047 DEPARTMENT CONTRACTS	41,179	117,703	75,600	114,972		136,575		130,000		138,075
42055 PROFESSIONAL SERVICES	-	-	669	-		-		-		2,000
42064 EQUIPMENT MAINTENANCE	27,759	21,767	29,400	25,910		10,000		7,500		10,000
Purchased Services	77,817	145,928	114,798	148,744		148,825		139,750		151,575
43099 EQUIPMENT	33,281	49,992	48,080	29,562		63,750		45,000		35,000
Equipment	33,281	49,992	48,080	29,562		63,750		45,000		35,000
Total	340,596	449,850	430,297	449,661		493,740		462,015		408,917

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	15,600	TEMPORARY HELP WEBSITE ADMINISTRATOR 15,600 - TOTAL BUDGET: \$ 15,600 (10 HOURS/WK @ \$30 / HOUR)
41014	27,900	OPERATING SUPPLIES 4,250 - CITY REAL ESTATE TAX BILLING 4,250 - SCHOOL REAL ESTATE TAX BILLING 4,500 - FUND ACCOUNTING/PURCHASING 3,100 - GREEN BAR PAPER / CERTIFIED MAIL FORMS 500 - OTHER: MISC COMPUTER FORMS, TOOLS, APPLICATION SOFTWARE MODIFICATIONS, ELECTRICAL POWER STRIPS, COMPUTER ROOM MODS, MILEAGE 8,000 - PRINTER SUPPLIES 1,000 - DAT TAPE SUPPLIES 1,000 - NETWORK CABLE SUPPLIES AND CABLE TERMINATOR SUPPLIES 100 - CDROM DISKS (RECORDABLE & REWRITABLE) 700 - UPS SUPPLIES (COMPUTER ROOM, CLOSETS, WWTP) 500 - UPS UNITS AND BATTERIES
42032	1,500	TRAINING/CONTINUING ED. 1,500 - TRAINING/CONFERENCES/SEMINARS/SUBSCRIPTIONS CITY WIDE TRAINING
42047	138,075	DEPARTMENT CONTRACTS 64,425 - CITY WIDE NETWORKING 108,400 - FINANCIAL SYSTEM SERVER 6,500 - EXTENDED SERVER HW MAINTENANCE 16,000 - FIREHOUSE SERVER SW MAINTENANCE 500 - ACL SOFTWARE SERVICES 14,000 - GIS SERVER ESRI SOFTWARE MAINTENANCE 4,000 - SSL CERTIFICATES 4,250 - MISCELLANEOUS CONTRACTS -40,000 - CHARGED TO WATER FUND -40,000 - CHARGED TO SEWER FUND
42055	2,000	PROFESSIONAL SERVICES 14,000 - CUSTOMIZED SOFTWARE CHANGES AND MISCELLANEOUS PROFESSIONAL SERVICES AS REQUIRED -6,000 - CHARGED TO WATER FUND -6,000 - CHARGED TO SEWER FUND
42064	10,000	EQUIPMENT MAINTENANCE 10,000 - HARDWARE/SOFTWARE REPAIR/REPLACEMENT FOR COMPONENTS NOT COVERED BY A MAINTENANCE CONTRACT
43099	35,000	EQUIPMENT 25,000 - MICROWAVE EXPANSION 10,000 - OLDEST CPU REPLACEMENT REQUEST - WATER/SEWER (DAVE BRONG)

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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:

- To continue to improve the accounting and budgetary control reporting systems which are based on Generally Accepted Accounting Principles (GAAP).
 - To prudently manage the City's cash, including prompt deposit and recording of all cash receipts.
 - To record all City revenues and to efficiently process all accounts payable payments in accordance with federal and state regulations and City fiscal policies.
 - To provide clear, accurate, and timely information as well as produce annual audited financial statements.
-

Prior Year Achievements:

- Streamlined the tax certification process. Reduced the turnaround of the certifications from 3 weeks to 48 hours.
 - Improved customer service by providing a 24-7 external drop box.
 - Accomplished a smooth transition of key personnel due to a retirement.
 - Continued to work with the Controller's Office to institute a Procurement Card Program. The program will streamline purchasing and payment procedures. It will also reduce administrative costs associated with the purchasing of supplies and services.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budget w/ Transfers		2010 Actual & Estimated		2011 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail										
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3503 Director of Fin Services	1	1	1	1	1	89,477	1	89,477	1	91,998
3207 Accountant	1	1	1	1	1	77,220	1	77,220	-	-
2822 Sup Cashier Operation	1	1	1	1	1	64,580	1	64,580	1	66,183
2723 Mgr Accounts Payable	1	1	1	1	1	61,357	1	61,357	1	46,203
C062 Account Clerk II	3	3	3	3	3	88,390	3	88,390	3	99,121
Total Positions	7	7	7	7	7	381,024	7	381,024	6	303,505
Account Detail										
40001 SALARIES	335,219	356,129	367,726	375,983		376,684		376,684		301,195
40002 LONGEVITY	4,270	4,550	4,900	5,110		4,340		4,340		2,310
40003 OVERTIME	-	10	-	-		-		-		-
40004 TEMPORARY HELP	11,425	11,981	16,295	18,677		20,485		20,485		23,000
Personnel	350,914	372,670	388,921	399,770		401,509		401,509		326,505
41013 OFFICE EXPENSE	1,200	749	810	872		1,000		850		1,000
Materials & Supplies	1,200	749	810	872		1,000		850		1,000
42048 BANK SERVICE CHARGE	1,622	584	419	743		2,000		1,000		2,000
42060 OTHER EXPENSES	2,628	3,013	2,551	3,043		3,720		3,000		2,950
Purchased Services	4,250	3,597	2,970	3,786		5,720		4,000		4,950
43099 EQUIPMENT	-	2,644	-	-		-		-		-
Equipment	-	2,644	-	-		-		-		-
Total	FINANCIAL SERVICES	356,364	379,660	392,701	404,428	408,229		406,359		332,455

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	23,000	TEMPORARY HELP 23,000 - THE PERSON IN THIS POSITION WILL BE RESPONSIBLE FOR THE FOLLOWING TASKS: 1. TO PROVE THE CASHIERS' WORK AND TO PREPARE THE BANK DEPOSIT ON A DAILY BASIS WHICH INCLUDES THE ENCODING OF CHECKS COLLECTED IN THE BUREAU. 2. TO RESEARCH TAX ACCOUNTS WHEN DISCREPENCIES ARISE. 3. TO UPDATE DAILY RECEIPT COLLECTIONS. 4. TO CORRESPOND WITH TAXPAYERS CONCERNING LATE PAYMENTS AND PENALTY CHARGES. 5. TO COLLECT CUSTOMERS' RECEIPTS AND TO ANSWER THE TELEPHONE WHEN THE FULL-TIME CASHIERS ARE ON VACATION OR SICK LEAVE. 6. TO ASSIST THE CASHIERS WITH THE PROCESSING OF THE BASD REAL ESTATE TAXES (7/1/10 BILLING TOTALED 38,700 ITEMS). 7. TO PREPARE ALL CITY TAX CERTIFICATIONS. SAVED THE CITY \$40,000 PLUS BENEFITS.
41013	1,000	OFFICE EXPENSE 1,000 - ENVELOPES, CHECKS, INVOICES, ETC. DUPLICATING AND OFFICE SUPPLIES. MISCELLANEOUS SUPPLIES NOT NORMALLY STOCKED - DEPOSITORY STAMPS, BANKER BOXES, ACCODATA BINDERS.
42048	2,000	BANK SERVICE CHARGE 2,000 - BANK CHARGES, ENCODING MACHINE SUPPLIES AND ENCODING MACHINE MAINTENANCE.
42060	2,950	OTHER EXPENSES 2,400 - SUBSCRIPTION, DIRECTORIES AND PHONE CROSS REFERENCES. EQUIPMENT PARTS AND REPAIRS NOT COVERED BY MAINTENANCE AGREEMENTS. GOVERNMENT FINANCE OFFICERS ASSOCIATION DUES. CONTINUING PROFESSIONAL EDUCATION EXPENSES, CPA LICENSES, PICPA DUES. UNFORESEEN EXPENSES. 550 - COPIER MAINTENANCE CONTRACT.

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BUREAU DETAIL

Bureau: Purchasing

No: 0205

Department: Administration

No: 0020

Bureau Description:

This bureau provides for the centralized purchasing and accounts payable functions for goods and services utilized by all City operating bureaus. This bureau monitors the purchasing process for compliance with established purchasing regulations and procedures, prepares purchase orders, prepares and reviews bid specifications, provides product testing, new product research and purchase scheduling to maximize bulk and quantity discounts. This bureau also encumbers and pays all City obligations upon proper authorization and verification by the respective bureau and accounts payable personnel.

Goals and Objectives:

- To procure materials, supplies, and services to meet minimum essential needs of the City departments and elected officials at the lowest possible cost consistent with the quality needed for the proper and effective operation of City government.
- To provide support to all departments in order to ensure that all purchase orders are encumbered before products are procured and received.

Prior Year Achievements:

- Continued to purchase quality items, which resulted in savings.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0205 PURCHASING

	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budget w/ Transfers		2010 Actual & Estimated		2011 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail										
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3202	1	1	1	1	1	70,973	1	70,973	1	72,976
2407	1	1	1	1	1	53,335	1	53,335	1	54,767
C067	1	1	1	1	1	36,604	1	36,604	-	-
C065	1	1	1	1	1	38,612	1	38,612	1	41,483
Total Positions	4	4	4	4	4	199,524	4	199,524	3	169,226
Account Detail										
40001	156,962	166,258	176,821	191,004		196,584		196,584		166,266
40002	2,030	2,170	2,380	2,660		2,940		2,940		2,960
Personnel	158,992	168,428	179,201	193,664		199,524		199,524		169,226
41013	22,615	24,659	23,869	18,260		24,100		23,400		24,000
41016	403	315	403	508		400		325		400
Materials & Supplies	23,018	24,974	24,272	18,768		24,500		23,725		24,400
42040	4,959	6,305	5,340	4,705		7,000		8,000		6,000
42047	13,481	10,794	11,445	7,834		16,000		14,250		17,000
42060	904	921	906	1,133		1,300		1,000		1,400
Purchased Services	19,344	18,020	17,691	13,672		24,300		23,250		24,400
43099	-	415	-	-		-		-		-
Equipment	-	415	-	-		-		-		-
Total	201,354	211,837	221,164	226,104		248,324		246,499		218,026

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	24,000	OFFICE EXPENSE 24,000 - PAPER, ENVELOPES, COPY CARTRIDGES, INK, SUPPLIES, ETC. ARE USED BY ALL DEPARTMENTS.
41016	400	UNIFORMS/SAFETY SHOES 400 - SHOES, SHIRTS, & PANTS
42040	6,000	ADVERTISING AND PRINTING 6,000 - LEGAL ADS FOR BIDS
42047	17,000	DEPARTMENT CONTRACTS LEASE/PURCHASE AGREEMENTS: 3,120 - ASCOM MAIL SYSTEM 335 PLUS 5,000 - XEROX 245 5,000 - XEROX 4590 MAINTENANCE AGREEMENTS 2,500 - MULTIGRAPHICS 1650 OFFSET PRESS 1,380 - XEROX 5385
42060	1,400	OTHER EXPENSES EXPENSES 200 - MILEAGE FOR PERSONAL VEHICLE USE 250 - NIGP, PAPP, LVCPC DUES & MEMBERSHIPS 500 - SMALL REPAIRS TO PRINTING PRESSES 250 - UPGRADES FOR UPS & FEDEX SERVICES 200 - MISCELLANEOUS ITEMS

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BUREAU DETAIL

Bureau: Taxes

No: 0206

Department: Administration

No: 0020

Bureau Description:

This bureau administers the City and School Real Estate, Earned Income, Business Privilege, and Local Services Taxes levied by the City or School District in accordance with appropriate enabling legislation. Significant activities include billing, file maintenance, receipt reconciliation, and taxpayer assistance. The bureau also includes tax law research and a review of current statutory law and court cases to ensure compliance with current changes in legislation.

Goals and Objectives:

- To continue to improve the tax collection process including data entry and taxpayer/business audits.
 - To continue to improve the claims process both in responding to claims and making claims to other jurisdictions.
 - To continue to work closely with the Information Services department to improve the quality of the Earned Income Tax software and to improve data entry, audits, claims, and refunds.
-

Prior Year Achievements:

- Focused on local returns, Form 531, to determine if taxpayer was filing a Schedule C indicating the taxpayer was conducting business in the City and required a Business License and to pay taxes on gross receipts.
 - As of July 1, 2008 this office became the collector for the BASD for properties located outside the City including Bethlehem Township, Hanover Township (Northampton County), Fountain Hill, and Freemansburg.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0206 TAXES

	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budget w/ Transfers		2010 Actual & Estimated		2011 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail										
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3302 Tax Administrator	1	1	1	1	1	81,034	1	81,034	-	
2802 Senior Tax Auditor	1	1	1	1	1	64,580	1	64,580	1	66,323
2602 Tax Auditor	2	2	2	2	2	115,764	2	115,764	1	59,639
C063 Tax Clerk	6	6	6	6	6	237,787	6	237,787	2	83,566
Total Positions	10	10	10	10	10	499,165	10	499,165	4	209,528
Account Detail										
40001 SALARIES	407,833	437,771	465,520	492,998		493,075		493,075		205,948
40002 LONGEVITY	3,570	4,200	4,830	5,460		6,090		6,090		3,580
40003 OVERTIME	-	-	-	-		500		-		-
40004 TEMPORARY HELP	-	-	-	-		500		-		-
Personnel	411,403	441,971	470,350	498,458		500,165		499,165		209,528
41025 POSTAGE	34,457	31,441	29,860	19,747		40,000		52,250		36,800
Materials & Supplies	34,457	31,441	29,860	19,747		40,000		52,250		36,800
42040 ADVERTISING AND PRINTING	10,820	13,431	6,158	3,065		12,500		9,000		12,500
42055 PROFESSIONAL SERVICES	1,931	2,123	1,855	2,261		2,800		2,500		147,500
42060 OTHER EXPENSES	5,589	5,916	4,780	4,393		5,500		2,500		5,000
Purchased Services	18,340	21,470	12,793	9,719		20,800		14,000		165,000
43099 EQUIPMENT	-	-	-	-		-		-		-
Equipment	-	-	-	-		-		-		-
Total TAXES	464,200	494,882	513,003	527,924		560,965		565,415		411,328

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41025	36,800	POSTAGE 36,800 - POSTAGE EXPENSE FOR EVERYDAY CORRESPONDENCE, CERTIFIED MAIL
42040	12,500	ADVERTISING AND PRINTING 12,500 - FORM 1099G #9 AND #10 ENVELOPES BOP #1 & #3 FORMS FORM 531 (EIT FINAL RETURNS FOR INDIVIDUALS) FORM 512 RECONCILIATIONS (EMPLOYER YEAR END REPORTS) ADVERTISING & MISCELLANEOUS FORMS, BOOKLETS RULES AND REGULATIONS TAXPAYER BILL OF RIGHTS - DISCLOSURE STATEMENTS BUSINESS PRIVILEGE FORMS
42055	147,500	PROFESSIONAL SERVICES 2,500 - TO BE USED TO FORWARD COSTS FOR FILING CIVIL ACTIONS AGAINST DELINQUENT EMPLOYERS AND TAXPAYERS. THIS IS A REIMBURSED EXPENSE, MEANING THAT WHEN JUDGMENTS ARE WON IN COURT THE DEFENDANT MUST PAY THE CITY'S FILING COSTS IN ADDITION TO THE DELINQUENT TAXES, PENALTIES AND INTEREST. 145,000 - KEYSTONE COLLECTION GROUP CONTRACT COLLECTION RATE OF 1.48% FOR EIT AND 1.75% FOR LST PLUS POSTAGE.
42060	5,000	OTHER EXPENSES 5,000 - CROSS REFERENCE DIRECTORY/CITY DIRECTORY PO BOX 500 RENTAL MISCELLANEOUS OFFICE EXPENSES, TRAVEL COSTS, AND OTHER UNFORESEEN EXPENSES. PEITOAC DUES PABPMTCA DUES LITA DUES PEITOAC CONFERENCE AND SEMINARS PBPMTCA CONFERENCE AND SEMINARS LITA CONFERENCE AND SEMINARS

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BUREAU DETAIL

Bureau: Human Resources

No: 0207

Department: Administration

No: 0020

Bureau Description:

This bureau provides the City's centralized personnel management system: coordinating the recruitment, testing and selection of Non Civil Service, Civil Service, and part-time employees; administering health, life, and unemployment compensation insurance; administering various pension plans; administering a deferred compensation plan; developing, implementing, reviewing, revising, and administering personnel policies and procedures; developing, implementing, and providing training and development programs to all levels of employees; promoting a cooperative spirit between administration and union personnel by participating in monthly labor management meetings, grievance, mediation and arbitration hearings; providing educational, career, personal, and performance counseling to employees; and assuring compliance with Equal Employment Opportunity regulations to include the ADEA, ADA, and the FLMA. This bureau also provides information to make employees aware of the various special benefits available and coordinates and implements employee participation in these benefits.

Goals and Objectives:

- To continue to administer the City's fringe benefits programs.
- To provide an innovative employment system for recruitment, selection and development of a talented and diverse workforce.
- To proactively build trust to enhance good employer/employee relationships.
- To continue ongoing networking with HR professionals, legal counsel and human resource based programs to keep abreast of ever changing laws and policies affecting human resources.
- To develop an employee-oriented culture that emphasizes quality, continuous improvement and high performance of all employees.

Prior Year Achievements:

- Implementation of an Employee Recognition Program to honor employees with perfect attendance.
 - Participation in labor negotiations with non-uniformed non-exempt employees, police, and fire personnel.
 - A number of HR/Payroll related forms made available for online access.
 - Continuation of Performance Appraisals for all exempt bureau chief level employees and initiation of performance appraisals for remaining exempt employees.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0207 HUMAN RESOURCES

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Final Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3202 Director of HR	1	1	1	1	1	90,177	1	90,177	1	71,856
2812 Payroll Manager	1	1	1	1	1	58,692	1	58,692	1	60,354
2200 Payroll/HR Assistant	-	1	1	1	1	42,768	1	42,768	1	44,015
C071 HR Secretary	1	1	1	1	1	42,154	1	42,154	-	-
Total Positions	3	4	4	4	4	233,791	4	233,791	3	176,225
Account Detail										
40001 SALARIES	158,593	207,326	216,373	227,772		229,731		229,731		174,755
40002 LONGEVITY	3,290	3,430	3,640	3,850		4,060		4,060		1,470
40004 TEMPORARY HELP	32,459	33,758	35,131	36,891		36,891		36,891		35,533
40011 EDUCATION INCENTIVE BONUS	1,600	2,750	4,050	2,100		1,300		1,300		4,000
Personnel	195,942	247,264	259,194	270,613		271,982		271,982		215,758
41013 OFFICE EXPENSE	-	-	197	1,946		2,300		2,200		2,250
Materials & Supplies	-	-	197	1,946		2,300		2,200		2,250
42032 TRAINING/CONT. EDUCATION	396	1,111	1,073	625		779		779		200
42060 OTHER EXPENSES	1,647	1,273	1,513	2,072		2,135		1,900		1,240
42067 RECRUITING & TESTING	18,794	24,401	18,620	31,679		11,940		10,800		14,380
Purchased Services	20,837	26,785	21,206	34,376		14,854		13,479		15,820
Total	216,779	274,049	280,597	306,935		289,136		287,661		233,828

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	35,533	TEMPORARY HELP TEMPORARY HELP 35,533 - COMPLIANCE OFFICER SALARY 31.06/HR X 22 HRS/WK X 52 WKS
40011	4,000	EDUCATION INCENT BONUS 4,000 - EDUCATION INCENTIVE BONUS FOR NON-UNIFORMED PERSONNEL.
41013	2,250	OFFICE EXPENSE OFFICE EXPENSES/OFFICE SUPPLIES 200 - MISC OFFICE SUPPLIES 350 - DIRECT DEPOSIT VOUCHERS 1,250 - ENVELOPES FOR PAYROLL CHECKS OR DEPOSIT VOUCHERS 450 - W-2 FORMS & ENVELOPES
42032	200	TRAINING/CONTINUING ED. TRAINING/CONTINUING EDUCATION 200 - TRAINING MATERIALS
42060	1,240	OTHER EXPENSES OTHER EXPENSES MEMBERSHIPS 175 - SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM) 215 - AMERICAN PAYROLL ASSOCIATION 850 - COPIER MAINTENANCE CONTRACT
42067	14,380	RECRUITING & TESTING PROMOTIONAL EXAMINATIONS POLICE SGT/DET PROMOTIONAL EXAM-81 CANDIDATES 425 - SET-UP FEE FIRST 10 CANDIDATES 1,400 - CANDIDATES 11-50 @ \$35.00 EACH 775 - CANDIDATES 51-81 @ \$25.00 EACH 60 - SHIPPING AND HANDLING POLICE CAPTAIN PROMOTIONAL EXAM-8 CANDIDATES 600 - SET-UP FEE 750 - STRUCTURED PANEL INTERVIEW 60 - SHIPPING AND HANDLING FIRE CAPTAIN PROMOTIONAL EXAM - 13 CANDIDATES 600 - SET-UP FEE FIRST 10 CANDIDATES 105 - CANDIDATES 11-13 @ \$35.00 EACH 60 - SHIPPING AND HANDLING FIRE LIEUTENANT PROMOTIONAL EXAM - 57 CANDIDATES 425 - SET-UP FEE FIRST 10 CANDIDATES 1,400 - CANDIDATES 11-50 @ \$35.00 EACH 175 - CANDIDATES 51-57 @ \$25.00 EACH 60 - SHIPPING AND HANDLING FIRE ASSISTANT CHIEF PROMOTIONAL EXAM - 3 CANDIDATES 600 - SET-UP FEE 60 - SHIPPING AND HANDLING

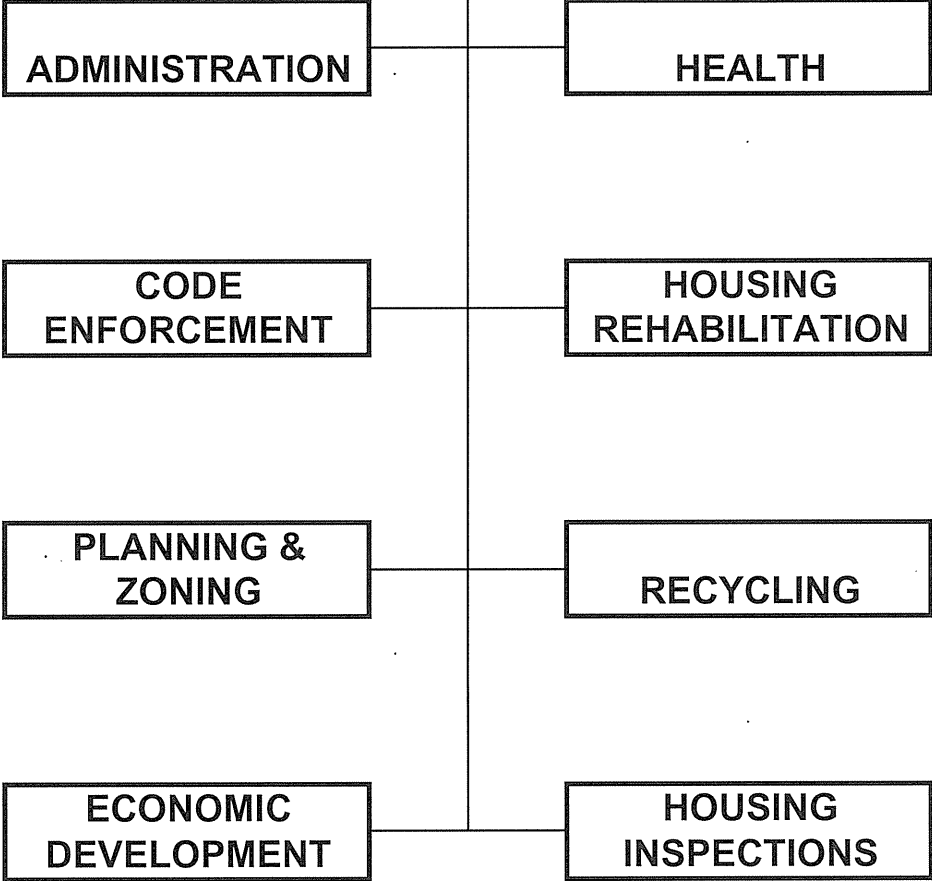
FUND - 001 - GENERAL FUND
DEPARTMENT - 0020 - DEPT. OF ADMINISTRATION
BUREAU - 0207 - HUMAN RESOURCES

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		CREDIT CHECKS - FIRE/POLICE
	75 -	15 CHECKS @ \$5.00 EACH
		PSYCHOLOGICAL PROFILES - FIRE/POLICE
	2,750 -	10 @ \$275.00 EACH
	4,000 -	RECRUITING/ADVERTISING FOR CITY POSITIONS

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**COMMUNITY
DEVELOPMENT**



BUREAU DETAIL

Bureau: Administration

No: 0301

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

Bureau Description:

This bureau provides for the planning, directing, supervising, and monitoring of programs and activities within the Department of Community and Economic Development to include the bureaus of Health, Code Enforcement, Housing Rehabilitation, Planning & Zoning, Recycling, 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 work with the State to secure new funding for various redevelopment projects.
- To continue to develop new programs and initiatives to spur redevelopment in the City's neighborhoods and business districts.
- To compile program performance reports for state and federal agencies.
- To continue monitoring state and federal legislation.

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Final Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N060 Dir Comm & Econ Dev	1	1	1	1	1	88,540	1	88,540	1	89,204
2918 Housing & CD Planner	1	1	1	1	1	66,292	1	66,292	1	68,191
2720 Grants Coordinator	1	1	1	1	1	60,167	1	60,167	1	48,530
C072 Departmental Secretary	1	1	1	1	1	29,638	1	29,638	1	32,957
C065 Secretary II	3	3	3	3	3	118,175	3	118,175	3	125,123
Total Positions	7	7	7	7	7	362,812	7	362,812	7	364,005
Account Detail										
40001 SALARIES	286,832	307,672	327,355	343,002	361,272		361,272		362,220	
40002 LONGEVITY	1,960	2,170	2,380	1,190	1,540		1,540		1,785	
40003 OVERTIME	719	451	229	2,172	800		50		250	
Personnel	289,511	310,293	329,964	346,364	363,612		362,862		364,255	
41013 OFFICE EXPENSE	171	134	109	6,174	550		400		550	
41023 GASOLINE	1,065	933	664	16	-		-		-	
41025 POSTAGE	31	204	255	1,095	250		225		250	
Materials & Supplies	1,267	1,271	1,028	7,285	800		625		800	
42032 TRAINING/CONT. EDUCATION	396	627	981	390	1,500		760		500	
42060 OTHER EXPENSES	1,247	1,401	879	4,656	2,500		2,100		2,040	
Purchased Services	1,643	2,028	1,860	5,046	4,000		2,860		2,540	
43099 EQUIPMENT	-	-	-	-	-		-		-	
Equipment	-	-	-	-	-		-		-	
Total ADMINISTRATION	292,421	313,592	332,852	358,695	368,412		366,347		367,595	

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	250	OVERTIME 250 - SECRETARIAL OVERTIME FOR AFTER HOURS MEETINGS, SPECIAL PROJECTS AND BACKLOG ON HOUSING REPORTS.
41013	550	OFFICE EXPENSE 550 - PURCHASE OF OFFICE SUPPLIES THAT ARE NOT NORMALLY STOCKED BY THE PURCHASING BUREAU.
41025	250	POSTAGE 250 - EXPRESS MAILING AND SHIPPING CHARGES
42032	500	TRAINING/CONTINUING ED. 500 - CONFERENCES, SEMINARS, AND CONTINUING EDUCATION
42060	2,040	OTHER EXPENSES 400 - MEETING EXPENSES 700 - TRAVEL/MILEAGE 90 - BUSINESS CARDS (3 BOXES @ \$30.00/BOX) 300 - PRINTER/FAX SERVICE 200 - OTHER MISCELLANEOUS EXPENSES 350 - PLANNING 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 services are delivered in accordance with current public health practice standards and statutes.

Goals and Objectives:

- To preserve, protect, and promote health and well-being.
- To improve the quality of life for all City residents through health initiatives set forth by the five core program areas of the Bethlehem Health Bureau: Chronic Disease, Communicable Disease, Environmental Health Services, Maternal/Child Health, and Bioterrorism/Emergency Preparedness.
- To continue to utilize Healthy People 2010/2020 objectives as a standard for disease prevention and management.
- To continue to educate our community to reduce health disparities.
- To prepare our citizens for all hazardous emergency events.
- To prevent the occurrence of chronic and communicable disease.
- To maintain the environmental surety of the City.
- To decrease the incidence of illness associated with environmental health through active surveillance, enforcement, and abatement of environmental health factors.

Prior Year Achievements:

- Utilized GIS to report Child Death Review Data , Points of Distribution sites for public health preparedness, Animal Bite Investigations, Pedestrian Accidents to determine location of shared lane markings.
 - Utilized Health People 2010/2020 objectives as a means for disease prevention, promotion and participated in gathering statistics to measure health outcomes.
 - Continued to assure needed services for mothers and children to reduce infant morbidity and mortality consistent with Healthy People 2010 Goals.
 - Offered services increasing access to care, for both physical and psychosocial needs of families to ensure the development of children into healthy adults.
 - Developed and oriented a City of Bethlehem Medical Reserve Corps volunteer base which includes 144 volunteer health profession members to assist in the case of an emergency.
 - Offered personal preparedness community outreach educational program.
 - Decrease the incidence of illness associated with environmental health through active surveillance, enforcement, and abatement of environmental health factors. This includes but is not limited to: lead, vector control, food borne illness, animal control, sewage enforcement, and public health nuisances.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010	2010	2011			
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget			
	Number of Permanent Positions				# Salaries	# Salaries	# Salaries			
N065 Health Bureau Director	1	1	1	1	1	76,299	1	76,781		
N070 Medical Director	1	1	1	1	1	17,377	1	17,291		
3031 Dir of EMV Health Prog	1	1	1	1	1	69,953	1	71,944		
3030 Dir Chronic/Disease Ed Pr	1	1	1	1	1	70,163	1	72,154		
3003 Dir of MCH Prog/Nursing	1	1	1	1	1	70,093	1	72,084		
2721 Sanitarian	1	1	1	1	1	60,377	1	62,107		
M107 Environmental Health Tech	1	1	1	1	1	46,023	1	48,457		
C084 Office Manager	1	1	1	1	1	43,775	1	46,084		
C068 Health Secretary	1	1	1	1	1	40,319	1	42,458		
C063 Health Clerk	1	1	1	1	1	39,549	1	-		
Total Positions	10	10	10	10	10	533,928	10	533,928	9	509,360
Account Detail										
40001 SALARIES	444,276	476,035	497,605	526,338	528,678	528,678	503,760			
40002 LONGEVITY	3,010	3,570	4,130	4,690	5,250	5,250	5,600			
40003 OVERTIME	-	-	37	12,469	2,200	2,200	-			
40004 TEMPORARY HELP	708,338	734,353	761,200	806,067	795,858	740,000	* 559,358			
Personnel	1,155,624	1,213,958	1,262,972	1,349,564	1,331,986	1,276,128	1,068,718			
41013 OFFICE EXPENSE	1,400	1,153	1,387	1,360	850	750	1,000			
41014 OPERATING SUPPLIES	1,440	1,841	1,897	1,811	2,450	1,500	1,500			
41016 UNIFORMS/SAFETY SHOES	804	840	1,414	628	297	297	330			
41023 GASOLINE	3,339	4,630	4,645	2,712	4,400	3,600	4,400			
41025 POSTAGE	3,978	4,773	4,469	4,122	4,300	3,750	4,300			
Materials & Supplies	10,961	13,237	13,812	10,633	12,297	9,897	11,530			
42032 TRAINING/CONT. EDUCATION	6,888	5,818	6,196	733	1,000	700	1,500			
42040 ADVERTISING AND PRINTING	5,000	677	1,463	2,202	2,500	600	1,200			
42060 OTHER EXPENSES	24,425	14,542	33,727	11,327	39,800	35,000	34,935			
42070 CLINIC SERVICE	79,670	67,710	71,764	60,602	100,500	94,000	85,000			
42171 BLOOD LEAD PROGRAM	3,177	1,220	496	807	2,760	2,760	* 3,397			
42172 PEDIATRIC OUTREACH	7,937	4,751	4,193	5,343	3,700	3,700	* 4,125			
42172E MCH INITIATIVE	-	-	-	3,440	2,623	400	* 7,000			
42173 MARCH OF DIMES	-	733	506	-	18,000	2,500	* -			
42175 LEAD HAZARD	23,712	111,679	78,253	120,796	105,640	40,000	* 216,260			
42175E ENVIRONMENTAL LEAD INIT	-	-	-	4,676	10,000	2,000	* -			
42176 AIDS PROGRAM	10,984	4,377	1,412	339	1,021	1,021	* 730			
42177 IMMUNIZATION OUTREACH	9,418	13,665	14,136	21,391	40,500	30,000	* 43,674			
42177E IMMUNIZATIONS EDU PRGM	2,000	-	1,408	-	577	-	* 577			
42178 INJURY PREVENTION GRANT	3,066	5,717	2,250	10,699	2,405	1,000	* 1,899			
42180 OPANAC	7,630	1,301	2,912	648	1,090	800	* 760			
42181 HEALTHY WOMEN 50+	33,245	29,989	51,500	5,804	90,000	85,000	* 40,000			
42181E CANCER EDUCATION PRGM	3,392	-	1,832	-	-	-	* -			
42182 SKIN CANCER CONTROL	13,334	2,411	2,487	705	5,100	750	* 790			
42184 MARVINE DENTAL PROGRAM	8,938	1,913	-	-	-	-	* -			
42185 TB PROGRAM	572	188	703	573	1,435	1,435	* -			
42189 MCH DENTAL	966	995	626	-	-	-	* -			
42190 HEALTH-HIGHWAY SAFETY PGM	5,548	6,405	4,648	4,701	3,750	3,200	* -			
42190E CHRONIC DISEASE HLTH EDU	-	2,820	3,249	412	3,000	1,200	* 3,000			
42192 TOBACCO PROGRAM	323,849	398,616	45,867	8,412	5,000	2,000	* 2,000			
42192E AMERICAN LEGACY PRGM	9,182	8,481	43,097	-	-	-	* -			
42193 BIOTERRORISM	142,212	136,112	94,410	28,788	158,485	105,000	* 16,539			
42194 MARVINE PRENATAL PRGM	2,314	-	120	-	-	-	* -			
42197 LATCH PROGRAM	-	-	-	-	-	-	* -			
42199 MEDICAL RESERVE CORPS	-	549	2,188	6,952	18,369	10,000	* 5,000			
Purchased Services	727,459	820,669	469,443	299,350	617,255	423,066	468,386			
4309983 EQUIPMENT-NCDA	-	-	-	-	-	-	* -			
4309993 EQUIPMENT-BIOTERRORISM	25,923	13,248	7,200	-	-	-	* -			
Equipment	25,923	13,248	7,200	-	-	-	-			
Total HEALTH	1,919,967	2,061,112	1,753,427	1,659,547	1,961,538	1,709,091	1,548,634			

* - Expense account is 100% grant reimbursed.

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	559,358	TEMPORARY HELP 142,883 - PUBLIC HEALTH PREPAREDNESS/MEDICAL RESERVE CORP 71,054 - MATERNAL CHILD HEALTH ** 128,852 - HIV/AIDS PROGRAM ** 7,195 - TB PROGRAM OUTREACH ** 117,779 - IMMUNIZATION PROGRAM ** 52,867 - OPANAC PROGRAM ** 23,564 - CHILDHOOD LEAD ** 15,164 - INJURY PREVENTION GRANT**
41013	1,000	OFFICE EXPENSE 1,000 - OFFICE SUPPLIES THAT ARE NOT NORMALLY STOCKED BY THE PURCHASING BUREAU
41014	1,500	OPERATING SUPPLIES 150 - PESTICIDES FOR RODENT/ INSECT ABATEMENT 100 - POOL TESTING CHEMICALS 200 - WEED CUTTING SUPPLIES / WEED CUTTER REPAIRS 75 - GLOVES, RAKES, SHOVELS, BAGS, ETC. 450 - DOSIMETRY BADGES & AREA MONITOR-REQUIRED 250 - SOLID WASTE ENFORCEMENT SUPPLIES 275 - ENVIRONMENTAL TELECOM AND INSPECTION SUPPLIES
41016	330	UNIFORMS/SAFETY SHOES 330 - SAFETY SHOES ENVIRONMENTAL STAFF
41023	4,400	GASOLINE 4,400 - GAS FOR CAR NOS.378, 495 ,05, 16, 17 AND TRUCK NOS. 21 @ \$2.75/GALLON
41025	4,300	POSTAGE 4,300 - POSTAGE FOR REGULAR MAIL, OVERNIGHT AND UPS DELIVERIES.
42032	1,500	TRAINING/CONTINUING ED. 1,500 - APHA ANNUAL MEETING (DIRECTOR, PROGRAM DIRECTORS FOOD AND DRUG MEETING AND CONFERENCES ENVIRONMENTAL VARIOUS CERTIFICATIONS, TRAININGS, ETC.
42040	1,200	ADVERTISING AND PRINTING 1,200 - ADVERTISING/PROMOTING SERVICES AND HEALTH INFORMATION VIA VARIOUS MEDIA, AND OTHER RECRUITMENT EXPENSES
42060	34,935	OTHER EXPENSES 100 - TRAVEL TO STATE HEALTH DEPT. MEETINGS (DIRECTOR PROGRAM DIRECTORS) 1,200 - APHA /ACHI/CCPH MEMBERSHIPS (BUREAU) 300 - NATIONAL ASSOCIATION OF CITY AND COUNTY HEALTH OFFICIALS (NACCHO) MEMBERSHIPS(BUREAU) 350 - HEALTH BOOKS, PERIODICALS 6,000 - GARRISON SYSTEM MAINTENANCE FEE, TELECOM AND SUPPLIES 170 - CROSS REFERENCE DIRECTORY

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		5,100 - NUISANCE ABATEMENT(ENVIRONMENTAL HEALTH)
		300 - MILEAGE(DIRECTOR, PROGRAM DIRECTORS, NURSES, AND SECRETARIES)
		1,200 - REPAIR, CALIBRATION, MAINTENANCE AND LICENSE FEES FOR MEDICAL EQUIPMENT AND XRF MACHINE
		1,500 - VETERINARIAN FEES (RABIES TESTING AND QUARANTINE)
		16,000 - STRAY ANIMALS (SPCA)
		215 - TRANQUILIZER - ANIMAL CONTROL
		1,700 - LEAD LIABILITY INSURANCE
		800 - XEROX MAINTENANCE FEES
42070	85,000	CLINIC SERVICE
		600 - ASTHMA/DENTAL CLINIC SUPPLIES
		3,000 - STD CLINIC SUPPLIES
		4,000 - TB TESTING SUPPLIES, X-RAYS/LAB TESTS
		8,500 - FEE FOR SERVICE VACCINE
		25,000 - INFLUENZA AND PNEUMOCOCCAL VACCINES
		9,000 - STD CLINIC MEDICATIONS
		5,000 - TB CLINIC MEDICATIONS
		18,000 - PHYSICIAN/NURSE PRACTITIONER SERVICES/NURSING
		200 - CLINIC SITE ITEMS: ANTIBACTERIAL SOAP, BULLETIN BOARD SIGNS, CHARTS, AND CHART HANGERS
		300 - LABORATORY LICENSE FEES
		8,400 - LIABILITY INSURANCE
		3,000 - WOMEN'S CLINIC SUPPLIES/MEDICATIONS: CONTRACEPTIVES, SPECULUMS, TABLE PAPER AND GERMICIDAL CLEANER
42171	3,397	BLOOD LEAD PROGRAM
		504 - LEAD TESTS AND RELATED SUPPLIES/OFFICE SUPPLIES**
		510 - POSTAGE, ADVERTISING AND PRINTING /NEXTEL**
		258 - TRAINING, CONF/MILEAGE, ETC. **
		2,125 - RADIATION MACHINE MAINTENANCE
42172	4,125	PEDIATRIC OUTREACH
		610 - OFFICE SUPPLIES, JOURNALS, OUTREACH/EDUC MATRLS/VIDS
		1,465 - PRINTING, TRAINING/CONFS/MILEAGE
		250 - NEXTEL
		1,300 - DENTAL PROJECT
		500 - COMPUTER UPGRADES/SOFTWARE
42172E	7,000	MCH INITIATIVE
		7,000 - IMMUNIZATION INITIATIVE ASTHMA INITIATIVE
42175	216,260	LEAD HAZARD
		216,260 - ENV LEAD CERTIFIED ABATEMENT CONTRACTORS WILL COMPLETE
42176	730	AIDS PROGRAM
		416 - OFFICE SUPPLIES **, POSTAGE, ADS, EDUC MATERIALS,
		314 - TRAVEL/TRAINING
42177	43,674	IMMUNIZATION OUTREACH

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		9,750 - TRAVEL, TRAINING, MILEAGE, LODGING **
		28,424 - PATIENT, COMPUTER, TELECOM, EDUC AND OFFICE SUPPLIES**
		500 - ADVERTISING/MEDIA OUTREACH
		5,000 - IMMUNIZATION COALITION
42177E	577	IMMUNIZATIONS EDU PRGM
		577 - IMZ COALITION ACTIVITIES, SUPPLIES AND ADS
42178	1,899	INJURY PREVENTION GRANT
		199 - OFFICE SUPPLIES AND EDUCATIONAL MATERIALS **
		375 - TRAVEL AND TRAINING/ CONFERENCES **
		1,325 - TELECOM FEES, THERABANDS, EXERCISE SUPPLIES**
42180	760	OPANAC
		60 - SUPPLIES /EDUCATIONAL MATERIALS **
		150 - TRAVEL, TRAINING/ CONFERENCES **
		550 - TELECOM FEES, PEDOMETERS, EXERCISE SUPPLIES **
42181	40,000	HEALTHY WOMEN 50+
		40,000 - PATIENT CARE SERVICES**
42185	790	TB PROGRAM
		190 - TRAVEL /MILEAGE **
		600 - PATIENT SERVICES, CHEST XRAYS, /LAB TESTS **
42190E	3,000	CHRONIC DISEASE HLTH EDU
		3,000 - CAR SEAT RENTAL/NICOTINE REPLACEMENT THERAPY
42192	2,000	TOBACCO PROGRAM
		2,000 - NICOTINE REPLACEMENT THERAPY
42193	16,539	BIOTERRORISM
		8,300 - NEXTEL SERVICE FEES
		1,325 - VERIZON WIRELESS FOR PHP LAPTOPS
		910 - A205 CONFERENCE ROOM CABLE
		1,990 - COPIER MAINTENANCE**
		1,200 - POD SUPPLIES
		830 - PRINTER CARTRIDGES
		200 - PRINTING
		300 - TRAINING/TRAVEL/MEMBERSHIPS
		250 - OFFICE SUPPLIES
		250 - DRILL SUPPLIES/FACILITY RENTAL
		984 - STORAGE
42199	5,000	MEDICAL RESERVE CORPS
		5,000 - MEDICAL RESERVE CORP RECRUITMENT/PRINTING/ADVRT TRAINING/TRAVEL/BACKGROUND CHECKS, CONF AND SUPPLIES

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BUREAU DETAIL

Bureau: Code Enforcement **No:** 0303

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

Bureau Description:

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

Goals:

- To provide efficient and effective enforcement of Article 1701 of the City's Codified Ordinances.
-

Objectives:

- Continue to provide a high level of customer service.
 - Achieve paperless inspection procedures.
 - Integrate e-Gov and Community Plus computer procedures.
-

Prior Year Achievements:

- Continued to meet state mandated certification requirements for all inspectors.
 - Integrated use of laptop mobile computers by inspection staff.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Final Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3117 Chief Building Inspector	1	1	1	1	1	73,295	1	73,295	1	75,380
2718 Building/Housing Inspector	1	1	2	2	2	119,279	2	119,279	2	123,864
2711 Mechanical Inspector	1	1	2	2	1	60,027	1	60,027	1	61,687
2710 Plumbing Inspector	1	1	1	1	1	60,937	1	60,937	1	62,667
2708 Electrical Inspector	1	1	2	2	2	121,454	2	121,454	1	61,687
2408 Permit Coordinator	1	1	1	1	1	53,335	1	53,335	1	54,767
Total Positions	6	6	9	9	8	488,327	8	488,327	7	440,052
Account Detail										
40001 SALARIES	317,425	330,922	403,049	472,210		483,637		483,637		436,552
40002 LONGEVITY	2,450	2,800	3,220	4,410		4,690		4,690		3,500
40003 OVERTIME	-	-	462	2,627		-		-		-
40004 TEMPORARY HELP	-	-	15,017	14,461		17,893		17,893		-
40006 DIFFERENTIAL PAY	-	-	-	-		-		-		-
Personnel	319,875	333,722	421,748	493,708		506,220		506,220		440,052
41014 OPERATING SUPPLIES	692	940	1,027	1,194		750		150		1,250
41016 UNIFORMS/SAFETY SHOES	257	478	735	716		457		457		815
41023 GASOLINE	3,742	4,000	5,800	3,898		4,425		6,000		6,200
41025 POSTAGE	3,500	3,200	2,400	800		1,500		1,200		1,500
Materials & Supplies	8,191	8,618	9,962	6,608		7,132		7,807		9,765
42030 HEARING BOARD EXPENSES	350	2,000	175	-		125		125		600
42032 TRAINING/CONT. EDUCATION	4,379	5,308	9,573	8,006		10,000		4,000		15,445
42040 ADVERTISING AND PRINTING	727	1,115	764	422		523		700		1,500
42055 PROFESSIONAL SERVICES	-	-	9,240	-		-		-		-
42060 OTHER EXPENSES	18,000	23,822	1,751	7,371		3,418		2,600		2,158
Purchased Services	23,456	32,245	21,503	15,799		14,066		7,425		19,703
43099 EQUIPMENT	-	985	6,391	2,099		-		-		-
Equipment	-	985	6,391	2,099		-		-		-
Total	351,522	375,570	459,604	518,214		527,418		521,452		469,520

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	1,250	OPERATING SUPPLIES 500 - FILM, PROCESSING, COMPUTERIZED PERMIT FORMS INSPECTION STICKERS, ETC. 750 - MISCELLANEOUS MATERIALS - DUCT TAPE, CAUTION TAPE, ELECTRICAL TESTERS, TAPE MEASURE, LEVEL, FLASHLIGHT BATTERIES
41016	815	UNIFORMS/SAFETY SHOES 770 - 7 PAIR SAFETY SHOES FOR INSPECTORS @ \$110.00/PR. 45 - 3 NEW REPLACEMENT HARD HATS FOR INSPECTORS @ \$15.00/EA
41023	6,200	GASOLINE 6,200 - FUEL CONSUMPTION FOR BUREAU OF CODE ENFORCEMENT VEHICLE NOS. 002, 032, 034, 035, 037, 038, 039
41025	1,500	POSTAGE 1,500 - POSTAGE COSTS
42030	600	HEARING BOARD EXPENSES 200 - PLUMBING EXAMINING BOARD. 2 MEETINGS @ \$100.00 400 - CODE BOARD OF APPEALS
42032	15,445	TRAINING/CONTINUING ED. 1,400 - CONTINUING EDUCATION TO MAINTAIN STATE CERTIFICATIONS REQUIRED BY STATE 1,120 - ICC CERTIFICATION TEST. 7 @ \$160.00/EACH 1,465 - ICC RE-CERTIFICATION PROGRAM, TO RENEW CERTIFICATION FOR INSPECTORS AS REQUIRED BY THE STATE 1,300 - INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS WORKSHOP 2,500 - SEVENTH ANNUAL ICC CONFERENCE FOR INSPECTOR 900 - LOCAL CODE WORKSHOPS FOR ELECTRICAL INSPECTOR, 12 PER YEAR @ \$75.00/MEETING. 4,200 - 35TH ANNUAL PENNBOC EDUCATIONAL CONFERENCE (4) INSP. 960 - PENNBOC REGION II EDUCATION MEETING: 24 @ \$40.00/EACH 1,600 - PENNBOC STATE EDUCATION SEMINARS: 16 @ \$100.00/EACH
42040	1,500	ADVERTISING AND PRINTING 1,500 - LEGAL ADVERTISEMENTS FOR THE PLUMBING, ELECTRICAL, AND CODE BOARD OF APPEALS
42060	2,158	OTHER EXPENSES 230 - ICC DUES 450 - BUSINESS CARDS. 280 - PENNBOC BUILDING OFFICIALS DUES, 7 @ \$40.00/EACH. 408 - INTERNATIONAL ELECTRICAL INSPECTOR DUES (4) 90 - OSHA ELECTRICAL SAFETY RULES. 700 - REFERENCE BOOKS FOR CERTIFICATION TESTING

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BUREAU DETAIL

Bureau: Housing Rehabilitation **No:** 0304

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

Bureau Description:

This bureau provides financial and technical assistance to qualified homeowners who want to rehabilitate their property. Assistance is available to homeowners to help them bring properties up to City Code requirements, weatherization, and lead remediation.

Goals and Objectives:

- To settle housing rehabilitation cases using CDBG and HOME funding.
- To participate with the Health Bureau in settling cases using PA lead hazard remediation funding.
- To continue to implement PHFA Keystone Renovation and Repair Loan Program.
- To participate with the Health Bureau in the implementation of a Healthy Homes Grant.
- To settle up to 8 emergency repair cases utilizing Community Action Development Corporation of Bethlehem funding.

Prior Year Achievements:

- Expect to settle 25 housing rehabilitation cases by end of 2010.
 - Expect to participate in 6 lead hazard remediation cases with the Health Bureau by end of 2010.
 - Began 1 PHFA Keystone Renovation and Repair Loan Program case.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2606 Rehab Tech Specialist	1	1	1	-	-	-	-	-	-	-
2605 Rehab Finance Specialist	1	1	1	1	1	58,337	1	58,337	1	59,989
Total Positions	2	2	2	1	1	58,337	1	58,337	1	59,989
Account Detail										
40001 SALARIES	100,763	104,793	113,595	57,217	57,217	57,217	57,217	58,799		
40002 LONGEVITY	1,540	1,680	2,520	1,050	1,120	1,120	1,120	1,190		
Personnel	102,303	106,473	116,115	58,267	58,337	58,337	58,337	59,989		
41013 OFFICE EXPENSE	74	29	133	17	300	100	100	300		
41014 OPERATING SUPPLIES	83	63	-	245	300	300	300	300		
41016 UNIFORMS/SAFETY SHOES	-	110	95	94	110	110	110	110		
41025 POSTAGE	1,500	1,250	1,000	1,100	1,600	1,200	1,200	1,600		
Materials & Supplies	1,657	1,452	1,228	1,456	2,310	1,710	1,710	2,310		
42032 TRAINING/CONT. EDUCATION	-	-	-	347	500	-	-	500		
42034 DECONVERSION PROGRAM	-	-	-	-	20,000	-	-	-		
42037 DEPARTMENT CONTRACTS	3,060	2,700	2,250	1,620	3,000	3,000	3,000	3,000		
42060 OTHER EXPENSES	6,012	7,459	5,431	3,817	8,000	6,000	6,000	6,000		
Purchased Services	9,072	10,159	7,681	5,784	31,500	9,000	9,000	9,500		
Total	HOUSING REHABILITATION	113,032	118,084	125,024	65,507	92,147	69,047	71,799		

FUND - 001 - GENERAL FUND
 DEPARTMENT - 0030 - DEPT. OF COMM.& ECO. DEV.
 BUREAU - 0304 - HOUSING REHABILITATION

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	300	OFFICE EXPENSE 300 - OFFICE SUPPLIES NOT NORMALLY STOCKED IN THE PURCHASING BUREAU (I.E. PRINTER INK CARTRIDGES)
41014	300	OPERATING SUPPLIES 300 - FILM AND PROCESSING COSTS.
41016	110	UNIFORMS/SAFETY SHOES 110 - SAFETY SHOES FOR REHAB TECHNICAL SPECIALIST
41025	1,600	POSTAGE 1,600 - POSTAGE COSTS
42032	500	TRAINING/CONTINUING ED. 500 - TRAINING FOR LEAD BASED PAINT CERTIFICATIONS.
42047	3,000	DEPARTMENT CONTRACTS 3,000 - HISTORIC OFFICER COSTS FOR INDIVIDUAL CASE REVIEWS AS PER PROGRAMMATIC MEMORANDUM OF AGREEMENT WITH HUD AND PA STATE HISTORIC PRESERVATION OFFICER.
42060	6,000	OTHER EXPENSES 70 - CREDIT BUREAU MEMBERSHIP 350 - CREDIT REPORTS, COURTHOUSE COSTS INCLUDING MORTGAGE STIP AND SATISFACTION FILING FEES, TAX CERTIFICATIONS, AND MISCELLANEOUS 2,000 - VERIFICATION FEES 600 - MILEAGE REIMBURSEMENTS 275 - APPRAISAL FEES 950 - TITLE SEARCHES 1,755 - LEAD INSURANCE

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BUREAU DETAIL

Bureau: Planning & Zoning

No: 0305

Department: Community & Econ Dev

No: 0030

Bureau Description:

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

Goals and Objectives:

- To continue to facilitate and manage the Planning and Zoning review process so that it continues to be efficient, thorough and detailed and protects the overall goals and objectives of the comprehensive plan.
 - To continue with long-range projects, which includes development of a new zoning ordinance. Additional master planning efforts include implementation of the South Side Vision 2012 Plan, the North by NorthWest Neighborhood plan and the South Bethlehem Greenway Plan.
 - To continue with special projects such as the South Mountain Traffic Calming Study and the citywide Historic Preservation Plan.
-

Prior Year Achievements:

- Ongoing development of draft of Zoning Ordinance and map for adoption.
 - Review and approval of 21st Century Town Square at SteelStacks Campus.
 - Completion of Art Overlay Plan for South Bethlehem Greenway.
 - Completion of South Mountain Traffic Calming Study.
 - Ongoing development of Citywide Historic Preservation Plan.
 - Initiation of next Phases of construction for South Bethlehem Greenway.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budget w/ Transfers		2010 Actual & Estimated		2011 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail										
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N075 Dir of Planning & Zoning	1	1	1	1	1	77,368	1	77,368	1	77,948
3004 Assistant Planning Dir	1	1	1	1	1	69,813	1	69,813	1	71,804
2907 Zoning Officer	1	1	1	1	1	67,692	1	67,692	-	-
2828 Comm Planner/Zoning Off	-	-	1	1	1	50,509	1	50,509	1	53,545
Total Positions	3	3	4	4	4	265,382	4	265,382	3	203,297
Account Detail										
40001 SALARIES	187,537	195,039	217,682	261,052		263,492		263,492		202,877
40002 LONGEVITY	1,610	1,680	1,750	1,820		1,890		1,890		420
40004 TEMPORARY HELP	-	28,601	41,600	43,680		43,680		43,680		43,680
Personnel	189,147	225,320	261,032	306,552		309,062		309,062		246,977
41013 OFFICE EXPENSE	87	3,365	1,234	287		1,530		1,200		400
41014 OPERATING SUPPLIES	1,120	316	223	148		500		350		1,000
41025 POSTAGE	1,831	1,727	1,787	2,391		1,100		1,100		2,100
Materials & Supplies	3,038	5,408	3,244	2,826		3,130		2,650		3,500
42030 HEARING BOARD EXPENSES	21,509	16,105	13,394	12,192		33,750		33,750		30,250
42032 TRAINING/CONT. EDUCATION	3,812	3,262	2,143	2,892		600		250		2,600
42040 ADVERTISING AND PRINTING	7,622	11,072	8,139	8,114		16,500		16,500		12,700
42047 DEPARTMENT CONTRACTS	28,702	27,800	24,500	21,887		40,200		40,200		43,200
42060 OTHER EXPENSES	3,487	2,674	3,279	2,391		4,400		4,000		2,200
Purchased Services	65,132	60,913	51,455	47,476		95,450		94,700		90,950
43099 EQUIPMENT	1,500	2,062	3,804	259		-		-		-
Equipment	1,500	2,062	3,804	259		-		-		-
Total	258,817	293,703	319,535	357,113		407,642		406,412		341,427

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	43,680	TEMPORARY HELP 43,680 - ELM STREET MANAGER (GRANT FUNDS)
41013	400	OFFICE EXPENSE 400 - SUPPLIES NOT NORMALLY STOCKED BY THE PURCHASING BUREAU
41014	1,000	OPERATING SUPPLIES 1,000 - SUPPLIES AND MAINTENANCE FOR PLOTTER
41025	2,100	POSTAGE 2,100 - POSTAGE COSTS
42030	30,250	HEARING BOARD EXPENSES 2,250 - ZHB MEMBERS - 18 MEETINGS @ \$125/MEETING 21,500 - LEGAL FEES 6,000 - STENOGRAPHER COSTS TO ZHB 500 - COURT FEES
42032	2,600	TRAINING/CONTINUING ED. 1,600 - HARB & SBHCC: MANDATED BY STATE 500 - ANNUAL PPA CONFERENCE AND GIS TRAINING 500 - OTHER SEMINARS/TRAINING/CONFERENCES
42040	12,700	ADVERTISING AND PRINTING 12,200 - ZHB LEGAL ADS 500 - PLANNING COMMISSION LEGAL ADS
42047	43,200	DEPARTMENT CONTRACTS 43,200 - HISTORIC AND ARCHITECTURAL CONSULTING CONTRACT
42060	2,200	OTHER EXPENSES 800 - PROFESSIONAL MEMBERSHIPS (I.E. APA, PPA) 750 - MILEAGE AND TRAVEL COSTS 150 - LITERATURE, PUBLICATIONS, SUBSCRIPTIONS 500 - PLANNING COMMISSION STENOGRAPHER COSTS

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BUREAU DETAIL

Bureau: Recycling

No: 0307

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

Bureau Description:

This bureau provides for the collection of recyclables and yard waste from households, small businesses, and City facilities. This bureau also operates a recycling drop-off center and yard waste site.

Goals and Objectives:

- To rewrite and consolidate existing solid waste ordinances.
 - To oversee the successful implementation of an expanded residential solid waste program.
 - To implement a successful compost card program.
-

Prior Year Achievements:

- Reduced greenhouse emission by 17,521 metric tons of carbon equivalents.
 - Created a special events program.
 - Enhanced Recycling in City parks.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3026 Director of Recycling	1	1	1	1	1	70,583	1	70,583	1	72,574
M131 Rec Maint/Op Specialist	1	1	1	1	1	50,919	1	50,919	1	54,680
M111 Rec Truck Driver/ Equip Op	1	1	1	1	1	46,793	1	46,793	1	50,933
Total Positions	3	3	3	3	3	168,295	3	168,295	3	178,187
Account Detail										
40001 SALARIES	142,010	155,473	155,798	162,875		164,165		164,165		174,147
40002 LONGEVITY	3,920	5,250	3,850	3,990		4,130		4,130		4,040
40003 OVERTIME	16,305	20,424	32,182	28,789		36,000		36,000		31,725
40003C OVERTIME-COMPOST	7,980	11,917	-	-		-		-		-
40004 TEMPORARY HELP	205,733	219,833	238,849	267,767		271,047		245,000		255,000
40004C TEMPORARY HELP-COMPOST	11,021	7,322	-	-		-		-		-
40005 HOLIDAY PAY	3,252	1,933	3,602	3,668		5,706		4,780		5,888
40006 DIFFERENTIAL PAY	94	128	132	111		174		174		210
40008 MEAL REIMBURSEMENT	680	1,264	1,060	750		1,125		1,475		2,600
Personnel	390,995	423,544	435,473	467,950		482,347		455,724		473,610
41013 OFFICE EXPENSE	291	279	1,283	901		750		700		750
41014 OPERATING SUPPLIES	2,370	3,252	5,249	3,833		6,750		5,000		11,000
41014C OPERATING SUPP-COMPOST	101	-	-	-		-		-		-
41016 UNIFORMS/SAFETY SHOES	3,143	3,944	4,373	854		1,115		1,115		1,330
41023 GASOLINE	36,713	35,056	54,703	28,703		54,185		50,000		50,000
41025 POSTAGE	20,932	18,146	25,560	8,072		25,000		30,000		37,000
Materials & Supplies	63,550	60,677	91,168	42,363		87,800		86,815		100,080
42032 TRAINING/CONT. EDUCATION	6,484	10,048	12,519	-		-		-		3,500
42038 EQUIPMENT REPAIRS-FLEET	18,389	84,680	66,842	27,283		46,000		43,000		53,000
42040 ADVERTISING AND PRINTING	92,290	112,954	110,386	88,718		75,000		70,000		22,000
42047 DEPARTMENT CONTRACTS	527,557	607,629	664,572	715,900		1,088,051		1,172,051		1,129,193
42054 RENTALS	19,986	26,298	28,377	28,995		45,000		45,000		24,986
42055 PROFESSIONAL SERVICES	-	2,505	-	585		-		-		1,000
42060 OTHER EXPENSES	14,110	30,498	39,207	23,344		33,500		22,000		36,975
42064 EQUIPMENT MAINTENANCE	23,544	11,368	19,177	13,127		25,000		21,750		21,000
42065 PLANT MAINTENANCE	39,307	14,333	16,793	18,885		16,500		12,000		20,000
Purchased Services	741,667	900,313	957,873	916,837		1,329,051		1,385,801		1,311,654
43099 EQUIPMENT	-	-	44,372	-		26,000		24,500		-
Equipment	-	-	44,372	-		26,000		24,500		-
Total RECYCLING	1,196,212	1,384,534	1,528,886	1,427,150		1,925,198		1,952,840		1,885,344

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	31,725	OVERTIME 31,725 - RECYCLING CENTER/COMPOST FACILITY
40004	255,000	TEMPORARY HELP 84,160 - PART-TIME OFFICE STAFF 85,663 - DROP-OFF STAFF 44,006 - SHREDDING STAFF 29,086 - COMPOST STAFF 12,085 - COB/RECYCLING PICK UP STAFF
40005	5,888	HOLIDAY PAY 5,888 - RECYCLING/COMPOST
40006	210	DIFFERENTIAL PAY 210 - RECYCLING/COMPOST
40008	2,600	MEAL REIMBURSEMENT 2,600 - RECYCLING/COMPOST
41013	750	OFFICE EXPENSE 750 - OFFICE SUPPLIES
41014	11,000	OPERATING SUPPLIES 500 - BAGS FOR SHREDDER 500 - GENERAL SUPPLIES 10,000 - BALING WIRE
41016	1,330	UNIFORMS/SAFETY SHOES 1,000 - STAFF CLOTHING 330 - SAFETY SHOES (3 @ \$110 EACH)
41023	50,000	GASOLINE 2,000 - TRUCK #23 45,000 - HEAVY EQUIPMENT 3,000 - OIL/LUBRICANTS
41025	37,000	POSTAGE 17,000 - BULK & FIRST CLASS 6,000 - DISTRIBUTION OF NEWSLETTERS 14,000 - MAILING OF NEWSLETTERS
42032	3,500	TRAINING/CONTINUING ED. 3,500 - ATTENDANCE AT VARIOUS CONFERENCES /CERTIFICATIONS
42038	53,000	EQUIPMENT REPAIRS - FLEET ROLL-OFF TRUCKS (2), SKID, MACK TRUCK, PICK-UP TRUCK, 2 FRONT-END LOADERS 53,000 - INCLUDES \$40,000.00 REHAB OF 1991 TRUCK
42040	22,000	ADVERTISING AND PRINTING 6,000 - RADIO & TV ADVERTISING 8,000 - RESIDENTIAL/COMMERCIAL NEWSLETTERS 5,000 - MISCELLANEOUS EDUCATIONAL PRINTING

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		3,000 - BROCHURE
42047	1,129,193	DEPARTMENT CONTRACTS
		1,129,193 - CURBSIDE COLLECTION
42054	24,986	RENTALS
		5,000 - SERVICE BATHROOM RECYCLING CENTER
		3,828 - BALER
		2,034 - SHREDDER
		14,124 - STYROFOAM DENSIFIER
42055	1,000	PROFESSIONAL SERVICES
		1,000 - GRANT AUDIT (1)
42060	36,975	OTHER EXPENSES
		4,000 - COMMERCIAL CONTAINERS
		6,000 - CURBSIDE CONTAINERS
		3,000 - MISCELLANEOUS SIGNS
		6,000 - EARTH BAGS
		200 - AWARDS
		1,000 - BOOKS/PERIODICALS
		1,500 - PROFESSIONAL ASSOCIATIONS
		2,500 - CITY PICK-UP CHARGES
		1,000 - DIRECTORIES
		3,000 - VENDOR CHARGES
		5,000 - MILEAGE
		200 - TOLLS
		700 - PETTY CASH
		275 - CITY DIRECTORY
		100 - CDL
		1,500 - PROMOTIONAL ITEMS
		1,000 - LANDFILL CHARGES
42064	21,000	EQUIPMENT MAINTENANCE
		5,000 - COMPACTORS AT RECYCLING CENTER (2)/BALER
		16,000 - MAINTENANCE OF GRINDER/TROMMEL/WINDROW TURNER
42065	20,000	PLANT MAINTENANCE
		5,000 - FENCING/FENCE REPAIRS AT BOTH CENTERS
		5,000 - COMPOST CENTER SITE WORK
		5,000 - TCRC-SITE WORK
		5,000 - TCRC/COMPOST- ELECTRICAL

BUREAU DETAIL

Bureau: Economic Development **No:** 0308

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

Bureau Description:

This bureau provides for the retention, development, and expansion of economic opportunities that will encourage adaptive reuse strategies and business diversification within the City's boundaries.

Goals and Objectives:

- Continue investment in economic development through the City's direct loan programs as well as working with clients using regional, state, and federal programs to increase business activity, employment, and tax revenue.
- Continue to develop, implement and launch targeted marketing activities, incentive programs and site selection services geared towards business retention, expansion, and attraction.
- Evaluate effectiveness of current loan programs against current business demands and needs.
- Develop a strategic and targeted business attraction program that can be used to effectively attract specific types of businesses to specific neighborhoods.
- Complete a formulated compliance process and translate into a standard operating procedure manual.
- Continue the conversion of loan accounting functions to an automated process.
- Prepare updated loan program guidelines.
- Continue the use of Continuous Improvement tools to improve the daily work processes in order to streamline the efficiency and quality of service provided to the community within economic development as well as in collaboration with other departments and bureaus.
- Continue to train additional City of Bethlehem staff in Continuous Improvement basics.
- Continue collaboration with other City departments and to further implement the Geographic Information Systems in the City of Bethlehem.
- Continue creation of a new commercialization center for start-up and emerging entrepreneurs.
- Market commercialization center to tenants, local economic development agencies and community partners.
- Launch new loan programs for Enterprise Zone Revolving Loan Fund.
- Market Enterprise Zone Revolving Loan Fund loan programs.
- Complete renewal of LERTA tax abatement program.
- Develop additional web-based economic development services.
- Continue development of City of Bethlehem website.

Prior Year Achievements:

- Collaborated with City departments to implement Phase III of the GIS Implementation Plan, including release of Version II GIS Web Viewer.
 - Worked with DCED to complete Enterprise Zone receive re-certification, as well as administrative grant dollars for its administration.
 - Creation of new visitors' website and City of Bethlehem Home page as well as establish design for future development of Web content.
 - Analyzed potential sites for a technology center on the SouthSide.
 - Identified best potential technology center site and proceeded with planning and development.
 - Initiated development of new loan programs for Enterprise Zone Revolving Loan Fund.
 - Reevaluated loan compliance process and initiated implementation of new process.
 - Initial stage of electronic loan processing completed including electronic loan documents, ACH payments through the loan accounting software and the integration of accounting systems with the loan accounting software.
 - Finalized structuring of Elm Street Loan Program.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budget w/ Transfers		2010 Actual & Estimated		2011 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
	Number of Permanent Positions									
N130 Deputy Director Econ Dev	1	1	1	1	1	71,931	1	71,931	1	72,470
3028 Econ Dev Loan & Fin Admir	1	1	1	1	1	69,813	1	69,813	1	71,804
2806 Econ Dev Site & GIS Mgr	1	1	1	1	1	57,712	1	57,712	1	59,374
Total Positions	3	3	3	3	3	199,456	3	199,456	3	203,648
Account Detail										
40001 SALARIES	127,594	180,479	186,873	196,636		198,966		198,966		203,018
40002 LONGEVITY	70	140	210	350		490		490		630
40004 TEMPORARY HELP	-	13,436	15,768	25,248		47,690		47,690		59,000
Personnel	127,664	194,055	202,851	222,234		247,146		247,146		262,648
41013 OFFICE EXPENSE	798	819	1,153	276		480		480		40
41014 OPERATING SUPPLIES	205	2	202	1,060		2,084		500		800
41025 POSTAGE	710	696	728	147		110		110		110
Materials & Supplies	1,713	1,517	2,083	1,483		2,674		1,090		950
42032 TRAINING/CONT. EDUCATION	1,921	3,617	3,074	484		1,714		800		-
42040 ADVERTISING AND PRINTING	1,685	5,011	180	100		7,900		4,500		1,350
42047 DEPARTMENT CONTRACTS	60,110	60,000	75,000	37,500		75,000		75,000		75,000
42060 OTHER EXPENSES	3,471	9,899	6,955	4,721		16,982		10,800		6,910
42064 EQUIPMENT MAINTENANCE	2,084	15,220	7,064	11,929		10,965		7,000		7,800
Purchased Services	69,271	93,747	92,273	54,734		112,561		98,100		91,060
43099 EQUIPMENT	430	-	-	-		-		-		-
Equipment	430	-	-	-		-		-		-
Total	ECONOMIC DEVELOPMENT	199,078	289,319	297,207	278,451	362,381		346,336		354,658

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	59,000	TEMPORARY HELP 15,000 - PART TIME POSITION 44,000 - EZ COORDINATOR
41013	40	OFFICE EXPENSE 40 - OFFICE SUPPLIES NOT STOCKED BY PURCHASING BUREAU
41014	800	OPERATING SUPPLIES PRINTER CARTRIDGES - COLOR (12) FAX CARTRIDGES (2) 350 - PLOTTER CARTRIDGES 450 - PLOTTER PAPER EZ CONSUMABLE SUPPLIES
41025	110	POSTAGE 110 - POSTAGE COSTS
42040	1,350	ADVERTISING AND PRINTING 100 - MISC LEGAL ADS AND ADVERTISING 500 - REPLENISH MARKETING MATERIALS 750 - EZ PROMOTION/PR/ADVERTISING
42047	75,000	DEPARTMENT CONTRACTS 60,000 - BETHLEHEM MARKETING COUNCIL 15,000 - DOWNTOWN BETHLEHEM ASSOCIATION
42060	6,910	OTHER EXPENSES 1,325 - PROFESSIONAL MEMBERSHIPS 335 - SUBSCRIPTIONS MEETINGS AND SEMINARS MILEAGE COMPUTER AIR CARDS (2) EZ AUDIT EZ SOFTWARE AND OTHER EXPENSES 5,250 - EZ RLF DEVELOPMENT
42064	7,800	EQUIPMENT MAINTENANCE REPAIR AND MAINTENANCE OF OFFICE EQUIPMENT 2,300 - FINANCIAL ACCOUNTING SOFTWARE MAINTENANCE/DOWNHOME GIS SOFTWARE MAINTENANCE 5,500 - CO-STAR SUBSCRIPTION FINANCIAL SOFTWARE UPGRADE HARLAND SOFTWARE

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BUREAU DETAIL

Bureau: Housing Inspections **No:** 0309

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

Bureau Description:

This bureau provides for the registration of all residential rental units in the City and the inspection and enforcement of applicable City ordinances.

Goals and Objectives:

- To continue our review of all rental properties in the City. This program was started in 2009 to determine if rental properties had the proper certificate of occupancy as required by City ordinance 1731. This also allows us to establish better control of out-of-town landlords.
- To continue growth of block watches in the City. There are four more block watches added for a total of 17 block watch groups. This is the best way to interact with the citizens of our City. It gives them a source to help solve problems in the community.
- To continue our aggressive approach in handling complaints and abating them in a timely manner.
- To continue to identify problem areas and issue violation notices for the exterior appearances of a property. This is the best way to maintain the quality of life issues we face everyday.
- Continue to provide high level of customer service.
- Adopt 2009 International Property Maintenance Code.
- Increase inspection fees – the last increase was in 2004.

Prior Year Achievements:

- Estimate of inspections – 3,200
 - Estimate of complaints – 1,600
 - Started rental review program for all rentals in City – north side will be completed by the end of the year. Will begin south side in January 2011.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

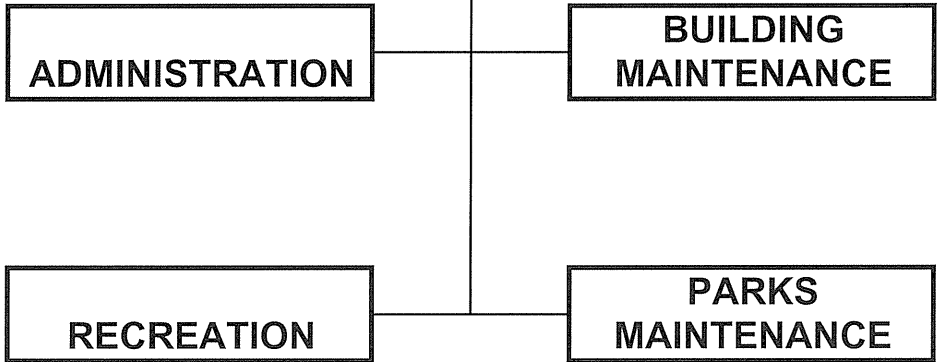
Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Actual & Estimated	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3127 Chief Housing Inspector	1	1	1	1	1	73,365	1	73,365	1	75,450
2700 Senior Housing Inspector	-	-	-	1	1	60,867	1	60,867	1	62,597
2601 Housing Inspector	3	3	3	3	3	174,941	3	174,941	2	119,418
Total Positions	4	4	4	5	5	309,173	5	309,173	4	257,465
Account Detail										
40001 SALARIES	213,088	222,510	216,292	298,450		304,553		304,553		254,175
40002 LONGEVITY	3,780	3,990	4,970	4,410		4,620		4,620		3,290
40003 OVERTIME	6,018	9,375	11,325	3,003		280		280		5,000
40004 TEMPORARY HELP	29,185	41,218	52,929	49,136		55,296		53,546		-
Personnel	252,071	277,093	285,516	354,999		364,749		362,999		262,465
41013 OFFICE EXPENSE	500	698	730	1,476		1,550		1,550		2,120
41014 OPERATING SUPPLIES	4,033	4,993	4,819	4,364		3,400		3,000		4,500
41016 UNIFORMS/SAFETY SHOES	1,311	1,420	863	725		491		491		1,500
41023 GASOLINE	2,489	2,910	4,366	2,860		5,245		4,200		4,065
41025 POSTAGE	-	-	-	-		500		3,250		500
Materials & Supplies	8,333	10,021	10,778	9,425		11,186		12,491		12,685
42032 TRAINING/CONT. EDUCATION	4,700	6,651	168	1,081		2,490		1,360		3,600
42040 ADVERTISING AND PRINTING	-	-	-	-		-		-		-
42060 OTHER EXPENSES	1,416	1,188	1,320	1,424		3,300		3,300		3,300
Purchased Services	6,116	7,839	1,488	2,505		5,790		4,660		6,900
43099 EQUIPMENT	1,075	32,198	-	-		-		-		-
Equipment	1,075	32,198	-	-		-		-		-
Total HOUSING INSPECTIONS	267,595	327,151	297,782	366,929		381,725		380,150		282,050

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	5,000	OVERTIME 5,000 - OVERTIME
41013	2,120	OFFICE EXPENSE 680 - OFFICE SUPPLIES NOT NORMALLY STOCKED BY THE BUREAU OF PURCHASING (BUSINESS CARDS, CITATION FORMS, INSPECTION CLIPBOARDS AND MISC OFFICE SUPPLIES) 1,440 - INK CARTRIDGES FOR PRINTER (ONE PER MONTH AT \$120 EACH)
41014	4,500	OPERATING SUPPLIES 4,500 - MISCELLANEOUS EQUIPMENT NEEDED - TESTERS, TOOLS, POWER TOOLS, PLYWOOD, SAFETY EQUIPMENT
41016	1,500	UNIFORMS/SAFETY SHOES 660 - SAFETY SHOES (110.00 X 6) 840 - SHIRTS/JACKETS/HATS
41023	4,065	GASOLINE 4,065 - GASOLINE FOR 6 VEHICLES. GASOLINE ESTIMATE FOR 2010 - 1,480 GALLONS X \$2.75 = \$4,065 (VEHICLES #19, 30, 36, 40, 41 AND 42)
41025	500	POSTAGE 500 - POSTAGE COSTS
42032	3,600	TRAINING/CONTINUING ED. 3,600 - PROPERTY MAINTENANCE CODE SEMINARS FOR 5 PEOPLE. STATE CERTIFICATION FOR INSPECTORS (TEST AND TRAINING MATERIAL). CONTINUED EDUCATION CREDITS TO MAINTAIN STATE CERTIFICATION. ICC CERTIFICATION TEST.
42060	3,300	OTHER EXPENSES 700 - (3) SUPRA KEYS ANNUAL FEE (ELECTRONIC KEYS TO GET INTO HOMES FOR INSPECTION) 400 - PENNBOC DUES 1,000 - MILEAGE/TRAVEL EXPENSE 600 - FUEL LICENSE FORMS 600 - AIR CARDS FOR LAPTOPS

**PARKS & PUBLIC
PROPERTY**



BUREAU DETAIL

Bureau: Administration

No: 0401

Department: Parks & Public Property

No: 0040

Bureau Description:

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

Goals and Objectives:

- To ensure the highest level of constituent service and efficiently manage all activities which occur within Buildings, Parks, Recreation, and Golf Course operations.
 - To work within the budget striving for continuous operational improvement through effective planning and empowered, motivated employees.
 - To identify funding opportunities and secure grant funding to assist with special projects.
 - To complete implementation of projects like, the South Bethlehem Greenway/Skate Plaza, continue Saucon Park and Monocacy (HBI) erosion/flood control projects such as raising the pedestrian bridge, and planting erosion control plants.
 - To pursue the recommendations in the Comprehensive Investment Grade Energy Audit and determine the most cost effective, energy efficient projects to undertake.
 - To develop a Citywide Energy Efficiency Strategy utilizing the Energy Efficiency & Conservation Block Grant funding.
 - To find innovative ways and means to conserve energy and lower operational cost in our public facilities.
-

Prior Year Achievements:

- Overlaid handball courts at Yosko Park and basketball courts at Madison and McNamara.
 - Phase II site work improvements to Sand Island West.
 - Replacement of windows and doors at Catasauqua and Dewberry Fire Stations.
 - Upgrades to various mechanical systems at City Center including repairs to chillers.
 - Completed first phase of the Bethlehem Skateplaza and organized a grand opening weekend.
 - Supported KaBOOM in building a new playground system at Higbee Park.
 - Acquired land from PennDOT to complete the Skate Park project.
 - Renovate and repair of Ice Rink.
 - Identified new location for EMS and completed a new facility design.
 - Assisted in the repair of the library roof and heating systems at two City fire houses.
 - Completed restoration of north side of DAR House.
 - Supported demolition of the old field house and the construction the new field house for the Bethlehem Raiders.
 - Undertook cost savings initiatives for natural gas costs.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Final Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N080 Dir Parks/Public Property	1	1	1	1	1	88,540	1	88,540	1	89,204
2807 Dept Business Manager	1	1	1	1	1	64,090	1	64,090	1	65,903
M071 Park Guard	1	1	-	-	-	-	-	-	-	-
C072 Departmental Secretary	-	-	-	-	-	-	-	-	1	34,160
C065 Secretary II	2	2	2	2	2	70,644	2	70,644	-	-
Total Positions	5	5	4	4	4	223,274	4	223,274	3	189,267
Account Detail										
40001 SALARIES	238,528	194,730	207,280	215,854		221,104		221,104		188,072
40002 LONGEVITY	3,500	2,940	1,890	2,030		2,170		2,170		1,195
40003 OVERTIME	627	-	-	-		-		-		-
40004 TEMPORARY HELP	25,932	25,780	33,578	33,435		32,500		32,500		33,000
40006 DIFFERENTIAL PAY	485	-	-	-		-		-		-
Personnel	269,072	223,450	242,748	251,319		255,774		255,774		222,267
41013 OFFICE EXPENSE	442	490	1,038	1,017		400		400		1,000
41016 UNIFORMS/SAFETY SHOES	227	-	110	107		110		110		-
41023 GASOLINE	2,360	2,400	2,540	1,440		2,250		1,750		1,550
Materials & Supplies	3,029	2,890	3,688	2,564		2,760		2,260		2,550
42032 TRAINING/CONT. EDUCATION	-	-	204	938		1,257		1,257		500
42047 DEPARTMENT CONTRACTS	2,642	2,210	2,209	2,025		2,400		2,400		2,300
42060 OTHER EXPENSES	358	464	785	752		688		688		55
Purchased Services	3,000	2,674	3,198	3,715		4,345		4,345		2,855
Total ADMINISTRATION	275,101	229,014	249,634	257,598		262,879		262,379		227,672

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	33,000	TEMPORARY HELP 24,760 - CITY CENTER MONITORS . 50 HRS WEEK AT \$10.30-\$13.39 PER HR. 8,240 - INFORMATION ASSISTANT 20 HRS WEEK AT \$8.40 PER HR
41013	1,000	OFFICE EXPENSE 1,000 - OFFICE SUPPLIES NOT AVAILABLE FROM STOCK INVENTORY.
41023	1,550	GASOLINE 1,550 - BASED ON ESTIMATED USAGE.
42032	500	TRAINING/CONTINUING ED. 500 - SEMINARS/ CONFERENCES SUCH AS PRPS CONFERENCE AND GREEN COMMUNITY CONFERENCE.
42047	2,300	DEPARTMENT CONTRACTS 2,300 - LEASE OF COPIER FOR OFFICE USE.
42060	55	OTHER EXPENSES 55 - PORT-O-JON JULY 4TH U.S. GREEN BUILDING COUNCIL MEMBERSHIP

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BUREAU DETAIL

Bureau: Building Maintenance **No:** 0405

Department: Parks & Public Property **No:** 0040

Bureau Description:

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

Goals and Objectives:

- To provide a safe, clean, and conducive working environment while ensuring an adequate useful life for City buildings and facilities.
- To establish cost effective ways and means to maintain over 100 City buildings.
- To utilize the carpentry, plumbing, and mechanical skills of the bureau employees implementing as much in-house specialty work as possible to keep project costs to a minimum.

Prior Year Achievements:

- Refurbished old Golf Cart Barn.
 - Refurbished Ice House entrance doors.
 - Replaced windows at Yosko Park building.
 - Replaced the roof of the Saucon pool building.
 - Painted interior of Building A on Stefko Blvd.
 - Cleaned and painted the structural iron and ceiling at Ice Rink.
 - Completed north end wall replacement at DAR House.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Actual & Estimated	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3008 Bldg Maint Superintendent	1	1	1	1	1	71,003	1	71,003	1	72,924
2508 Building Maint Engineer	1	1	1	1	1	55,945	1	55,945	-	-
M144 Bldg Maint & Pool Tech	-	-	-	-	1	50,429	1	50,429	1	55,384
M133 Engineer Mechanic	1	1	1	1	1	52,963	1	52,963	1	55,759
M117 Building Technician	-	-	-	-	-	-	-	-	1	43,826
M114 Maintenance Worker III	7	7	7	7	6	289,789	6	289,789	6	306,047
M092 Maintenance Worker II	1	1	1	1	1	44,354	1	44,354	1	46,693
M072 Maintenance Worker I	2	2	2	2	2	70,654	2	70,654	2	85,048
M051 Custodian I	3	3	3	3	3	92,308	3	92,308	1	28,402
Total Positions	16	16	16	16	16	727,445	16	727,445	14	694,083
Vacancy Factor						(30,000)		(30,000)		-
						697,445		697,445		694,083
Account Detail										
40001 SALARIES	653,968	679,957	676,892	713,348		682,605		682,605		680,543
40002 LONGEVITY	14,840	15,610	16,240	14,350		14,840		14,840		13,540
40003 OVERTIME	39,688	38,357	39,842	47,874		41,500		41,500		42,000
40004 TEMPORARY HELP	15,092	18,341	20,208	21,879		23,400		23,400		23,900
40006 DIFFERENTIAL PAY	1,835	1,753	1,631	2,012		1,500		1,700		1,500
40008 MEAL REIMBURSEMENT	80	230	190	640		1,000		1,000		1,000
Personnel	725,503	754,248	755,003	800,103		764,845		765,045		762,483
41014 OPERATING SUPPLIES	26,301	30,208	38,781	38,514		40,850		34,000		40,850
41016 UNIFORMS/SAFETY SHOES	2,033	2,468	2,683	2,574		2,500		2,000		2,500
41017 SMALL TOOLS	-	-	-	8,012		5,500		4,500		4,500
41023 GASOLINE	12,599	14,000	18,520	11,270		19,425		16,000		14,000
Materials & Supplies	40,933	46,676	59,984	60,370		68,275		56,500		61,850
42033 TRAINING AND SAFETY	-	75	-	335		933		933		700
42044 ELECTRIC	450,503	604,821	602,887	515,987		406,500		406,500		410,000
42045 GAS	256,806	221,970	210,194	199,956		188,000		186,500		185,000
42046 HEATING OIL	38,409	38,344	56,390	27,618		43,000		43,000		43,000
42047 DEPARTMENT CONTRACTS	60,531	69,177	80,283	85,846		147,146		147,146		125,560
42060 OTHER EXPENSES	355	474	431	441		1,000		1,000		500
42064 EQUIPMENT MAINTENANCE	886	299	1,300	586		500		500		500
42065 PLANT MAINTENANCE	16,277	25,492	28,051	37,369		27,373		28,873		33,873
Purchased Services	823,767	960,652	979,536	868,138		814,452		814,452		799,133
43099 EQUIPMENT	-	6,944	6,984	1,500		1,213		1,213		-
Equipment	-	6,944	6,984	1,500		1,213		1,213		-
Total	BUILDING MAINTENANCE	1,590,203	1,768,520	1,801,507	1,730,111	1,648,785		1,637,210		1,623,466

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	42,000	OVERTIME 42,000 - STAND BY ROSTER AND CALL OUTS FOR PERSONNEL ASSIGNED TO CITY CENTER, ICE RINK, SWIMMING POOLS AND PARK FACILITIES
40004	23,900	TEMPORARY HELP 7,000 - ASSIGNMENT OF SUMMER PART TIME HELP TO ASSIST WITH BUREAU ACTIVITIES, SUCH AS ASSISTING WITH PAINTING BUILDINGS, POOLS, ASSISTING WITH SPECIAL EVENTS. 3 @ 8.25 HR X 32 HRS/WK X 12 WEEKS = \$9500 BASED ON HR PAY SCHEDULE 16,900 - ASSIGNMENT OF TWO PART TIME CUSTODIAL HELP 1 @ \$8.50 HR X 20 HRS A WK X 52 WKS +\$8840 1 @ \$7.75 HR X 20 HRS/WK X 52 + 8060 BASED ON HR SCHEDULE
40006	1,500	DIFFERENTIAL PAY 1,500 - MIDDLE SHIFT HOURS WORKED BY CITY CENTER CUSTODIAL STAFF AND CALL OUTS FOR PERSONNEL AT CITY CENTER, ICE RINK, POOLS ETC.
40008	1,000	MEAL REIMBURSEMENT 1,000 - REIMBURSEMENT FOR MEALS IN ACCORDANCE WITH UNION CONTRACT
41014	40,850	OPERATING SUPPLIES 2,000 - PLUMBING/HARDWARE SUPPLIES 1,500 - FREON #22 AND #12 CYLINDERS 500 - REPLACE ELEVATOR/HALLWAY MATS 1,000 - PAINTING SUPPLIES (BRUSHES, POLES, ETC) 1,000 - PROPANE FOR ICE RINK STORE ROOM 13,700 - PAPER PRODUCTS 1,000 - CLEANING TOOLS 8,000 - CLEANING PRODUCTS 5,500 - LAMPS AND BALLASTS 3,800 - MISC. ITEMS SUCH AS AIR/VENT COIL CLEANER, HOSES REFRIGERANT, PUMP COUPLERS, OXYGEN, GREASE OIL BELTS, ETC AND ACETYLENE REFILLS FOR TORCH TANKS COIL CLEANER, MOTOR CONTROL PARTS 1,200 - HALOGEN LIGHTS FOR MUNI. GARAGE 1,650 - EXTERNAL BATTERIES FOR PHONE SYSTEM
41016	2,500	UNIFORMS/SAFETY SHOES 2,500 - WORK UNIFORMS AND SAFETY SHOES
41017	4,500	SMALL TOOLS 4,500 - MISC. TOOLS
41023	14,000	GASOLINE 14,000 - BASED ON ESTIMATED USAGE
42033	700	TRAINING AND SAFETY

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		100 - SAFETY LITERATURE, TRAINING, EQUIPMENT/SUPPLIES
		100 - BLOOD BORNE PATH. VACCINE
		500 - CERTIFICATION CLASSES
42044	410,000	ELECTRIC
		3,000 - BUILDING MAINT. BARN
		191,000 - CITY CENTER COMPLEX
		7,000 - ELECTRICAL BUREAU
		24,000 - FIRE STATIONS
		70,000 - PARKS/PLAYGROUNDS/POOLS
		35,000 - MUNICIPAL SERVICE CENTER
		8,000 - PARKS MAINT. BARN
		7,000 - POLICE SUBSTATIONS
		37,000 - MEMORIAL POOL AND RINK
		14,000 - SAND ISLAND
		10,000 - RECYCLING
		4,000 - RADIO TRANSMISSION TOWER (S. MOUNT)
42045	185,000	GAS
		185,000 - BASED ON ESTIMATED USAGE
42046	43,000	HEATING OIL
		6,500 - BUILDINGS AND PARKS MAINT SHOPS
		2,500 - DAR HOUSE
		9,000 - ICE RINK
		8,000 - MEMORIAL POOL
		6,000 - LINCOLN FIRE COMPANY
		5,000 - ELECTRICAL BUREAU
		6,000 - SELL FIELD
		PAST HISTORY OF HEATING COSTS
		1993 24,490
		1994 26,930
		1995 16,450
		1996 17,450
		1997 14,000
		1998 10,400
		1999 12,570
		2000 16,000
		2001 25,260
		2002 16,517
		2003 25,300
		2004 34,500
		2005 38,300
		2006 38,500
		2007 38,350
		2008 56,390
		2009 35,530
		2010 AS OF JULY 31 34,000
42047	125,560	DEPARTMENT CONTRACTS
		55,000 - CITY CENTER ENERGY SYSTEM MAINTENANCE
		10,060 - ELEVATOR MAINTENANCE
		3,000 - PEST CONTROL

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		4,000 - SECURITY SYSTEMS MAINTENANCE
		4,450 - SERVICE FIRE EXTINGUISHERS/SUPPRESSION SYSTEM FIRE HOSE INSPECTION
		6,000 - SERVICE AND CHEMICALS FOR WATER TREATMENT COOLING TOWERS/HEATING SYSTEMS
		6,450 - ANNUAL BOILER MAINTENANCE
		3,500 - SPRINKLER TRIP TEST (CITY CENTER, GARAGE, ICE HOUSE)
		4,000 - TRANE SERVICE ON TWO CHILLERS AT CITY CENTER
		1,500 - GARAGE & IH SPRINKLER SYSTEM LEAK TEST/REPAIR AS NEEDED
		4,000 - P.M. ON SWITCH GEAR/ELEC. DISTRIBUTORS (CITY CENTER)
		3,100 - EDDY CURRENT TEST-CONDENSER & EVAPORATOR TUBES
		1,100 - ADS ELECTRIC DOORS
		5,000 - UNDERGROUND STORAGE TANKS INDEMNIFICATION/REGISTRATION /INSPECTION
		400 - MUNICIPAL GARAGE SECURITY MONITORING
		10,000 - ICE RINK MAINT.
		4,000 - ZAMBONI MAINT
42060	500	OTHER EXPENSES
		500 - CDL REIMBURSEMENT, POOL RECERTIFICATION
42064	500	EQUIPMENT MAINTENANCE
		500 - REPAIRS TO EQUIPMENT UTILIZED FOR MAINTENANCE PURPOSES
42065	33,873	PLANT MAINTENANCE
		3,000 - FAN COIL UNIT MOTORS
		4,100 - CLIMATE CHANGERS REPLACEMENT FILTERS TOWN HALL SOUND SYSTEM UPGRADE
		1,500 - CEILING TILE
		2,800 - REPLACE CG PENTHOUSE DOUBLE DOORS (INSTALLED)
		2,773 - TEGG SERVICE ELECTRICAL DISTRIBUTION
		3,000 - BUILDING MATERIALS (PLYWOOD, FRAME LUMBER, WHITE PINE)
		2,000 - HBI REPAIRS/RENOVATIONS
		1,800 - ELEVATOR CODE REQUIREMENTS
		3,500 - BOILER DOOR REPAIR REFACTORY
		4,400 - BOILER DUTCH OVEN REPLACEMENT
		5,000 - UNFORESEEN MAINT.

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BUREAU DETAIL

Bureau: Recreation

No: 0406

Department: Parks & Public Property

No: 0040

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Organized Field Day for Broughal Middle School to Sand Island, in response to BASD funding cuts.
 - Developed 8 new community garden plots at Ullman Park.
 - Arranged for Touchstone Theatre to offer "Performance in the Park" an outdoor theatrical show for youth.
 - Continued "Movies in the Park" program at various parks and playgrounds throughout the summer.
 - Successfully facilitated a SAT Prep Program, organized a week-long Adventure Camp (Day Camp) experience with 17 Southside youths, and held the 3rd annual Basketball Tournament to benefit the victims of the Mechanic Street fire with funding assistance from Community Action Development Corporation/M&T Bank.
 - Organized a day trip for 20 Southside students to Dutch Springs Water park.
 - Renovation of the Ice Rink including new pad, dasher boards and painting.
 - Completed Phase I of the Skate Plaza. Successfully organized a grand opening weekend.
 - Identify and meet with potential sponsors for the Bethlehem Skate Plaza.
 - Worked with KaBOOM on new playground system at Higbee along with 200 volunteers. Received funding assistance from Lehigh Green Futures Fund, Highmark, Blue Shield, PNC Bank, DCNR, and PLCM.
 - Replaced diving board with state of the art water slide at Memorial Pool.
 - Electric upgrade at Memorial Pool.
 - Installed new windows at Saucon and Yosko pools.
 - Construction of an open pavilion at Clearview Park.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Final Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2808 Recreation Administrator	1	1	1	1	1	64,580	1	64,580	1	66,323
C062 Account Clerk II	1	1	1	1	1	40,249	1	40,249	1	42,383
Total Positions	2	2	2	2	2	104,829	2	104,829	2	108,706
Allocated from 004A						43,514		43,514		46,805
						148,343		148,343		155,511
Account Detail										
40001 SALARIES	90,793	127,732	138,978	143,518		145,753		145,753		151,684
40002 LONGEVITY	2,310	2,535	2,450	2,520		2,590		2,590		3,827
40003 OVERTIME	12,941	19,587	20,174	20,233		22,000		18,000		22,000
40004 TEMPORARY HELP	252,595	279,896	284,200	286,330		312,444		312,444		299,320
40006 DIFFERENTIAL PAY	-	233	480	467		500		250		500
40008 MEAL REIMBURSEMENT	-	10	10	40		200		120		200
Personnel	358,639	429,993	446,292	453,108		483,487		479,157		477,531
41013 OFFICE EXPENSE	138	193	395	396		400		200		500
41014 OPERATING SUPPLIES	9,215	12,477	9,406	12,607		10,900		10,900		12,000
41021 CHEMICALS	29,800	34,403	44,038	39,932		47,000		47,000		47,000
41023 GASOLINE	849	900	919	462		800		650		800
Materials & Supplies	40,002	47,973	54,758	53,397		59,100		58,750		60,300
42032 TRAINING/CONT. EDUCATION	-	-	8	578		-		-		500
42040 ADVERTISING AND PRINTING	486	1,147	1,117	1,118		1,265		1,100		1,100
42047 DEPARTMENT CONTRACTS	30,000	30,000	30,000	30,000		30,000		30,000		30,000
42049 REFUNDS	140	540	495	410		500		500		500
42060 OTHER EXPENSES	1,490	2,157	1,166	1,280		1,050		1,050		1,500
42063 SPECIAL PROGRAMS	5,261	5,641	3,645	2,539		4,500		3,800		5,000
42064 EQUIPMENT MAINTENANCE	-	-	-	-		-		-		-
Purchased Services	37,377	39,485	36,431	35,925		37,315		36,450		38,600
43099 EQUIPMENT	1,000	-	-	-		-		-		-
Equipment	1,000	-	-	-		-		-		-
Total RECREATION	437,018	517,451	537,481	542,430		579,902		574,357		576,431

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	22,000	OVERTIME 22,000 - HOURS WORKED AT ICE RINK - EVENINGS, WEEKENDS, AND HOLIDAYS.
40004	299,320	TEMPORARY HELP POOLS: 88,000 - LIFEGUARDS 16,000 - CASHIERS 19,287 - ASST. HEAD GUARDS 16,000 - HEAD GUARDS 1,030 - POOL PREPARATION 1,970 - IN-SERVICE 9,000 - SUPERVISOR PLAYGROUNDS/DAY CAMP 21,000 - LEADERS 5,000 - SUPERVISOR 1,030 - IN-SERVICE 4,600 - SUMMER OFFICE CLERK SAND ISLAND: 7,725 - ATTENDANTS 5,150 - TENNIS COORDINATOR SUMMER BASKETBALL: 515 - ASSIGNER 1,545 - SCOREKEEPERS SOFTBALL: 3,100 - DIRECTOR/UMPIRE-IN-CHIEF WINTER BASKETBALL: 1,050 - ASSIGNER 2,540 - GYM SUPERVISOR/SCOREKEEPERS ICE RINK: 23,175 - SKATEGUARDS 5,150 - CASHIERS SPECIAL PROGRAM INSTRUCTORS: 8,240 - SWIMMING LESSONS 5,150 - TENNIS LESSONS 7,725 - ICE SKATING/HOCKEY LESSONS 45,338 - SOUTHSIDE RECREATION COORDINATOR (SALARY)
40006	500	DIFFERENTIAL PAY 500 - DIFFERENTIAL PAY
40008	200	MEAL REIMBURSEMENT 200 - REIMBURSEMENT FOR MEALS IN ACCORDANCE WITH UNION CONTRACT.

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	500	OFFICE EXPENSE 500 - SUPPLIES NOT AVAILABLE FROM STOCK INVENTORY.
41014	12,000	OPERATING SUPPLIES 1,000 - TENNIS/SOFTBALL TROPHIES. 2,000 - RECREATION SWIMSUITS AND SHIRTS 1,000 - ARTS AND CRAFTS SUPPLIES 1,000 - ATHLETIC EQUIPMENT 1,000 - ICE SKATING SUPPLIES 1,300 - FIRST AID SUPPLIES 1,000 - POOL SUPPLIES 400 - LAMINATING POUCHES 300 - PLAYGROUND SPECIAL EVENTS 1,000 - EASTER EGG HUNT 2,000 - MEMORIAL POOL CONCESSION STAND
41021	47,000	CHEMICALS 47,000 - POOL/RINK CHEMICALS, TEST KITS, SUPPLIES, AND WATER TESTING. INCREASE IS DUE TO INCREASED COSTS IN CHEMICALS AND DELIVERY CHARGES.
41023	800	GASOLINE 800 - BASED ON ESTIMATED USAGE. INCLUDES LIQUID PETROLEUM GAS FOR ZAMBONI (\$500).
42032	500	TRAINING/CONTINUING ED. 500 - SEMINARS/CONFERENCES SUCH AS PRPS
42040	1,100	ADVERTISING AND PRINTING 500 - POOL AND TENNIS PASSES 250 - MUSIC IN THE PARK 200 - EXPRESS TIMES 150 - ADVERTISING/RECREATION
42047	30,000	DEPARTMENT CONTRACTS 30,000 - BOY'S CLUB, MARVINE PLAYGROUND AND YOSKO POOL AND PLAYGROUNDS
42049	500	REFUNDS 500 - REFUNDS FOR CLASS REGISTRATION CANCELLATIONS (I.E. SWIMMING LESSONS) AFTER PAYMENT HAS ALREADY BEEN DEPOSITED.
42060	1,500	OTHER EXPENSES 1,000 - REIMBURSEMENT GAS 150 - PRPS MEMBERSHIP 350 - MAINTENANCE OF CASH REGISTER
42063	5,000	SPECIAL PROGRAMS 600 - BASKETBALL PLAY-OFF OFFICIALS (SUMMER/WINTER) 1,300 - SOFTBALL PLAYOFF OFFICIALS 800 - CPR TRAINING/CERTIFICATION 900 - LIFEGUARD TRAINING

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	400	- POOL/ICE RINK EVENTS
	1,000	- YOUTH RECREATION PROGRAM

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BUREAU DETAIL

Bureau: Parks Maintenance **No:** 0407

Department: Parks & Public Property **No:** 0040

Bureau Description:

This bureau provides for the maintenance of the City's parks, playgrounds, and ball fields. Also responsible for assisting in the City-wide leaf and snow operations in addition to all snow removal from all City properties including 11 parking lots, 20 miles of sidewalks and 25 bridge sidewalks.

Goals and Objectives:

- To efficiently and cost effectively maintain over 36 public parks, playgrounds, and ball fields consisting of 2,000 acres of ground and 6 miles of canal towpath.

Prior Year Achievements:

- Worked with USDA in the successful goose roundup at Johnston, Monocacy and Saucon Parks.
 - Refurbished pond and associated fountains in the Serenity Garden on western face of Library.
 - Continued maintenance of the 17 acre, 2.87 mile south Bethlehem Greenway.
 - Assisted Trail Tenders in a major clean up and restoration of the Tow Path.
 - Supported extensive South and North side weekend community clean up initiatives.
 - Supported numerous community clean ups (i.e. Lehigh Lacrosse, Beth-Allen Students).
 - Continued regular weekend trash collection of South and North side business districts.
 - Worked with KaBOOM in redesigning of Higbee Park.
 - Assisted in construction of the new Raiders football field house.
 - Assisted Northeast Little League with the completion of field lights.
 - Assisted with the removal of tress for the North Central Little League.
 - Assisted with the PLCM Convention.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Actual & Estimated	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3009 Superintendent of Maint	1	1	1	1	1	71,003	1	71,003	1	71,384
2608 Stone Mason	1	1	1	1	1	58,407	1	58,407	1	60,059
2402 Foreman	1	1	1	1	1	53,335	1	53,335	1	54,767
M114 Maintenance Worker III	6	6	6	6	6	290,220	6	290,220	6	297,965
M092 Maintenance Worker II	8	8	8	8	9	367,371	9	367,371	9	412,004
M072 Maintenance Worker I	4	4	4	4	4	143,258	4	143,258	4	168,697
Total Positions	21	21	21	21	22	983,594	22	983,594	22	1,064,876
Vacancy Factor						(20,000)		(20,000)		-
						963,594		963,594		1,064,876
Account Detail										
40001 SALARIES	813,357	844,407	894,279	956,943		947,634		947,634		1,050,601
40002 LONGEVITY	10,710	12,670	13,300	14,770		15,960		15,960		14,275
40003 OVERTIME	33,174	32,324	47,665	36,635		43,000		32,000		41,000
40004 TEMPORARY HELP	18,833	20,761	21,909	25,800		22,500		22,500		22,000
40006 DIFFERENTIAL PAY	218	1,009	885	960		1,100		1,050		1,100
40008 MEAL REIMBURSEMENT	1,272	2,170	1,820	1,980		2,100		2,100		1,800
Personnel	877,564	913,341	979,858	1,037,088		1,032,294		1,021,244		1,130,776
41014 OPERATING SUPPLIES	12,054	11,966	11,574	12,121		12,000		12,000		12,500
41016 UNIFORMS/SAFETY SHOES	3,540	3,913	4,161	4,186		4,195		3,500		4,195
41017 SMALL TOOLS	-	-	124	1,300		1,000		750		1,000
41023 GASOLINE	31,000	30,000	48,731	26,837		38,825		42,000		35,000
Materials & Supplies	46,594	45,879	64,590	44,444		56,020		58,250		52,695
42032 TRAINING/CONT. EDUCATION	-	-	145	538		500		250		1,000
42047 DEPARTMENT CONTRACTS	-	-	-	-		-		-		-
42054 RENTALS	-	-	370	357		500		500		1,500
42060 OTHER EXPENSES	27,229	25,945	33,647	23,220		34,000		28,000		36,000
42064 EQUIPMENT MAINTENANCE	10,780	12,005	21,598	16,561		18,200		17,000		18,500
42065 PLANT MAINTENANCE	3,850	11,361	7,336	8,091		8,000		8,000		8,000
Purchased Services	41,859	49,311	63,096	48,767		61,200		53,750		65,000
43099 EQUIPMENT	21,165	59,890	22,565	-		7,000		7,000		-
Equipment	21,165	59,890	22,565	-		7,000		7,000		-
Total	PARKS MAINTENANCE	987,182	1,068,421	1,130,109	1,130,299	1,156,514		1,140,244		1,248,471

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

2011 BUDGET REQUEST JUSTIFICATION

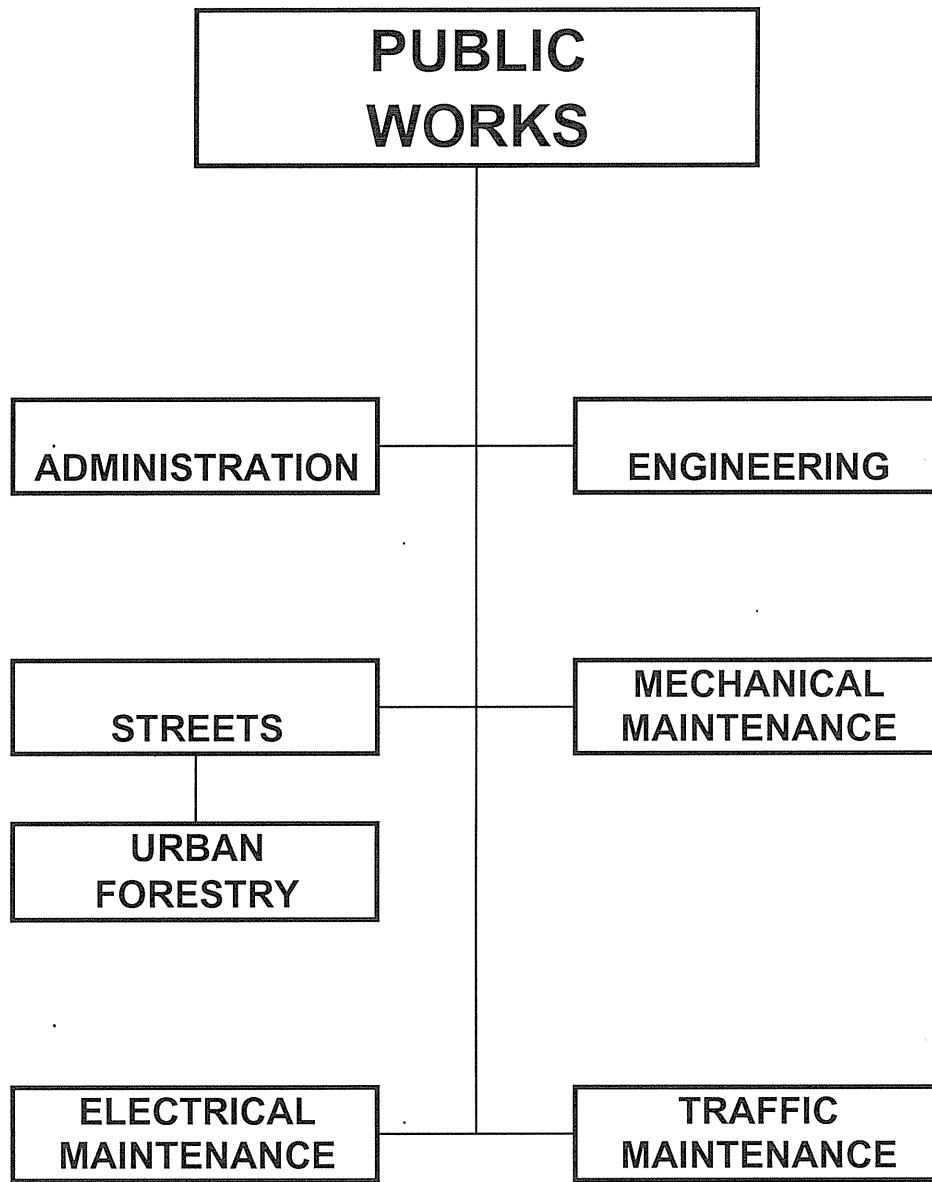
ACCOUNT	AMOUNT	DESCRIPTION
40003	41,000	OVERTIME 41,000 - STAND-BY AND CALL OUTS FOR STORM EMERGENCIES. SCHEDULED OVERTIME FOR CLEARING SIDEWALKS, STREETS AND BRIDGES DURING SNOW OPERATIONS, LEAF PICKUP, SERVICES TO SPECIAL EVENTS, WEEKEND GARBAGE PICK UP IN NORTH AND SOUTH DOWNTOWN FROM JUNE THROUGH AUGUST, THE ADDITION OF S. BETHLEHEM GREENWAY, 4TH OF JULY FALLS ON A WEEKEND, GRAFFITI
40004	22,000	TEMPORARY HELP 22,000 - ASSIST DURING SUMMER IN VARIOUS PLAYGROUNDS, PARKS, ATHLETIC FIELDS, HBI, WITH GRASS CUTTING AND WEED CONTROL. ASSIST WITH CITY FLOWER PROGRAM, GRAFFITI PROGRAM, AND ASSIST WITH SPECIAL EVENTS. DUE TO LIMITED FULL TIME WORKFORCE WE WOULD GREATLY BENEFIT FROM STARTING EARLIER AND ENDING LATER.
40006	1,100	DIFFERENTIAL PAY 1,100 - HOURS WORKED FOR MIDDLE AND NIGHT SHIFT DURING CALL OUTS AND EXTENDED HOURS.
40008	1,800	MEAL REIMBURSEMENT 1,800 - MEALS PAID IN ACCORDANCE WITH UNION CONTRACT
41014	12,500	OPERATING SUPPLIES MONIES ALLOCATED FOR BLANKET ORDERS AND VARIOUS SUPPLIES REQUIRED FOR MAINTENANCE AT CITY PARKS, PLAYGROUNDS, GARDENS, ATHLETIC FIELDS, ETC. 2,350 - CITY FLOWER PROGRAM 1,000 - ROSES FOR ROSE GARDEN 1,500 - CHEMICALS (BEE SPRAY, DEODORIZERS, CLEANSERS, ETC.) 1,500 - PAINT 1,000 - CEMENT 1,500 - MISCELLANEOUS SUPPLIES 1,200 - 6 HAND MOWERS 2,000 - 6 STRING TRIMMERS 450 - 2 HAND HELD BLOWERS
41016	4,195	UNIFORMS/SAFETY SHOES 4,195 - WORK UNIFORMS AND SAFETY SHOES ALSO TO PURCHASE RAIN GEAR.
41017	1,000	SMALL TOOLS 500 - MISC. TOOLS FOR PROJECTS 500 - TOOLS NEEDED FOR EQUIP. MAINT. THE EQUIP. WILL EXPEDITE SERVICE EFFICIENCY.
41023	35,000	GASOLINE 35,000 - BASED ON ESTIMATED USAGE.

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42032	1,000	TRAINING/CONTINUING ED. 1,000 - EMPLOYEE TRAINING, PESTICIDE SPRAYING CERTIFICATION, EDUCATIONAL SEMINARS, HEAVY EQUIPMENT TRAINING, CDL UPGRADES
42054	1,500	RENTALS 500 - RENTAL OF EQUIPMENT NOT AVAILABLE IN CITY FLEET 1,000 - SKATEPLAZA PORT-A-JON RENTAL
42060	36,000	OTHER EXPENSES 600 - SUBSCRIPTIONS, CDL REIMBURSEMENT 33,400 - LANDFILL CHARGES (INCREASE ADVISED BY PURCH. MGR) 2,000 - TIRE CLEAN-UP
42064	18,500	EQUIPMENT MAINTENANCE SERVICES AND PARTS FOR MAINTENANCE OF EQUIPMENT NEEDED FOR GRASS CUTTING AND ALSO REPAIRS TO CHAIN SAWS, JACK HAMMERS, AND OTHER EQUIPMENT. 3,000 - TRACTORS 3,500 - MOWERS 2,000 - CULTIVATORS/TRIMMERS 1,500 - PUMPS 1,500 - JACKHAMMERS, CHAIN SAWS, ETC. 1,500 - MISC. PARTS/REPAIRS TO OTHER EQUIPMENT 5,500 - EXTENDED WARRANTY FOR BACKHOE
42065	8,000	PLANT MAINTENANCE 8,000 - PURCHASE TOOLS AND MATERIALS TO PERFORM MATINENANCE, LANDSCAPING, AND NECESSARY REPAIRS TO CITY PARKS, PLAYGROUNDS, GARDENS, ATHLETIC FIELDS, CITY CENTER COMPLEX. REMOVAL OF HAZARDOUS TREES. MATERIALS REQUIRED TO MAINTAIN PARKS FACILITIES SUCH AS MULCH, BARK, FERTILIZER, GRASS SEED, TOPSOIL, LUMBER AND PAINT.

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BUREAU DETAIL

Bureau: Administration

No: 0501

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

- To manage and monitor activities and budgets in the Department of Public Works in an efficient, cost effective, and proactive manner.
- To streamline operations, control costs, and maintain or improve the level of services throughout the Department.
- To develop innovative techniques and keep up with changing conditions or technologies to aid in accomplishing the stated goals and objectives.
- To reorganize and provide continuing training to the various Public Works Bureaus as appropriate and assist in meeting the goals and objectives.

Prior Year Achievements:

- Currently working on implementing a vehicle tracking system to improve safety, productivity, and efficiencies of various field operations such as snow plowing, leaf collection, and Christmas lighting decorations.
 - Implemented and maintained a Road Management Program for the resurfacing of all City streets.
 - Completed the transition of the Bureau of Mechanical Maintenance into the Public Works Department and completed numerous improvements within that bureau. This included the implementation of a work order tracking system (ManagerPlus) and other Continuous Improvements (CI) events.
 - Expanded and improved urban forestry functions within the City, which will be detailed in that bureau's prior year achievements.
 - Maintained and improved services in the various bureaus and introduced and completed new programs such as pre-wetting of road surfaces to improve snow/ice operations in the Bureau of Streets, additional traffic calming techniques in the Bureau of Traffic Maintenance, and tree inventory and database program in Urban Forestry.
 - Completed the purchase of the City's over 7,000 street lights and implemented a state of the art internet based reporting system to maintain the same in the Bureau of Electrical Maintenance. Continues to monitor the improved effectiveness of maintenance cost savings of this project.
 - Upgraded/relamped the City's traffic signals with new light emitting diodes (LED's) bulbs to reduce costs, improve safety, and realize savings from this system. Completed the second monitoring and verification (M&V) report to confirm savings and the effectiveness of this project.
 - Developing a city-wide geographic information system (GIS), and the completion of numerous other critical engineering and construction projects.
 - Played key role and participated in the CI Program.
 - Transitioned into new purchasing procedure developed through the CI Program.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0501 ADMINISTRATION

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Actual & Estimated	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N085 Dir Pub Wks/City Engineer	1	1	1	1	1	88,540	1	88,540	1	89,204
2807 Dept Business Manager	1	1	1	1	1	47,907	1	47,907	1	49,650
C072 Departmental Secretary	1	1	1	1	1	33,177	1	33,177	1	37,546
Total Positions	3	3	3	3	3	169,624	3	169,624	3	176,400
2807 25% Allocated to 20016						(11,977)		(11,977)		(13,037)
2807 25% Allocated to 3001						(11,977)		(11,977)		(13,037)
						<u>145,670</u>		<u>145,670</u>		<u>150,326</u>
Account Detail										
40001 SALARIES	141,786	147,457	151,728	143,631		145,075		145,075		149,616
40002 LONGEVITY	1,155	1,260	1,365	735		595		595		710
40003 OVERTIME	-	-	-	-		-		-		1
40004 TEMPORARY HELP	-	-	-	-		-		-		1
Personnel	142,941	148,717	153,093	144,366		145,670		145,670		150,328
41013 OFFICE EXPENSE	643	472	298	576		700		500		700
41023 GASOLINE	521	670	826	595		870		870		935
Materials & Supplies	1,164	1,142	1,124	1,171		1,570		1,370		1,635
42032 TRAINING/CONT. EDUCATION	225	225	25	450		700		600		700
42060 OTHER EXPENSES	609	533	882	822		965		900		740
Purchased Services	834	758	907	1,272		1,665		1,500		1,440
Total ADMINISTRATION	144,939	150,617	155,124	146,809		148,905		148,540		153,403

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	1	OVERTIME 1 - TO PROVIDE MODEST AMOUNT AND MAINTAIN THE ACCOUNT IN THE EVENT THAT OVERTIME IS NEEDED. DUE TO BUDGET CONSTRAINTS, WE WILL NOT UTILIZE THIS ACCOUNT IN 2011.
40004	1	TEMPORARY HELP 1 - THE APPROXIMATELY 90 STAFF INDIVIDUALS IN PUBLIC WORKS, SOME OF WHOM GENERATE SUBSTANTIAL WRITTEN MATERIAL, HAVE ONLY ONE SECRETARIAL SUPPORT, THAT BEING THE DEPARTMENT SECRETARY. DUE TO BUDGET CONSTRAINTS, WE WILL NOT UTILIZE THIS ACCOUNT IN 2011.
41013	700	OFFICE EXPENSE 700 - SPECIAL SUPPLIES THAT ARE NOT STOCKED BY PURCHASING. EXPENDITURES IN 2010 WERE SIGNIFICANTLY CURTAILED DUE TO OVERALL BUDGET CONSTRAINTS.
41023	935	GASOLINE 935 - FOR DIRECTOR'S VEHICLE TO RESPOND TO CITY BUSINESS 24/7 INCLUDING SNOW PLOWING OPERATIONS. BASED ON ANNUAL USAGE OF 340 GALLONS @ \$2.75 PER GALLON.
42032	700	TRAINING/CONTINUING ED. 700 - THIS ACCOUNT WILL BE UTILIZED FOR CONTINUING PROFESSIONAL EDUCATION FOR THE DIRECTOR/CITY ENGINEER TO MAINTAIN PROFESSIONAL ENGINEERING LICENSURE PER THE STATE OF PENNSYLVANIA NEW 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. HAS NOT BEEN UTILIZED IN THE PAST DUE TO LOW BUDGET VERSUS COST OF ANY SEMINAR. USEFUL SEMINARS WERE ALSO NOT ATTENDED DUE TO OVERALL BUDGET CONCERNS.
42060	740	OTHER EXPENSES MISCELLANEOUS - WILL NOT BUDGET DUE TO BUDGET CONSTRAINTS 290 - REFERENCE/CROSS DIRECTORY/POLK DIRECTORY 100 - PUBLIC WORKS SUBSCRIPTIONS 350 - PROFESSIONAL MEMBERSHIPS/APWA DUES

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BUREAU DETAIL

Bureau: Engineering

No: 0502

Department: Public Works

No: 0050

Bureau Description:

This bureau provides professional design, drafting, surveying and inspection services for the numerous infrastructure projects undertaken by the City, reviews all subdivisions and land developments for compliance with City Ordinances and Codes, and maintains permanent records of the City's infrastructure as required. Activities include design and inspection of all streets, permitting, utilities, bridges, bridge rehab, review of subdivisions and public improvements, cost estimates, and design of City-owned projects.

Goals and Objectives:

- To provide engineering, permitting, construction, inspection, record keeping, and surveying services for the execution of Public Works projects, land development activities, and engineering support to all other City departments and bureaus as needed.

Prior Year Achievements:

- Completed the design and construction or oversight of design and construction of numerous projects, which included storm sewer improvements at Linden Street, Bethlehem Skate Plaza, Birkel Avenue, reconstruction of Mountain Drive, Aeration Basin Upgrades at the WWTP, and other water and sewer capital projects.
 - Completed the design/bid packages of numerous street re-surfacing projects, curb ramps, sidewalks, traffic signals, and restoration of utility trenches.
 - Continue Phase III of the City's Geographic Information System, continue preliminary engineering for the Lynn Avenue Bridge replacement, and design of the 12 MG Reservoir Cover Replacement.
 - Completed review of numerous site development plans including Steel Stacks, PBS 39, Eaton Pointe, LVIP 7 lots, and HOP plans.
 - Ongoing NPDES Phase II stormwater permitting efforts including annual report to PA DEP.
 - Completed the City's Act 537 Plan and Long Term Control Plan.
 - Continued review and coordination with Penn DOT and design engineer for various phases of the Route 412 project which include TSM, widening, connector road, and Second Street Ramp.
 - Completed design of angle parking on Main Street.
 - Continue plan reviews, coordination, and contract administration of the South Bethlehem Greenway Phases 1-3.
 - Evaluated ADA curb ramp design requirements that are incorporated into our overlay program.
 - Design, permitting, and construction of an emergency replacement of a culvert along Ringhoffer Road.
 - Evaluated and designed additional on-street parking inventory and storm water improvements in the Main Street vicinity.
 - Identify and pursue various replacement alternatives for the High Street Bridge, negotiate with Norfolk Southern, and seek grant funding.
 - Completed design for final phase of Commerce Center Boulevard which includes landscaping and signage.
 - Review, coordination, and contract administration of 21st Century Town Square.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0502 ENGINEERING

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Final Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N100 Bureau Chief Engineer	1	1	1	1	1	79,498	1	79,498	1	80,094
2908 Section Engineer	2	2	2	2	2	135,383	2	135,383	2	117,690
2809 Project Engineer	2	2	2	2	2	127,760	2	127,760	2	131,315
2511 Design Asst-Chief of Surv	1	1	1	1	1	55,945	1	55,945	1	57,449
2503 Design Assistant	2	2	2	2	2	109,789	2	109,789	2	112,938
2404 Engineering Assistant	5	5	5	5	6	310,818	6	310,818	5	261,584
2302 Engineering Aide	1	1	1	1	-	-	-	-	-	-
Total Positions	14	14	14	14	14	819,193	14	819,193	13	761,070
Vacancy Factor						-		-		(48,169)
						819,193		819,193		712,901
Account Detail										
40001 SALARIES	678,080	727,890	763,746	806,068		803,863		803,863		701,351
40002 LONGEVITY	14,000	14,280	14,560	14,910		15,330		15,330		11,550
40003 OVERTIME	35,506	20,588	26,863	26,217		30,000		24,400		28,000
40004 TEMPORARY HELP	792	320	56	-		450		-		500
40008 MEAL REIMBURSEMENT	-	-	-	-		50		20		-
Personnel	728,378	763,078	805,225	847,195		849,693		843,613		741,401
41014 OPERATING SUPPLIES	3,219	2,629	4,092	3,616		5,400		4,000		5,500
41016 UNIFORMS/SAFETY SHOES	1,736	1,209	1,761	1,457		2,800		2,000		1,600
41023 GASOLINE	10,291	10,329	13,389	8,663		13,000		11,000		11,000
Materials & Supplies	15,246	14,167	19,242	13,736		21,200		17,000		18,100
42032 TRAINING/CONT. EDUCATION	50	1,139	1,936	1,761		1,000		500		1,000
42047 DEPARTMENT CONTRACTS	24,712	33,595	16,666	14,170		27,000		27,000		30,000
42060 OTHER EXPENSES	4,197	7,034	5,170	5,369		6,725		5,850		5,775
42064 EQUIPMENT MAINTENANCE	2,051	3,600	3,015	3,015		3,625		3,625		3,625
42064 BRIDGE MAINTENANCE	-	-	-	-		-		-		1,200
Purchased Services	31,010	45,368	26,787	24,315		38,350		36,975		41,600
43099 EQUIPMENT	13,499	1,300	730	-		-		-		-
Equipment	13,499	1,300	730	-		-		-		-
Total	ENGINEERING	788,133	823,913	851,984	885,246	909,243		897,588		801,101

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	28,000	OVERTIME 28,000 - BASED ON ANTICIPATED CONSTRUCTION ACTIVITY IN 2011. MOSTLY TO COVER CONSTRUCTION INSPECTION SERVICES AND WARRANTS OF SURVEY DURING PEAK CONSTRUCTION SEASON. CONSTRUCTION SERVICES ARE FOR BOTH CITY PROJECTS AS WELL AS PRIVATE DEVELOPMENTS FOR WHICH SERVICES ARE PAID BY DEVELOPER INTO OUR GENERAL FUND. MADE SUBSTANTIAL EFFORTS TO REDUCE USE OF THIS ACCOUNT IN 2010, SUCH AS LIMITING INSPECTION TIME TO CRITICAL JUNCTIONS OF CONSTRUCTION. ANTICIPATE SIGNIFICANT OVERTIME FOR SEVERAL LARGE DEVELOPMENT PROJECTS (ROUTE 412 IMPROVEMENTS, 2ND STREET RAMP, 21ST CENTURY TOWN SQUARE, GREENWAY, PLAZA ON EIGHTH AVENUE, ETC.). REDUCED TO MEET BUDGET CONSTRAINTS.
40004	500	TEMPORARY HELP 500 - TO PAY FOR INTERNS TO WORK ON THE COLLECTION OF DATA FOR THE GIS SYSTEM DEVELOPMENT AND ANY UNANTICIPATED WORK REQUIRING TEMPORARY HELP. WE WERE ABLE TO SUCCESSFULLY UTILIZE ONLY UNPAID INTERNS. REDUCED TO A MINIMUM TO MEET BUDGET CONSTRAINTS.
41014	5,500	OPERATING SUPPLIES 4,600 - ANNUAL COST OF BLUEPRINT MATERIALS, DRAFTING, AND SURVEYING SUPPLIES FOR THE YEAR. MISCELLANEOUS (MOSTLY SURVEYING) ITEMS SUCH AS CLOTH, VELUM, PEN POINT INK, GAMMON REELS, PLUMB BOB POINTS, P.K. NAILS AND SPIKES. NEW BUDGET IS BASED ON EXPERIENCED NECESSARY EXPENDITURES IN 2010 AND MODEST PRICE INCREASES FOR MATERIALS. 900 - REPLACE HALF OF THE INK CARTRIDGES FOR THE HP PLOTTER. HALF WERE REPLACED IN 2010.
41016	1,600	UNIFORMS/SAFETY SHOES 1,600 - FIVE (5) T-SHIRTS/TWO (2) SWEATSHIRTS TO BE PURCHASED FOR SURVEYORS AND INSPECTORS. REIMBURSEMENT FOR SHOES FOR SEVEN (7) EMPLOYEES. CONTINUOUSLY MONITORING AND EVALUATING NEEDS.
41023	11,000	GASOLINE 11,000 - BASED ON ANNUAL USAGE OF 4,000 GALLONS (10 VEHICLES) AT \$2.75 PER GALLON.
42032	1,000	TRAINING/CONTINUING ED. 1,000 - REFERENCE TEXTS, MANUALS, VIDEOTAPES AND SOFTWARE TO IMPROVE WORK PERFORMANCE AND JOB SAFETY. BASIC AND ADVANCED COMPUTER TRAINING AND UPDATE COURSES SUCH AS AUTOCAD, ETC. AND TO PROVIDE FOR ENGINEERING TRAINING SEMINARS (GIS, ETC.) & MATERIALS. ATTEND PERMITTING SEMINARS ON EPA REGULATIONS EFFECTING MUNICIPALITIES. CONTINUE TO LIMIT EXPENDITURES TO MEET BUDGET

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		CONSTRAINTS. UTILIZATION OF THIS ACCOUNT HAS BEEN DIFFICULT DUE TO THE HIGH COST OF A SINGLE SEMINAR.
42047	30,000	DEPARTMENT CONTRACTS
	15,000 -	FOR REPLACEMENT OF DEFICIENT SIDEWALKS THAT OWNERS DO NOT REPLACE (EVENTUAL REIMBURSEMENT TO CITY ANTICIPATED) AFTER NOTICES (ASSUMING APPROXIMATELY 10-15 OWNERS IN 2011).
	15,000 -	LINE ITEM FOR UNEXPECTED OUTSIDE CONSULTING AND ENGINEERING WORK DURING THE YEAR. INCLUDES TRAFFIC STUDIES AND IN-HOUSE DESIGN SUPPORT TO ADDRESS ISSUES, UPGRADE OF SIGNALIZED INTERSECTIONS OR NEW INTERSECTIONS, OR IN RESPONSE TO SUBMITTALS OF LAND DEVELOPMENT PLANS. ALSO, ALL EFFORTS TOWARDS PHASE II NPDES STORM WATER PERMITTING SUCH AS ENGINEERING, CATCH BASIN CLEANOUT & REPAIR, TESTING EQUIPMENT (E.G. PUBLIC EVENTS AND GOOD HOUSEKEEPING, ETC.). NEW NPDES REQUIREMENTS ANTICIPATED IN 2011 BASED ON CHANGES TO PERMIT.
42060	5,775	OTHER EXPENSES
	350 -	PAINT FOR SURVEY CREW
	200 -	BATTERIES AND HAND CALCULATORS
	25 -	MAPS (GENERAL)
	400 -	APWA MEMBERSHIP
	500 -	MISCELLANEOUS FIELD AND OFFICE SUPPLIES
	200 -	STATIONERY SPECIALTY ITEMS
	200 -	FIRST AID SUPPLIES INCLUDING POISON IVY IMMUNIZATIONS, SAFETY BULLETINS, ETC.
	3,400 -	AUTOCAD UPGRADE FOR STATION.
	200 -	DIGITAL CAMERA
	100 -	MEASURING WHEEL TO CHECK DISTANCES AND DETERMINE QUANTITIES.
	200 -	SMART LEVEL TO CHECK GRADES FOR PAVING, SIDEWALKS, AND CURB RAMPS. SLOPE IS CRITICAL FOR ENSURING ADA AND CITY REQUIREMENTS ARE MET.
42064	3,625	EQUIPMENT MAINTENANCE
	3,625 -	ANNUAL ADJUSTMENT & ACCURACY CHECK FOR TWO (2) EDMs. SERVICE FOR OZALID BLUEPRINT MACHINE AND DESK TOP COPIER AND PLOTTER INCLUDING ANNUAL CONTRACTS.
42066	1,200	BRIDGE MAINTENANCE
		FOR CONSULTING, CONTRACTING, AND MATERIALS FOR MAINTENANCE OF BRIDGES UNDER THE RESPONSIBILITY OF THE CITY. BRIDGES ARE PERIODICALLY INSPECTED BY THE CITY AND PENN DOT. WHERE MAINTENANCE ITEMS ARE IDENTIFIED, THIS ACCOUNT IS FOR THE MOST PRESSING SHORT-TERM NEEDS ONLY SIGNIFICANT ADDITIONAL WORK IS REQUIRED IN THE LONG TERM. 2011 BUDGET IS TO PROVIDE A MODEST AMOUNT TO COVER ANY NEEDED MATERIAL TO PERFORM ANY FEASIBLE WORK IN-HOUSE FOR MOST PRESSING NEEDS.
	100 -	HIGH STREET BRIDGE OVER NORFOLK SOUTHERN RAILROAD.

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	200	- SOUTH MAIN STREET OVER MONOCACY CREEK.
	200	- MAIN STREET RAMP OVER CONESTOGA STREET.
	200	- FIRE LANE OVER SAUCON CREEK.
	200	- EIGHTH AVENUE OVER NORFOLK SOUTHERN RAILROAD.
	200	- LYNN AVENUE BRIDGE OVER LEHIGH VALLEY RAILROAD.
	100	- PAINT MILL BRIDGE OVER MONOCACY CREEK.

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BUREAU DETAIL

Bureau: Streets

No: 0503

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

- To maintain the City's street infrastructure including storm sewers.
 - To provide basic services to residents such as leaf collection in the fall, snow and ice management in the winter, street sweeping, general clean up activities, and street paving in the spring and summer.
 - To maintain or improve services including the reorganization and streamlining of the leaf collection operation and snow operation and a storm sewer cleaning program to provide for a more efficient and improved system.
 - To maintain both business districts streetscape to assist business owners and promote our downtowns.
-

Prior Year Achievements:

- Improved streetscape and cleaning services in the downtown areas and added flowers to median on Broad Street. Added more benches to our downtown business districts, and painted, repaired, replaced flower urns, and bollards with chains.
 - Improved curb line vegetation control via purchase and use of additional equipment. Acquired a new John Deere Tractor with a 20' cutting arm in order to reach the harder areas overgrown with vegetation along our streets.
 - Collected 39,000 cubic yards of leaves during the 2009 leaf collection operation.
 - Continue to place storm sewer placards on one-third (1/3) of the City storm system and clean 320 catch basins.
 - Paved 6,885 feet of roadway in 2010 (in-house paving only), picked up 3,000 cubic yards of debris from City streets, and made and replaced numerous street signs in 2010.
 - Streamlined and reorganized management and oversight for the leaf collection to improve and complete this service in a more timely manner and keep on improving this system.
 - Maintained a storm sewer cleaning/scheduling system utilizing computer based support. This will continue in 2010.
 - Maintained an in-house tree-trimming program in support of street sweeping activities.
 - Maintained and strived to improve all services provided.
 - Improved 4th Street streetscape via weed control/cleaning at the tree wells and repainting all bollards.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budget w/ Transfers		2010 Actual & Estimated		2011 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail										
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3206 Superintendent of Streets	1	1	1	1	1	78,130	1	78,130	1	78,708
2402 Foreman	2	2	2	2	2	105,479	2	105,479	2	92,117
M114 Maintenance Worker III	9	9	9	9	9	434,420	9	434,420	9	453,895
M092 Maintenance Worker II	13	13	13	13	13	591,597	13	591,597	13	567,312
M072 Maintenance Worker I	1	1	2	2	3	90,630	3	90,630	2	77,008
Total Positions	26	26	27	27	28	1,300,256	28	1,300,256	27	1,269,040
Allocated to 005A						(400,000)		(400,000)		(400,000)
Vacancy Factor						(20,000)		(20,000)		(37,770)
						880,256		880,256		831,270
Account Detail										
40001 SALARIES	734,013	702,223	740,050	857,684		862,616		862,616		819,575
40002 LONGEVITY	17,430	16,800	17,010	16,450		17,640		17,640		11,695
40003 OVERTIME	68,591	59,984	78,014	64,211		73,000		65,000		73,000
40004 TEMPORARY HELP	9,403	9,232	10,096	11,490		13,000		11,000		12,000
40006 DIFFERENTIAL PAY	1,955	2,388	2,249	2,551		3,200		3,000		3,200
40008 MEAL REIMBURSEMENT	2,208	3,820	3,740	4,070		3,000		4,000		3,000
Personnel	833,600	794,447	851,159	956,456		972,456		963,256		922,470
41014 OPERATING SUPPLIES	5,431	9,668	8,519	9,225		12,370		9,500		11,600
41016 UNIFORMS/SAFETY SHOES	4,320	4,148	4,500	4,358		6,500		4,875		6,500
41017 SMALL TOOLS	-	-	-	450		-		-		-
41023 GASOLINE	58,985	62,579	98,887	57,126		87,500		87,500		88,000
Materials & Supplies	68,736	76,395	111,906	71,159		106,370		101,875		106,100
42031 UNIFORM RENTAL	597	581	561	899		1,400		1,000		1,000
42033 TRAINING AND SAFETY	1,815	1,607	2,320	2,484		3,500		3,500		3,500
42047 DEPARTMENT CONTRACTS	13,660	9,756	17,711	11,357		25,000		25,000		35,000
42054 RENTALS	-	-	-	-		200		100		200
42060 OTHER EXPENSES	697	868	919	901		2,000		1,800		2,000
42060A BUSINESS DIST STREETScape	-	8,276	8,682	936		8,000		7,400		5,000
42064 EQUIPMENT MAINTENANCE	171	416	685	42		1,300		605		1,000
Purchased Services	16,940	21,504	30,878	16,619		41,400		39,405		47,700
43099 EQUIPMENT	500	1,109	1,799	1,499		1,000		610		4,200
Equipment	500	1,109	1,799	1,499		1,000		610		4,200
Total	STREETS	919,776	893,455	995,742	1,045,733	1,121,226		1,105,146		1,080,470

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	73,000	OVERTIME 73,000 - ACCOUNT IS USED FOR STAND BY & EMERGENCY CALLOUTS, MUSIKFEST PREPARATION & CLEAN UP, CELTIC CLASSIC PREPARATION & CLEAN-UP, SUMMER STORM RESPONSE & CLEAN UP, LEAF COLLECTION & OTHER EVENTS. THIS ACCOUNT IS ALSO USED FOR CLEANING OF STORM DRAINS ON THE HILL-TO-HILL BRIDGE WHICH IS BILLED TO COUNTIES. AMOUNT IS BASED ON PAST YEARS EXPERIENCE AND KEPT AT MINIMUM TO REDUCE GENERAL FUND EXPENSES (AVERAGE EXPENDITURE IS OVER \$70,000 PER YEAR). WILL MAINTAIN AT SAME LEVEL DESPITE 3% RAISE FOR EMPLOYEES IN 2011 PER UNION CONTRACT.
40004	12,000	TEMPORARY HELP 12,000 - ASSIST WITH OVERLAY PROGRAM, STREET CLEANING AND CONSTRUCTION DURING PEAK SUMMER SEASON. CURRENTLY WE HIRE FOUR (4) SUMMER WORKERS FOR APPROXIMATELY 12 WEEKS DURING THE PEAK SUMMER PERIOD. THIS ITEM IS ESSENTIAL TO AUGMENT STREET FORCES DURING THE PEAK SUMMER CONSTRUCTION WORK SEASON. THE AMOUNT IS BASED ON \$7.75/HOUR FOR FOUR (4) EMPLOYEES FOR 12 WEEKS OF WORK.
40006	3,200	DIFFERENTIAL PAY 3,200 - ACCOUNT COVERS MIDDLE SHIFT AND NIGHT SHIFT EMPLOYEES FOR 2011. MAINTAINED AT SAME LEVEL DESPITE INCREASE IN UNION CONTRACT FOR 2011.
40008	3,000	MEAL REIMBURSEMENT 3,000 - MEAL REIMBURSEMENT FOR 10 HOURS OR MORE WORK PER UNION CONTRACT. ASSUMES FURTHER REDUCED HOURS FOR FESTIVALS, SPECIFICALLY MUSIKFEST.
41014	11,600	OPERATING SUPPLIES 11,600 - THIS ITEM COVERS BLANKET ORDERS NEEDED FOR GENERAL SUPPLIES SUCH AS PROPANE, BAG CONCRETE, LUMBER, HARDWARE, MASONRY ITEMS, WEED KILLER, PAINT, OXYGEN, AND ACETYLENE FOR BURNING TORCH AND OTHER MISCELLANEOUS ITEMS NEEDED TO PERFORM THE JOBS REQUIRED. THIS ALSO COVERS CONTRACT SPRAYING FOR LARGE AND DIFFICULT TO REACH AREAS SUCH AS BRIDGE STRUCTURES.
41016	6,500	UNIFORMS/SAFETY SHOES 6,500 - REQUIRED BY UNION AGREEMENT. NEEDED TO COVER COST OF SHOES AND UNIFORMS FOR 2011. THIS AMOUNT WILL COVER 27 EMPLOYEES FOR UNIFORMS AND WORK SHOES.
41023	88,000	GASOLINE 88,000 - TO OPERATE STREET'S VEHICLES AND HEAVY EQUIPMENT. BASED ON LAST YEAR'S ESTIMATED USAGE, APPROXIMATELY 27,500 GALLONS OF DIESEL AT \$2.85 GALLON AND 3,500 GALLONS OF REGULAR/PREMIUM GASOLINE AT \$2.75 PER

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		GALLON.
42031	1,000	UNIFORM RENTAL 1,000 - CREW AND SHOP MAINTENANCE PERSONNEL. REDUCED DUE TO BUDGET CONSTRAINTS.
42033	3,500	TRAINING AND SAFETY 3,500 - GLASSES, GLOVES, RESPIRATORS, GOGGLES, ETC. SAFETY CONES, AND BARRICADES ETC. ATTEND SEMINARS ON ROAD MAINTENANCE, SNOW REMOVAL, AND OTHER RELATED PROGRAMS. BUDGET INCLUDES COSTS TO PURCHASE ITEMS SUCH AS RAIN GEAR, BOOTS, HARD HATS, CONES, ETC. AND NEW TRAINING COURSES IN SNOW REMOVAL AND VEGETATION CONTROL. NEEDED TO COVER COST OF REPLACING SAFETY CONES, SIGNS, SAFETY PROGRAM TRAINING/LICENSE, WEED CONTROL, ETC. NEEDED TO COVER PRICE INCREASE OF MATERIALS FOR WOOD FOR BARRICADES, AND SAFETY SIGNS REQUIRED BY PENNDOT. THIS ALSO COVERS ANTICIPATED TRAINING FOR WEED CONTROL AND SNOW TRAINING FOR EMPLOYEES.
42047	35,000	DEPARTMENT CONTRACTS 35,000 - ESTIMATED MUNICIPAL WASTE 700 TONS AT \$61.54 PER TON. CLEAN FILL DISPOSAL FROM STREET EXCAVATIONS AND RECYCLED SWEEPER DIRT --- 350 TONS AT \$13.40 PER TON.
42054	200	RENTALS 200 - EQUIPMENT RENTALS WHEN EXISTING EQUIPMENT IS NOT AVAILABLE OR DOES NOT EXIST IN THE CITY. SIGNIFICANT EFFORTS WERE MADE TO NOT UTILIZE THIS AND IS BUDGETED AT MINIMUM LEVELS.
42060	2,000	OTHER EXPENSES 2,000 - OFFICE SUPPLIES, UNEXPECTED EXPENSES, TRAVEL EXPENSES, CDL REIMBURSEMENTS AND OTHER MISCELLANEOUS ITEMS NEEDED TO PERFORM WORK.
42060A	5,000	BUSINESS DIST STREETScape 5,000 - THIS ACCOUNT WILL COVER COST OF REPAIRS, MAINTENANCE, OR REPLACEMENT OF BENCHES, FLOWER URNS, BOLLARDS, TREE TRIMMING, SLATES, ETC. FOR SIDEWALK REPLACEMENT AND REPAIR AND ANY OTHER EXPENSES THAT ARE NEEDED TO MAINTAIN THE BUSINESS DISTRICT'S STREETScape IN THE CITY OF BETHLEHEM. REDUCED FROM 10,000 TO MEET BUDGET CONSTRAINTS.
42064	1,000	EQUIPMENT MAINTENANCE 1,000 - SMALL TOOL PARTS AND REPAIRS SUCH AS CHAIN SAWS, JACK-HAMMERS, AIR TOOLS, TAMPERS, ETC. ALSO TO PAY FOR PARTS TO REPAIR WEED WACKERS. REDUCED TO MEET BUDGET CONSTRAINTS.
43099	4,200	EQUIPMENT

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	4,200 -	PURCHASE OF TWO (2) MOBILE RADIO UNITS TO BE INSTALLED IN NEW VEHICLES (\$2,100 PER UNIT). OLD UNITS LACKED RADIOS.

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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 permits for tree planting, removing, pruning, or performing tree surgery within the public right-of-ways (streets). The bureau also reviews all land development plans and ensures compliance with the City's Shade Ordinance.

Goals and Objectives:

- Research and update arboricultural specifications and standards of practice.
- Work with other bureaus (i.e. Engineering, Parks & Public Property, Streets) to improve processes for management of tree related issues.
- Promote interest in trees throughout the community with various public programs such as Arbor Day, Earth Day, tree giveaway, and Tree Tenders training for residents. Provide educational materials to the public on proper tree care.
- Manage and maintain urban forestry in the City including the review of land development with respect to landscaping and survey, follow-up with regard to proper maintenance of curbside trees, and the issuance and oversight of tree trimming, removal, and replacement of trees in the public right-of-way.
- Continue to develop and expand the tree evaluation and inventory program through the use of the City's GIS System. Include the entry of new tree plantings as they are completed.
- Working with Information Services to expand urban forestry website that would include permit applications and tree ordinance.
- Propose increase in utility pruning permits to \$250/circuit and a \$200 blanket permit for miscellaneous capital work.
- Create and maintain a database of all tree grates in the downtown areas and incorporate into the City's GIS system.

Prior Year Achievements:

- Supported the Bethlehem Historic Association with selection of various planting projects.
 - Fulfilled requirements to achieve Tree City USA Growth Award for the 2nd year in addition to maintaining Tree City USA status for the 17th year.
 - Pursued compliance with Bethlehem Shade Tree Ordinance to identify trees at risk of failure; pursued their removal, replacement and followed up as necessary.
 - Began review of records for 2006, 2007, and 2008 to ensure homeowner notification for replacement compliance.
 - Stimulated community interest in Urban Forestry with seedling giveaway and tree planting at Arbor Day celebration at Bernie Fritz Park. Solicited a tree donation from local business for the event.
 - Collaborated with Engineering on Earth Day presentation to school groups addressing ways to minimize storm water runoff.
 - Coordinated with WDIY Pennsylvania DCNR's Tree Vitalize program, and Bethlehem's Department of Parks and Public Property to plant 360 trees for a riparian buffer at Sand Island.
 - Revised testing and applications for licensed tree contractors.
 - Scheduled replacement of 18 trees in business district on Broad Street between New and Guetter Streets.
 - Partnered with Bureau of Streets and local business for a tree planting display for Earth Day to promote interest in trees among school students.
 - Processed approximately 515 tree related requests for permits, complaints and inspections.
 - Revised tree permitting application process to clarify information, reiterate the City's requirements, expedite customer service requests, and save on mailing time and costs.
 - Pursued weed control on the levee for the Flood Control project in-house to reduce costs.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 050301 URBAN FORESTRY

		2006	2007	2008	2009	2010		2010		2011	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	Final Budget
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2715	Forester	-	-	-	1	1	49,196	1	49,196	1	51,038
	Total Positions	-	-	-	1	1	49,196	1	49,196	1	51,038
Account Detail											
40001	SALARIES	-	-	-	46,789		49,196		49,196		51,038
	Personnel	-	-	-	46,789		49,196		49,196		51,038
41014	OPERATING SUPPLIES	306	262	740	1,376		3,000		2,000		2,000
	Materials & Supplies	306	262	740	1,376		3,000		2,000		2,000
42047	DEPARTMENT CONTRACTS	11,070	4,800	4,800	9,100		16,500		10,000		12,000
4204707	NUISANCE ABATEMENTS	2,050	2,790	2,950	250		7,500		7,125		6,000
42060	OTHER EXPENSES	233	105	621	1,128		1,300		1,000		1,300
	Purchased Services	13,353	7,695	8,371	10,478		25,300		18,125		19,300
Total	URBAN FORESTRY	13,659	7,957	9,111	58,643		77,496		69,321		72,338

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	2,000	OPERATING SUPPLIES 2,000 - SEEDLINGS, EDUCATIONAL MATERIALS FOR ARBOR DAY AND EARTH DAY, SMALL TOOLS, TREE INVENTORY SUPPLIES, URBAN FORESTRY BROCHURES, ETC. ALSO TO COVER COSTS ASSOCIATED WITH REPAIR/REPLACEMENT OF TREE GRATES IN THE DOWNTOWN AREAS.
42047	12,000	DEPARTMENT CONTRACTS 8,000 - PRUNING OF TREES FOR STREET OVERLAY AND STREET CLEANING PROGRAMS. 4,000 - WEED CONTROL AND TREE TRIMMING FOR THE STAR SITE ANTICIPATED FOR 2011. WEED CONTROL AND TREE TRIMMING FOR THE FLOOD CONTROL STATION WAS COMPLETED IN 2010 AND WILL NOT BE DONE IN 2011.
4204707	6,000	NUISANCE ABATEMENTS 6,000 - NUISANCE ABATEMENT PRUNING AND REMOVAL OF HAZARDOUS TREES AND STUMPS PER ARTICLE 910 OF CODIFIED CITY ORDINANCES. CITY IS NORMALLY REIMBURSED FOR TREES WITHIN THE RIGHT-OF-WAY BUT BEHIND THE CURBLINE AS THEY ARE PROPERTY OWNERS' RESPONSIBILITY.
42060	1,300	OTHER EXPENSES 1,300 - MEMBERSHIPS TO VARIOUS TECHNICAL ASSOCIATIONS, BOOKS AND PERIODICALS, CONTINUING EDUCATION, SEMINARS, PESTICIDES RELICENSING, CERTIFIED ARBORIST RECERTIFICATION, TRAVEL AND MISCELLANEOUS EXPENSES.

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BUREAU DETAIL

Bureau: Mechanical Maintenance

No: 0504

Department: Public Works

No: 0050

Bureau Description:

This bureau provides for the service and repair of all City owned/leased motorized vehicles and equipment. This bureau performs state inspections, road service, lubes, and rebuilding of component parts for vehicles and equipment.

Goals and Objectives:

- Continue to standardize fleet to save on tool purchases and parts inventory.
 - Prolong the life of vehicles and provide the most cost effective service and repairs.
 - Provide for the safe operation of over 400 vehicles and pieces of equipment in the City's fleet.
 - Evaluate the City's fleet and develop a five-year replacement program.
 - Identify and implement innovative ways to conserve fuel and improve maintenance.
 - Improve utilization of the City's fleet.
 - Clean and modernize service facilities.
 - Continue to research possibility of taking on all City tow operations to generate revenue for the City.
-

Prior Year Achievements:

- Conducted over 700 state inspections.
 - Maintained all emergency equipment cost effectively.
 - Installed radio, computer systems, and cameras in new police vehicles.
 - Centralizing parts acquisition to help control cost and inventory.
 - Continue cleanup of facilities and had entire shop floor resurfaced.
 - Modified winter work schedule and improved snow operations, greatly reducing down time for snow removal equipment.
 - Implement AVL System for portions of our fleet to improve monitoring, safety, and efficiency of operations.
 - Performed survey and evaluation of other municipalities regarding maintenance costs in effort to benchmark our services and improve cost effectiveness as may be appropriate.
 - Evaluated space needs at facility, had addition put on rear of building to store tires resulting in more available work space. This also allowed us to move the air compressor outside, reducing noise in the shop, addressing Safety Committee concerns.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Actual & Estimated	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2805 Fleet Manager	1	1	1	1	1	64,020	1	64,020	1	65,833
2607 Auto Mechanic Foreman	1	1	1	1	1	58,757	1	58,757	1	41,592
M112 Automotive Mechanic	7	7	7	8	8	368,776	8	368,776	8	393,815
C062 Account Clerk II	1	1	1	1	1	40,739	1	40,739	1	42,833
Total Positions	10	10	10	11	11	532,292	11	532,292	11	544,073
Vacancy Factor						-		-		(41,592)
						532,292		532,292		502,481
Account Detail										
40001 SALARIES	413,828	443,957	449,373	497,153		522,422		522,422		493,256
40002 LONGEVITY	10,080	10,500	10,780	9,520		9,870		9,870		9,225
40003 OVERTIME	21,420	22,589	19,821	22,615		24,000		24,000		24,000
40006 DIFFERENTIAL PAY	623	1,180	792	555		800		800		800
40008 MEAL REIMBURSEMENT	64	460	240	360		1,000		1,000		1,000
Personnel	446,015	478,686	481,006	530,203		558,092		558,092		528,281
41014 OPERATING SUPPLIES	3,737	3,537	3,820	1,953		4,000		3,200		4,000
41016 UNIFORMS/SAFETY SHOES	877	1,193	916	1,314		1,700		1,700		1,700
41017 SMALL TOOLS	1,823	2,944	4,299	6,317		7,700		6,500		7,700
41023 GASOLINE	25,000	28,500	38,229	24,843		37,125		37,125		38,475
41024 LUBRICANTS	13,986	17,920	22,435	13,840		28,000		23,000		23,000
Materials & Supplies	45,423	54,094	69,699	48,267		78,525		71,525		74,875
42031 UNIFORM RENTAL	2,933	2,716	3,029	3,423		3,700		4,100		4,500
42033 TRAINING AND SAFETY	734	589	1,202	3,186		4,500		4,000		4,000
42038 EQUIPMENT REPAIRS - FLEET	277,882	279,960	346,801	292,934		348,000		348,000		400,000
42039R EQUIPMENT REPAIRS - REIMB	18,190	17,194	13,494	4,810		25,000		3,459		25,000
42047 DEPARTMENT CONTRACTS	-	-	-	1,591		1,800		1,800		1,900
42060 OTHER EXPENSES	1,787	2,882	6,041	2,380		5,000		4,000		5,000
42064 EQUIPMENT MAINTENANCE	2,745	3,633	4,580	6,441		11,450		10,200		11,000
Purchased Services	304,271	306,974	375,147	314,765		399,450		375,559		451,400
43099 EQUIPMENT	6,743	19,887	-	13,760		20,343		18,116		8,450
Equipment	6,743	19,887	-	13,760		20,343		18,116		8,450
Total	MECHANICAL MAINTENANCE	802,452	859,641	925,852	906,995	1,056,410		1,023,292		1,063,006

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	24,000	OVERTIME 24,000 - CALL OUTS FOR EMERGENCY BREAK DOWNS AND REPAIRS AND TO MEET PEAK DEMANDS. BUDGET ITEM IS NEEDED TO COVER THE NUMBER OF EMERGENCY CALL OUTS FOR VEHICLE ASSISTANCE. MAINTAINED AT SAME LEVEL DESPITE INCREASE OF CALL-OUTS IN 2010 WHICH INCLUDED HIGHER THAN NORMAL POLICE IMPOUND CALLS.
40006	800	DIFFERENTIAL PAY 800 - TO COVER MIDDLE SHIFT AND NIGHT HOURS WORKED BY THE STAFF DURING EMERGENCIES IN ACCORDANCE WITH THE UNION CONTRACT. MAINTAINED AT SAME LEVEL DESPITE UNION CONTRACT INCREASE AND LEVEL OF USE IN 2010.
40008	1,000	MEAL REIMBURSEMENT 1,000 - REIMBURSEMENT FOR MEALS DURING EXTENDED WORK HOURS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	4,000	OPERATING SUPPLIES 4,000 - TO PURCHASE FUEL TICKETS FOR OFF-SITE FUELING, BREATHING MASKS, HAND TOWELS, HAND SOAP, BATTERIES, AIR LINE FILTERS, PAINT BOOTH FILTERS, AND REPAIR ORDER FORMS.
41016	1,700	UNIFORMS/SAFETY SHOES 1,700 - TO PURCHASE UNIFORMS AND SAFETY SHOES PER UNION CONTRACT. MAINTAINED AT SAME LEVEL TO MEET BUDGET CONTRAINTS.
41017	7,700	SMALL TOOLS 7,700 - TO UPGRADE TOOL BOXES AND PURCHASE REPLACEMENT TOOLS AS NEEDED TO PERFORM EQUIPMENT MAINTENANCE. WE NEED ADDITIONAL SMALL TOOLS FOR THE STAFF BASED ON WORKLOAD, BUT WILL LIMIT EXPENDITURE AT THIS TIME TO MEET BUDGET CONSTRAINTS.
41023	38,475	GASOLINE 38,475 - BASED ON ESTIMATED USAGE AND ANTICIPATED PRICE. GAS USAGE FOR THE LIBRARY AND PARKING AUTHORITY ARE ALSO CHARGED TO THIS ACCOUNT AND REIMBURSEMENT IS MADE TO THE GENERAL FUND. USAGE IS 13,500 GALLONS @ \$2.85 PER GALLON FOR DIESEL IN 2011. DIESEL EMISSION FLUID THAT IS NOW REQUIRED ON 2010 AND NEWER MODEL VEHICLES.
41024	23,000	LUBRICANTS 23,000 - TO PURCHASE MOTOR OILS, GEAR OILS, HYDRAULIC OILS, TRANSMISSION FLUIDS, GREASE AND OTHER LUBRICANTS.
42031	4,500	UNIFORM RENTAL 4,500 - FOR UNIFORM RENTAL AND CLEANING PER UNION CONTRACT. INCREASE REFLECTS RISING PRICES AND ADDITIONAL

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		MECHANIC. CONTRACT MANAGED BY PURCHASING BUREAU.
42033	4,000	TRAINING AND SAFETY
	4,000	- TO PURCHASE TECHNICAL MATERIALS (MANUALS AND TRAINING TAPES), AND SAFETY EQUIPMENT. RECERTIFICATION FOR MECHANICS (5) ARE DUE IN 2011 AT APPROXIMATELY \$300 PER MECHANIC. FOR FORD FLEET TRAINING SUBSCRIPTION (\$2,650), WHICH COVERS UNLIMITED ON-LINE MECHANICS TRAINING AND UNLIMITED CLASSROOM TRAINING AT THE FORD TRAINING CENTER. PROPER TRAINING IS ANTICIPATED TO RESULT IN MORE IN-HOUSE REPAIRS AND HENCE REDUCE OVERALL REPAIR COSTS. REDUCED TO MEET BUDGET CONSTRAINTS.
42038	400,000	EQUIPMENT REPAIRS - FLEET
		USED TO PURCHASE PARTS TO MAINTAIN THE CITY FLEET AND TO PAY FOR REPAIR SERVICE FROM OUTSIDE VENDORS WHEN NECESSARY. BUDGET REFLECTS ACTUAL AMOUNT SPENT IN 2010 AND ANTICIPATED INCREASED COST OF PARTS AND SERVICES. INCREASE DUE TO AGING FLEET AND COSTS FOR REPAIRS/PARTS. WE CONDUCTED A SURVEY WHICH REVEALS THAT WE SPEND \$791 PER UNIT VS. \$3,188/UNIT BY ALLENTOWN, \$2,936/UNIT BY HARRISBURG, \$952/UNIT BY READING, AND \$1,738/UNIT BY SCRANTON. WE CONTINUE TO MAKE ALL EFFORTS TO IMPROVE EFFICIENCY AND REDUCE COSTS WHILE MAINTAINING OUR FLEET IN SERVICEABLE ORDER. THE SURVEY DEMONSTRATES THAT WE SPEND FAR LESS THAN MOST DESPITE OUR AGING FLEET.
	4,500	- 004 GOLF
	1,000	- 0102 MAYOR
	1,000	- 0301 COM. DEV. - ADMINISTRATION
	6,000	- 0302 COM. DEV. - HEALTH
	3,500	- 0303 COM. DEV. - CODE ENFORCEMENT
	2,500	- 0307 COM. DEV. - RECYCLING (ALSO HAS OWN)
	3,000	- 0309 COM. DEV. - HOUSING INSPECTIONS
	2,500	- 0401 PARKS - ADMINISTRATION
	8,000	- 0405 PARKS - BUILDINGS
	1,000	- 0406 PARKS - RECREATION
	4,000	- 0407 PARKS - PARKS MAINTENANCE
	1,000	- 0501 P.W. ADMINISTRATION
	4,500	- 0502 P.W. ENGINEERING
	75,000	- 0503 P.W. STREETS (ALSO HAS OWN)
	4,000	- 0504 P.W. - MECHANICAL
	5,000	- 0505 P.W. - ELECTRICAL
	3,000	- 0506 P.W. - TRAFFIC MAINTENANCE
	96,000	- 0601 POLICE
	59,500	- 0701 FIRE
	31,000	- 0702 AMBULANCE
	7,000	- 20011 WATER - SUPPLY & TREATMENT (ALSO HAS OWN)
	1,000	- 20012 WATER - LAB
	1,000	- 20015 WATER/SEWER ADMINISTRATION
	3,000	- 20016 WATER - FILTRATION
	4,000	- 20019 WATER - CONTROL

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		40,000 - 20022 WATER CONTROL AND MAINTENANCE
		6,000 - 20023 WATER - METER SHOP
		15,000 - 3001 SEWER - WASTEWATER TREATMENT (ALSO HAS OWN)
		7,000 - 3002 SEWER - MAINTENANCE (ALSO HAS OWN)
42039R	25,000	EQUIP REPAIRS-REIMB
		25,000 - REIMBURSABLE ACCOUNT TO MAKE REPAIRS INVOLVED IN ACCIDENTS WHILE WAITING FOR INSURANCE MONEY WHICH WILL BE DEPOSITED BACK INTO THE GENERAL FUND.
42047	1,900	DEPARTMENT CONTRACTS
		1,900 - SAFETY KLEEN PARTS WASHER/SERVICE CONTRACT.
42060	5,000	OTHER EXPENSES
		5,000 - TO PURCHASE OFFICE SUPPLIES, STATE INSPECTION, MEMBERSHIPS, REPAIR MANUALS, REIMBURSEMENT OF CDL LICENSES, TRAVEL EXPENSES, GASBOY TECHNICAL SUPPORT, LEASE FOR A COPYING MACHINE (\$260/MONTH), MORNING CALL (\$195).
42064	11,000	EQUIPMENT MAINTENANCE
		7,750 - FOR REPAIRS TO ALL SHOP EQUIPMENT, COMPRESSOR, JACKS, LIFTS FOR INSPECTIONS, AND REPAIRS. UPDATES FOR SHOPKEY AND SCANNER, SERVICE FRONT END MACHINE, TOW TRUCK CABLES, AND ACCESSORIES. THE INCREASE OF \$1,900 IS FOR SHOPKEY HD, FUEL PUMP REPAIRS, AND UNDERGROUND STORAGE TANK REGULATION FEES. REDUCED DESPITE NEEDS DUE TO BUDGET CONSTRAINTS.
		150 - DEP PERMITS.
		1,100 - INDEMFICATION (INSURANCE FUND AGAINST LEAKAGE).
		2,000 - UNFORESEEN EXPENSES FOR REPAIRS AS A RESULT OF ANY INSPECTION OF TANKS AND IS BASED ON EXPENDITURES FOLLOWING HISTORICAL INSPECTIONS.
43099	8,450	EQUIPMENT
		4,000 - WELDER (CURRENT WELDER IS APPROXIMATELY 17 YEARS OLD AND PARTS ARE VERY DIFFICULT TO ACQUIRE). NEW WELDER HAS ABILITY TO ALSO WELD ALUMINUM WHICH REDUCES OUT SOURCING.
		2,250 - REPLACEMENT OF OLD WOOD WORK STATIONS THAT ARE 30 YEARS OLD.
		2,200 - DIESEL EMISSION FLUID DISPENSER THAT IS NECESSARY FOR REFILLING 2010 AND NEW MODEL DIESEL VEHICLES.

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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 and recreational facilities.

Goals and Objectives:

- To manage and maintain the City's street lighting system, traffic/transportation signals system, communications, electronics systems and develop more detailed documentation on all electrical bureau operations.
 - To provide electrical support to the various festivals and events in the City, Christmas lighting decorations, and maintenance and electrical support to the various City buildings and facilities.
 - To cross train all bureau staff to enable the bureau to give better coverage on a daily basis for our traffic signal system, telephone system, radio system and street lighting systems.
-

Prior Year Achievements:

- Continues to manage and oversee the implementation of our new (upgrade) and improved digital public safety radio communication system. The trunking radio system was completed and on-line in September 2009.
 - Monitored and reviewed cost savings for LED traffic signal lamps installation project and City wide street light acquisition project.
 - Provided electrical wiring to the new skate plaza, snack shack and upgrade to the Hill-to-Hill structure to LED and also the Bethlehem Star as a cost savings measures.
 - Provided electrical wiring for new communication center control room air conditioning system.
 - Provided training for electrical bureau staff on traffic signal programming with laptop and backed up all traffic signal controllers' data that the City owns. Provided factory training on trouble shooting and controller features for our traffic signal system.
 - Reviewed lighting for numerous developments and permits for traffic signal lights.
 - Continued to improve the City's Christmas lighting decorations utilizing new power sources installed as part of streetscape improvement projects.
 - Continued to improve street light outage reporting and maintenance. Obtained new bids for the street lighting maintenance and by changing contractors, reduced our annual cost and improved service.
 - Completed the FCC mandated rebanding of required frequencies in Phase 2. All portable radio and vehicle radios have been reprogrammed or replaced to operate on the new frequencies on the trunking radio system.
 - Working with Penn DOT on the 378 ramp project design to improve the traffic flow at 378 and Wyandotte and down 3rd Street. Also improved street lighting to increase pedestrian and vehicle safety.
 - Working with Penn DOT and traffic engineering companies to implement a Traffic Signal Management (TSM) and Traffic Responsive System (TRS) plan for our traffic signals on 3rd Street, 4th Street, Daly Avenue, Broadway, and Route 412. Plan is to improve traffic flows due to new developments. A significant portion of the TSM work has been completed and the Sands Casino is open.
 - Installed 33 police surveillance cameras in many parks, neighborhoods and public parking garages throughout the City to reduce police response time and to provide early detection of any criminal activity, increasing safety for the citizens of Bethlehem.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Actual & Estimated	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3011 City Electrician	1	1	1	1	1	69,463	1	69,463	1	71,384
2713 Electronics Tech	2	2	2	2	2	121,734	2	121,734	2	125,194
2712 Electrical Foreman	1	1	1	1	1	61,567	1	61,567	1	61,687
M131 Electrician II	5	5	5	5	5	261,358	5	261,358	4	203,361
Total Positions	9	9	9	9	9	514,122	9	514,122	8	461,626
Account Detail										
40001 SALARIES	439,735	459,782	463,245	500,323		506,772		506,772		456,991
40002 LONGEVITY	7,070	7,490	6,370	7,630		7,350		7,350		4,635
40003 OVERTIME	23,876	27,683	26,362	25,109		27,250		26,000		26,000
40006 DIFFERENTIAL PAY	57	43	72	47		100		50		50
40008 MEAL REIMBURSEMENT	144	80	60	80		100		150		100
Personnel	470,882	495,078	496,109	533,189		541,572		540,322		487,776
41014 OPERATING SUPPLIES	33,248	25,110	30,018	29,122		37,700		34,000		35,000
41016 UNIFORMS/SAFETY SHOES	1,496	1,384	1,347	1,375		1,500		1,200		1,400
41017 SMALL TOOLS	769	447	556	1,052		1,500		1,300		1,500
41023 GASOLINE	11,978	10,515	14,888	8,522		12,850		12,000		12,000
Materials & Supplies	47,491	37,456	46,809	40,071		53,550		48,500		49,900
42033 TRAINING AND SAFETY	9,025	10,954	6,402	3,184		5,000		4,800		5,000
42041 STREET LIGHTING	940,199	1,006,963	1,029,130	931,649		1,187,000		1,170,933		1,160,000
42041A FESTIVAL SERVICES	-	30,723	44,836	40,364		42,800		40,500		42,000
42041B SLCSRA EXPENDITURES	-	2,484	266,943	113,079		300,000		250,000		250,000
42042 CHRISTMAS LIGHTING	29,424	23,388	36,259	19,072		33,000		33,200		25,000
42043 TRAFFIC SIGNAL CURRENT	74,230	80,203	91,569	89,974		132,750		85,000		132,750
42047 DEPARTMENT CONTRACTS	48,430	25,236	35,135	23,331		116,875		110,000		177,180
42056 STREET LIGHTING MAINT	670	1,245	1,112	460		1,800		1,500		1,300
42060 OTHER EXPENSES	817	861	939	921		1,300		1,300		1,300
42064 EQUIPMENT MAINTENANCE	14,772	14,473	22,598	7,014		22,000		22,000		18,000
42140 PPL FEES	-	-	185	204		400		200		600
Purchased Services	1,117,567	1,196,530	1,535,108	1,229,252		1,842,925		1,719,433		1,813,130
43099 EQUIPMENT	41,255	10,877	1,694	1,847		4,000		3,845		1,600
Equipment	41,255	10,877	1,694	1,847		4,000		3,845		1,600
Total	ELECTRICAL MAINTENANCE	1,677,195	1,739,941	2,079,720	1,804,359	2,442,047		2,312,100		2,352,406

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	26,000	OVERTIME 26,000 - CALLBACKS DUE TO POWER FAILURE, LIGHTNING STORMS, AND MALFUNCTIONING OF RADIO SYSTEM. COVERS POLES DAMAGED AS A RESULT OF AUTO ACCIDENTS, TRAFFIC CONTROLLER FAILURES, CHRISTMAS LIGHTING CEREMONY, AND VARIOUS EVENTS. ALSO, SATURDAY/SUNDAY WORK DUE TO EXTRA CHRISTMAS LIGHTING, MUSIKFEST, CELTICFEST, WEEKEND EVENTS, POSSIBLE BAD WEATHER AND OTHER LARGE PROJECTS. REDUCED DUE TO BUDGET CONSTRAINTS DESPITE 3% PAY RAISE PER UNION CONTRACT.
40006	50	DIFFERENTIAL PAY 50 - HOURS WORKED FOR MIDDLE AND NIGHT SHIFT DURING CALL OUTS AND EXTENDED HOURS.
40008	100	MEAL REIMBURSEMENT 100 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH UNION CONTRACT.
41014	35,000	OPERATING SUPPLIES 8,000 - TRAFFIC SIGNAL SUPPLIES AND UPGRADES: LAMPS, CONTACTS, NUMEROUS RELAYS, CABLE, STRAND, SIGNAL BRACKETS, DETECTOR UNITS, BONDO, TIME CLOCKS, PAINTS, 3M MATERIAL, SOLID STATE LOAD-RELAYS, TRAFFIC LIGHT LENSES, SIGN BRACKETS, BREAKERS, VISORS, LIGHTNING SURGE ARRESTORS, VARIOUS TAPES AND WIRE NUTS, STAKONS CONNECTORS, SOLID STATE CONTROLLER MODULES, ROPE, LOCKS, PUSH BUTTONS, LASHING WIRE, CABLE HANGERS AND MANY OTHER MISC. ITEMS. INCLUDES SUPPLIES FOR ANTICIPATED NEW OR UPGRADED SIGNAL INTERSECTIONS FOR THE YEAR 2011. 13,000 - RADIO SUPPLIES: (AN ADDITIONAL \$10,000 BUDGETED UNDER 9-1-1 FUND ITEM 001.1A-41014505) TRANSISTORS, TUBES, MIC ASSEMBLIES, VARIOUS RADIO MODULES, ANTENNAS, CABLE, NUMEROUS ELECTRICAL COMPONENTS, SOLDER AND P.A. MATERIALS. TOWER ANTENNA INSTALLATIONS. WE NEED TO INSTALL MORE LIGHTING SURGE SUPPRESSION EQUIPMENT AND UPGRADE GROUNDING SYSTEM AT ALL CITY BUILDING SITES AS NEW NATIONAL ELECTRIC CODES ARE IN EFFECT NECESSITATING UPGRADES. MISCELLANEOUS SUPPLIES AND ALSO COMPUTER REPAIR PARTS AND ACCESSORIES. 14,000 - REPAIRS TO ELECTRICAL SYSTEMS AND EQUIPMENT: POWER PANELS, BREAKERS, LAMPS, WIRE, CONDUIT AND RELATED EQUIPMENT, FUSES, STARTERS, SWITCHES, RECEPTACLES, CONTACTORS, LIGHT FIXTURES, STAKONS-ELECTRICAL CONNECTORS, TRANSFORMERS, COAX CABLES, CORDS, TIME CLOCKS, LIGHT FIXTURE BALLASTS, SINGLE & THREE PHASE DISCONNECTS & ELECTRICAL METER BASE SOCKETS, SPECIAL EVENT MATERIAL, TELEPHONE SUPPLIES, SAFETY SUPPLIES & EQUIPMENT. CHANGES TO NATIONAL ELECTRICAL CODE REQUIRING SPECIAL DEVICES TO BE INSTALLED AND MORE COMPUTERS NEEDING SPECIAL CIRCUITS AND SURGE PROTECTION EQUIPMENT.

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41016	1,400	UNIFORMS/SAFETY SHOES 1,400 - SAFETY SHOES (9). UNIFORMS, RAIN SUITS, AND RAIN BOOTS AS NEEDED. REDUCED TO MEET BUDGET CONSTRAINTS.
41017	1,500	SMALL TOOLS 1,500 - REPLACEMENT OF WORN OR BROKEN HAND TOOLS.
41023	12,000	GASOLINE 12,000 - BASED ON 4364 GALLONS AT \$2.75 PER GALLON. DIESEL & GAS ESTIMATED USAGE BASED ON 2010 FIGURES.
42033	5,000	TRAINING AND SAFETY 5,000 - NEW DIGITAL RADIO SYSTEM INSTALLED IN 2009 WILL INCLUDE TRAINING IN MOST AREAS THAT WILL BE UPGRADED. ADDITIONAL TRAINING IS NECESSARY FOR SPECIALIZED RADIO COMPONENTS AND FEATURES IN OUR RADIO SYSTEM. ALSO, TRAINING FOR MICROWAVE EQUIPMENT, TELEPHONE EQUIPMENT, NEW TRAFFIC CONTROL TECHNOLOGY, APCO SEMINARS, COMPUTER TRAINING, AND ELECTRICAL SEMINARS. RADIO TRAINING COURSES AVERAGING \$3,500 PER COURSE WHICH INCLUDES AIR TRAVEL, HOTEL, FOOD, COURSE FEES, MATERIALS AND TRANSPORTATION. THESE SPECIALIZED RADIO MAINTENANCE TRAINING COURSES ARE NOT AVAILABLE LOCALLY (ILLINOIS). BUDGETING ONE (1) COURSE PER YEAR. ALSO PURCHASE OF EAR AND EYE PROTECTION IS INCLUDED IN THIS BUDGET ITEM. REDUCED TO MEET BUDGET CONSTRAINTS.
42041	1,160,000	STREET LIGHTING 1,160,000 - THE CITY'S OVER 7000 (NOW OVER 7500) STREET LIGHTS AND RELATED INFRASTRUCTURE HAS BEEN PURCHASED FROM PPL. THE CITY IS NOW MAINTAINING THIS INFRASTRUCTURE WHOSE INVENTORY HAS BEEN INCREASING SIGNIFICANTLY. THE PURCHASE OF THE INFRASTRUCTURE WAS DONE USING A 20-YEAR BOND ISSUE. A 20-YEAR SCHEDULE ANALYSIS HAS BEEN PROVIDED FOR THIS PROJECT AND THIS LINE ITEM REFLECTS THE CHARGES THAT WOULD HAVE BEEN INCURRED TO PPL (THIS IS ACTUALLY LESS AS INCREASES ARE ONLY APPLIED TO THE ENERGY PORTION NOW) UNDER THE OLD SYSTEM IN THE YEAR 2010 PER ANALYSIS/SCHEDULE (THE COST WOULD HAVE ALSO BEEN SIGNIFICANTLY GREATER THAN SHOWN HERE AS WE HAVE ADDED A SUBSTANTIAL AMOUNT OF LIGHTS SINCE ANALYSIS). ENERGY BILLS, DEBT SERVICE ON THE BOND, AND O&M FOR THE LIGHTS WILL BE CHARGED AND MOVED TO A COST SAVINGS REIMBURSEMENT ACCOUNT (CSRA) TO DEMONSTRATE THE BENEFITS OF THIS PROJECT AND MORE IMPORTANTLY PAY FOR CAPITAL IMPROVEMENTS, ADDITIONS, REPAIRS AND/OR REPLACEMENTS TO THE INFRASTRUCTURE. ANTICIPATED 3% ELECTRIC DISTRIBUTION RATE INCREASE FOR 2011 PER PPL S.E. RATE SCHEDULE ON TOTAL ELECTRIC BILL AS A RESULT OF DEREGULATION BUT MAINTAINED AT SAME FUNDING LEVEL DUE TO BUDGET CONSTRAINTS.

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42041A	42,000	FESTIVAL SERVICES 42,000 - TO COVER COSTS FOR ELECTRIC BILLS FOR CITY SPONSORED FESTIVALS (MUSIKFEST, CELTIC FEST, PUERTO RICAN FESTIVAL, AND ANY OTHER EVENTS HELD AT MUSIKFEST SITES). REDUCED TO MEET BUDGET CONSTRAINTS.
42041B	250,000	SLCSRA EXPENDITURES 250,000 - CHARGE ACCOUNT TO COVER EXPENSES RELATED TO STREET LIGHTING SUCH AS INSTALLATION OF NEW LIGHTS, UNEXPECTED REPAIR COSTS FOR STREET LIGHTING, REPLACEMENT OF DAMAGED LIGHTING, AND OTHER RELATED PROJECTS. THE REVENUE SOURCE IS THE ESCROW ACCOUNT, SLCSRA, SET-UP AS PART OF THE STREET LIGHTING ACQUISITION PROJECT. THE SLCSRA GENERATES FUNDS FROM THE SAVINGS REALIZED ANNUALLY BY THE PROJECT AND THIS ACCOUNT IS THE EXPENSE SIDE TO SUPPORT THE STREET LIGHTING INFRASTRUCTURE.
42042	25,000	CHRISTMAS LIGHTING 25,000 - BASED ON ESTIMATED USAGE OF CURRENT AND MATERIALS FOR CHRISTMAS LIGHTING. CURRENT- \$10,000, MATERIALS - \$15,000. ALSO FUNDS FOR BUCKET TRUCK RENTALS DURING CHRISTMAS LIGHTING INSTALLATION. REDUCED TO MEET BUDGET CONSTRAINTS.
42043	132,750	TRAFFIC SIGNAL CURRENT 132,750 - WE IMPLEMENTED AN ENERGY SAVINGS PROGRAM FOR OUR 112 TRAFFIC SIGNALS VIA THE SWITCH OVER TO LIGHT EMITTING DIODE (LED) LAMPS INSTEAD OF INCANDESCENT LAMPS. LEDS SAVE BETWEEN 80% AND 90% ON ENERGY COSTS. WE ISSUED A BOND TO PURCHASE LEDS. THIS ACCOUNT IS BUDGETED AT THE SAME LEVEL AS IT WOULD HAVE COST HAD WE REMAINED USING THE OLD LAMPS (3% INCREASE FROM 2010 TO 2011 REFLECTS PPL INCREASE BUT FUNDING LEVEL IN THIS ITEM WAS KEPT THE SAME OR REDUCED DUE TO BUDGET CONTRAINTS). THIS ACCOUNT WILL BE USED TO PAY FOR ENERGY BILLS, DEBT SERVICE, AND ANY SAVINGS WILL BE MOVED TO AN ESCROW SAVINGS ACCOUNT (10710197) TO PAY FOR REPLACEMENT LEDS IN 10 TO 15 YEARS (2016 TO 2021).
42047	177,180	DEPARTMENT CONTRACTS 169,508 - PROFESSIONAL SERVICE AGREEMENTS FOR FACTORY TECHNICIANS TO CORRECT PROBLEMS BEYOND IN-HOUSE STAFF CAPABILITIES WITH TRAFFIC SIGNALS CONTROLLERS, FIRE ALARM SYSTEMS, RADIO EQUIPMENT AND BACK UP, POWER GENERATORS AND RADIO ROOM AIR CONDITIONING SYSTEMS. RADIO MAINTENANCE SERVICE AGREEMENT TO COVER HI-TECH SUPPORT ON THE COMMUNICATION INFRASTRUCTURE: (3 MICROWAVE SITES)/ RADIO CONTROL EQUIPMENT (TELEMETERING)/MODEMS/9-1-1 COMMUNICATION CENTER/6 POSITION GOLD ELITE CONSOLES/ CENTRAL

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		ELECTRONIC BANK/9-1-1 PREMISE TELEPHONE EQUIPMENT (PLANT-PALLAS-VEST A0 DIGITAL LOGGING RECORDER/ 9-1-1 COMMUNICATION BACK UP CENTER 5 POSITION CENTRACOM II CONSOLES AND CENTRAL ELECTRONIC BANK/ SOFTWARE UP GRADE TO VERSION 7.7. NEW DIGITAL RADIO EQUIPMENT HAS BEEN INSTALLED IN 2010 AND YEARLY COST IS \$357,721.56. THE INCREASE OVER 2010 IS TO COVER THE NEW ADDITIONAL DIGITAL TRUNKING RADIO INFRASTRUCTURE WHICH IS NO LONGER UNDER WARRANTY AT A COST OF \$48,000.00, \$70,000.00 FOR SOFTWARE/HARDWARE UP-GRADES, AND \$20,000.00 FOR MOTOROLA TECHNICAL SUPPORT. PUBLIC WORKS PORTION IS \$169,507.50 AND 9-1-1 FUND ITEM 001.42027505 WILL COVER \$157,614.00. PW IS RESPONSIBLE FOR THE INCREASE OF \$48,000.00 FOR THE DIGITAL TRUNKING INFRASTRUCTURE. PW WILL ALSO COVER THE COST FOR THE 18GHZ MICROWAVES, THE 5.8 MHZ DSS/THE FIREHOUSE WAN NETWORK SOFTWARE UPGRADE, AND THE MOTOROLA TECHNICAL SUPPORT.
	2,400	- WINTER GENERATOR SERVICE FOR 3 SITES (WILLIAMS STREET/ SOUTH MOUNTAIN/GARRISON STREET).
	2,275	- PALMERTON TELEPHONE TOWER RENTAL.
	2,325	- MISCELLANEOUS TRAFFIC SIGNAL HELP.
	672	- FRITCH FOR THE SOUTH MOUNTAIN AIR CONDITIONING SYSTEM.
42056	1,300	GENERAL LIGHTING MAINT.
	1,300	- LIGHTS AROUND THE CITY GARAGE, SAUCON POOL, SOUTH MOUNTAIN PARKING LOTS, SAND ISLAND, AND MISCELLANEOUS BUILDING LIGHTING. REDUCED TO MEET BUDGET CONSTRAINTS.
42060	1,300	OTHER EXPENSES
	1,300	- MANUALS, SIGNAL ASSOCIATION MEMBERSHIP, VIDEO TRAINING TAPES AND MISCELLANEOUS EXPENSES. (AN ADDITIONAL \$300.00 IS BUDGETED UNDER 9-1-1 FUND ITEM 001.1-42060505 FOR ALL RELATED DUES AND INTERNET ACCESS TO 9-1-1 NEWS GROUPS). REDUCED TO MEET BUDGET CONSTRAINTS.
42064	18,000	EQUIPMENT MAINTENANCE
	18,000	- COVERS COST FOR REPAIRS TO EQUIPMENT SUCH AS TRUCKS, BUCKET TRUCKS, UNINTERRUPTABLE POWER SUPPLY BATTERY FAILURES, UPS, ANNUAL A.N.S.I. INSPECTIONS FOR BUCKET TRUCKS, ETC. IN THE BUREAU. REPAIRS TO ELECTRICAL BUCKET TRUCKS AND RELATED EQUIPMENT SUCH AS GENERATORS, MOTORS, HYDRAULIC SYSTEMS AND TOOLS. REPAIRS AND UPGRADES TO EMERGENCY MANAGEMENT CENTER, CITY ELECTRICAL RELATED EQUIPMENT INCLUDING COMPUTERS, TRAFFIC SIGNAL EQUIPMENT AND BENCH REPAIRS TO MOBILE AND PORTABLE RADIOS. ALSO STORM DAMAGE, ACCIDENT DAMAGE AND LIGHTING DAMAGE. REDUCED TO MEET BUDGET CONSTRAINTS.
42140	600	PPL FEES
	600	- POLE ATTACHMENT FEES AND OTHER CHARGES BY PP&L

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		SUCH AS TRAFFIC SIGNAL CABLES, ETC. REDUCED TO MEET BUDGET CONSTRAINTS.
43099	1,600	EQUIPMENT
	1,600 -	NEW CONCRETE DEMO HAMMER KIT. NO OTHER NEEDS BUDGETED DUE TO BUDGET CONSTRAINTS.

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BUREAU DETAIL

Bureau: Traffic Maintenance **No:** 0506

Department: Public Works

No: 0050

Bureau Description:

This bureau provides for the review of site development plans, permitting, and management and execution of street closings, line paintings, traffic evaluations, and traffic control signs.

Goals and Objectives:

- Continue to provide for the safe and efficient movement of traffic within the City of Bethlehem.
- Maintain and upgrade traffic control signs and markings.
- Enhance pedestrian safety with pedestrian devices and traffic calming measures.
- Coordinate with others to provide for the safe movement of traffic and pedestrians during special events.
- Respond in a timely manner to requests for assistance by others during storms and traffic accidents throughout the City.

Prior Year Achievements:

- Coordinated with Sands BethWorks Casino development to construct a roadway system both on and off-site that will provide for the safety of the motorists, and through the use of the latest technology of countdown pedestrian signals and speed tables provide a safe walking environment for pedestrians. Continued coordination with Sands Casino on roadway expansion and detour plans.
- Maintained and refreshed line paintings and signage throughout the City.
- Coordinated with Penn DOT on the expansion of S.R. 412 from S.R. 78, including the construction of a new ramp from W. Third Street onto the Hill-to-Hill Bridge. Also, coordinated with Penn DOT to update all traffic signals (35) on the south side of the City. Update includes the latest technology for a more efficient movement of traffic and pre-emptive devices to assist the City's emergency service units responding to an emergency.
- Reviewed and coordinated with developers to include pedestrian safety into their planned developments.
- Coordinated with CTAC and others on pedestrian safety issues and worked to mitigate them.
- Coordinated the planning of back-in angle parking in the 400 block of Main Street. Evaluating the expansion of back-in angle parking along Main Street and Main Street Ramp to gain an increase of on-street parking inventory.
- Coordinating with others to establish back-in angle parking along W. Broad Street between 1st and 2nd Avenues. Seeking to expand east to Broad Street Bridge. Added to on-street parking inventory by instituting parking on the Broad Street Bridge.
- Coordinating with other bureaus and traffic consultant to bring several existing traffic signals up to current standards.
- Coordinating with other bureaus and traffic consultant to gather and evaluate traffic calming measures to be considered for use on South Mountain roadways.
- Coordinating with LVIP VII and utility companies to establish routes the utilities will take on LVIP land and yet supply needed utilities to SR 412 corridor to power street lights and traffic signals.
- Assist BASD with pedestrian safety at Calypso School and created one-way traffic flow and pick-up/drop-off zone during school hours.
- Coordinated with contractor the detouring of traffic for paving along E 3rd Street and Columbia Street.
- Coordinate with BPA, BASD, and Lehigh University regarding restoring parking on streets surrounding newly constructed school buildings.
- Coordinate with City's consultant on proposed 21st Century Town Center on Old Bethlehem Steel site to ensure pedestrian safety and parking standards are followed along with assisting with traffic control during road construction phases.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2510 Traffic Coord/Design Asst	1	1	1	1	1	54,895	1	54,895	1	55,909
M111 Traffic Technician	2	2	2	2	2	97,090	2	97,090	2	102,241
M070 Traffic Technician Asst	-	-	-	1	1	41,264	1	41,264	-	-
Total Positions	3	3	3	4	4	193,249	4	193,249	3	158,150
Account Detail										
40001 SALARIES	127,731	132,812	138,134	156,460		189,959		189,959		155,375
40002 LONGEVITY	2,100	2,310	2,520	2,730		3,290		3,290		2,775
40003 OVERTIME	7,040	7,063	8,278	8,153		8,000		8,000		8,240
40004 TEMPORARY HELP	12,553	16,297	16,826	18,178		9,360		9,360		9,360
40006 DIFFERENTIAL PAY	44	39	39	55		100		100		100
40008 MEAL REIMBURSEMENT	104	150	10	160		250		250		250
Personnel	149,572	158,671	165,807	185,736		210,959		210,959		176,100
41014 OPERATING SUPPLIES	34,300	37,895	30,843	44,314		44,055		35,000		42,480
41016 UNIFORMS/SAFETY SHOES	427	349	448	427		775		600		975
41023 GASOLINE	4,874	4,880	6,747	4,504		6,755		6,000		6,555
Materials & Supplies	39,601	43,124	38,038	49,245		51,585		41,600		50,010
42033 TRAINING AND SAFETY	22	33	137	-		400		125		500
42047 DEPARTMENT CONTRACTS	31,997	-	-	-		-		-		-
42054 RENTALS	988	605	652	514		1,000		800		1,000
42060 OTHER EXPENSES	-	10	183	97		325		250		325
Purchased Services	33,007	648	972	611		1,725		1,175		1,825
43099 EQUIPMENT	4,645	-	2,915	4,500		4,699		4,600		-
Equipment	4,645	-	2,915	4,500		4,699		4,600		-
Total	226,825	202,443	207,732	240,092		268,968		258,334		227,935

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

2011 BUDGET REQUEST JUSTIFICATION

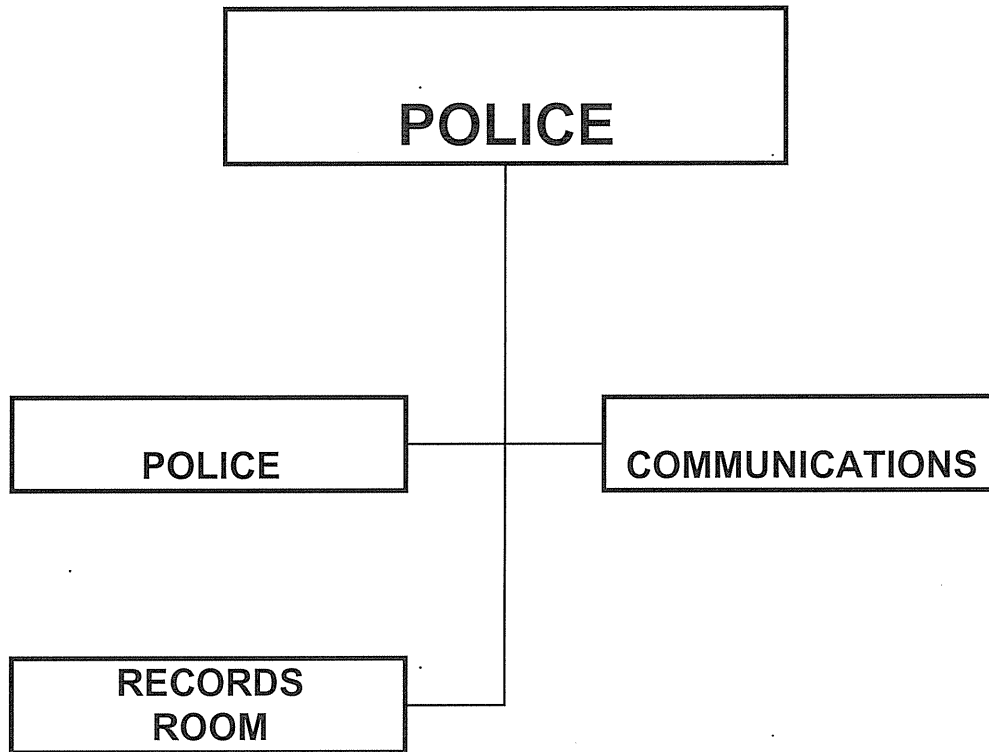
ACCOUNT	AMOUNT	DESCRIPTION
40003	8,240	OVERTIME 8,240 - 234 HOURS OF OVERTIME PROJECTED TO COVER THE MANY EVENTS HELD THROUGHOUT THE YEAR (LIBERTY-FREEDOM RUN, MUSIKFEST, CELTIC FEST, FINE ARTS BIKE RACES, FIREWORKS, NON-PROFIT 5K RUNS, HALLOWEEN PARADE, ETC.) AND CALL-OUTS FOR STREET CLOSURES DUE TO EMERGENCY SITUATIONS (FIRES, SUMMER STORMS, TRAFFIC ACCIDENTS, ETC.). SLIGHT INCREASE DUE TO 3% INCREASE PER UNION CONTRACT.
40004	9,360	TEMPORARY HELP 9,360 - SUMMER HELP OF TWO (2) COLLEGE AGE STUDENTS FOR A TOTAL 1040 HRS (520 HR. EACH) FOR APPROX 13 WEEKS. SUMMER HELP IS USED TO SUPPLEMENT SUMMER PAINTING DUTIES, PREPARATION FOR WEEK LEADING INTO MUSIKFEST, SIGN PLACEMENT, BARRICADE DELIVERY, ETC. HOURLY RATE \$9.00 PER HOUR (2011 RATE). WORKLOADS ARE PROVING TO EXCEED RESOURCES TO COMPLETE DESIRED WORK BUT STILL STARTED TEMPORARY HELP LATE IN YEAR TO LIMIT EXPENDITURE IN 2010.
40006	100	DIFFERENTIAL PAY 100 - DIFFERENTIAL PAY IS NECESSARY DURING MUSIKFEST, SNOW OPERATIONS, 4TH OF JULY, AND DURING CALL-OUTS.
40008	250	MEAL REIMBURSEMENT 250 - MEAL REIMBURSEMENT IS \$10.00 PER MEAL ESTIMATED 2011 REQUEST OF \$250 WOULD COVER TWENTY FIVE (25) MEALS. THIS BUREAU IS CALLED UPON FOR SNOW REMOVAL AS NECESSARY.
41014	42,480	OPERATING SUPPLIES OPERATING SUPPLIES ARE USED FOR THE PURPOSE OF STREET PAINTING, BARRICADES AND MAINTAINING TRAFFIC CONTROL (EITHER PERMANENT OR TEMPORARY) WITH CHANNEL POSTS, SIGNS, FACES AND BLANKS. EACH YEAR NEW SIGNS ARE ERECTED OR UPGRADED AND SIGN IMPROVEMENTS ARE MADE WHILE THE MAINTENANCE DEMANDS AND COSTS CONTINUE TO INCREASE. NEW SIGNS, FACES, STOP SIGNS, ONE-WAY SIGNS, SNOW EMERGENCY SIGNS, PORTABLE RADIO BATTERIES ETC. USED TO PURCHASE TEXT TO STAY ABREAST OF CURRENT STANDARDS. (ANY INCREASED BUDGET REFLECTS INCREASE IN COSTS AND REQUIREMENTS TO USE HIGH INTENSITY SHEETING, DEMAND FOR ADDITIONAL SIGNS/DEMARCATIONS, AND REPLACEMENT SIGNS). INCREASE ALSO REFLECTS CHANGE IN PRICING AND QUANTITIES FOR SUPPLIES TO COVER ADDITIONAL WORK. 11,445 - REPLACEMENT SIGNS (STOP, SPEED LIMIT, ETC.). 11,035 - PAINT (POWDER, GLASS BEADS). 1,800 - LUMBER AND VARIOUS HAND/POWER TOOLS. 1,320 - STROBE LIGHTS. 3,340 - CONES AND CHANNELS. 2,040 - TEMPORARY SIGNS.

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		4,400 - SCOTCH-LITE SHEETING & PREFORMED PLASTIC.
		1,900 - PROPANE, NAPHTHA & REPLACEMENT TANKS.
		1,600 - PORTABLE STOP SIGNS TO REPLACE OLD OUTDATED SIGNS IN USE.
		3,600 - REPLACEMENT OF FADED AND DAMAGED STREET CLEANING SIGNS ALONG CITY STREETS. ANNUALLY SIGNS ARE REPLACED AS NEEDED. SOME OF THE LONGER STREETS ARE COMING DUE WHICH IS BEYOND LIMITED BUDGET. 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. ANY INCREASE IS DUE TO RISING MATERIALS AND SUPPLIES COSTS.
41016	975	UNIFORMS/SAFETY SHOES
		975 - SHIRTS, SHOES, SWEATSHIRTS, AND COVERALLS ARE APPROX. \$325 PER EMPLOYEE IN 2011. ALSO INCLUDED ARE SAFETY VESTS FOR FULLTIME EMPLOYEES AND SUMMER HELP.
41023	6,555	GASOLINE
		6,555 - ESTIMATED USAGE FOR GASOLINE FOR VEHICLES AND EQUIPMENT IS 2,300 GALLONS AT \$2.85 PER GALLON. THE USE IS THE AVERAGE REFLECTED OVER THE PAST 3 YEARS.
42033	500	TRAINING AND SAFETY
		500 - 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. KEPT TO A MINIMUM TO MEET BUDGET CONSTRAINTS.
42054	1,000	RENTALS
		1,000 - RENTAL OF TRAFFIC CONTROL SIGNS AND BARRICADES PERIODICALLY USED BUT NOT FEASIBLE OR APPROPRIATE TO PURCHASE AND MAINTAIN IN-HOUSE.
42060	325	OTHER EXPENSES
		325 - THIS ACCOUNT IS FOR THE PURCHASE OF MISC. ITEMS SUCH AS CDL RENEWAL AND PAY TOLLS. ALSO USED TO PURCHASE TEXT TO STAY ABREAST OF CURRENT STANDARDS.

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BUREAU DETAIL

Bureau: Police

No: 0601

Department: Police

No: 0060

Bureau Description:

This bureau includes all the patrol, investigative, supervisory and management functions involved in providing day-to-day police services. The Bethlehem Police Department is structured using the Community Policing philosophy and is committed to community and police partnership.

Goals and Objectives:

- To establish a Professional Standards Division to integrate the efforts involved in training, accreditation, policy development and discipline to further the professionalism of the police department.
- To implement a new Police Directive system and index to allow officers to search for and locate departmental policies quickly and to allow a more efficient system to issue new and changed policies.
- To implement a department-wide scheduling system to integrate all Police Divisions into one system that is accessible by all members of the police department.
- To implement a system of computer crime analysis in an effort to reduce crime, improve quality of life and effectively manage personnel and resources.
- To implement a system of key control and inventory for all Department resources and facilities.
- To create an accurate Departmental Property Record so that all departmental resources are assigned and accountable.
- To establish an operational readiness status plan for the Emergency Response Team and to devise a plan for any alternative tactical needs.
- To analyze all police radio communications equipment and to devise and implement a plan to ensure the ability of all police radios to communicate together on all available channels.
- To improve the Bethlehem Police Department Training Facility on Guetter Street so that it may be more effectively used to conduct in-house and hosted police training courses.
- To develop and implement a firearms training plan for bicycle officers, motorcycle officers and mounted officers.
- To make physical changes to the detention area and necessary policy changes to ensure compliance with PLEAC.
- To create a structured and specific assigned parking location for all department owned vehicles.
- To develop a more comprehensive and professional yearly report to effectively communicate our department's mission, goals, and accomplishments.
- To develop a Police Department Information Intranet to provide officers with a useful resource of frequently needed information, reports and forms available from any internal computer to enhance our efficiency.

Prior Year Achievements:

- Achieved re-accreditation through the Commission for Accreditation for Law Enforcement
 - Achieved re-accreditation through the Pennsylvania Law Enforcement Accreditation Commission
 - Completed digital upgrade for all police radios
 - Established and implemented an Operations Plan for Musikfest to provide an Incident Command Structure for all officers working the festival. This was done to provide clear direction to all officers responsible for security at the event, to provide a pre-organized plan for arrests, mass arrests and civil disturbance, and to assemble all necessary emergency equipment at a centralized location for rapid deployment.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0601 POLICE

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N090 Police Commissioner	1	1	1	1	1	91,993	1	91,993	1	92,647
N105 Dep Pol Commissioner	1	1	1	1	1	84,828	1	84,828	1	84,826
P441 Captain	3	3	3	3	3	247,542	3	247,542	3	246,020
P431 Lieutenant	8	7	7	7	7	528,840	7	528,840	8	601,066
P421 Detective/Sergeant	21	22	23	23	23	1,616,635	23	1,616,635	22	1,534,962
P401 Police Officer	112	116	119	122	124	7,408,638	124	7,408,638	122	7,320,655
C081 Admin Aide RR	1	-	-	-	-	-	-	-	-	-
C07E Depart Secretary O&E	1	-	-	-	-	-	-	-	-	-
C065 Secretary I	4	-	-	-	-	-	-	-	-	-
Total Positions	152	150	154	157	159	9,978,476	159	9,978,476	157	9,880,176
P441 100% Allocated to 001.1A						(82,715)		(82,715)		(82,185)
Vacancy Factor						(100,000)		(100,000)		(100,000)
						<u>9,795,761</u>		<u>9,795,761</u>		<u>9,697,991</u>
Account Detail										
40001 SALARIES	7,328,953	7,627,969	8,114,423	8,755,640		9,392,111		9,392,111		9,285,917
40002 LONGEVITY	305,135	306,306	337,297	365,480		403,650		403,650		412,074
4000383 FBI OVERTIME	-	18,384	52,660	41,984		16,903		16,903		101,418
4000384 LCB O/T GRANT-LEHIGH	1,072	3,830	13,612	17,008		11,500		-		-
4000385 CPA/EXPLORERS PROG OT	-	1,285	2,090	2,929		4,500		2,500		-
4000386 PROJECT SAFE NGHBRHOOD	430	559	-	-		-		-		-
4000387 JAG - ARRA - OVERTIME	-	-	-	-		23,716		10,000		19,500
4000388 TOBACCO GRANT OVERTIME	316	733	-	-		-		-		-
4000390 DEA-TASK FORCE OVERTIME	22,923	12,270	16,004	15,798		16,903		16,903		16,903
4000391 TASK FORCE OVERTIME	15,799	11,785	14,981	8,605		20,000		10,000		20,000
4000392 GENERAL OVERTIME	233,090	192,504	189,761	161,122		100,000		100,000		100,000
4000393 CDBG OVERTIME	19,737	24,392	10,529	15,802		21,000		21,000		21,000
4000394 DUI OVERTIME	21,513	27,690	24,063	37,772		51,884		50,000		36,000
4000395 MUSIKFEST OVERTIME	110,202	115,187	118,721	129,083		130,000		130,000		130,000
4000396 SPECIAL EVENT OVERTIME	-	-	-	106,069		25,000		25,000		25,000
4000397 JAG OVERTIME	5,192	3,172	6,742	8,971		11,000		10,000		8,000
4000398 SEAT BELT HIGHWAY SAFETY	12,609	18,165	8,719	15,307		20,000		15,000		14,500
4000399 LV AUTO THEFT TASK O/T	6,286	7,291	6,608	8,135		11,263		10,235		11,263
40004 TEMPORARY HELP	257,029	260,544	284,196	296,136		293,977		293,977		306,000
40005 HOLIDAY PAY	371,319	387,779	443,214	508,453		500,000		485,000		500,000
40006 DIFFERENTIAL PAY	54,303	58,012	58,148	57,404		60,000		56,750		60,000
40007 ROSTER DUTY	219,077	261,307	219,576	213,113		200,000		185,500		200,000
40008 MEAL REIMBURSEMENT	24	-	-	-		200		50		200
40009 TRAVEL TIME	1,991	3,643	1,236	2,977		5,000		1,200		1,000
40011 EDUCATION INCENT BONUS	130,502	97,171	90,090	84,713		114,300		85,000		89,400
40012 HEARING TIME	123,961	148,017	153,561	163,079		124,000		124,000		124,000
Personnel	9,241,463	9,587,995	10,166,231	11,015,580		11,556,907		11,444,779		11,482,175

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budget w/ Transfers	2010 Actual & Estimated	2011 Final Budget
41014 OPERATING SUPPLIES	-	-	-	6,145	8,500	8,500	11,175
41015 G.R.E.A.T. SUPPLIES	15,123	19,104	17,965	-	-	-	-
41016 UNIFORMS/SAFETY SHOES	180,674	184,286	208,829	209,124	204,312	204,312	144,000
41018 IDENTIFICATION	12,855	11,538	39,002	31,825	33,000	30,000	10,000
41019 RECRUITMENT EXP-GRANT	419	4,581	-	3,176	5,000	3,500	-
41023 GASOLINE	180,950	202,832	261,430	151,931	187,000	190,000	190,000
41025 POSTAGE	3,172	4,219	5,656	239	7,000	8,500	5,000
Materials & Supplies	393,193	426,560	532,882	402,440	444,812	444,812	360,175
42032 TRAINING/CONT. EDUCATION	83,307	119,418	111,593	122,897	184,900	187,000	89,500
42047 DEPARTMENT CONTRACTS	35,784	43,314	47,153	43,613	59,400	55,000	52,000
420472 CALEA/PLEAC ACCREDIT	-	-	4,892	5,061	15,000	4,500	-
42049 REFUNDS	466	275	832	340	750	750	500
42054 RENTALS	2,737	3,401	4,599	-	-	-	-
42060 OTHER EXPENSES	17,843	17,216	47,810	13,363	23,500	18,000	5,500
42064 EQUIPMENT MAINTENANCE	4,771	4,057	5,837	3,235	36,300	34,000	30,000
42165 DUI GRANT	-	905	391	3,078	3,350	1,850	-
42166 JAG-JUSTICE ASSIST GRANT	30,047	21,700	20,185	18,871	73,575	35,000	3,500
42167 JUSTICE ASSIST GRANT-ARRA	-	-	-	-	148,500	145,000	96,265
42169C CITIZENS/JUNIOR POL ACAD	247	193	694	1,006	3,000	2,800	-
42169F POLICE-GANG TRAINING/EQU	1,646	513	-	-	-	-	-
Purchased Services	176,848	210,992	243,986	211,464	548,275	483,900	277,265
43099 EQUIPMENT	152,982	30,427	30,537	32,091	97,000	90,500	107,621
Equipment	152,982	30,427	30,537	32,091	97,000	90,500	107,621
Total POLICE	9,964,486	10,255,974	10,973,636	11,661,575	12,646,994	12,463,991	12,227,236

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
4000383	101,418	FBI OVERTIME 101,418 - FBI VIOLENT CRIME/ GANG TASK FORCE OVERTIME 100% REIMBURSED FUNDS
4000387	19,500	JAG-ARRA-OVERTIME 18,000 - PARK PATROL OVERTIME 100% REIMBURSED FUNDS 1,500 - SCHOOL PATROL OVERTIME 100% REIMBURSED FUNDS
4000390	16,903	DEA-TASK FORCE OVERTIME 16,903 - DEA TASK FORCE OVERTIME 100% REIMBURSED FUNDS
4000391	20,000	TASK FORCE OVERTIME 20,000 - NORTHAMPTON COUNTY DRUG TASK FORCE OVERTIME 100% REIMBURSED FUNDS
4000392	100,000	GENERAL OVERTIME 50,000 - PATROL OVERTIME - SERVICE CALLS AND SHIFT SUPPLEMENT 15,000 - TRAFFIC DIVISION OVERTIME 35,000 - INVESTIGATIONS DIVISION OVERTIME
4000393	21,000	C.D.B.G. OVERTIME 21,000 - COMMUNITY DEVELOPMENT BLOCK GRANT OVERTIME 100% REIMBURSED FUNDS
4000394	36,000	D.U.I. OVERTIME 36,000 - DUI OVERTIME GRANT 100% REIMBURSED FUNDS
4000395	130,000	MUSIKFEST OVERTIME 130,000 - MUSIKFEST OVERTIME 100% REIMBURSED FUNDS
4000396	25,000	SPECIAL EVENT OVERTIME 25,000 - SPECIAL EVENT OVERTIME 100% REIMBURSED FUNDS
4000397	8,000	JAG OVERTIME 8,000 - JAG - OVERTIME GRANT 100% REIMBURSED FUNDS
4000398	14,500	SEAT BELT HIGHWAY SAFE-OT 5,000 - BUCKLE-UP GRANT FUNDS 100% REIMBURSED FUNDS 9,500 - AGGRESSIVE DRIVING GRANT FUNDS 100% REIMBURSED FUNDS
4000399	11,263	LV AUTO THEFT TASK O/T

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		11,263 - LEHIGH VALLEY AUTO THEFT TASK FORCE OVERTIME 100% REIMBURSED FUNDS
40004	306,000	TEMPORARY HELP 296,000 - CROSSING GUARD SALARIES 50% REIMBURSED BY BETHLEHEM SCHOOL DISTRICT 10,000 - GRANT WRITING CONTRACT WORKER
40005	500,000	HOLIDAY PAY 500,000 - HOLIDAY PAY
40006	60,000	DIFFERENTIAL PAY 60,000 - SHIFT DIFFERENTIAL - \$0.45/HR MIDDLE, \$0.50/HR NIGHT
40007	200,000	ROSTER DUTY 200,000 - ROSTER DUTY ASSIGNMENTS 100% REIMBURSED FUNDS 28% SERVICE CHARGE RETURNED TO GENERAL FUND
40008	200	MEAL REIMBURSEMENT 200 - MEAL REIMBURSEMENT - TRAINING
40009	1,000	TRAVEL TIME 1,000 - TRAVEL OVERTIME FOR TRAINING
40011	89,400	EDUCATION INCENT BONUS EDUCATION BONUS - CONTRACT ITEM 5,400 - 18 OFFICERS @ \$300 29,600 - 37 OFFICERS @ \$800 14,400 - 12 OFFICERS @ \$1200 40,000 - TUITION REIMBURSEMENT
40012	124,000	HEARING TIME 124,000 - HEARING PAY - CONTRACTUAL
41014	11,175	OPERATING SUPPLIES 4,200 - MOUNTED UNIT - FEED 3,500 - MOUNTED UNIT - MEDICAL CARE 1,500 - MOUNTED UNIT - BEDDING 375 - MOUNTED UNIT - CARE ITEMS 1,600 - MOUNTED UNIT - FARRIER SUPPLIES AND SERVICE
41016	144,000	UNIFORMS/SAFETY SHOES 60,000 - UNIFORMS AND EQUIPMENT ALLOWANCE 12,000 - CLOTHING ALLOWANCE 20 X \$600 42,000 - UNIFORM MAINTENANCE 140 X \$300 30,000 - SOFT BODY ARMOR FOR OFFICERS \$15,000 COULD BE REIMBURSED TO THE CITY BY A FEDERAL BULLETPROOF VEST PARTNERSHIP GRANT.

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41018	10,000	IDENTIFICATION 10,000 - EQUIPMENT AND SUPPLIES FOR FORENSIC SERVICES
41023	190,000	GASOLINE 190,000 - GASOLINE FOR ALL POLICE VEHICLES
41025	5,000	POSTAGE 5,000 - ALL MAILING EXPENSES.
42032	89,500	TRAINING/CONTINUING ED. 45,000 - TRAINING 30,000 - AMMUNITION 7,000 - THIS AMOUNT IS TO PURCHASE LESS-LETHAL AMMUNITION 1,000 - GUN RANGE SUPPLIES 4,000 - CANINE TRAINING AND SUPPLIES 2,500 - MOUNTED OFFICER TRAINING
42047	52,000	DEPARTMENT CONTRACTS 52,000 - THIS ACCOUNT COVERS THE FOLLOWING: ACCURINT SYSTEM SECURITY SYSTEM SUB-STATION RENT AND UTILITIES IACP NET (YEARLY SUBSCRIPTION POLICY RESOURCE) MAGLOCLEN MEMBERSHIP APS MAINTENANCE COSTS
42049	500	REFUNDS 500 - EXPENSES FOR PERSONAL ITEMS DAMAGED OR LOST DURING THE PERFORMANCE OF THEIR DUTIES.
42060	5,500	OTHER EXPENSES 5,500 - THIS ACCOUNT COVERS THE EXPENSES NOT COVERED BY ANY OTHER ACCOUNT.
42064	30,000	EQUIPMENT MAINTENANCE 15,000 - REPAIR, PARTS, REPLACEMENT AND CALIBRATIONS 15,000 - FACILITY MAINTENANCE AND MODIFICATION
42166	3,500	JAG-JUSTICE ASSIST GRANT 3,500 - MOUNTED PATROL UNIT EQUIPMENT AND EXPENSES 100% REIMBURSED FUNDS
42167	96,265	JUSTICE ASSIST GRANT-ARRA 74,265 - COMPUTER HARDWARE 12,000 - COMPUTER SOFTWARE

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		10,000 - POLICE MOUNTAIN BICYCLES, PARTS AND UNIFORMS
		100% REIMBURSED FUNDS
43099	107,621	EQUIPMENT
		10,000 - TASER MAINTENANCE, BATTERIES AND CARTRIDGES
		66,446 - 2010 POLICE CROWN VICTORIA LEASE THE AMOUNT WILL BE THE SECOND INSTALLMENT OF A THREE YEAR LEASE PROGRAM FOR EIGHT (8) 2010 FORD CROWN VICTORIAS.
		29,175 - 2011 POLICE VEHICLE LEASE THE AMOUNT WILL BE THE FIRST INSTALLMENT OF A THREE YEAR LEASE PROGRAM FOR FOUR (4) POLICE VEHICLES. THE LEASE PROGRAM SPREADS THE COST OF THE VEHICLES OVER THREE YEARS.
		2,000 - 2011 POLICE VEHICLE EQUIPMENT TO PURCHASE EQUIPMENT TO UPFIT NEW POLICE VEHICLES THE CURRENT POLICE VEHICLE HAS BEEN DISCONTINUED. ALL NEW INTERIOR EQUIPMENT WILL BE NECESSARY.

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BUREAU DETAIL

Bureau: Communications

No: 0602

Department: Police

No: 0060

Bureau Description:

This Bureau is a twenty-four hour seven day a week E-9-1-1 emergency communications center that serves the City of Bethlehem providing service to it's residents for emergency and non-emergency calls. The center's primary focus is to dispatch services for Police, Fire, and Emergency Medical Services with a limited service to Lehigh University, Moravian College and the Bethlehem Area School District. The bureau also has capabilities to serve all other city bureaus i.e. Public Works, Parks.

Goals and Objectives:

- Continue to work on integrating GIS technology with our CAD to provide quicker and more efficient utilization of city resources.
- Continue to work on integrating EMD protocols with CAD through enhanced EMD software.
- Conduct Quality Assurance training with 9-1-1 staff to minimize deficiencies and continue to raise the level of customer service.

Prior Year Achievements:

- Finalized conversion to all digital radio system optimization completed.
 - Successfully completed PEMA audit for Quality Assurance and training compliance.
 - Trained all 9-1-1 personnel on use of City wide camera system and maximized the use of the technology.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0602 COMMUNICATIONS

	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010		2011	
					Budget w/ Transfers	Actual & Estimated	Final Budget	Final Budget
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-
Account Detail								
4000384 LCB O/T GRANT - LEHIGH	-	-	798	-	-	-	-	-
4000394 DUI OVERTIME	1,521	1,503	1,748	2,846	2,000	2,000	2,000	2,000
Personnel	1,521	1,503	2,546	2,846	2,000	2,000	2,000	2,000
41016 UNIFORMS/SAFETY SHOES	6,892	5,273	8,425	7,804	8,000	5,000	6,000	6,000
Materials & Supplies	6,892	5,273	8,425	7,804	8,000	5,000	6,000	6,000
42060 OTHER EXPENSES	996	1,113	1,080	1,909	3,000	1,500	2,000	2,000
420772 TRANSFERS TO 9-1-1	-	-	43,556	112	-	-	-	-
Purchased Services	996	1,113	44,636	2,021	3,000	1,500	2,000	2,000
Total COMMUNICATIONS	9,409	7,889	55,607	12,671	13,000	8,500	10,000	10,000

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
4000394	2,000	D.U.I. OVERTIME 2,000 - THESE OVERTIME FUNDS ARE TO PROVIDE COVERAGE WITH A COMMUNICATION SPECIALIST IN THE COMMUNICATION CENTER WHEN THE POLICE DEPARTMENT IS OPERATING A SOBRIETY CHECKPOINT AND/OR ROVING PATROLS. THESE OPERATIONS PUT AN ADDED WORKLOAD ON THE COMMUNICATIONS CENTER AND THE STATE DOES REIMBURSE THE CITY VIA THE DUI GRANT FOR THIS EXPENSE.
41016	6,000	UNIFORMS/SAFETY SHOES 6,000 - THE COMMUNICATIONS CENTER HAS PROFESSIONALIZED ITS EMPLOYEES BY PROVIDING THEM WITH UNIFORMS. THE EMPLOYEES APPEARANCE HAS DEFINITELY IMPROVED ALONG WITH MORALE. THIS COST WOULD BE TO CONTINUE PROVIDING UNIFORMS FOR CURRENT FULL-TIME EMPLOYEES. IN ADDITION, THE 2004 COLLECTIVE BARGAINING AGREEMENT PROVIDES FOR FOOTWEAR FOR ALL FULL-TIME EMPLOYEES, AS WELL AS A UNIFORM MAINTENANCE OF \$150 PER FULL-TIME EMPLOYEE.
42060	2,000	OTHER EXPENSES 2,000 - THIS ACCOUNT INCLUDES OFFICE SUPPLIES, CROSS REFERENCE DIRECTORIES, RECORDING TAPES, PRINTER CARTRIDGES AND FAX CARTRIDGES AND OTHER NECESSARY SUPPLIES. THIS ACCOUNT COVERS EXPENSES INCURRED THAT ARE NOT ELIGIBLE EXPENSES UNDER FROM THE 9-1-1 SURCHARGE ACCOUNT.

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BUREAU DETAIL

Bureau: Records Room

No: 0603

Department: Police

No: 0060

Bureau Description:

This bureau provides for the processing and filing of all police records and to support various areas within the police department such as patrol and investigations.

Goals and Objectives:

- To accurately process and file all police records and to support various areas within the police department such as patrol and investigations.
-

Prior Year Achievements:

- Installed a High Density Shelving Design System composed of tracks anchored into the floor with moveable and fixed carriages sitting atop the tracks. This new system will extend by a couple of years the life storage space for criminal files needed until a permanent solution can be implemented.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

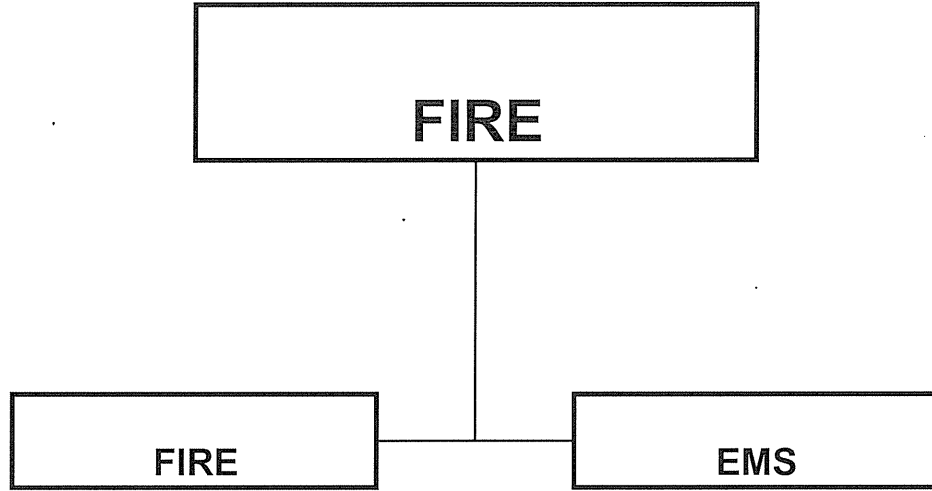
**FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0603 RECORDS ROOM**

	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budget w/ Transfers		2010 Actual & Estimated		2011 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail										
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
P431 Lieutenant	-	1	1	1	1	76,065	1	76,065	-	-
C081 Admin Aide Record Room	-	1	1	1	1	44,405	1	44,405	1	46,684
C07E Departmental Secretary	-	1	1	1	1	41,734	1	41,734	1	43,937
C065 Secretary II	-	4	4	4	4	152,790	4	152,790	3	123,853
Total Positions	-	7	7	7	7	314,994	7	314,994	5	214,474
Account Detail										
40001 SALARIES	-	273,172	282,125	295,595		304,511		304,511		209,824
40002 LONGEVITY	-	10,324	10,538	9,433		10,483		10,483		4,650
40003 OVERTIME	-	5,103	2,667	211		4,000		1,000		2,000
40004 TEMPORARY HELP	-	13,689	16,765	2,754		8,000		-		2,500
40005 HOLIDAY PAY	-	4,104	3,902	4,266		5,000		4,250		-
40006 DIFFERENTIAL PAY	-	86	83	79		120		60		-
40008 MEAL REIMBURSEMENT	-	90	10	-		200		50		200
Personnel	-	306,568	316,090	312,338		332,314		320,354		219,174
41013 OFFICE EXPENSE	-	1,700	3,393	3,513		5,900		4,575		4,900
Materials & Supplies	-	1,700	3,393	3,513		5,900		4,575		4,900
42032 TRAINING/CONT. EDUCATION	-	-	477	16		750		-		750
42047 DEPARTMENT CONTRACTS	-	5,301	4,273	5,555		10,800		10,800		11,250
Purchased Services	-	5,301	4,750	5,571		11,550		10,800		12,000
Total	-	313,569	324,233	321,422		349,764		335,729		236,074

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	2,000	OVERTIME 2,000 - THIS AMOUNT IS USED TO COVER THE COSTS ASSOCIATED WITH ADDITIONAL HOURS REQUIRED WHEN TEMPORARY HELP IS NOT AVAILABLE TO ASSIST THE STAFF DURING PEAK PERIODS.
40004	2,500	TEMPORARY HELP 2,500 - THIS AMOUNT IS REQUESTED TO COVER THE COST OF PROVIDING PART-TIME HELP TO KEEP THE RECORDS ROOM CURRENT WHEN EMPLOYEES ARE ABSENT FOR VACATIONS, ILLNESS OR LONG-TERM LEAVES. THE RATE OF PAY FOR THIS POSITION IS \$9.00 PER HOUR.
40008	200	MEAL REIMBURSEMENT 200 - THIS AMOUNT COVERS MEAL COMPENSATION WHEN THE CIVILIAN STAFF WORKS PAST THEIR NORMAL 8 HOUR DAY. THIS IS A CONTRACTUAL ITEM.
41013	4,900	OFFICE EXPENSE 2,700 - MICROFILM AND DUPLICATING 1,150 - TONER CARTRIDGES 1,050 - MISC. OFFICE SUPPLIES
42032	750	TRAINING/CONTINUING ED. 750 - THIS TRAINING IS NECESSARY FOR STAFF TO KEEP CURRENT ON THE LATEST UPDATES TO CRIME TRENDS AND STATISTICS.
42047	11,250	DEPARTMENT CONTRACTS 8,100 - COPY MACHINE CONTRACT 1,150 - 3M DOCUMENT CAMERA 1,500 - READER/PRINTER CONTRACT 500 - MICROFILM PROCESSING



BUREAU DETAIL

Bureau: Fire

No: 0701

Department: Fire

No: 0070

Bureau Description:

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

Goals and Objectives:

- To continue to provide life safety and property conservation to the community.
- To continue fire safety education to school age children through the use of the fire safety house.
- To have every home in the City of Bethlehem protected by a smoke detector.

Prior Year Achievements:

- Responded to over 3,000 calls for service.
 - Conducted over 2,400 fire safety inspections on new and existing businesses.
 - The department installed over 500 smoke detectors in the homes of city residents.
 - Instituted a QRS service and started responding to EMS calls along with Bethlehem EMS
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0070 FIRE
BUREAU 0701 FIRE

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N095 Fire Commissioner	1	1	1	1	1	88,099	1	88,099	1	93,455
N110 Dep Fire Commissioner	1	1	1	1	1	80,933	1	80,933	1	86,289
F441 Assistant Chief	4	4	4	4	4	290,533	4	290,533	4	288,780
F433 Captain Haz/Mat/Insp	1	1	1	1	1	68,091	1	68,091	1	67,653
F432 Captain-Charge of Train	1	1	1	1	1	68,091	1	68,091	1	67,653
F431 Captain	4	4	4	4	4	271,838	4	271,838	4	270,102
F423 Lieutenant Inspector	2	3	3	4	4	268,545	4	268,545	4	266,990
F421 Lieutenant	8	8	8	8	12	762,311	12	762,311	12	761,305
F402 Inspector	-	2	2	1	1	67,168	1	67,168	1	66,748
F401 Firefighter	90	88	88	88	84	4,908,093	84	4,908,093	82	4,829,249
C072 Departmental Secretary	1	1	1	1	1	42,504	1	42,504	1	43,037
Total Positions	113	114	114	114	114	6,916,206	114	6,916,206	112	6,841,261
Vacancy Factor						(80,000)		(80,000)		(80,000)
						6,836,206		6,836,206		6,761,261
Account Detail										
40001 SALARIES	5,146,142	5,269,006	5,938,015	6,147,739		6,502,166		6,502,166		6,424,864
40002 LONGEVITY	255,020	243,285	275,221	306,317		334,040		334,040		336,397
40003 OVERTIME	329,225	247,354	276,938	640,978		475,000		475,000		475,000
4000371 SPECIAL TEAM DRILLS OT	10,427	13,558	15,638	14,864		20,000		16,000		20,000
40004 TEMPORARY HELP	14,625	19,088	5,572	(328)		10,000		8,000		17,000
40005 HOLIDAY PAY	252,050	254,550	296,585	332,340		358,500		265,000		369,255
40006 DIFFERENTIAL PAY	51,719	51,544	56,666	55,569		60,000		50,000		61,800
40007 ROSTER DUTY	53,132	50,883	56,157	41,642		70,000		48,000		70,000
40011 EDUCATION INCENT BONUS	9,400	9,701	15,987	13,034		19,000		12,000		19,000
Personnel	6,121,740	6,158,969	6,936,779	7,552,155		7,848,706		7,710,206		7,793,316
41014 OPERATING SUPPLIES	17,096	40,817	31,257	37,757		42,950		36,000		47,250
41016 UNIFORMS/SAFETY SHOES	77,495	49,290	103,972	82,314		105,380		104,250		106,000
41023 GASOLINE	40,000	45,000	62,622	30,872		40,000		40,000		40,000
Materials & Supplies	134,591	135,107	197,851	150,943		188,330		180,250		193,250
42032 TRAINING/CONT. EDUCATION	32,365	23,573	20,408	31,388		27,000		27,000		22,400
42036 COMMUNICATIONS	14,371	2,093	1,444	1,705		1,250		1,250		1,500
42038 EQUIPMENT REPAIRS-FLEET	90	468	515	-		-		-		2,000
42047 DEPARTMENT CONTRACTS	3,001	2,651	2,738	3,480		5,300		4,000		8,300
42060 OTHER EXPENSES	7,164	10,836	7,025	7,605		13,900		10,000		7,800
42064 EQUIPMENT MAINTENANCE	3,758	6,435	5,822	7,166		13,000		11,500		9,500
Purchased Services	60,749	46,056	37,952	51,344		60,450		53,750		51,500
43099 EQUIPMENT	13,215	9,101	13,362	17,152		-		-		-
Equipment	13,215	9,101	13,362	17,152		-		-		-
Total	FIRE	6,330,295	6,349,233	7,185,944	7,771,594	8,097,486		7,944,206		8,038,066

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	475,000	OVERTIME 475,000 - THIS ACCOUNT IS USED TO REPLACE LOST MAN HOURS, MAINTAIN MINIMUM MANNING LEVELS, AND MINIMUM SHIFT OFFICER STRENGTH DUE TO CONTRACTUAL ITEMS SUCH AS VACATIONS, BIRTHDAYS, HOLIDAYS, PERSONAL LEAVE DAYS. ALSO LOST MAN HOURS MUST BE REPLACED AS A RESULT OF SICKNESS, INJURIES SUSTAINED WHILE ON DUTY, INDIVIDUALS RECEIVING SPECIALIZED TRAINING THAT IS NOT AVAILABLE LOCALLY, AND THE TIME LAPSE BETWEEN RETIREMENTS AND THE HIRING AND TRAINING OF NEW PERSONNEL. THE ACCOUNT IS ALSO USED FOR EXTENDED SHIFTS DUE TO FIRE OR EMERGENCY INCIDENTS, AND WHEN PERSONNEL ARE CALLED OUT FROM OFF-DUTY FOR MULTIPLE ALARMS OR MAJOR INCIDENTS THAT REQUIRE THESE ADDITIONAL PERSONNEL FOR THE SAFE AND EFFICIENT TERMINATION OF THE EMERGENCY INCIDENT. PERSONNEL SUBPOENAED FOR THE PURPOSE OF DEPOSITIONS, APPEARING AT MAGISTRATE OR COUNTY COURT ARE ALSO REIMBURSED FROM THIS ACCOUNT. THIS IS BASED ON NEGOTIATED SETTLEMENT OF A 22 MAN MINIMUM.
4000371	20,000	SPECIAL TEAM DRILLS OT 4,000 - WATER RESCUE TEAM DRILLS 8,100 - HAZARDOUS MATERIALS TEAM TRAINING TRAINING REQUIRED UNDER ACT 165 WHICH CANNOT BE DONE WHILE ON DUTY. ALL MEMBERS OF THE TEAM ARE REQUIRED TO DRILL AT LEAST EIGHT (8) HOURS A YEAR AS A TEAM. MOST OF THESE COSTS ARE RECOVERABLE THROUGH BILLING OF PARTIES RESPONSIBLE FOR HAZARDOUS MATERIALS INCIDENT 2,300 - SCBA TECHNICIANS TRAINING - FOR TRAINING OUR SCBA TECHNICIANS 5,600 - BOMB SQUAD TRAINING FOR DRILLS, MOCK SCENARIOS AND OTHER ADVANCED EQUIPMENT PRACTICES
40004	17,000	TEMPORARY HELP 17,000 - PART-TIME CLERK TO FILL IN AND ASSIST DEPARTMENT, DEPARTMENT SECRETARY AND INSPECTIONS OFFICE.
40005	369,255	HOLIDAY PAY 369,255 - THIS ACCOUNT IS USED FOR THE PAYMENT OF HOLIDAY PAY TO PERSONNEL FOR THE YEAR AS STIPULATED IN THE CURRENT LABOR AGREEMENT.
40006	61,800	DIFFERENTIAL PAY 61,800 - THIS AMOUNT IS NEEDED FOR THE PAYMENT OF THE ADDITIONAL \$.50 PER HOUR FOR INDIVIDUALS REQUIRED TO

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		WORK THE NIGHT TOUR OF DUTY.
40007	70,000	ROSTER DUTY 70,000 - THIS WILL COVER THE SERVICES BY OFF-DUTY FIRE DEPARTMENT MEMBERS AT FUNCTIONS WHERE THEIR PRESENCE IS REQUIRED FOR THE SAFETY OF THE PUBLIC. THIS ACCOUNT IS RETURNED TO THE GENERAL FUND AS INCOME.
40011	19,000	EDUCATION INCENT BONUS 19,000 - PERSONNEL ARE AWARDED A BONUS FOR ACHIEVING EITHER AN ASSOCIATE OR BACHELORS DEGREE. PAYMENT FOR THIS EDUCATIONAL INCENTIVE IS FUNDED THROUGH THIS ACCOUNT.
41014	47,250	OPERATING SUPPLIES 3,050 - NOZZLES AND REDUCERS 300. NOZZLE REPAIR KITS 500. ADAPTORS AND REDUCERS 850. PISTON INTAKE VALVES 1400. MASTER STREAM NOZZLE REPLACEMENT 7,000 - HOSES AND ACCESORIES FOR THE REPLACEMENT OF A HOSE THAT FAILS THE REQUIRED ANNUAL SERVICE TEST OR IS DAMAGED AT A FIRE CALL. 1,500 - ELECTRICAL APPLIANCES, CORDS & HANDLIGHTS FOR REPAIR AND REPLACEMENT OF DAMAGED EQUIPMENT. 1,000 - HAND TOOLS FOR THE REPLACEMENT AND REPAIR OF PIKE POLES, AXES, HALOGEN BARS, ETC. 6,000 - BATTERIES 2200 - PORTABLE RADIOS 800. - PASS ALARMS 500. - THERMAL IMAGING CAMERAS 500. - BOMB SQUAD ROBOT 200. - SAWZALLS 300. - METERS 200. - SMOKE DETECTORS 500. - HAND LIGHTS 800. - SCBA 6,000 - SELF CONTAINED BREATHING APPARATUS 5000. SPARE PARTS FOR THE REPAIR OF SCBA UNITS AND MASKS. 1000. EMERGENCY REPAIRS TO BREATHING

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		APPARATUS.
	1,500	- ROPE AND RESCUE EQUIPMENT NEEDED TO REPLACE AND UPDATE EXISTING EQUIPMENT. THIS INCLUDES REPEL HARNESES, BELTS, WEBBING AND PULLEYS.
	2,400	- FIRE EXTINGUISHERS 1400. - CITY BUIDINGS 1000. - FIRE DEPARTMENT
	1,000	- COMPUTER SUPPLIES 250.- CLEANING SUPPLIES 750.- CONTINGENCY FUND
	4,000	- BOMB SQUAD OPERATING SUPPLIES 1200. - TOOLS 1000. - X-RAY SUPPLIES 1800 - DISTRIBUTION SUPPLIES
	9,000	- HAZARDOUS MATERIALS TEAM OPERATING SUPPLIES 1000. - SPILL CONTAINMENT 1000. - FOAM 2000. - CHEMICAL IDENTIFICATION SUPPLIES 3000. - MITIGATION SUPPLIES 2000. - DECONTAMINATION SUPPLIES
	1,000	- RESCUE TOOLS REPLACEMENT OF DAMAGED TOOLS AND EQUIPMENT USED FOR RESCUE WORK
	500	- EMERGENCY MANAGEMENT COORDINATOR EMA SUPPLIES AND OFFICE SUPPLIES FOR EMERGENCY MANAGEMENT COORDINATOR
	1,000	- RIVER RESCUE TEAM OPERATING SUPPLIES REPLACEMENT AND MAINTENANCE OF RIVER RESCUE EQUIPMENT
	300	- PASS ALARMS REPLACE THREE (3) PASS ALARMS.
	1,500	- Q.R.S. MATERIALS AND SUPPLIES FOR EMS CALLS
	500	- SALVAGE AND OVERHAUL SUPPLIES
41016	106,000	UNIFORMS/SAFETY SHOES 66,000 - UNIFORMS ALL PERSONNEL ARE PROVIDED WITH WORK UNIFORMS

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		<p>THAT CONFORM TO NFPA STANDARD 1975 ON STATION WORK UNIFORMS FOR FIREFIGHTERS. 113 FIREFIGHTERS @ 500. PER FIREFIGHTER = 56,500. BADGES AND HAT SHIELDS = 2,000. COLLAR INSIGNIAS AND SHOULDER PATCHES = 1,000. UNIFORMS FOR NEW FIREFIGHTERS = 10,250.</p>
	36,000 -	<p>PROTECTIVE CLOTHING ALL PERSONNEL ARE PROVIDED WITH PROTECTIVE CLOTHING AS NEEDED TO ASSURE THEIR SAFETY DURING EMERGENCY INCIDENTS. CLOTHING IS REPLACED AS DEEMED NECESSARY AND ALL PROTECTIVE CLOTHING CONFORMS TO THE STANDARDS AS OUTLINED IN NFPA 1971,1972, AND 1973. THESE ARE THE STANDARDS ON PROTECTIVE CLOTHING FOR STRUCTURAL FIREFIGHTING, HELMETS FOR STRUCTURAL FIREFIGHTING AND GLOVES FOR STRUCTURAL FIREFIGHTING</p>
	4,000 -	<p>CLEANING AND REPAIR OF TURNOUTS, AS REQUIRED BY OSHA AND NFPA STANDARDS.</p>
41023	40,000	GASOLINE
	40,000 -	<p>GASOLINE AND DIESEL FUEL BASED ON THE PROJECTED VEHICLE USAGE OF THE YEAR.</p>
42032	22,400	TRAINING/CONTINUING ED.
	2,400 -	<p>TRAINING COST OF FIRE PERSONNEL TO ATTEND SCHOOLS, SEMINARS AND CONFERENCES RELATED TO FIRE, RESCUE, DISASTER PLANNING, FIRE PREVENTION, AND OTHER FIRE RELATED FIELDS. TUITION FOR THE NATIONAL FIRE ACADEMY, STATE FIRE SCHOOLS AND OTHER VARIOUS TRAINING FACILITIES. THIS WILL ALSO BE USED TO HIRE OUTSIDE INSTRUCTORS TO TRAIN PERSONNEL IN SPECIALIZED TRAINING AREAS.</p>
	500 -	<p>PURCHASE OF BOOKS FOR PERSONNEL ATTENDING LOCAL COMMUNITY COLLEGE IN RELATION TO THEIR ASSOCIATE DEGREE IN FIRE TECHNOLOGY. THESE BOOKS ARE RETURNED TO THE DEPARTMENT UPON COMPLETION OF THE COURSES AND ARE MADE AVAILABLE TO ALL DEPARTMENT PERSONNEL.</p>
	1,500 -	<p>THE TRAINING AND REFRESHER COURSE FOR DEPARTMENT PERSONNEL FOR FIRST RESPONDER RECERTIFICATION. THIS WILL BE IN ADDITION TO THE CPR TRAINING CONDUCTED YEARLY. OUTSIDE INSTRUCTORS MUST BE BROUGHT IN FOR THE TRAINING OF PERSONNEL. ALSO, THIS MONEY WILL BE USED TO UPGRADE FIRE PERSONNEL TO EMERGENCY MEDICAL TECHNICIANS, (EMT'S), AND TRAINING THE TRAINER COURSES IN EMS.</p>

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	1,500	- THE UPGRADING OF HAZARDOUS MATERIALS REFERENCE MANUALS SO THAT UPDATED INFORMATION IS AVAILABLE TO EMERGENCY PERSONNEL. WITH THE DAILY ADDITION OF CHEMICALS AND MATERIALS, THESE REFERENCE MANUALS MUST BE UPDATED YEARLY SO THAT THE BEST CURRENT DATA IS AVAILABLE FOR RESPONDING EMERGENCY PERSONNEL. OLD REFERENCE MANUALS ARE STILL USED FOR NORMAL DAILY REFERENCE AND TRAINING.
	2,500	- ATTENDANCE BY THE FIRE COMMISSIONER AND THE DEPUTY FIRE COMMISSIONER TO THE INTERNATIONAL ASSOCIATION OF FIRE CHIEFS CONVENTION. PLACE TO BE ANNOUNCED.
	1,500	- BOMB SQUAD MEMBERS ATTENDANCE TO SCHOOLS AND ATTENDANCE TO THE INTERNATIONAL ASSOCIATION OF BOMB TECHNICIANS AND INVESTIGATORS REGIONAL & INTERNATIONAL CONFERENCES.
	900	- UPGRADING OF CODE BOOKS, CODE REFERENCE BOOKS & CODE HANDBOOKS, FOR UPDATING OF FIRE CODE MATERIALS FOR THE INSPECTIONS OFFICE AND FIRE MARSHALL
	6,600	- ATTENDANCE OF HAZ-MAT TEAM MEMBERS TO ATTEND OUTSIDE SCHOOLS.
	500	- OFFICE SUPPLIES FOR TRAINING
	2,000	- ATTENDANCE OF FIRE MARSHAL STAFF PERSONNEL AND/OR SENIOR OFFICERS TO THE PAAI ARSON SEMINAR AT STATE COLLEGE
	2,500	- FIRE INSPECTOR TRAINING AND SEMINARS, . OUTSIDE CLASSES, ETC.
42036	1,500	COMMUNICATIONS
	1,500	- WIRELESS AIRCARD SERVICE FOR HAZ-MAT AND BOMB SQUAD
42038	2,000	EQUIPMENT REPAIRS - FLEET
	2,000	- EQUIPMENT REPAIR THIS ACCOUNT IS USED FOR MINOR EQUIPMENT REPAIRS THROUGHOUT THE YEAR.
42047	8,300	DEPARTMENT CONTRACTS
	3,500	- 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 AND ELEVATING PLATFORMS AND

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		NFPA 1932, STANDARD ON USE, MAINTENANCE AND SERVICE TESTING OF FIRE DEPARTMENT GROUND LADDERS.
	800 -	AIR QUALITY TESTING - COMPRESSED AIR USED TO SUPPLY PROTECTIVE BREATHING APPARATUS MUST BE TESTED QUARTERLY TO ENSURE THE QUALITY OF AIR IN EACH TANK
	4,000 -	SERVICE CONTRACT AHURA METER
42060	7,800	OTHER EXPENSES
	500 -	MISCELLANEOUS EXPENSES ENCOUNTERED THROUGHOUT THE YEAR FOR UNFORESEEN SMALL PURCHASES. (PETTY CASH)
	1,150 -	FIRE PREVENTION MATERIALS: PURCHASE OF PAMPHLETS, BOOKS AND PROMOTIONAL MATERIAL TO BE USED TO EDUCATE THE PUBLIC IN FIRE AND BURN PREVENTION.
	600 -	THE PURCHASE OF MAGAZINES, PERIODICALS AND SUBSCRIPTIONS RENEWALS & NEWS PAPERS.
	500 -	COST TO REPLACE BROKEN OR DAMAGED EYEGLASSES AS SPECIFIED BY THE LABOR AGREEMENT IN EFFECT.
	800 -	RENEWAL OF MEMBERSHIPS FOR THE FIRE COMMISSIONER AND THE FIRE MARSHAL IN THE INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS. NATIONAL FIRE PROTECTION ASSOCIATION, INTERNATIONAL ASSOCIATION OF FIRE CHIEFS AND OTHER PROFESSIONAL ORGANIZATIONS. THESE MEMBERSHIPS ARE NECESSARY SO THAT ACCESS IS AVAILABLE TO THESE ASSOCIATIONS FOR QUESTIONS, DATA, OR TRAINING IN ALL AREAS OF FIRE PREVENTION, PROTECTION AND OTHER RELATED FIELDS.
	750 -	MEMBERSHIP OF ALL BOMB SQUAD MEMBERS TO THE INTERNATIONAL ASSOCIATION OF BOMB TECHNICIANS AND INVESTIGATORS. THIS MEMBERSHIP IS MANDATORY TO BE ASSOCIATED WITH THE LOCAL BOMB SQUAD AND TO RECEIVE TRAINING. THESE INDIVIDUALS ARE TRAINED ON THEIR OWN TIME AND USE THEIR OWN FUNDS FOR DUES TO THE LOCAL BOMB SQUAD. X-RAY BADGE RENEWAL.
	800 -	THE IMMUNIZATION OF ALL NEW FIRE DEPARTMENT PERSONNEL FOR HEPATITIS "B". THIS IS STRONGLY ADVISED BY THE MEDICAL PROFESSION SINCE THE ENTIRE DEPARTMENT HAS BEEN IMMUNIZED. THIS WILL COVER COSTS FOR NEW PERSONNEL AND BLOOD TESTS FOR NEW HAZ-MAT TEAM MEMBERS.
	600 -	PAYMENT OF MILEAGE TO INDIVIDUALS THAT USE THEIR PERSONAL CAR.

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		600 - BLASTER'S LICENSE FOR SIX (6) BOMB SQUAD MEMBERS, REQUIREMENT BY PA. D.E.R.
		500 - AS RECOMMENDED BY THE COMPLIANCE OFFICER, FOR MISCELLANEOUS FIRE DEPARTMENT SAFETY EXPENSES AND IMPROVEMENTS.
		500 - BOTTLED WATER AND ICE FOR REHABILITATION AT FIRE CALLS.
		500 - XRAY REGISTRATION FOR BOMB SQUAD.
42064	9,500	EQUIPMENT MAINTENANCE
		600 - HYDRO-STATIC TESTING OF COMPRESSED AIR CYLINDERS FOR SELF CONTAINED BREATHING APPARATUS AND AIR STORAGE SYSTEMS. THIS TESTING MUST BE DONE EVERY THREE (3) YEARS FOR FIBERGLASS WRAPPED CYLINDERS IN ACCORDANCE WITH DEPARTMENT OF TRANSPORTATION REGULATIONS TO CHECK CYLINDER INTEGRITY UNDER PRESSURE.
		400 - THE SERVICE AND PREVENTIVE MAINTENANCE OF HYDRAULIC OPERATED TOOLS.
		500 - ROUTINE MAINTENANCE ON ALL EXERCISE EQUIPMENT WHICH INCLUDES CHANGING CABLES, BELTS, LUBRICATION ETC. THIS EQUIPMENT IS USED DAILY AND MUST BE MAINTAINED SO THAT IT IS NOT ONLY SAFE BUT A LONG LASTING LIFE WILL BE REALIZED.
		400 - MAINTENANCE FOR BREATHING AIR-COMPRESSOR. INCLUDES EMERGENCY SERVICING, ROUTINE MAINTENANCE AND ANNUAL CHECK OUTS.
		1,000 - MAINTENANCE OF GAS POWERED EQUIPMENT, CHAIN SAW SHARPENING AND OTHER MISCELLANEOUS SMALL TOOLS MAINTENANCE.
		1,400 - MAINTENANCE AND LABOR FOR GAS DETECTION METERS.
		1,400 - RE-CALIBRATION OF TEST STAND USED IN FLOW TESTING OF SCBA REGULATORS. THE TEST STAND MUST BE CALIBRATED ANNUALLY AS PER THE MANUFACTURERS SPECIFICATIONS.
		500 - EMERGENCY REPAIRS FOR UNFORESEEN CONTINGENCIES THROUGHOUT THE YEAR.
		1,000 - PASS SYSTEM MAINTENANCE
		1,500 - CALIBRATION GASES FOR METERS

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		CABLE SPRAY, WAX AND POLISH
	800 -	EQUIPMENT MAINTENANCE
		CABLE SPRAY, LUBRICANT, WAX AND POLISH FOR UNITS.

BUREAU DETAIL

Bureau: EMS

No: 0702

Department: Fire

No: 0070

Bureau Description:

This bureau 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 and includes an EMS billing component.

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 medically valued response to all emergencies.

Prior Year Achievements:

- Provided EMS responses to over 10,000 calls.
- 2009 GMC Ambulance licensed and placed in-service bringing fleet to 7 ambulances.
- Provided EMS stand-by coverage for Musikfest, Celtic Classic, Via Lehigh River Relay, and Bethlehem Area School District Stadium Varsity Football Games.
- Continuation of the Vial of Life Program in cooperation with the City Health Bureau.
- Provided citizens with Family and Friends CPR training.
- Provided EMS awareness in schools.
- Partner with Liberty High School and Bethlehem Catholic High School for SADD Crash Presentations.
- Participated in preparedness drills with other agencies for such things as pandemics, surges, and airport incidents.
- Updated patient care reporting to an internet based system becoming more effective and efficient.
- Updated staff scheduling to an internet based system becoming more effective and efficient.
- Quality Assurance and Improvement of patient care and customer service improvements.
- Worked with BPD in EMS policy related areas for CALEA certification.
- Updated dispatchers on emergency medical dispatch (EMD) changes.
- Assisted BFD with implementation of QRS.
- Provided BFD with EMS training for QRS.
- Participated in the 4th Junior Police Academy.
- Participated in the Tactical Emergency Medical Service component of the Police ERT.
- Preceptors for paramedic students, PHRN's, physician assistants from DeSales University and emergency department physicians.
- Provided ride-along program for emergency room nurse EMS awareness.
- Provided familiarization of EMS training for newly hired BPD and BFD employees.
- Provided EMS Dispatch training to new communications center dispatchers.
- Partnered with Saint Luke's Hospital to provide continuing education for EMS providers.
- Partnered with NCC EMT program providing ambulance orientation for EMT students.
- Presented an overview of EMS to the 2nd Annual Citizens' Academy class.
- AED awareness in-service for City Departments.
- CISM training for St. Luke's Hospital Trauma nurses.
- Emergency medical service overviews to local churches and Blockwatch groups.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0070 FIRE
BUREAU 0702 EMS

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3208 EMS Director	1	1	1	1	1	78,130	1	78,130	1	80,248
3025 Assistant EMS Director	1	1	1	1	1	70,653	1	70,653	1	72,644
2912 Paramedic Supervisor	-	2	2	2	2	133,844	2	133,844	2	137,572
E141 Paramedic	20	20	20	20	20	1,051,012	20	1,051,012	20	1,107,507
Total Positions	22	24	24	24	24	1,333,639	24	1,333,639	24	1,397,971
Account Detail										
40001 SALARIES	976,232	1,107,095	1,201,803	1,289,646		1,321,576		1,321,576		1,386,361
40002 LONGEVITY	7,000	7,700	8,540	9,310		12,063		12,063		11,610
40003 OVERTIME	74,486	50,470	67,424	58,771		100,590		100,590		103,603
4000395 MUSIKFEST OVERTIME	6,017	4,965	-	-		-		-		-
40004 TEMPORARY HELP	103,484	111,547	162,675	153,931		100,009		100,009		103,086
40005 HOLIDAY PAY	47,034	62,746	64,190	79,109		79,300		75,000		83,265
40006 DIFFERENTIAL PAY	4,858	4,624	4,791	5,261		5,610		5,200		5,610
40007 ROSTER DUTY	2,559	2,729	16,290	17,838		17,885		17,885		19,243
40008 MEAL REIMBURSEMENT	1,120	1,278	780	850		1,500		1,400		1,600
Personnel	1,222,790	1,353,154	1,526,493	1,614,716		1,638,533		1,633,723		1,714,378
41014 OPERATING SUPPLIES	32,187	38,533	40,689	46,702		52,750		52,750		49,750
41016 UNIFORMS/SAFETY SHOES	17,203	18,073	12,189	23,977		22,108		22,108		20,908
41023 GASOLINE	23,322	28,835	43,654	24,152		33,250		32,500		31,350
Materials & Supplies	72,712	85,441	96,532	94,831		108,108		107,358		102,008
42032 TRAINING/CONT. EDUCATION	1,860	435	1,086	193		1,000		394		1,000
42036 COMMUNICATIONS	-	-	665	720		-		-		-
420381 EQUIP REPAIRS-AMBULANCE	2,614	113	183	1,996		1,080		1,080		2,000
42047 DEPARTMENT CONTRACTS	76,947	79,435	83,482	84,033		90,060		89,662		113,985
42060 OTHER EXPENSES	4,776	6,259	5,799	8,716		8,130		8,830		9,000
Purchased Services	86,197	86,242	91,215	95,658		100,270		99,966		125,985
43099 EQUIPMENT	69,226	40,534	23,409	10,122		29,200		29,200		20,000
Equipment	69,226	40,534	23,409	10,122		29,200		29,200		20,000
Total	EMS	1,450,925	1,565,371	1,737,649	1,815,327	1,876,111		1,870,247		1,962,371

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	103,603	OVERTIME
	63,163	- OVERTIME HOURS TO FILL OPEN SHIFT WHEN (20) PARAMEDICS ARE ON VACATION, P-DAYS, SICK LEAVE, AND BIRTHDAY HOLIDAY (1615 HOURS X \$39.11)
	15,018	- OVERTIME HOURS FOR (4) PARAMEDICS TO TRAIN WITH POLICE EMERGENCY RESPONSE TEAM (TEMS) (384 HOURS X \$39.11)
	11,733	- OVERTIME HOURS TO FILL OPEN SHIFTS FOR (20) PARAMEDICS FOR TRAINING, DRILLS, PUBLIC RELATIONS EVENTS, STAFF MEETINGS (300 HOURS X \$39.11)
	13,689	- OVERTIME HOURS TO COMPLETE REQUIRED PATIENT CARE REPORT FOR LATE CALLS AT END OF WORK SHIFT (350 HOURS X \$39.11)
40004	103,086	TEMPORARY HELP
	17,281	- PART-TIME PARAMEDIC HOURS TO COVER (20) PARAMEDICS FOR COMP. TIME = 765 HRS. (\$21.96/HR. REGULAR , \$32.94/HR. HOLIDAY/ PREMIUM)
	34,154	- CONTRACTED ADMINISTRATIVE ASSISTANT/BILLING CLERK (\$16.42/HR. X 2080 HRS.)
	18,271	- PART-TIME PARAMEDIC HOURS FOR TUESDAY NIGHT SHIFT (\$21.96/HR. REGULAR AND \$32.94/HR. HOLIDAY/PREMIUM) 8 HOURS X 2 PARAMEDICS X 52 WEEKS = 832 HRS.
	3,514	- PART-TIME PARAMEDIC ORIENTATION = 160 HRS. (\$21.96/HR.)
	29,866	- PART-TIME PARAMEDIC HOURS TO FILL FOR (20) FULL-TIME PARAMEDICS VACATIONS, AND B-DAY (\$21.96/HR. REGULAR, \$32.94/HR. HOLIDAY AND PREMIUM) = 1360 HOURS
40005	83,265	HOLIDAY PAY
	83,265	- 13 PAID HOLIDAYS FOR 22 FULL-TIME PARAMEDICS AS PER UNION CONTRACT.
40006	5,610	DIFFERENTIAL PAY
	5,610	- SHIFT DIFFERENTIAL PAY \$.32 / NIGHTSHIFT HOURS BETWEEN 6PM AND 6AM AS PER UNION CONTRACT.
40007	19,243	ROSTER DUTY
	2,347	- REIMBURSABLE BY AGREEMENT: CELTIC CLASSIC AMBULANCE STAND-BY 60 HOURS AT \$39.11 / HOUR
	1,643	- REIMBURSABLE BY AGREEMENT: BASD STADIUM FOOTBALL GAME AMBULANCE STAND-BYS 42 HOURS AT \$39.11 / HOUR
	13,689	- REIMBURSABLE BY AGREEMENT: MUSIKFEST AMBULANCE STAND-BY 350 HOURS AT \$39.11 / HOUR
	1,564	- REIMBURSEMENT BY AGREEMENT: MISCELLANIOUS STAND-BY REQUESTS 40 HOURS AT \$39.11 / HOUR
40008	1,600	MEAL REIMBURSEMENT
	1,600	- MEAL COMPENSATION OF \$13.00 FOR PARAMEDICS

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		WORKING GREATER THAN 14 HOURS STRAIGHT AS PER UNION CONTRACT.
41014	49,750	OPERATING SUPPLIES
		300 - REPLACEMENT OF BROKEN HAND TOOLS.
		3,000 - CARDIAC MONITOR/EKG PAPER.
		2,000 - CARDIAC MONITOR PATIENT PACING, AND DEFIBRILLATION PADS.
		1,000 - OXYGEN CYLINDER REPLACEMENT AND REPAIRS.
		1,000 - INFECTION CONTROL CLEANING AND DISPOSABLE PROTECTION SUPPLIES.
		1,000 - REPAIRS TO MEDICAL EQUIPMENT, NOT INCLUDING STRETCHERS AND VEHICLES.
		1,000 - REPAIRS TO OXYGEN EQUIPMENT FOR EMS AND FIRST RESPONDERS.
		4,000 - DISPOSABLE GLOVES, GOWNS, GOGGLES, ETC.
		10,000 - MEDICAL OXYGEN AND TANK RENTAL.
		7,000 - MEDICAL SUPPLIES ALS AND BLS.
		250 - PROTECTIVE WORK GLOVES.
		7,000 - FIRST RESPONDER SUPPLIES FOR POLICE AND FIRE.
		4,000 - AED BATTERIES AND PADS FOR CITY HALL, FIRST RESPONDERS, AND OTHER CITY FACILITIES.
		1,200 - REPLACEMENT OF EXPIRED MEDICATIONS AND THE PURCHASE OF REQUIRED MEDICATIONS AND DRUGS.
		5,500 - BATTERIES AND CHARGERS FOR RADIOS AND OTHER EQUIPMENT. (RECHARGEABLE NICAD AND ALKALINE)
		1,500 - CARDIAC MONITOR SUPPLIES FOR PULSEOX MONITORING
41016	20,908	UNIFORMS/SAFETY SHOES
		1,500 - BADGES, EMBLEMS, PATCHES, ETC.
		4,600 - OUTERWEAR - RAINWEAR, COATS, JACKETS.
		2,640 - STEEL TIP SAFETY SHOES FOR 24 PARAMEDICS AS PER UNION CONTRACT.
		5,000 - UNIFORM PANTS
		5,168 - UNIFORM SHIRTS (SHORT SLEEVE AND LONG SLEEVE)
		2,000 - TEE SHIRTS WITH EMS LOGO
41023	31,350	GASOLINE
		31,350 - 11,000 GALLONS OF DIESEL FUEL AT \$2.85/GAL.
42032	1,000	TRAINING/CONTINUING ED.
		500 - MISCELLANEOUS TRAINING FOR STAFF.
		500 - EVOC, HAZMAT AND BIOHAZARD TRAINING.
420381	2,000	EQUIP. REPRS. -AMBULANCE
		2,000 - MINOR REPAIRS, COSMETIC, AND APPEARANCE ITEMS FOR AMBULANCES.
42047	113,985	DEPARTMENT CONTRACTS
		18,000 - SERVICE CONTRACT WITH MEDTRONIC/PHYSIO CONTROL FOR CARDIAC MONITORS.
		3,665 - MEDPRO SERVICE CONTRACT FOR STRETCHERS.
		22,000 - MEDCOM SERVICE FEES FOR MEDICAL COMMAND.

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		650 - PENNSYLVANIA AMBULANCE ASSOCIATION FEES.
		50,670 - AMBULANCE BILLING SERVICE FEES.
		3,000 - SERVICE ALS MEDICAL DIRECTORS FEE. (\$250 PER MONTH)
		3,500 - PHOTO COPIER USER AND MAINTENANCE AGREEMENT
		2,500 - ECORE INTERNET SCHEDULING YEARLY FEE
		10,000 - EMSCHARTS PATIENT CARE REPORT INTERNET YEARLY FEE
42060	9,000	OTHER EXPENSES
		2,500 - STATIONARY SUPPLIES, PRINTER CARTRIDGES, ETC.
		1,000 - REPAIR AND MAINTENANCE OF SMALL HAND TOOLS, RESCUE EQUIPMENT, AND VEHICLE MAINTENANCE ITEMS.
		1,500 - MAINTENANCE AND CLEANING ITEMS FOR THE STATION AND AMBULANCES.
		900 - TRAINING MANUALS, JOURNALS, TAPES, SOFTWARE, ETC.
		500 - ANNUAL CHILD ABUSE FORMS.
		2,600 - BUILDING, APPLIANCE, FURNITURE REPAIR OR REPLACEMENT.
43099	20,000	EQUIPMENT
		20,000 - BUYOUT OF CURRENTLY FUNDED CDBG AMBULANCE TO ALLOW FOR CDBG FUNDING TO REMOUNT AMBULANCE ON NEW FORD CHASSIS.

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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

Personnel Detail	2006	2007	2008	2009	2010		2011			
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget			
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-	-	-
Account Detail										
41013 OFFICE EXPENSE	8,684	9,127	9,730	7,712	12,000	6,500	9,000			
41025 POSTAGE	33,752	32,298	57,239	59,794	64,000	63,500	66,000			
Materials & Supplies	42,436	41,425	66,969	67,506	76,000	70,000	75,000			
42036 COMMUNICATIONS	178,714	195,652	197,095	222,334	228,500	210,000	210,000			
42049 REFUNDS	6,746	7,601	2,568	1,747	8,500	6,000	5,000			
42052 OCCUPATION ED PROGRAM	-	-	-	-	1,020	1,012	-			
42055 PROFESSIONAL SERVICES	28,659	70,994	166,071	87,745	85,000	85,000	165,000			
42058 UNEMPLOYMENT COMPENSATION	17,323	23,019	37,862	36,442	100,000	100,000	175,000			
42059 HEART & LUNG ACT	-	-	-	-	1,000	-	1,000			
42064 EQUIPMENT MAINTENANCE	1,938	1,286	1,237	730	2,000	1,000	2,000			
42068 LOOP SHUTTLE	-	-	-	-	180,000	-	-			
42071 PRIOR YEAR ENCUMBRANCES	71,442	72,788	99,236	71,848	371,980	245,000	60,000			
42072 PENSIONS-POLICEMEN	1,572,082	1,692,287	1,713,031	1,852,478	1,921,109	1,406,109	2,534,484			
42073 PENSIONS-FIRE	987,311	1,044,942	1,018,719	1,174,242	1,136,780	621,780	1,672,843			
42074 PENSIONS-O&E	81,346	81,346	72,382	305,123	150,222	150,222	138,458			
42075 PENSIONS-PMRS MMO	313,073	1,763,270	1,833,423	1,818,940	1,333,055	818,055	1,440,502			
420751 DEF CONTRIB PLAN MATCH	155,675	168,643	198,153	201,086	200,000	200,000	210,000			
42076 TRUST PAYMENTS	8,000	7,720	7,750	6,750	10,000	10,000	10,000			
420771 LANDFILL TRANSFER	881,100	883,482	884,442	879,042	882,370	882,370	884,070			
42079 CONTINUOUS IMPROVEMENT	-	-	-	16,787	10,000	7,500	10,000			
420802 CITY INSURANCE PACKAGE	623,221	611,128	751,415	327,693	700,000	700,000	700,000			
42084 GROUP LIFE INSURANCE	68,662	74,998	62,417	62,881	80,000	80,000	80,000			
420841 LONG TERM DISABILITY INS	31,510	35,833	31,163	33,465	35,000	33,000	35,000			
42085 MEDICAL INSURANCE	5,672,501	5,566,570	6,334,015	5,228,108	7,768,258	7,741,150	6,368,000			
42086 WORKMEN'S COMPENSATION	806,120	1,134,428	894,315	791,019	1,345,000	1,345,000	993,000			
42087 SOCIAL SECURITY	1,649,128	1,746,945	1,858,265	1,974,068	1,925,000	1,925,000	1,289,000			
42088 ACCUMULATED SICK LEAVE	78,990	72,305	85,437	68,455	95,000	95,000	110,000			
42089 TRANSFER TO WATER FUND	-	-	-	-	382,460	-	263,757			
42090 UNFORSEEN CONTINGENCY	-	-	-	-	429,710	-	570,357			
42093 TRANSFER TO NON-UTILITY	-	-	-	-	-	-	1,348,000			
42096 TREASURERS ESCROW PAYBACK	-	-	-	-	1,500,000	1,500,000	-			
42097 BUDGET CUTS	-	-	-	-	451,587	-	-			
42099 NON-BUDGETED	814,953	105,888	-	-	-	-	-			
Purchased Services	14,048,494	15,361,125	16,248,996	15,160,983	21,333,551	18,163,198	19,275,471			
Total GENERAL EXPENSES	14,090,930	15,402,550	16,315,965	15,228,489	21,409,551	18,233,198	19,350,471			

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	9,000	OFFICE EXPENSE 9,000 - COVERS OFFICE SUPPLIES, PAPER AND ENVELOPES.
41025	66,000	POSTAGE 66,000 - POSTAGE FOR GENERAL FUND
42036	210,000	COMMUNICATIONS 210,000 - ESTIMATED COMMUNICATIONS COST FOR 2010.
42049	5,000	REFUNDS 5,000 - THIS ACCOUNT IS NEEDED FOR MISCELLANEOUS REFUNDS OF MONEY COLLECTED.
42055	165,000	PROFESSIONAL SERVICES 165,000 - PROVIDE FOR LEGAL EXPERTISE NEEDED IN LABOR RELATIONS AND OTHER PROFESSIONAL SERVICES.
42064	2,000	EQUIPMENT MAINTENANCE 2,000 - COVERS THE REPAIRS OF OFFICE EQUIPMENT NOT COVERED BY SERVICE AGREEMENTS.
42071	60,000	PRIOR YEAR ENCUMBRANCES 60,000 - THIS AMOUNT IS BASED ON ITEMS ENCUMBERED IN PRIOR YEAR WHICH WILL NOT BE RECEIVED UNTIL 2011.
42072	2,534,484	PENSIONS - POLICEMEN 2,534,484 - MMO CONTRIBUTION REQUIRED BY ACT 205
42073	1,672,843	PENSIONS - FIRE 1,672,843 - MMO CONTRIBUTION REQUIRED BY ACT 205
42074	138,458	PENSIONS - O & E MMO 138,458 - MMO CONTRIBUTION REQUIRED BY ACT 205
42075	1,440,502	PENSIONS - P.M.R.S. MMO 1,440,502 - MMO CONTRIBUTION REQUIRED BY ACT 205.
420771	884,070	LANDFILL TRANSFER 884,070 - FUNDS NEEDED TO PAY LANDFILL DEBT SERVICE.
42079	10,000	CONTINUOUS IMPROVEMENT 10,000 - COSTS ASSOCIATED WITH CONTINUOUS IMPROVEMENT.
42088	110,000	ACCUMULATED SICK LEAVE 110,000 - PROVIDE FOR RETIREES UNUSED SICK DAYS COMPENSATION AND PAYMENT FOR UNUSED SICK DAYS FOR ACTIVE EMPLOYEES PER CONTRACT AGREEMENT.
42089	263,757	TRANSFER TO WATER FUND 263,757 - REIMBURSEMENT TO WATER FUND PER RECONCILIATION OF MAXIMUS REPORT TO GENERAL LEDGER.
42090	570,357	UNFORESEEN CONTINGENCY

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	493,633	- PROJECTED SALARY INCREASES FOR POLICE AND FIRE.
	76,724	- THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN AT THE TIME OF BUDGET PREPARATION.
42093	1,348,000	TRANSFER TO NON-UTILITY
	1,080,000	- REVENUE FROM .75 MILL TAX INCREASE
	268,000	- BUDGET CUTS

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**

	2006	2007	2008	2009	2010		2010		2011		
	Actual	Actual	Actual	Actual	Budget w/ Transfers	#	Actual & Estimated	#	Final Budget	#	Salaries
Personnel Detail	Number of Permanent Positions										
	-	-	-	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-	-	-	-
Account Detail											
95002 TOURISM	-	-	-	-	-	-	-	-	-	-	-
95003 SENIOR CITIZENS	36,000	27,000	-	-	-	-	-	-	-	-	-
95004 MEMORIAL DAY DECOR	900	900	900	900	900	900	900	900	900	900	900
95005 PA LEAGUE OF CITIES	26,320	26,320	28,531	28,532	33,550	33,550	33,000	33,000	28,550	28,550	28,550
95006 FOURTH OF JULY	19,200	22,497	24,529	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000
95007 LIBRARY	1,077,000	1,095,000	1,138,000	1,194,000	1,194,000	1,194,000	1,194,000	1,194,000	1,230,000	1,230,000	1,230,000
95008 HALLOWEEN PARADE	9,871	11,922	11,484	10,827	12,000	12,000	12,000	12,000	12,000	12,000	12,000
95009 FINE ARTS COMMISSION	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400
95010 MUSIC FUND	21,500	27,997	30,130	30,130	30,130	30,130	30,130	30,130	30,130	30,130	30,130
95020 SISTER CITY	4,000	-	4,000	-	4,000	4,000	4,000	4,000	-	-	-
95022 US CONFERENCE OF MAYORS	4,967	5,116	5,269	-	5,440	5,440	5,440	5,440	5,440	5,440	5,440
95024 COAL FOR APPROP TRANSPORT	-	-	-	-	-	-	-	-	-	-	-
Civic Expenses	1,205,158	1,222,152	1,248,243	1,295,789	1,311,420	1,311,420	1,310,870	1,310,870	1,338,420	1,338,420	1,338,420
Total	CIVIC EXPENSES	1,205,158	1,222,152	1,248,243	1,295,789	1,311,420	1,310,870	1,310,870	1,338,420	1,338,420	1,338,420

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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

	2006	2007	2008	2009	2010	2010	2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget	
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-
Account Detail								
42091 BOND REDEMPTION	4,070,500	4,169,001	4,088,750	4,145,250	4,783,500	4,788,500	2,329,645	
42092 COUPON INTEREST	2,644,803	2,540,385	2,578,252	2,455,259	2,587,517	2,598,584	2,367,996	
Purchased Services	6,715,303	6,709,386	6,667,002	6,600,509	7,371,017	7,387,084	4,697,641	
Total DEBT SERVICE	6,715,303	6,709,386	6,667,002	6,600,509	7,371,017	7,387,084	4,697,641	

Schedule of Payment of Bond & Note Indebtedness

	Bethlehem Authority									
	Taxable Lease		Guaranteed Lease				Series A of 2005		Series B of 2005	
	Rev Bonds 2001		Series B of 2004		Revenue Bond Series of 2004					
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2011	325,000	559,070	1,330,000	1,579,143	715,000	162,138	190,000	84,185	330,000	76,905
2012	345,000	539,245	1,390,000	1,519,293	745,000	133,538	200,000	78,010	345,000	66,180
2013	365,000	517,855	1,455,000	1,453,963	775,000	103,738	205,000	71,210	355,000	54,450
2014	385,000	494,860	1,525,000	1,383,395	805,000	71,575	210,000	64,035	365,000	42,025
2015	410,000	470,220	1,600,000	1,307,908	840,000	36,960	220,000	56,475	375,000	28,885
2016	440,000	443,570	1,680,000	1,227,108			230,000	48,335	395,000	15,010
2017	465,000	414,970	690,000	1,140,588			240,000	39,595		
2018	495,000	384,745	730,000	1,104,363			245,000	30,355		
2019	530,000	352,570	770,000	1,065,308			255,000	20,800		
2020	565,000	318,120	810,000	1,023,728			265,000	10,600		
2021	600,000	280,830	855,000	979,583						
2022	640,000	241,230	900,000	932,985						
2023	685,000	198,990	950,000	883,935						
2024	730,000	153,780	1,000,000	832,160						
2025	775,000	105,600	1,055,000	777,660						
2026	825,000	54,450	1,115,000	718,053						
2027			1,180,000	655,055						
2028			1,245,000	588,385						
2029			1,315,000	518,043						
2030			1,390,000	443,745						
2031			1,470,000	364,515						
2032			1,550,000	280,725						
2033			1,640,000	192,375						
2034			1,735,000	98,895						
	<u>8,580,000</u>	<u>5,530,105</u>	<u>29,380,000</u>	<u>21,070,906</u>	<u>3,880,000</u>	<u>507,948</u>	<u>2,260,000</u>	<u>503,600</u>	<u>2,165,000</u>	<u>283,455</u>

Except for the Taxable Lease Revenue Bond of 2001, Series B of 2004 and the Revenue Bond of 2004, all bond proceeds were used for and toward funding (1) certain non-utility capital improvements, (2) funding the acquisition of certain office, maintenance, police, fire, public safety and recycling equipment and (3) the advance refunding of the City's outstanding bonds in order to create savings for the City.

The Taxable Lease Revenue Bond of 2001 was issued to refund and restructure outstanding Landfill debt.
 Series B of 2004 was used for and toward the funding of the City's unfunded accrued actuarial liability in its employee pension funds.
 Guaranteed Lease Revenue Bond of 2004 was issued to finance a settlement resulting from a wrongful death lawsuit.

Series of 2007		Series of 2008		Series of 2010		Series of 2010 C		Total
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
628,000	121,290	165,000	271,735	1,985,000	203,575	-	-	8,726,040
1,046,000	98,368	172,000	265,201	1,615,000	163,875	5,000	214,420	8,941,129
1,649,000	60,189	327,000	258,390	940,000	131,575	5,000	214,420	8,941,789
		2,705,000	245,441	315,000	112,775	5,000	214,065	8,943,171
		2,811,000	138,324	320,000	106,475	5,000	213,888	8,940,134
		682,000	27,007	330,000	99,275	610,000	213,710	6,441,015
				290,000	91,025	1,800,000	192,055	5,363,233
				295,000	82,325	1,370,000	128,155	4,864,943
				305,000	73,106	1,415,000	79,520	4,866,304
				315,000	62,813	825,000	29,288	4,224,548
				325,000	51,788			3,092,200
				335,000	40,088			3,089,303
				350,000	27,525			3,095,450
				360,000	14,400			3,090,340
								2,713,260
								2,712,503
								1,835,055
								1,833,385
								1,833,043
								1,833,745
								1,834,515
								1,830,725
								1,832,375
								1,833,895
<u>3,323,000</u>	<u>279,847</u>	<u>6,862,000</u>	<u>1,206,098</u>	<u>8,080,000</u>	<u>1,260,619</u>	<u>6,040,000</u>	<u>1,499,520</u>	<u>102,712,097</u>

Debt Service

Bureau 1001	2010	2011
Series of 2002		
Principal	320,000	-
Interest	33,095	-
Series A of 2003		
Principal	865,000.00	-
Interest	126,820	-
Series B of 2003		
Principal	199,500	-
Interest	6,384	-
Series B of 2004		
Principal	1,275,000	1,330,000
Interest	1,633,968	1,579,143
Bethlehem Authority Guaranteed Lease Revenue Bond of 2004		
Principal	690,000	715,000
Interest	187,323	162,138
Series A of 2005		
Principal	280,000	190,000
Interest	93,005	84,185
Series B of 2005		
Principal	510,000	330,000
Interest	89,899	76,905
Series of 2007		
Principal	485,000	628,000
Interest	138,992	121,290
Series of 2008		
Principal	159,000	165,000
Interest	278,031	271,735
Series of 2010		
Principal	-	1,685,000
Interest	-	72,600
	<u>7,371,017</u>	<u>7,410,996</u>
Bureau 0801- Landfill Transfer		
Taxable Lease Revenue Bonds 2001		
Principal	305,000	325,000
Interest	577,370	559,070
	<u>882,370</u>	<u>884,070</u>
Bureau 0505 - Street Lighting		
Series A of 2004		
Principal	210,000	-
Interest	167,076	-
Series of 2006		
Principal	37,000	-
Interest	11,407	-
Series of 2010		
Principal	-	300,000
Interest	-	130,975
	<u>425,483</u>	<u>430,975</u>
Total General Fund	<u>8,678,870</u>	8,726,040
Debt Restructuring		<u>(2,713,355)</u>
Total After Restructuring		<u>6,012,685</u>

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

	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budget w/ Transfers	2010 Actual & Estimated	2011 Final Budget
REVENUES:							
Departmental Earnings							
30521 9-1-1 Revenue	710,141	708,222	686,172	655,632	670,000	665,000	670,000
30523 Wireless 9-1-1 Revenue	782,001	2,025,208	3,243,052	2,420,906	3,348,500	1,738,067	2,411,000
30524 VOIP 9-1-1 Revenue	-	-	-	3,161	4,200	4,000	4,000
Total Departmental Earnings	1,492,142	2,733,430	3,929,224	3,079,699	4,022,700	2,407,067	3,085,000
Other Revenues							
308901 Cash Balance	-	-	-	-	600,000	750,000	425,000
30911 Transfers from General Fund	-	-	43,556	97,191	-	259	-
Total Other Revenues	-	-	43,556	97,191	600,000	750,259	425,000
Investment Interest							
30850 Investment Interest	5,304	11,224	7,209	1,087	1,300	-	-
Total Investment Interest	5,304	11,224	7,209	1,087	1,300	-	-
TOTAL 9-1-1 FUND REVENUES	<u>1,497,446</u>	<u>2,744,654</u>	<u>3,979,989</u>	<u>3,177,977</u>	<u>4,624,000</u>	<u>3,157,326</u>	<u>3,510,000</u>
EXPENDITURES BY CATEGORY:							
Personnel Costs	848,444	896,363	1,006,551	1,166,911	1,183,872	1,173,428	1,255,145
Materials & Supplies	5,170	3,242	3,016	13,019	17,000	13,200	17,000
Purchased Services	650,366	873,058	1,681,891	1,572,041	1,517,848	1,359,678	1,534,150
Equipment	3,599	592,651	898,193	520,028	1,905,280	597,583	698,705
TOTAL 9-1-1 FUND EXPENDITURES	<u>1,507,579</u>	<u>2,365,314</u>	<u>3,589,651</u>	<u>3,271,999</u>	<u>4,624,000</u>	<u>3,143,889</u>	<u>3,505,000</u>

BUREAU DETAIL

Bureau: 9-1-1 System

No: 001.1A

Department: 9-1-1 System

No: 001.1A

Bureau Description:

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

Goals and Objectives:

- To integrate GIS technology with our CAD to provide quicker & more efficient utilization of Police resources.
 - To continue work on region 28 frequency concerns as a result of re-banding.
 - To finalize interoperability equipment installation as part of a grant secured through Northeast Counterterrorism Task Force.
 - To integrate EMD protocols with CAD through enhanced EMD software.
 - To Upgrade 9-1-1 Console equipment as current equipment is at end of life and no longer supported by manufacturer.
 - Complete 9-1-1 wireless accuracy testing.
 - Continue to work with Fund Manager to maximize Act 56 wireless funding.
-

Prior Year Achievements:

- Finalized conversion to all digital communications and optimized operation of system.
 - Trained all 9-1-1 personnel on use of City wide camera system and maximized the use of the technology.
 - Integrated with Lehigh University cameras that monitor city streets around campus.
 - Integrated State Mutual Aid "Skywave" talk group into our Supervisor Console for interoperability with PSP
 - Backup center repaired and now functional.
 - Began 9-1-1 wireless accuracy testing to ensure proper routing and maximize state aid.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2819 Public Safety Tech Spec	-	1	1	1	1	55,679	1	55,679	1	59,234
2409 QA Training Supervisor	-	-	-	1	1	53,335	1	53,335	1	54,767
2405 Comm Supervisor	4	4	4	4	4	208,714	4	208,714	4	217,319
07CD Comm Specialist	13	13	16	16	16	649,105	16	649,105	16	700,150
Total Positions	17	18	22	22	22	966,833	22	966,833	22	1,031,470
P441 100% Allocated from 0601						82,715		82,715		82,185
						1,049,548		1,049,548		1,113,655
Account Detail										
40001 SALARIES	700,118	746,711	865,236	981,582		1,036,615		1,036,615		1,099,972
40002 LONGEVITY	7,920	12,398	10,403	12,030		12,933		12,933		13,683
40003 OVERTIME	24,039	28,630	38,805	22,759		36,225		27,400		37,300
40004 TEMPORARY HELP	72,864	63,040	38,048	87,339		40,000		40,000		41,200
40005 HOLIDAY PAY	34,857	35,978	43,592	52,893		46,000		45,500		47,400
40006 DIFFERENTIAL PAY	7,118	6,956	7,287	7,958		9,369		8,250		11,990
40008 MEAL REIMBURSEMENT	1,528	2,650	3,180	2,350		2,730		2,730		3,600
Personnel	848,444	896,363	1,006,551	1,166,911		1,183,872		1,173,428		1,255,145
41013 OFFICE EXPENSE	-	-	-	-		2,000		1,200		2,000
41014505 OPER SUPPLIES-ELECT MAINT	5,170	3,242	3,016	13,019		15,000		12,000		15,000
Materials & Supplies	5,170	3,242	3,016	13,019		17,000		13,200		17,000
42032602 TRAIN/CONT ED-COMM CENTER	6,262	8,969	25,872	10,724		49,500		9,000		49,500
42036601 COMMUNICATE-POLICE	24,096	32,654	179,481	35,551		80,000		48,500		72,808
42036801 COMMUNICATE-GENERAL	81,931	87,766	90,375	64,475		100,000		82,500		103,000
42047202 DEPT CONTRACT-INFO SRVCS	42,667	54,825	96,413	46,876		123,000		75,000		129,000
42047505 DEPT CONTRACT-ELECT MAINT	123,000	185,005	138,484	140,930		132,757		156,257		157,614
42055801 PROFESSIONAL FEES	38,080	55,944	84,591	117,538		133,240		133,240		165,140
42060505 OTHER EXP-ELECT MAINT	-	206	208	212		420		300		500
42064602 EQUIP MAINT-COMM CENTER	1,622	1,132	5,099	3,998		17,000		3,000		17,000
42071 PRIOR YEAR ENCUMBRANCES	1,023	-	-	-		-		-		-
42075 PENSIONS-PMRS MMO	35,221	112,792	138,135	142,055		152,898		152,898		165,818
420777 REIMB GEN FUND-INFO SRVCS	10,443	10,292	10,292	-		-		-		-
42085 MEDICAL INSURANCE	134,091	141,383	146,419	157,368		169,171		169,171		181,859
42086 WORKMEN'S COMPENSATION	1,626	3,152	3,152	3,152		3,152		3,152		3,152
42087 SOCIAL SECURITY	52,866	61,546	62,154	78,484		91,225		91,225		94,850
42090 UNFORESEEN CONTINGENCY	-	-	-	-		30,000		-		-
42091 BOND REDEMPTION	59,500	81,000	514,250	599,750		283,500		283,500		252,000
42092 COUPON INTEREST	30,762	29,310	180,104	164,372		145,285		145,285		135,209
42191 ADMINISTRATIVE FEE	7,176	7,082	6,862	6,556		6,700		6,650		6,700
Purchased Services	650,366	873,058	1,681,891	1,572,041		1,517,848		1,359,678		1,534,150
43099602 EQUIP-COMM CENTER SHARED	3,599	119,331	-	11,700		1,569,090		453,200		468,235
43099603 EQUIP-COMM CENTER-ACT 56	-	473,320	898,193	508,328		336,190		144,383		230,470
Equipment	3,599	592,651	898,193	520,028		1,905,280		597,583		698,705
Total	1,507,579	2,365,314	3,589,651	3,271,999		4,624,000		3,143,889		3,505,000

Debt Service

Accounts 42091 & 42092

	<u>2010</u>	<u>2011</u>
Series B of 2003		
Principal	10,500	-
Interest	336	-
Series A of 2005		
Principal	45,000	15,000
Interest	7,563	6,145
Series of 2007		
Principal	228,000	237,000
Interest	<u>137,386</u>	<u>129,064</u>
	<u>428,785</u>	<u>387,209</u>

Schedule of Payment of Bond Indebtedness

	Series A of 2005		Series of 2007		Total
	Principal	Interest	Principal	Interest	
2011	15,000	6,145	237,000	129,064	387,209
2012	15,000	5,658	245,000	120,414	386,071
2013	15,000	5,148	254,000	111,471	385,619
2014	15,000	4,623	263,000	102,200	384,823
2015	15,000	4,083	273,000	92,601	384,683
2016	15,000	3,528	283,000	82,636	384,164
2017	15,000	2,958	294,000	72,307	384,264
2018	20,000	2,380	320,000	46,055	388,435
2019	20,000	1,600	328,000	37,319	386,919
2020	20,000	800	337,000	28,365	386,165
2021			346,000	19,165	365,165
2022			356,000	9,719	365,719
	<u>165,000</u>	<u>36,920</u>	<u>3,536,000</u>	<u>851,314</u>	<u>4,589,234</u>

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	37,300	OVERTIME 37,300 - THIS REFLECTS THE ANTICIPATED COST OF PROVIDING REPLACEMENT FOR FULL-TIME EMPLOYEES ON CONTRACTUAL LEAVE, SUPPLEMENT OF STAFF DURING SCHEDULED EVENTS SUCH AS MUSIKFEST, OTHER UNFORESEEN STAFFING PROBLEMS AND THE UNAVAILABILITY OF PART-TIME HELP.
40004	41,200	TEMPORARY HELP 41,200 - THIS ACCOUNT IS USED TO COVER VACANT SHIFTS CAUSED BY CONTRACTUAL LEAVE, SUPPLEMENT OF STAFFING DURING SCHEDULED EVENTS AND OTHER UNFORESEEN STAFFING PROBLEMS. PART-TIME HELP IS UTILIZED BEFORE OVERTIME IS USED. THIS ACCOUNT IS ALSO USED TO COMPENSATE PART-TIME EMPLOYEES WHO WORK ON HOLIDAYS BY PAYING THEM A HOLIDAY RATE OF \$14.48 PER HOUR. PART-TIME HOURLY RATE IS PRESENTLY \$10.00 TO \$12.00 PER HOUR.
40005	47,400	HOLIDAY PAY 47,400 - THIS ACCOUNT COVERS THE COST OF HOLIDAYS FOR 2010 AND INCLUDES THE COST OF PAYING TIME AND ONE-HALF TO THE COMMUNICATION SPECIALISTS SCHEDULED TO WORK ON THESE HOLIDAYS.
40006	11,990	DIFFERENTIAL PAY 11,990 - PERSONNEL WILL RECEIVE \$0.35 PER HOUR FOR MIDDLE SHIFT AND \$0.45 PER HOUR FOR NIGHT SHIFT. IN ADDITION, WE ARE REQUESTING TO PROVIDE SHIFT DIFFERENTIAL TO OUR PART-TIME EMPLOYEES.
40008	3,600	MEAL REIMBURSEMENT 3,600 - THIS ACCOUNT IS USED TO COVER THE COST OF COMPENSATION FOR CIVILIAN PERSONNEL FOR MEALS WHEN THEY WORK PAST THEIR NORMAL EIGHT HOUR DAY. THIS IS A CONTRACTUAL ITEM.
41013	2,000	OFFICE EXPENSE 2,000 - INK, TONER, POSTAGE, COPY PAPER; THIS IS A NEW LINE.
41014505	15,000	OPER.SUPPLIES-ELECT MAINT 15,000 - RADIO SUPPLIES: MIC ASSEMBLIES, VARIOUS RADIO MODULES, ANTENNAS, CABLE, NUMEROUS ELECTRICAL COMPONENTS, SOLDER AND P.A. MATERIALS. TOWER ANTENNA INSTALLATION. CONSOLES.
42032602	49,500	TRAIN/CONT ED-COMM.CENTER 9,000 - THESE FUNDS WILL BE USED FOR CONTINUING EDUCATION OF COMMUNICATIONS PERSONNEL, BY ATTENDING SEMINARS,

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		CONFERENCES, AND IN HOUSE TRAINING.
	3,000	- EDUCATIONAL MATERIALS FOR NEW TRAINEES, (APCO BOOKS).
	5,000	- EMS DISPATCHER TRAINING.
	15,000	- CAD SOFTWARE TRAINING FROM CODY
	8,000	- PRO QA SOFTWARE TRAINING FOR DISPATCHERS
	9,500	- SUPERVISORY & ADMINISTRATOR APCO AND NENA TRAINING
42036601	72,808	COMMUNICATE-POLICE
	72,808	- CELLULAR TRANSMISSION SERVICE FROM VERIZON FOR ALL MOBILE AND HANDHELD DATA TERMINALS FOR NCIC, CLEAN LOOKUP, COMMUNICATION CENTER TO MOBILE UNIT COMMUNICATIONS, AND VERIZON CONNECTIVITY
42036801	103,000	COMMUNICATE-GENERAL
	103,000	- ESTIMATED 9-1-1 COMMUNICATION COSTS FOR 2009. NEXTEL SERVICE FOR THREE EMERGENCY IT PERSONNEL, 911 COMM. CENTER BASE, AND COMMUNICATION CAPTAIN.
42047202	129,000	DEPT CNTRCT-INFO SRVCS
		PUBLIC SAFETY SYSTEM
	18,700	- VERIZON - CAD TO MDT INTERFACE - SOFTWARE MAINT.
	31,800	- HARDWARE MAINTENANCE RENEWAL (1 YEAR)
	68,400	- CAD/RMS YEARLY SOFTWARE MAINTENANCE FEES (CODY, FIREHOUSE, AND BIKE)
	3,800	- PRO QA SOFTWARE MAINTENANCE (1 YEAR)
	6,300	- GIS MAINTENANCE FOR CAD
42047505	157,614	DEPT CNTRCT-ELECT MAINT.
	157,614	- COMMUNICATIONS INFRASTRUCTURE COVERS 2 GHZ, 6 GHZ, 6 QUANTAR TRANSMITTERS, REDUNDANT CENTRAL SITE CONTROLLERS, CENTRAL SITE CONTROLLER, RADIO CONTROL EQUIPMENT, 14 MODEMS 9-1-1 COMMUNICATIONS CENTER 6 GOLD ELITE CONSOLES CENTRAL ELECTRONICS BANK DIGITAL LOGGING RECORDER 9-1-1 PREMISE EQUIPMENT (TELEPHONE HARDWARE) 9-1-1 PREMISE TELEPHONE (SOFTWARE/ FIRMWARE) NETWORK MONITORING SERVICE
42055801	165,140	PROFESSIONAL FEES
	55,440	- CONTRACT WITH ESSENTIAL MANAGEMENT SOLUTIONS,LLC TO IMPROVE THE EMERGENCY SYSTEMS AND SERVICES WHILE MAXIMIZING THE RECEIPT OF STATE APPROVED REVENUES.
	103,500	- PROFESSIONAL FEES ASSOCIATED WITH WIRELESS PLANNING AND DEVELOPMENT.
	6,200	- AUDIT COSTS & PREFERRED EAP COSTS
42060505	500	OTHER EXP.-ELECT MAINT
	500	- ALL RELATED DUES TO NENA, PEMA , APCO & MTUG

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42064602	17,000	EQUIP MAINT - COMM.CENTER 3,400 - THIS ACCOUNT IS USED TO REPAIR HEAD-SETS AND ANY OTHER EQUIPMENT. 3,100 - MAINTANCE AGREEMENT FOR ELECTRICAL GENERATOR WHICH PROVIDES EMERGENCY POWER TO 9-1-1 CENTER IN THE EVENT OF A POWER OUTAGE. 5,250 - CAD/RMS SOFTWARE UPGRADES CODY/FIREHOUSE 5,250 - GIS/CAD INTERFACE UPGRADES
42075	165,818	PENSIONS - P.M.R.S. MMO 165,818 - THIS IS THE AMOUNT OF PMRS PENSION APPLICABLE TO THE 9-1-1 FUND IN ACCORDANCE WITH ACT 205
42091	252,000	BOND REDEMPTION 252,000 - PRINCIPAL PAYMENT ON OUTSTANDING DEBT.
42092	135,209	COUPON INTEREST 135,209 - INTEREST PAYMENT ON OUTSTANDING DEBT.
42191	6,700	ADMINISTRATIVE FEE 6,700 - ANNUAL FEE PAID TO GENERAL FUND WHICH EQUALS 1% OF TOTAL 9-1-1 REVENUES COLLECTED IN 2010
43099602	468,235	EQUIP-COMM.CENTER SHARED 25,545 - PRO QA/AQUA SOFTWARE 8,960 - DISPATCH CHAIRS 350,000 - ADDITONAL WORKSTATION 20,000 - CODY PRO QA INTERFACE 63,730 - DATA RECORDER BALANCE
43099603	230,470	EQUIP-COMM CENTER-ACT 56 230,470 - ACCURACY TESTING

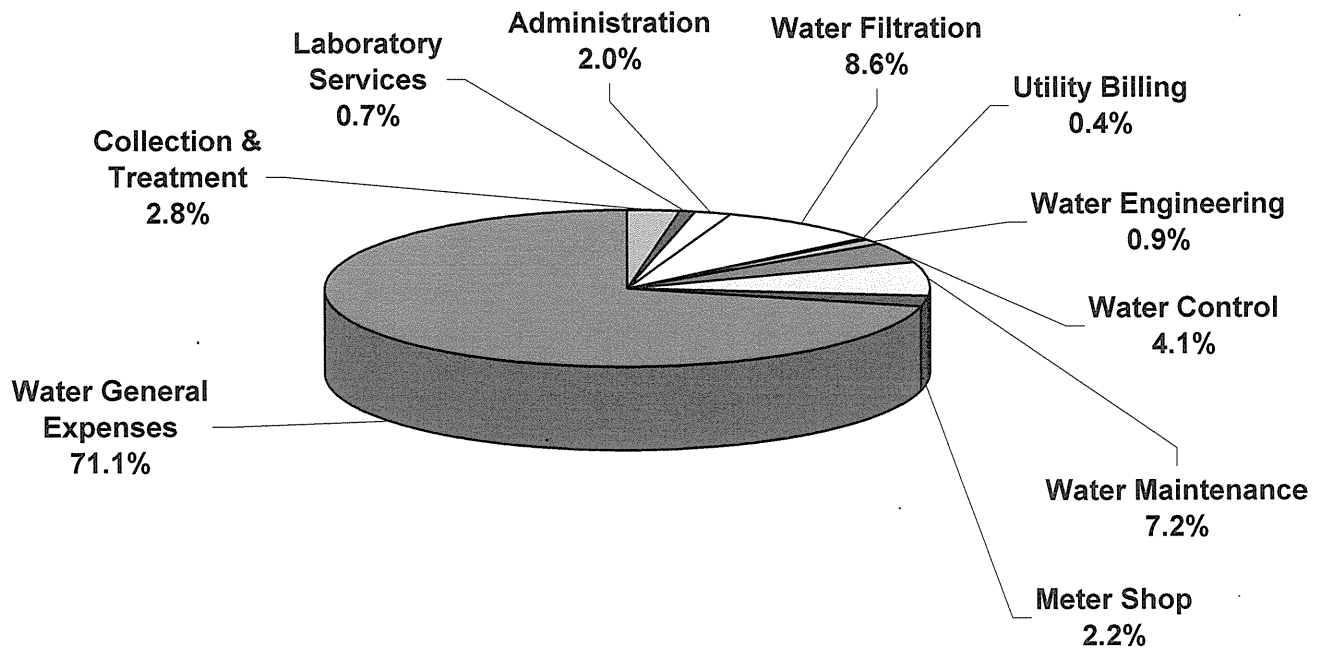
**CITY OF BETHLEHEM
WATER FUND
FUND ANALYSIS SUMMARY**

	<u>2006 Actual</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Budget w/ Transfers</u>	<u>2010 Actual & Estimated</u>	<u>2011 Final Budget</u>
REVENUES:							
Sale of Water							
31001 Monthly Meter	5,647,501	6,037,300	5,866,520	-	-	-	-
31001A Residential	-	-	-	11,186,021	11,700,000	11,400,000	11,497,369
31001B Commercial	-	-	-	2,051,606	2,152,000	2,200,000	2,245,714
31001C Industrial	-	-	-	1,066,422	1,271,000	1,135,000	1,140,442
31001D Institutional	-	-	-	1,087,442	1,440,000	1,400,000	1,423,831
31001E Public	-	-	-	14,075	40,000	15,000	12,136
31002 Quarterly Meter	9,463,597	9,726,694	9,583,157	122	-	-	-
31004 Salisbury Township	-	-	-	3,996	4,300	4,300	4,281
31005 East Allen Township	-	-	-	76,005	76,000	76,000	90,813
31006 Utilities Inc	-	-	-	198,824	203,000	203,000	210,432
31007 Upper Saucon	95,713	153,930	193,667	121,905	155,000	130,000	133,786
31008 Lower Saucon	503,605	518,062	546,802	509,064	561,000	550,000	566,439
31009 Fire Protection	607,725	620,724	638,363	668,140	700,000	665,000	670,000
31011 Penalty on Delinquents	67,996	68,841	77,267	74,437	-	-	-
31013 Miscellaneous	43,438	46,072	22,163	-	-	-	-
31014 Building Permit Water	-	-	-	11,931	10,000	5,000	5,000
31015 Suburban Building Water	-	-	-	8,637	15,000	-	-
31016 Fire Hydrant Water Use	540,095	497,201	536,361	546,061	500,000	520,000	540,000
31017 Penalty - Fire Protection	-	-	-	1,817	2,000	2,000	-
31050D Delinquent Water	5,231	1,216	458	845	-	-	-
Total Sale of Water	16,974,901	17,670,040	17,464,758	17,627,350	18,829,300	18,305,300	18,540,243
Other Operating Revenues							
308901 Cash Balance	-	-	-	-	-	-	-
31101 Water Main Assessment	8,200	2,400	-	-	15,000	-	5,000
31102 Suburban Water Extension	22,072	-	2,882	5,500	1,000	-	1,000
31103 Permits & Materials	40,652	44,799	50,518	35,473	50,000	16,000	15,000
31106 Miscellaneous	18,066	10,670	14,457	23,041	12,240	60,000	60,000
31107 Transfers from General Fund	-	-	-	-	382,460	-	263,757
31400 Timbering	-	26,785	6,800	19,922	50,000	40,000	40,000
Total Other Operating Revenues	88,990	84,654	74,657	83,936	510,700	116,000	384,757
Investment Interest							
308501 Investment Income	72,871	71,983	19,599	1,999	10,000	-	-
Total Investment Interest	72,871	71,983	19,599	1,999	10,000	-	-
TOTAL WATER FUND REVENUES	17,136,762	17,826,677	17,559,014	17,713,285	19,350,000	18,421,300	18,925,000
EXPENDITURES BY BUREAU/DIVISION:							
Collection & Treatment	470,159	433,427	533,041	515,759	654,279	552,409	531,737
Laboratory Services	158,753	170,793	206,841	186,574	192,922	190,222	130,029
Administration	266,551	230,780	257,740	248,597	328,995	314,795	370,418
Water Filtration	1,245,642	1,364,893	1,425,661	1,542,666	1,778,427	1,498,687	1,634,253
Utility Billing	70,644	71,992	74,814	76,446	79,208	78,968	82,229
Water Engineering	151,262	157,226	146,187	172,239	170,744	170,744	174,891
Water Control	686,545	684,372	711,534	754,650	840,553	798,937	779,981
Water Maintenance	1,131,657	1,226,692	1,204,263	1,220,222	1,341,630	1,320,458	1,353,515
Meter Shop	372,691	401,592	412,834	433,635	440,974	429,674	412,858
Water General Expenses	12,294,341	12,189,958	13,777,693	13,072,844	13,522,268	13,006,518	13,433,089
TOTAL WATER FUND EXPENDITURES	16,848,245	16,931,725	18,750,608	18,223,632	19,350,000	18,361,412	18,903,000
EXPENDITURES BY CATEGORY:							
Personnel Costs	3,568,859	3,701,561	3,814,990	3,974,428	4,050,966	4,043,031	3,936,317
Materials & Supplies	334,028	389,564	427,544	473,176	721,356	553,135	565,766
Purchased Services	12,945,358	12,840,600	14,508,074	13,776,028	14,577,678	13,765,246	14,400,917
Equipment	-	-	-	-	-	-	-
TOTAL WATER FUND EXPENDITURES	16,848,245	16,931,725	18,750,608	18,223,632	19,350,000	18,361,412	18,903,000

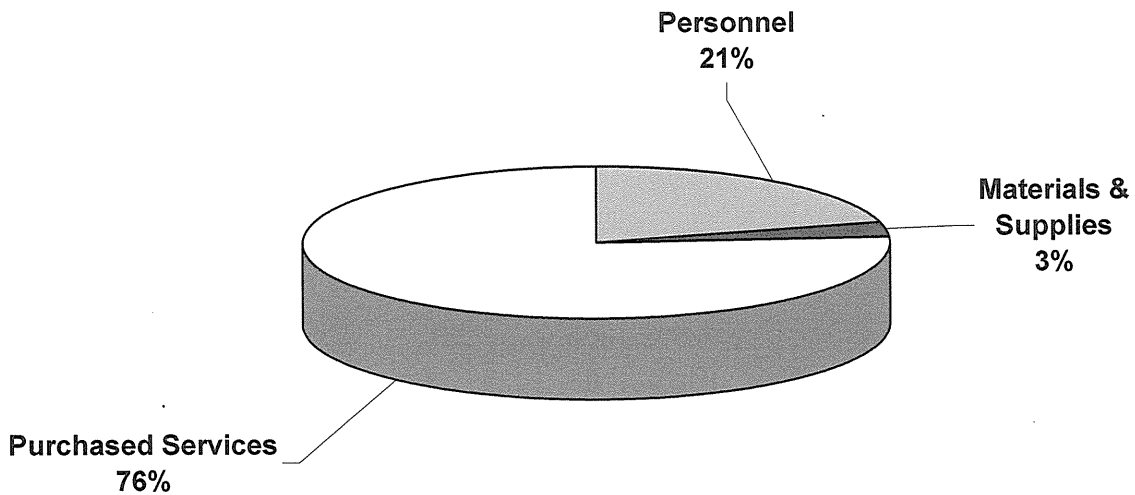
**CITY OF BETHLEHEM
WATER FUND
BUREAU/DIVISION RESOURCE SUMMARY**

Bureau/Divison		Personnel	Materials & Supplies	Purchased Services	Equipment	2011 Total
20011	Collection & Treatment	\$ 328,387	\$ 33,040	\$ 170,310	\$ -	\$ 531,737
20012	Laboratory Services	96,479	8,250	25,300	-	130,029
20015	Administration	201,648	10,540	158,230	-	370,418
20016	Water Filtration	903,949	347,744	382,560	-	1,634,253
20017	Utility Billing	82,229	-	-	-	82,229
20018	Water Engineering	174,891	-	-	-	174,891
20019	Water Control	519,391	19,790	240,800	-	779,981
Supply & Treatment		2,306,974	419,364	977,200	-	3,703,538
20022	Water Maintenance	1,248,985	80,382	24,148	-	1,353,515
20023	Meter Shop	380,358	19,500	13,000	-	412,858
Water Maintenance		1,629,343	99,882	37,148	-	1,766,373
2006	Water General Expenses	-	46,520	13,386,569	-	13,433,089
Water General Expenses		-	46,520	13,386,569	-	13,433,089
TOTAL WATER FUND		\$ 3,936,317	\$ 565,766	\$ 14,400,917	\$ -	\$ 18,903,000

Water Fund Expenditures by Bureau/Division



Water Fund Expenditures by Category



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

<u>Bureau/Divison</u>	<u>2006 Actual</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Budget w/ Transfers</u>	<u>2010 Actual & Estimated</u>	<u>2011 Final Budget</u>
20011 Collection & Treatment	7	7	7	7	7	7	6
20012 Laboratory Services	2	2	2	2	2	2	1
20015 Administration	4	4	4	4	4	4	4
20016 Water Filtration	15	15	15	15	15	15	14
20017 Utility Billing	5	5	5	5	4	4	4
20018 Water Engineering	3	3	3	3	3	3	3
20019 Water Control	10	10	10	10	10	10	9
Supply & Treatment	46	46	46	46	45	45	41
20022 Water Maintenance	25	25	25	25	25	25	24
20023 Meter Shop	9	9	9	9	9	9	8
Water Maintenance	34	34	34	34	34	34	32
TOTAL WATER FUND	80	80	80	80	79	79	73

Debt Service

	<u>2010</u>	<u>2011</u>
Account 42091.1 Notes Payable		
Emmaus Note of 1997		
Principal	565,000	590,000
Interest	<u>634,667</u>	<u>610,476</u>
	1,199,667	1,200,476
5% Coverage	<u>59,983</u>	<u>60,024</u>
	<u><u>1,259,650</u></u>	<u><u>1,260,500</u></u>
Account 42093 PennVest Reimbursement		
1998 Pennvest Loan		
Principal	1,086,513	1,121,808
Interest	<u>307,255</u>	<u>271,960</u>
	<u><u>1,393,768</u></u>	<u><u>1,393,768</u></u>
Account 42094 Lease Rental		
Series of 1998		
Principal	210,000	-
Interest	261,771	-
Series of 2004		
Principal	3,300,000	3,405,000
Interest	2,413,779	2,306,529
Series of 2010		
Principal	-	15,000
Interest	<u>-</u>	<u>377,154</u>
	6,185,550	6,103,683
5% Coverage	322,778	305,184
Credit	<u>(500,000)</u>	<u>(400,000)</u>
	<u><u>6,008,328</u></u>	<u><u>6,008,867</u></u>
Account 42095 2007 G.O Note		
Principal	44,000	46,000
Interest	<u>26,682</u>	<u>25,076</u>
	<u><u>70,682</u></u>	<u><u>71,076</u></u>

Schedule of Payment of Bond & Note Indebtedness

	Emmaus Note of 1997		1998 PennVest Note		2004 Bond	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2011	590,000	610,476	1,121,807	271,960	3,405,000	2,306,529
2012	620,000	706,169	1,158,248	235,520	3,530,000	2,191,610
2013	650,000	544,440	1,195,872	197,895	3,700,000	2,015,110
2014	680,000	518,018	1,234,719	159,049	3,885,000	1,830,110
2015	715,000	490,328	1,274,827	118,940	4,075,000	1,635,860
2016	750,000	461,273	1,316,238	77,529	4,280,000	1,432,110
2017	785,000	430,950	1,358,995	34,773	4,500,000	1,218,110
2018	820,000	399,165	346,591	1,851	4,720,000	993,110
2019	860,000	365,918			4,960,000	757,110
2020	905,000	331,013			5,205,000	509,110
2021	950,000	294,158			5,410,000	248,860
2022	995,000	255,548				
2023	1,040,000	215,183				
2024	1,095,000	172,965				
2025	1,145,000	128,700				
2026	1,200,000	82,290				
2027	1,260,000	33,540				
2028						
Totals	<u>15,060,000</u>	<u>6,040,130</u>	<u>9,007,297</u>	<u>1,097,517</u>	<u>47,670,000</u>	<u>15,137,629</u>

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

The interest rate of the Emmaus Note should be reviewed annually by the Bethlehem Authority and adjusted in order to market averages.

<u>2007 GO Note</u>		<u>2010 GO Bond</u>		<u>Total</u>
<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	
46,000	25,076	15,000	377,154	8,769,003
48,000	23,397	385,000	376,854	9,274,797
49,000	21,645	420,000	369,154	9,163,116
51,000	19,856	445,000	360,754	9,183,505
53,000	17,995	480,000	351,854	9,212,804
55,000	16,060	510,000	341,534	9,239,744
57,000	14,053	540,000	328,274	9,267,154
62,000	8,954	625,000	312,074	8,288,745
64,000	7,262	635,000	292,074	7,941,363
66,000	5,515	655,000	270,484	7,947,121
67,000	3,713	680,000	247,559	7,901,289
69,000	1,884	705,000	222,739	2,249,170
		735,000	196,654	2,186,836
		760,000	169,091	2,197,056
		790,000	139,831	2,203,531
		815,000	108,231	2,205,521
		865,000	75,631	2,234,171
		940,000	39,950	979,950
<u>687,000</u>	<u>165,410</u>	<u>11,000,000</u>	<u>4,579,894</u>	<u>110,444,878</u>

BUREAU DETAIL

Bureau: Supply & Treatment **No:** 2001
Division: Collection & Treatment **No:** 20011

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

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 two large impounded 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:

- Widen 5,500' of right-of-way from Wild Creek to Wire Ridge.
- Continue clearing and reopening approximately 7 miles of fire lanes as weather conditions permit.
- Transition reservoir sampling and analysis to Wild Creek from City Hall.

Prior Year Achievements:

- Continued repairs on spillways at Wild Creek and Penn Forest Dams.
 - Assisted in the recording of appurtenance inventory and transmission main mapping from Wild Creek Intake to Wire Ridge North.
 - Replace Howell Bungler valve flow probe and transmitter.
 - Began clearing and reopening approximately 7 miles of fire lanes.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	#	Actual & Estimated	#	Salaries	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3012 Chief Water Plant/Shed Op	1	1	1	1	1	70,513	1	70,513	1	66,526
M114 Maintenance Worker III	2	2	2	2	2	96,530	2	96,530	2	101,566
M112 Automotive Mechanic	1	1	1	1	1	48,790	1	48,790	1	51,383
M092 Maintenance Worker II	3	3	3	3	3	133,761	3	133,761	2	92,187
Total Positions	7	7	7	7	7	349,594	7	349,594	6	311,662
Account Detail										
40001 SALARIES	295,128	313,162	361,210	342,262		341,964		341,964		305,832
40002 LONGEVITY	7,490	6,370	6,790	7,210		7,630		7,630		5,830
40003 OVERTIME	32,403	28,901	31,259	31,592		32,110		32,110		16,540
40004 TEMPORARY HELP	30,885	-	-	-		-		-		-
40005 HOLIDAY PAY	-	487	-	-		-		-		-
40006 DIFFERENTIAL PAY	63	3	12	4		45		5		25
40008 MEAL REIMBURSEMENT	112	20	10	40		320		65		160
Personnel	366,081	348,943	399,281	381,108		382,069		381,774		328,387
41014 OPERATING SUPPLIES	9,306	8,493	8,056	9,361		13,590		9,025		13,600
41016 UNIFORMS/SAFETY SHOES	722	699	1,541	1,003		1,450		1,430		770
41021 CHEMICALS	-	-	-	-		100		-		100
41023 GASOLINE	13,093	17,895	20,720	12,363		20,630		20,000		18,570
Materials & Supplies	23,121	27,087	30,317	22,727		35,770		30,455		33,040
42031 UNIFORM RENTAL	999	1,317	1,488	1,483		1,690		1,500		1,600
42036 COMMUNICATIONS	3,721	3,817	3,540	3,376		5,150		3,155		4,190
42044 ELECTRIC	13,669	13,268	13,473	13,746		25,910		15,405		16,280
42046 HEATING OIL	7,002	7,447	8,153	4,880		12,690		12,000		12,690
42047 DEPARTMENT CONTRACTS	43,977	25,071	69,109	51,965		167,370		90,000		105,180
42054 RENTALS	854	190	380	190		1,600		515		1,660
42060 OTHER EXPENSES	339	857	654	446		1,450		1,205		1,650
42064 EQUIPMENT MAINTENANCE	10,396	5,178	1,679	35,296		15,080		14,400		15,050
42065 PLANT MAINTENANCE	-	252	4,967	542		5,500		2,000		12,010
Purchased Services	80,957	57,397	103,443	111,924		236,440		140,180		170,310
Total	470,159	433,427	533,041	515,759		654,279		552,409		531,737

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	16,540	OVERTIME 16,540 - OVERTIME REQUIRED FOR SECURITY PATROL ON HOLIDAYS, WEEKENDS, DEER SEASON.
40006	25	DIFFERENTIAL PAY 25 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION AGREEMENT.
40008	160	MEAL REIMBURSEMENT 160 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	13,600	OPERATING SUPPLIES 13,600 - PARTS, PENS, CHARTS FOR RECORDERS, FORESTRY SUPPLIES (CHAINSAW CHAINS, MARKING PAINT, MISC. TOOLS, ETC.), HERBICIDES FOR ROAD/TRAIL TREATMENT, GARAGE SUPPLIES (GASES, WELDING SUPPLIES, ETC.), PROPANE FOR EMERGENCY GENERATOR, PIPE, MISCELLANEOUS CONSTRUCTION LUMBER, FENCE POSTS/FABRIC, DAM MAINTENANCE SUPPLIES, BIENNIAL OXYGEN SENSORS/ MODULES, LUMBER, METAL STOCK, IRON FABRICATION, HOSES, AND MISC SUPPLIES, COLD/HOT PATCH, RADIO BATTERIES, BAGGED CEMENT, PERSONAL PROTECTION EQUIPMENT, LAB SUPPLIES, ASPHALT CRACK SEALER, ROAD REPAIR STONE AND MISC ITEMS.
41016	770	UNIFORMS/SAFETY SHOES 770 - TO PURCHASE SAFETY SHOES AS PER UNION CONTRACT.
41021	100	CHEMICALS 100 - POTASSIUM PERMANGANATE FOR PRE-TREATMENT DURING RESERVOIR TURNOVER.
41023	18,570	GASOLINE 18,570 - GASOLINE AND DIESEL FUEL.
42031	1,600	UNIFORM RENTAL 1,600 - UNIFORM RENTAL AND REPLACEMENTS.
42036	4,190	COMMUNICATIONS 4,190 - TELEPHONE SERVICE FOR WILD CREEK, DEDICATED CIRCUIT FOR WTP FOR KMNO4 COMMUNICATIONS AND SECURITY SYSTEM VPN SERVICE TO WATER CONTROL ROOM FOR SECURITY VIDEO AND ALARMS.
42044	16,280	ELECTRIC 16,280 - ELECTRIC SERVICE FOR WILD CREEK CHEMICAL TREATMENT, AUXILIARY BUILDINGS, FIRE TOWER, WILD CREEK AND PENN FOREST DAMS, TUNKHANNOCK INTAKE/BP CHAMBER AND TRANSMISSION MAIN CHAMBER. ANNUAL PPL FEE FOR SECURITY LINE ATTACHMENT TO THREE (3) PPL POLES.

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42046	12,690	HEATING OIL 12,690 - HEATING OIL FOR WILD CREEK CHEMICAL TREATMENT AND AUXILIARY BUILDINGS.
42047	105,180	DEPARTMENT CONTRACTS 90,180 - USGS CONTRACT, SERVICE CONTRACT FOR GENERATORS, MAINTENANCE FOR TWO (2) GAS DETECTORS, FAX MACHINE MAINTENANCE, FIRE EXTINGUISHER SERVICING, XEROX COPIER CONTRACT, WILD CREEK DAM VEGETATION TREATMENT (SEMI-ANNUAL), UPDATE DAM EMERGENCY ACTION PLAN (EVERY 5 YEARS), BOILER SERVICING, ANNUAL DAM INSPECTION AND INSTRUMENTATION REPORT AS REQUIRED BY PA DEP. 15,000 - TIMBERING DEER CONTROL FENCING.
42054	1,660	RENTALS 1,660 - HAULING OF HEAVY EQUIPMENT TO AND FROM WILD CREEK, SEPTIC TANK CLEANING, RENTAL OF PRESSURE WASHER AND PAINT SPRAYER FOR STORAGE BUILDING PAINTING AND GAS CYLINDER RENTAL.
42060	1,650	OTHER EXPENSES 1,650 - GARBAGE COLLECTION FEE, MAPS, FLAGS, CDL REIMBURSEMENTS, COOLER RENTAL, BOAT LICENSE, SAMPLING LICENSE, DEBRIS AND SCRAP TIRE/METAL DISPOSAL, TRUCK WASTE HAULING LICENSE, MISC. ITEMS, BOTTLED WATER, OFFICE SUPPLIES, BOOTS AND RAINGEAR.
42064	15,050	EQUIPMENT MAINTENANCE 10,050 - REPAIR PARTS FOR MOTORIZED VEHICLES AND SMALL UNITS (PUMPS, MOWERS, CHAINSAWS, ETC.), VALVES, METERS, ACTUATORS, ELECTRICAL PARTS, PUMPS, MOTORS, EQUIPMENT AND SCADA INSTRUMENTATION. 2,000 - AUTO START-UP OF PENN FOREST GENERATOR. 3,000 - REPAIR OXYGEN SENSOR OPERATIONS IN PENN FOREST ADIT BUILDING.
42065	12,010	PLANT MAINTENANCE 1,000 - HARDWARE, PAINT, PLUMBING, FITTINGS, PIPE, RAGS, AND SUNDRY/RELATED SUPPLIES FOR UPKEEP TO WILD CREEK, PENN FOREST, TUNKHANNOCK AND AUXILIARY BUILDINGS. 4,510 - FOUR (4) REPLACEMENT WINDOWS FOR WILD CREEK CHEMICAL PRETREATMENT BUILDING. 500 - STAIN/PAINT FOR STORAGE BUILDING. 1,000 - MASONRY SUPPLIES FOR 3 O'CLOCK SPRINGS, SPILLWAYS AND DAM PANELS. 5,000 - LIGHTING IN POLE BUILDING AND SHED, REPLACE LIGHTS IN GARAGE.

BUREAU DETAIL

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

Goals and Objectives:

- Complete Phase II of the Partnership for Safe Water and enter into Phase III.
 - Evaluate joining the Partnership for Distribution System Optimization, a new program created for Distribution Systems due to the great success of the Filtration Plant Optimization program.
-

Prior Year Achievements:

- Utility-wide chemical cost reduction of \$150,000 annually as compared to 2009 expenditures.
 - Joined the Partnership for Safe Water Program to optimize treatment plant performance and further enhance the quality of our drinking water.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budget w/ Transfers		2010 Actual & Estimated		2011 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail										
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3209 Water Quality Manager	1	1	1	1	1	77,990	1	77,990	1	80,178
2714 Microbiologist	1	1	1	1	1	61,287	1	61,287	-	-
Total Positions	2	2	2	2	2	139,277	2	139,277	1	80,178
3209 50% Allocated to 3004						(38,995)		(38,995)		(40,089)
						100,282		100,282		40,089
Account Detail										
40001 SALARIES	83,824	90,039	93,640	98,322		98,322		98,322		39,354
40002 LONGEVITY	1,540	1,645	1,750	1,855		1,960		1,960		735
40004 TEMPORARY HELP	48,736	52,393	55,603	59,880		58,500		58,500		56,390
Personnel	134,100	144,077	150,993	160,057		158,782		158,782		96,479
41014 OPERATING SUPPLIES	8,050	3,772	4,789	4,656		7,000		6,300		7,000
41016 UNIFORMS/SAFETY SHOES	-	-	-	-		-		-		110
41023 GASOLINE	640	750	742	748		1,140		1,140		1,140
Materials & Supplies	8,690	4,522	5,531	5,404		8,140		7,440		8,250
42047 DEPARTMENT CONTRACTS	13,705	20,442	40,071	10,754		15,000		13,000		13,000
42060 OTHER EXPENSES	2,258	1,752	10,246	10,359		11,000		11,000		12,300
Purchased Services	15,963	22,194	50,317	21,113		26,000		24,000		25,300
Total	158,753	170,793	206,841	186,574		192,922		190,222		130,029

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	56,390	TEMPORARY HELP 37,863 - PART-TIME SAMPLER/LAB TECHNICIAN (CHARGED 67%/33% WATER/WASTEWATER) SYSTEM AND COLLECT CHEMICAL AND BACTERIOLOGICAL SAMPLES. ASSIST IN ROUTINE CHEMICAL AND BACTERIOLOGICAL ANALYSES. 18,527 - PART-TIME LAB TECHNICIAN (CHARGED 67%/33% WATER/WASTEWATER) TO ASSIST PRESENT STAFF WITH ROUTINE CHEMICAL AND BACTERIOLOGICAL ANALYSES, QC DUTIES AND OVERSIGHT OF COMBINING/STREAMLINING OF ALL THREE LAB PURCHASES TO MAXIMIZE SAVINGS.
41014	7,000	OPERATING SUPPLIES 7,000 - ANALYTICAL CHEMICALS, GLASSWARE, PLASTIC WARE, CRYPTO ANALYSIS KITS, FILTERS, PADS, OFFICE SUPPLIES, BACT ID KITS. CONTINUED REDUCTION IN SPENDING DUE TO CONTINUOUS IMPROVEMENT INITIATIVES.
41016	110	UNIFORMS/SAFETY SHOES 110 - SAFETY SHOES FOR ONE (1) EMPLOYEE
41023	1,140	GASOLINE 1,140 - REGULAR GASOLINE. BASED ON 2010 USAGE AND WEEKLY WATERSHED MONITORING.
42047	13,000	DEPARTMENT CONTRACTS 7,500 - MONITORING FOR SDWA. 1,000 - QA/QC SAMPLES. 750 - PREVENTIVE MAINTENANCE ON LAB EQUIPMENT. 1,750 - LAGOON RESIDUALS AND GROUNDWATER MONITORING. 2,000 - RESERVOIR MN/FE MONITORING.
42060	12,300	OTHER EXPENSES 1,500 - STATE LAB CERTIFICATION FEES. 500 - MEMBERSHIP FEES FOR PAAEL AND AWWA. 500 - TRAVEL EXPENSES/OFFICE SUPPLIES. 9,000 - CONSUMER CONFIDENCE REPORT. 800 - SAFE PARTNERSHIP ANNUAL FEE.

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BUREAU DETAIL

Bureau: Supply & Treatment **No:** 2001
Division: Administration **No:** 20015

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

Division Description:

This division provides the strategic direction to the combined 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:

- Create and utilize new Customer Utility Information Line and Water Status link on the City's website so customers can quickly and easily access 24-hour information regarding Water/Sewer Department activities such as the current status of the water; potential dirty water problems; repairs; flushing program and what to do during these activities.
- Manage the design and construction initiatives associated with Act 537 and Long Term Control Plan.
- Complete upgrades to 4.5 MG aeration basin and facilitate successful start-up in 2011.
- Evaluate and implement a water rate increase.

Prior Year Achievements:

- Successfully negotiated \$1,000 bonus to all Bargaining Unit employees within the Department for maintaining a recognized Operator's license through the Commonwealth of Pennsylvania. This also acts as an incentive for employees who are not currently licensed to pursue obtaining one.
 - Awarded for the second 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.
 - Realized an additional \$7,000 in cost reduction through supply chain optimization, including rationalizing existing department purchases - vegetation control, compressed gases, CCR, and membership dues and to consolidate those services throughout the department.
 - Established utility "Score Card" by which key metrics and Continuous Improvement results are measured and trended.
 - Updated the City's Long Term Control Plan to Environmental Protection Agency (EPA).
 - Initiated a weekly, cross functional distribution system improvement forum to transition focus from treatment to distribution and storage.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2006	2007	2008	2009	2010		2010		2011	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N125	Dir Water/Sewer Resource	1	1	1	1	1	88,540	1	88,540	1	89,204
3203	Water Supply/Treat Sup	1	1	1	1	1	78,130	1	78,130	1	80,248
3015	Commercial Ops Manager	1	1	1	1	1	62,957	1	62,957	1	65,476
2807	Dept Business Manager	1	1	1	1	1	46,095	1	46,095	1	47,405
Total Positions		4	4	4	4	4	275,722	4	275,722	4	282,333
2799	33% Allocated from 0202						19,809		19,809		20,357
N125	50% Allocated to 3001						(44,270)		(44,270)		(44,602)
3015	50% Allocated to 3001						(31,478)		(31,478)		(32,738)
2807	50% Allocated to 3001						(23,048)		(23,048)		(23,702)
							196,735		196,735		201,648
Account Detail											
40001	SALARIES	165,230	153,217	176,181	188,047		194,460		194,460		199,256
40002	LONGEVITY	2,730	2,065	2,135	2,205		2,275		2,275		2,392
40004	TEMPORARY HELP	13,785	15,662	-	-		-		-		-
Personnel		181,745	170,944	178,316	190,252		196,735		196,735		201,648
41014	OPERATING SUPPLIES	7,664	7,562	6,336	12,765		11,310		7,305		9,450
41016	UNIFORMS/SAFETY SHOES	-	-	100	-		110		-		110
41023	GASOLINE	851	1,060	934	523		1,080		545		980
Materials & Supplies		8,515	8,622	7,370	13,288		12,500		7,850		10,540
42032	TRAINING/CONT. EDUCATION	1,435	2,748	6,699	2,867		7,000		5,175		6,000
42036	COMMUNICATIONS	-	-	-	-		6,500		4,000		6,500
42047	DEPARTMENT CONTRACTS	58,941	28,964	59,401	32,994		95,330		95,330		77,240
42060	OTHER EXPENSES	15,915	19,502	5,954	9,196		10,930		5,705		68,490
Purchased Services		76,291	51,214	72,054	45,057		119,760		110,210		158,230
Total	ADMINISTRATION	266,551	230,780	257,740	248,597		328,995		314,795		370,418

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	9,450	OPERATING SUPPLIES 9,450 - WATER BILLS, ENVELOPES FOR WATER BILLS, FAX AND OFFICE SUPPLIES, RADIO BATTERY.
41016	110	UNIFORMS/SAFETY SHOES 110 - SAFETY SHOES FOR SUPERINTENDENT.
41023	980	GASOLINE 980 - GASOLINE FOR TWO (2) VEHICLES.
42032	6,000	TRAINING/CONTINUING ED. 6,000 - MEETINGS, SEMINARS, CONFERENCES, TRAINING AIDS, CLASSROOM AND CORRESPONDENCE COURSES, AND TRAVEL EXPENSES FOR ALL WATER FUND DIVISIONS.
42036	6,500	COMMUNICATIONS 6,500 - RAPID RESPONSE SYSTEM WATER CUSTOMER EMERGENCY TELEPHONE CALLS. THIS IS A REGULATORY MANDATE.
42047	77,240	DEPARTMENT CONTRACTS 13,890 - COPIER LEASE PAYMENT-FOURTH FLOOR, UPDATE CAPITAL VALUE/DEPRECIATION OF WATER SYSTEM, 50 % OF THE COST OF THE MAINTENANCE CONTRACT FOR THE FOLDER/INSERTER, FIREHOUSE SOFTWARE ANNUAL MAINTENANCE FEE, INSERTER REPAIRS. 63,350 - CITY'S COMPUTERIZATION CONTRACT, T1 LINE, COPIER XEROX LEASE PAYMENT-DUPLICATING CENTER,
42060	68,490	OTHER EXPENSES 7,490 - PA CODE UPDATES, MEMBERSHIPS TO VARIOUS TECHNICAL ASSOCIATIONS, PA DEP STORAGE TANK REGISTRATION, CAPACITY AND INDEMNIFICATION FUND, FAX REPAIRS, BOOKS, PERIODICALS, STANDARDS AND VIDEOS, BLUEPRINTS, POLK DIRECTORY, CROSS REFERENCE DIRECTORY, NEWSPAPER ADVERTISEMENTS, BOILER AND ELEVATOR INSPECTIONS, PRINT DEVELOPING, MISC ITEMS, HIGHWAY OCCUPANCY PERMIT FEES AND ENVELOPES FOR DELINQUENT NOTICES. 1,000 - 2011 BUDGET BOOK PREPARATION. 60,000 - PA DEP DRINKING WATER ANNUAL FEE.

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BUREAU DETAIL

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

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

Division Description:

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

Goals and Objectives:

- Continue bi-weekly flushing program.
- Maintain an average of 20-30% filter bed expansion during seasonal filter backwash process.
- Complete SCADA system upgrades at WTP.

Prior Year Achievements:

- Stabilize and maxed-out filter run time to 72-hour regulated maximum.
 - Improved filter expansion to 22% during summer months.
 - Bi-weekly flushing program.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Actual & Estimated	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3021 Filtration Operation Sup	1	1	1	1	1	70,373	1	70,373	1	72,364
2812 Filtration Maint Sup	1	1	1	1	1	64,230	1	64,230	1	66,043
M142 Operator III	5	6	6	6	6	328,382	6	328,382	6	344,198
M134 Acting Operator III	1	-	-	-	-	-	-	-	-	-
M132 Electronics Repair Man	1	1	1	1	1	52,333	1	52,333	1	55,084
M122 Relief Operator II	1	-	-	-	-	-	-	-	-	-
M103 Relief Operator I	5	6	6	6	6	227,272	6	227,272	5	242,060
Total Positions	15	15	15	15	15	742,590	15	742,590	14	779,749
2807 25% Allocated from 0501						11,977		11,977		-
						754,567		754,567		779,749
Account Detail										
40001 SALARIES	667,494	717,529	741,527	773,837		743,174		743,174		767,009
40002 LONGEVITY	8,172	9,100	10,028	10,658		11,393		11,393		12,740
40003 OVERTIME	78,134	60,308	66,307	78,437		78,920		78,920		81,300
40005 HOLIDAY PAY	-	18,713	20,753	23,985		34,610		34,610		35,980
40006 DIFFERENTIAL PAY	3,740	3,634	3,667	3,700		3,750		3,630		4,760
40008 MEAL REIMBURSEMENT	1,280	1,022	1,210	1,650		1,390		1,390		2,160
Personnel	758,820	810,306	843,492	892,267		873,237		873,117		903,949
41014 OPERATING SUPPLIES	15,757	12,596	10,946	19,002		24,430		21,000		23,150
41016 UNIFORMS/SAFETY SHOES	2,364	2,442	2,268	2,493		3,120		2,695		3,120
41021 CHEMICALS	152,419	194,905	219,116	285,696		468,400		350,000		318,814
41023 GASOLINE	2,000	2,450	3,258	1,853		2,670		2,670		2,660
Materials & Supplies	172,540	212,393	235,588	309,044		498,620		376,365		347,744
42044 ELECTRIC	95,626	89,187	86,275	85,492		116,860		80,000		95,290
42046 HEATING OIL	42,611	67,117	70,519	45,727		77,240		55,000		76,950
42047 DEPARTMENT CONTRACTS	155,778	157,403	167,237	171,328		171,550		75,000		167,760
42054 RENTALS	-	215	1,404	5,884		410		-		590
42060 OTHER EXPENSES	2,219	2,176	2,658	2,351		3,470		2,700		3,660
42064 EQUIPMENT MAINTENANCE	17,869	25,917	18,294	30,573		34,240		34,000		33,820
42065 PLANT MAINTENANCE	179	179	194	-		2,800		2,505		4,490
Purchased Services	314,282	342,194	346,581	341,355		406,570		249,205		382,560
Total	1,245,642	1,364,893	1,425,661	1,542,666		1,778,427		1,498,687		1,634,253

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	81,300	OVERTIME 81,300 - TO PROVIDE COVERAGE FOR SICK, VACATION, OTHER LEAVES, PERSONAL HOLIDAYS, AND STANDBY.
40005	35,980	HOLIDAY PAY 35,980 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	4,760	DIFFERENTIAL PAY 4,760 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION AGREEMENT.
40008	2,160	MEAL REIMBURSEMENT 2,160 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	23,150	OPERATING SUPPLIES 22,450 - LABORATORY SUPPLIES, OFFICE SUPPLIES, ELECTRODES AND PROBES, CO-2 FOR CHLORINE ANALYZERS, MAINTENANCE SUPPLIES, MISC GREASE, OIL, ETC., SMALL TOOLS, RADIO BATTERIES, CIRCULAR CHARTS, SENSORS, ROCK SALT, AND MISCELLANEOUS ITEMS. 700 - TWO (2) DEHUMIDIFIERS.
41016	3,120	UNIFORMS/SAFETY SHOES 3,120 - T-SHIRTS, SWEATSHIRTS, AND SAFETY SHOES PER CONTRACT.
41021	318,814	CHEMICALS 318,814 - 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	2,660	GASOLINE 2,660 - GASOLINE AND DIESEL FUEL FOR TWO (2) TRUCKS AND EQUIPMENT.
42044	95,290	ELECTRIC 95,290 - ELECTRIC SERVICE FOR CARBON BUILDING, FILTRATION PLANT, GARAGE, RECYCLING CHAMBER, METER CHAMBER AND GROUNDS LIGHTING.
42046	76,950	HEATING OIL 76,950 - HEATING OIL FOR FILTRATION PLANT, GARAGE AND EMERGENCY GENERATOR.
42047	167,760	DEPARTMENT CONTRACTS 167,760 - FIRE EXTINGUISHER SERVICING, SERVICE CONTRACTS ON HVAC EQUIPMENT, CHLORINATION EQUIPMENT, ELEVATOR, SCOTT AIR PACKS, FIRE ALARM/SECURITY SYSTEM, EMERGENCY GENERATOR, DEIONIZATION SYSTEM, ELECTRICAL EQUIPMENT, SCADA

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		INSTRUMENTATION, SCALES, CHLORINE CRANES, TRANSFER SWITCH, UPS/BATTERIES, REMOVAL, TRANSPORTATION AND PROCESSING OF RESIDUALS FROM LAGOONS, BOILER TREATMENT, MAINTENANCE FOR TWO (2) GAS DETECTORS, FILTER EFFLUENT VALVE/UPS/BATTERIES, FAX REPAIRS, XEROX MAINTENANCE, RESPIRATORY TESTS, ANNUAL EXPENSES.
42054	590	RENTALS 590 - CLEANING OF SEPTIC TANK AND GAS CYLINDER RENTAL.
42060	3,660	OTHER EXPENSES 3,660 - GARBAGE COLLECTION FEE, WATER OPERATOR LICENSING EXAMS, WATER OPERATOR CERTIFICATION FEE, MISCELLANEOUS LANDSCAPING TO REPLACE DEAD TREES AND SHRUBS, CDL REIMBURSEMENTS, MISC ITEMS, BOAT LICENSE, PAGERS.
42064	33,820	EQUIPMENT MAINTENANCE 33,190 - REPAIR PARTS FOR PUMPS, FLOCCULATORS, CHEMICAL FEEDERS AND OTHER EQUIPMENT, MAINTENANCE OF PICKUP TRUCKS, REPAIR, REPLACE AND TESTING OF MOTORS, SCADA AND UPS MAINTENANCE, COMPRESSOR MAINTENANCE, EMERGENCY GENERATOR REPAIR PARTS/LABOR. 630 - FIVE (5) FLOCCULATOR HUBS.
42065	4,490	PLANT MAINTENANCE 570 - JANITORIAL SUPPLIES AND RAGS. 3,920 - REPLACE 10 OUT OF 16 LEAKING SKYLIGHTS.

BUREAU DETAIL

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

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

Division Description:

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

Goals and Objectives:

- Improve delinquent account collection process to increase efficiency and collections and decrease process time by 50%.
- Examine the process of creating, maintaining, and closing water/sewer accounts along with all of the decisions made throughout this process in order to identify and address problem areas of the process and protect the integrity of the billing database.

Prior Year Achievements:

- Identified zero consumption accounts, created work orders for replacement of these meters and back billed for more than \$16,000 from January to August 2010.
 - Analyzed utility accounts, discovered and resolved legacy errors in 7 bulk accounts and 6 additional accounts from other user classes totaling over \$68,000 worth of incremental revenue.
 - Updated Sewer Revenue chart of accounts to reflect user class.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2006	2007	2008	2009	2010		2010		2011	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2301	Customer Service Supvr	1	1	1	1	1	50,367	1	50,367	1	51,803
C061	Customer Service Rep	4	4	4	4	3	107,271	3	107,271	3	112,253
Total Positions		5	5	5	5	4	157,638	4	157,638	4	164,056
2301	50% Allocated to 3001						(25,184)		(25,184)		(25,901)
C061	50% Allocated to 3001						(53,636)		(53,636)		(56,126)
						78,818	78,818				82,029
Account Detail											
40001	SALARIES	69,437	71,406	73,122	75,515	77,978	77,978				81,054
40002	LONGEVITY	420	525	630	735	840	840				975
40003	OVERTIME	787	61	1,062	196	390	150				200
Personnel		70,644	71,992	74,814	76,446	79,208	78,968				82,229
Total	UTILITY BILLING	70,644	71,992	74,814	76,446	79,208	78,968				82,229

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	200	OVERTIME
		200 - TO PROCESS SHERIFF SALES, LIENS AND OTHER MISCELLANEOUS WORK.

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BUREAU DETAIL

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

Department: Public Works

No: 0050

Division Description:

This section of the Bureau of Engineering focuses and 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 location and depth of utilities and permitting.

Goals and Objectives:

- To provide engineering services focused on the City's water system, including the distribution and treatment plant.
- To provide administrative support, permitting, and evaluation to maintain and improve the City's water system.

Prior Year Achievements:

- Improved water availability to deficient areas in the distribution system.
 - Reduced leakage/breakage in the system by replacement of older lines.
 - Monitored and updated all water records.
 - Performed numerous water capital engineering projects such as the replacement of the filters at the Water Treatment Plant.
 - Developed and implemented a hydrant flushing program.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budget w/ Transfers	2010 Actual & Estimated	2011 Final Budget			
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2908	Section Engineer	1	1	1	1	1	67,692	1	67,692	1	69,521
2404	Engineering Assistant	1	1	1	1	1	52,915	1	52,915	1	54,417
2302	Engineering Aide	1	1	1	1	1	49,387	1	49,387	1	50,753
Total Positions		3	3	3	3	3	169,994	3	169,994	3	174,691
Account Detail											
40001	SALARIES	147,342	153,236	142,127	167,334	167,334	167,334	171,961			
40002	LONGEVITY	3,920	3,990	4,060	2,590	2,660	2,660	2,730			
40003	OVERTIME	-	-	-	2,315	750	750	200			
Personnel		151,262	157,226	146,187	172,239	170,744	170,744	174,891			
Total	WATER ENGINEERING	151,262	157,226	146,187	172,239	170,744	170,744	174,891			

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	200	OVERTIME
		200 - OVERTIME

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BUREAU DETAIL

Bureau: Supply & Treatment **No:** 2001
Division: Water Control **No:** 20019

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

Division Description:

This division provides for the uninterrupted flow of water through all transmission mains to the City's water distribution, pumping and storage facilities along with the development and implementation of all operations, maintenance, inspections, and preventative maintenance programs for all transmission mains and appurtenances, pumping, valving, and water storage facilities; 24/7 staffing for routine and emergency communications for the citizens/customers of the Water and Sewer Resources, Public Works and Parks and Public Property Departments; 24/7 monitoring of distribution/transmission SCADA System along with maintenance and troubleshooting; and the PA One Call System operations and locating/marketing transmission mains.

Goals and Objectives:

- Finalize inventory and replacement of appurtenances along the 30" raw water transmission main from Wire Ridge to Blue Mountain.
- Finalize inventory and replacement of appurtenances along the raw water transmission mains from Blue Mountain to Water Treatment Plant.
- Replace Pennsylvania Avenue Control Station piping, valves, appurtenances and install bypass chamber and flow meter; replace ½ MG South East reservoir valves; replace Southside Pump Station pumps, motors, valves, piping and appurtenances; replace pump, motor and motor control center and upgrade the electric at 5th and William Street Pump Station.
- Remove and replace cover and liner and install sump pumps at 12 MG Southside reservoir.

Prior Year Achievements:

- Replaced two influent valves and rebuild two pressure reducing valves at the Saucon Valley PRV Station.
 - Entered into a full service professional asset management maintenance program Agreement with USC, Inc. for near term renovation, repairs, painting and future ongoing managing and scheduling of maintenance to the 0.5 Million Gallon Southeast High Service Tank and 5 Million Gallon Northeast Standpipe. Initial renovations, repairs and painting completed.
 - Installed 10 new RTUs as part of the SCADA System Phase 2 upgrade project for water distribution control. Project complete.
 - The Distribution System Improvement Team developed a design to enable pumping redundancy between two South Mountain pump stations, thereby allowing easier maintenance without the risk of service compromise.
 - The Distribution System Improvement team developed a design to enable pumping redundancy between two South Mountain pump stations, thereby allowing easier maintenance without risk of service compromise.
 - Finalize inventory and replacement of appurtenances along the 42" raw water transmission main from Wire Ridge to Blue Mountain.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Actual & Estimated	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3014 Water Dist/Control Sup	1	1	1	1	1	71,003	1	71,003	1	72,924
M141 Utility Maint Mechanic II	1	1	1	1	1	55,454	1	55,454	1	56,638
M123 Utility Maint Mechanic I	3	3	3	3	3	151,568	3	151,568	2	107,050
M115 Control Oper Permit Off	1	1	1	1	1	48,860	1	48,860	1	49,733
M105 Water Dist Cont Oper	4	4	4	4	4	186,193	4	186,193	4	192,178
Total Positions	10	10	10	10	10	513,078	10	513,078	9	478,523
3014 10% Allocated to 3002						(7,100)		(7,100)		(7,292)
M141 10% Allocated to 3002						(5,545)		(5,545)		(5,664)
M123 10% Allocated to 3002						(15,157)		(15,157)		(10,706)
M115 10% Allocated to 3002						(4,886)		(4,886)		(4,973)
M105 10% Allocated to 3002						(18,618)		(18,618)		(19,217)
						461,772		461,772		430,671
Account Detail										
40001 SALARIES	398,968	376,313	421,470	439,369		450,117		450,117		424,831
40002 LONGEVITY	13,762	11,732	11,277	10,080		11,655		11,655		5,840
40003 OVERTIME	67,365	73,114	64,589	73,670		73,520		69,180		71,260
40005 HOLIDAY PAY	-	7,518	10,742	10,984		12,270		12,270		13,540
40006 DIFFERENTIAL PAY	1,807	1,825	1,767	1,797		1,780		1,780		2,280
40008 MEAL REIMBURSEMENT	900	1,677	1,467	1,773		1,720		1,430		1,640
Personnel	482,802	472,179	511,312	537,673		551,062		546,432		519,391
41014 OPERATING SUPPLIES	2,871	2,917	5,082	4,153		9,250		9,000		8,700
41016 UNIFORMS/SAFETY SHOES	1,183	1,158	1,755	1,205		2,130		1,650		2,130
41021 CHEMICALS	1,339	-	656	3,017		1		-		500
41023 GASOLINE	6,725	6,639	8,399	5,380		8,260		8,175		8,460
Materials & Supplies	12,118	10,714	15,892	13,755		19,641		18,825		19,790
42036 COMMUNICATIONS	848	1,062	945	1,098		1,880		1,800		1,880
42044 ELECTRIC	138,798	135,226	129,814	129,271		183,370		155,150		162,910
42045 GAS	135	103	99	101		120		120		120
42047 DEPARTMENT CONTRACTS	48,999	55,345	47,229	55,424		58,910		56,250		57,830
42054 RENTALS	-	-	-	-		100		-		100
42060 OTHER EXPENSES	609	225	333	594		1,010		550		1,130
42064 EQUIPMENT MAINTENANCE	2,236	9,518	4,765	15,101		14,045		9,500		16,450
42065 PLANT MAINTENANCE	-	-	1,145	1,633		10,415		10,310		380
Purchased Services	191,625	201,479	184,330	203,222		269,850		233,680		240,800
Total	686,545	684,372	711,534	754,650		840,553		798,937		779,981

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	71,260	OVERTIME 71,260 - TO PROVIDE COVERAGE FOR SICK, VACATION, PERSONAL DAYS, OTHER LEAVES, STANDBY AND AFTER HOURS CALL-OUTS ON PUMPING STATIONS AND SCADA SYSTEM AND FIRE FLOW AND FIRE PUMP TESTS.
40005	13,540	HOLIDAY PAY 13,540 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	2,280	DIFFERENTIAL PAY 2,280 - DIFFERENTIAL PAY PER CONTRACT FOR TECHNICAL SUPPORT.
40008	1,640	MEAL REIMBURSEMENT 1,640 - MEAL REIMBURSEMENT PER CONTRACT FOR TECHNICAL SUPPORT.
41014	8,700	OPERATING SUPPLIES 6,130 - SMALL TOOLS, MISCELLANEOUS HARDWARE, ELECTRICAL, MECHANICAL, ELECTRONIC SUPPLIES, OFFICE SUPPLIES, RADIO BATTERIES, PLUMBING SUPPLIES, ANALYZER REAGENT SETS, MISCELLANEOUS ITEMS. 300 - PORTABLE ELECTRIC HEATERS. 850 - SUMP PUMPS. 935 - SUMP PUMP FOR WIRE RIDGE CHAMBER. 125 - ONE (1) 4" GRINDER TO REPLACE EXISTING UNIT. 360 - ONE (1) HITCH ATTACHMENT FOR VICE MOUNT.
41016	2,130	UNIFORMS/SAFETY SHOES 2,130 - TO PURCHASE SAFETY SHOES AND UNIFORMS PER CONTRACT.
41021	500	CHEMICALS 500 - SODIUM SULFITE DECHLORINATION TABLETS FOR DISCHARGES.
41023	8,460	GASOLINE 8,460 - REGULAR FUEL FOR TECHNICAL SUPPORT.
42036	1,880	COMMUNICATIONS 1,880 - HOWERTOWN CONTROL STATION TELEPHONE LINE AND SECURITY SYSTEM VPN SERVICE TO WILD CREEK FOR SECURITY VIDEO AND ALARMS.
42044	162,910	ELECTRIC 162,910 - ELECTRIC USAGE AT PUMPING STATIONS, STORAGE TANKS AND SCADA SYSTEM LOCATIONS.
42045	120	GAS 120 - FOR BOOSTER PUMP STATION EMERGENCY ENGINE.
42047	57,830	DEPARTMENT CONTRACTS 57,830 - CONTRACTS FOR ONE CALL, FLOW TRANSMITTER CALIBRATIONS,

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		COPIER RENTAL, GAS DETECTOR MAINTENANCE (SAFETY ISSUE), EMERGENCY INSTRUMENTATION REPAIRS, VEGETATION CONTROL AT SOUTH SIDE RESERVOIR, 2 MG TANK, 5 MG SE TANK, 1 MG TANK, HOWERTOWN CONTROL STATION, PA AVE CONTROL STATION, AND 12 MG RES., RAS SW/HW/RTU MAINTENANCE CONTRACT ON SCADA SYSTEM, FAX MACHINE MAINTENANCE, DOORMAT CONTRACT, FIRE EXTINGUISHER SERVICING.
42054	100	RENTALS
		100 - RENTAL OF EQUIPMENT NOT IN CITY INVENTORY FOR EMERGENCY AND MAINTENANCE PURPOSES.
42060	1,130	OTHER EXPENSES
		1,130 - OTHER MISCELLANEOUS ITEMS, CDL REIMBURSEMENTS, TIRE DISPOSAL, WATER OPERATOR CERTIFICATION FEE, WATER OPERATOR LICENSING EXAMS.
42064	16,450	EQUIPMENT MAINTENANCE
		9,690 - REPLACEMENT PARTS FOR PUMPING STATIONS, TECHNICAL SUPPORT, PRESSURE CONTROL STATIONS AND RELATED ELECTRONIC/ELECTRICAL PARTS AND EQUIPMENT, BATTERIES, CHLORINE ANALYZER REPAIR, MISCELLANEOUS ITEMS AND PRV/CHECK VALVE/TRANSMITTER/RTU REPAIRS.
		6,760 - PARTIAL DIGITAL HW RECOMMENDED SPARE PARTS FOR UPGRADED SCADA SYSTEM.
42065	380	PLANT MAINTENANCE
		380 - JANITORIAL SUPPLIES AND RAGS.

BUREAU DETAIL

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

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

Division Description:

This division effectively maintains, repairs and replaces, as required, all water distribution system services, mains and fire hydrants. This division maintains emergency standby 24/7 for the purpose of responding to water distribution system problems with 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 provides inspection and maintenance on fire hydrants and valves as well as continuing evaluation of the water distribution system through leak detection.

Goals and Objectives:

- Perform leak detection on 1/3 of City system as part of three year cycle.
- Structure Hydrant Maintenance Program to ensure each hydrant within the system has preventive maintenance performed a minimum of once every four years.
- Institute a vendor managed inventory system to assist with inventory control.
- Create a Water/Sewer cross-function job classification.

Prior Year Achievements:

- Upgraded leak detection equipment to eliminate down time and maintain efforts to reduce unaccounted-for-water.
 - Replace 1,230 ft. of water main in the Birchwood Farms development in our best effort to provide our customers with uninterrupted service.
 - Salvaged obsolete inventory (\$36,554) from warehouse and off-site storage area.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Actual & Estimated	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3204 Water Superintendent	1	1	1	1	1	78,130	1	78,130	1	79,828
3014 Water Maint Supervisor	1	1	1	1	1	71,003	1	71,003	1	71,384
2402 Foreman	1	1	1	1	1	53,335	1	53,335	1	54,767
M11E Maint Worker III O&E	1	1	1	1	1	49,255	1	49,255	1	51,778
M114 Maintenance Worker III	10	10	10	10	10	481,110	10	481,110	10	506,478
M092 Maintenance Worker II	10	10	10	10	10	410,995	10	410,995	10	421,799
M072 Maintenance Worker I	1	1	1	1	1	29,922	1	29,922	-	-
Total Positions	25	25	25	25	25	1,173,750	25	1,173,750	24	1,186,034
3204 50% Allocated to 3002 Vacancy Factor						(39,065)		(39,065)		(39,914)
						(4,000)		(4,000)		-
						1,130,685		1,130,685		1,146,120
Account Detail										
40001 SALARIES	969,748	986,294	997,822	1,035,453		1,115,425		1,115,425		1,131,195
40002 LONGEVITY	14,770	15,890	15,260	14,140		15,260		15,260		14,925
40003 OVERTIME	82,474	144,611	106,081	105,234		97,020		97,020		97,020
40006 DIFFERENTIAL PAY	1,876	1,720	1,580	1,139		1,750		1,750		1,750
40008 MEAL REIMBURSEMENT	1,824	4,028	2,750	1,950		1,800		1,800		4,095
Personnel	1,070,692	1,152,543	1,123,493	1,157,916		1,231,255		1,231,255		1,248,985
41014 OPERATING SUPPLIES	9,589	10,894	13,099	14,614		20,000		14,000		16,600
41016 UNIFORMS/SAFETY SHOES	4,293	4,479	5,161	3,889		5,625		3,400		9,782
41021 CHEMICALS	-	-	-	-		100		100		500
41023 GASOLINE	39,284	44,890	54,642	34,091		53,500		45,000		53,500
Materials & Supplies	53,166	60,263	72,902	52,594		79,225		62,500		80,382
42047 DEPARTMENT CONTRACTS	2,293	4,909	3,391	1,737		16,000		15,000		16,548
42054 RENTALS	75	-	-	-		500		42		500
42060 OTHER EXPENSES	1,775	2,886	1,404	1,664		2,550		1,661		2,000
42064 EQUIPMENT MAINTENANCE	3,656	6,091	3,073	6,311		12,000		10,000		5,000
42065 PLANT MAINTENANCE	-	-	-	-		100		-		100
Purchased Services	7,799	13,886	7,868	9,712		31,150		26,703		24,148
Total	1,131,657	1,226,692	1,204,263	1,220,222		1,341,630		1,320,458		1,353,515

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	97,020	OVERTIME 97,020 - PROVIDES FUNDS FOR EMERGENCY CALL-OUTS ON SATURDAYS, SUNDAYS, HOLIDAYS PLUS HOURS WHICH ARE NOT PART OF THE SCHEDULED WORK WEEK. INCLUDES STANDBY TIME PAYMENTS. BASED ON PROJECTED OVERTIME AND HISTORY.
40006	1,750	DIFFERENTIAL PAY 1,750 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT FOR THE MIDDLE SHIFT.
40008	4,095	MEAL REIMBURSEMENT 4,095 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT FOR WATER JOBS AND SNOW PLOWING.
41014	16,600	OPERATING SUPPLIES 16,600 - CRUSHED STONE, CUTTING BLADES, ROAD COLD PATCH MATERIALS RELATED TO WATER TRENCH REPAIRS, WELDING SUPPLIES (TANK RENTALS AND PROPANE REFILLS), BARRICADES, LIGHTS FOR BARRICADES, TRAFFIC SIGNS, BATTERIES, SMALL TOOLS AND HARDWARE.
41016	9,782	UNIFORMS/SAFETY SHOES 9,782 - SAFETY SHOES, UNIFORMS AND COVERALLS. T-SHIRTS AND SWEATSHIRTS FOR 25 WATER BUREAU PERSONNEL. MUST BE BID.
41021	500	CHEMICALS 500 - HTH FOR WATER MAIN DISINFECTION, DECHLORINATING AGENT FOR MAIN BREAKS.
41023	53,500	GASOLINE 53,500 - REGULAR AND DIESEL FUEL.
42047	16,548	DEPARTMENT CONTRACTS 16,548 - LANDFILL DUMPING FEES.
42054	500	RENTALS 500 - TO PROVIDE FUNDS TO RENT EQUIPMENT FOR EMERGENCIES.
42060	2,000	OTHER EXPENSES 2,000 - PETTY CASH AND OTHER MISCELLANEOUS ITEMS INCLUDING VACCINATIONS, CDL REIMBURSEMENTS, NORFOLK SOUTHERN LEASE AGREEMENTS AND IN-HOUSE TRAINING.
42064	5,000	EQUIPMENT MAINTENANCE 5,000 - MAINTENANCE PARTS FOR PUMPS, LEAK DETECTION EQUIP-TRUCK PARTS.
42065	100	PLANT MAINTENANCE 100 - MAINTENANCE OF PHYSICAL PLANT.

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BUREAU DETAIL

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

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

Division Description:

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

Goals and Objectives:

- Examine and reorganize meter reader routes to increase efficiency and decrease time and costs.
 - Create project plan for implementation of Radio Read meter reading technology.
-

Prior Year Achievements:

- Responded to work orders from January to August for zero consumption accounts to determine if meters were functioning properly. Repaired and replaced more than 90 broken meters from January – August 2010. Referred information to Utility Billing for back billing.
 - Averaged 96% on time completion of work orders from January – August 2010. This reflects a 5% increase in on time completion compared to 2009.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2505 Meter Supervisor	1	1	1	1	1	55,315	1	55,315	1	56,889
M102 Meter Repairman	3	3	3	3	3	140,590	3	140,590	3	147,846
M081 Meter Reader	5	5	5	5	5	220,014	5	220,014	4	183,278
Total Positions	9	9	9	9	9	415,919	9	415,919	8	388,013
2505 5% Allocated to 3002						(2,766)		(2,766)		(2,844)
M102 5% Allocated to 3002						(7,029)		(7,029)		(7,395)
M081 5% Allocated to 3002						(11,000)		(11,000)		(9,166)
						395,124		395,124		368,608
Account Detail										
40001 SALARIES	333,887	352,077	366,099	384,607		384,484		384,484		359,987
40002 LONGEVITY	9,310	9,643	9,975	10,308		10,640		10,640		8,621
40003 OVERTIME	9,504	11,527	10,997	11,522		12,550		10,000		11,550
40006 DIFFERENTIAL PAY	4	37	12	14		100		50		100
40008 MEAL REIMBURSEMENT	8	67	19	19		100		50		100
Personnel	352,713	373,351	387,102	406,470		407,874		405,224		380,358
41014 OPERATING SUPPLIES	2,400	1,708	959	4,716		5,100		4,000		5,000
41016 UNIFORMS/SAFETY SHOES	1,339	5,491	1,755	2,772		3,000		1,200		2,500
41023 GASOLINE	8,835	10,436	13,494	7,926		12,000		10,000		12,000
Materials & Supplies	12,574	17,635	16,208	15,414		20,100		15,200		19,500
42047 DEPARTMENT CONTRACTS	7,010	10,516	9,485	11,614		12,000		9,000		12,000
42060 OTHER EXPENSES	394	90	39	137		1,000		250		1,000
Purchased Services	7,404	10,606	9,524	11,751		13,000		9,250		13,000
Total	METER SHOP	372,691	401,592	412,834	433,635	440,974		429,674		412,858

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	11,550	OVERTIME 11,550 - STAND-BY PAY FOR METER REPAIRMEN AND OVERTIME FOR LEAKING, FROZEN OR BLOCKED METERS.
40006	100	DIFFERENTIAL PAY 100 - TO PROVIDE FOR SHIFT DIFFERENTIAL PER THE UNION CONTRACT.
40008	100	MEAL REIMBURSEMENT 100 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	5,000	OPERATING SUPPLIES 5,000 - SMALL METER PARTS, COMPRESSION FITTINGS, COUPLINGS, MISC. (PAINT, GREASE, ETC.), REPLACEMENT OF SMALL TOOLS, AND OFFICE SUPPLIES.
41016	2,500	UNIFORMS/SAFETY SHOES 2,500 - T-SHIRTS, SWEATSHIRTS, SAFETY SHOES, RAIN GEAR, RUBBER BOOTS, SLIP-ON SHOE COVERS NINE (9) EMPLOYEES.
41023	12,000	GASOLINE 12,000 - GASOLINE
42047	12,000	DEPARTMENT CONTRACTS 12,000 - TOUCHREAD SOFTWARE MAINTENANCE PROGRAM, MAINTENANCE OF TWO (2) GAS DETECTORS, REPAIR TOUCH GUNS, BULK METER CALIBRATIONS, CALIBRATIONS OF SHOP TEST TANKS, AND OTHER MISCELLANEOUS REPAIRS.
42060	1,000	OTHER EXPENSES 1,000 - CDL REIMBURSEMENTS, BOOKS, PORTABLE RADIO BATTERIES AND PROFESSIONAL MEMBERSHIPS FEES.

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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, 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

	2006	2007	2008	2009	2010	2010	2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget	
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-
Account Detail								
41025 POSTAGE	43,304	48,328	43,736	40,950	47,360	34,500	46,520	
Materials & Supplies	43,304	48,328	43,736	40,950	47,360	34,500	46,520	
42036 COMMUNICATIONS	-	-	6,128	7,986	10,492	9,000	10,000	
42048 BANK SERVICE CHARGE	500	-	30	198	500	500	1,000	
42050 TAXES	43,858	43,858	43,858	46,183	46,460	46,455	46,460	
42055 PROFESSIONAL SERVICES	199,475	253,774	318,995	162,013	313,468	196,215	301,106	
42071 PRIOR YEAR ENCUMBRANCES	6,245	-	40	-	-	-	990	
42074 PENSIONS-O&E MMO	150,000	150,000	150,000	150,000	150,000	150,000	150,000	
42074.1 PENSIONS-O&E	300,000	300,000	300,000	300,000	300,000	300,000	300,000	
42075 PENSIONS-PMRS MMO	250,000	532,275	532,275	547,420	547,420	547,420	547,420	
42077 GENERAL FUND CHARGES	2,350,000	2,100,000	2,000,000	2,340,000	1,420,000	1,420,000	1,001,943	
420773 MEDICAL INSURANCE REIMB	-	-	-	-	1,320,000	1,320,000	1,320,000	
420775 BETH AUTH LANDFILL PYMNT	-	-	-	-	-	-	-	
420776 COVERAGE RE-PAYMENT	33,990	33,990	33,990	33,900	-	-	-	
42078 BETHLEHEM AUTHORITY OPEXP	346,891	366,590	359,230	352,615	375,000	300,000	360,000	
420802 CITY INSURANCE PACKAGE	138,223	134,222	139,999	140,000	140,000	140,000	140,000	
42086 WORKMEN'S COMPENSATION	-	-	-	-	-	-	97,406	
42087 SOCIAL SECURITY	-	-	-	-	-	-	320,651	
42090 UNFORESEEN CONTINGENCY	-	-	-	-	119,140	-	55,382	
42091.1 NOTE PAYABLE	-	1,387,703	1,291,761	1,337,086	1,259,650	1,259,650	1,260,500	
42093 PENNVEST REIMB	1,482,959	1,438,363	1,393,767	1,393,767	1,393,768	1,393,768	1,393,768	
42094 LEASE RENTAL	6,298,913	5,400,855	5,388,103	6,149,475	6,008,328	5,818,328	6,008,867	
42095 2007 G.O. LOAN	-	-	70,748	71,251	70,682	70,682	71,076	
42097 ARBITRAGE PAYMENT	-	-	-	-	-	-	-	
42098 CAPITAL APPROPRIATION	649,983	-	1,705,033	-	-	-	-	
Purchased Services	12,251,037	12,141,630	13,733,957	13,031,894	13,474,908	12,972,018	13,386,569	
Total	12,294,341	12,189,958	13,777,693	13,072,844	13,522,268	13,006,518	13,433,089	

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41025	46,520	POSTAGE 46,520 - TO MAIL WATER BILLS TO ALL CUSTOMERS, MAILING OF CCR AND PUC/DRBC WATER CONSERVATION PAMPHLETS, PLUS OTHER POSTAGE REQUIRED BY THE WATER BUREAU, SUCH AS MULTIPLE DELINQUENT LETTERS .
42036	10,000	COMMUNICATIONS 10,000 - NEXTEL PHONES AND PLANS FOR ALL WATER DEPARTMENT BUREAUS.
42048	1,000	BANK SERVICE CHARGE 1,000 - CHARGES BY BANK FOR CHECK PROCESSING, ACCOUNT FEES, AND ENCODING MACHINE REPAIRS AND SUPPLIES.
42050	46,460	TAXES 46,460 - TO MAKE PAYMENTS IN LIEU OF TAXES TO CARBON AND MONROE COUNTIES AND LEHIGH TOWNSHIP.
42055	301,106	PROFESSIONAL SERVICES 270,206 - TO PAY FOR SERVICES NOT AVAILABLE IN CITY WORK FORCE, SUCH AS SPECIALIZED LEGAL FEES, ENGINEERING CONSULTANTS, RAPID RESPONSE CUSTOMER NOTIFICATIONS, 2011 PA PUC WATER RATE INCREASE FILING, ENGINEERING AND LEGAL FEES, PRELIMINARY REVENUE REQUIREMENT STUDY, COST OF SERVICE STUDY, RAPID ALERT MAPPING INTERFACE, EMERGENCY PLAN UPDATES. 30,900 - DEPARTMENT OF ADMINISTRATION LEGAL FEES, INDIRECT COST ALLOCATION STUDY, AUDIT, TASC FLEX PLAN ADMINISTRATOR, EAP AND APPR TRAINING.
42071	990	PRIOR YEAR ENCUMBRANCES 990 - EXPENDITURES RECEIVED BUT NOT PAID FOR IN THE PREVIOUS BUDGET YEAR.
42074	150,000	PENSIONS - O & E MMO 150,000 - PART OF MMO CONTRIBUTION REQUIRED BY ACT 205.
42074.1	300,000	PENSIONS - O & E 300,000 - THIS IS THE AMOUNT OF O & E PENSION APPLICABLE TO THE WATER FUND IN ACORDANCE WITH ACT 205.
42075	547,420	PENSIONS - P.M.R.S. MMO 547,420 - THIS IS THE AMOUNT OF P.M.R.S. PENSION APPLICABLE TO THE WATER FUND IN ACCORDANCE WITH ACT 205.
42077	1,001,943	GENERAL FUND CHARGES 1,001,943 - THESE CHARGES ARE REIMBURSEMENTS TO THE GENERAL FUND FOR EXPENSES PAID INITIALLY BY THE GENERAL FUND BUT WHICH APPLY TO THE WATER FUND.
420773	1,320,000	MEDICAL INSURANCE REIMB 1,320,000 - REIMBURSEMENT OF WATER FUND MEDICAL CLAIMS PAID BY

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		GENERAL FUND.
42078	360,000	BETHLEHEM AUTHORITY OPEXP 360,000 - ESTIMATED ADMINISTRATIVE EXPENSES OF THE BETHLEHEM AUTHORITY.
420802	140,000	CITY INSURANCE PACKAGE 140,000 - BUILDING CONTENTS AND LIABILITY INSURANCE.
42090	55,382	UNFORESEEN CONTINGENCY 55,382 - THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN AT THE TIME OF BUDGET PREPARATION.
42091.1	1,260,500	NOTE PAYABLE 1,260,500 - INTEREST AND PRINCIPAL PAYMENT ON THE EMMAUS NOTE OF 1997 AND PAYMENTS RELATED TO INTEREST RATE SWAP.
42093	1,393,768	TRANSFER TO NON-UTILITY 1,393,768 - FUNDS REQUIRED TO BE PROVIDED TO THE BETHLEHEM AUTHORITY IN ORDER TO MAKE DEBT SERVICE PAYMENT ON THE PENNVEST NOTE FOR THE RECONSTRUCTION OF THE PENN FOREST DAM (1998 NOTE).
42094	6,008,867	LEASE RENTAL 6,008,867 - FUNDS REQUIRED BY THE LEASE AGREEMENT WITH THE BETHLEHEM AUTHORITY FOR THE 1998 AND 2004 BOND ISSUES.
42095	71,076	2007 G.O. LOAN 71,076 - 2007 LOAN

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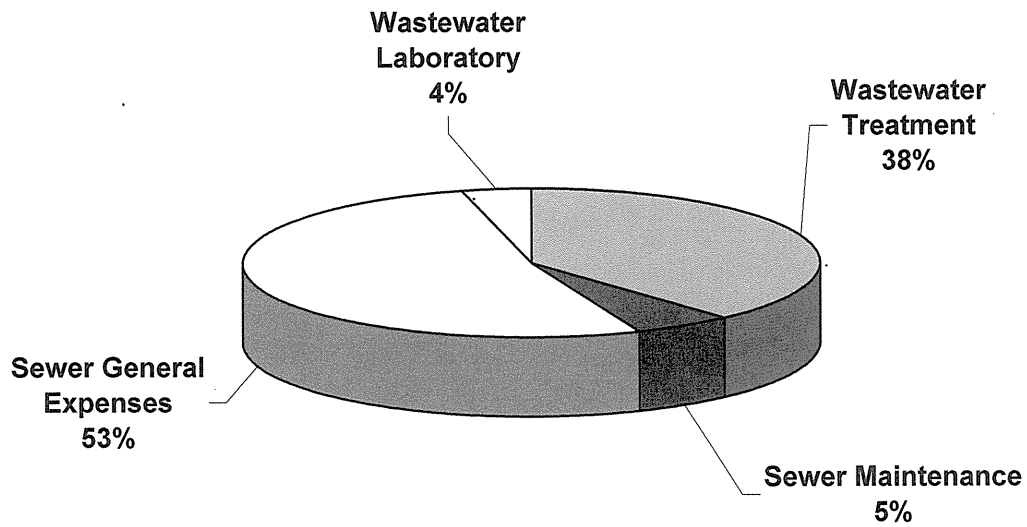
**CITY OF BETHLEHEM
SEWER FUND
FUND ANALYSIS SUMMARY**

	<u>2006 Actual</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Budget w/ Transfers</u>	<u>2010 Actual & Estimated</u>	<u>2011 Final Budget</u>
REVENUES:							
Sale of Sewer							
32001 Monthly Meter	3,179,241	3,261,826	2,552,691	2,627,700	2,900,000	-	-
32001A Residential	-	-	-	-	-	4,750,000	4,795,813
32001B Commercial	-	-	-	-	-	825,000	838,170
32001C Industrial	-	-	-	-	-	570,000	578,600
32001D Institutional	-	-	-	-	-	435,000	454,430
32001E Public	-	-	-	-	-	400	400
32002 Quarterly Meter	3,808,498	4,153,919	4,039,159	4,036,554	4,050,000	-	-
32003 MIPP Sampling/Surcharge	-	-	841,071	905,330	950,000	975,000	1,081,717
32005 Bethlehem Steel	-	-	-	-	-	-	-
32007 Industrial Sewer Rental	29,356	30,654	29,408	26,753	40,000	22,500	15,000
32008 Fountain Hill	418,651	439,780	404,035	420,665	500,000	480,000	442,230
32009 Hellertown	276,442	317,286	330,236	350,626	375,000	485,000	500,000
32010 Allentown	7,102	8,935	13,310	11,389	11,000	11,000	11,000
32011 Salisbury Township	113,562	142,434	154,783	145,764	150,000	180,000	190,000
32012 Freemansburg	80,180	98,003	138,949	118,135	125,000	115,000	120,000
32013 Bethlehem Township	891,244	1,090,982	1,090,297	1,594,374	1,400,000	1,375,000	1,416,000
32014 Hanover Township (L. Cnty)	43,441	68,445	99,147	66,013	70,000	70,000	67,600
32014N Hanover Township (N. Cnty)	1,182,846	1,279,231	1,068,249	1,086,315	1,100,000	-	-
32014NA HN Residential	-	-	-	-	-	822,000	833,000
32014NB HN Commercial	-	-	-	-	-	190,000	199,700
32014NC HN Industrial	-	-	-	-	-	55,000	56,440
32014ND HN Institutional	-	-	-	-	-	21,000	21,000
32014NE HN Public	-	-	-	-	-	900	900
32015 Lower Saucon Township	106,687	125,116	144,624	162,058	170,000	165,000	170,000
32050 Delinquent Sewer Penalty	24,452	23,923	25,937	25,859	22,500	25,000	25,000
Total Sale of Sewer	10,161,702	11,040,534	10,931,896	11,577,535	11,863,500	11,572,800	11,817,000
Other Operating Revenues							
308901 Cash Balance	-	-	-	-	100,000	100,000	-
32106 Debt Service Contributions	114,461	74,985	37,866	33,262	32,500	137,000	137,000
32109 Sundry	129,325	106,586	16,448	14,768	15,000	52,500	57,000
32112 Permits	2,000	1,875	10,125	1,700	4,000	4,000	4,000
32113 Tapping Fees	-	-	-	-	-	-	-
32120 DCNR Grant	-	-	5,000	-	20,000	-	-
Total Other Operating Revenues	245,786	183,446	69,439	49,730	171,500	293,500	198,000
Investment Interest							
308501 Investment Income	27,876	33,930	8,477	384	5,000	3,000	5,000
Total Investment Interest	27,876	33,930	8,477	384	5,000	3,000	5,000
TOTAL SEWER FUND REVENUES	10,435,364	11,257,910	11,009,812	11,627,649	12,040,000	11,869,300	12,020,000
EXPENDITURES BY BUREAU:							
Wastewater Treatment	4,852,560	4,352,475	4,218,860	4,416,028	4,984,034	4,899,284	4,614,997
Sewer Maintenance	653,517	628,802	641,762	635,561	666,417	649,636	650,027
Sewer General Expenses	4,900,752	6,048,377	5,794,823	5,724,755	5,945,607	5,846,703	6,288,642
Wastewater Laboratory	261,614	345,232	390,761	406,567	443,942	418,092	458,334
TOTAL SEWER FUND EXPENDITURES	10,668,443	11,374,886	11,046,206	11,182,911	12,040,000	11,813,715	12,012,000
EXPENDITURES BY CATEGORY:							
Personnel Costs	2,339,386	2,519,458	2,551,523	2,737,013	2,782,653	2,765,763	2,758,817
Materials & Supplies	602,307	632,928	542,662	641,343	638,100	611,105	609,208
Purchased Services	7,620,786	8,221,275	7,952,021	7,804,555	8,619,247	8,436,847	8,643,975
Equipment	105,964	1,225	-	-	-	-	-
TOTAL SEWER FUND EXPENDITURES	10,668,443	11,374,886	11,046,206	11,182,911	12,040,000	11,813,715	12,012,000

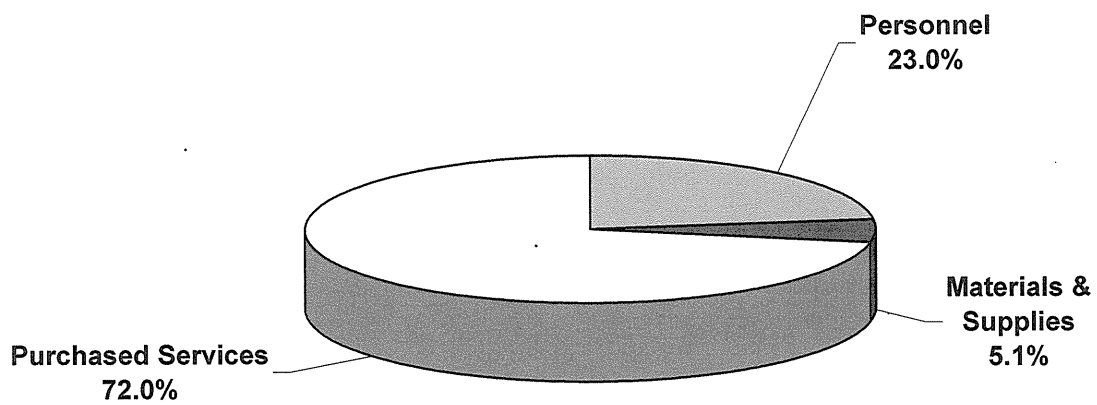
**CITY OF BETHLEHEM
SEWER FUND
BUREAU RESOURCE SUMMARY**

<u>Bureau</u>	<u>Personnel</u>	<u>Materials & Supplies</u>	<u>Purchased Services</u>	<u>Equipment</u>	<u>2011 Total</u>
3001 Wastewater Treatment	\$ 1,847,910	\$ 510,087	\$ 2,257,000	\$ -	\$ 4,614,997
3002 Sewer Maintenance	585,873	39,421	24,733	-	650,027
3003 Sewer General Expenses	-	32,500	6,256,142	-	6,288,642
3004 Wastewater Laboratory	325,034	27,200	106,100	-	458,334
TOTAL SEWER FUND	<u>\$ 2,758,817</u>	<u>\$ 609,208</u>	<u>\$ 8,643,975</u>	<u>\$ -</u>	<u>\$ 12,012,000</u>

Sewer Fund Expenditures by Bureau



Sewer Fund Expenditures by Category



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

Bureau	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budget w/ Transfers	2010 Actual & Estimated	2011 Final Budget
3001 Wastewater Treatment	31	31	31	31	31	31	29
3002 Sewer Maintenance	9	9	9	9	9	9	8
3004 Wastewater Laboratory	4	4	4	4	4	4	4
TOTAL SEWER FUND	44	44	44	44	44	44	41

Debt Service

**Bureau 3003
Accounts 42091 & 42092**

	<u>2010</u>	<u>2011</u>
Series of 2002		
Principal	50,000	-
Interest	1,000	-
Series of 2004		
Principal	135,000	-
Interest	64,970	-
Series A of 2005		
Principal	85,000	90,000
Interest	41,798	39,120
Series of 2006		
Principal	126,000	-
Interest	38,965	-
Series of 2010		
Principal	-	355,000
Interest	-	59,288
	<u>542,733</u>	<u>543,408</u>

Schedule of Payment for Bond Indebtedness

	Series A of 2005		Series of 2010		Total
	Principal	Interest	Principal	Interest	
2011	90,000	39,120	355,000	59,288	543,408
2012	90,000	36,195	365,000	52,188	543,383
2013	95,000	33,135	365,000	44,888	538,023
2014	100,000	29,810	380,000	37,588	547,398
2015	100,000	26,210	385,000	29,988	541,198
2016	105,000	22,510	390,000	21,325	538,835
2017	110,000	18,520	240,000	11,575	380,095
2018	115,000	14,285	140,000	4,375	273,660
2019	120,000	9,800			129,800
2020	125,000	5,000			130,000
Totals	<u>1,050,000</u>	<u>234,585</u>	<u>2,620,000</u>	<u>261,213</u>	<u>4,165,798</u>

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

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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.

Goals and Objectives:

- Train plant personnel to the operation and maintenance of the new aerators and controls in the activated sludge system. Increased efficiency will reduce electrical costs.
 - Implement alternate sludge disposal to mine reclamation or land application. Complete PADEP General Permit for land application. Reduce biosolids disposal costs.
 - Optimize dewatering operations to increase use of a rental of centrifuge to replace belt filter presses. Run centrifuge all three shifts. Reduce biosolids disposal costs by increasing cake solids to 18-20%.
 - Maintain anaerobic digestion, gas production and biosolids disposal during upgrades to digester system and waste activated sludge thickening improvements.
 - Maintain CI team focus on department-wide electrical cost reduction.
 - Begin construction of Digester Improvement Program.
-

Prior Year Achievements:

- Investigate alternative sludge disposal options including mine reclamation sites and land application.
 - Installation of new aerators and a control system to improve activated sludge operations, save electrical costs and increase plant capacity.
 - Improved odor control / WWTP operations. No confirmed PADEP odor violations at WWTP in 2010.
 - Contributed to Digester Engineering Team effort.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3205 Wastewater Treatment Sup	1	1	1	1	1	78,130	1	78,130	1	80,248
3029 Chief of Operations WWT	-	1	1	1	1	70,933	1	70,933	1	72,924
2814 MIIP Coordinator	1	-	-	-	-	-	-	-	-	-
2810 WWT Plant Maint Sup	1	1	1	1	1	64,510	1	64,510	1	66,323
2809 Project Engineer	1	1	1	1	1	64,440	1	64,440	-	-
M142 Operator III	2	2	1	1	1	54,824	1	54,824	1	57,688
M141 Utility Maint Mechanic II	1	1	1	1	1	55,454	1	55,454	1	58,288
M134 Acting Operating III	4	4	6	6	6	277,609	6	277,609	6	309,907
M132 Electronics Repair Man	1	1	1	1	1	52,893	1	52,893	1	55,684
M126 Plant Op II Ind Samp Tech	2	2	2	2	2	100,928	2	100,928	2	106,225
M125 WWT Plant Operator II	2	2	2	2	2	101,698	2	101,698	2	106,975
M123 Utility Maint Mechanic I	3	3	3	3	3	151,428	3	151,428	3	159,376
M106 WWT Plant Operator I	8	8	7	7	7	282,502	7	282,502	7	306,642
M092 Maintenance Worker II	1	1	1	1	1	37,187	1	37,187	1	41,598
M072 Maintenance Worker I	2	2	2	2	2	83,717	2	83,717	1	44,098
C062 Account Clerk II	1	1	1	1	1	40,179	1	40,179	1	42,308
Total Positions	31	31	31	31	31	1,516,432	31	1,516,432	29	1,508,284
2799 33% Allocated from 0202						19,809		19,809		20,357
2807 25% Allocated from 0501						11,977		11,977		-
N125 50% Allocated from 20015						44,270		44,270		44,602
3015 50% Allocated from 20015						31,478		31,478		32,738
2807 50% Allocated from 20015						23,048		23,048		23,702
2301 50% Allocated from 20017						25,184		25,184		25,901
C061 50% Allocated from 20017						53,636		53,636		56,126
Vacancy Factor						(10,000)		(10,000)		-
						<u>1,715,834</u>		<u>1,715,834</u>		<u>1,711,710</u>
Account Detail										
40001 SALARIES	1,370,780	1,477,019	1,523,845	1,671,280		1,690,896		1,690,896		1,686,887
40002 LONGEVITY	22,032	23,030	23,432	24,868		24,938		24,938		24,823
40003 OVERTIME	153,817	141,350	116,753	132,881		123,000		123,000		98,000
40004 TEMPORARY HELP	25,043	14,338	-	-		-		-		-
40005 HOLIDAY PAY	-	20,052	21,321	21,748		30,000		21,500		30,000
40006 DIFFERENTIAL PAY	4,819	4,823	4,659	4,656		5,200		5,000		5,200
40008 MEAL REIMBURSEMENT	2,560	3,520	2,070	2,680		3,000		3,000		3,000
Personnel	1,579,051	1,684,132	1,692,080	1,858,113		1,877,034		1,868,334		1,847,910
41014 OPERATING SUPPLIES	41,890	40,734	35,689	38,177		49,550		42,500		50,000
41016 UNIFORMS/SAFETY SHOES	3,675	3,312	4,070	3,436		4,450		4,450		4,500
41021 CHEMICALS	448,142	465,852	375,166	497,883		450,000		450,000		435,587
41023 GASOLINE	24,055	30,641	39,374	19,464		30,000		28,000		20,000
Materials & Supplies	517,762	540,539	454,299	558,960		534,000		524,950		510,087
42031 UNIFORM RENTAL	12,400	11,596	12,422	14,513		15,000		15,000		15,000
42033 TRAINING AND SAFETY	7,278	8,325	13,309	10,839		20,000		20,000		20,000
42044 ELECTRIC	630,766	557,963	527,802	522,085		750,000		700,000		735,000
42046 HEATING OIL	193,671	100,000	81,720	-		35,000		18,000		25,000
42047 DEPARTMENT CONTRACTS	1,352,046	1,160,744	1,227,036	1,240,777		1,391,000		1,391,000		1,100,000
42054 RENTALS	5,199	3,151	3,510	4,760		5,000		5,000		5,000
42060 OTHER EXPENSES	5,521	5,720	4,326	6,551		7,000		7,000		7,000
42064 EQUIPMENT MAINTENANCE	248,730	259,679	179,069	162,085		300,000		300,000		300,000
42065 PLANT MAINTENANCE	256,609	20,626	23,287	37,345		50,000		50,000		50,000
Purchased Services	2,712,220	2,127,804	2,072,481	1,998,955		2,573,000		2,506,000		2,257,000
43099 EQUIPMENT	43,527	-	-	-		-		-		-
Equipment	43,527	-	-	-		-		-		-
Total	4,852,560	4,352,475	4,218,860	4,416,028		4,984,034		4,899,284		4,614,997

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	98,000	OVERTIME 98,000 - TO PROVIDE SHIFT COVERAGE FOR VACATIONS, OTHER LEAVE AND WORK AS NEEDED PER THE UNION CONTRACT.
40005	30,000	HOLIDAY PAY 30,000 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	5,200	DIFFERENTIAL PAY 5,200 - TO PAY PERSONNEL WORKING MIDDLE AND NIGHT SHIFT AS PER UNION CONTRACT.
40008	3,000	MEAL REIMBURSEMENT 3,000 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	50,000	OPERATING SUPPLIES 50,000 - WATER/SEWER BILLS AND MAINTENANCE/OPERATING SUPPLIES INCLUDING SMALL TOOLS.
41016	4,500	UNIFORMS/SAFETY SHOES 4,500 - TO PURCHASE SAFETY SHOES AND ORANGE JACKETS FOR EMPLOYEES PER UNION CONTRACT AND ORANGE OR GREEN SHIRTS FOR EMPLOYEES IN MIPP AND SLUDGE HAULING.
41021	435,587	CHEMICALS 435,587 - ALKALINITY PRODUCTS, CHLORINE, POTASSIUM PERMANGANATE, POLYMER, POLYMER SOLVENT AND MAGNESIUM HYDROXIDE FOR ODOR CONTROL.
41023	20,000	GASOLINE 20,000 - GASOLINE FOR VEHICLES AND GAS POWERED PUMPS. BASED ON 2010 EXPENSE.
42031	15,000	UNIFORM RENTAL 15,000 - USED TO PAY FOR EMPLOYEE RENTAL OF UNIFORMS AS PER UNION CONTRACT. BASED ON 2010 EXPENSE.
42033	20,000	TRAINING AND SAFETY 20,000 - MISCELLANEOUS TRAINING: WATER ENV. FED., CA STATE, EPWPCOA, PWEA, NYAAEL, SEMINARS, REPORTS, SAFETY AND MAINTENANCE TRAINING, OPERATOR CERTIFICATION TRAINING, WHICH IS NOW REQUIRED BY DEP.
42044	735,000	ELECTRIC 735,000 - TO PAY FOR ALL ELECTRIC POWER IN THE PLANT. BASED ON 2010 EXPENSE.
42046	25,000	HEATING OIL 25,000 - HEATING OIL USED IN CONJUNCTION WITH DIGESTER.
42047	1,100,000	DEPARTMENT CONTRACTS

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	1,100,000	- REMOVAL AND DISPOSAL OF SLUDGE, XEROX LEASE AND COMPUTER CONTRACTS. 50% OF COST OF MAINTENANCE CONTRACT FOR FOLDER/INSERTER DECREASE DUE TO CENTRIFUGE RENTAL RESULTING IN INCREASED PERCENTAGE OF DRY SOLIDS.
42054	5,000	RENTALS
	5,000	- FOR RENTAL EQUIPMENT WHEN NEEDED FOR REPAIRS WHEN CITY DOESN'T HAVE SUITABLE EQUIPMENT.
42060	7,000	OTHER EXPENSES
	7,000	- PA BULLETIN, WATER ENV. DUES, EPQCPOA DUES, COMPUTER SOFTWARE, EARTHDAY, CDL REIMBURSEMENTS AS PER UNION CONTRACT, BUDGET BOOK PREPARATION AND OFFICE SUPPLIES.
42064	300,000	EQUIPMENT MAINTENANCE
	300,000	- MAINTAIN AND REPAIR EQUIPMENT, PURCHASE PARTS. SAFETY MAINTENANCE IN ERC PROGRAM.
42065	50,000	PLANT MAINTENANCE
	30,000	- INSECT AND VEGETATION CONTROL, GRASS CUTTING EQUIPMENT, PAINT, LUMBER, SHRUBBERY, AND BUILDING MAINTENANCE.
	20,000	- PA DCNR MATCHING GRANT FOR THE RIPARIAN BUFFER AT THE SAUCON CREEK AROUND THE WWTP CSO OUTFALL.

BUREAU DETAIL

Bureau: Sewer Maintenance **No:** 3002

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

Bureau Description: .

This division provides for the maintenance, repairs and replacement of all sanitary sewer lines, inlets and manholes. This division also maintains an emergency standby 24/7 for responding to sanitary sewer system problems in the following areas: All of the City of Bethlehem and Hanover Township in Northampton County.

Goals and Objectives:

- Identify and divert additional 2 million gallons of rain and ground water from entering our sanitary sewer system and in keeping with the 5-year goal.
- Institute a vendor managed inventory system to assist with inventory control.
- Create a Water/Sewer cross-function job classification.

Prior Year Achievements:

- Purchased new state-of-the-art TV camera truck to aggressively inspect the sanitary sewer system and make repairs as needed. These repairs will reduce infiltration into the system and provide uninterrupted service to our customers.
 - Identified over 4.8 million gallons to date of Inflow. Diverted over 3.9 million gallons or 82% of the identified flow.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Final Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3019 Supervisor of Sewers	1	1	1	1	1	71,003	1	71,003	1	72,924
M141 Utility Maint Mechanic II	1	1	1	1	1	53,908	1	53,908	1	58,063
M114 Maintenance Worker III	3	3	3	3	3	143,500	3	143,500	3	151,073
M092 Maintenance Worker II	2	2	2	2	2	79,763	2	79,763	2	92,862
M072 Maintenance Worker I	2	2	2	2	2	82,387	2	82,387	1	43,348
Total Positions	9	9	9	9	9	430,561	9	430,561	8	418,270
3014 10% Allocated from 20019						7,100		7,100		7,292
M141 10% Allocated from 20019						5,545		5,545		5,664
M123 10% Allocated from 20019						15,157		15,157		10,706
M115 10% Allocated from 20019						4,886		4,886		4,973
M105 10% Allocated from 20019						18,618		18,618		19,217
3204 50% Allocated from 20022						39,065		39,065		39,914
2505 5% Allocated from 20023						2,766		2,766		2,844
M102 5% Allocated from 20023						7,029		7,029		7,395
M081 5% Allocated from 20023						11,000		11,000		2,282
Vacancy Factor						(4,000)		(4,000)		6,884
						537,727		537,727		525,441
Account Detail										
40001 SALARIES	471,589	486,853	513,420	523,217		529,292		529,292		517,138
40002 LONGEVITY	9,338	9,285	10,038	9,223		8,435		8,435		8,303
40003 OVERTIME	56,213	76,537	61,921	56,892		57,000		55,000		57,000
40005 HOLIDAY PAY	-	976	1,194	1,201		1,500		1,360		1,500
40006 DIFFERENTIAL PAY	497	664	518	446		550		550		732
40008 MEAL REIMBURSEMENT	844	1,990	1,064	1,078		1,200		1,200		1,200
Personnel	538,481	576,305	588,155	592,057		597,977		595,837		585,873
41014 OPERATING SUPPLIES	15,287	13,280	6,848	13,699		20,000		14,550		15,000
41016 UNIFORMS/SAFETY SHOES	1,444	1,392	1,033	1,042		1,400		855		1,350
41017 SMALL TOOLS	-	-	-	-		100		-		100
41023 GASOLINE	15,962	17,985	26,395	12,501		21,000		18,000		22,971
Materials & Supplies	32,693	32,657	34,276	27,242		42,500		33,405		39,421
42031 UNIFORM RENTAL	1,767	1,700	2,202	2,004		3,500		3,000		3,500
42033 TRAINING AND SAFETY	1,336	763	1,797	939		1,500		500		1,500
42044 ELECTRIC	3,935	3,644	3,660	3,814		5,900		4,921		5,900
42045 GAS	425	433	402	376		490		363		490
42047 DEPARTMENT CONTRACTS	-	-	-	130		2,200		2,000		1,993
42054 RENTALS	-	-	-	-		500		-		500
42060 OTHER EXPENSES	795	913	721	851		1,300		1,000		1,350
42064 EQUIPMENT MAINTENANCE	10,440	9,041	9,211	8,148		8,550		8,550		8,500
42065 PLANT MAINTENANCE	1,208	2,121	1,338	-		2,000		60		1,000
Purchased Services	19,906	18,615	19,331	16,262		25,940		20,394		24,733
43099 EQUIPMENT	62,437	1,225	-	-		-		-		-
Equipment	62,437	1,225	-	-		-		-		-
Total	SEWER MAINTENANCE	653,517	628,802	641,762	635,561	666,417		649,636		650,027

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	57,000	OVERTIME 57,000 - REQUIRED FOR EMERGENCIES RESULTING FROM CALL-OUTS PERTAINING TO SEWER BACKUPS, PUMP STATION FAILURES, ETC. INCLUDES STANDBY TIME PAYMENTS AND OVERTIME FOR MUSIKFEST.
40005	1,500	HOLIDAY PAY 1,500 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	732	DIFFERENTIAL PAY 732 - FOR EMPLOYEES OVER NORMAL SHIFT OR CALLED OUT ON EMERGENCIES AS REQUIRED BY UNION CONTRACT, AND TO EMPLOYEES MIDDLE SHIFT.
40008	1,200	MEAL REIMBURSEMENT 1,200 - TO REIMBURSE EMPLOYEES FOR MEALS PER UNION CONTRACT.
41014	15,000	OPERATING SUPPLIES 15,000 - INCLUDES MANHOLE RISERS, CASTINGS, PICKS, SHOVELS, GLOVES, PLYWOOD, AND OFFICE SUPPLIES.
41016	1,350	UNIFORMS/SAFETY SHOES 1,350 - SAFETY SHOES FOR EMPLOYEES PER UNION AGREEMENT PLUS FIVE (5) T-SHIRTS PER EMPLOYEE (8) EMPLOYEES FOR SAFETY.
41017	100	SMALL TOOLS 100 - PURCHASE SMALL HAND TOOLS AND PARTS.
41023	22,971	GASOLINE 22,971 - REGULAR GASOLINE AND DIESEL FUEL.
42031	3,500	UNIFORM RENTAL 3,500 - UNIFORM RENTAL
42033	1,500	TRAINING AND SAFETY 1,500 - PROVIDE FUNDING FOR PURCHASE OF SAFETY EQUIPMENT AND TRAINING. CALIBRATE GAS CHECKERS.
42044	5,900	ELECTRIC 5,900 - FUNDING TO PAY FOR ELECTRIC POWER FOR OPERATING FIVE (5) PUMPING STATIONS. BASED ON 2010 MONTHLY AVERAGE
42045	490	GAS 490 - TO PAY FOR GAS USED AT THE AIRPORT PUMP STATION TO PROVIDE POWER FOR THE BACKUP GENERATOR.
42047	1,993	DEPARTMENT CONTRACTS 1,993 - REMOVAL AND/OR REPLACEMENT OF TREES AND SHRUBS IN RIGHT-OF-WAY AS REQUIRED, CAUSED BY SEWER LINE REPAIRS. INCLUDES ESTIMATED LANDFILL DUMPING FEES AND INFLOW/INFILTRATION STUDY AND ANNUAL GENERATOR SERVICE

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		CONTRACT.
42054	500	RENTALS 500 - RENTAL OF BUCKET MACHINES FOR CLEANING TRUNK LINES AND OTHER EQUIPMENT LARGER THAN CITY EQUIPMENT AS NEEDED.
42060	1,350	OTHER EXPENSES 1,350 - MISCELLANEOUS OPERATING EXPENSES, INCLUDING OFFICE SUPPLIES, PROFESSIONAL MEMBERSHIPS/SUBSCRIPTIONS, CDL REIMBURSEMENTS, PA DEP WASTE HAULING LICENSE AND NORFOLK SOUTHERN LEASE AGREEMENTS.
42064	8,500	EQUIPMENT MAINTENANCE 8,500 - MAINTAIN, REPAIR AND PURCHASE PARTS FOR EQUIPMENT INCLUDING LIFT STATIONS, VEHICLES, SAWS, ETC. INCREASE DUE TO MANUFACTURER RECOMMENDED MAINTENANCE ON FLUSHER AND RODDER TO EXTEND LIFECYCLE OF THE EXPENSIVE EQUIPMENT. ALSO FOR ROUTINE MAINTENANCE OF PORTABLE FLOW METERS.
42065	1,000	PLANT MAINTENANCE 1,000 - PAINT, LUMBER, VEGETATION, BUILDING MAINTENANCE FOR LIFT STATIONS (PER ANNUAL ENGINEERING REPORT).

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

Personnel Detail	2006	2007	2008	2009	2010	2010	2011
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget
	Number of Permanent Positions				# Salaries	# Salaries	# Salaries
	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-
Account Detail							
41025 POSTAGE	28,171	28,813	26,314	29,290	32,400	24,500	32,500
Materials & Supplies	28,171	28,813	26,314	29,290	32,400	24,500	32,500
42036 COMMUNICATIONS	-	-	1,887	2,686	3,392	3,392	3,300
42048 BANK SERVICE CHARGE	200	-	30	193	300	300	300
42055 PROFESSIONAL SERVICES	112,400	145,395	104,352	202,723	139,508	141,358	130,000
42071 PRIOR YEAR ENCUMBRANCES	4,991	9,435	18	-	-	-	-
42074 PENSIONS-O&E MMO	150,000	150,000	150,000	150,000	150,000	150,000	150,000
42074.1 PENSIONS-O&E	800,000	800,000	800,000	800,000	800,000	800,000	800,000
42075 PENSIONS-PMRS MMO	190,000	532,275	532,275	547,420	547,420	547,420	547,420
42077 GENERAL FUND CHARGES	2,663,000	2,513,000	2,663,000	2,663,000	1,938,000	1,938,000	1,685,695
420773 MEDICAL INSURANCE REIMB	-	-	-	-	725,000	725,000	725,000
420774 SEWER ASSESSMENT REPAYMENT	50,000	-	100,000	-	100,000	100,000	100,000
420775 BETH AUTH LANDFILL PAYMENT	400,000	400,000	400,000	400,000	400,000	400,000	400,000
420802 CITY INSURANCE PACKAGE	126,600	123,965	127,999	128,000	130,000	130,000	130,000
42086 WORKMEN'S COMPENSATION	-	-	-	-	-	-	69,417
42087 SOCIAL SECURITY	-	-	-	-	-	-	182,888
42090 UNFORESEEN CONTINGENCY	-	-	-	-	92,854	-	58,007
42091 BOND REDEMPTION	240,000	363,000	372,000	386,000	396,000	396,000	445,000
42092 COUPON INTEREST	135,390	182,494	171,212	159,396	146,733	146,733	174,850
42098 CAPITAL APPROPRIATION	-	800,000	345,736	256,047	344,000	344,000	654,265
Purchased Services	4,872,581	6,019,564	5,768,509	5,695,465	5,913,207	5,822,203	6,256,142
Total	4,900,752	6,048,377	5,794,823	5,724,755	5,945,607	5,846,703	6,288,642

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41025	32,500	POSTAGE 32,500 - MAILING SEWER BILLS AND GENERAL CORRESPONDENCE.
42036	3,300	COMMUNICATIONS 3,300 - TWO (2) NEW AND FIVE (5) EXISTING NEXTEL PHONES.
42048	300	BANK SERVICE CHARGE 300 - SERVICE CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNT FEES.
42055	130,000	PROFESSIONAL SERVICES 115,000 - PROFESSIONAL SERVICES TO BE USED WHEN PROJECTS ARE BEYOND THE CAPACITY OF THE PROFESSIONALS AT THE WASTEWATER TREATMENT PLANT. 15,000 - OTHER CHARGES FOR ADMINISTRATION INCLUDE MAHER DUESSEL FOR THE ACCOUNTING AUDIT, MAXIMUS FOR INDIRECT COST ALLOCATION, CONRAD SIEGEL, PREFERRED EAP, TALLMAN HUDDERS, AND TASC.
42074	150,000	PENSIONS - O & E MMO 150,000 - PART OF THE MMO CONTRIBUTION REQUIRED BY ACT 205.
42074.1	800,000	PENSIONS - O & E 800,000 - O & E - REQUIRED PER ACT 205.
42075	547,420	PENSIONS - P.M.R.S. MMO 547,420 - PENSIONS - PMRS MMO
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.
420773	725,000	MEDICAL INSURANCE REIMB 725,000 - REIMBURSEMENT OF SEWER FUND MEDICAL CLAIMS PAID BY THE GENERAL FUND.
420774	100,000	SEWER ASSESSMENT REPAYMNT 100,000 - SEWER ASSESSMENT REPAYMENT
420775	400,000	BETH AUTH LANDFILL PYMNT 400,000 - LANDFILL PAYMENT
420802	130,000	CITY INSURANCE PACKAGE 130,000 - BUILDING CONTENTS AND LIABILITY INSURANCE.
42090	58,007	UNFORESEEN CONTINGENCY 58,007 - THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN AT THE TIME OF BUDGET PREPARATION.
42091	445,000	BOND REDEMPTION 445,000 - BOND PAYMENT ON OUTSTANDING DEBT

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42092	174,850	COUPON INTEREST 174,850 - INTEREST PAYMENT ON OUTSTANDING DEBT.
42098	654,265	CAPITAL APPROPRIATION 654,265 - CONTRIBUTION TOWARD SEWER CAPITAL EQUIPMENT PURCHASES.

BUREAU DETAIL

Bureau: Wastewater Laboratory **No:** 3004

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

Bureau Description:

This division provides for the handling of compliance issues from the influent samples that come into the Wastewater Treatment Plant to the discharge monitoring from out local industrial companies as part of our Municipal Industrial Pretreatment (MIP) program.

Goals and Objectives:

- Develop a FOG ordinance and continue on the path of implementation of the FOG program.
- Continue the eradication of Japanese Knotweed program and maintain the newly planted native species at the Wastewater Treatment Plant outfall.
- Contribute to aeration system upgrades, digestion system enhancements, and SCADA system development to assure improved ability to manage our new wastewater process.

Prior Year Achievements:

- Planted native species in the Riparian Buffer near the wastewater outfall.
 - Implemented Phase I of the Oil and Grease Program.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3032 MIPP Coord/QC Coord	1	1	1	1	1	71,003	1	71,003	1	72,924
2815 Plant Chemist	1	1	1	1	1	63,950	1	63,950	1	65,763
2406 Laboratory Tech II	1	1	1	1	1	52,635	1	52,635	1	54,137
M127 Lab Technician	1	1	1	1	1	50,359	1	50,359	1	53,000
Total Positions	4	4	4	4	4	237,947	4	237,947	4	245,824
3209 50% Allocated from 20012						38,995		38,995		40,089
						276,942		276,942		285,913
Account Detail										
40001 SALARIES	216,286	249,057	259,021	271,971		271,972		271,972		280,623
40002 LONGEVITY	2,310	4,095	4,410	4,725		4,970		4,970		5,290
40003 OVERTIME	3,248	2,631	3,942	4,844		4,500		4,500		4,500
40004 TEMPORARY HELP	-	-	-	-		19,550		16,000		27,776
40005 HOLIDAY PAY	-	3,163	3,878	5,253		6,500		4,000		6,695
40006 DIFFERENTIAL PAY	2	15	7	10		50		50		50
40008 MEAL REIMBURSEMENT	8	60	30	40		100		100		100
Personnel	221,854	259,021	271,288	286,843		307,642		301,592		325,034
41014 OPERATING SUPPLIES	23,122	30,286	26,267	23,899		26,000		25,500		24,000
41016 UNIFORMS/SAFETY SHOES	308	294	269	492		1,000		750		1,000
41023 GASOLINE	251	339	1,237	1,460		2,200		2,000		2,200
Materials & Supplies	23,681	30,919	27,773	25,851		29,200		28,250		27,200
42031 UNIFORM RENTAL	-	88	254	254		1,500		500		1,500
42033 TRAINING AND SAFETY	1,047	292	1,090	908		2,000		2,000		2,000
42055 PROFESSIONAL SERVICES	12,344	54,148	88,787	89,729		88,500		82,500		87,500
42060 OTHER EXPENSES	1,385	764	1,569	1,572		12,600		2,000		11,600
42064 EQUIPMENT MAINTENANCE	1,303	-	-	1,410		2,500		1,250		3,500
Purchased Services	16,079	55,292	91,700	93,873		107,100		88,250		106,100
43099 EQUIPMENT	-	-	-	-		-		-		-
Equipment	-	-	-	-		-		-		-
Total	WASTEWATER LABORATORY	261,614	345,232	390,761	406,567	443,942		418,092		458,334

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	4,500	OVERTIME 4,500 - TO PROVIDE OVERTIME COVERAGE 7 DAYS/WEEK IN WWTP LABORATORY FOR ANALYSES OF COMPLIANCE SAMPLES, OVERTIME IN MIPP FOR EMERGENCIES/SPILLS, CSO EVENTS AND ABSENTEEISM.
40004	27,776	TEMPORARY HELP 18,650 - PART-TIME SAMPLER/LAB TECHNICIAN (CHARGE 33%/67% WASTEWATER/WATER) 9,126 - PART-TIME LAB TECHNICIAN (CHARGE 33%/67% WASTEWATER/WATER)
40005	6,695	HOLIDAY PAY 6,695 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	50	DIFFERENTIAL PAY 50 - TO PAY PERSONNEL WORKING MIDDLE AND NIGHT SHIFT AS PER UNION CONTRACT.
40008	100	MEAL REIMBURSEMENT 100 - TO REIMBURSE PERSONNEL FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	24,000	OPERATING SUPPLIES 24,000 - LABORATORY SUPPLIES FOR COMPLIANCE TESTING PROCESS CONTROL, QC SAMPLES, HAZARDOUS CHEMICAL DISPOSAL, MIPP TESTING AND SAMPLING. CONTINUED REDUCTION IN SPENDING DUE TO CONTINUOUS IMPROVEMENT INITIATIVE.
41016	1,000	UNIFORMS/SAFETY SHOES 1,000 - TO PURCHASE SAFETY SHOES, UNIFORMS AND T-SHIRTS FOR LAB EMPLOYEES.
41023	2,200	GASOLINE 2,200 - GASOLINE BASED ON 2010 USAGE.
42031	1,500	UNIFORM RENTAL 1,500 - LAB COATS FOR THREE (3) EMPLOYEES.
42033	2,000	TRAINING AND SAFETY 2,000 - MISCELLANEOUS TRAINING, SEMINARS, AND OPERATOR CERTIFICATION TRAINING AS REQUIRED BY PA DEP AND SAEFTY EQUIPMENT.
42055	87,500	PROFESSIONAL SERVICES 40,000 - MIPP PROGRAM SAMPLING AND ANALYSIS. 18,000 - PLANT SAMPLING FOR NPDES. 12,000 - MISCELLANEOUS SAMPLING. 15,000 - 50% OF ANNNUAL SC ENGINEERING CONTRACT. 2,500 - SUPPLIES FOR LAB PURE WATER SYSTEM.

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42060	11,600	OTHER EXPENSES
		9,000 - FOG PROGRAM.
		1,600 - LAB CERTIFICATION.
		500 - OFFICE SUPPLIES.
		500 - MEMBERSHIP RENEWALS-PAAEL/WEF/WWOPA.
42064	3,500	EQUIPMENT MAINTENANCE
		3,500 - MAINTAIN AND REPAIR LABORATORY EQUIPMENT INCLUDING LAB INSTRUMENTATION, REFRIGERATORS, INCUBATOR AND DRYING OVENS AND QC CALIBRATIONS.

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

	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budget w/ Transfers	2010 Actual & Estimated	2011 Final Budget
REVENUES:							
Operating Revenues							
33001 Golf Course Fees	782,849	747,494	890,944	919,091	950,000	940,000	920,000
33003 Golf Cart Rentals	254,934	264,047	297,770	319,326	361,000	345,000	375,000
33004 Golf Merchandise Sales	73,128	63,356	76,709	64,414	80,000	65,000	80,000
33006 Driving Range	111,506	114,912	128,874	120,458	140,000	130,000	140,000
33007 Restaurant	18,604	16,594	16,205	22,973	24,000	20,000	25,000
33009 Vending Commission	-	-	10,560	10,111	18,000	13,500	20,000
33010 Escrow	-	-	11,924	-	2,300	6,880	-
33011 Miscellaneous	2,141	11,747	1,484	308	1,700	1,000	12,000
Total Operating Revenues	1,243,162	1,218,150	1,434,470	1,456,681	1,577,000	1,521,380	1,572,000
Other Operating Revenues							
35022 2008 GO Note	-	-	-	-	6,708	6,708	-
Total Other Operating Revenues	-	-	-	-	6,708	6,708	-
Investment Interest							
308501 Investment Income	-	-	-	-	-	-	-
Total Investment Interest	-	-	-	-	-	-	-
TOTAL GOLF FUND REVENUES	<u>1,243,162</u>	<u>1,218,150</u>	<u>1,434,470</u>	<u>1,456,681</u>	<u>1,583,708</u>	<u>1,528,088</u>	<u>1,572,000</u>
EXPENDITURES BY CATEGORY:							
Personnel Costs	643,789	623,592	655,595	671,980	636,121	635,271	554,242
Materials & Supplies	151,797	150,076	171,133	159,882	157,150	156,750	164,000
Purchased Services	413,032	389,786	589,442	655,129	783,729	712,807	815,058
Equipment	45,170	-	13,177	427,781	6,708	6,708	32,500
TOTAL GOLF FUND EXPENDITURES	<u>1,253,788</u>	<u>1,163,454</u>	<u>1,429,347</u>	<u>1,914,772</u>	<u>1,583,708</u>	<u>1,511,536</u>	<u>1,565,800</u>

BUREAU DETAIL

Bureau: Golf Course

No: 004A

Department: Golf Fund

No: 004A

Bureau Description:

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

Goals and Objectives:

- To promote patronage of the municipal golf course by maintaining it in peak condition and producing revenues that exceed expenses.
 - To provide quality recreation efficiently and in a cost-effective manner.
 - To continuously adjust to market conditions that increase sales and meet the needs of the patrons.
 - To promote our driving range and upgrade our practice facilities on the Executive course.
 - Install new cart path from new cart barn to 10th tee.
 - Continue tree-planting program. (18 & 9 hole).
 - Continue to provide the best customer service.
-

Prior Year Achievements:

- Maintained revenue while managing operational expenses within budget projections.
 - Successfully maintained over 200 acres of turf with specialized chemical and fertilizer applications, with special attention to detail that enhances the golfing experience.
 - Completed major landscaping projects.
 - Continued our marketing strategy with the Accu-Weather Channel, Lehigh Valley Iron Pigs, Starters Clubhouse Grill, and other organizations.
 - Initiated a new email marketing strategy.
 - Installed new cart path to improve safety for patrons.
 - Installed shelter over a portion of the driving range.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3005 Golf Course Superintend	1	1	1	1	1	70,373	1	70,373	1	72,364
2403 Golf Clubhouse Manager	1	1	1	1	1	51,795	1	51,795	1	53,623
2101 Assist Clubhouse Mgr	1	1	1	1	1	42,053	1	42,053	1	43,558
M141 Golf Course Lead Tech	-	-	-	-	1	49,730	1	49,730	1	54,634
M121 Golf Course Technician	1	1	1	1	1	50,429	1	50,429	-	-
M114 Maintenance Worker III	2	2	2	2	2	97,650	2	97,650	-	-
M113 Golf Course Mechanic	1	1	1	1	-	-	-	-	-	-
M092 Maintenance Worker II	3	3	3	3	3	115,411	3	115,411	3	140,381
M072 Maintenance Worker I	2	2	2	2	2	63,794	2	63,794	2	85,456
Total Positions	12	12	12	12	12	541,235	12	541,235	9	450,016
3209 Allocated to 0406						(43,514)		(43,514)		(46,274)
						<u>497,721</u>		<u>497,721</u>		<u>403,742</u>
Account Detail										
40001 SALARIES	485,658	468,061	492,459	509,723		487,641		487,641		398,034
40002 LONGEVITY	9,450	9,520	9,975	9,800		10,080		10,080		5,708
40003 OVERTIME	36,543	38,173	31,988	32,781		20,000		20,000		20,000
400047 MAINTENANCE-TEMP HELP	34,896	34,479	46,479	39,370		40,000		40,000		42,000
400048 CLUB HOUSE-TEMP HELP	75,812	71,506	73,868	74,813		71,000		71,000		81,000
40005 HOLIDAY PAY	-	-	-	4,368		6,000		5,500		6,000
40006 DIFFERENTIAL PAY	910	793	426	435		500		450		500
40008 MEAL REIMBURSEMENT	520	1,060	400	690		900		600		1,000
Personnel	643,789	623,592	655,595	671,980		636,121		635,271		554,242
41014 OPERATING SUPPLIES	73,350	77,072	82,659	82,066		83,500		83,000		83,500
41016 UNIFORMS/SAFETY SHOES	1,719	1,461	2,842	2,597		3,200		2,000		3,200
41017 SMALL TOOLS	-	-	137	1,819		950		750		2,300
41020 GOLF MERCHANDISE	53,914	49,872	50,276	49,818		44,500		44,000		45,000
41023 GASOLINE	22,814	21,671	35,219	23,582		25,000		27,000		30,000
Materials & Supplies	151,797	150,076	171,133	159,882		157,150		156,750		164,000
42040 ADVERTISING AND PRINTING	3,946	4,855	13,289	19,000		14,445		14,445		15,000
42044 ELECTRIC	30,729	29,095	28,965	30,284		31,500		31,500		33,000
42046 HEATING OIL	10,990	15,179	12,392	12,598		12,500		12,500		12,500
42047 DEPARTMENT CONTRACTS	73,493	77,138	105,351	124,088		141,000		141,000		143,500
42048 BANK SERVICE CHARGE	7,750	9,404	12,619	13,624		10,000		10,000		15,000
420481 BANK DISCOUNT	-	-	-	-		500		250		500
42049 REFUNDS	825	-	1,156	-		550		550		500
42054 RENTALS	96	440	1,423	540		400		400		500
42055 PROFESSIONAL SERVICES	4,000	4,000	4,300	4,674		6,878		6,878		4,200
42060 OTHER EXPENSES	4,343	11,149	12,768	11,056		17,000		12,500		15,750
42064 EQUIPMENT MAINTENANCE	15,640	17,843	22,048	24,756		28,000		28,000		27,500
42065 PLANT MAINTENANCE	21,220	29,588	34,336	28,104		38,000		37,000		32,500
42074.1 O & E MMO	-	-	-	17,540		17,540		17,540		17,540
42075 PENSIONS-PMRS MMO	40,000	91,095	91,095	93,865		106,740		106,740		112,735
42077 GENERAL FUND CHARGES	200,000	100,000	249,700	275,000		245,000		220,000		155,000
42085 MEDICAL INSURANCE	-	-	-	-		-		-		82,000
42086 WORKMEN'S COMPENSATION	-	-	-	-		-		-		5,000
42087 SOCIAL SECURITY	-	-	-	-		-		-		58,000
42090 UNFORESEEN CONTINGENCY	-	-	-	-		21,000		-		11,047
42091 BOND REDEMPTION	-	-	-	-		56,000		56,000		58,000
42092 COUPON INTEREST	-	-	-	-		17,504		17,504		15,286
42097 BUDGET CUTS	-	-	-	-		19,172		-		-
Purchased Services	413,032	389,786	589,442	655,129		783,729		712,807		815,058
43099 EQUIPMENT	45,170	-	13,177	4,795		-		-		32,500
43099004 EQUIPMENT-2008 GO NOTE	-	-	-	422,986		6,708		6,708		-
Equipment	45,170	-	13,177	427,781		6,708		6,708		32,500
Total	GOLF COURSE	1,253,788	1,163,454	1,429,347	1,914,772	1,583,708		1,511,536		1,565,279

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	20,000	OVERTIME 20,000 - CUTTING DUE TO WEATHER AND TOURNAMENTS. WEEKEND SCHEDULING TO ENSURE COURSE IS IN TOP CONDITION FOR PUBLIC PLAY. SPRING AND FALL RENOVATIONS (AERATING AND OVER SEEDING GREENS, TEES, & FAIRWAYS). INCLUDES OVERTIME NEEDED FOR PERSONNEL TO COVER TOURNAMENTS.
400047	42,000	MAINTENANCE--TEMP. HELP ASSIST WITH THE DAILY OPERATION OF BOTH GOLF COURSES: 22,000 - BALL PICKERS 20,000 - GROUNDS MAINTENANCE
400048	81,000	CLUB HOUSE---TEMP. HELP ASSIST WITH THE DAILY OPERATION OF BOTH GOLF COURSES: 18,000 - STARTERS 40,000 - CASHIERS 13,000 - RANGERS 10,000 - CART ATTENDANTS
40005	6,000	HOLIDAY PAY 6,000 - THIS AMOUNT COVERS 12 HOLIDAYS FOR 2009 AND INCLUDES THE COST OF PAYING TIME AND A HALF TO EMPLOYEES SCHEDULED TO WORK ON HOLIDAYS.
40006	500	DIFFERENTIAL PAY 500 - MIDDLE SHIFT HOURS WORKED DURING SUMMER MONTHS, WEEKENDS, HOLIDAYS AND EXTENDED HOURS.
40008	1,000	MEAL REIMBURSEMENT 1,000 - REIMBURSEMENT FOR MEALS IN ACCORDANCE WITH UNION CONTRACT.
41014	83,500	OPERATING SUPPLIES 5,000 - DRIVING RANGE BALLS AND MINI COURSE BALLS 700 - PENCILS (GROSS) 300 - MERCHANDISE BAGS 500 - POSTAGE AND SHIPPING ITEMS 500 - JANITORIAL SUPPLIES 5,000 - GRASS SEED -- BENT, RYE, BLUE GRASS TO OVERSEED GREENS, TEES AND FAIRWAYS TO INSURE QUALITY TURF. 31,000 - FUNGICIDES -- INCREASE DUE TO NEW CHEMISTRY TO ENSURE NO RESISTANCE PROBLEMS IN LATER YEARS. COMBAT DISEASES LIKE ANTHRACNOSE ON GREENS AND GREY LEAF SPOT ON TEES AND FAIRWAYS. INCREASED ACREAGE ON 9-HOLE FACILITY (FAIRWAYS). 8,000 - INSECTICIDES -- INCREASE DUE TO GENERATIONS OF GRUBS (HYPERODIES WEEVIL). 9,000 - HERBICIDES -- CONTROL CRABGRASS, GOOSEGRASS, CLOVER, DANDELIONS AND BROADLEAF WEEDS ON GREENS, GREEN BANKS, TEES, FAIRWAYS AND ROUGH. DROUGHT INCREASES WEED POPULATION.

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		4,000 - SURFACTANTS -- WETTING AGENTS TO IMPROVE SOIL MOBILITY. ALLOWS WATER TO FLOW EVENLY THROUGH SOIL PROFILE. INCREASE AREA TO INCLUDE FAIRWAYS.
		12,000 - FERTILIZERS -- GRANULAR AND LIQUID FORMS. AREAS HURT BY DROUGHT AND HEAT STRESS WILL NEED TO BE RENOVATED.
		5,000 - MISCELLANEOUS COURSE SUPPLIES -- MARKERS FOR FAIRWAYS AND TEES, BUNKER RAKES, FLAGS, FLAGPOLES, CUPS, ETC. INCREASE DUE TO THEFT, VANDALISM AND USE.
		2,000 - CUPS FOR WATER COOLERS, TOILET PAPER, TOWELS.
		500 - CLUB REPAIR SUPPLIES
41016	3,200	UNIFORMS/SAFETY SHOES
		800 - SAFETY SHOES
		800 - UNIFORMS
		100 - RAIN GEAR
		1,500 - STAFF SHIRTS
41017	2,300	SMALL TOOLS
		500 - SPECIALTY TOOLS FOR MAINTENANCE AND MECHANICAL WORK ON GOLF COURSE EQUIPMENT.
		500 - ROTARY MOWERS
		200 - WEEDWACKERS
		300 - CHAIN SAW
		200 - AIR COMPRESSOR
		600 - TILLER
41020	45,000	GOLF MERCHANDISE
		36,750 - PURCHASE OF MERCHANDISE FOR RESALE AT THE GOLF COURSE CLUBHOUSE.
		2,000 - GRIPS (REG RIP CLUBS)
		2,750 - HANDICAP FEES
		1,000 - GIFT CARDS
		2,500 - TEES
41023	30,000	GASOLINE
		30,000 - BASED ON ESTIMATED USAGE OF GASOLINE AND DIESEL FUEL.
42040	15,000	ADVERTISING AND PRINTING
		1,000 - RESIDENT CARDS/LAMINATING POUCHES
		11,000 - ADVERTISING, SPECIAL EVENTS, ETC.
		3,000 - SCORECARDS
42044	33,000	ELECTRIC
		33,000 - BASED ON ESTIMATED USAGE
42046	12,500	HEATING OIL
		12,500 - BASED ON ESTIMATED USAGE
42047	143,500	DEPARTMENT CONTRACTS

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		58,000 - LEASE AGREEMENT FOR 80 GOLF CARTS
		1,800 - XEROX COPIER LEASE
		2,000 - INTERNET WEBSITE
		2,800 - UPGRADE 9 HOLE GOLF COURSE COMPUTER/FORE RESERVATIONS
		18,500 - GPS UNITS FOR CARTS LEASE (YEAR 3 OF 3)
		2,500 - PORT-A-JOHN RENTALS
		2,500 - ALARM MONITORING
		4,200 - UTILITY CARTS
		2,700 - GPS SERVICE PLAN IRRIGATION COMPUTER
		32,500 - LEASE AGREEMENT FOR EQUIPMENT (YEAR 4 OF 4)
		16,000 - GREENS MOWER & SPRAYER 4 YR LEASE
42048	15,000	BANK SERVICE CHARGE 15,000 - FOR CHARGE CARD SYSTEM.
420481	500	BANK DISCOUNT 500 - FOR CHARGE CARD SYSTEM.
42049	500	REFUNDS 500 - REFUND OF FEES DUE TO UNFORESEEN EMERGENCIES.
42054	500	RENTALS 500 - RENTAL OF EQUIPMENT FOR MAINTENANCE PROJECTS AT THE GOLF COURSE COMPLEX.
42055	4,200	PROFESSIONAL SERVICES 4,200 - ANNUAL AUDIT SERVICE.
42060	15,750	OTHER EXPENSES 500 - PESTICIDE UPDATE TRAINING 1,000 - MEMBERSHIP GCSD, PTGA, PGA, PGSA 750 - TURFGRASS MEETINGS (TO KEEP CERTIFIED) 1,000 - TOURNAMENTS (TROPHIES, PLAQUES) 200 - CITY DIRECTORY 9,000 - CONCESSION FEES 1,300 - SAFETY SUPPLIES 2,000 - NATIONAL CONFERENCE (TO CONTINUE ASSOCIATION MEMBERSHIP AND CREDITS)
42064	27,500	EQUIPMENT MAINTENANCE 22,500 - REPAIR OF GOLF COURSE EQUIPMENT, TRIPLEXES, FAIRWAY MOWERS, SPRAYERS, TRACTORS, ROUGH UNITS, AERIFIERS, SEEDERS, TRIM MOWERS, ETC. ALL EQUIPMENT IS OVERHAULED IN THE OFF SEASON -- NOVEMBER THROUGH MARCH. 5,000 - REELS FOR FAIRWAY MOWERS
42065	32,500	PLANT MAINTENANCE 5,000 - CLUBHOUSE REPAIRS AND MAINTENANCE 2,000 - CART PATHS NEEDED TO IMPROVE AREAS AROUND GREENS AND TEES. REPAIRS TO EXISTING PATHS. THE ROUGH SPOTS ARE DOING DAMAGE TO CARTS AND MOWING EQUIPMENT

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		2,500 - TOP DRESSING TO FILL AERATION HOLES, MONTHLY TOP DRESSING TO MAINTAIN CONSISTENT GREENS.
		3,000 - IRRIGATION & DRAINAGE SUPPLIES
		3,000 - MATS FOR DRIVING RANGE -- NEED TO KEEP NEW ONES COMING IN -- ALWAYS IN USE.
		2,000 - TREE PLANTING AND CARE.
		1,500 - WEATHER CENTER FOR LATEST WEATHER CONDITIONS
		5,000 - NETTING POLES/CABLES/BALL MACHINES
		3,000 - UNFORESEEN MAINTENANCE REPAIRS.
		3,500 - DIVOT MIX & SAND
		2,000 - MISC. MAINTENANCE SUPPLIES, PAINT, LUMBER, ETC.
42074	17,540	PENSIONS - O & E MMO 17,540 - PART OF MMO CONTRIBUTION REQUIRED BY ACT 205
42075	112,735	PENSIONS - P.M.R.S. MMO 112,735 - PENSIONS - P.M.R.S. MMO
42077	155,000	GENERAL FUND CHARGES 155,000 - GENERAL FUND CHARGES
42090	11,047	UNFORESEEN CONTINGENCY 11,047 - GOLF CONTINGENCY
42091	58,000	BOND REDEMPTION 58,000 - PRINCIPAL PAYMENT ON LONG-TERM DEBT
42092	15,286	COUPON INTEREST 15,286 - INTEREST PAYMENT ON LONG-TERM DEBT
43099	32,500	EQUIPMENT 7,500 - CLUB FITTING STATIONS 25,000 - USED DUMP TRUCK

Schedule of Payment of Note Indebtness

	Series of 2008		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2011	58,000	15,286	73,286
2012	60,000	12,989	72,989
2013	63,000	10,613	73,613
2014	66,000	8,118	74,118
2015	68,000	5,504	73,504
2016	<u>71,000</u>	<u>2,812</u>	<u>73,812</u>
	<u>386,000</u>	<u>55,322</u>	<u>441,322</u>

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

	<u>2006</u> <u>Actual</u>	<u>2007</u> <u>Actual</u>	<u>2008</u> <u>Actual</u>	<u>2009</u> <u>Actual</u>	<u>2010</u> <u>Budget w/</u> <u>Transfers</u>	<u>2010</u> <u>Actual &</u> <u>Estimated</u>	<u>2011</u> <u>Final</u> <u>Budget</u>
REVENUES:							
Operating Revenues							
34002 State Allocation	1,249,378	1,294,747	1,427,928	1,377,820	1,325,721	1,325,721	1,324,846
34004 Maintenance Turnback	5,300	8,480	8,480	8,480	8,480	8,480	8,480
34006 DEP Grant - Leaf Loaders	-	-	9,181	-	58,400	38,190	-
308901 Cash Bal (Carryover from PY)	-	-	340,491	-	238,112	238,112	500,391
Total Operating Revenues	<u>1,254,678</u>	<u>1,303,227</u>	<u>1,786,080</u>	<u>1,386,300</u>	<u>1,630,713</u>	<u>1,610,503</u>	<u>1,833,717</u>
Investment Interest							
308501 Investment Income	30,120	41,758	17,942	1,160	-	-	-
Total Investment Interest	<u>30,120</u>	<u>41,758</u>	<u>17,942</u>	<u>1,160</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL LIQUID FUELS FUND REVENUES	<u>1,284,798</u>	<u>1,344,985</u>	<u>1,804,022</u>	<u>1,387,460</u>	<u>1,630,713</u>	<u>1,610,503</u>	<u>1,833,717</u>
EXPENDITURES:							
Liquid Fuels	1,313,202	1,036,953	1,804,022	1,458,366	1,630,713	1,534,100	1,833,717
TOTAL LIQUID FUELS FUND EXPENDITURES	<u>1,313,202</u>	<u>1,036,953</u>	<u>1,804,022</u>	<u>1,458,366</u>	<u>1,630,713</u>	<u>1,534,100</u>	<u>1,833,717</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 to include resurfacing, crack sealing, and snow operations. Salaries incurred as part of this work are also included under this fund. These costs are paid for by funds received by the City from the Liquid Fuels Fund as promulgated by State Regulations.

Goals and Objectives:

- To provide safe, accessible roadways through street overlay and maintenance programs.
 - To improve and maintain our winter operations.
 - To improve and maintain the storm sewer system.
-

Prior Year Achievements:

- Completing Linden Street Storm Sewer upgrades.
 - Supported and funded all street maintenance and operation activities including Streets Bureau equipment and fleet.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010	2010	2011
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget
	Number of Permanent Positions				# Salaries	# Salaries	# Salaries
	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-
Account Detail							
55001 SNOW AND ICE REMOVAL	47,123	140,995	106,814	164,977	185,000	175,000	185,000
55003 ROAD MAINTENANCE	299,974	386,179	397,837	349,238	375,713	370,000	400,000
55004 SNOW REMOVAL OPER SUPPLY	104,433	100,168	158,638	223,526	290,000	270,000	250,000
55005 ROAD MAINT OPER SUPPLIES	32,080	56,637	83,579	63,233	90,800	90,250	90,000
55007 HAND TOOLS	3,021	2,821	3,521	7,503	6,500	5,000	5,000
55008 REPAIRS TOOLS & MACHINERY	30,687	33,519	43,153	55,581	80,000	75,000	80,000
55011 CURB RAMPS	74,775	55,132	34,550	34,792	10,000	5,000	20,000
55016 STREET OVERLAYS	379,699	59,329	584,347	209,547	267,350	267,350	360,917
55017 W NORTH ST RECONSTRUCTION	-	-	-	-	-	-	27,000
55022 STREET SIGNS	7,865	3,029	2,344	15,773	8,000	7,250	10,000
55031 LINDEN ST SS REPLACEMENT	-	-	-	-	200,000	155,000	200,000
55041 BRIDLE PATH RD DR IMPVR	-	56,513	79,926	-	-	-	-
55043 BUTZTOWN RD DR IMP	126,834	-	-	-	-	-	-
55044 E GEOPP ST DR IMP	-	41,330	-	-	-	-	-
55050 BANK SERVICE CHARGES	300	300	150	150	800	800	800
55099 EQUIPMENT	206,411	101,001	309,163	334,046	116,550	113,450	205,000
Total LIQUID FUELS	1,313,202	1,036,953	1,804,022	1,458,366	1,630,713	1,534,100	1,833,717

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
55001	185,000	SNOW AND ICE REMOVAL 185,000 - LABOR ACCOUNT TO COVER OVERTIME FOR REMOVING SNOW AND ICE FROM STREETS AND BRIDGES. NO LABOR CAN BE CHARGED TO THIS ACCOUNT WHEN SNOW AND ICE IS REMOVED FROM SIDEWALKS AND PARKING LOTS.
55003	400,000	ROAD MAINTENANCE 400,000 - ACCOUNT TO COVER LABOR FOR REPAIRS TO STREETS, BRIDGES, AND OTHER PUBLIC WORKS INFRASTRUCTURE ALLOWED UNDER LIQUID FUELS.
55004	250,000	SNOW REMOVAL OPER SUPPLY 250,000 - ACCOUNT TO CHARGE THE PURCHASE OF SALT, LIQUID CALCIUM, AND OTHER MATERIALS USED FOR SNOW AND ICE REMOVAL ON STREETS AND BRIDGES (ANNUAL ANTICIPATED USAGE OF 4560 TONS OF SALT AT \$61.23 PLUS LIQUID CALCIUM COSTS). THE PURCHASE OF SUCH MATERIALS FOR USE ON SIDEWALKS AND PARKING LOTS CANNOT BE CHARGED TO THIS ACCOUNT.
55005	90,000	ROAD MAINT OPER SUPPLIES 90,000 - PURCHASE OF ROADWAY SUPPLIES SUCH AS BLACKTOP PATCH MATERIALS, GUARD RAIL, SWEEPER SUPPLIES, CRACK FILLER, ETC. WHEN USED ONLY ON STREETS. ALSO USED TO PURCHASE SAND AND CONCRETE FOR SINKHOLE REPAIRS. EXTRA AMOUNT TO COVER PRICE INCREASE OF CONCRETE (AS WELL AS FLOWABLE FILL) AND COST OF ADDITIONAL MANHOLE RISERS IN 2011 FOR PAVING. ADDED INCREASE ALSO NEEDED TO COVER RISING COST OF MATERIALS SUCH AS BLACKTOP THAT HAS INCREASED EVERY MONTH.
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	80,000	REPAIRS TOOLS & MACHINERY 80,000 - ACCOUNT TO CHARGE THE PURCHASE OF REPAIR PARTS, CONTRACT MAINTENANCE, ETC. TO EQUIPMENT, TOOLS AND MACHINERY USED IN ROAD REPAIR AND CONSTRUCTION. ACCOUNT TO BE USED FOR REPAIRS TO DAMAGED EQUIPMENT DUE TO ACCIDENTS. THIS WILL ALSO COVER COST FOR NEW CUTTING BLADE ON LOADER AND REPAIRS NEEDED TO PAVER. ALSO COVER COST OF SIDE BROOMS AND MAIN BROOMS FOR SWEEPERS.
55011	20,000	CURB RAMPS 20,000 - ACCOUNT TO CHARGE THE COST TO REPAIR AND CONSTRUCT HANDICAP CURB CUTS AS REQUIRED BY THE ADA ACT.
55016	360,917	STREET OVERLAYS

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

2011 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	360,917	- ACCOUNT TO COVER THE COST OF BLACK TOP MATERIALS FOR IN-HOUSE PAVING AND PROVIDE FOR CONTRACT STREET OVERLAYS.
55017	27,000	W NORTH ST RECONSTRUCTION 27,000 - RECONSTRUCTION OF A PORTION OF WEST NORTH STREET AND GUETTER STREET AND MILL AND OVERLAY OF NORTH STREET FROM NEW TO MAIN STREETS. NORTH STREET IS CONCRETE AND THE RECONSTRUCTION IS NECESSARY DUE TO SUBSURFACE VOIDS. PARTS OF THE PROJECT WILL BE FUNDED BY THE DEVELOPER AT NORTH AND GUETTER STREETS. THE FUNDING IS \$93,000 BOND/LOAN, \$55,000 BY DEVELOPER, AND \$27,000 LIQUID FUELS FOR TOTAL OF \$175,000.
55022	10,000	STREET SIGNS 10,000 - THIS BUDGET ITEM IS NOW PRIMARILY TO COVER ANNUAL REPLACEMENT AND MAINTENANCE OF STREET SIGNS. INCREASE DUE TO MAINTENANCE OF DOWNTOWN HISTORIC BETHLEHEM STREET SIGNS, AND NEW STATE REGULATIONS ON STREET NAME SIGNS.
55031	200,000	LINDEN ST S.S. REPLACE 200,000 - THIS PROJECT IS TO REPLACE A SEVERELY DETERIORATED CORRUGATED METAL STORM SEWER PIPE THAT WAS INSTALLED IN LINDEN STREET FROM BUTZTOWN ROAD TO MACADA ROAD IN THE EARLY 1960S WITH REINFORCED CONCRETE PIPE. THIS PROJECT MAY BE COMPLETED IN 2010 BUT IS CARRIED OVER IN THE EVENT THAT IS NOT THE CASE OR MONEY IS NOT SPENT IN 2010.
55050	800	BANK SERVICE CHARGES 800 - CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNTING FEES.
55099	205,000	EQUIPMENT 30,000 - ONE (1) JEEP GRAND CHEROKEE WITH PLOW ATTACHMENTS TO REPLACE A 1993 ASTRO VAN (UNIT 347). THE ASTRO VAN WAS REBUILT AND WILL BE PASSED ON TO THE PARK'S SUPER-INTENDENT. 175,000 - ONE (1) ELGIN PELICAN STREET SWEEPER. THIS EQUIPMENT WILL BE AN ADDITION TO THE FLEET. THE BUREAU WILL BE RUNNING FOUR (4) STREET SWEEPERS AT VARIOUS TIMES THROUGH THE YEAR WITH THE OLDEST SWEEPER BEING A 1998 MODEL. CURRENT SWEEPERS INCUR SUBSTANTIAL REPAIRS. OUR CURRENT SWEEPERS ARE A 1998, 2003, AND 2004. SWEEPERS, IF USED HEAVILY, USUALLY CAN REMAIN IN SERVICE FOR 10 YEARS.

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

**2011
Final
Budget**

REVENUES:

Operating Revenues

308901	Cash Balance	250,585
30921	Sale Leaseback Proceeds	2,000,000
35002	Transfer From General Fund	1,348,000
35006	Escrow	51,150
35022	2008 Note	1,747,694
35041	2007 Note	463,991
35013	EMS Facility	99,000
35015	FEMA-Firehouse Improvements	233,280
35017	High St Bridge-DCNR	400,000
35018	High St Bridge-PCT1	1,320,000
35019	High St Bridge-Norfolk Southern	350,000
35021	Room to Grow Grant-PA	575,000
35024	WN St Repairs - Developer Fees	55,000
35025	Traffic Calming	146,361
35031	Room to Grow Grant-Library Cont.	275,000
35042	Greenway Phase I Grant	800,000
35043	Hometown Streets Grant - Broad St. (PennDOT)	249,895
35046	Sand Island County Grant	36,000
35047	Skate Park Grant	255,000
35048	Lynn Avenue Bridge Grant	371,255
35054	DCNR Grant - Greenway Design	50,909
35068	Southside Recreation Programs	13,133
35070	DAR Memorial House Renovations	7,517
35074	Stock House Visitor Center Grant	125,768
35076	DCNR-Greenway/SP Phase II	141,608
35082	Lehigh Co. Park/Playground Grant	194,981
35084	PCTI/Smart Trans - Greenway Grant	1,640,000
35085	Eastern Gateway Lighting - ARRA Grant	79,058
35086	Hometown Streets Grant - Broad St. (Lehigh County)	23,000
35089	PHMC - Historic Preservation Plan	11,277
35098	Main St. Angle Parking-RCAP	117,500
35099	COPS Technology	60,650

TOTAL NON-UTILITY CAPITAL FUND REVENUES

13,492,612

EXPENDITURES BY BUDGET UNIT:

62007	2007 Note	463,991
62009	2009 Note	1,747,694
69999	Other Revenue	11,280,927

TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES

13,492,612

EXPENDITURES BY CATEGORY:

Public Safety	2,262,392
Parks & Public Property	4,788,769
Public Works	5,136,701
Other Non-Utility Projects	1,304,750

TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES

13,492,612

**CITY OF BETHLEHEM
2011 NON-UTILITY CAPITAL IMPROVEMENT PLAN**

	2008 Note	2007 Note	Federal & State Grants	Cash/ Misc.	Other Funds	Total
Public Safety						
Ambulance Replacement Plan	3,500				100,000	103,500
Fire Apparatus Replacement Plan				250,000		250,000
Wireless Mesh Data and Video Network	19,813					19,813
LifePak-15 Cardiac Monitors(EMS)				120,000		120,000
Emergency Response Vehicle				115,000		115,000
COPS Technology			60,650			60,650
EMS Facility	439,755		99,000	800,000		1,338,755
Police Records Room Equipment	46,394					46,394
Fire House Improvements			233,280	75,000	27,791	336,071
Total Public Safety	509,462	-	392,930	1,360,000	127,791	2,390,183
Parks and Public Property						
City Center Improvements	2,600			150,000		152,600
General Pool Improvements	2,500			75,000		77,500
Mechanical System Upgrade				100,000		100,000
Monocacy/Saucon Gabions		10,830				10,830
Municipal Ice Rink	253,700	240,000		130,150		623,850
Park/Playground Improvements	53,329		194,981	150,000	297,143	695,453
Stone Wall Renovations	15,000					15,000
Roof, Safety Fire Code	2,850			100,000		102,850
Sand Island Improvements	19,471		36,000			55,471
Skate Park	2,536		255,000		90,000	347,536
South Bethlehem Greenway	277,564		2,581,608			2,859,172
Vehicle/Equipment Replacement				115,000		115,000
DAR Memorial House Renovations				7,517		7,517
Southside Recreation Programs			13,133			13,133
Total Parks & Public Property	629,550	250,830	3,080,722	827,667	387,143	5,175,912
Public Works						
City Hall Complex Parking Lay-bys		8,637				8,637
Isolated Intersections	150,000	58,793		250,000		458,793
Lynn Avenue Bridge			371,255		44,355	415,610
High Street Bridge			1,720,000	350,000		2,070,000
Miscellaneous Drainage Structure	133,244			225,000		358,244
Storage Tanks				51,150	7,000	58,150
Street Overlays	250,438			400,000	542,736	1,193,174
Lighting for Eastern Gateway				79,058	16,172	95,230
Traffic Safety Improvement	75,000	35,452		150,000		260,452
Route 412 Improvements		50,279				50,279
West North Street Repairs-Guetter				148,000	27,000	175,000
Main Street Angle Parking		60,000		117,500	75,000	252,500
Hometown Streets-W Broad St			272,895		268,303	541,198
Automatic Vehicle Location System				100,000		100,000
Streets Storage Building				80,000		80,000
Total Public Works	608,682	213,161	2,364,150	1,950,708	980,566	6,117,267
Other Non-Utility Projects						
Safe Route to School				120,435		120,435
Traffic Calming Devices				146,361		146,361
Greenway Design			50,909		7,661	58,570
Stock House Visitor's Center			125,768		125,768	251,536
Preservation Plan			11,277		11,282	22,559
Room to Grow Project - Library			575,000	275,000		850,000
Total Other Non-Utility Projects	-	-	762,954	541,796	144,711	1,449,461
Total Non-Utility Capital (Net Other Funds)	1,747,694	463,991	6,600,756	4,680,171		13,492,612

2011 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PUBLIC SAFETY

Ambulance Replacement Plan

\$3,500

The plan was established to replace one ambulance every two years to prevent breakdowns and expenses incurred from heavy usage and high mileage. The plan involves the on-going replacement of one (1) ambulance every two years.

Funding Source:

2008 Note	3,500
Other Funds-CDBG	<u>100,000</u>
	103,500

Fire Apparatus Replacement Plan

\$250,000

The project is to replace aged fire apparatus. The life of a piece of fire apparatus is 15 to 20 years depending on the call volume. In order to keep our apparatus within those guidelines, we must replace a piece of apparatus every other year. The fire department currently has six engines and two ladders. As the fire apparatus ages and warranties expire, it becomes more costly to maintain apparatus in an operational condition. In 2011, the fire department is replacing Engine 3, a 1994 E-One engine. Engine 3 is located at the Schweder Fire Station and is eligible for CDBG funds.

Funding Source:

Transfer from General Fund	250,000
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Wireless Mesh Public Safety Data and Video Network

\$19,813

The broadband wireless mesh network can handle data and live streaming video at rates of 100 Megs and more. The current cellular data speed is only 200 KBPS (1000 KBPS equal 1 Meg) and incapable of handling any video transfer. The wireless broadband mesh network allows not only live streaming video, but live streaming video that can be sent to and from Police, Fire and EMS in the field. It offers the ability for real time traffic cameras monitoring roadways, cameras in high crime areas, cameras monitoring and protecting city parks and facilities, cameras temporarily or permanently installed to monitor special events.

Funding Source:

2008 Note	19,813
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LifePak-15 Cardiac Monitors (EMS)

\$120,000

The LifePak-15 monitor/defibrillator will replace the discontinued LifePak10 cardiac monitors. The LifePak 10 monitors as of April 2010 are no longer supported (parts and repair) by the manufacturer. Those monitors/defibrillators exceeded the normal life expectancy of 10-15 years for a cardiac monitor/defibrillator. The seven (7) new LifePak-15 monitor/defibrillators with 12 lead ECG, end tidal carbon dioxide, pulse oximetry, and carbon monoxide monitoring capabilities will replace the discontinued monitors. Each ambulance will be equipped with a new LifePak-15 to provide state of the art technology and standardized care to the patients. These new monitors will provide us with service for at least 10-15 years.

Funding Source:

Sale Leaseback/General Fund	120,000
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2011 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Emergency Response Vehicle Replacement

\$115,000

The current ERT vehicle is over 15 years old and was used when purchased in 1998. The reorganization of the ERT has progressed and the City now has one of the best trained and well equipped response teams in the state. The replacement of the vehicle with one specifically designed to house weapons, ammo, and equipment will provide better security for the weapons and more safety for the officers. The current ERT, a former bread truck, was never designed to hold and secure equipment.

Funding Source:

Sale Leaseback/General Fund 115,000

911 Center- Console Replacement

\$-0-

This project is for the mandated console replacement of the 6 communications consoles currently in the emergency 911 center. The replacement is necessitated by the change in phone, radio and GIS systems technology. The current console configuration is upgraded to support the modern systems foundation and to integrate newly added components. The current consoles cannot handle all the equipment that is needed to operate our enhanced 911 center. Additionally, the consoles are used 24 X 7 and are 6 years old, and have reached their replacement cycle. The modern consoles are not static and are more ergonomically and functionally designed so as to accommodate the needs of the individual while meeting the demands of our center.

Funding Source:

Transfer From General Fund -0-

COPS Technology

\$60,650

Purchase and installation of in-car cameras for the Bethlehem Police Department.

Funding Source:

Federal 60,650

EMS Facility

\$1,338,755

Construction of EMS facility.

Funding Source:

Federal/State	99,000
2008 Note	439,755
Transfer from General Fund	<u>800,000</u>
	1,338,755

Police Records Room Equipment

\$46,394

This project proposes to replace a micro film reader/printer machine with a high-speed duplex digital scanner which can be used with our new records management system. This scanner will reduce storage and retrieval cost and increase productivity. This project also includes the installation of a new high density storage and retrieval system. This system features rolling carts and cabinets which will increase our storage capacity.

Funding Source:

2008 Note 46,394

2011 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Fire House Improvements

\$308,280

Improvements/renovations to interior/exterior of the City's five Fire Houses. Projects to focus on functional concerns of the aged facilities and other energy efficiency improvements. Work may include roof replacement as identified, replacing/upgrading heating/cooling/ventilation systems, paving, replacement of doors/windows, renovations to and purchases of equipment for living areas, and the purchase of flammable/combustible liquid cabinets at all stations. Schweder (CDBG) energy efficient improvements to interior/exterior of building recommended in the Comprehensive Investment Grade Energy Audit.

Funding Source:

Sale Leaseback/General Fund	75,000
Federal	233,280
Other Funds – CDBG	<u>27,791</u>
	336,071

PARKS AND PUBLIC PROPERTY

City Center Improvements

\$152,600

Work may include replacement of doors, windows, repairs to the parking garage and entrance ramps, office renovations, cell block renovations, painting, floor/ceiling tiles, lighting, purchase office furniture, equipment, repair of sidewalks, steps, railings, landscaping, renovating the garage lighting system, replacing the connecting link windows/doors between Building A and B buildings and replacing the connecting link windows/doors between Building B and Town Hall, upgrades to the Fire Alarm Panel and Garage Sprinkler System, replacement of expansion tanks on boilers, and other energy efficiency upgrades and emergency repairs as identified.

Funding Source:

2008 Note	2,600
Sale Leaseback/General Fund	<u>150,000</u>
	152,600

General Pool Improvements

\$77,500

Improvements/renovations to pools, bathhouses, filter systems and buildings. Purchase of equipment necessary for pool operations. Projects may include improvements/replacement of decks, furnace/boilers, filter/chemical systems, fencing, bathroom facilities, painting/sandblasting, resurfacing pool and landscaping. Upgrades will continue to the bathrooms and showers at Memorial Pool, replacement of chlorine tanks at 3 pools, phasing renovations to piping and deck of Memorial Pool, and the possible addition of splash park features.

Funding Source:

2008 Note	2,500
Sale Leaseback/General Fund	<u>75,000</u>
	77,500

Mechanical System Upgrade

\$100,000

Work in the coming year to focus on addressing long overdue functional concerns of the mechanical systems and other energy efficiency improvements. Critical initiatives include refurbishing/modernizing chillers, air handlers, heat exchangers, cooling towers, pumps, boilers, and control systems at City Center, Municipal Services Center, and other City-owned facilities. Specific projects will include upgrades/replacement of air/heat/ventilation systems, pneumatic controls, air filters, heating/cooling/condenser/water pumps and motors, and lighting at other City facilities.

Funding Source:

Sale Leaseback/General Fund	100,000
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2011 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Monocacy/Saucon Creek Erosion Control/Gabions **\$10,830**

Erosion control and riparian work on creek banks. Projects may include installing gabions, native plantings, wall restoration/reinforcement, removing/restructuring pedestrian bridges, dams, etc. Continue projects as identified in the Saucon Park erosion and flood control plan. Stone wall renovation work shall continue in 2009/2010. Project work will include the Phase II riparian work along the creek, PA Fish and Boat Commission attempting to assist with capital projects. Project work may include the raising or relocation of the pedestrian bridge and/or planting riparian buffer along the creek. A \$25,000 grant has been received for the design and specifications for the dam removal project. DEP has approved a \$64,000 grant toward the \$155,000 cost of removing the dam and the stream bank restoration project.

Funding Source:

2007 Note	10,830
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Municipal Ice Rink **\$623,850**

Improvements and renovations to improve the ice rink facility and equipment. Projects may include replacement of the skating pad and refrigerant system, replacement of the roof over the office/administration space, replacement of the dasher board system/glass, upgrades to the sound system, replacement of skates, painting, fencing, and interior renovations.

Funding Source:

2007 Note	240,000
2008 Note	253,700
Other-Developers Fees	<u>130,150</u>
	623,850

Park/Playground Improvements **\$398,310**

Improvements/renovations to parks, playgrounds, and green spaces for facility improvements and/or safety of operations. Projects may include improvements/renovations to athletic fields (grading, aerifying, top soil, and backstops), court resurfacing, landscaping, tree removal/replacement, furniture, playground equipment, fencing, lighting, signage, parking lots, pedestrian/suspension bridges, pathways, pavilions, park buildings, and equipment. Specific projects may include resurfacing tennis courts at Westside, installing security systems at selected parks, further development of Monocacy #4 ball field. Implementation of Phase 1 of Monocacy Park Renovation Plan and Saucon Park Erosion/Flood Control Plan.

Funding Source:

2008 Note	53,329
Sale Leaseback/General Fund	150,000
DCNR and L.C.	194,981
Other Funds-CDBG	<u>297,143</u>
	695,453

Stone Wall Renovations – Various Locations **\$15,000**

Renovations to stone walls at various City parks.

Funding Source:

2008 Note	15,000
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2011 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Roof, Safety, Fire Code

\$102,850

Improvements/replacement of roofs, addressing safety and fire code issues as identified by Director of Parks and Public Property, Safety Committee and/or Fire Department. Projects may include roof renovations/replacement, exhaust/air systems to improve air quality, lighting, renovation/replacement of unsafe doors/buildings/structures, purchase special equipment as deemed necessary to handle safety/fire code requirements.

Funding Source:

2008 Note	2,850
Sale Leaseback/General Fund	<u>100,000</u>
	102,850

Sand Island Improvements

\$55,471

Work may include Westside development, improvements/renovations to towpath, Lock 41 reconstruction, Ice House and other facilities on Sand Island. Purchase special equipment/machinery for tennis courts and other facilities on Sand Island.

Funding Source:

2008 Note	19,471
County Funds (Lock 41)	<u>36,000</u>
	55,471

Skate Park

\$257,536

Construction of a world class skate plaza on the South Bethlehem greenway, including a pavilion/bathroom facility, landscaping, parking area, etc.

Funding Source:

2008 Note	2,536
State	185,000
Other Funds-CDBG	90,000
SS Vision	<u>70,000</u>
	347,536

South Bethlehem Greenway

\$2,859,172

Design and construction of a linear park with various amenities along the greenway such as community gardens, pocket parks, grade crossings, pathway, etc.

Funding Source:

2008 Note	277,564
Federal	2,440,000
State	<u>141,608</u>
	2,859,172

Vehicle/Equipment Replacement

\$125,000

Replace City Garbage Truck, Parks Supervisor Vehicle, Pick-up Truck with enclosed Utility Body.

Funding Source:

Sale Leaseback/General Fund	125,000
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2011 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

DAR Memorial House Renovations

\$7,517

Renovate the Daughters of the American Revolution House on 8th Avenue.

Funding Source:

Local 7,517

Southside Recreation Programs

\$13,133

Recreation programs for Bethlehem southside youth administered by the South Bethlehem Recreation Coordinator.

Funding Source:

State 13,133

PUBLIC WORKS

City Hall Complex Parking Lay-bys Reconstruction

\$8,637

The granite block lay-bys on Church Street and West Sakon Plaza around City Hall were reconstructed and this is for the reconstruction of the deteriorated granite block lay-bys on New Street (East Sakon Plaza). This project was done in phases, with this final phase now planned but not yet fully funded for 2013.

Funding Source:

2007 Note 8,637

Isolated Intersections

\$458,793

Install new or upgrade existing signals at various locations. Each intersection costs between \$100,000 and \$150,000. Proposed new locations – East Boulevard and Linden Street, Butztown Road and Easton Avenue, Linden Street and Market Street, Linden Street and Elmhurst Avenue and Third Avenue and Union Boulevard. Needed upgrade locations – Union Boulevard and Linden Street, Union Boulevard and New Street, Elizabeth Avenue and Center Street, Linden and Goepp Streets, Goepp and Center Streets, Goepp and New Streets, Goepp and Main Streets, Broad and Linden Streets, Market and Center Streets, and Market and New Streets. Currently upgrading Union Boulevard & New Street (\$68,245) and the design work for Union Boulevard & Linden Street and Center Street & Elizabeth Avenue (estimated cost of \$115,000) expected to be spent by end of 2010. In 2011, we plan the completion of Center Street & Elizabeth Avenue and begin design work of one additional intersection possibly New Street & Elizabeth Avenue (total estimated cost of \$132,000). In 2012, we plan the completion of upgrading of Union Boulevard and Linden Street (estimated cost \$125,000).

Funding Source:

2007 Note	58,793
2008 Note (2 year)	150,000
Sale Leaseback/General Fund	<u>250,000</u>
	458,793

2011 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Lynn Avenue Bridge

\$371,255

Remove and replace structurally deficient bridge. Due to funding issues with PennDOT, the scope was changed back to the original design of a single span that will span the existing LVRM track and a portion of the future greenway. Due to the prolonged break in design while trying to negotiate funding with PennDOT, the preliminary engineering is now expected to be completed in December 2010, with the contract amended to extend the time of completion. Under the current schedule, the preliminary design is anticipated to be completed by December 2010, the final design is expected to be completed by December 2011, a bid opening is anticipated for the 1st quarter of 2013, and construction to be completed by the end of 2014. Funding is for design services only at this time.

Funding Source:

Federal & State Grants	371,255
Other Funds – CDBG	<u>44,355</u>
	415,610

High Street Bridge

\$2,070,000

Provide for the engineering and construction of this structurally deficient bridge. The City has been negotiating with Norfolk Southern Railroad for a share in the costs, secured a grant (DCNR), and pursuing other grant sources to fully fund the replacement of this 2-lane bridge to meet current standards. This would also preserve future recreational access beneath the structure.

Funding Source:

Norfolk Southern	350,000
State Grant	400,000
Federal Grant	<u>1,320,000</u>
	2,070,000

Miscellaneous Drainage Structure

\$358,244

These funds are used to make repairs or replacements to catch basins, headwalls, culverts, pipes, and other storm water drainage facilities. Current projects will exhaust the remaining funds in the 2008 Note (Ringhoffer Road collapsed culvert (\$30,000), catch basin replacements (\$34,000), Main Street Drainage Improvements (\$30,000), etc.).

Funding Source:

2008 Note	133,244
Sale Leaseback/General Fund	<u>225,000</u>
	358,244

Storage Tanks

\$51,150

Ongoing program to meet state and federal regulations to remove and/or replace existing underground storage tanks. This item includes follow up site characterization for tanks removed at the Municipal Garage, Golf Course, Rodger St., and Wild Creek Reservoir. Progress of project depends on DEP review/feedback approvals and monitoring results. City believes it satisfied all conditions to achieve clean closure of these 4 cases but agreed to additional work as required by the PADEP.

Funding Source:

Escrow	51,150
Other Funds – Water Capital	<u>7,000</u>
	58,150

2011 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Street Overlays

\$650,438

Overlay various streets throughout the City in accordance with our road management program. New ADA requirements increased costs and contributed to delays in completing the 2010 overlays and hence funding encumbered for the 2010 contract is also being carried to 2011. Hence, this funding covers 2010, 2011, and 2012.

Funding Source:

2008 Note	250,438
Sale Leaseback/General Fund	400,000
Other Funds - Liquid Fuels	360,917
Other Funds - CDBG	<u>181,819</u>
	1,193,174

Lighting for Eastern Gateway

\$79,058

This is a continuation of projects to install decorative lighting throughout the south side "downtown" areas and this funding is for installation of acorn-style lights along 4th Street from Hobart Street to Hayes Street. Project was completed in 2010 but some payments anticipated are not to be made until 2011.

Funding Source:

Other Funds - CDBG	16,172
ARRA Grant	<u>79,058</u>
	95,230

Traffic Safety Improvement

\$260,452

Replacement of outdated traffic controllers and cabinets at various locations. Purchase of video detection cameras to replace damaged or broken in-roadway traffic loop detection is also budgeted under this item. Currently purchasing equipment to address issues/deficiencies (\$110,000) in 2010 at the following intersections: Elizabeth Avenue & Main Street, Stefko Blvd. & Walters Street, Linden & North Streets, Columbia and Adams Streets, Pennsylvania Ave. & Broad St., New & Goepp Sts., Main & Goepp Sts., Center & Goepp Sts., Pembroke Rd. & Livingston St., and the purchase of various video detection equipment, which will utilize all 2007 and 2008 balances. Installations will occur this year, 2011, and 2012.

Funding Source:

2007 Note	35,452
2008 Note	75,000
Sale Leaseback/General Fund	<u>150,000</u>
	260,452

Route 412 Improvements

\$50,279

This project includes the widening of 412 from Minsi Trail Bridge to 78, the upgrade of traffic signals along 3rd Street and 4th Street (TSM project), improvements to intersections at Brodhead and 3rd Street and Wyandotte and 3rd Street, and construction of a new ramp from the vicinity of 2nd Street onto 378 and abandoning the existing 3rd Street ramp onto 378 in anticipation of increased traffic due to development activities on the South Side. The City performed the preliminary engineering and the project is now in the final design with PennDot. The City is responsible for 20% of the design cost for the traffic signal improvements along 3rd and 4th streets.

Funding Source:

2007 Note	50,279
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2011 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

West North Street Repairs – at Guetter Street

\$148,000

Reconstruction of a portion of West North Street and Guetter Street and mill and overlay of North Street from New to Main Streets. North Street is concrete and the reconstruction is necessary due to subsurface voids. Part of the project will be funded by the developer at North and Guetter Streets.

Funding Source:

Sale Leaseback/General Fund	93,000
Other Funds-Liquid Fuels	27,000
Devleoper	<u>55,000</u>
	175,000

Main Street Angle Parking

\$177,500

Design and construction of angle parking on the Main Street Ramp and additional angle parking on Main Street from Hotel Bethlehem, north to Market Street (east side of street), provided sufficient funding is made available.

Funding Source:

2007 Note	60,000
State (RCAP)	117,500
Other Funds – CDBG	<u>75,000</u>
	252,500

Hometown Streets-W. Broad Street

\$272,895

For streetscape improvements along W. Broad St, between Main St. and 3rd Ave & gateway improvements at Route 378 & 3rd Ave; includes period lighting, fixtures, tree planting & other amenities.

Funding Source:

(TEA-21/PennDOT)	249,895
Other Funds – CDBG	268,303
Lehigh County	<u>23,000</u>
	541,198

Automatic Vehicle Location System (AVL)

\$100,000

The City of Bethlehem public works department is pursuing purchasing and implementing a GPS Automatic Vehicle Location (AVL) system. AVL is a system that uses GPS satellites to track a vehicle's exact position, heading, speed and accessory input status in real time. This information will be viewable on the City's GIS map. AVL will provide bureau supervisors with unprecedented levels of managerial control, improved efficiency, and security over the vehicles and their operations. Some of the many uses for this system are detailed monitoring of winter plow and brining operations, leaf collection, Christmas decorations, and street line painting. The entire snow removal fleet can be viewed on a live map along with key information about the vehicle like plow up or plow down, salt spreader on or off and brine pump on or off. The system can be configured to leave a visible trail on the map to indicate roads that have been treated or plowed to help insure all roads are done. This would also save time and money by reducing the retreating of roads that were previously salted or brined. All vehicle position data is stored on a computer server and can be replayed for future reference. AVL will provide valuable information when conducting leaf cleanup operations in the fall, showing exactly which streets have been picked up and when. Having live, real-time satellite coverage of our fleet 24 hours a day, 7 days a week can assure us the most efficient use of city assets. AVL will provide inarguable data showing where each vehicle has been and when and how long it was at a service location. This substantially improves operation efficiencies and accuracies and ensures protection for employees and the City if and when complaints are received involving a City vehicle.

Funding Source:

Sale Leaseback/General Fund	100,000
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2011 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Street Paver

\$340,000

With rising costs associated with our paving program, it is critical that we maintain and try to expand our in-house paving operation. The purchase of a new LeeBoy 9000 Paver replaces our 1996 Blaw- Knox Paver. The current paver has been primarily used for in-house paving of smaller streets (alleys) in the City. The new paver will have the capability of paving wider streets. Currently the Bureau of Streets has been scheduling and paving wider and longer streets in-house in order to save money. The new paver will increase efficiencies and lower costs. The existing paver has had several mechanical failures requiring major work at a very high cost. There is a high likelihood the existing paver may have to be deadlined soon, which would eliminate in-house paving.

Funding Source:

Sale Leaseback/General Fund 340,000

Streets Storage Building

\$80,000

A new pole building at the Market Street salt storage facility to replace the badly deteriorated building and no longer usable bins/building next to the domar is necessary. The existing building was erected sometime in the 1970s and has deteriorated to the point that it is an unsafe structure. The new pole style building will be constructed to house some of the new equipment that Streets now parks outside in all types of weather including our new Vac-Con machine and materials for various operations including snow operations, which will help extend the useful life of the machines and materials.

Funding Source:

Sale Leaseback/General Fund 80,000

OTHER NON-UTILITY PROJECTS

Safe Route to School

\$120,435

Addition of sidewalks to the 2200 Block of Linden Streets.

Funding Source:

Cash/Miscellaneous 120,435

Traffic Calming Devices

\$146,361

Design and installation of traffic calming measures in and around South Mountain.

Funding Source:

Cash/Escrow 146,361

Greenway Design

\$50,909

DCNR Grant to plan & design the greenway on the Southside.

Funding Source:

Federal & State Grants	50,909
Other Funds - CDBG	<u>7,661</u>
	58,570

2011 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Stock House Visitors Center

\$125,768

For the creation of a visitor's center located in the Stock House on the BethWorks site.

Funding Source:

Federal & State Grant	125,768
Other (TIF)	<u>125,768</u>
	251,536

Preservation Plan

\$11,277

Establish objective criteria for the protection of historic resources, and update existing historic resource survey.

Funding Source:

Federal & State Grant	11,277
Other-CDBG	<u>11,282</u>
	22,559

Room to Grow Project - Library

\$575,000

This project is a collaborative effort between the City and the Library for the Library's "Room to Grow" project which includes renovations and improvements to the City-owned Library complex.

Funding Source:

State Grant	575,000
Other-Library Match	<u>275,000</u>
	850,000

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

	2011 Final Budget
REVENUES:	
Operating Revenues	
32115 Line of Credit	3,897,077
37007 H2O PA Grant - Valves	218,900
Total Operating Revenues	4,115,977
TOTAL WATER CAPITAL FUND REVENUES	4,115,977
EXPENDITURES:	
770013 Stop Log Replace-Eng/cons	1
770015 Water Treatment Plant Roof Replacement/Rehab Engineering	1
770016 5 Million Gallon Northeast Standpipe Engineering & Evaluation	562,473
77002 Distribution Systems Extension	20,000
77003 Service Lines New/Renewal	100,000
77004 Metering	30,000
77005 Replace, Relocate, Rehabilitate Distribution System	180,000
77006 Fire Hydrant New/Renewal	70,000
77008 PA Ave Control Valve Eng	222,825
77009 SS Pump Station Valve Eng	159,845
77012 12 MG SW Res. Cover/Liner	1,650,000
77013 5 MG & 12 MG SW Res. Valve	20,160
77014 0.5 MG SE Tank Valve	98,625
77015 0.5 MG SE Tank Engineering	92,844
77016 Emergency Repair Transmission Mains	13,050
77018 2 MG SW Res. Valve/Drain	1
77023 1 MG SE Tank Pump Station	1
77024 WTP Chemical Tanks Remove and Replace	50,000
77025 5th and William Street Pump Station Eng/Const.	192,500
77026 Sidewalk/Trench Restoration	100,000
77032 SCADA System Upgrade	476,163
77036 Commercial & Industrial Meter Replacement	20,000
77039 Master Meters/Pits/Appurtenances	1
77058 Storage Tank Removal & Testing	7,000
77061 Computer Upgrade Software/Hardware	7,300
77084 Security Enhancements	1
77099 Equip. Water Maint.	14,450
770993 Equip. Meter Shop	14,654
770996 Equip. WTR. Filtration	9,479
770999 Equip. Tech. Support	4,603
TOTAL WATER CAPITAL FUND EXPENDITURES	4,115,977

2011 WATER CAPITAL PROJECT DETAIL

Stop Log Replacement – Engineering and Construction

007A-770013

To design and construct intake tower stop logs which are all deteriorated. Needed to inspect Wild Creek and Penn Forest intake towers every five (5) years per consulting engineer's recommendation. To be performed upon completion of transmission main flushing program.

Water Treatment Plant Roof Replacement/Rehab Engineering

007A-770015

To design and replace roofing on the Water Filtration Plant second story, Carbon building, and garage.

5 Million Gallon Northeast Standpipe Engineering & Evaluation

007A-770016

Project included the painting of interior/exterior, antenna retrofit service, mixing system installation and service and inspection services. Professional engineers will be responsible for ongoing asset management and scheduling of maintenance and for future structural integrity and renovations. Year 1 \$249,988 and Year 2 \$249,988 and one quarter year 3 \$62,497..

Distribution Systems Extensions

007A-77002

The extension of the distribution system and the routine expansions of the distribution mains, both inside and outside of the City limits.

Service Lines New/Renewal

007A-77003

These lines are installed from the main to the curblin and generally ¾" in size, but can be as large as 4". Also includes tapping sleeves and valves for fire lines and other supplies.

Metering

007A-77004

This is an annual project. All water service must be metered. Meters range from 5/8" to 8" in size. All meters are of the encoder type.

Replace, Relocate, Rehabilitate Distribution System

007A-77005

This is an annual project. To maintain adequate water and fire flows. All distribution mains, which show loss of capacity, are gradually being replaced. Also includes relocation work in connection with new storm sewers, highways, etc. Updated model may identify additional problems.

Fire Hydrant - New/Renewal

007A-77006

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

Pennsylvania Avenue Control Valve Engineering

007A-77008

To replace isolation valves, PRV's, piping, and install line stops and bypass, miscellaneous items and construction management.

2011 WATER CAPITAL PROJECT DETAIL

SS Pump Station Valve Engineering

007A-77009

To replace pumps pumps, motors, isolation and check valves, actuators, piping, line stops, miscellaneous items and construction management.

12 MG SW Reservoir Cover/Liner Engineering/Replacement

007A-77012

To replace, install floating cover and liner which can no longer be repaired. Install sump pumps, repair gunite, electrical work, tree removal, and construction management.

5 MG & 12 MG SW Reservoir Valve Engineering/Replacement

007A-77013

To design, replace, and install valve actuators, lighting protection, and miscellaneous items.

0.5 MG SE Tank Valve Engineering/Replacement

007A-77014

To replace/install isolation valves, install line stop, chamber lid, miscellaneous items and construction management.

0.5 MG SE Tank Engineering

007A-77015

To paint the interior/exterior of the tank, 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. Year 2.

Emergency Repair Transmission Mains

007A-77016

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

2 MG SW Reservoir Valve/Drainage Engineering/Replacement

007A-77018

To design, replace, and install flow meters, valves, piping and to correct drainage, erosion, and spalling problems as well as miscellaneous items and construction management.

1 MG SE Tank Pump Station Engineering/Replacement

007A-77023

To design, replace pumps, motors, control centers, piping, valves, diesel engine, electrical work, miscellaneous items and construction management.

WTP Chemical Tanks – Remove and Replace

007A-77024

To remove and replace fluoride bulk and day tanks at Water Treatment Plant which are starting to leak due to age.

5th and William St. Pump Station

007A-77025

To design, replace pumps, motors, control centers, piping, valves, gas engine, electrical work, miscellaneous items, and construction management.

2011 WATER CAPITAL PROJECT DETAIL

Sidewalk/Trench Restoration

007A-77026

This is an annual project, which includes the performance of water trench restoration.

SCADA System Upgrade

007A-77032

To upgrade the Water Treatment Plant and Water Control SCADA systems due to obsolescence of current systems in 2011. To pay for Year 3 work from 2010 and not paid for and to pay for Year 4 work. This is a 4-year upgrade project.

Commercial and Industrial Meter Replacement

007A-77036

This is an annual project. It is to provide for replacement of old existing inaccurately registering meters with exterior reading ECR meters in commercial, industrial, public and institutional buildings and pits and for meter bypasses and fire lines.

Master Meters/Pits/Appurtenances

007A-77039

To install master meters in meter pits with piping and appurtenances in Allen Township, Lehigh Township, Westgate and others to monitor flows and to provide service in City water mains.

Storage Tank Removal & Testing

007A-77058

UST site characterization continuing at Wild Creek. Working with PA DEP to obtain approval for site closure.

Computer Upgrade Software/Hardware

007A-77061

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

Security Enhancements

007A-77084

To bid, construct, and install a portion of the security enhancements identified as a result of the vulnerability assessment including contract administration. Dependent on receipt of grant from H2O PA. 12 Year Project.

Equipment – Water Maintenance

007A-77099

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

3,000	One (1) line locator/tracer.
4,500	Ten (10) FCS Perma-loggers.
5,000	Air operator for tapping machine.
150	Two (2) spare batteries for portable radios.
1,800	One (1) FCS headset for leak detection.

Equipment – Meter Shop

007A-770993

The following is the list of equipment requested by the Meter Shop:

14,114	Three (3) new handheld units.
540	New meter head for Stonesthrow Road.

2011 WATER CAPITAL PROJECT DETAIL

Equipment – Water Filtration

007A-770996

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

5,000	Two hundred feet (200') flocculator chain.
1,100	Five (5) flocculator sprockets.
1,100	One (1) chemical pump motor.
1,213	One (1) VFD 2 hp drive for flocculators.
1,066	One (1) VFD 1 hp drive for flocculators.

Equipment – Technical Support

007A-770999

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

3,307	Two (2) Rosemont level transmitters.
1,296	One (1) Rosemont pressure transmitter.

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

	2011 Final Budget
REVENUES:	
Operating Revenues	
32113 Tapping Fees	100,000
32114 H2O PA Grant - WWT	1,000,000
32115 Line of Credit	778,753
39805 Capital Appropriation	<u>654,265</u>
Total Operating Revenues	<u>2,533,018</u>
TOTAL SEWER CAPITAL FUND REVENUES	<u><u>2,533,018</u></u>
 EXPENDITURES:	
88001 Sewer Laterals New/Renewal	5,000
88002 Collection System New/Renewal	70,000
880022 W Intermediate Clrfr Drive	43,562
880024 Fine Bar Scrns-Detrus Rm	100,000
88003 Thickener Bldg/GBT's	1
880031 RAS Pump	40,000
880034 Security-Vulnerability	1
880035 Sludge/Gas/Flow Meters Digest.	20,000
88004 Inflow/Infiltration Mitigation	5,000
88005 Primary Conversion/Mixing	104,000
88006 Ammonia Pretreatment System	25,000
88007 Regional Act 537 Analysis	1
88008 Chlorinator/Tot Res Anal	15,000
88009 Outfall 004 Relocation	500,000
88011 Centrifuge Design	200,000
88012 Effluent Discharge Pump	25,000
88013 Chlorine System	1
88014 Pole Building	15,000
88073 Computer Hardware/Software	7,000
88113 Grit Conveyor System Upgrade	50,000
88114 Odor Control	15,000
88116 Process Upgrades-Waste Activated Sludge	1,000,000
88120 WWT Equipment	52,000
88121 WWT Laboratory Equipment	18,450
88123 N Influent Meter Relocation	1
88127 Final Clarifiers Rehab	30,000
88130 Digester Valves	1
88131 Sewer Maint TV Camera Vehicle	183,000
88136 Facilities Improvement	<u>10,000</u>
TOTAL SEWER CAPITAL FUND EXPENDITURES	<u><u>2,533,018</u></u>

2011 SEWER CAPITAL PROJECT DETAIL

Sewer Laterals – New/Renewal

008A-88001

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

Collection System New/Renewal

008A-88002

To construct and repair the collection system and lift stations including gravity mains, force mains, manholes, siphons, lift stations, grounds and appurtenances. This ensures compliance with Federal and State regulations, specifically the Clean Water Act governing SSO's and CSO's and the rehabilitation of Route 412.

West Intermediate Clarifier Drive

008A-880022

Replacement of clarifier drive and electrical system that was installed in 1976. Drive is leaking oil and beginning to rust through.

Fine Bar Screens – Detritus Room

008A-880024

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

Thickener Building/Gravity Belt Thickeners

008A-88003

Design of sludge thickener building. Includes installation of gravity belt thickener. This will improve waste activated sludge handling.

Return Activated Sludge Pump Recondition

008A-880031

Replacement of return activated sludge pumps in pump house #1 originally installed in 1976. Pump is worn and leaking and cannot be repaired.

Security – Vulnerability Assessment

008A-880034

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

Sludge/Gas/Flow Meters

008A-880035

Installation of sludge and gas meters at the digester. Installation of plant flow meters.

Infiltration/Inflow Correction

008A-88004

To investigate, seal, and chemically treat or line leaking sewer mains and to locate and eliminate storm drain connections, and parts/repairs to the meter equipment to determine flows in the system. The overall purpose is to reduce the excessive non-waste-water flow to the treatment plant occurring during storms. Ensures compliance with federal and state rules governing SSO'S and CSO'S.

Primary Conversion/Mixing

008A-88005

Design of conversion of secondary digester into a primary digester. Includes heating and complete mixing. Improved sludge digestion, detention time, and gas production.

2011 SEWER CAPITAL PROJECT DETAIL

Ammonia Pretreatment System

008A-88006

To design and construct ammonia pretreatment system to reduce ammonia loading from biosolids thickening. Needed to maintain NPDES permit compliance.

Regional Act 537 Analysis

008A-88007

The City's Act 537 required amendment based on PA DEP and municipal comments additionally, more attention will be given to solids handling processes, which are the primary capacity constraint.

Chlorinator/Total Residuals Analyzer

008A-88008

Upgrade of current chlorination control system.

Outfall 004 Relocation

008A-88009

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

Centrifuge Design

008A-88011

Design of new solids drying facility. To replace belt filter presses which are not functioning.

Effluent Discharge Pump

008A-88012

Design and installation of an additional effluent discharge pump to improve WWTP wet weather performance and capacity.

Chlorine System

008A-88013

Replacement of current gaseous chlorine system with liquid sodium hypochlorite system. Improves safety and performance at WWTP.

Pole Building

008A-88014

Installation of pole building to provide cover for magnesium hydroxide tanks that need to be heated during the winter.

Computer Hardware and Software

008A-88073

Hardware and software upgrades as needed for the treatment plant.

Grit Conveyor System Upgrade

008A-88113

Refinement of the vertical conveyor for the purposed of ensuring higher material handling reliability.

Odor Control

008A-88114

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

2011 SEWER CAPITAL PROJECT DETAIL

Process Upgrades – Waste Activated Sludge

008A-88116

This project is to evaluate and implement short-term organic capacity improvements at the wastewater treatment plant. Enhanced aeration of waste activated sludge.

WWTP Equipment

008A-88120

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

10,000	ISCO samplers – samples for plant effluent, influent or as replacement.
1,000	Plant maintenance equipment for plant grounds, including weed eaters, edgers, cutters, loppers, pruners, rakes, cultivators, etc. as needed.
3,000	Office furniture to replace old desks, chairs and tables as needed.
3,000	Plant maintenance tools such as ratchet sets, sockets, multi-tools, drills, etc.
10,000	Air conditioners to replace units in the control building and administration office as needed.
8,000	Riding lawn mower to replace 10-year old unit that cannot be repaired.
6,000	Utility water connections for fire hydrants.
8,000	Golf cart replacement.
3,000	Kerosene heaters.

WWTP Laboratory Equipment

008A-88121

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

3,500	Muffle furnace to replace old, failing unit.
750	Three (3) smart UPS to protect meters against surges.
10,000	Two (2) ISCO automatic samplers to replace old units.
3,000	Computer hardware and software upgrades as needed in MIPP and Wastewater laboratory.

North Influent Meter Relocation

008A-88123

To relocate the North Influent Meter to provide more accurate and reliable meter readings. For PA DEP and Act 537 reporting.

Final Clarifiers Rehabilitation

008A-88127

Rehabilitation of final clarifiers' weirs, drivers, and rakes as needed. To improve performance of final clarifiers.

Digester Valves

008A-88130

Install valves on sludge and hot water recirculation lines. Control sludge temperature and improve performance of digester.

Sewer Maintenance TV Camera Vehicle

008A-88131

183,000	New Sewer Maintenance TV camera vehicle.
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Facilities Improvement

008A-88136

Expand current locker room facility that is undersized. Needed for hygienic and safety reasons.

**CITY OF BETHLEHEM
2011 COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

	2003	2004	2005	2006	2007	2008	2009	2010	2011	CDBG ARRA	Total
CDBG Funding											
Acquisition/Demolition			16,608	25,000	42,000						83,608
ADA Improvements						7,224	15,000	50,000			72,224
Ambulance									100,000		100,000
BEAR Program			7,762		60,000						67,762
Birkel Ave - Reconstruction								260,000			260,000
CACLV Financial - Counseling							11,571	15,000	15,000		41,571
CADC - Micro Enterprise							30,000	6,598	32,000		68,598
CD Consulting								35,198	50,000		85,198
Community Police								29,187	150,000		179,187
Dental Program							2,390	5,000			7,390
Economic Development								155,866	290,000		445,866
Elm Street Park Improvements								37,431			37,431
Elm St. Program			1,292				132,724		8,680		142,696
Elm St. - StreetScape Imp								135,579			135,579
Embrace Your Dreams									8,000		8,000
4th Street Lighting										17,670	17,670
Greenway					7,661					258,153	265,814
Health Bureau							8,268				8,268
Historic Bethlehem Partnership							17,500				17,500
Historic Resources Study							11,282				11,282
Housing Rehab-Grants & Loans						155,814	13,528		200,000		369,342
Housing Rehab-Delivery Costs								84,342	175,000		259,342
LVCIL/ADA Counseling								6,251	25,000		31,251
Lynn Ave Bridge	37,605								6,750		44,355
Martel Street Reconstruction									101,000		101,000
Mountain Drive - Reconstruct							41,255				41,255
NHS-LV-Hoop Delivery							9,400	8,000			17,400
Norh Side Planning		1,071									1,071
Perry Street - Reconstruction							18,250				18,250
Police Overtime								13,544	30,000		43,544
Police Wireless Study						9,000					9,000
Program Administration							3,551	139,093	230,669		373,313
Public Works Engineering								20,000	20,000		40,000
Redevelopment Authority			190					86,506	100,000		186,696
Rising Tide									75,000		75,000
Saucon Park			5,262								5,262
Schweder Firehouse Improve							12,791	15,000	7,500		35,291
S Bethlehem Parking Improve								21,972			21,972
SS Parks/Playgrounds						15,686	63,600	106,095	189,000		374,381
SS Recreation Coordinator					27			12,969	36,500		49,496
Street Landscaping/Trees					137	15,000			20,000		35,137
Street Overlays								81,819	100,000		181,819
VIA of the Lehigh Valley								10,000			10,000
Total CDBG Funding	37,605	1,071	31,114	25,000	109,825	202,724	391,110	1,335,450	1,970,099	275,823	4,379,821

**CITY OF BETHLEHEM
2011 COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

	2004	2005	2006	2007	2008	2009	2010	2011	Total
HOME Funding									
Alliance for Building Communities	41,380					150,000			191,380
532 Broadway						21,772			21,772
Habitat for Humanity							150,000	150,000	300,000
Home Program Admin Expenses					7,027		15,000		22,027
HOOP		731	150,000						150,731
Housing Development Corp								300,000	300,000
Housing Rehabilitation				11,666		172,869	289,468	191,808	665,811
HOM, Inc					150,000				150,000
New Bethany Ministries					4,923	100,000	150,000		254,923
Total HOME Funding	41,380	731	150,000	11,666	161,950	444,641	604,468	641,808	2,056,644

	2011	Total
HPRP Funding		
Administration	380	380
Bethlehem YMCA	37,147	37,147
Catholic Charities	105,921	105,921
Health Bureau	39,440	39,440
LVCIL	51,336	51,336
Turning Point	126,948	126,948
Valley Youth House	54,240	54,240
Victory House	72,163	72,163
Total HPRPFunding	487,575	487,575

Total Community Development Block Grants	4,379,821
Total Home Investment Partnership Grants	2,056,644
Total Homelessness Prevention & Rapid Re-Housing Grant	487,575
	<u>6,924,040</u>

CDBG PROJECT DETAIL

Acquisition/Demolition **\$83,608**

Acquisition and demolition of properties for code condemnation and economic development /Redevelopment Authority uses.

ADA Improvements **\$72,224**

Removal of architectural barriers at city-owned facilities.

Ambulance **\$100,000**

Replacement or remounting of ambulance.

BEAR Program **\$67,762**

Deferred payment loans for exterior improvements to mixed-use properties in targeted areas of the city's Southside area.

Birkel Ave Street Reconstruction **\$260,000**

Street reconstruction on Birkel Avenue from Packer Avenue to 4th Street.

CACLV Financial Counseling **\$41,571**

Contract for services with the Community Action Committee of the Lehigh Valley for homeownership, renters' rights, and family savings counseling.

CADCB-Mircoenterprise Contract **\$68,598**

Contract for services with the Community Action Development Corporation for Start Your Own Business counseling and related small business development costs.

CD Consulting **\$85,198**

Consulting costs associated with preparation of annual action plan, environmental review record, performance report and technical assistance services.

Community Police **\$179,187**

Salary and benefit costs for community police officers on the city's Southside.

Economic Development **\$445,866**

Reimbursement to General Fund for staff and operating costs associated with economic development programs.

CDBG PROJECT DETAIL

Elm Street Program	\$315,706
Streetscape improvements in the Elm Street target district and admin costs.	
Embrace Your Dreams	\$8,000
Teaching youth in low and moderate-income neighborhoods life skills through golf and tennis.	
4th Street Lighting Improvements	\$17,670
Installation of street lighting on the Southside on East Fourth Street utilizing Recovery Act Funds.	
Greenway	\$265,814
Construction of the Southside greenway utilizing Recovery Act Funds.	
Health Bureau	\$15,658
Funding for dental program and asthma prevention.	
Historic Bethlehem Partnership	\$17,500
Installation of ADA compliant restroom facilities in the Luchenbach Mill in the historic industrial quarter.	
Historic Resources Study	\$11,282
Development of a preservation plan for the city.	
Housing Rehabilitation-Grants and Loans	\$369,342
Grants and loans for lead remediation and code correction.	
Housing Rehabilitation-Staff Delivery Costs	\$259,342
Staff and delivery costs associated with the housing rehabilitation program.	
LVCIL/ADA Counseling	\$31,251
Contract for services with Lehigh Valley Center for Independent Living for counseling services dealing with disability and architectural barrier issues.	
Lynn Avenue Bridge	\$44,355
Engineering and redesign costs for Lynn Avenue Bridge.	

CDBG PROJECT DETAIL

Martel Street Reconstruction	\$101,000
Street reconstruction on Martel Street from West Morton to 4 th Street.	
Mountain Drive Street Reconstruction	\$41,255
Street reconstruction on Mountain Drive from Hayes Street to Bethlehem city line.	
NHS-LV-HOOP Delivery	\$17,400
NHS of the LV-Administration of the home ownership outreach program and other additional programs related to the city.	
North Side Planning	\$1,071
Local match for Elm Street Program funds to conduct planning study in north side business district.	
Perry Street Reconstruction	\$18,250
Replace curb, sidewalks, renew water service line and trees on Perry Street between Evans and 4 th Streets.	
Police Overtime	\$43,544
Reimbursement of drug surveillance costs in various low-income areas.	
Police Wireless Study	\$9,000
Conduct a study of the wireless mesh network for Police Department.	
Program Administration	\$373,313
Reimbursement to the General Fund for staff costs and operating costs associated with management of CDBG/Home Programs implementation. Cost allocation plan, single audit, office equipment and furniture.	
Public Works-Engineering	\$40,000
Design and engineering costs associated with city engineering bureau's work on CDBG eligible public works projects.	
Redevelopment Authority	\$186,696
Administration and program delivery expenses associated with vacant property review, affordable housing, economic development, HOOP, ADA, compliance and urban renewal; administrative and delivery costs associated with housing rehabilitation; administrative and delivery costs associated with the HUD 108 loan, TIF district and Bethworks. development.	

CDBG PROJECT DETAIL

Rising Tide	\$75,000
Funding for a microenterprise loan program.	
Schweder Fire House Improvements	\$35,291
Improvements to the mechanical system and structure of the Schweder Fire House	
Southside Parks/Playgrounds	\$379,643
Improvements to various recreational facilities on south side as identified by recreation coordinator hired by Parks and Public Works.	
Southside Parking Improvements	\$21,972
Improvements to two parking lots in South Bethlehem	
Southside Recreation Coordinator	\$49,496
Match for Southside Recreation Center to promote youth activities on Southside. Salary of recreation coordinator and program costs.	
Street Landscaping/Trees	\$35,137
Plant trees on various streets located in low and moderate income areas.	
Street Overlays	\$181,819
Repaving of streets in various low and moderate-income neighborhoods.	
VIA of the Lehigh Valley	\$10,000
Business Development for people with disabilities in partnership with Bethlehem employers.	
TOTAL CDBG FUNDS	<u>\$4,379,821</u>

HOME PROJECT DETAIL

Alliance for Building Communities	\$191,380
Development of properties for purchase by eligible low to moderate-income persons.	
532 Broadway	\$21,772
Design and Development of 532 Broadway in conjunction with Habitat for Humanity and Lehigh University.	
Habitat for Humanity	\$300,000
Acquisition of properties on which Habitat for Humanity will construct affordable homes (maximum of 5 homes).	
Home Program Administrative Expenses	\$22,027
Home Program miscellaneous operating costs.	
HOOP	\$150,731
Homebuyer's program for low and moderate income residents to help purchase initial home through downpayment and closing cost assistance.	
Housing Development Corporation	\$300,000
Construction of affordable rental units in South Bethlehem.	
Housing Rehabilitation	\$665,811
Provide financial and technical assistance to qualified homeowners for rehabilitation, weatherization and lead remediation improvements.	
HOM, Inc	\$150,000
Construction of affordable homes (four town homes on the Southside of Bethlehem).	
New Bethany Ministries	\$254,923
Planning/architectural services for development of an additional building purchased for use by homeless people.	
TOTAL HOME FUNDS	<u>\$2,056,644</u>

HPRP PROJECT DETAIL

Administration	\$380
<hr/> Miscellaneous experiences associated with the implementation of HPRP Program.	
Bethlehem YMCA	\$37,147
<hr/> Financial assistance and housing relocation and stabilization services including case management for the homeless.	
Catholic Charities, Diocese of Allentown	\$105,921
<hr/> Case management, rental assistance and utility payments for the homeless.	
Health Bureau	\$39,440
<hr/> Case management for the homeless.	
Lehigh Valley Center for Independent Living	\$51,336
<hr/> Financial assistance and housing relocation and stabilization services including case management for the homeless.	
Turning Point of Lehigh Valley	\$126,948
<hr/> Financial assistance and housing relocation and stabilization services including case management for the homeless.	
Valley Youth House Committee, Inc.	\$54,240
<hr/> Housing relocation and stabilization services for homeless youth.	
Victory House of Lehigh Valley	\$72,163
<hr/> Case management and financial services for the homeless.	
TOTAL HPRP FUNDS	<u>\$487,575</u>