



**CITY OF BETHLEHEM
2014 OPERATING &
CAPITAL BUDGETS**

**CITY OF BETHLEHEM
2014
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**CITY OF BETHLEHEM
CASH BALANCE ANALYSIS
2014 BUDGET**

	General Fund	9-1-1 Fund	Water Fund	Sewer Fund	Golf Fund	Liquid Fuels Fund
Cash Balance (Deficit) - 12/31/12*	\$ 2,197,956	\$ 236,874	\$ 178,966	\$ 264,498	\$ 139	\$ 494,164
2013 Actual & Estimated Revenues	70,558,143	4,284,900	20,963,294	12,686,300	1,573,650	1,409,284
2013 Actual & Estimated Expenditures	(70,270,639)	(3,230,938)	(20,909,381)	(12,608,004)	(1,569,745)	(1,525,800)
Estimated Cash Balance (Deficit) - 12/31/13	\$ 2,485,460	\$ 1,290,836	\$ 232,879	\$ 342,794	\$ 4,044	\$ 377,648
2014 Estimated Revenues						
Real Estate Taxes	\$23,526,183	\$ -	\$ -	\$ -	\$ -	\$ -
Act 511 Taxes	11,870,000	-	-	-	-	-
City Licenses & Permits	2,863,250	-	-	-	-	-
Fines & Forfeits	540,000	-	-	-	-	-
Grants & Gifts	7,414,590	-	-	-	-	-
Departmental Earnings (Charges for Service)	6,789,050	2,460,000	20,055,000	13,935,827	1,639,000	-
Municipal Recreation	692,500	-	-	-	-	-
General Fund Charges	4,773,727	-	-	-	-	-
Returns & Allowances	1,960,000	-	-	-	-	-
Miscellaneous Revenues	855,700	-	-	-	-	-
Other Operating Revenues	9,750,000	2,050,000	-	584,173	-	-
Intergovernmental	-	-	-	-	-	1,682,000
Total 2014 Estimated Revenues	\$71,035,000	\$4,510,000	\$20,055,000	\$14,520,000	\$1,639,000	\$1,682,000
2014 Expenditure Appropriations						
Personnel Costs	\$50,617,157	\$1,344,220	\$ 3,591,649	\$ 3,276,975	\$ 552,914	\$ 585,000
Materials & Supplies	1,848,631	10,800	462,811	600,118	176,100	345,000
Purchased Services	8,387,457	1,375,178	5,467,652	7,450,556	682,868	480,000
Equipment	603,466	1,394,979	-	-	3,000	272,000
Long-Term Debt	8,185,238	384,823	9,467,056	1,506,656	74,118	-
Civic Expenses	1,393,051	-	-	-	-	-
General Fund Charges	-	-	1,065,832	1,685,695	150,000	-
Total 2014 Expenditure Appropriations	\$71,035,000	\$4,510,000	\$20,055,000	\$14,520,000	\$1,639,000	\$1,682,000
Estimated Cash Balance (Deficit) - 12/31/14	\$ 2,485,460	\$ 1,290,836	\$ 232,879	\$ 342,794	\$ 4,044	\$ 377,648

* Source: City's audited general purpose financial statements

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

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers	2013 Actual & Estimated	2014 Final Budget
REVENUES:							
Real Estate Taxes							
30011 Real Estate - Current	19,110,450	20,054,046	20,377,745	19,710,752	22,938,671	22,930,000	22,926,183
30050 Real Estate - Prior	568,127	674,419	553,402	662,867	600,000	590,000	600,000
Total Real Estate Taxes	19,678,577	20,728,465	20,931,147	20,373,619	23,538,671	23,520,000	23,526,183
Act 511 Taxes							
30102 Earned Income Taxes	6,988,447	6,895,068	6,409,725	7,365,246	7,050,000	7,350,000	7,420,000
30103 Deed Transfer Tax	868,641	747,336	806,167	934,533	850,000	900,000	960,000
30106 Local Services Tax	1,546,863	1,499,620	1,470,806	1,489,202	1,500,000	1,575,000	1,675,000
30108 Mercantile Tax	1,679,956	1,521,340	1,554,076	1,726,655	1,725,000	1,750,000	1,815,000
Total Act 511 Taxes	11,083,907	10,663,364	10,240,774	11,515,636	11,125,000	11,575,000	11,870,000
City Licenses & Permits							
30201 City Licenses	39,060	41,300	37,280	30,485	40,000	40,000	40,000
30221 Permits	921,761	817,958	1,165,656	1,153,217	1,010,000	1,250,000	1,750,000
30234 Liquor Licenses	32,300	31,100	31,450	33,250	33,250	30,450	33,250
30235 CATV Franchise	816,392	855,787	908,317	926,278	944,000	940,000	975,000
30236 Mercantile & Business Privilege	66,196	59,826	58,630	69,277	60,600	63,500	65,000
Total City Licenses & Permits	1,875,709	1,805,971	2,201,333	2,212,507	2,087,850	2,323,950	2,863,250
Fines & Forfeits							
30301 Magistrate Fines	531,092	569,920	547,875	490,821	540,000	500,000	540,000
Total Fines & Forfeits	531,092	569,920	547,875	490,821	540,000	500,000	540,000

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

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers	2013 Actual & Estimated	2014 Final Budget
Grants & Gifts							
30401 Utility Tax Reimbursement	42,064	44,123	43,951	44,423	44,400	44,400	44,400
30402 City Health	1,325,527	1,519,534	1,265,569	1,221,649	1,636,265	1,400,000	1,619,102
30403 County Bridge Aid	89,353	24,831	33,262	40,744	34,000	40,000	40,000
30404 Spur Route Lighting	133,605	42,706	51,752	55,834	50,000	55,000	55,000
30409 Comm Development Reimb	800,921	732,285	685,228	426,521	350,000	350,000	350,000
30410 Lieu of Taxes	59,653	58,305	58,670	64,802	50,000	50,000	50,000
30412 Urban Forestry Grant	33,000	33,000	-	33,000	-	-	-
30413 Recycling - DEP Grants	420,328	467,871	496,521	352,832	353,500	365,463	325,000
30415 Seat Belt Highway	15,431	10,293	12,886	10,374	17,300	17,300	17,300
30417 Bethlehem Housing Authority	307,129	387,639	306,523	467,992	400,000	380,000	400,000
30420 State Subsidy-Pension	2,787,060	2,917,828	5,036,788	3,028,965	3,060,000	3,235,671	3,365,000
30421 Lehigh Co Auto Theft Task Force	94,682	99,815	92,870	95,656	75,000	75,000	80,000
30422 DUI Overtime Grant	37,660	51,605	19,828	28,529	33,000	35,000	15,580
30424 Northampton Co Drug Task Force	8,194	9,007	10,043	2,284	20,000	12,500	20,000
30426 PCCD/DARE	11,835	-	-	-	-	-	-
30428 PEMA Reimbursement	-	-	-	297,438	-	95,000	-
30429 Energy Rebates	-	-	-	65,767	-	-	210,000
30430 Medical Admin Fee Reimb	-	-	-	148,716	-	-	-
30432 Lehigh Co Safe Street Initiative	27,176	48,162	81,507	-	-	-	-
30436 Police Grant/MPOET	29,423	-	-	-	-	-	-
30440 Bullet Proof Vest	17,389	12,624	10,478	7,785	9,840	9,533	10,762
30442 DARE/GREAT	61,658	237,859	-	-	-	-	-
30443 FBI Funding-Overtime	43,671	62,597	56,841	78,169	101,418	55,000	73,000
30447 Police-BASD-Career Academy	64,650	-	-	-	-	-	-
30448 DEA-Task Force	15,523	15,751	16,810	18,523	17,000	17,000	17,500
30454 Tobacco Grant	30,408	-	-	-	-	-	-
30455 Bioterrorism Grant	244,777	247,628	120,579	150,076	-	112,813	-
30461 Music in the Park	2,130	-	-	-	-	-	-
30463 Liquor Control Board Grant	11,482	11,500	-	15,000	15,000	15,000	15,000
30464 Enterprise Zone Mgr - DCED	15,273	54,966	-	63,711	-	-	50,000
30466 Vision 2014 Grant	20,000	20,000	20,000	10,000	20,000	15,000	10,000
30467 EMSOF Grant (EMS)	3,814	3,754	11,718	-	-	-	-
30469 Police SRO	135,636	62,923	232,739	74,009	50,000	55,000	-
30470 Police JAG	26,582	175,011	144,942	70,055	113,112	104,690	82,105
30472 COPS Grant	-	-	-	-	-	-	208,333
30475 PCCD Grant	71,314	78,669	-	-	-	-	-
30476 Elm Street Grant	16,261	56,154	21,128	-	-	-	-
30477 SAFER Grant	-	-	-	-	327,170	327,170	343,410
30478 PA DCED - Fire	-	-	-	-	13,098	13,098	13,098
Total Grants & Gifts	7,003,609	7,486,440	8,830,633	6,872,854	6,790,103	6,879,638	7,414,590

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

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers	2013 Actual & Estimated	2014 Final Budget
Departmental Earnings							
30501 Rents, Right of Way	65,880	80,110	98,173	88,813	100,000	90,000	100,000
30503 Sundry Health	204,290	226,793	207,174	94,355	102,500	100,000	102,500
30503L Food Licenses	-	-	-	112,446	102,500	95,000	102,500
30504 Street/Survey/Engineer Charges	171,102	19,102	11,352	31,266	75,000	50,000	75,000
30507 Garage Rentals	15,405	14,655	14,530	13,958	15,000	15,000	15,000
30509 Roster Duty Charges	479,013	421,950	422,820	401,392	408,000	400,000	413,100
30512 Misc Police/Fire/EMS	199,719	122,728	279,992	129,356	275,000	240,000	275,000
30514 Special Event OT - Police	103,468	104,743	222,911	170,701	130,000	155,000	166,000
30517 Zoning & Inspection Fees	23,923	23,212	27,901	36,802	27,000	33,000	35,000
30518 Planning Fees	24,253	22,462	22,390	28,810	25,000	22,000	25,000
30519 Ambulance Fees	2,729,315	2,659,669	2,816,506	2,921,129	2,915,000	2,900,000	2,950,000
30520 Recycling	1,163,646	1,162,614	1,680,304	1,778,045	1,750,000	1,745,000	1,750,000
30520A Recycling-Sale of Materials	146,991	506,566	855,834	516,639	515,000	520,000	534,000
30520B Recycling-Miscellaneous	8,413	6,441	6,638	8,434	8,000	6,850	8,000
30520C Recycling-Compost	26,217	24,166	28,899	48,107	40,000	38,700	40,000
30520P Delinquent Recycling	4,873	6,233	7,826	8,865	7,000	7,300	7,000
30522 Communication Rental Income	173,139	199,405	196,651	417,177	190,950	190,000	190,950
Total Departmental Earnings	5,539,647	5,600,849	6,899,901	6,806,295	6,685,950	6,607,850	6,789,050
Municipal Recreation							
30601 Municipal Enterprise	275,000	174,790	-	155,000	155,000	150,000	150,000
30602 Self-Sustaining Activity	62,883	47,970	26,690	15,186	30,000	15,000	25,000
30603 Recreation Fees	63,748	63,580	71,211	69,329	70,700	72,180	72,000
30604 Swimming Fees	110,095	138,521	128,315	145,024	145,000	145,767	145,500
30605 Skating Rink	220,973	129,227	152,489	260,474	300,000	290,000	300,000
Total Municipal Recreation	732,699	554,088	378,705	645,013	700,700	672,947	692,500
General Fund Charges							
30701 Operations for Capital	338,778	205,016	125,000	963,613	950,000	950,000	950,000
30702 Operations for Water	2,340,000	2,740,000	1,001,943	1,065,832	1,065,832	1,065,832	1,065,832
30703 Operations for Sewer	2,663,000	2,663,000	1,685,695	1,685,695	1,685,695	1,685,695	1,685,695
30704 Operations for Parking	29,037	32,936	36,243	56,353	35,000	41,810	45,000
30705 Earned Income Tax Office	193,663	159,710	70,069	63,227	60,000	10,000	25,000
30706 Treasurer's Office	197,761	318,682	187,149	128,265	130,000	80,000	105,000
30707 Bethlehem Public Library	58,708	4,959	5,622	38,239	118,000	118,000	118,000
30710 School District	160,526	179,292	203,783	208,297	200,000	190,000	270,000
30713 Bethlehem Parking Authority	126,750	-	-	300,000	500,000	500,000	500,000
30714 BPA - Parking Lot Acquisition	-	-	-	-	1,200,000	1,200,000	-
30715 Transfer from Water Fund	-	-	-	-	879,524	689,542	-
30711 Miscellaneous	7,215	2,752	8,763	1,790	9,200	8,000	9,200
Total General Fund Charges	6,115,438	6,306,347	3,324,267	4,511,311	6,833,251	6,538,879	4,773,727
Returns & Allowances							
30800 Returns & Allowances	807,339	699,796	680,984	513,113	350,000	300,000	350,000
30820 Sewer - Landfill Payment	400,000	400,000	400,000	400,000	400,000	400,000	400,000
30840 Festival Reimbursement	116,125	121,150	112,407	128,200	110,000	112,146	110,000
30880 Pension Debt Reimbursement	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
Total Returns & Allowances	2,423,464	2,320,946	2,293,391	2,141,313	1,960,000	1,912,146	1,960,000

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

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers	2013 Actual & Estimated	2014 Final Budget
Investment Interest							
30850 Investment Interest	-	-	64,649	-	-	-	-
Total Investment Interest	-	-	64,649	-	-	-	-
Miscellaneous Revenues							
30900 Miscellaneous Revenues	123,224	52,759	38,088	81,033	100,000	86,000	100,000
30904 Escrow	3,800	50,000	302,101	-	75,000	40,000	100,000
309041 Escrow-SLCSRA	825	-	-	28,032	250,000	140,000	250,000
30908 Sundry	-	106,128	32,648	10,620	-	-	-
30914 First Responder's Fee	-	-	-	-	600,000	230,000	375,000
30918 9-1-1 Administrative Fee	6,556	6,139	5,848	5,706	5,850	5,750	5,700
30920 Suburban Stakeholder's Agreement	1,096,353	488,220	-	-	-	-	-
30921 Sale Leaseback Proceeds	-	-	1,200,000	-	-	-	-
30923 Fleet Repair Reimbursement	-	-	5,698	166	25,000	15,000	25,000
30926 Insurance Proceeds	4,993	2,379	-	10,000	-	-	-
30927 Host Fee	1,630,643	7,280,497	9,225,404	9,671,366	9,938,000	9,510,983	9,750,000
Total Miscellaneous Revenues	2,866,394	7,986,122	10,809,787	9,806,923	10,993,850	10,027,733	10,605,700
TOTAL GENERAL FUND REVENUES	<u>57,850,536</u>	<u>64,022,512</u>	<u>66,522,462</u>	<u>65,376,292</u>	<u>71,255,375</u>	<u>70,558,143</u>	<u>71,035,000</u>

EXPENDITURES BY BUREAU:

Elected Officials	834,902	854,169	856,476	882,427	912,242	907,366	925,698
Administration	2,152,568	2,187,606	1,674,944	1,719,075	1,865,929	1,822,437	1,831,894
Community & Econ Development	5,031,606	5,520,271	5,316,206	5,020,413	5,618,439	5,305,944	5,183,357
Parks & Public Property	3,660,438	3,609,900	3,615,735	3,620,629	3,902,610	3,837,641	4,077,897
Public Works	5,087,877	5,200,736	5,401,653	5,527,814	6,018,601	5,806,136	6,496,481
Police	11,995,668	12,933,312	12,746,872	13,030,095	14,133,952	13,965,696	14,461,494
Fire	9,586,921	10,279,323	10,373,978	9,798,841	10,311,702	10,213,788	10,662,581
General Expenses	15,228,489	17,791,057	17,333,730	16,960,845	19,622,779	19,542,517	18,563,714
Civic Expenses	1,295,789	1,309,662	1,334,150	1,384,677	1,388,969	1,388,962	1,393,051
Debt Service	6,600,509	7,387,084	4,686,679	6,217,041	7,480,152	7,480,152	7,438,833
TOTAL GENERAL FUND EXPENDITURES	<u>61,474,767</u>	<u>67,073,120</u>	<u>63,340,423</u>	<u>64,161,857</u>	<u>71,255,375</u>	<u>70,270,639</u>	<u>71,035,000</u>

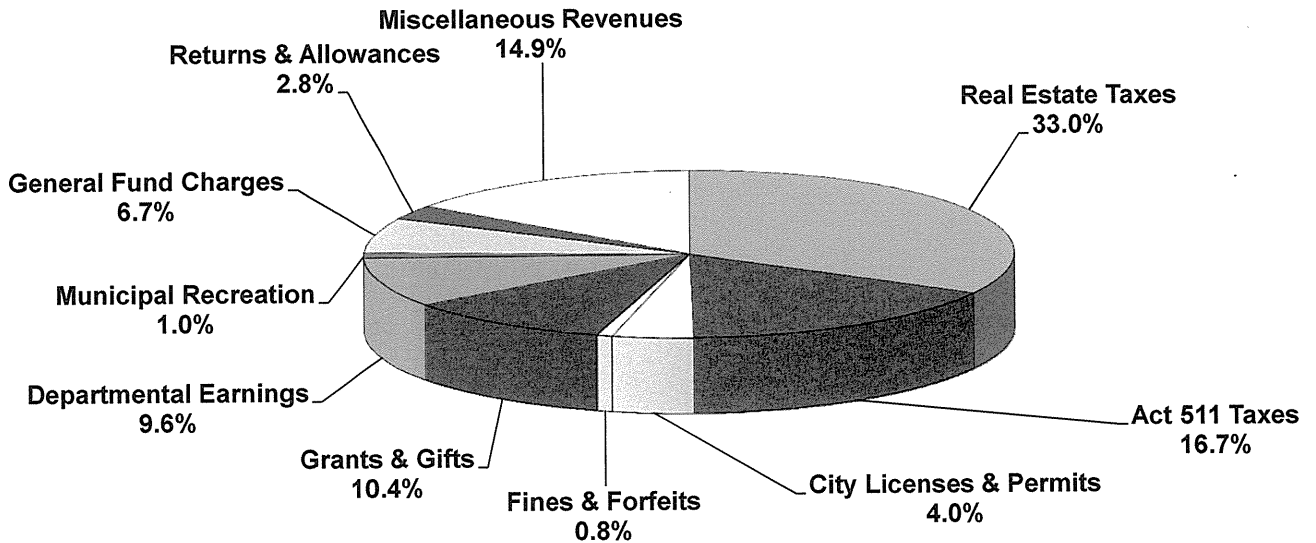
EXPENDITURES BY CATEGORY:

Personnel Costs	46,001,161	49,651,408	47,447,309	46,015,698	49,808,498	49,404,385	50,617,157
Materials & Supplies	1,262,618	1,405,781	1,501,203	1,585,677	1,807,868	1,750,570	1,848,631
Purchased Services	4,895,771	5,799,826	6,912,766	7,273,803	10,048,575	9,535,449	8,387,457
Equipment	114,394	210,252	143,271	369,740	465,859	455,667	603,466
Long-Term Debt	7,905,034	8,696,191	6,001,724	7,532,262	7,735,606	7,735,606	8,185,238
Civic Expenses	1,295,789	1,309,662	1,334,150	1,384,677	1,388,969	1,388,962	1,393,051
TOTAL GENERAL FUND EXPENDITURES	<u>61,474,767</u>	<u>67,073,120</u>	<u>63,340,423</u>	<u>64,161,857</u>	<u>71,255,375</u>	<u>70,270,639</u>	<u>71,035,000</u>

**CITY OF BETHLEHEM
GENERAL FUND
REVENUE SUMMARY**

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers	2013 Actual & Estimated	2014 Final Budget
Real Estate Taxes	\$19,678,577	\$20,728,465	\$20,931,147	\$20,373,619	\$23,538,671	\$23,520,000	\$23,526,183
Act 511 Taxes	11,083,907	10,663,364	10,240,774	11,515,636	11,125,000	11,575,000	11,870,000
City Licenses & Permits	1,875,709	1,805,971	2,201,333	2,212,507	2,087,850	2,323,950	2,863,250
Fines & Forfeits	531,092	569,920	547,875	490,821	540,000	500,000	540,000
Grants & Gifts	7,003,609	7,486,440	8,830,633	6,872,854	6,790,103	6,879,638	7,414,590
Departmental Earnings	5,539,647	5,600,849	6,899,901	6,806,295	6,685,950	6,607,850	6,789,050
Municipal Recreation	732,699	554,088	378,705	645,013	700,700	672,947	692,500
General Fund Charges	6,115,438	6,306,347	3,324,267	4,511,311	6,833,251	6,538,879	4,773,727
Returns & Allowances	2,423,464	2,320,946	2,293,391	2,141,313	1,960,000	1,912,146	1,960,000
Investment Interest	-	-	64,649	-	-	-	-
Miscellaneous Revenues	2,866,394	7,986,122	10,809,787	9,806,923	10,993,850	10,027,733	10,605,700
Total Revenues	\$57,850,536	\$64,022,512	\$66,522,462	\$65,376,292	\$71,255,375	\$70,558,143	\$71,035,000

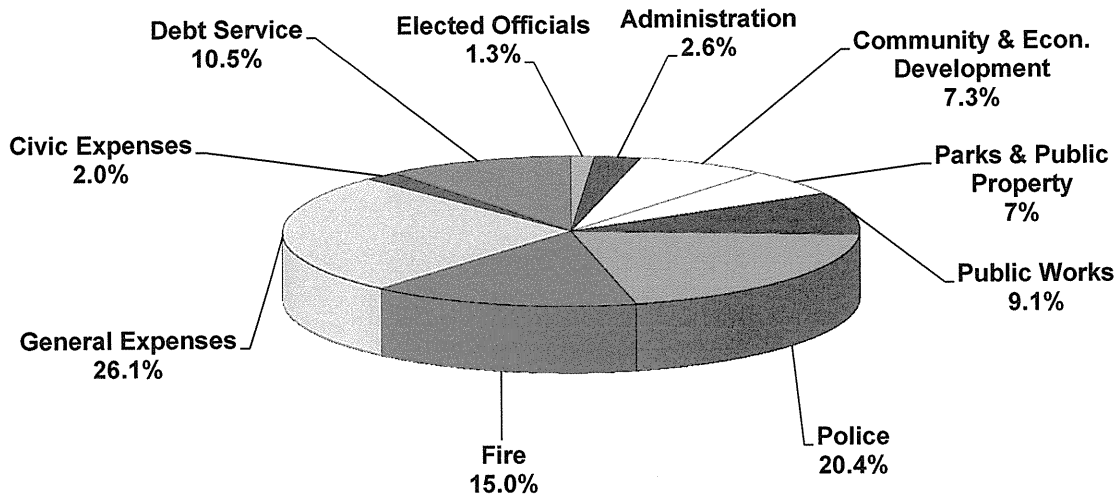
General Fund Revenues



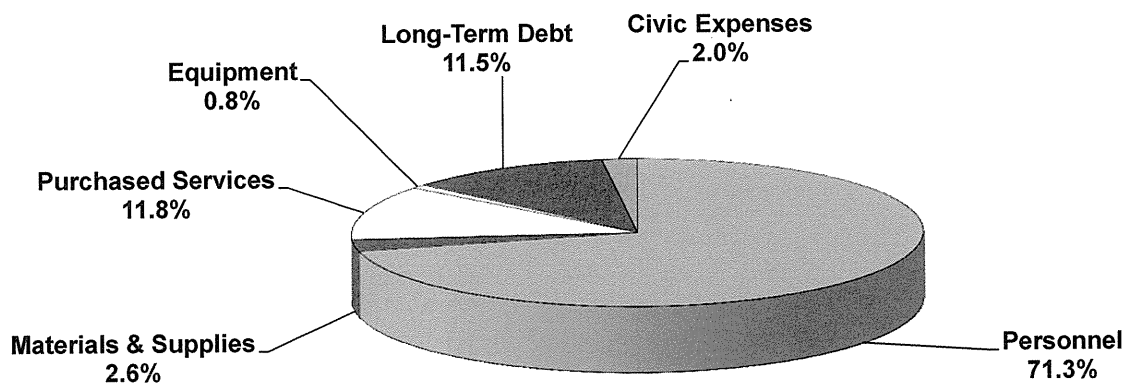
**CITY OF BETHLEHEM
GENERAL FUND
BUREAU RESOURCE SUMMARY**

Bureau	Personnel	Materials & Supplies	Purchased Services	Equipment	Long-Term Debt	Civic Expenses	2014 Total
0101 Council	\$ 217,181	\$ -	\$ 60,560	\$ -	\$ -	\$ -	\$ 277,741
0102 Mayor	188,747	2,600	4,765	-	-	-	196,112
0103 Controller	174,291	450	5,300	-	-	-	180,041
0104 Treasurer	1,300	-	-	-	-	-	1,300
0105 Law	262,004	-	8,500	-	-	-	270,504
Elected Officials	843,523	3,050	79,125	-	-	-	925,698
0201 Administration	184,775	-	43,900	-	-	-	228,675
0202 Information Services	226,315	13,400	221,450	72,150	-	-	533,315
0203 Financial Services	326,080	1,000	3,950	-	-	-	331,030
0205 Purchasing	186,071	23,400	23,300	-	-	-	232,771
0206 Taxes	177,273	4,000	61,500	-	-	-	242,773
0207 Human Resources	212,555	4,725	46,050	-	-	-	263,330
Administration	1,313,069	46,525	400,150	72,150	-	-	1,831,894
0301 Administration	405,402	800	2,700	-	-	-	408,902
0302 Health	1,030,228	10,930	412,644	-	-	-	1,453,802
0303 Code Enforcement	398,839	9,765	16,220	7,000	-	-	431,824
0304 Community Development	182,279	3,100	119,550	-	-	-	304,929
0305 Planning & Zoning	230,172	3,700	94,700	-	-	-	328,572
0307 Recycling	558,889	85,000	1,322,900	9,000	-	-	1,975,789
0309 Housing Inspections	260,799	14,590	4,150	-	-	-	279,539
Community & Econ. Development	3,066,608	127,885	1,972,864	16,000	-	-	5,183,357
0401 Administration	237,330	4,500	5,770	60,424	-	-	308,024
0405 Building Maintenance	850,926	86,650	860,600	34,800	-	-	1,832,976
0406 Recreation	500,275	95,900	35,950	-	-	-	632,125
0407 Parks Maintenance	1,143,572	70,500	90,700	-	-	-	1,304,772
Parks & Public Property	2,732,103	257,550	993,020	95,224	-	-	4,077,897
0501 Administration	202,497	1,910	1,900	-	-	-	206,307
0502 Engineering	770,991	21,950	55,250	19,375	-	-	867,566
0503 Streets	1,057,808	159,091	53,220	4,700	-	-	1,274,819
050301 Urban Forestry	68,064	2,000	22,300	-	-	-	92,364
0504 Mechanical Maintenance	627,814	91,800	429,200	9,375	-	-	1,158,189
0505 Electrical Maintenance	517,420	58,975	1,602,345	46,359	427,775	-	2,652,874
0506 Traffic Maintenance	186,276	49,415	1,250	7,421	-	-	244,362
Public Works	3,430,870	385,141	2,165,465	87,230	427,775	-	6,496,481
0601 Police	12,099,465	570,092	191,968	251,862	-	-	13,113,387
0602 Communications	1,000	4,000	1,101,500	-	-	-	1,106,500
0603 Records Room	228,507	4,500	8,600	-	-	-	241,607
Police	12,328,972	578,592	1,302,068	251,862	-	-	14,461,494
0701 Fire	7,955,376	299,450	119,050	31,000	-	-	8,404,876
0702 EMS	1,940,683	121,438	145,584	50,000	-	-	2,257,705
Fire	9,896,059	420,888	264,634	81,000	-	-	10,662,581
0801 General Expenses	17,005,953	29,000	1,210,131	-	318,630	-	18,563,714
General Expenses	17,005,953	29,000	1,210,131	-	318,630	-	18,563,714
0901 Civic Expenses	-	-	-	-	-	1,393,051	1,393,051
Civic Expenses	-	-	-	-	-	1,393,051	1,393,051
1001 Debt Service	-	-	-	-	7,438,833	-	7,438,833
Debt Service	-	-	-	-	7,438,833	-	7,438,833
TOTAL GENERAL FUND	\$ 50,617,157	\$ 1,848,631	\$ 8,387,457	\$ 603,466	\$ 8,185,238	\$ 1,393,051	\$ 71,035,000

General Fund Expenditures By Department



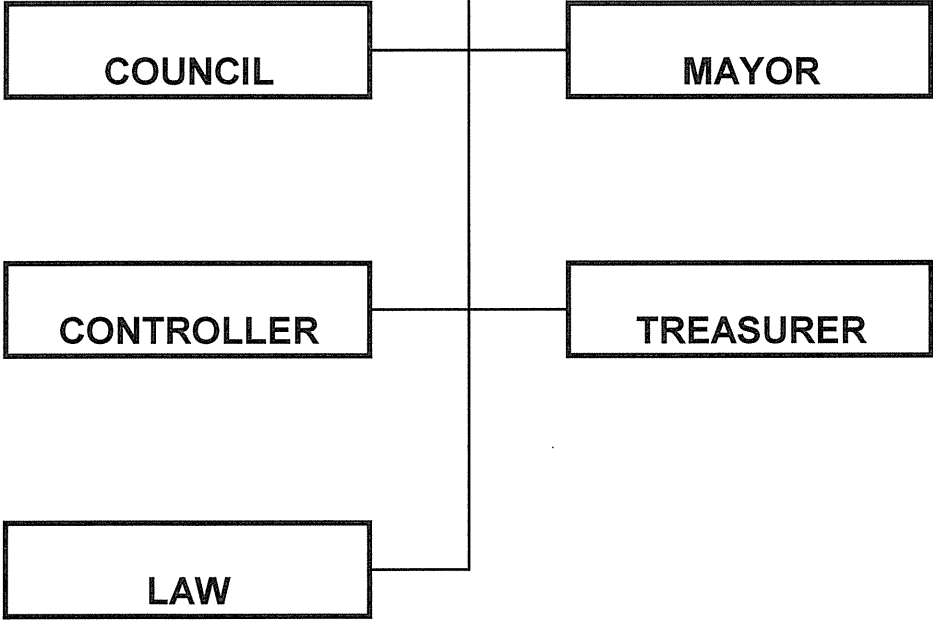
General Fund Expenditures By Category



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

Bureau	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers	2013 Actual & Estimated	2014 Final Budget
0101 Council	10	10	10	10	10	10	10
0102 Mayor	3	3	3	3	3	3	3
0103 Controller	3	3	3	3	3	3	3
0104 Treasurer	1	1	1	1	1	1	1
0105 Law	5	5	5	5	5	5	5
Elected Officials	22	22	22	22	22	22	22
0201 Administration	3	3	2	2	2	2	2
0202 Information Services	4	4	3	4	4	4	4
0203 Financial Services	7	7	6	6	6	6	6
0205 Purchasing	4	4	3	3	3	3	3
0206 Taxes	10	10	4	4	3	3	3
0207 Human Resources	4	4	3	3	3	3	3
Administration	32	32	21	22	21	21	21
0301 Administration	7	7	7	7	7	7	7
0302 Health	10	10	9	9	8	8	8
0303 Code Enforcement	9	8	7	6	6	6	6
0304 Community Development	2	1	1	1	2	2	2
0305 Planning & Zoning	4	4	3	3	3	3	3
0307 Recycling	3	3	3	3	3	3	3
0308 Economic Development	3	3	3	1	-	-	-
0309 Housing Inspections	4	5	4	3	3	3	3
Community & Econ. Development	42	41	37	33	32	32	32
0401 Administration	4	4	3	3	3	3	3
0405 Building Maintenance	16	16	14	14	14	14	14
0406 Recreation	2	2	2	3	3	3	3
0407 Parks Maintenance	21	22	22	22	22	22	22
Parks & Public Property	43	44	41	42	42	42	42
0501 Administration	3	3	3	3	3	3	3
0502 Engineering	14	14	12	12	12	12	12
0503 Streets	27	28	27	27	27	27	27
050301 Urban Forestry	1	1	1	1	1	1	1
0504 Mechanical Maintenance	11	11	11	11	11	11	11
0505 Electrical Maintenance	9	9	8	8	8	8	8
0506 Traffic Maintenance	3	4	3	3	3	3	3
Public Works	68	70	65	65	65	65	65
0601 Police	157	159	150	150	149	149	154
0602 Communications	-	-	-	-	-	-	-
0603 Records Room	7	7	5	5	5	5	5
Police	164	166	155	155	154	154	159
0701 Fire	114	114	112	112	112	112	113
0702 EMS	24	24	24	24	24	24	24
Fire	138	138	136	136	136	136	137
TOTAL GENERAL FUND	509	513	477	475	472	472	478

**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 14 Committee meetings.
 - Adopted more than 39 Ordinances and over 183 Resolutions.
 - Adopted New Amusement Tax Ordinance (First Responders Fee)
 - Adopted New Landmarks and Historic Resources Ordinance to recognize buildings outside the Historic Districts
 - Adopted Miscellaneous Zoning Ordinance Amendments
 - Adopted Resolution for Zoning Ordinance Fee Schedules
 - Adopted Ordinances Continuing Cable TV Franchises
 - Established Ordinance to Regulate Abandoned Properties
 - Adopted Ordinances to Update the Fire and Police Pension Funds
 - Approved GON for Water Fund and Reduction in Line of Credit of \$1,765,000
 - Adopted Resolution for a Redevelopment Assistance Capital Grant for the Lehigh Valley Charter Arts High School
 - Adopted Resolution for an Agreement with LANTA for Bus Shelters
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2009	2010	2011	2012	2013		2013		2014	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	Final Budget
	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	20,617	1	20,617	1	21,029
N020 City Clerk	1	1	1	1	1	70,640	1	70,640	1	72,053
C101 Assistant City Clerk	1	1	1	1	1	54,606	1	54,606	1	55,749
Total Positions	10	10	10	10	10	196,063	10	196,063	10	199,031
Account Detail										
40001 SALARIES	187,363	188,224	190,277	195,241		194,623		194,623		197,511
40002 LONGEVITY	980	1,050	1,200	1,360		1,440		1,440		1,520
40003 OVERTIME	-	-	285	123		-		-		150
40004 TEMPORARY HELP	-	-	-	-		10,200		10,000		18,000
Personnel	188,343	189,274	191,762	196,724		206,263		206,063		217,181
41013 OFFICE EXPENSE	133	-	-	-		-		-		-
Materials & Supplies	133	-	-	-		-		-		-
42040 ADVERTISING AND PRINTING	5,855	5,366	5,674	7,616		7,000		6,700		7,000
42055 PROFESSIONAL SERVICES	56,174	61,470	63,053	62,450		58,500		57,500		48,500
42060 OTHER EXPENSES	1,145	1,922	1,436	1,810		4,560		4,500		4,560
42064 EQUIPMENT MAINTENANCE	499	499	499	499		500		499		500
Purchased Services	63,673	69,257	70,662	72,375		70,560		69,199		60,560
43099 EQUIPMENT	-	3,443	651	1,375		-		-		-
Equipment	-	3,443	651	1,375		-		-		-
Total CITY COUNCIL	252,149	261,974	263,075	270,474		276,823		275,262		277,741

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	150	OVERTIME 150 - ASSISTANT CITY CLERK OVERTIME FOR AFTER HOURS MEETINGS
40004	18,000	TEMPORARY HELP 18,000 - PART-TIME HELP IN CITY CLERK'S OFFICE
42040	7,000	ADVERTISING AND PRINTING 7,000 - LEGAL ADVERTISEMENTS
42055	48,500	PROFESSIONAL SERVICES 45,000 - ANNUAL AUDITS 400 - COUNTY RECORDERS' FEES 100 - LAW LIBRARY FILING FEES 3,000 - MICROFILMING/DIGITIZING
42060	4,560	OTHER EXPENSES 100 - EXPRESS TIMES 275 - MORNING CALL 1,650 - MISCELLANEOUS OFFICE EXPENSES - OFFICE SUPPLIES, CARTRIDGE/DRUM FOR LASER PRINTER, NAMEPLATES, GIFTS, HOSTING EVENTS. 185 - DUES - INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS 350 - CITY DIRECTORY - POLK 900 - INSTITUTE OF MUNICIPAL CLERKS 400 - MINUTE/RESOLUTION/ORDINANCE BOOK 700 - LEAGUE OF CITIES CONVENTION-PHILADELPHIA
42064	500	EQUIPMENT MAINTENANCE 500 - SOFTWARE MAINTENANCE - CLERKS INDEX

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BUREAU DETAIL

Bureau: Mayor

No: 0102

Department: Elected Officials

No: 0010

Bureau Description:

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

Goals and Objectives:

- To represent the City's interest on City, County, State, and Federal levels of government.
 - To 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:

- We proudly announced Corfu, Greece, as our fourth Sister City, and began planning for the 50th anniversary of our first Sister City in Tondabayashi, Japan.
 - HVS Convention, Sports & Entertainment Facilities Consulting was selected to do a feasibility study for a new Convention /Exposition Center for regional use.
 - A new 2013 PUC model fire engine was placed at Schweder Fire Station.
 - The corner of Market and Main Streets was dedicated to former Mayor and Councilman Gordon Mowrer, for his outstanding preservation efforts and re-establishing Main Street as a viable business district.
 - The City and Redevelopment Authority announced the redevelopment of the Hoover Mason Trestle to a pedestrian-oriented promenade that will support circulation, historic preservation and passive recreation uses.
 - Bethlehem acquired the East Allen Township Municipal Authority water system, an important step in water service regionalism.
 - A Bike Medic Team was instituted to expedite patient care for remote areas of the city, and during large special events in the city.
 - A three-year contract between the City and the Service Employees International Union, Local 32 BJ, Mid-Atlantic District was signed.
 - The adaptive reuse of the Dodson Building at New and Walnut Streets commenced, and the change in use from office to residential will bring the building in line with appropriate zoning for this district.
 - The Design Guidelines and "Guidelines for Sustainability" for the north side historic District were completed as part of the Historic Preservation Plan.
 - Police Chief Jason Schiffer retired and Deputy Chief Craig Finnerty was appointed to the post. Captain Todd Repsher was appointed to the Deputy Police Chief position.
 - We added new milling equipment to save time and money in street paving.
 - The 50-foot dam on the Monocacy Creek in Johnston Park was removed as part of a stream renovation project. Removing the dam will reduce the frequency and severity of flooding in the Colonial Industrial Quarter, and will also improve the stream's water quality while making an additional 1.6 miles of stream habitat accessible to aquatic organisms.
 - The former Stock House, the oldest building on Bethlehem Steel's sprawling 1,800 acre campus, completed restoration and will serve as the city's visitor center. It received 2012 Masonry Construction Project of the Year by the industry publication, "The World of Masonry Construction", as well as a Pennsylvania Historic Preservation Award.
 - We joined eight other Pennsylvania municipalities and enrolled in the Young Lungs at Play, Tobacco Free Zone program, to lessen the risks and dangers of second hand smoke for our park patrons.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0102 MAYOR

		2009	2010	2011	2012	2013		2013		2014	
		Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N025	Mayor	1	1	1	1	1	90,500	1	90,500	1	90,500
N030	Administrative Assistant	1	1	1	1	1	52,536	1	52,536	1	53,587
C073	Mayors Secretary	1	1	1	1	1	43,710	1	43,710	1	44,660
Total Positions		3	3	3	3	3	186,746	3	186,746	3	188,747
Account Detail											
40001	SALARIES	171,461	171,776	177,494	183,506		186,506		186,506		188,427
40002	LONGEVITY	-	-	70	140		240		240		320
Personnel		171,461	171,776	177,564	183,646		186,746		186,746		188,747
41013	OFFICE EXPENSE	619	493	853	231		500		400		500
41023	GASOLINE	850	406	1,659	1,799		2,100		2,100		2,100
Materials & Supplies		1,469	899	2,512	2,030		2,600		2,500		2,600
42060	OTHER EXPENSES	4,176	2,183	3,033	3,415		3,265		3,200		3,265
420607	CITY EVENTS	548	500	268	383		1,500		1,500		1,500
Purchased Services		4,724	2,683	3,301	3,798		4,765		4,700		4,765
Total	MAYOR	177,654	175,358	183,377	189,474		194,111		193,946		196,112

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

2014 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	2,100	GASOLINE 2,100 - GASOLINE FOR MAYOR'S VEHICLE
42060	3,265	OTHER EXPENSES 2,100 - CONFERENCES 365 - SUBSCRIPTIONS 800 - GIFTS FLOWERS - 350 MORAVIAN STARS - 300 PROCLAMATION FOLDERS - 150
420607	1,500	CITY EVENTS 1,500 - SISTER CITY ACTIVITIES/GIFTS, 50TH ANNIVERSARY PLANNING FOR TONDABAYASHI 2013-2014, STATE OF THE CITY, ETC.

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BUREAU DETAIL

Bureau: Controller

No: 0103

Department: Elected Officials

No: 0010

Bureau Description:

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

Goals and Objectives:

- Continue to review casino revenue collections and compare to the 2014 budget.
 - Continue oversight and review of outstanding Miscellaneous Accounts Receivables.
 - Follow-up on the Independent CPA's audit recommendations as to procedure changes and compliance.
 - Continue review of Pension Investment policies, manager insurance coverage and fee structures.
 - Continue monitoring of guidelines and usage for Purchasing Cards (P-Cards).
 - Continue the pursuit of having Contracts and Purchase Orders precede the commitment of city funds.
 - Continue review of adjusting entries and budget transfers made by the Administration.
 - Review of Petty Cash and other cash handling procedures for compliance and suggested improvements.
-

Prior Year Achievements:

- Served on numerous city-wide committees, task forces and the Pension Board.
 - Continued an effort to have Purchase Orders prepared on a timely basis including initiating an invoice review procedure in conjunction with the CI Purchasing Committee.
 - Reviewed Miscellaneous Accounts Receivable and the collection efforts of City Departments.
 - Reviewed casino host fee revenue calculations based on PA Gaming Control Board information and verified the City's collection of funds.
 - Investigated and resolved calls received from residents on the Controller's tip hotline.
 - Reviewed reports produced by the Pension Board's consultant and fund managers.
 - Reviewed projected year-end financial results.
 - Reviewed disbursements and transfers as necessary to assure proper use of taxpayer dollars.
 - Initiated public monthly and quarterly reports to City Council regarding unapproved budget transfers \$5,000 and over and confirming Purchase Orders.
 - Provided input and consulting on the electronic SOP for contracts, amendments, etc.
 - Closely monitored Budgets Exceeded reports and worked with the Administration to rectify these issues.
 - Met with the outside Auditors as part of their audit planning process and provided them with an independent report of 2012 bills paid in 2013 as well as other pertinent information.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0103 CONTROLLER

		2009	2010	2011	2012	2013		2013		2014	
		Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		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	63,860	1	63,860	1	65,214
C062	Account Clerk II	1	1	1	1	1	43,298	1	43,298	1	44,227
Total Positions		3	3	3	3	3	156,158	3	156,158	3	158,441
Account Detail											
40001	SALARIES	148,227	149,472	157,971	149,276	155,118		155,118		157,241	
40002	LONGEVITY	490	560	675	870	1,040		1,040		1,200	
40003	OVERTIME	-	-	41	-	-		-		-	
40004	TEMPORARY HELP	12,108	12,988	11,237	12,794	14,950		14,950		15,850	
Personnel		160,825	163,020	169,924	162,940	171,108		171,108		174,291	
41013	OFFICE EXPENSE	260	196	392	118	450		300		450	
Materials & Supplies		260	196	392	118	450		300		450	
42032	TRAINING/CONT. EDUCATION	1,419	932	1,342	1,230	1,550		1,050		1,500	
42060	OTHER EXPENSES	4,027	591	294	1,648	3,800		1,550		3,800	
Purchased Services		5,446	1,523	1,636	2,878	5,350		2,600		5,300	
Total	CONTROLLER	166,531	164,739	171,952	165,936	176,908		174,008		180,041	

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	15,850	TEMPORARY HELP 15,850 - FUNDING FOR ONE PART TIME POSITION
41013	450	OFFICE EXPENSE 450 - MISCELLANEOUS OFFICE SUPPLIES
42032	1,500	TRAINING/CONTINUING ED. 1,500 - GFOA-PA, PICPA & LOCAL AUDITOR/CONTROLLER'S CONFERENCES
42060	3,800	OTHER EXPENSES 600 - SUBSCRIPTION RENEWALS 600 - REFERENCE BOOKS/REPRINTS 400 - EQUIPMENT REPAIRS 600 - LOCAL MILEAGE 700 - PROFESSIONAL DUES 900 - MISCELLANEOUS FURNITURE, OTHER ITEMS

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BUREAU DETAIL

Bureau: Treasurer

No: 0104

Department: Elected Officials

No: 0010

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0104 TREASURER

		2009	2010	2011	2012	2013		2013		2014	
		Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		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	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300
	Personnel	1,000	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300
Total	TREASURER	1,000	1,300	1,300	1,300	1,300	1,300	1,300	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**

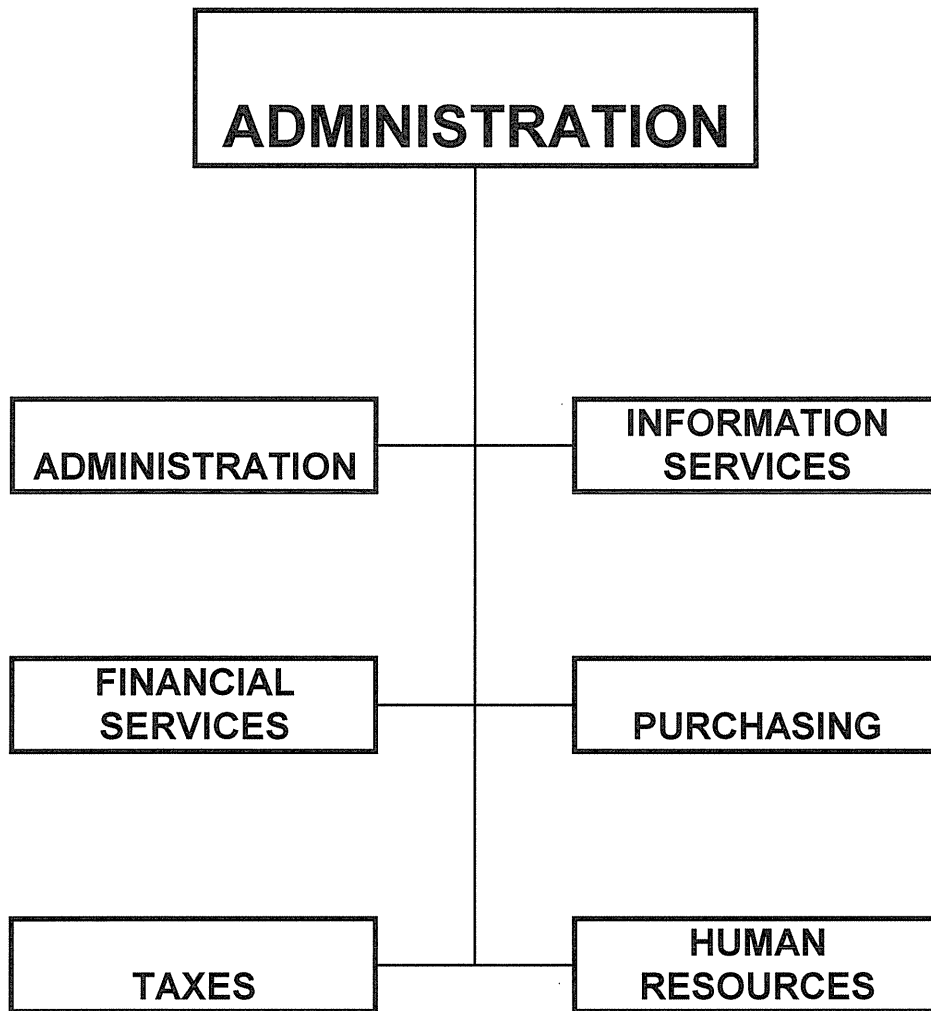
FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0105 LAW

		2009	2010	2011	2012	2013		2013		2014	
		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
N045	Solicitor	1	1	1	1	1	50,853	1	50,853	1	51,871
N050	Assistant Solicitor	2	2	2	2	2	101,061	2	101,061	2	103,083
2504	Paralegal	1	1	1	1	1	59,414	1	59,414	1	60,648
2401	Legal Assistant	1	1	1	1	1	43,272	1	43,272	1	46,402
Total Positions		5	5	5	5	5	254,600	5	254,600	5	262,004
Account Detail											
40001	SALARIES	230,431	242,261	229,356	248,468		252,920		252,920		260,244
40002	LONGEVITY	2,450	1,260	1,330	1,400		1,680		1,680		1,760
	Personnel	232,881	243,521	230,686	249,868		254,600		254,600		262,004
42060	OTHER EXPENSES	4,687	7,277	6,086	5,375		8,500		8,250		8,500
	Purchased Services	4,687	7,277	6,086	5,375		8,500		8,250		8,500
Total	LAW	237,568	250,798	236,772	255,243		263,100		262,850		270,504

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42060	8,500	OTHER EXPENSES 8,500 - THIS ALLOCATION COVERS LEGAL PERIODICAL SUBSCRIPTIONS; MISCELLANEOUS OFFICE EQUIPMENT, REPAIR AND/OR REPLACEMENT; MUNICIPAL/LEGAL SEMINAR FEES; LEGAL SPECIFIC PAPER AND STATIONERY SUPPLIES NOT STOCKED OR AVAILABLE THROUGH THE PURCHASING DEPARTMENT; AND COMPUTER SUPPLIES/SOFTWARE, PRINTER AND FAX SUPPLIES.



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 which occur within 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

		2009	2010	2011	2012	2013		2013		2014	
		Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N055	Business Administrator	1	1	1	1	1	95,670	1	95,670	1	97,584
3301	Director of Budget & Finance	1	1	1	1	1	81,365	1	81,365	1	87,191
C083	Secretary III	1	1	-	-	-	-	-	-	-	-
Total Positions		3	3	2	2	2	177,035	2	177,035	2	184,775
Account Detail											
40001	SALARIES	199,875	205,150	170,589	173,005		176,795		176,795		184,455
40002	LONGEVITY	1,540	1,540	70	140		240		240		320
Personnel		201,415	206,690	170,659	173,145		177,035		177,035		184,775
42036	COMMUNICATIONS	31,275	31,310	35,150	32,732		39,000		38,750		39,000
42047	DEPARTMENT CONTRACTS	2,729	2,902	2,599	2,530		3,000		3,000		3,000
42060	OTHER EXPENSES	2,097	1,881	1,442	2,245		1,900		1,750		1,900
Purchased Services		36,101	36,093	39,191	37,507		43,900		43,500		43,900
Total	ADMINISTRATION	237,516	242,783	209,850	210,652		220,935		220,535		228,675

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42036	39,000	COMMUNICATIONS 39,000 - CELL PHONES FOR ALL CITY DEPARTMENTS 0102 - MAYOR'S OFFICE (1) 0202 - INFORMATION SERVICES (4) 0301 - COMM DEV ADMIN (1) 0302 - HEALTH (2) 0303 - CODE ENFORCEMENT (4) 0305 - PLANNING (1) 0307 - RECYCLING (4) 0309 - HOUSING INSPECTIONS (4) 0401 - PARKS ADMIN (1) 0405 - BUILDING MAINTENANCE (1) 0407 - PARKS MAINTENANCE (3) 0501 - PUBLIC WORKS ADMIN (1) 0503 - STREETS (3) 050301 - URBAN FORESTRY (1) 0504 - MECHANICAL MAINTENANCE (2) 0505 - ELECTRICAL (3) 0506 - TRAFFIC (1) 0601 - POLICE (35) 0701 - FIRE (15) 0702 - EMS (2) REPLACEMENT PHONES, BATTERIES, CHARGERS, BELT CLIPS
42047	3,000	DEPARTMENT CONTRACTS 3,000 - LEASE COPIER FOR THE SECOND FLOOR
42060	1,900	OTHER EXPENSES 1,900 - 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 and applications used throughout the City's operations. This bureau also provides technical support and maintenance for the City's network or personal computers and is responsible for the installation, maintenance, and troubleshooting of servers, routers, switches, and firewalls. This bureau also acts as a Support Desk for any user related issues.

Goals and Objectives:

- To develop a plan to address CommunityPlus Database policies, training and cleanup procedures.
 - 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 continue to implement eGov applications including payment options.
 - To evaluate newest Financial Server Application capabilities with intent to streamline City operations.
 - To evaluate the possibilities and options on how to improve network performance.
 - Assist in the selection of new Public Safety Vendor.
 - Implement and test City's first D&R remote site.
 - Develop public GIS viewer(s) for website Develop remote GIS editing capabilities for smart phone and tablets.
 - Begin setup and implementation of City-wide Work Order Application.
 - Assist Fire Inspectors in migrating from Firehouse to Fire & Safety Application.
 - Continue to improve database/application integration City-wide.
-

Prior Year Achievements:

- Converted all existing servers/applications (except Finance) to internal Cloud Environment.
 - Designed and Set Up Cloud Backup Solution.
 - Designed and Set Up City's first remote D&R Solution.
 - Assisted in Level One Utility Billing print outsourcing.
 - Assisted in Level One RE Audit Notice print outsourcing.
 - Assisted in Level One Alarm Billing Renewal Notice print outsourcing.
 - Assisted in Level One RE print outsourcing.
 - Assisted in implementing Alarm Billing Application.
 - Provided continuing support for transition from internal EIT operations to County-wide Collections.
 - Attended many CI events and activities to improve City-wide process workflows.
 - Continued to implement and test eGov applications.
 - Continued to assist with the implementation of Police Department POSS server.
 - Developed replaced internal GIS viewers and added editing capabilities.
 - Assisted in the setup, training and implementation of Activity Tracker Application for Police & Health Dept
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers		2013 Actual & Estimated		2014 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail										
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3501 Computer Systems Mgr	1	1	1	1	1	95,420	1	95,420	1	97,381
2919 Network Manager	1	1	1	1	1	70,920	1	70,920	1	72,403
2831 Econ Dev Site & GIS Mgr	-	-	-	1	1	67,298	1	67,298	1	68,714
2803 Operations Supervisor	1	1	-	-	-	-	-	-	-	-
2722 IS Programmer	1	1	1	1	1	63,860	1	63,860	1	65,215
Total Positions	4	4	3	4	4	297,498	4	297,498	4	303,713
2831 25% Allocated to 20015						(16,825)		(16,825)		(17,179)
2831 25% Allocated to 3001						(16,825)		(16,825)		(17,179)
2722 33% Allocated to 20015						(21,074)		(21,074)		(21,520)
2722 33% Allocated to 3001						(21,074)		(21,074)		(21,520)
						221,700		221,700		226,315
Account Detail										
40001 SALARIES	230,351	240,070	186,348	219,365		219,365		219,365		223,753
40002 LONGEVITY	1,330	1,540	1,540	1,844		2,335		2,335		2,562
40004 TEMPORARY HELP	15,165	14,385	15,300	14,940		25,600		25,600		-
Personnel	246,846	255,995	203,188	236,149		247,300		247,300		226,315
41014 OPERATING SUPPLIES	24,509	28,148	25,990	12,656		26,150		18,780		13,400
Materials & Supplies	24,509	28,148	25,990	12,656		26,150		18,780		13,400
42032 TRAINING/CONT. EDUCATION	7,862	2,250	-	2,250		4,500		3,660		4,500
42047 DEPARTMENT CONTRACTS	114,972	120,403	104,505	107,382		157,650		140,000		180,750
42055 PROFESSIONAL SERVICES	-	-	21,531	-		15,000		12,500		28,200
42064 EQUIPMENT MAINTENANCE	25,910	6,633	6,398	7,960		8,000		7,900		8,000
Purchased Services	148,744	129,286	132,434	117,592		185,150		164,060		221,450
43099 EQUIPMENT	29,562	33,868	9,122	30,569		68,630		67,500		72,150
Equipment	29,562	33,868	9,122	30,569		68,630		67,500		72,150
Total	449,661	447,297	370,734	396,966		527,230		497,640		533,315

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	13,400	OPERATING SUPPLIES
	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
	1,500	- PRINTER SUPPLIES
	500	- DAT TAPE SUPPLIES
	2,000	- 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	4,500	TRAINING/CONTINUING ED.
	1,500	- TRAINING/CONFERENCES/SEMINARS/SUBSCRIPTIONS
	3,000	- CITY WIDE TRAINING
42047	180,750	DEPARTMENT CONTRACTS
	55,650	- CITY WIDE NETWORKING
	160,200	- FINANCIAL SYSTEM SERVER
	4,000	- EXTENDED SERVER HW MAINTENANCE
	16,000	- FIREHOUSE SERVER SW MAINTENANCE
	500	- ACL SOFTWARE SERVICES
	20,000	- GIS SERVER ESRI SOFTWARE MAINTENANCE
		SSL CERTIFICATES
	4,400	- MISCELLANEOUS CONTRACTS
	-40,000	- CHARGED TO WATER FUND
	-40,000	- CHARGED TO SEWER FUND
42055	28,200	PROFESSIONAL SERVICES
	20,000	- CUSTOMIZED SOFTWARE CHANGES AND MISCELLANEOUS
		PROFESSIONAL SERVICES AS REQUIRED
	-5,000	- CHARGED TO WATER FUND
	-5,000	- CHARGED TO SEWER FUND
	18,200	- WEBSITE ADMINISTRATOR: (10HRS/WK X \$35/HR X 52 WEEKS)
42064	8,000	EQUIPMENT MAINTENANCE
	8,000	- HARDWARE/SOFTWARE REPAIR/REPLACEMENT FOR COMPONENTS
		NOT COVERED BY A MAINTENANCE CONTRACT
43099	72,150	EQUIPMENT
	7,500	- NETWORK SWITCHES
	15,000	- UPGRADE SLOWEST CPU'S
	6,500	- REQUESTS - EMS
	2,000	- REQUESTS - CONTROLLER
	8,500	- REQUESTS - CITY CLERK'S OFFICE
	2,650	- REQUESTS - PUBLIC WORKS
	30,000	- REQUESTS - FIRE

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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:

- Revised the daily cash collection summary report in order to facilitate the monthly bank reconciliation process.
 - Developed new reporting procedures for golf revenues. The new process minimized recording errors.
 - Cross-trained individuals so that operations could smoothly continue when office was short staffed.
 - Continued our efforts to be more efficient by improving processes. Examined how and why certain jobs are performed. Adjusted procedures and eliminated unnecessary functions.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013		2013		2014	
					Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3503 Director of Fin Services	1	1	1	1	1	95,260	1	95,260	1	97,221
3207 Accountant	1	1	-	-	-	-	-	-	-	-
2822 Sup Cashier Operation	1	1	1	1	1	68,656	1	68,656	1	54,200
2723 Mgr Accounts Payable	1	1	1	1	1	50,711	1	50,711	1	55,132
2105 Admin. Support Assistant	-	-	-	-	1	33,767	1	33,767	1	36,115
C062 Account Clerk II	3	3	3	3	2	80,725	2	80,725	2	83,412
Total Positions	7	7	6	6	6	329,119	6	329,119	6	326,080
Account Detail										
40001 SALARIES	375,983	375,947	309,517	318,739		313,651		313,651		324,320
40002 LONGEVITY	5,110	4,340	2,310	2,610		3,280		3,280		1,760
40004 TEMPORARY HELP	18,677	25,004	27,992	28,919		23,693		23,693		-
Personnel	399,770	405,291	339,819	350,268		340,624		340,624		326,080
41013 OFFICE EXPENSE	872	755	547	487		1,000		700		1,000
Materials & Supplies	872	755	547	487		1,000		700		1,000
42048 BANK SERVICE CHARGE	743	208	997	576		2,000		1,500		1,000
42060 OTHER EXPENSES	3,043	2,299	2,092	1,841		2,950		2,550		2,950
Purchased Services	3,786	2,507	3,089	2,417		4,950		4,050		3,950
Total	404,428	408,553	343,455	353,172		346,574		345,374		331,030

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	1,000	OFFICE EXPENSE 1,000 - ENVELOPES, CHECKS, INVOICES, ETC. DUPLICATING AND OFFICE SUPPLIES. MISCELLANEOUS SUPPLIES NOT NORMALLY STOCKED - DEPOSITORY STAMPS, BANKER BOXES, PRINTOUT BINDERS
42048	1,000	BANK SERVICE CHARGE 1,000 - BANK CHARGES, ENCODING MACHINE SUPPLIES AND ENCODING MACHINE MAINTENANCE.
42060	2,950	OTHER EXPENSES 2,400 - 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 all City obligations upon proper authorization and verification by the respective bureaus so that accounts payable can pay these obligations.

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:

- Purchased quality items to achieve savings.
 - Purchasing Card Program is fully operational. All Departments are using P-Cards.
 - Introduced and utilized the PENNBID Program for electronic bidding.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0205 PURCHASING

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers		2013 Actual & Estimated		2014 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail	Number of Permanent Positions									
3202 Purchasing Director	1	1	1	1	1	82,716	1	82,716	1	84,421
2407 Supv of Print/Mail Oper	1	1	1	1	1	56,723	1	56,723	1	57,823
C067 Printing/Mailroom Clerk	1	1	-	-	-	-	-	-	-	-
C065 Secretary II	1	1	1	1	1	42,898	1	42,898	1	43,827
Total Positions	4	4	3	3	3	182,337	3	182,337	3	186,071
Account Detail										
40001 SALARIES	191,004	186,159	167,491	178,896		178,657		178,657		182,231
40002 LONGEVITY	2,660	2,940	2,960	3,130		3,680		3,680		3,840
Personnel	193,664	189,099	170,451	182,026		182,337		182,337		186,071
41013 OFFICE EXPENSE	18,260	21,372	23,052	12,900		24,000		23,000		23,000
41016 UNIFORMS/SAFETY SHOES	508	220	263	322		400		350		400
Materials & Supplies	18,768	21,592	23,315	13,222		24,400		23,350		23,400
42040 ADVERTISING AND PRINTING	4,705	8,269	4,496	3,284		6,000		6,000		6,000
42047 DEPARTMENT CONTRACTS	7,834	9,661	10,026	10,332		16,000		15,500		16,000
42060 OTHER EXPENSES	1,133	1,140	2,613	1,441		1,400		1,100		1,300
Purchased Services	13,672	19,070	17,135	15,057		23,400		22,600		23,300
Total	226,104	229,761	210,901	210,305		230,137		228,287		232,771

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	23,000	OFFICE EXPENSE 23,000 - 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	16,000	DEPARTMENT CONTRACTS LEASE/PURCHASE AGREEMENTS: 3,500 - NEOPOST IJ 90 5,000 - XEROX 245 5,000 - XEROX 4590 MAINTENANCE AGREEMENTS 2,500 - MULTIGRAPHICS 1650 OFFSET PRESS
42060	1,300	OTHER EXPENSES EXPENSES 200 - MILEAGE FOR PERSONAL VEHICLE USE 250 - NIGP, PAPP, LVCPC DUES & MEMBERSHIPS 400 - 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 Real Estate Tax and assists Tri-State Financial Group with the collection of the Business Privilege and Mercantile Tax in accordance with appropriate enabling legislation. Significant activities include Taxpayer assistance, City Real Estate billing, file maintenance and receipt reconciliation. This Bureau also reconciles and audits bi-monthly collections of Business Privilege from Tri-State Financial. This Bureau also includes tax law research and a review of current statutory law and court cases to ensure compliance with current changes in legislation.

Goals and Objectives:

- Continue to be current with Lehigh and Northampton County Real Estate Reports, Transfers, Court Order adjustments and Interim billings.
 - Continue to work closely with Tri-State Financial providing them with sources for additional revenue through business licensing.
 - We anticipate use of Keystone Collections Earned Income Tax portal to view actual returns filed by Taxpayers, along with attachments, ultimately identifying delinquent EIT Taxpayers and also increasing the Business Privilege database.
 - To continue to monitor Special Events Permitting, enforcing Business Privilege requirements.
 - To resolve and bring to a close all outstanding Earned Income Tax Claims to us, and ours to other jurisdictions.
 - To continue to provide Taxpayer assistance, and serve as a liaison between City Residents and Tri-State Financial Group.
 - To continue to cooperate with other Departments when information and assistance is requested.
-

Prior Year Achievements:

- Served as a liaison between Businesses and Tri-State Financial Group as they adjusted to the change in Business Privilege procedures and collection through assistance by phone and in our office.
 - Administered and calculated the Bethlehem City Real Estate Tax, maintaining database, issuing Interim Bills and processing Court Orders.
 - Provided spreadsheets to Tri-State Financial Group and Community Development Department when rental units are realized after the completion of the Monthly County Real Estate Change Reports.
 - Monitored Special Events Permits and Festivals forwarding information to Tri-State Financial Group enforcing the Business Privilege requirements.
 - Entered over 4,000 active Businesses into the Community Plus database from Tri-State Financial Group collection spreadsheets.
 - Established the process of auditing and balancing of Business Privilege collections sent by Tri-State Financial Group and allocating monies to proper accounts.
 - Audited the extensive Community Plus Monthly Entity spreadsheet, searching for duplicate Entities and Syntax errors made by various departments. Errors were identified and corrected.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2009	2010	2011	2012	2013		2013		2014	
		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
3302	Tax Administrator	1	1	-	-	-	-	-	-	-	-
2802	Senior Tax Auditor	1	1	1	1	1	68,656	1	68,656	1	69,994
2602	Tax Auditor	2	2	1	1	1	61,838	1	61,838	1	63,132
C063	Tax Clerk	6	6	2	2	1	43,218	1	43,218	1	44,147
Total Positions		10	10	4	4	3	173,712	3	173,712	3	177,273
Account Detail											
40001	SALARIES	492,998	497,801	228,717	206,490		170,032		170,032		173,433
40002	LONGEVITY	5,460	6,090	4,210	3,890		3,680		3,680		3,840
40004	TEMPORARY HELP	-	-	42,750	48,375		38,813		38,813		-
Personnel		498,458	503,891	275,677	258,755		212,525		212,525		177,273
41025	POSTAGE	19,747	52,149	16,168	6,861		12,500		6,000		4,000
Materials & Supplies		19,747	52,149	16,168	6,861		12,500		6,000		4,000
42040	ADVERTISING AND PRINTING	3,065	11,930	1,725	361		4,075		2,500		2,000
42055	PROFESSIONAL SERVICES	2,261	2,243	6,718	9,581		52,487		52,000		57,500
42060	OTHER EXPENSES	4,393	1,545	1,027	1,063		2,500		2,100		2,000
Purchased Services		9,719	15,718	9,470	11,005		59,062		56,600		61,500
Total	TAXES	527,924	571,758	301,315	276,621		284,087		275,125		242,773

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41025	4,000	POSTAGE 4,000 - POSTAGE EXPENSE FOR EVERYDAY CORRESPONDENCE, CERTIFIED MAIL
42040	2,000	ADVERTISING AND PRINTING 2,000 - FORM 1099G #9 AND #10 ENVELOPES ADVERTISING & MISCELLANEOUS FORMS, BOOKLETS RULES AND REGULATIONS TAXPAYER BILL OF RIGHTS - DISCLOSURE STATEMENTS
42055	57,500	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. 7,000 - KEYSTONE COLLECTION GROUP CHARGES. 45,000 - TRI-STATE FINANCIAL GROUP CONTRACT CHARGES 3,000 - NORTHAMPTON COUNTY TCC ASSESSMENT
42060	2,000	OTHER EXPENSES 2,000 - CROSS REFERENCE DIRECTORY/CITY DIRECTORY MISCELLANEOUS OFFICE EXPENSES, TRAVEL COSTS, AND OTHER UNFORESEEN EXPENSES.

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BUREAU DETAIL

Bureau: Human Resources

No: 0207

Department: Administration

No: 0020

Bureau Description:

This Bureau provides operational and strategic services to the City of Bethlehem, partnering with the Mayor, department heads and bureau leaders to support all City employees through fair and equitable policies and procedures and innovative, cost-effective programs, providing an excellent working environment that enhances retention and improves employee relations. These efforts promote the City as an employer of choice and enable our workforce to provide service excellence to City residents. The Bureau is responsible for ensuring compliance with applicable Federal, State and local laws, coordinating the recruiting, testing, and selection of Civil Service and Non-Civil Service employees, providing a safe and healthy work environment, developing and implementing training and development programs, and promoting cooperative and effective labor relations. This Bureau designs and administers total compensation, including competitive benefits and salaries, and meaningful performance evaluation. In addition, it performs a wide variety of employee and community relations functions such as fund-raising efforts, recognition programs, and efforts to support diversity.

Goals and Objectives:

- Proactively build and enhance good employer/employee relationships, developing a culture of teamwork that emphasizes responsibility, quality, continuous improvement and performance excellence.
- Complete review and update the compensation program for NC and TAMS, including job descriptions, accurate and timely salary information, and meaningful performance appraisals.
- Complete documentation of Bureau policies and standard operating procedures.
- Implement all processes and procedures to meet Affordable Care Act requirements.
- Update job descriptions for non-management positions.
- Implement supervisory training program with timely informational supplements.
- Complete and publish updated Personnel Manual, with accompanying supervisor procedure reference manual.
- Introduce employee Intranet.
- Continue ongoing educational and networking initiatives to keep abreast of and communicate laws and policies affecting human resources.

Prior Year Achievements:

- The Human Resources Bureau experienced the retirement of its Payroll Coordinator. The job description was revised to be more comprehensive and a new Compensation Coordinator was hired in September.
 - Participated in ongoing labor relations activities with FOP, IAFF and SEIU.
 - Continued process of updating NC and TAMS job descriptions and physical requirements data.
 - Conducted RFP of physical providers, resulting in significant cost-savings to City.
 - Continued process of writing Bureau policies and standard operating procedures.
 - Implemented flexible benefits programs for employees, including Medicare advisory and supplemental/advantage program assistance for retirees and current employees' family members.
 - Revamped employee file system to meet legal requirements.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

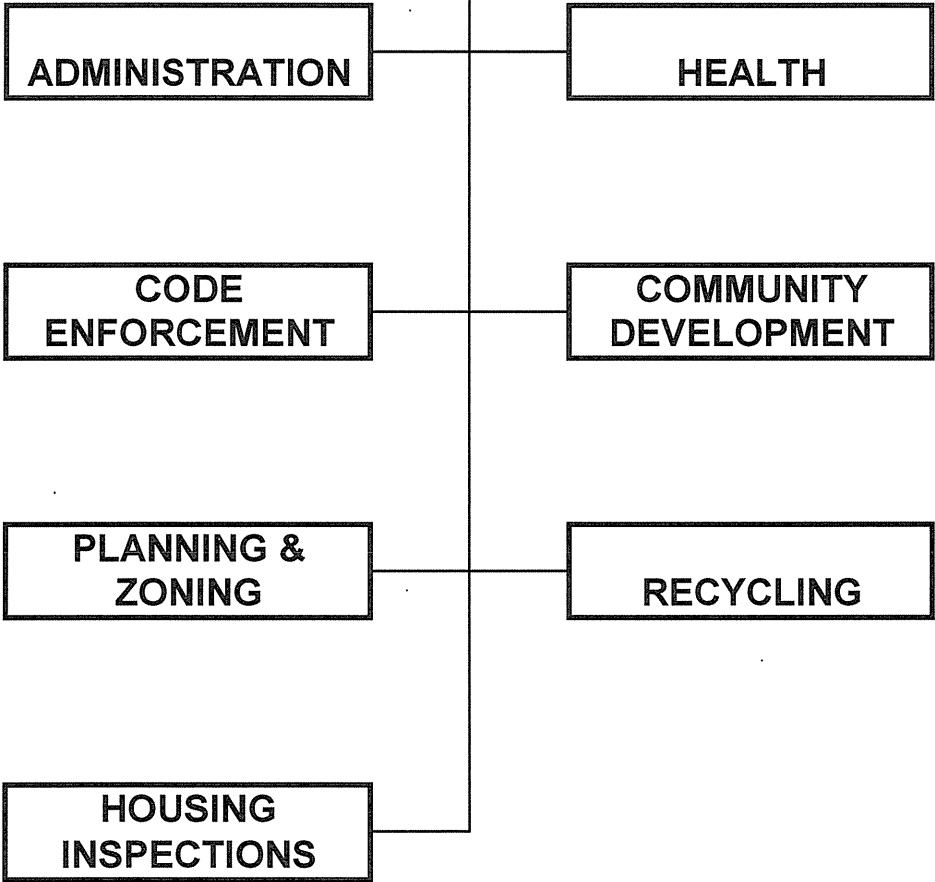
	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers		2013 Actual & Estimated		2014 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail										
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3202 Director of HR	1	1	1	1	1	83,230	1	83,230	1	75,685
2610 Compensation Coordinator	1	1	1	1	1	43,870	1	43,870	1	46,975
2400 Payroll/HR Assistant	1	1	1	1	1	45,642	1	45,642	1	46,963
C071 HR Secretary	1	1	-	-	-	-	-	-	-	-
Total Positions	4	4	3	3	3	172,742	3	172,742	3	169,623
Account Detail										
40001 SALARIES	227,772	231,951	180,047	189,755		153,262		153,262		169,063
40002 LONGEVITY	3,850	4,060	1,470	1,610		480		480		560
40003 OVERTIME	-	-	1,455	222		-		-		-
40004 TEMPORARY HELP	36,891	37,175	37,911	39,306		39,149		39,149		39,932
40011 EDUCATION INCENTIVE BONUS	2,100	1,300	522	600		2,000		2,000		3,000
Personnel	270,613	274,486	221,405	231,493		194,891		194,891		212,555
41013 OFFICE EXPENSE	1,946	1,633	3,580	4,501		4,025		4,000		4,725
Materials & Supplies	1,946	1,633	3,580	4,501		4,025		4,000		4,725
42032 TRAINING/CONT. EDUCATION	625	779	533	3,016		13,700		13,625		13,700
42055 PROFESSIONAL SERVICES	-	-	-	-		9,190		8,000		-
42060 OTHER EXPENSES	2,072	1,991	1,126	1,806		2,350		2,150		2,350
42067 RECRUITING & TESTING	31,679	8,565	12,045	30,543		32,810		32,810		30,000
Purchased Services	34,376	11,335	13,704	35,365		58,050		56,585		46,050
Total	306,935	287,454	238,689	271,359		256,966		255,476		263,330

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	39,932	TEMPORARY HELP 39,932 - COMPLIANCE OFFICER SALARY
40011	3,000	EDUCATION INCENT BONUS 3,000 - EDUCATION INCENTIVE BONUS FOR NON-UNIFORMED PERSONNEL.
41013	4,725	OFFICE EXPENSE 400 - PRINTING - EMPLOYEE HANDBOOK, UNION CONTRACT 250 - MANDATORY LABOR LAW POSTERS 4,000 - FORMS PRINTING - W2 AND ENVELOPES 75 - ORIENTATION MATERIALS
42032	13,700	TRAINING/CONTINUING ED. 1,500 - GENERAL HR TRAINING 600 - BENEFITS/PAYROLL TRAINING 200 - PROFESSIONALISM/ER TRAINING 200 - SAFETY/WELLNESS TRAINING 11,200 - CLASS A COMMERCIAL DRIVER'S LICENSE
42060	2,350	OTHER EXPENSES 700 - MEMBERSHIPS 450 - LOCAL ASSOCIATION MEETINGS 150 - MILEAGE REIMBURSEMENT 850 - COPIER MAINTENANCE CONTRACT 200 - MISCELLANEOUS ITEMS
42067	30,000	RECRUITING & TESTING 10,000 - POLICE PROMOTIONAL TESTING 10,000 - FIRE PROMOTIONAL TESTING 10,000 - EMPLOYMENT ADVERTISING

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.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2009	2010	2011	2012	2013		2013		2014	
		Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N060	Dir Comm & Econ Dev	1	1	1	1	1	92,114	1	92,114	1	93,957
2906	CD Program Administrator	1	1	1	1	1	70,599	1	70,599	1	72,083
2720	Business Manager	1	1	1	1	1	57,779	1	57,779	1	64,622
C072	Departmental Secretary	1	1	1	1	1	38,711	1	38,711	1	42,610
C065	Secretary II	3	3	3	3	3	129,415	3	129,415	3	131,880
Total Positions		7	7	7	7	7	388,618	7	388,618	7	405,152
Account Detail											
40001	SALARIES	343,002	344,964	358,689	377,267	385,978		385,978		402,352	
40002	LONGEVITY	1,190	1,400	1,785	2,200	2,640		2,640		2,800	
40003	OVERTIME	2,172	5	95	-	250		200		250	
Personnel		346,364	346,369	360,569	379,467	388,868		388,818		405,402	
41013	OFFICE EXPENSE	6,174	445	265	524	550		350		550	
41023	GASOLINE	16	-	-	-	-		-		-	
41025	POSTAGE	1,095	1,710	1,500	1,024	700		700		250	
Materials & Supplies		7,285	2,155	1,765	1,548	1,250		1,050		800	
42032	TRAINING/CONT. EDUCATION	390	-	60	653	500		360		500	
42060	OTHER EXPENSES	4,656	1,923	1,112	1,488	1,850		1,800		2,200	
Purchased Services		5,046	1,923	1,172	2,141	2,350		2,160		2,700	
Total	ADMINISTRATION	358,695	350,447	363,506	383,156	392,468		392,028		408,902	

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	250	OVERTIME 250 - SECRETARIAL OVERTIME FOR AFTER HOURS MEETINGS AND SPECIAL REPORTS.
41013	550	OFFICE EXPENSE 550 - PURCHASE OF OFFICE SUPPLIES
41025	250	POSTAGE 250 - EXPRESS MAILING AND SHIPPING CHARGES
42032	500	TRAINING/CONTINUING ED. 500 - CONFERENCES, SEMINARS, AND CONTINUING EDUCATION
42060	2,200	OTHER EXPENSES 400 - MEETING EXPENSES 700 - TRAVEL/MILEAGE 90 - BUSINESS CARDS 300 - PRINTER/FAX SERVICE 360 - OTHER MISCELLANEOUS EXPENSES 350 - DUES

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BUREAU DETAIL

Bureau: Health

No: 0302

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

Bureau Description:

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

Goals and Objectives:

- To provide city residents with health initiatives and direct services set forth by the five core program areas: Chronic Disease, Communicable Disease, Environmental Health, Maternal/Child Health, and Public Health Preparedness.
 - To identify additional areas to implement electronic medical records to improve patient health record communication and staff efficiency in the Bureau and increase reimbursement through additional billing opportunities for services provided.
 - To advance the Employee Wellness program to improve employee health status in an effort to decrease healthcare utilization costs.
 - To implement the second year of the Health Bureau's comprehensive three-year strategic plan.
 - To focus on quality improvement in all program areas as a means to provide services and programs in the most efficient, effective manner.
 - To prepare our citizens for all hazardous emergency events, reduce the occurrence of chronic and communicable diseases and 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.
 - To integrate Healthy Homes, Healthy Communities concept in all Department of Community and Economic Development program areas by developing a referral process to and from Health Bureau programs.
 - To track all facility violations and create an educational program based on these violations so that facilities in Bethlehem will continue to be safe for citizens and visitors.
 - To develop a performance management system to track key program measures.
-

Prior Year Achievements:

- Implemented the use of electronic health records in the family planning clinic.
 - Established an employee wellness program with 152 participants as well as an employee wellness committee.
 - Developed extended community health rotations for 4 local college and university nursing, dietetic, and public health programs to ensure students have adequate experiences in local public health and continue to promote the field of public health.
 - Focused on the implementation of the five priority areas identified in the first year of our strategic plan: data improvements, continuous improvement, staff development, Healthy Homes, and employee wellness.
 - Implemented a social media plan to promote the Health Bureau's programs and services.
 - Inspected all food establishments according to a risk-based schedule.
 - Developed and implemented the Healthy Homes initiative across program areas so all Health Bureau employees are able to identify common areas of concern, assist with proper remediation techniques and make the appropriate referrals to protect citizens.
 - Investigated approximately 1,500 environmental complaints within 24 business hours of receipt.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2009	2010	2011	2012	2013	2013	2014	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries
N065 Health Bureau Director	1	1	1	1	1	79,379	1	79,379
N070 Medical Director	1	1	1	1	-	-	-	-
3031 Dir of EMV Health Prog	1	1	1	1	1	74,513	1	74,513
3030 Dir Chronic/Disease Ed Pr	1	1	1	1	1	74,753	1	74,753
3003 Dir of MCH Prog/Nursing	1	1	1	1	1	74,673	1	74,673
2721 Sanitarian	1	1	1	1	1	64,340	1	64,340
M107 Environmental Health Tech	1	1	1	1	1	50,107	1	50,107
C084 Office Manager	1	1	1	1	1	47,665	1	47,665
C068 Health Secretary	1	1	1	1	1	43,939	1	43,939
C063 Health Clerk	1	1	-	-	-	-	-	-
Total Positions	10	10	9	9	8	509,369	8	509,369
Account Detail								
40001 SALARIES	526,338	533,974	505,778	516,203	502,089	502,089	497,174	
40002 LONGEVITY	4,690	5,250	5,600	6,330	7,280	7,280	7,120	
40003 OVERTIME	12,469	2,083	-	-	125	125	125	
40004 TEMPORARY HELP	806,067	731,158	513,106	529,898	530,459	485,000	525,809	
Personnel	1,349,564	1,272,465	1,024,484	1,052,431	1,039,953	994,494	1,030,228	
41013 OFFICE EXPENSE	1,360	566	687	779	700	700	1,000	
41014 OPERATING SUPPLIES	1,811	726	935	1,130	1,400	1,200	1,400	
41016 UNIFORMS/SAFETY SHOES	628	297	759	203	330	200	530	
41023 GASOLINE	2,712	2,976	3,404	2,829	4,500	4,500	5,000	
41025 POSTAGE	4,122	4,163	2,710	2,829	3,350	3,350	3,000	
Materials & Supplies	10,633	8,728	8,495	7,770	10,280	9,950	10,930	
42032 TRAINING/CONT. EDUCATION	733	514	562	1,433	1,500	1,000	2,000	
42040 ADVERTISING AND PRINTING	2,202	227	667	343	1,000	900	1,000	
42060 OTHER EXPENSES	11,327	25,230	26,440	13,791	23,525	22,500	31,400	
42070 CLINIC SERVICE	60,602	46,687	63,299	31,148	88,850	75,000	88,800	
42171 HEALTHY HOMES	807	2,759	3,416	1,629	11,600	2,338	4,500	
42172 PEDIATRIC OUTREACH	5,343	3,684	5,217	1,667	11,010	7,780	7,725	
42172E MCH INITIATIVE	3,440	-	-	1,300	6,700	300	6,400	
42175 LEAD HAZARD	120,796	25,761	127,147	157,356	196,774	110,250	113,247	
42175E ENVIRONMENTAL LEAD INIT	4,676	417	-	-	-	-	-	
42176 AIDS PROGRAM	339	942	1,313	568	5,291	4,500	2,672	
42177 IMMUNIZATION OUTREACH	21,391	23,589	32,185	32,983	32,600	23,800	23,723	
42177E IMMUNIZATIONS EDU PRGM	-	-	-	-	577	-	577	
42178 INJURY PREVENTION GRANT	10,699	773	22,010	25,593	35,202	15,500	7,999	
42179 STRATEGIC PLANNING GRANT	-	-	-	12,050	-	-	-	
42180 OPANAC	648	663	2,755	-	-	-	-	
42181 HEALTHY WOMEN 50+	5,804	78,017	65,420	71,755	84,500	84,000	70,000	
42182 SKIN CANCER CONTROL	705	29	-	-	-	-	-	
42185 TB PROGRAM	573	1,381	513	2,198	10,905	10,800	550	
42186 DIABETES - NACCHO GRANT	-	-	237	1,251	3,500	1,000	-	
42187E ELECTRONIC HEALTH RECORD	-	-	-	-	-	-	5,000	
42190 HEALTH-HIGHWAY SAFETY PGM	4,701	3,011	-	-	-	-	7,840	
42190E CHRONIC DISEASE HLTH EDU	412	630	2,206	2,463	3,000	1,500	5,924	
42192 TOBACCO PROGRAM	8,412	1,260	-	-	-	-	-	
42193 PUBLIC HEALTH PREAREDNESS	28,788	94,253	17,095	31,951	56,144	40,000	33,287	
42199 MEDICAL RESERVE CORPS	6,952	7,805	47,381	5,775	-	-	-	
Purchased Services	299,350	317,632	417,863	395,254	572,678	401,168	412,644	
43099 EQUIPMENT	-	-	29,607	-	-	-	-	
Equipment	-	-	29,607	-	-	-	-	
Total HEALTH	1,659,547	1,598,825	1,480,449	1,455,455	1,622,911	1,405,612	1,453,802	

* - Expense account is 100% grant reimbursed.

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	525,809	TEMPORARY HELP 123,580 - PUBLIC HEALTH PREPAREDNESS/MEDICAL RESERVE CORP** 60,687 - MATERNAL CHILD HEALTH ** 104,224 - HIV/AIDS PROGRAM ** 1,800 - TB PROGRAM OUTREACH ** 111,028 - IMMUNIZATION PROGRAM ** 12,000 - LEAD HAZARD CONTROL ** 63,890 - VIOLENCE & INJURY PREVENTION GRANT** 3,500 - WOMENS CLINIC/ COMPASS/SELECT PLAN/FPP** 2,000 - HEALTHY HOMES** 2,000 - ENVIRONMENTAL HEALTH SUPPORT 35,100 - HIGHWAY SAFETY** 6,000 - HEALTHY WOMAN
41013	1,000	OFFICE EXPENSE 1,000 - OFFICE SUPPLIES THAT ARE NOT NORMALLY STOCKED BY THE PURCHASING BUREAU
41014	1,400	OPERATING SUPPLIES 50 - PESTICIDES FOR RODENT/ INSECT ABATEMENT 100 - POOL TESTING CHEMICALS 600 - DOSIMETRY BADGES & AREA MONITOR-REQUIRED 300 - SOLID WASTE/NUISANCE ABATEMENT SUPPLIES 350 - ENVIRONMENTAL TELECOM AND INSPECTION SUPPLIES
41016	530	UNIFORMS/SAFETY SHOES 330 - SAFETY SHOES ENVIRONMENTAL STAFF 200 - INSPECTION/HOME VISIT UNIFORM
41023	5,000	GASOLINE 5,000 - GAS FOR CAR NOS.378, 05, 16, 17 AT \$3.55/GALLON
41025	3,000	POSTAGE 3,000 - POSTAGE FOR REGULAR MAIL, OVERNIGHT AND UPS DELIVERIES.
42032	2,000	TRAINING/CONTINUING ED. 2,000 - APHA ANNUAL MEETING (DIRECTOR, PROGRAM DIRECTORS FOOD AND DRUG MEETING AND CONFERENCES ENVIRONMENTAL VARIOUS REQUIRED CERTIFICATIONS, TRAININGS, ETC.)
42040	1,000	ADVERTISING AND PRINTING 1,000 - ADVERTISING/PROMOTING SERVICES AND HEALTH INFORMATION ALERTS VIA VARIOUS MEDIA, AND OTHER RECRUITMENT EXPENSES
42060	31,400	OTHER EXPENSES 500 - APHA /ACHI/NACCHO MEMBERSHIPS (BUREAU) 4,000 - NUISANCE ABATEMENT(ENVIRONMENTAL HEALTH) 500 - MILEAGE(DIRECTOR, PROGRAM DIRECTORS, NURSES, AND SECRETARIES) 500 - VETERINARIAN FEES (RABIES TESTING AND QUARANTINE) 18,000 - STRAY ANIMALS CONTRACT

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		800 - XEROX MAINTENANCE FEES
		900 - TRANQUILIZER-ANIMAL CONTROL SUPPLIES
		1,000 - FOOD SAFETY SYSTEM MAINTENANCE, TELECOM
		5,200 - ACCREDITATION FEES
42070	88,800	CLINIC SERVICE
		500 - ASTHMA/DENTAL CLINIC SUPPLIES
		2,500 - STD CLINIC SUPPLIES
		500 - TB TESTING SUPPLIES, X-RAYS/LAB TESTS
		30,000 - FEE FOR SERVICE VACCINE INFLUENZA AND PNEUMOCOCCAL VACCINES
		5,000 - STD CLINIC MEDICATIONS/LAB TESTS
		4,000 - TB CLINIC MEDICATIONS
		28,000 - PHYSICIAN/NURSE PRACTITIONER SERVICES/NURSING/ MALPRACTICE
		10,000 - CLINIC SITE ITEMS: ANTIBACTERIAL SOAP, BULLETIN BOARD SIGNS, CHARTS, AND CHART HANGERS
		300 - LABORATORY LICENSE FEES
		4,000 - WOMEN'S CLINIC SUPPLIES/MEDICATIONS: CONTRACEPTIVES, SPECULUMS, TABLE PAPER AND GERMICIDAL CLEANER
		4,000 - ELECTRONIC HEALTH RECORD CHARGES
42171	4,500	HEALTHY HOMES
		4,500 - HEALTHY HOMES REMEDIATION
42172	7,725	PEDIATRIC OUTREACH
		3,350 - CONSULTANT-SEALANTS/IBCLC SUPPORT
		125 - OFFICE SUPPLIES AND, EDUCATION.
		4,000 - OTHER COSTS, PRINTING, TECHNOLOGY COSTS
		250 - TRAVEL
42172E	6,400	MCH INITIATIVE
		2,400 - SUPPLIES**
		4,000 - OTHER COSTS-CRIBS FOR KIDS, BREASTFEEDING COALITION**
42175	113,247	LEAD HAZARD
		98,431 - SUBCONTRACT SERVICES**
		4,678 - SUPPLIES-HEALTHY HOMES TOOL KITS, INSPECTION SUPPLIES**
		1,603 - TRAVEL**
		8,535 - OTHER COSTS-TRAINING, POSTAGE, MEMBERSHIPS, CELL PHONES LICENSING INSURANCE**
42176	2,672	AIDS PROGRAM
		1,112 - OFFICE SUPPLIES, POSTAGE, EDUC MATERIALS, CLINIC**
		1,560 - TRAVEL/TRAINING **
42177	23,723	IMMUNIZATION OUTREACH
		3,600 - SUBCONTRACT SERVICES-LVIC**
		5,482 - SUPPLIES-CLINIC, OFFICE, COMPUTER, PROMOTIONAL**
		5,328 - TRAVEL, TRAINING, MILEAGE, LODGING **
		9,313 - OTHER COSTS-ADVERTISING, LICENSING, MAINTENANCE

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42177E	577	IMMUNIZATIONS EDU PRGM 577 - OTHER COSTS-OUTREACH, EDUCATIONAL ACTIVITIES
42178	7,999	INJURY PREVENTION GRANT 3,800 - SUBCONTRACT ** 1,278 - SUPPLIES** 550 - TRAVEL AND TRAINING/ MEMBERSHIPS, CONFERENCES ** 2,371 - OTHER COSTS**
42181	70,000	HEALTHY WOMEN 50+ 70,000 - SUBCONTRACT SERVICES**
42185	550	TB PROGRAM 420 - SUPPLIES-CLINIC, PATIENT SERVICES** 110 - TRAVEL** 20 - OTHER COSTS-COPYING**
42190	7,840	HEALTH-HIGHWAY SAFTEY PGM 484 - EQUIPMENT-LAPTOP AND LICENSE** 1,266 - SUPPLIES-OFFICE, PRINTING, COPYING** 6,090 - TRAVEL-CONFERENCES, MILEAGE**
42190E	5,924	CHRONIC DISEASE HLTH EDU 5,924 - OTHER COSTS-EDUCATIONAL MATERIALS AND SUPPLIES RELATED TO CHRONIC DISEASE AND DIABETES**
42193	33,287	PUBLIC HEALTH PREPARED 2,500 - SUBCONTRACT SERVICES 2,078 - SUPPLIES** 3,000 - TRAVEL** 25,709 - OTHER COSTS-MEMBERSHIPS, NEXTEL, XEROX, PENTELEDATA ADVERTISING**

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BUREAU DETAIL

Bureau: Code Enforcement **No:** 0303

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

Bureau Description:

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

Goals and Objectives:

- To provide efficient and effective enforcement of Article 1701 of the City's Codified Ordinances.
 - Continue to provide a high level of customer service.
 - Continue to integrate e-Gov and Community Plus computer procedures.
 - Reduce time for permit approvals
-

Prior Year Achievements:

- Continued to meet state mandated certification requirements for all inspectors.
 - All permits, reviews, approvals, and inspections on community plus.
 - Achieved paperless inspection procedures.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2009	2010	2011	2012	2013		2013		2014	
	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	78,054	1	78,054	1	79,681
2718 Building/Housing Inspector	2	2	2	2	2	128,280	2	128,280	2	130,987
2711 Mechanical Inspector	2	1	1	1	1	63,780	1	63,780	1	65,134
2710 Plumbing Inspector	1	1	1	-	-	-	-	-	-	-
2708 Electrical Inspector	2	2	1	1	1	63,860	1	63,860	1	65,214
2408 Permit Coordinator	1	1	1	1	1	56,723	1	56,723	1	57,823
Total Positions	9	8	7	6	6	390,697	6	390,697	6	398,839
Account Detail										
40001 SALARIES	472,210	487,511	448,211	393,072		387,097		387,097		394,839
40002 LONGEVITY	4,410	4,690	3,500	2,800		3,600		3,600		4,000
40003 OVERTIME	2,627	-	-	-		-		-		-
40004 TEMPORARY HELP	14,461	15,509	-	-		-		-		-
Personnel	493,708	507,710	451,711	395,872		390,697		390,697		398,839
41014 OPERATING SUPPLIES	1,194	70	698	807		1,400		1,385		1,000
41016 UNIFORMS/SAFETY SHOES	716	457	574	290		565		440		665
41023 GASOLINE	3,898	5,069	6,913	5,922		6,600		6,600		6,600
41025 POSTAGE	800	700	1,100	550		1,500		1,000		1,500
Materials & Supplies	6,608	6,296	9,285	7,569		10,065		9,425		9,765
42030 HEARING BOARD EXPENSES	-	125	-	-		200		100		200
42032 TRAINING/CONT. EDUCATION	8,006	3,833	2,864	2,598		11,200		7,000		9,400
42040 ADVERTISING AND PRINTING	422	941	508	-		1,000		565		1,000
42055 PROFESSIONAL SERVICES	-	-	-	-		4,400		1,000		4,400
42060 OTHER EXPENSES	7,371	2,499	1,167	1,077		4,970		2,000		1,220
Purchased Services	15,799	7,398	4,539	3,675		21,770		10,665		16,220
43099 EQUIPMENT	2,099	-	-	-		-		-		7,000
Equipment	2,099	-	-	-		-		-		7,000
Total	518,214	521,404	465,535	407,116		422,532		410,787		431,824

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	1,000	OPERATING SUPPLIES 500 - FILM, PROCESSING, COMPUTERIZED PERMIT FORMS INSPECTION STICKERS, ETC. 500 - MISCELLANEOUS MATERIALS - DUCT TAPE, CAUTION TAPE, ELECTRICAL TESTERS, TAPE MEASURE, LEVEL, FLASHLIGHTS & BATTERIES. CD COLOR PRINTER CARTRIDGES (\$250 TOTAL)
41016	665	UNIFORMS/SAFETY SHOES 650 - 5 PAIR SAFETY SHOES FOR INSPECTORS @ \$130.00/PR. 15 - 1 NEW REPLACEMENT HARD HATS FOR INSPECTORS @ \$15.00/EA
41023	6,600	GASOLINE 6,600 - FUEL CONSUMPTION FOR BUREAU OF CODE ENFORCEMENT VEHICLE NOS. 019, 032, 034, 0037, 039
41025	1,500	POSTAGE 1,500 - POSTAGE COSTS
42030	200	HEARING BOARD EXPENSES 200 - PLUMBING EXAMINING BOARD. 2 MEETINGS @ \$100.00
42032	9,400	TRAINING/CONTINUING ED. 400 - CONTINUING EDUCATION TO MAINTAIN STATE CERTIFICATIONS REQUIRED BY STATE 540 - ICC CERTIFICATION TEST. 3 @ \$180.00/EACH 800 - ICC RE-CERTIFICATION PROGRAM, TO RENEW CERTIFICATION FOR INSPECTORS AS REQUIRED BY THE STATE 1,300 - INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS WORKSHOP (FOR 1 INSPECTOR) 600 - LOCAL CODE WORKSHOPS FOR ELECTRICAL INSPECTORS, 8 PER YEAR @ \$75.00/MEETING 2,500 - 38TH ANNUAL PENNBOC EDUCATIONAL CONFERENCE - 2 INSPECTORS 960 - PENNBOC REGION II EDUCATION MEETING - 24 @ \$40.00/EACH 800 - PENNBOC STATE EDUCATION SEMINARS - 8 @ \$100/EACH 1,500 - TENTH ANNUAL ICC CONFERENCE FOR BUILDING INSPECTOR
42040	1,000	ADVERTISING AND PRINTING 1,000 - LEGAL ADVERTISEMENTS FOR THE PLUMBING, ELECTRICAL, AND CODE BOARD OF APPEALS
42055	4,400	PROFESSIONAL SERVICES 4,400 - EMERGENCY 3RD PARTY CERTIFIED INSPECTORS (10 DAYS @ \$440/DAY)
42060	1,220	OTHER EXPENSES 225 - ICC DUES 180 - BUSINESS CARDS. 225 - PENNBOC BUILDING OFFICIALS DUES, 5 @ \$45.00/EACH. 240 - INTERNATIONAL ELECTRICAL INSPECTOR DUES (2) 200 - REFERENCE BOOKS FOR CERTIFICATION TESTING AND CODE COMMENTARIES

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		150 - PABCO MEMBERSHIP DUES '2 @ \$75.00
43099	7,000	EQUIPMENT
		7,000 - NEW VEHICLE LEASE TO REPLACE VEHICLE #34 (TOTALLED IN ACCIDENT) YEAR 1 OF 3

BUREAU DETAIL

Bureau: Community Development **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 participate with the Health Bureau in the implementation of a Healthy Homes Grant.
 - Launch new loan programs for Enterprise Zone Revolving Loan Fund.
 - Market Enterprise Zone Revolving Loan Fund loan programs.
 - Market commercialization center to tenants, local economic development agencies and community partners.
 - Continue to market the downtowns.
 - Assist new businesses as well as current businesses.
-

Prior Year Achievements:

- Expect to settle 25 housing rehabilitation cases by end of 2013.
 - Expect to participate in 12 lead hazard remediation cases with the Health Bureau by end of 2013.
 - Completed 5 emergency repair cases.
 - Expect to complete 10 healthy homes cases by the end of 2013.
 - Assist in the development of new marketing collateral.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2009	2010	2011	2012	2013		2013		2014	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2607 Bus Ret & Attract Officer	-	-	-	-	1	16,767	1	13,967	1	44,747
2605 Rehab Finance Specialist	1	1	1	1	1	62,238	1	62,238	1	63,532
Total Positions	1	1	1	1	2	79,005	2	76,205	2	108,279
Account Detail										
40001 SALARIES	57,217	57,657	58,799	60,718		77,485		74,685		106,679
40002 LONGEVITY	1,050	1,120	1,190	1,260		1,520		1,520		1,600
40004 TEMPORARY HELP	-	-	800	68,405		74,000		74,000		74,000
Personnel	58,267	58,777	60,789	130,383		153,005		150,205		182,279
41013 OFFICE EXPENSE	17	19	-	140		-		-		-
41014 OPERATING SUPPLIES	245	283	141	269		1,500		1,000		1,500
41016 UNIFORMS/SAFETY SHOES	94	100	-	-		-		-		-
41025 POSTAGE	1,100	1,400	1,000	907		1,600		1,300		1,600
Materials & Supplies	1,456	1,802	1,141	1,316		3,100		2,300		3,100
42032 TRAINING/CONT. EDUCATION	347	-	205	-		700		500		1,500
42040 ADVERTISING AND PRINTING	-	-	-	-		11,000		9,500		9,500
42047 DEPARTMENT CONTRACTS	1,620	1,620	2,510	2,450		79,000		77,500		79,000
42060 OTHER EXPENSES	3,817	4,437	3,552	5,478		8,500		4,800		8,500
42064 EQUIPMENT MAINTENANCE	-	-	-	-		9,100		9,066		7,800
42080 ENTERPRISE ZONE PROGRAM	-	-	-	7,350		17,000		5,000		13,250
Purchased Services	5,784	6,057	6,267	15,278		125,300		106,366		119,550
Total	65,507	66,636	68,197	146,977		281,405		258,871		304,929

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	74,000	TEMPORARY HELP 46,000 - ENTERPRISE ZONE COORDINATOR 28,000 - REHAB TECHNICAL SPECIALIST
41014	1,500	OPERATING SUPPLIES 1,500 - OPERATING SUPPLIES
41025	1,600	POSTAGE 1,600 - POSTAGE COSTS
42032	1,500	TRAINING/CONTINUING ED. 500 - TRAINING FOR LEAD BASED PAINT CERTIFICATIONS. 1,000 - TRAINING
42040	9,500	ADVERTISING AND PRINTING 9,500 - ADVERTISING AND PRINTING
42047	79,000	DEPARTMENT CONTRACTS 4,000 - HISTORIC OFFICER COSTS FOR INDIVIDUAL CASE REVIEWS AS PER PROGRAMMATIC MEMORANDUM OF AGREEMENT WITH HUD AND PA STATE HISTORIC PRESERVATION OFFICER. 60,000 - CHAMBER OF COMMERCE 15,000 - FIG PUBLICATION
42060	8,500	OTHER EXPENSES 70 - CREDIT BUREAU MEMBERSHIP 350 - CREDIT REPORTS, COURTHOUSE COSTS INCLUDING MORTGAGE STIP AND SATISFACTION FILING FEES, TAX CERTIFICATIONS, AND MISCELLANEOUS 1,000 - VERIFICATION FEES 1,500 - MILEAGE REIMBURSEMENTS 275 - APPRAISAL FEES 950 - TITLE SEARCHES 1,755 - LEAD INSURANCE 400 - PLANNING DUES 90 - BUSINESS CARDS 1,110 - OTHER MISCELLANEOUS EXPENSES 1,000 - NEWSPAPER ADVERTISING
42064	7,800	EQUIPMENT MAINTENANCE 7,800 - EQUIPMENT AND MAINTENANCE
42080	13,250	ENTERPRISE ZONE PROGRAM 3,000 - TRAINING AND TECHNICAL ASSISTANCE 1,500 - CONSUMABLE SUPPLIES 750 - TRAVEL 4,000 - PROMOTION/PUBLIC RELATIONS/ADVERTISING 4,000 - PROFESSIONAL SERVICES/CONSULTANTS

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BUREAU DETAIL

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

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

Bureau Description:

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

Goals and Objectives:

- To continue to facilitate and manage the Planning and Zoning review process so that it continues to be efficient, thorough and detailed and protects the overall goals and objectives of the comprehensive plan.
 - To continue with master planning efforts such as implementation of the South Side Vision 2014 Plan, the Eastern Gateway plan and the South Bethlehem Greenway Plan.
 - Continue to research and pursue additional funds and funding sources for Plan implementation.
 - Coordinate efforts with other departments and additional partners to implement long term plan recommendations.
 - Continue to enforce and implement policies and provisions included in recently adopted zoning ordinance.
 - Initiate review of subdivision and land development ordinance to prioritize sections of the ordinance to be updated.
 - Initiate electronic processes for storage and filing of documents, especially Certificates of Appropriateness.
-

Prior Year Achievements:

- Adoption of several final amendments to recently adopted zoning ordinance.
 - Development of next steps in Eastern Gateway Plan as a part of the Regional Sustainability Planning Program.
 - Adopt new guidelines for HARB and sustainable design guidelines.
 - Complete design of Phase 4 of Greenway.
 - Complete design of Greenway Plaza/Pavilion.
 - Participate in development of 10 year summary of achievements related to South Side Vision 2014.
 - Finalized provisions for landmarks and historic resources in zoning ordinance.
 - Initiated process to review subdivisions and land developments electronically.
 - Continue to work with Planning Commission, Zoning Hearing Board, Historic Commission and HARB.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers		2013 Actual & Estimated		2014 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail										
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N075 Dir of Planning & Zoning	1	1	1	1	1	80,492	1	80,492	1	82,102
3004 Assistant Planning Dir	1	1	1	1	1	74,353	1	74,353	1	75,907
2907 Zoning Officer	1	1	-	-	1	69,279	1	69,279	1	72,163
2828 Comm Planner/Zoning Off	1	1	1	1	-	-	-	-	-	-
Total Positions	4	4	3	3	3	224,124	3	224,124	3	230,172
Account Detail										
40001 SALARIES	261,052	264,934	212,089	206,707		223,004		223,004		228,892
40002 LONGEVITY	1,820	1,890	420	525		1,120		1,120		1,280
40004 TEMPORARY HELP	43,680	44,016	44,888	-		-		-		-
Personnel	306,552	310,840	257,397	207,232		224,124		224,124		230,172
41013 OFFICE EXPENSE	287	1,144	95	312		800		800		800
41014 OPERATING SUPPLIES	148	-	119	-		400		350		800
41025 POSTAGE	2,391	2,437	2,539	3,016		2,100		1,900		2,100
Materials & Supplies	2,826	3,581	2,753	3,328		3,300		3,050		3,700
42030 HEARING BOARD EXPENSES	12,192	26,839	38,271	55,275		60,000		52,000		56,000
42032 TRAINING/CONT. EDUCATION	2,892	138	2,117	2,325		2,600		1,800		2,500
42040 ADVERTISING AND PRINTING	8,114	11,118	10,050	8,212		12,000		8,000		9,000
42047 DEPARTMENT CONTRACTS	21,887	35,919	29,575	23,575		30,000		30,000		25,500
42060 OTHER EXPENSES	2,391	3,685	2,597	717		2,000		1,500		1,700
Purchased Services	47,476	77,699	82,610	90,104		106,600		93,300		94,700
43099 EQUIPMENT	259	-	-	-		-		-		-
Equipment	259	-	-	-		-		-		-
Total	357,113	392,120	342,760	300,664		334,024		320,474		328,572

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	800	OFFICE EXPENSE 800 - SUPPLIES NOT NORMALLY STOCKED BY THE PURCHASING BUREAU
41014	800	OPERATING SUPPLIES 800 - SUPPLIES AND MAINTENANCE FOR PLOTTER AND CD COLOR PRINTER CARTRIDGES (\$250 TOTAL)
41025	2,100	POSTAGE 2,100 - POSTAGE COSTS
42030	56,000	HEARING BOARD EXPENSES 2,250 - ZHB MEMBERS - 18 MEETINGS @ \$125/MEETING 43,150 - LEGAL FEES 9,900 - STENOGRAPHER COSTS TO ZHB 700 - COURT FEES
42032	2,500	TRAINING/CONTINUING ED. 1,500 - HARB & SBHCC: MANDATED BY STATE 500 - ANNUAL PPA CONFERENCE AND GIS TRAINING 500 - OTHER SEMINARS/TRAINING/CONFERENCES
42040	9,000	ADVERTISING AND PRINTING 8,500 - ZHB LEGAL ADS 500 - PLANNING COMMISSION LEGAL ADS
42047	25,500	DEPARTMENT CONTRACTS 25,500 - HISTORIC AND ARCHITECTURAL CONSULTING CONTRACT
42060	1,700	OTHER EXPENSES 800 - PROFESSIONAL MEMBERSHIPS (I.E. APA, PPA) 750 - MILEAGE AND TRAVEL COSTS 150 - LITERATURE, PUBLICATIONS, SUBSCRIPTIONS

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BUREAU DETAIL

Bureau: Recycling

No: 0307

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

Bureau Description:

This bureau 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 extend the successful joint compost venture at the yard waste facility.
 - To implement phase 2 and phase 3 of the joint material recovery facility.
 - To extend the curbside recycling contract at a reduced cost.
-

Prior Year Achievements:

- Accomplish phase 1 of the joint material recovery facility.
 - Reduced greenhouse emissions by 13,897 metric tons of carbon equivalents.
 - Implemented a joint venture at the yard waste facility.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers		2013 Actual & Estimated		2014 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail	Number of Permanent Positions									
3026 Director of Recycling	1	1	1	1	1	75,233	1	75,233	1	76,787
M136 Rec Maint/Op Specialist	1	1	1	1	1	57,566	1	57,566	1	58,690
M116 Rec Truck Driver/ Equip Op	1	1	1	1	1	52,671	1	52,671	1	53,770
Total Positions	3	3	3	3	3	185,470	3	185,470	3	189,247
Account Detail										
40001 SALARIES	162,875	174,123	176,161	180,821		180,750		180,750		184,367
40002 LONGEVITY	3,990	5,180	4,040	4,380		4,720		4,720		4,880
40003 OVERTIME	28,789	42,189	38,639	33,032		40,760		40,000		41,575
40004 TEMPORARY HELP	267,767	254,936	243,469	296,572		299,627		285,000		321,804
40005 HOLIDAY PAY	3,668	3,852	4,415	4,773		6,176		5,750		5,000
40006 DIFFERENTIAL PAY	111	184	191	137		262		195		262
40008 MEAL REIMBURSEMENT	750	1,751	1,378	1,066		1,001		800		1,001
Personnel	467,950	482,215	468,293	520,781		533,296		517,215		558,889
41013 OFFICE EXPENSE	901	689	402	776		790		785		1,000
41014 OPERATING SUPPLIES	3,833	2,550	5,746	2,127		7,000		6,000		9,000
41016 UNIFORMS/SAFETY SHOES	854	1,114	1,330	2,045		2,830		2,700		3,000
41023 GASOLINE	28,703	48,143	47,999	54,136		68,900		57,000		50,000
41025 POSTAGE	8,072	28,192	25,608	14,512		30,765		24,000		22,000
Materials & Supplies	42,363	80,688	81,085	73,596		110,285		90,485		85,000
42032 TRAINING/CONT. EDUCATION	-	-	2,748	-		6,600		6,450		7,500
42038 EQUIPMENT REPAIRS-FLEET	27,283	37,710	54,487	4,639		20,000		18,500		27,000
42040 ADVERTISING AND PRINTING	88,718	33,580	15,413	33,392		38,000		35,000		37,000
42047 DEPARTMENT CONTRACTS	715,900	1,166,700	1,217,304	1,197,309		1,329,475		1,328,877		1,111,160
42054 RENTALS	28,995	40,157	22,296	14,322		4,000		4,000		5,000
42055 PROFESSIONAL SERVICES	585	-	630	-		-		-		1,000
42060 OTHER EXPENSES	23,344	16,733	20,735	14,858		33,155		32,500		54,240
42064 EQUIPMENT MAINTENANCE	13,127	23,937	41,462	60,314		53,200		52,000		30,000
42065 PLANT MAINTENANCE	18,885	8,049	35,124	22,305		153,500		153,300		50,000
Purchased Services	916,837	1,326,866	1,410,199	1,347,139		1,637,930		1,630,627		1,322,900
43099 EQUIPMENT	-	24,337	-	-		13,000		10,000		9,000
Equipment	-	24,337	-	-		13,000		10,000		9,000
Total	RECYCLING	1,427,150	1,914,106	1,959,577	1,941,516	2,294,511		2,248,327		1,975,789

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	41,575	OVERTIME 41,575 - RECYCLING/COMPOST CENTER
40004	321,804	TEMPORARY HELP 90,117 - PART-TIME OFFICE STAFF 108,885 - DROP-OFF STAFF 55,380 - SHREDDING STAFF 54,724 - COMPOST STAFF 12,698 - COB/RECYCLING PICK UP STAFF
40005	5,000	HOLIDAY PAY 5,000 - RECYCLING CENTER/COMPOSTCENTER
40006	262	DIFFERENTIAL PAY 262 - RECYCLING CENTER/COMPOST CENTER
40008	1,001	MEAL REIMBURSEMENT 1,001 - RECYCLING/COMPOST
41013	1,000	OFFICE EXPENSE 1,000 - OFFICE SUPPLIES
41014	9,000	OPERATING SUPPLIES 8,000 - BALING WIRE 1,000 - GENERAL SUPPLIES
41016	3,000	UNIFORMS/SAFETY SHOES 2,670 - STAFF CLOTHING 330 - SAFETY SHOES (3 @ \$110 EACH)
41023	50,000	GASOLINE 2,000 - TRUCK #23 40,000 - HEAVY EQUIPMENT 3,500 - OIL/LUBRICANTS 4,500 - ENFORCEMENT CARS
41025	22,000	POSTAGE 22,000 - BULK & FIRST CLASS
42032	7,500	TRAINING/CONTINUING ED. 7,500 - ATTENDANCE AT VARIOUS CONFERENCES/CERTIFICATIONS
42038	27,000	EQUIPMENT REPAIRS - FLEET 2 ROLL-OFF TRUCKS, SKID, MACK TRUCK, 1 PICK-UP TRUCK 27,000 - 2 CARS, 2 FRONT-END LOADERS
42040	37,000	ADVERTISING AND PRINTING 31,500 - RADIO & TV ADVERTISING 5,500 - MISC. EDUCATIONAL PRINTING
42047	1,111,160	DEPARTMENT CONTRACTS 1,111,160 - CURBSIDE COLLECTION

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42054	5,000	RENTALS 5,000 - SERVICE BATHROOM RECYCLING CENTER
42055	1,000	PROFESSIONAL SERVICES 1,000 - AUDIT SERVICES
42060	54,240	OTHER EXPENSES 5,000 - COMMERCIAL CONTAINERS 4,000 - RESIDENTIAL CONTAINER 8,000 - MISCELLANEOUS SIGNS 5,000 - EARTH BAGS 2,000 - BOOKS/PERIODICALS 1,700 - PROFESSIONAL ASSOCIATIONS 8,320 - CITY PICK CHARGES 1,300 - DIRECTORIES 5,000 - VENDOR CHARGES 2,000 - LANDFILL CHARGES 1,500 - MILEAGE 200 - TOLLS 500 - PETTY CASH 200 - CDL 7,000 - PROMOTIONAL ITEMS 500 - BAGS FOR SPECIAL EVENTS 260 - CAMERA 1,760 - 1 LAPTOP/MONTHLY FEE
42064	30,000	EQUIPMENT MAINTENANCE 25,000 - COMPACTORS/BALER/SHREDDER 5,000 - SANDBLAST/PAINT CONTAINERS
42065	50,000	PLANT MAINTENANCE 10,000 - FENCING/FENCE REPAIRS AT BOTH CENTERS 5,000 - TCRC-SITE WORK 20,000 - COMPOST CENTER SITE WORK 15,000 - GARAGE
43099	9,000	EQUIPMENT 9,000 - VEHICLE LEASE YEAR 1 OF 3

BUREAU DETAIL

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

Bureau Description:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2009	2010	2011	2012	2013		2013		2014	
		Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N130	Deputy Director Econ Dev	1	1	1	1	-	-	-	-	-	-
3028	Econ Dev Loan & Fin Admir	1	1	1	1	-	-	-	-	-	-
2831	Econ Dev Site & GIS Mgr	1	1	1	1	-	-	-	-	-	-
Total Positions		3	3	3	3	-	-	-	-	-	-
Account Detail											
40001	SALARIES	196,636	199,943	203,563	65,310	-	-	-	-	-	-
40002	LONGEVITY	350	490	630	-	-	-	-	-	-	-
40004	TEMPORARY HELP	25,248	46,583	50,728	7,290	-	-	-	-	-	-
Personnel		222,234	247,016	254,921	72,600	-	-	-	-	-	-
41013	OFFICE EXPENSE	276	478	-	-	-	-	-	-	-	-
41014	OPERATING SUPPLIES	1,060	57	74	304	-	-	-	-	-	-
41025	POSTAGE	147	55	1	-	-	-	-	-	-	-
Materials & Supplies		1,483	590	75	304	-	-	-	-	-	-
42032	TRAINING/CONT. EDUCATION	484	613	-	-	-	-	-	-	-	-
42040	ADVERTISING AND PRINTING	100	3,210	37	-	-	-	-	-	-	-
42047	DEPARTMENT CONTRACTS	37,500	37,500	75,000	37,500	-	-	-	-	-	-
42060	OTHER EXPENSES	4,721	8,922	8,523	800	-	-	-	-	-	-
42064	EQUIPMENT MAINTENANCE	11,929	4,924	7,288	7,521	-	-	-	-	-	-
Purchased Services		54,734	55,169	90,848	45,821	-	-	-	-	-	-
43099	EQUIPMENT	-	-	-	-	-	-	-	-	-	-
Equipment		-	-	-	-	-	-	-	-	-	-
Total	ECONOMIC DEVELOPMENT	278,451	302,775	345,844	118,725	-	-	-	-	-	-

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:

- Add one full time employee and eliminate one part time inspector.
 - To continue to upgrade how we track inspections and complaints
 - To continue our review of all rental properties in the City. This program was started in 2010 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 our aggressive approach in handling complaints and abating them in a timely manner.
 - Continue to provide high level of customer service.
 - Start using E-Pads or Notebooks to do inspections
-

Prior Year Achievements:

- Estimate of revenue for 2013 – 330,000
 - Estimate of inspections – 4,100
 - Estimate of complaints – 2,100
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

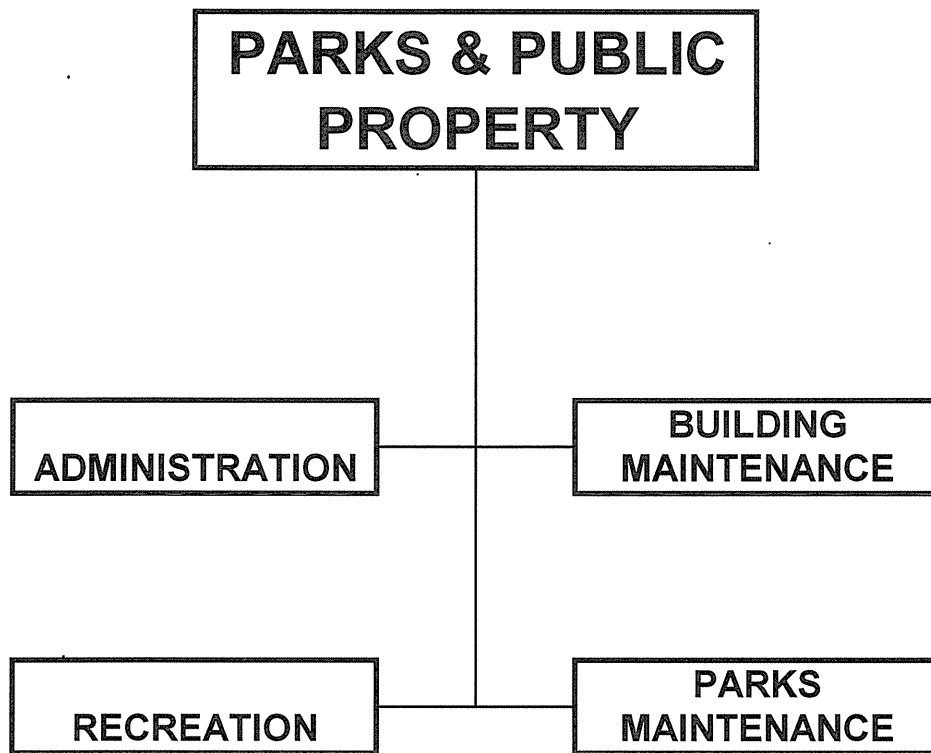
**FUND 001 GENERAL
DEPT 0030 COMMUNITY & ECONOMIC DEVELOPMENT
BUREAU 0309 HOUSING INSPECTIONS**

Personnel Detail	2009	2010	2011	2012	2013		2013		2014	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3101 Chief Housing Inspector	1	1	1	1	1	78,134	1	78,134	1	79,761
2700 Senior Housing Inspector	1	1	1	1	1	64,900	1	64,900	1	66,254
2601 Housing Inspector	3	3	2	1	1	59,494	1	59,494	1	61,932
Total Positions	5	5	4	3	3	202,528	3	202,528	3	207,947
Account Detail										
40001 SALARIES	298,450	306,896	262,031	207,226		200,528		200,528		205,787
40002 LONGEVITY	4,410	4,620	3,290	1,960		2,000		2,000		2,160
40003 OVERTIME	3,003	271	3,518	514		500		500		2,500
40004 TEMPORARY HELP	49,136	45,885	4,044	36,976		46,080		46,080		50,352
Personnel	354,999	357,672	272,883	246,676		249,108		249,108		260,799
41013 OFFICE EXPENSE	1,476	1,543	2,119	2,212		2,200		2,175		2,200
41014 OPERATING SUPPLIES	4,364	2,599	4,247	4,376		4,500		4,400		4,500
41016 UNIFORMS/SAFETY SHOES	725	491	289	586		940		850		1,000
41023 GASOLINE	2,860	3,804	4,020	5,082		6,390		6,390		6,390
41025 POSTAGE	-	3,250	2,200	3,100		3,300		3,300		500
Materials & Supplies	9,425	11,687	12,875	15,356		17,330		17,115		14,590
42032 TRAINING/CONT. EDUCATION	1,081	1,359	1,057	1,505		2,000		1,548		2,800
42060 OTHER EXPENSES	1,424	3,240	3,523	3,267		2,150		2,074		1,350
Purchased Services	2,505	4,599	4,580	4,772		4,150		3,622		4,150
43099 EQUIPMENT	-	-	-	-		-		-		-
Equipment	-	-	-	-		-		-		-
Total HOUSING INSPECTIONS	366,929	373,958	290,338	266,804		270,588		269,845		279,539

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	2,500	OVERTIME 2,500 - OVERTIME
40004	50,352	TEMPORARY HELP 25,600 - PT RENTAL PROJECT MANAGER - 32 HRS/WK X 16.00 X 50 WKS = \$25,600 24,752 - PT INSPECTOR - 28HRS/WK X \$17.00/HR X 52 WEEKS=\$24,752
41013	2,200	OFFICE EXPENSE 640 - OFFICE SUPPLIES NOT NORMALLY STOCKED BY THE BUREAU OF PURCHASING (BUSINESS CARDS, CITATION FORMS, INSPECTION CLIPBOARDS AND MISC OFFICE SUPPLIES) 1,560 - INK CARTRIDGES FOR PRINTER (ONE PER MONTH AT \$130 EACH) & CD COLOR PRINTER CARTRIDGES (\$250 TOTAL)
41014	4,500	OPERATING SUPPLIES 4,500 - MISCELLANEOUS EQUIPMENT NEEDED - TESTERS, TOOLS, POWER TOOLS, PLYWOOD, SAFETY EQUIPMENT
41016	1,000	UNIFORMS/SAFETY SHOES 520 - SAFETY SHOES (130.00 X 4) 480 - SHIRTS/JACKETS/HATS
41023	6,390	GASOLINE 6,390 - GASOLINE FOR 6 VEHICLES. GASOLINE ESTIMATE FOR 2013 - 1,800 GALLONS X \$3.55 = \$6,390.00 (VEHICLES #30, 40, 41 AND 42)
41025	500	POSTAGE 500 - POSTAGE COSTS
42032	2,800	TRAINING/CONTINUING ED. 2,800 - 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	1,350	OTHER EXPENSES 400 - PENNBOC DUES 500 - MILEAGE/TRAVEL EXPENSE 300 - FUEL LICENSE FORMS 150 - AIR CARDS FOR LAPTOPS



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 professional development of employees.
 - To identify funding opportunities and secure grant funding to assist with special projects.
 - To complete implementation of projects like, the South Bethlehem Greenway/Skate Plaza, continue Saucon Park and Monocacy (HBI) erosion/flood control projects such as raising the pedestrian bridge, removing the dam in the Colonial Industrial Quarter, 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 any and all technologies finding innovative ways to conserve energy and lower operational cost in our public facilities.
-

Prior Year Achievements:

- Conducted numerous CI initiatives in Parks Bureau that delivered greater operational efficiency
 - Orchestrated numerous repairs after flooding events.
 - Negotiated lower natural gas pricing agreement with UGI and lower electric pricing with Constellation Energy.
 - Orchestrated upgrades to mechanical systems at City Center including repairs to chillers and circulation pumps.
 - Completed expansion plan for EMS.
 - Completed renovations of Lincoln Fire Station
 - Completed renovations to Clearview Pool.
 - Completed \$2.4m of energy efficiency improvements at various City facilities.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers		2013 Actual & Estimated		2014 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail										
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N080 Dir Parks/Public Property	1	1	1	1	1	92,114	1	92,114	1	93,957
2807 Dept Business Manager	1	1	1	1	1	68,336	1	68,336	1	69,754
C072 Departmental Secretary	-	-	1	1	1	41,253	1	41,253	1	45,409
C065 Secretary II	2	2	-	-	-	-	-	-	-	-
Total Positions	4	4	3	3	3	201,703	3	201,703	3	209,120
Account Detail										
40001 SALARIES	215,854	222,978	192,248	197,086		200,023		200,023		207,280
40002 LONGEVITY	2,030	2,170	1,195	1,350		1,680		1,680		1,840
40004 TEMPORARY HELP	33,435	33,449	33,243	32,109		31,745		27,000		28,210
Personnel	251,319	258,597	226,686	230,545		233,448		228,703		237,330
41013 OFFICE EXPENSE	1,017	393	1,244	1,282		1,085		1,000		1,300
41016 UNIFORMS/SAFETY SHOES	107	107	-	110		775		525		600
41023 GASOLINE	1,440	1,754	2,190	2,187		3,020		3,020		2,600
Materials & Supplies	2,564	2,254	3,434	3,579		4,880		4,545		4,500
42032 TRAINING/CONT. EDUCATION	938	1,256	296	1,689		980		971		1,000
42047 DEPARTMENT CONTRACTS	2,025	2,159	1,748	1,772		2,050		1,950		3,500
42060 OTHER EXPENSES	752	661	172	288		1,180		850		1,270
Purchased Services	3,715	4,076	2,216	3,749		4,210		3,771		5,770
43099 EQUIPMENT	-	-	-	-		52,465		52,424		60,424
Equipment	-	-	-	-		52,465		52,424		60,424
Total ADMINISTRATION	257,598	264,927	232,336	237,873		295,003		289,443		308,024

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	28,210	TEMPORARY HELP CITY CENTER MONITORS 13,260 - 1 @ \$12.75 X 20 HR/WK X 52 WKS 14,950 - 4 @ \$11.50 X 25 HR/WK X 52 WKS
41013	1,300	OFFICE EXPENSE 300 - OFFICE SUPPLIES NOT AVAILABLE FROM STOCK INVENTORY. 1,000 - SECURITY BADGES/PRINT CARTRIDGES, ETC.
41016	600	UNIFORMS/SAFETY SHOES 130 - SAFETY SHOES FOR DIRECTOR - INCREASE PER PURCHASING 470 - SHIRTS FOR MONITORS
41023	2,600	GASOLINE 2,600 - BASED ON ESTIMATED USAGE
42032	1,000	TRAINING/CONTINUING ED. 1,000 - SEMINARS/ CONFERENCES SUCH AS PRPS CONFERENCE AND GREEN COMMUNITY CONFERENCE.
42047	3,500	DEPARTMENT CONTRACTS 3,500 - LEASE OF COPIER FOR OFFICE USE.
42060	1,270	OTHER EXPENSES 150 - PORT-O-JON JULY 4TH 300 - MEMBERSHIPS, SUBSCRIPTIONS, EVENT PREP 70 - RADIO BATTERIES (PER ELECTRICAL BUREAU) 450 - BIRDTOWN REGISTRATION FEE 300 - UNFORESEEN EXP SUCH AS GRANT REGISTRATION FEES
43099	60,424	EQUIPMENT 52,424 - 2ND YR OF 4 YRS FINANCING AND INTEREST FOR: 1 PICK UP TRUCK FOR BLDG. MAINT. (\$62,500) 1 TOOL BOX BODY FOR PICK UP TRUCK (\$21,000) 2 PICK UP TRUCKS FOR PARKS MAINT. (\$80,000) 1 PICK UP TRUCK FOR PARKS SUPERVISOR (\$35,000) 8,000 - 1 VEHICLE LEASE FOR PARKS DIRECTOR YEAR 1 OF 3

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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:

- Renovated Golf Clubhouse – men's locker room, office, pro shop.
 - Rebuilt aqueduct at Sand Island
 - Renovated EMS Stefko facility including installing a new kitchen, interior painting, removing wall.
 - Painted exterior of Building A and B
 - Completed crucial repairs to reopen West Side Pool
 - Installed hangers on Memorial Pool galley
 - Remodeled police squad room and gun room adding additional office space
 - Assisted with renovations to Dewberry EMS and Lincoln Fire House
 - Painted various office areas throughout City Center
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013		2013		2014	
					Budget w/ Transfers	Actual & Estimated	#	Salaries	#	Salaries
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3008 Bldg Maint Superintendent	1	1	1	1	1	75,473	1	75,473	1	76,947
2508 Building Maint Engineer	1	1	-	-	-	-	-	-	-	-
M144 Bldg Maint & Pool Tech	-	-	1	1	1	59,784	1	59,784	1	61,029
M133 Engineer Mechanic	1	1	1	1	1	57,566	1	57,566	2	112,460
M114 Maintenance Worker III	7	7	6	6	6	310,637	6	310,637	7	368,297
M110 Building Technician	-	-	1	1	1	52,587	1	52,587	-	-
M092 Maintenance Worker II	1	1	1	1	1	48,291	1	48,291	-	-
M072 Maintenance Worker I	2	2	2	2	2	66,200	2	66,200	2	71,286
M051 Custodian I	3	3	1	1	1	33,266	1	33,266	1	36,747
Total Positions	16	16	14	14	14	703,804	14	703,804	14	726,766
Account Detail										
40001 SALARIES	713,348	728,183	655,148	664,959		688,204		688,204		710,526
40002 LONGEVITY	14,350	14,910	14,740	14,660		15,600		15,600		16,240
40003 OVERTIME	47,874	51,823	56,688	64,778		56,000		56,000		60,000
40004 TEMPORARY HELP	21,879	23,526	30,986	44,757		41,674		41,000		61,660
40006 DIFFERENTIAL PAY	2,012	1,858	1,374	960		1,500		1,200		1,500
40008 MEAL REIMBURSEMENT	640	1,050	806	897		1,000		850		1,000
Personnel	800,103	821,350	759,742	791,011		803,978		802,854		850,926
41014 OPERATING SUPPLIES	38,514	29,807	41,791	51,351		55,150		54,000		57,850
41016 UNIFORMS/SAFETY SHOES	2,574	1,824	2,217	2,295		2,500		2,400		2,800
41017 SMALL TOOLS	8,012	4,192	3,142	5,149		4,000		3,965		4,000
41023 GASOLINE	11,270	15,036	19,015	19,209		22,000		22,000		22,000
Materials & Supplies	60,370	50,859	66,165	78,004		83,650		82,365		86,650
42033 TRAINING AND SAFETY	335	753	159	1,141		500		400		3,500
42044 ELECTRIC	515,987	407,138	455,723	398,583		500,000		500,000		446,000
42045 GAS	199,956	169,428	176,394	135,270		145,000		145,000		184,500
42046 HEATING OIL	27,618	44,435	41,785	43,351		42,000		42,000		35,500
42047 DEPARTMENT CONTRACTS	85,846	124,810	110,871	115,177		128,560		123,000		130,250
42060 OTHER EXPENSES	441	835	440	570		500		500		500
42064 EQUIPMENT MAINTENANCE	586	119	565	1,757		2,000		1,970		2,000
42065 PLANT MAINTENANCE	37,369	27,609	37,655	35,037		44,000		42,000		58,350
Purchased Services	868,138	775,127	823,592	730,886		862,560		854,870		860,600
43099 EQUIPMENT	1,500	1,213	-	-		-		-		34,800
Equipment	1,500	1,213	-	-		-		-		34,800
Total	1,730,111	1,648,549	1,649,499	1,599,901		1,750,188		1,740,089		1,832,976

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	60,000	OVERTIME 60,000 - STAND BY ROSTER AND CALL OUTS FOR PERSONNEL ASSIGNED TO CITY CENTER, ICE RINK, SWIMMING POOLS AND PARK FACILITIES, CLEANING OF POLICE SUB-STATIONS INCREASE IN CALL OUTS FOR MECHANICAL SYSTEMS FOR VARIOUS CITY SITES
40004	61,660	TEMPORARY HELP 9,504 - 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 = \$9504 BASED ON HR PAY SCHEDULE ASSIGNMENT OF FOUR PART TIME CUSTODIAL HELP 26,845 - 2 @ \$8.75 HR X 29.5 HRS/WK X 52 WKS 25,311 - 2 @ \$8.25 HR X 29.5 HRS/WK X 52 WKS 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	57,850	OPERATING SUPPLIES 3,000 - PLUMBING/HARDWARE SUPPLIES 3,000 - FREON #22 AND #12 CYLINDERS 500 - REPLACE ELEVATOR/HALLWAY MATS 1,000 - PAINTING SUPPLIES (BRUSHES, POLES, ETC) 1,000 - PROPANE FOR ICE RINK STORE ROOM 14,000 - PAPER PRODUCTS 1,500 - CLEANING TOOLS 15,000 - CLEANING PRODUCTS 5,000 - LAMPS AND BALLASTS 4,000 - 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 7,000 - FAN COIL FILTERS AND CLIMATE CHANGER FILTERS
41016	2,800	UNIFORMS/SAFETY SHOES 2,800 - WORK UNIFORMS AND SAFETY SHOES INCREASE IN SHOES AS RECOMMENDED BY PURCHASING
41017	4,000	SMALL TOOLS 4,000 - MISC. TOOLS

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41023	22,000	GASOLINE 22,000 - BASED ON ESTIMATED USAGE
42033	3,500	TRAINING AND SAFETY 250 - SAFETY LITERATURE, TRAINING, EQUIPMENT/SUPPLIES 250 - BLOOD BORNE PATH. VACCINE 3,000 - CERTIFICATION CLASSES, CDL CLASS A, ETC.
42044	446,000	ELECTRIC 3,000 - BUILDING MAINT. BARN 211,000 - 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 10,000 - GREENWAY LIGHTS (100) AND ELEC. FOR SPECIAL EVENTS 4,000 - RADIO TRANSMISSION TOWER (S. MOUNT) 6,000 - ARMORY (NEW)
42045	184,500	GAS 184,500 - BASED ON ESTIMATED USAGE INCREASE IS DUE TO THE ARMORY (EST USAGE OR \$11,000/YR) AND LINCOLN (3,500)
42046	35,500	HEATING OIL 7,500 - BUILDINGS SHOP 3,500 - DAR HOUSE 9,000 - ICE RINK 4,000 - MEMORIAL POOL 5,000 - ILLICK'S MILL 5,000 - ELECTRICAL BUREAU 1,500 - UNFORESEEN RATE INCREASES DECREASE DUE TO LINCOLN FIRE STATION GOING TO GAS 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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		2006 38,500
		2007 38,350
		2008 56,390
		2009 35,530
		2010 44,435
		2011 41,800
		2012 43,400
		2013 34,900 (AS OF AUG. 2013)
42047	130,250	DEPARTMENT CONTRACTS
		55,000 - CITY CENTER ENERGY SYSTEM MAINTENANCE
		5,000 - ELEVATOR MAINTENANCE
		3,500 - PEST CONTROL
		4,000 - SECURITY SYSTEMS MAINTENANCE
		5,500 - SERVICE FIRE EXTINGUISHERS INSPECTIO/SUPPRESSION SYS.
		6,500 - SERVICE AND CHEMICALS FOR WATER TREATMENT COOLING TOWERS/HEATING SYSTEMS
		6,550 - ANNUAL BOILER MAINTENANCE
		3,500 - SPRINKLER TRIP TEST (CITY CENTER, GARAGE, ICE HOUSE)
		4,500 - TRANE SERVICE ON TWO CHILLERS AT CITY CENTER
		1,500 - GARAGE & IH SPRINKLER SYSTEM LEAK TEST/REPAIR AS NEEDED
		4,000 - P.M. ON SWITCH GEAR/ELEC. DISTRIBUTORS (CITY CENTER)
		3,500 - EDDY CURRENT TEST-CONDENSER & EVAPORATOR TUBES
		1,100 - ADS ELECTRIC DOORS
		5,000 - UNDERGROUND STORAGE TANKS INDEMNIFICATION/REGISTRATION /INSPECTION
		400 - MUNICIPAL GARAGE SECURITY MONITORING
		13,000 - ICE RINK MAINT.
		4,000 - CC SWITCH GEAR/ELEC. DISTRIBUTORS PM (EVERY 4 YRS)
		2,000 - ALARM SERVICE
		ICE HOUSE FIRE PROTECTION INSPECTION AND AIR TEST
		1,700 - DRY SYSTEM
42060	500	OTHER EXPENSES
		500 - UNFORESEEN EXPENSES
42064	2,000	EQUIPMENT MAINTENANCE
		2,000 - REPAIRS TO EQUIPMENT UTILIZED FOR MAINTENANCE PURPOSES AND RADIO BATTERY REPLACEMENTS PER ELEC. BUREAU INCREASE DUE TO INCREASED COSTS ON EQUIP. MAINT ITEMS
42065	58,350	PLANT MAINTENANCE
		5,000 - CLIMATE CHANGERS REPLACEMENT FILTERS
		2,000 - CEILING TILE
		2,800 - TEGG SERVICE ELECTRICAL DISTRIBUTION
		550 - BUILDING MATERIALS (PLYWOOD, FRAME LUMBER, WHITE PINE)
		4,000 - HBI REPAIRS/RENOVATIONS
		1,000 - ELEVATOR CODE REQUIREMENTS
		5,000 - BOILER MAINTENANCE/CHEMICALS
		6,000 - REPLACE APPROX 150 PLAZA PAVERS (UNSAFE)
		5,000 - FAN COIL REPLACEMENT MOTORS FOR CC BLD. A
		5,000 - UNCLOG DRAIN SYSTEMS
		10,000 - ICE RINK FACILITY REPAIRS

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		4,000 - WINDOW REPAIRS/REPLACEMENTS
		8,000 - UNFORESEEN MAINT.
43099	34,800	EQUIPMENT
		22,500 - ONE UTILITY TRUCK W/PLOW AND LIFT GATE (TO REPLACE UNIT #76 OR #81) YEAR 1 OF 3 LEASE
		9,000 - ONE X-MARK LASER Z48" S SERIES TRACTOR W/ MULCH KIT
		1,500 - DUAL SPEED FLOOR POLISHER/BUFFER FOR CITY CENTER
		500 - TWO NEW VACUUM CLEANERS FOR CITY CENTER (\$250 EA.)
		1,300 - 10'6" TAPCO BRAKE WITH 14" THROAT

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:

- Completed renovations to Higbee Park by developing ten community gardens and installing a children's labyrinth
 - Added a third fenced-in area to the existing Dog Park to allow for grounds maintenance rotation.
 - Successfully continued Movies in the Park program and presented seven movies to residents throughout the City.
 - As part of a CI initiative, increased attendance at summer playground program parks by adjusting hours, providing free lunches, and organizing an end of summer field trip to Dorney Park.
 - Held the first annual Punt Pass and Kick contest at BASD stadium.
 - Provided after school activities three nights a week at Broughal.
 - Worked with Hispanic American League of Artists to design and complete a new mural at Yosko Park.
 - Successfully facilitated a SAT Prep Program, organized a week-long Adventure Day Camp experience for 15 youths, and held the 5th annual Basketball Tournament.
 - Sponsored a "Night Skate" at the Bethlehem Skateplaza as part of a fundraising effort for Phase 2 construction.
 - Installed a new safety surface at Yosko Splash Park.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2009	2010	2011	2012	2013		2013		2014	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2808	Recreation Administrator	1	1	1	1	1	68,656	1	68,656	1	69,994
2300	Recreation Coordinator	-	-	-	1	1	52,233	1	52,233	1	53,457
C062	Account Clerk II	1	1	1	1	1	43,858	1	43,858	1	44,787
Total Positions		2	2	2	3	3	164,747	3	164,747	3	168,238
Allocated from 004A							47,091		47,091		48,027
							211,838		211,838		216,265
Account Detail											
40001	SALARIES	143,518	140,630	142,188	191,569		208,638		208,638		212,985
40002	LONGEVITY	2,520	2,590	3,265	4,660		3,200		3,200		3,280
40003	OVERTIME	20,233	13,989	10,041	18,602		15,000		7,500		12,000
40004	TEMPORARY HELP	286,330	281,820	245,278	264,309		269,000		255,000		271,310
40006	DIFFERENTIAL PAY	467	145	253	380		500		250		500
40008	MEAL REIMBURSEMENT	40	60	91	65		200		120		200
Personnel		453,108	439,234	401,116	479,585		496,538		474,708		500,275
41013	OFFICE EXPENSE	396	84	263	432		500		400		500
41014	OPERATING SUPPLIES	12,607	10,607	12,421	12,381		28,067		27,500		43,900
41021	CHEMICALS	39,932	46,239	39,012	38,057		42,060		40,825		50,000
41023	GASOLINE	462	474	1,119	626		1,500		1,500		1,500
Materials & Supplies		53,397	57,404	52,815	51,496		72,127		70,225		95,900
42032	TRAINING/CONT. EDUCATION	578	-	195	836		850		500		850
42040	ADVERTISING AND PRINTING	1,118	1,098	640	612		1,925		1,650		2,100
42047	DEPARTMENT CONTRACTS	30,000	30,000	30,000	10,000		10,000		10,000		10,000
42049	REFUNDS	410	458	295	108		500		500		500
42060	OTHER EXPENSES	1,280	1,050	1,802	6,446		1,500		1,200		7,300
42063	SPECIAL PROGRAMS	2,539	3,192	4,277	4,541		10,473		10,000		15,200
Purchased Services		35,925	35,798	37,209	22,543		25,248		23,850		35,950
Total	RECREATION	542,430	532,436	491,140	553,624		593,913		568,783		632,125

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	12,000	OVERTIME 12,000 - HOURS WORKED AT ICE RINK - EVENINGS, WEEKENDS, AND HOLIDAYS.
40004	271,310	TEMPORARY HELP POOLS: 91,000 - LIFEGUARDS 17,000 - CASHIERS 20,000 - ASST. HEAD GUARDS 16,500 - HEAD GUARDS 2,500 - IN-SERVICE 9,500 - SUPERVISOR PLAYGROUNDS/DAY CAMP 22,000 - LEADERS 5,500 - SUPERVISOR 1,500 - IN-SERVICE 600 - MOVIES IN THE PARK STAFF 5,000 - SUMMER OFFICE CLERK SAND ISLAND: 8,000 - ATTENDANTS 5,500 - TENNIS COORDINATOR SUMMER BASKETBALL: 600 - ASSIGNER 1,600 - SCOREKEEPERS SOFTBALL: 3,200 - DIRECTOR/UMPIRE-IN-CHIEF WINTER BASKETBALL: 1,000 - ASSIGNER 2,500 - GYM SUPERVISOR/SCOREKEEPERS 2,250 - SS RECREATION ASSISTANT(REIMBURSED BY VISION 2014) 3,860 - LYNFIELD PLAYGROUND PROGRAM (REIMBURSED BY BHA) ICE RINK: 23,000 - SKATEGUARDS 5,000 - CASHIERS SPECIAL PROGRAM INSTRUCTORS: 8,500 - SWIMMING LESSONS 5,500 - TENNIS LESSONS 8,000 - ICE SKATING/HOCKEY LESSONS 1,000 - AFTER SCHOOL PROGRAM DIRECTOR 700 - FITNESS IN THE PARK
40006	500	DIFFERENTIAL PAY 500 - DIFFERENTIAL PAY
40008	200	MEAL REIMBURSEMENT

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		200 - REIMBURSEMENT FOR MEALS IN ACCORDANCE WITH UNION CONTRACT.
41013	500	OFFICE EXPENSE 500 - SUPPLIES NOT AVAILABLE FROM STOCK INVENTORY.
41014	43,900	OPERATING SUPPLIES 1,000 - TENNIS/SOFTBALL TROPHIES. 3,000 - LIFEGUARD SWIMSUITS, WHISTLES, STAFF SHIRTS 1,000 - ARTS AND CRAFTS SUPPLIES 2,000 - ATHLETIC EQUIPMENT 1,500 - ICE SKATING SUPPLIES 2,000 - FIRST AID SUPPLIES 2,000 - POOL SUPPLIES 400 - LAMINATING POUCHES 1,000 - EASTER EGG HUNT 1,000 - MEMORIAL POOL CONCESSION STAND 20,000 - POOL PAINT 5,000 - SKATES 3,000 - SAND ISLAND TENNIS COURTS - TOP DRESSING, TAPES, ETC. 1,000 - MAINTENANCE FOR CASH REGISTERS
41021	50,000	CHEMICALS 50,000 - POOL/RINK CHEMICALS, TEST KITS, SUPPLIES, AND WATER TESTING. INCREASE IS DUE TO INCREASED COSTS IN CHEMICALS AND DELIVERY CHARGES.
41023	1,500	GASOLINE 1,500 - BASED ON ESTIMATED USAGE. INCLUDES LIQUID PETROLEUM GAS FOR ZAMBONI (\$500).
42032	850	TRAINING/CONTINUING ED. 850 - SEMINARS/CONFERENCES SUCH AS PRPS
42040	2,100	ADVERTISING AND PRINTING 300 - POOL AND TENNIS PASSES 300 - MUSIC IN THE PARK 1,500 - ADVERTISING/RECREATION
42047	10,000	DEPARTMENT CONTRACTS 10,000 - BOY'S CLUB, MARVINE AND YOSKO PLAYGROUNDS
42049	500	REFUNDS 500 - REFUNDS FOR CLASS REGISTRATION CANCELLATIONS (I.E. SWIMMING LESSONS) AFTER PAYMENT HAS ALREADY BEEN DEPOSITED.
42060	7,300	OTHER EXPENSES 1,000 - REIMBURSEMENT GAS 600 - NRPA AND PRPS MEMBERSHIP 400 - PROTECT YOUTH SPORTS BACKGROUND CHECKS 4,000 - MAINTENANCE FOR ZAMBONI 1,300 - ASCP AND BMI MUSIC LICENSES

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42063	15,200	SPECIAL PROGRAMS
		600 - BASKETBALL PLAY-OFF OFFICIALS (SUMMER/WINTER)
		1,500 - SOFTBALL PLAYOFF OFFICIALS
		800 - CPR TRAINING/CERTIFICATION
		900 - LIFEGUARD TRAINING
		2,000 - POOL/ICE RINK/PLAYGROUND
		2,400 - TENNIS LEAGUE (REIMBURSEMENT)
		2,000 - YOUTH RECREATION PROGRAMS
		5,000 - MOVIES IN THE PARK AND UPKEEP OF EQUIPMENT

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BUREAU DETAIL

Bureau: Parks Maintenance **No:** 0407

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

Bureau Description:

This bureau provides for the development and maintenance of the City's parks, playgrounds, ball fields, trails and greenways; and for the landscape maintenance/vegetation management of other City properties including swimming pools, fire stations, street islands, riparian corridors, detention basins, swales and vacant City property. In addition to assisting with snow removal from all City properties, the bureau clears 11 parking lots, 20 miles of sidewalks and 25 bridge sidewalks.

Goals and Objectives:

- To cost effectively and efficiently maintain and enhance more than 36 public parks, playgrounds, ball fields and other public properties covering more than 2,000 acres and including 6 miles of historic canal and towpath.
- Maintain the Continuous Improvement (CI) process by continuing to participate in CI events for Open Space Maintenance, including but not limited to Mowing, Tree Trimming and Removal, Leaf Collection and Snow Removal.

Prior Year Achievements:

- Assisted with major functional and structural improvements to the Municipal Ice Rink.
 - Completed significant improvements to Higbee Park including the planting of many trees and shrubs, replacement of old blacktop surface areas with grass, construction of bio-retention areas, restoration of deteriorated turf grass surface areas, planting of flowers, installation of waste receptacles and benches, remarking of the basketball courts and construction of a new pavilion.
 - Assisted with development and maintenance of the new Greenway on the south side.
 - Continued CI initiatives looking at park facilities and mowing operations.
 - Developed an Excel spreadsheet to track mowing activity City-wide.
 - Began evaluating and characterizing mowing parcels through use of the City's Geographic Information System.
 - Fabricated and installed a new pedestrian bridge along Monocacy Way.
 - Implemented several improvements to the Dog Park including the addition of a third dog area and new water access.
 - Completed repairs to the Library Steps.
 - Exterior improvements to Dewberry EMS and Lincoln Fire Station.
 - Assisted numerous community and volunteer organizations who maintain and beautify public spaces by providing materials, removing wastes and facilitating coordination.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers		2013 Actual & Estimated		2014 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail										
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3009 Superintendent of Maint	1	1	1	1	1	74,502	1	74,502	1	76,547
2608 Stone Mason	1	1	1	1	1	62,318	1	62,318	1	63,612
2402 Foreman	1	1	1	1	1	56,403	1	56,403	1	57,583
M114 Maintenance Worker III	6	6	6	6	6	314,022	6	314,022	6	320,378
M092 Maintenance Worker II	8	9	9	9	9	406,091	9	406,091	9	416,038
M072 Maintenance Worker I	4	4	4	4	4	194,825	4	194,825	4	140,914
Total Positions	21	22	22	22	22	1,108,161	22	1,108,161	22	1,075,072
Account Detail										
40001 SALARIES	956,943	986,143	1,023,196	1,008,620		1,014,921		1,014,921		1,059,552
40002 LONGEVITY	14,770	14,910	17,775	17,730		19,440		19,440		15,520
40003 OVERTIME	36,635	32,016	39,624	42,884		41,000		35,000		41,000
40004 TEMPORARY HELP	25,800	21,855	22,323	26,813		25,000		20,500		23,000
40006 DIFFERENTIAL PAY	960	897	1,407	878		1,500		1,200		1,500
40008 MEAL REIMBURSEMENT	1,980	1,996	3,159	1,235		3,000		2,200		3,000
Personnel	1,037,088	1,057,817	1,107,484	1,098,160		1,104,861		1,093,261		1,143,572
41014 OPERATING SUPPLIES	12,121	9,681	15,802	14,149		15,700		14,800		15,600
41016 UNIFORMS/SAFETY SHOES	4,186	2,641	4,179	3,614		5,500		4,200		5,900
41017 SMALL TOOLS	1,300	522	1,576	1,742		1,500		1,200		1,500
41023 GASOLINE	26,837	40,443	52,789	52,699		47,500		47,500		47,500
Materials & Supplies	44,444	53,287	74,346	72,204		70,200		67,700		70,500
42032 TRAINING/CONT. EDUCATION	538	198	578	4,630		3,700		3,000		4,700
42047 DEPARTMENT CONTRACTS	-	-	-	-		10,095		10,095		12,500
42054 RENTALS	357	469	1,782	1,922		1,500		1,470		1,500
42060 OTHER EXPENSES	23,220	23,994	37,539	26,203		33,200		24,000		30,500
42064 EQUIPMENT MAINTENANCE	16,561	14,810	15,551	13,736		17,650		17,500		16,500
42065 PLANT MAINTENANCE	8,091	6,413	5,480	10,041		21,310		21,310		25,000
Purchased Services	48,767	45,884	60,930	56,532		87,455		77,375		90,700
43099 EQUIPMENT	-	7,000	-	2,335		990		990		-
Equipment	-	7,000	-	2,335		990		990		-
Total	1,130,299	1,163,988	1,242,760	1,229,231		1,263,506		1,239,326		1,304,772

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

2014 BUDGET REQUEST JUSTIFICATION

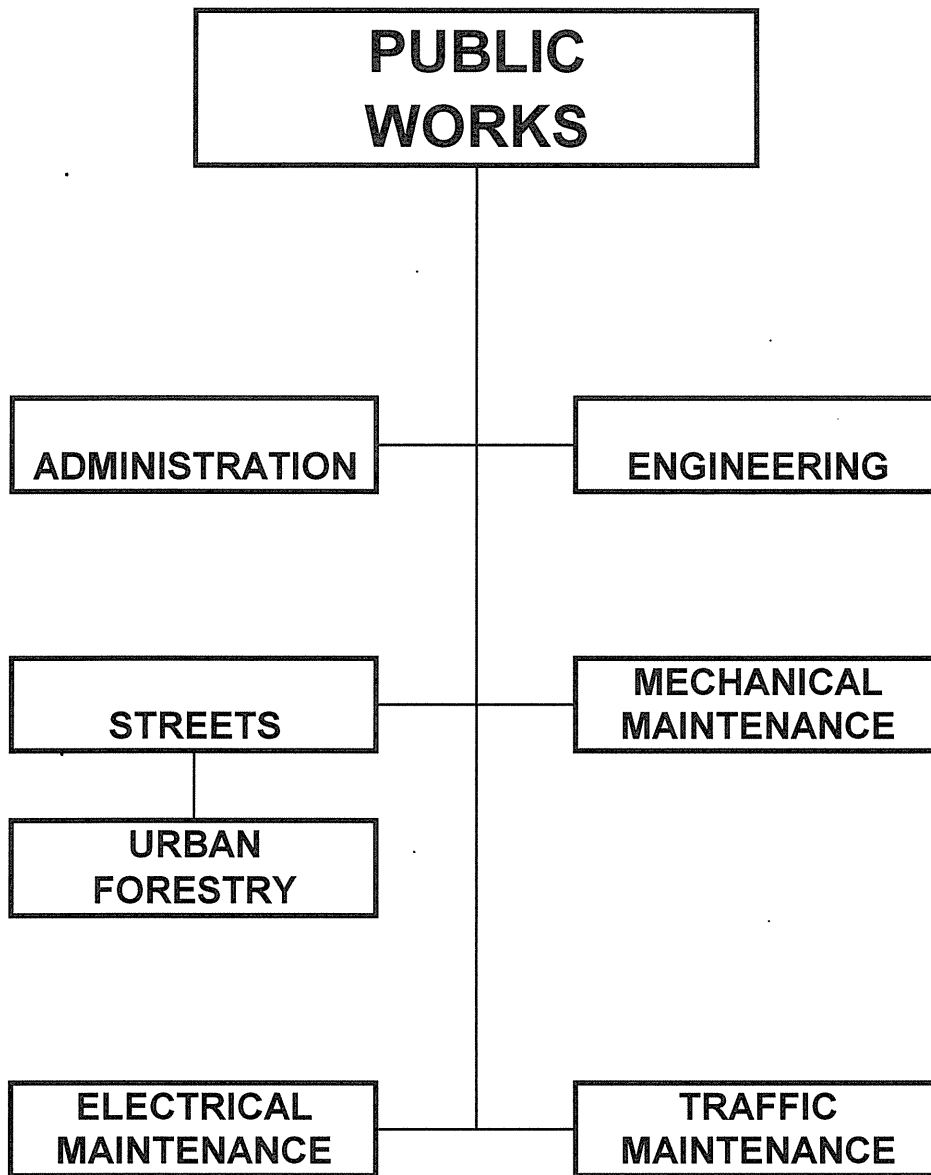
ACCOUNT	AMOUNT	DESCRIPTION
40003	41,000	OVERTIME 41,000 - STAND-BY AND CALL OUTS FOR STORM EMERGENCIES. SCHEDULED OVERTIME FOR CLEARING SIDEWALKS, STREETS AND BRIDGES DURING SNOW OPERATIONS, LEAF PICKUP, SERVICES TO SPECIAL EVENTS, WEEKEND GARBAGE PICK UP IN NORTH AND SOUTH DOWNTOWN FROM JUNE THROUGH AUGUST, OTHER PARKS MAINTENANCE ACTIVITIES AS NEEDED.
40004	23,000	TEMPORARY HELP 23,000 - ASSIST DURING SUMMER IN VARIOUS PLAYGROUNDS, PARKS, ATHLETIC FIELDS, HBI, WITH GRASS CURRING AND WEED CONTROL ASSIST WITH CITY FLOWER PROGRAM, MAINTENANCE OF GREENWAY GRAFFITI PROGRAM, AND ASSIST WITH SPECIAL EVENTS. DUE TO LIMITED FULL TIME WORKFORCE WE GREATLY BENEFIT FROM STARTING PART TIME EARLY IN THE SEASON AND KEEPING THEM LATER.
40006	1,500	DIFFERENTIAL PAY 1,500 - HOURS WORKED FOR MIDDLE AND NIGHT SHIFT DURING CALL OUTS AND EXTENDED HOURS.
40008	3,000	MEAL REIMBURSEMENT 3,000 - MEALS PAID IN ACCORDANCE WITH UNION CONTRACT
41014	15,600	OPERATING SUPPLIES MONIES ALLOCATED FOR BLANKET ORDERS AND VARIOUS SUPPLIES REQUIRED FOR MAINTENANCE AT CITY PARKS, PLAYGROUNDS, GARDENS, ATHLETIC FIELDS, ETC. 2,400 - CITY FLOWER PROGRAM 500 - ROSES FOR ROSE GARDEN 3,000 - CHEMICALS (BEE SPRAY, CLEANSERS, VEGETATION MANAGEMENT, ETC.) 3,500 - PAINT 2,000 - CONCRETE 700 - 3 HAND MOWERS 500 - 2 HAND BLOWERS 2,000 - 8 STRING TRIMMERS 1,000 - MISC SUPPLIES
41016	5,900	UNIFORMS/SAFETY SHOES 5,900 - WORK UNIFORMS, SAFETY SHOES, RAIN GEAR - INCREASE IN WORK SHOES PER PURCHASING
41017	1,500	SMALL TOOLS 1,500 - MISC. TOOLS FOR PROJECTS
41023	47,500	GASOLINE 47,500 - BASED ON ESTIMATED USAGE.
42032	4,700	TRAINING/CONTINUING ED.

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		1,700 - EMPLOYEE TRAINING, PESTICIDE SPRAYING CERT., EDUCATIONAL SEMINARS, HEAVY EQUIPMENT TRAINING, CDL UPGRADES, PLAYGROUND SAFETY INSPECT. CERT.
		3,000 - CDL CLASS A TRAINING
42047	12,500	DEPARTMENT CONTRACTS
		3,500 - EQUIPMENT LEASE FOR TWO MOWERS (YR 3 OF 5)
		9,000 - GEESE MAINTENANCE AGREEMENT
42054	1,500	RENTALS
		500 - RENTAL OF EQUIPMENT NOT AVAILABLE IN CITY FLEET
		1,000 - SKATEPLAZA PORT-A-JON RENTAL
42060	30,500	OTHER EXPENSES
		700 - SUBSCRIPTIONS, CDL REIMBURSEMENT
		1,300 - TIRE CLEAN-UP
		28,000 - LANDFILL CHARGES
		500 - WATER COOLER DELIVERY
42064	16,500	EQUIPMENT MAINTENANCE
		SERVICES AND PARTS FOR MAINTENANCE OF EQUIPMENT NEEDED FOR PARKS MAINTENANCE ACTIVITIES: OTHER EQUIPMENT
		7,000 - TRACTORS/MOWERS
		2,000 - CULTIVATORS/TRIMMERS
		1,500 - PUMPS
		2,000 - JACKHAMMERS, CHAIN SAWS, HEDGE TRIMMERS, ETC.
		4,000 - MISC. PARTS/REPAIRS TO OTHER EQUIPMENT
42065	25,000	PLANT MAINTENANCE
		20,000 - PURCHASE TOOLS AND MATERIALS TO PERFORM MAINTENANCE, LANDSCAPING, AND NECESSARY REPAIRS TO CITY PARKS, PLAYGROUNDS, GARDENS, ATHLETIC FIELDS, CITY CENTER COMPLEX. MATERIALS REQUIRED TO MAINTAIN PARK FACILITIES SUCH AS MULCH, BARK FERTLIZER, GRASS SEED TOPSOIL, LUMBER AND PAINT, REPAIRS DUE TO FLOODING
		5,000 - TREE REMOVAL, PRUNING, REPLACEMENT

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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.
- Seek and pursue grant opportunities for various functions/projects.
- Continue to reduce/eliminate confirming invoices through the use of PCards, blankets and/or purchase orders.

Prior Year Achievements:

- Implemented a vehicle tracking system (AVL) to improve safety, productivity, and efficiencies of various field operations such as snow plowing, street sweeping, storm sewer maintenance, leaf collection, and Christmas lighting decorations. Currently completing or updating basic services operations plans utilizing the AVL system to better monitor, track, and improve efficiency in providing said basic services.
- Implemented and maintains a Road Management Program for the resurfacing of all City streets. Improved Road Rating System and collection and transfer of information into CADD/GIS.
- 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. Currently evaluating various de-icing materials to reduce costs, improve service and reduce environmental impact.
- Completed the purchase of the City's nearly 8,000 street lights and implemented a state of the art internet based reporting system to maintain the same in the Bureau of Electrical Maintenance. Continues to monitor the improved effectiveness of maintenance cost savings of this project. Currently pursuing upgrading all street lights to LEDs to further reduce energy costs and environmental impacts.
- 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 numerous CI Programs.
- New purchasing procedure developed through the CI Program.
- New procedures developed through the CI Program to improve and track revenue through invoicing for festival services, damage to City property, nuisance abatements, tower rentals, and miscellaneous billing.
- Awarded grant from ARLE for pedestrian safety improvements to the north end of the Fahy Bridge.
- Conducted a 5S Event in the Electrical Bureau to organize the layout of parts for quicker response times and increase productivity. Cleaned and improved all work areas.
- Assisted City Personnel to submit costs to FEMA for possible reimbursement from various storm events.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2009	2010	2011	2012	2013		2013		2014	
		Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N085	Dir Pub Wks/City Engineer	1	1	1	1	1	92,114	1	92,114	1	93,957
2807	Dept Business Manager	1	1	1	1	1	56,334	1	56,334	1	62,926
C072	Departmental Secretary	1	1	1	1	1	44,648	1	44,648	1	45,614
Total Positions		3	3	3	3	3	193,096	3	193,096	3	202,497
Account Detail											
40001	SALARIES	143,631	145,919	175,129	185,914	191,336		191,336		200,577	
40002	LONGEVITY	735	595	1,270	1,430	1,760		1,760		1,920	
40003	OVERTIME	-	-	-	-	1		-		-	
40004	TEMPORARY HELP	-	-	-	-	1		-		-	
Personnel		144,366	146,514	176,399	187,344	193,098		193,096		202,497	
41013	OFFICE EXPENSE	576	454	678	489	700		700		700	
41023	GASOLINE	595	700	933	1,069	1,210		1,210		1,210	
Materials & Supplies		1,171	1,154	1,611	1,558	1,910		1,910		1,910	
42032	TRAINING/CONT. EDUCATION	450	529	1,091	606	1,200		1,200		1,350	
42060	OTHER EXPENSES	822	428	415	334	550		350		550	
Purchased Services		1,272	957	1,506	940	1,750		1,550		1,900	
Total	ADMINISTRATION	146,809	148,625	179,516	189,842	196,758		196,556		206,307	

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	700	OFFICE EXPENSE 700 - SPECIAL SUPPLIES THAT ARE NOT STOCKED BY PURCHASING.
41023	1,210	GASOLINE 1,210 - FOR DIRECTOR'S VEHICLE TO RESPOND TO CITY BUSINESS 24/7 INCLUDING SNOW PLOWING OPERATIONS. BASED ON ANNUAL USAGE OF 340 GALLONS @ \$3.55 PER GALLON.
42032	1,350	TRAINING/CONTINUING ED. 1,350 - THIS ACCOUNT WILL BE UTILIZED FOR CONTINUING PROFESSIONAL EDUCATION FOR THE DIRECTOR/CITY ENGINEER TO MAINTAIN PROFESSIONAL ENGINEERING LICENSURE PER THE STATE OF PENNSYLVANIA 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. USEFUL SEMINARS WERE ALSO NOT ATTENDED DUE TO OVERALL BUDGET CONCERNS. SLIGHT INCREASE DUE TO RISING PROFESSIONAL LICENSE FEES AND INCREASED CONFERENCE COSTS.
42060	550	OTHER EXPENSES 100 - MISCELLANEOUS (PARKING FEES, TOLLS, ETC). 150 - REFERENCE/CROSS DIRECTORY/POLK DIRECTORY. 300 - PUBLIC WORKS SUBSCRIPTIONS AND MEMBERSHIP DUES.

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BUREAU DETAIL

Bureau: Engineering

No: 0502

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Completed the design and/or construction or oversight of design and construction of numerous projects, which included digester/waste activated sludge improvements at the WWTP and other water and sewer capital projects.
 - Completed construction and contract administration of brick sidewalk installation along Main Street, storm sewer system replacements at William Street and Linden Street. Sanitary sewer replacement along Pierce Street, and waterline replacement along Delaware Avenue.
 - Completed the design/bid packages of numerous street re-surfacing projects, curb ramps, sidewalks, traffic signals, and restoration of utility trenches.
 - Completed preliminary and started final engineering for the Lynn Avenue Bridge and High Street Bridge replacements.
 - Review and oversight of design for the sludge dewatering improvements, fourth effluent pump, and CSO Relocation.
 - Completed review of numerous site development plans including Majestic Lot 2, the Meadows on East Boulevard, LVIP 7 Phase 5, LVIP 7 Lot 61, 1838 Center Street, Restaurant Depot, South Side Lofts, and HOP plans.
 - Ongoing NPDES Phase II stormwater permitting efforts including annual reports to PA DEP.
 - Continued review and coordination with Penn DOT and design engineer and construction for the Route 412 project.
 - Completed contract administration of the South Bethlehem Greenway Phase 3 and began design of Phase 4.
 - Evaluated ADA curb ramp design requirements that are incorporated into our overlay program.
 - Evaluated and designed additional on-street parking inventory and completed storm water improvements in the Main Street vicinity.
 - Prepared grant applications seeking funding for various projects.
 - Administered bridge maintenance program which included work at 8th Avenue and Main Street over the Monocacy Creek.
 - Began design of improvements to the Stefko Swale, funded by a Growing Greener Grant.
 - Completed design and permitting of a culvert replacement along Creek Road.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013		2013		2014	
					Budget w/ Transfers	Actual & Estimated	#	Salaries	#	Salaries
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N100 Bureau Chief Engineer	1	1	1	1	1	82,707	1	82,707	1	84,362
2908 Section Engineer	2	2	2	1	1	70,199	1	70,199	1	71,603
2809 Project Engineer	2	2	2	2	2	135,953	2	135,953	2	138,709
2511 Design Asst-Chief of Surv	1	1	1	1	1	59,494	1	59,494	1	60,648
2503 Design Assistant	2	2	2	2	2	117,067	2	117,067	2	119,536
2404 Engineering Assistant	5	5	5	5	5	274,878	5	274,878	5	279,633
2302 Engineering Aide	1	1	-	-	-	-	-	-	-	-
Total Positions	14	14	13	12	12	740,298	12	740,298	12	754,491
Account Detail										
40001 SALARIES	806,068	796,162	691,003	725,977		731,258		731,258		746,811
40002 LONGEVITY	14,910	15,330	13,090	7,700		9,040		9,040		7,680
40003 OVERTIME	26,217	20,083	5,976	14,822		18,000		12,000		16,000
40004 TEMPORARY HELP	-	-	-	576		500		-		500
40008 MEAL REIMBURSEMENT	-	10	-	-		-		-		-
Personnel	847,195	831,585	710,069	749,075		758,798		752,298		770,991
41014 OPERATING SUPPLIES	3,616	5,105	3,727	3,597		4,900		4,600		5,250
41016 UNIFORMS/SAFETY SHOES	1,457	1,584	1,191	1,757		1,500		1,300		2,500
41023 GASOLINE	8,663	11,308	11,380	12,599		14,200		14,100		14,200
Materials & Supplies	13,736	17,997	16,298	17,953		20,600		20,000		21,950
42032 TRAINING/CONT. EDUCATION	1,761	59	105	385		500		500		500
42047 DEPARTMENT CONTRACTS	14,170	7,016	12,146	29,968		48,000		30,000		43,000
42060 OTHER EXPENSES	5,369	5,318	4,628	5,824		5,650		4,800		8,550
42064 EQUIPMENT MAINTENANCE	3,015	3,060	3,260	3,331		3,200		2,300		3,200
42064 BRIDGE MAINTENANCE	-	-	185	19,619		-		-		-
Purchased Services	24,315	15,453	20,324	59,127		57,350		37,600		55,250
43099 EQUIPMENT	-	-	-	-		36,000		32,500		19,375
Equipment	-	-	-	-		36,000		32,500		19,375
Total ENGINEERING	885,246	865,035	746,691	826,155		872,748		842,398		867,566

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	16,000	OVERTIME 16,000 - BASED ON ANTICIPATED CONSTRUCTION ACTIVITY IN 2014. 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 2013, SUCH AS LIMITING INSPECTION TIME TO CRITICAL JUNCTIONS OF CONSTRUCTION. ANTICIPATE SIGNIFICANT OVERTIME FOR SEVERAL LARGE DEVELOPMENT PROJECTS IN 2014 (ROUTE 412 IMPROVEMENTS, MAJESTIC, LVIP 7, LYNN AVE BRIDGE, AND HIGH ST BRIDGE, 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. KEPT TO A MINIMUM TO MEET BUDGET CONSTRAINTS.
41014	5,250	OPERATING SUPPLIES 5,250 - 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 2013 AND MODEST PRICE INCREASES FOR MATERIALS.
41016	2,500	UNIFORMS/SAFETY SHOES 2,500 - FIVE (5) T-SHIRTS/TWO (2) SWEATSHIRTS TO BE PURCHASED FOR SURVEYORS AND INSPECTORS. ALL EMPLOYEES ARE ELIGIBLE FOR SAFETY SHOES IN 2014.
41023	14,200	GASOLINE 14,200 - BASED ON ANNUAL USAGE OF 4,000 GALLONS (10 VEHICLES) AT \$3.55 PER GALLON.
42032	500	TRAINING/CONTINUING ED. 500 - REFERENCE TEXTS, MANUALS, VIDEOTAPES AND SOFTWARE TO IMPROVE WORK PERFORMANCE AND JOB SAFETY. BASIC AND ADVANCED COMPUTER TRAINING AND UPDATE COURSES SUCH AS AUTOCAD, ETC. AND TO PROVIDE FOR ENGINEERING TRAINING SEMINARS (GIS, ETC.) & MATERIALS. ATTEND PERMITTING SEMINARS ON EPA REGULATIONS EFFECTING MUNICIPALITIES. CONTINUE TO LIMIT EXPENDITURES TO MEET BUDGET CONSTRAINTS. WE HAVE UTILIZED FREE SEMINARS WHEN POSSIBLE. UTILIZATION OF THIS ACCOUNT HAS BEEN DIFFICULT DUE TO THE HIGH COST OF A SINGLE SEMINAR.
42047	43,000	DEPARTMENT CONTRACTS

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	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 2014).
	10,000	- 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 IN 2014 BASED ON CHANGES TO PERMIT, INCLUDING \$500 ANNUAL FEE.
	18,000	- IN THE PAST, (3) PROPERTIES CONTRIBUTED FUNDS DURING DEVELOPMENT TOWARDS THE INSTALLATION OF CURB AND SIDEWALK IN THE 1500 AND 1600 BLOCKS OF SCHOENERSVILLE ROAD FROM THE WAWA TO THE RECENT EATON POINTE DEVELOPMENT BETWEEN 8TH AVENUE AND EATON AVENUE. THE INTENTION WAS FOR THE CITY TO COORDINATE THE PROJECT, OBTAIN THE HOP, AND CONTRACT THE WORK. THERE ARE SOME GRADING AND DRAINAGE ISSUES THAT NEED TO BE CORRECTED ALONG WITH THE WORK AND NEW CURB RAMP REQUIREMENTS THAT NEED TO BE ADDRESSED. THIS ITEM IS FOR THE ADDITIONAL FUNDS NECESSARY, ALONG WITH THE FUNDS CONTRIBUTED BY THE PAST DEVELOPMENTS, TO COMPLETE THIS WORK. THE RESULT WILL BE A CONTINUOUS STRETCH OF SIDEWALK ALONG THE WEST SIDE OF SCHOENERSVILLE ROAD FROM 8TH AVENUE TO EATON AVENUE. THIS WORK HAS BEEN OUTSTANDING FOR AT LEAST THE PAST THREE (3) YEARS AND WE HAVE RECEIVED COMPLAINTS. THIS PROJECT IS BEING CARRIED FROM 2013 DUE TO DELAYS IN PERMITTING (PROJECT ON STATE ROAD).
42060	8,550	OTHER EXPENSES
	350	- PAINT FOR SURVEY CREW.
	200	- BATTERIES AND HAND CALCULATORS.
	50	- MAPS (GENERAL).
	700	- MISCELLANEOUS FIELD AND OFFICE SUPPLIES.
	250	- STATIONERY SPECIALTY ITEMS.
	200	- FIRST AID SUPPLIES INCLUDING POISON IVY IMMUNIZATIONS, SAFETY BULLETINS, ETC.
	3,800	- AUTOCAD UPGRADE FOR STATION.
	3,000	- SURVEY/DRAFTING INTERFACE SOFTWARE FOR SURVEYORS TO COMPILE SURVEYS IN A MORE DESIGN READY FORMAT FOR THE ENIGINEERS TO ADVANCE PROJECTS MORE EFFICIENTLY.
42064	3,200	EQUIPMENT MAINTENANCE
	3,200	- ANNUAL ADJUSTMENT & ACCURACY CHECK FOR TWO (2) EDMS. SERVICE FOR DESK TOP COPIER AND PLOTTER INCLUDING ANNUAL CONTRACTS.

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
43099	19,375	EQUIPMENT
	10,000	- FIRST YEAR LEASE OF A 2014 GMC VAN (3-YEARS) FOR THE ENGINEERING BUREAU. THIS VAN IS USED PRIMARILY FOR SEWER INSPECTION AND METERING EQUIPMENT. THIS REPLACES A 1989 CHEVY VAN WITH 94,000 MILES. REPEATED REPAIRS AND SIGNIFICANT RUSTING OF THE BODY AND FRAME HAVE RESULTED IN THIS VAN BEING PULLED FROM THE FLEET. A VAN WITH OVER 200K MILES IS BEING UTILIZED TEMPORARILY, BUT IS NOT EXPECTED TO LAST LONG.
	9,375	- SECOND YEAR LEASE OF A 2014 FORD EXPLORER (3-YEARS) FOR THE WATER ENGINEERING INSPECTOR. THIS VEHICLE REPLACED A 1996 CHEVY VAN WITH 150,000 MILES.

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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:

- Provide services to city residents including:
 - Leaf Collection
 - Manage snow and ice
 - Street sweeping
 - Street paving
 - General cleanup activities
 - Maintain storm sewers, city storm sewer detention basins, and swales
 - Streamline and continuously improve on leaf collection and snow removal with the City's new AVL tracking system managing operation. Complete/update the Leaf Collection, Street Sweeping, Storm Sewer Maintenance, and Snow Operations Plans using AVL information to improve accountability, procedures, and efficiencies.
 - With a new street cleaning program in place, we will be able to cover city streets in a more efficient and frequent manner.
 - Maintain vegetation growth along city roadways.
 - Maintain both business districts streetscape to assist business owners and promote our downtowns.
 - Improve paving and patching programs to extend the life of City roadways.
-

Prior Year Achievements:

- Improved streetscapes and cleaning services and added flowers in the downtown areas. Painted, repaired, and/or replaced flower urns and bollards with chains. Replaced slate and bricks and also replaced crosswalks in the downtown business districts.
 - Maintained vegetation control throughout city streets.
 - Collected over 20,000 cubic yards of leaves during the 2012 leaf collection operation.
 - Maintained storm sewers – cleaning and flushing of over 150 basins throughout the city.
 - Paved over 7,000 feet of roadway and scratched 4,000 feet in 2013 through the in-house paving program.
 - Upgraded street signs with new hardware and replaced over 200 street signs.
 - Maintained an in-house tree trimming program in support of street sweeping activities.
 - Maintain and strived to improve all services provided.
 - Reorganized entire city street garage to be more efficient with all our city services.
 - Made 13 repairs to sinkholes using over 74 yards of flowable fill.
 - Roadside tractor cut over 25 miles of vegetation growth along city roadways.
 - Used over 963+ tons of wearing material to repair city roadways.
 - Milled over 4,000 feet of roadway with the new milling machine.
 - Cut cost and improved service with the purchase of a truck mount street sweeper.
 - Rebuilt Silvex Road using FEMA funding from Tropical Storm Irene.
 - Rebuilt Monocacy Creek Road using FEMA funding from Tropical Storm Irene.
 - Improved the Snow Plowing Operation by switching all plows to steel blades.
 - Improved the Brine Operation by using a deicing additive (GEOMELT 55 BEET JUICE).
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2009	2010	2011	2012	2013		2013		2014	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3206	Superintendent of Streets	1	1	1	1	1	81,916	1	81,916	1	83,621
2402	Foreman	2	2	2	2	2	113,127	2	113,127	2	115,406
M114	Maintenance Worker III	9	9	9	9	9	458,592	9	458,592	9	468,472
M092	Maintenance Worker II	13	13	13	13	13	596,242	13	596,242	13	608,985
M072	Maintenance Worker I	2	3	2	2	2	79,494	2	79,494	2	80,504
Total Positions		27	28	27	27	27	1,329,371	27	1,329,371	27	1,356,988
Allocated to 005A							(400,000)		(400,000)		(400,000)
Vacancy Factor							-		-		-
							929,371		929,371		956,988
Account Detail											
40001	SALARIES	857,684	875,940	799,283	889,867		911,611		911,611		939,228
40002	LONGEVITY	16,450	16,520	12,640	15,470		17,760		17,760		17,760
40003	OVERTIME	64,211	63,357	89,058	79,574		73,000		68,000		73,000
40004	TEMPORARY HELP	11,490	10,135	13,420	17,848		18,600		17,700		18,720
40006	DIFFERENTIAL PAY	2,551	2,468	3,574	2,453		3,600		3,600		3,600
40008	MEAL REIMBURSEMENT	4,070	3,532	6,488	2,197		5,500		4,900		5,500
Personnel		956,456	971,952	924,463	1,007,409		1,030,071		1,023,571		1,057,808
41014	OPERATING SUPPLIES	9,225	6,091	10,530	14,637		24,990		24,990		27,591
41016	UNIFORMS/SAFETY SHOES	4,358	3,287	3,655	4,497		6,500		5,800		6,500
41017	SMALL TOOLS	450	-	-	-		-		-		-
41023	GASOLINE	57,126	85,953	105,435	108,299		120,050		120,050		125,000
Materials & Supplies		71,159	95,331	119,620	127,433		151,540		150,840		159,091
42031	UNIFORM RENTAL	899	718	710	502		1,000		1,000		1,000
42033	TRAINING AND SAFETY	2,484	2,698	515	7,121		8,200		8,000		4,000
42047	DEPARTMENT CONTRACTS	11,357	11,650	11,333	17,026		35,000		33,500		35,000
42054	RENTALS	-	-	-	-		200		-		-
42060	OTHER EXPENSES	901	1,731	1,760	5,257		4,500		4,150		7,220
42060A	BUSINESS DIST STREETScape	936	7,036	3,696	2,156		5,000		4,000		5,000
42064	EQUIPMENT MAINTENANCE	42	603	1,024	342		1,000		500		1,000
Purchased Services		16,619	24,436	19,038	32,404		54,900		51,150		53,220
43099	EQUIPMENT	1,499	607	4,143	2,190		2,500		2,412		4,700
Equipment		1,499	607	4,143	2,190		2,500		2,412		4,700
Total	STREETS	1,045,733	1,092,326	1,067,264	1,169,436		1,239,011		1,227,973		1,274,819

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

2014 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 AND MINIMIZE SPENDING DESPITE ANTICIPATED RAISE FOR EMPLOYEES IN 2014 PER UNION CONTRACT AND INCREASING ACTIVITES.
40004	18,720	TEMPORARY HELP 18,720 - THE AMOUNT IS BASED ON AN AVERAGE OF \$7.80/HOUR FOR (5) EMPLOYEES FOR 12 WEEKS OF WORK. THE SUMMER HELP IS USED TO AUGMENT OUR PAVING ACTIVITIES, CLEAN-UP ACTIVITIES, VEGETATION CONTROL, ERECT STREET SIGNS AND TO PAINT SIGN POLES.
40006	3,600	DIFFERENTIAL PAY 3,600 - ACCOUNT COVERS MIDDLE SHIFT AND NIGHT SHIFT EMPLOYEES FOR 2014.
40008	5,500	MEAL REIMBURSEMENT 5,500 - MEAL REIMBURSEMENT FOR SHIFTS EXCEEDING 10 HOURS OR MORE PER UNION CONTRACT (\$13.00).
41014	27,591	OPERATING SUPPLIES 15,090 - THIS ITEM COVERS BLANKET ORDERS NEEDED FOR GENERAL SUPPLIES SUCH AS PROPANE, BAG CONCRETE, LUMBER, HARDWARE, MASONRY ITEMS, WEED KILLER, PAINT, OXYGEN, AND ACETYLENE FOR BURNING TORCH AND OTHER MISCELLANEOUS ITEMS NEEDED TO PERFORM THE JOBS REQUIRED. THIS ALSO COVERS CONTRACT SPRAYING FOR LARGE AND DIFFICULT TO REACH AREAS SUCH AS BRIDGE STRUCTURES. ALSO NEEDED MAINTENANCE ACTIVITIES SUCH AS STREET SEALING, ROAD REPAIRS, AND THE SEALER NOW OPERATING ON PROPANE VERSUS THE OLD SEALER ON DIESEL WHICH WAS FUNDED FROM ANOTHER ACCOUNT. 2,000 - REPLACEMENT OF WORN OUT POWER TOOLS THAT ARE NEEDED FOR EMERGENCY CALL OUTS AND DOWNTOWN BUSINESS DISTRICT MAINTENANCE. 7,600 - BRINE TANKS - PURCHASE OF TWO (2) VERTICAL 5000 GALLON BRINE TANKS @ \$3,800/EACH TO STORE BRINE ACCELERATOR DE-ICING MATERIALS. 2,401 - RETAINING WALL AND CEMENT PAD - COST OF MATERIALS TO BUILD A RETAINING WALL (20' X 50' X 2') AND CEMENT PAD TO CONTAIN THE BRINE TANKS IN THE EVENT A TANK SHOULD RUPTURE (WORK TO BE DONE IN-HOUSE). 500 - RENTAL OF FORMS AND TIES TO INSTALL RETAINING WALL.

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41016	6,500	UNIFORMS/SAFETY SHOES 6,500 - REQUIRED BY UNION AGREEMENT. NEEDED TO COVER COST OF SHOES AND UNIFORMS FOR 2014. THIS AMOUNT WILL COVER 26 EMPLOYEES FOR UNIFORMS AND WORK SHOES.
41023	125,000	GASOLINE 125,000 - TO OPERATE STREET'S VEHICLES AND HEAVY EQUIPMENT. BASED ON LAST YEAR'S ESTIMATED USAGE, APPROXIMATELY 30,850 GALLONS OF DIESEL AT \$3.65 PER GALLON AND 3,500 GALLONS OF REGULAR/PREMIUM GASOLINE AT \$3.55 PER GALLON. EXPENDITURES IN 2012 AND 2013 WERE LOWER THAN NORMAL DUE TO MILD WINTERS.
42031	1,000	UNIFORM RENTAL 1,000 - CREW AND SHOP MAINTENANCE PERSONNEL. MAINTAINING AT SAME LEVEL DESPITE INCREASED COSTS.
42033	4,000	TRAINING AND SAFETY 3,000 - SAFETY - GLASSES, GLOVES, RESPIRATORS, GOGGLES, RAIN GEAR, HARD HATS, BOOTS, CONES, SIGNS, BARRICADES, ETC. WOOD FOR BARRICADES AND SAFETY SIGNS REQUIRED BY PENN DOT. MAINTAINED AT SAME LEVEL DUE TO BUDGET CONSTRAINTS. TRAINING: 200 - CPR CLASSES FOR FIVE (5) EMPLOYEES AT \$40/PERSON. 800 - PESTICIDE LICENSE FOR FOUR (4) EMPLOYEES FOR PUBLIC RIGHT OF WAY.
42047	35,000	DEPARTMENT CONTRACTS 35,000 - ESTIMATED MUNICIPAL WASTE 500 TONS AT \$61.54 PER TON. CLEAN FILL DISPOSAL FROM STREET EXCAVATIONS AND RECYCLED SWEEPER DIRT --- 300 TONS AT \$13.40 PER TON.
42060	7,220	OTHER EXPENSES 2,000 - OFFICE SUPPLIES, UNEXPECTED EXPENSES, TRAVEL EXPENSES. 2,400 - VERIZON AIR CARD EXPENSES FOR USE TO ACCESS AVL SYSTEM. INCREASED FROM PAST YEARS. 700 - DEP WASTE HAULING PERMIT. 320 - CDL REIMBURSEMENT. 800 - FAX MACHINE TO REPLACE BROKEN UNIT. 1,000 - COPY MACHINE TO REPLACE BROKEN UNIT.
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/REPAIR AND ANY OTHER EXPENSES THAT ARE NEEDED TO MAINTAIN THE BUSINESS DISTRICT'S STREETScape IN THE CITY OF BETHLEHEM. MAINTAINED AT SAME LEVEL DUE TO BUDGET CONSTRAINTS.
42064	1,000	EQUIPMENT MAINTENANCE 1,000 - SMALL TOOL PARTS AND REPAIRS SUCH AS CHAIN SAWS, JACK-

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		HAMMERS, AIR TOOLS, TAMPERS, ETC. ALSO TO PAY FOR PARTS TO REPAIR WEED WACKERS.
43099	4,700	EQUIPMENT
	3,500 -	PURCHASE OF ONE (1) MOBILE RADIO UNIT TO BE INSTALLED IN LEEBOY RA400 SPRAY PATCHER TRUCK, BEING PROCURED USING LIQUID FUELS BUDGET TO IMPROVE PRODUCTION AND EFFICIENCY OF ROAD MAINTENANCE.
	1,200 -	AVL UNIT FOR LEEBOY RA400 SPRAY PATCHER TRUCK.

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BUREAU DETAIL

Bureau: Urban Forestry

No: 050301

Department: Public Works

No: 0050

Bureau Description:

This bureau manages all urban forestry activities including monitoring, promoting, conducting, permitting, and overseeing all urban forestry functions within the right-of way in accordance with the City's shade tree ordinance (Article 910). The bureau also reviews all land development plans and ensures compliance with the City's SALDO and Zoning ordinances pertaining to landscaping. In addition, Urban Forestry manages and supports work with other departments and bureaus on forestry related matters, special programs, community outreach, education, and greening initiatives and collaborates with community associations, government agencies, and volunteer groups to build and maintain a sustainable and attractive community.

Goals and Objectives:

- Manage and maintain the urban forest to include: the review of land development plans for adherence to SALDO and Zoning ordinances, investigation of citizen concerns, oversight of pruning, removal, planting, and treatment activities on public property, testing, licensing, and monitoring of tree contractors. Work with Planning on SALDO revisions and review the new Zoning Ordinance for inconsistencies related to Forestry requirements.
- Develop additional City standard details related to Urban Forestry.
- Continue to work with other bureaus and departments to improve processes and procedures for management of tree-related issues and resolve problems such as tree/sidewalk conflicts.
- Seek improvements for bureau related activities, such as the tree inventory, aimed at growing sustainability for Urban Forestry and achieving recognition for Bethlehem as a Tree City USA and Growth Award recipient.
- Work with community groups and schools to increase community involvement and interest in Bethlehem's urban forest.
- Seek compliance for outstanding delinquent replacement trees through an on-going identification and notification program.
- Complete a GIS based urban forestry tree inventory for use in all functions such as record keeping, permitting, and maintenance of the assets.

Prior Year Achievements:

- Received \$15,000 re-imbusement grant from the Delaware and Lehigh National Heritage Corridor in support of the Urban Forestry Program.
- Fulfilled the requirements to maintain Bethlehem's Tree City USA status and also qualified for a Tree City USA Growth Award for the 5th consecutive year in recognition of environmental improvement and achievements in education and public relations, partnerships, planning and management, and tree planting and maintenance. Bethlehem also received an additional award recognition of 20 years as a Tree City USA.
- Submitted a draft of an updated and significantly improved Arboricultural Specifications and Standards of Practice document for the City of Bethlehem.
- Continuing efforts to seek compliance with the Shade Tree Ordinance through an on-going program to identify and notify property owners of delinquent tree replacements.
- Encouraged community interest in forestry through an Arbor Day celebration at Calypso Elementary School. Enlisted the help of local licensed tree contractor and ISA Certified Arborist Joshua Malik of Joshua Tree to demonstrate safe, proper tree-climbing techniques to students and teachers at Arbor Day. Joshua Tree also donated additional time and resources to crown clean a school tree and instruct students in an actual tree climb. Other Arbor Day student activities included seedling planting, art work and tree quizzes.
- Invited by Calypso Elementary School and gave an urban forestry presentation at their Career Day.
- Finalized a new City standard planting detail for distribution to the Planning Bureau. The new planting detail was distributed to land development planners and will be included in the new City Arboricultural Specifications and Standards of Practice. A copy is also available on the Forestry webpage.
- Developing two (2) new forestry brochures for distribution. One to offer a condensed version of the shade tree rules and regulations and one (1) related to correct tree replacement and selection planting.
- The tree permit application is being revised to make it clearer and more concise for property owners, contractors, and City employees. Included with the new permit application is a general set of rules explaining requirements such as when a licensed contractor is required.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2009	2010	2011	2012	2013		2013		2014	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2715	Forester	1	1	1	1	1	62,802	1	62,802	1	65,214
	Total Positions	1	1	1	1	1	62,802	1	62,802	1	65,214
Account Detail											
40001	SALARIES	46,789	49,578	51,038	57,144		62,642		62,642		64,974
40002	LONGEVITY	-	-	-	70		160		160		240
40004	TEMPORARY HELP	-	-	-	2,719		2,850		2,775		2,850
	Personnel	46,789	49,578	51,038	59,933		65,652		65,577		68,064
41014	OPERATING SUPPLIES	1,376	1,197	990	1,352		2,000		1,500		2,000
	Materials & Supplies	1,376	1,197	990	1,352		2,000		1,500		2,000
42047	DEPARTMENT CONTRACTS	9,100	8,890	8,105	6,225		7,000		6,800		11,000
4204707	NUISANCE ABATEMENTS	250	3,690	4,135	-		10,000		7,500		10,000
42060	OTHER EXPENSES	1,128	700	1,412	1,217		1,300		1,285		1,300
	Purchased Services	10,478	13,280	13,652	7,442		18,300		15,585		22,300
Total	URBAN FORESTRY	58,643	64,055	65,680	68,727		85,952		82,662		92,364

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	2,850	TEMPORARY HELP 2,850 - SUMMER HELP OF ONE (1) COLLEGE AGE STUDENT FOR A TOTAL OF 375 HOURS FOR APPROXIMATELY 10 WEEKS. SUMMER HELP WOULD BE USED TO ASSIST IN RECORD KEEPING, SIMPLE INSPECTIONS, UPDATING DATA, SENDING AND TRACKING NOTIFICATIONS, RESEARCHING LAND RECORDS, ISSUING PERMITS, MONITORING LICENSING REQUIREMENTS AND OTHER GENERAL OFFICE DUTIES DURING PEAK SEASON FOR VEGETATION MANAGEMENT ISSUES WITHIN THE CITY. IN ADDITION, THE TECHNICIAN WOULD AID THE VOLUNTEER INTERNS WITH COLLECTING TREE INVENTORY DATA WITH ADDITIONAL RESPONSIBILITY OF KEEPING THE INVENTORY CURRENT. THE AVERAGE HOURLY RATE IS \$7.50 PER HOUR. THE HIGH VOLUME OF WORK DURING THE SUMMER SEASON CURRENTLY EXCEEDS THE AVAILABLE RESOURCES TO OPERATE EFFICIENTLY, ACCURATELY, AND IN A TIMELY MANNER.
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. MAINTAINED AT SAME LEVEL DUE TO BUDGET CONSTRAINTS.
42047	11,000	DEPARTMENT CONTRACTS 5,000 - PRUNING OF TREES FOR STREET OVERLAY AND STREET CLEANING PROGRAMS. FUNDING BASED ON PREVIOUS YEARS EXPENDITURES. 6,000 - WEED CONTROL AND TREE TRIMMING FOR THE STAR SITE AND FLOOD CONTROL STATION IS EVALUATED YEARLY. HERBICIDE TREATMENT WAS PERFORMED IN 2013 AND IS ANTICIPATED AT BOTH SITES IN 2014.
4204707	10,000	NUISANCE ABATEMENTS 10,000 - NUISANCE ABATEMENT PRUNING AND REMOVAL OF HAZARDOUS TREES AND STUMPS PER ARTICLE 910 OF CODIFIED CITY ORDINANCES. INCREASE DUE TO THE AMOUNT OF PROPERTY OWNERS DELINQUENT IN ABATING NUISANCES SUCH AS CLEARING ROAD SIGNS, TRAFFIC LIGHTS, STREET LIGHTS, HAZARDOUS TREES, ETC. CITY ABATEMENT TIME HAS BEEN LAGGING DUE TO INSUFFICIENT FUNDING. FUNDS SPENT UNDER THIS ACTIVITY ARE TYPICALLY EVENTUALLY PAID BACK TO THE CITY BY THE RESPONSIBLE ABUTTING PROPERTY OWNER.
42060	1,300	OTHER EXPENSES 1,300 - MEMBERSHIPS TO VARIOUS TECHNICAL ASSOCIATIONS, BOOKS AND PERIODICALS, CONTINUING EDUCATION, SEMINARS, PESTICIDES RELICENSING, CERTIFIED ARBORIST RECERTIFICATION, TRAVEL AND MISCELLANEOUS EXPENSES. EDUCATIONAL SEMINARS WERE NOT ATTENDED DUE TO BUDGET CONSTRAINTS.

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BUREAU DETAIL

Bureau: Mechanical Maintenance

No: 0504

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

- Continue to standardize fleet to save on tool purchases and parts inventory.
 - Prolong the life of vehicles and provide the most cost effective service and repairs.
 - Provide for the safe operation of over 400 vehicles and pieces of equipment in the City's fleet.
 - Continue evaluation of the City's fleet and develop a unit replacement schedule to achieve the most effective use and costs of vehicles.
 - Identify and implement innovative ways to conserve fuel, improve maintenance, and reduce environmental impacts.
 - Improve utilization of the City's fleet.
 - Develop and approve a comprehensive Fleet Maintenance Plan to be adopted by the City.
 - Clean and modernize service facilities.
 - Monitor trends in electric and CNG vehicles for possible implementation when conditions are right both financially and environmentally.
 - Expand use of GPS, and continue to identify ways of streamlining operations using GPS.
 - Cost effectively acquire new units for the fleet.
-

Prior Year Achievements:

- Conducted over 700 state inspections.
 - Maintained all emergency equipment cost effectively.
 - Installed radio, computer systems, and cameras in new police vehicles.
 - Maintained safe reliable fleet while staying under budget.
 - Reevaluated street sweeping equipment (operation, maintenance and cost effectiveness). Researched all available sweeper models and changed sweeper style to "Truck Moon T". This saved us approximately \$30,000 on purchase cost and should substantially reduce maintenance cost while providing better results.
 - Worked with Streets Bureau to research and identify the most appropriate street milling machine to expand and improve our paving operation.
 - Design, set up, and built complete new platform for accessories and equipment in new style police cruisers.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2009	2010	2011	2012	2013		2013		2014	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3005 Fleet Manager	1	1	1	1	1	68,256	1	68,256	1	70,109
2607 Auto Mechanic Foreman	1	1	1	1	1	62,478	1	62,478	1	63,692
M132 Automotive Mechanic	8	8	8	8	8	405,131	8	405,131	8	420,086
C062 Account Clerk II	1	1	1	1	1	44,178	1	44,178	1	45,027
Total Positions	11	11	11	11	11	580,043	11	580,043	11	598,914
Account Detail										
40001 SALARIES	497,153	532,991	505,004	543,851	569,083	569,083	569,083	587,474		
40002 LONGEVITY	9,520	9,870	9,225	10,020	10,960	10,960	10,960	11,440		
40003 OVERTIME	22,615	25,290	27,215	20,519	27,000	20,000	20,000	27,000		
40006 DIFFERENTIAL PAY	555	809	1,014	744	900	900	900	900		
40008 MEAL REIMBURSEMENT	360	740	871	143	1,000	360	360	1,000		
Personnel	530,203	569,700	543,329	575,277	608,943	601,303	601,303	627,814		
41014 OPERATING SUPPLIES	1,953	2,488	1,683	2,829	4,000	2,750	4,000			
41016 UNIFORMS/SAFETY SHOES	1,314	1,576	1,300	1,605	1,700	1,700	1,700			
41017 SMALL TOOLS	6,317	5,680	4,820	7,158	7,700	7,000	7,700			
41023 GASOLINE	24,843	34,350	47,342	46,432	47,450	47,450	53,400			
41024 LUBRICANTS	13,840	18,544	23,484	19,475	23,000	23,000	25,000			
Materials & Supplies	48,267	62,638	78,629	77,499	83,850	81,900	91,800			
42031 UNIFORM RENTAL	3,423	4,085	4,146	4,707	5,200	5,200	5,200			
42033 TRAINING AND SAFETY	3,186	3,657	3,628	1,011	4,000	2,500	4,000			
42038 EQUIPMENT REPAIRS - FLEET	292,934	343,113	312,075	333,457	381,000	381,000	380,000			
42039R EQUIPMENT REPAIRS - REIMB	4,810	3,459	4,754	-	25,000	6,225	25,000			
42047 DEPARTMENT CONTRACTS	1,591	1,042	1,334	2,419	2,200	2,200	2,500			
42060 OTHER EXPENSES	2,380	2,072	984	1,335	3,500	3,000	3,500			
42064 EQUIPMENT MAINTENANCE	6,441	9,092	14,554	8,002	11,000	9,000	9,000			
Purchased Services	314,765	366,520	341,475	350,931	431,900	409,125	429,200			
43099 EQUIPMENT	13,760	18,116	7,804	18,021	18,720	18,555	9,375			
Equipment	13,760	18,116	7,804	18,021	18,720	18,555	9,375			
Total	906,995	1,016,974	971,237	1,021,728	1,143,413	1,110,883	1,158,189			

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	27,000	OVERTIME 27,000 - CALL OUTS FOR EMERGENCY BREAK DOWNS AND REPAIRS AND TO MEET PEAK DEMANDS. BUDGET ITEM IS NEEDED TO COVER THE NUMBER OF EMERGENCY CALL OUTS FOR VEHICLE ASSISTANCE AND THE NUMBER OF POLICE IMPOUND CALLS. OVERTIME WAS KEPT TO A MINIMUM IN 2013 WHICH WAS AIDED GREATLY BY THE EXTREMELY MILD WINTERS OF 2012 AND 2013.
40006	900	DIFFERENTIAL PAY 900 - TO COVER MIDDLE SHIFT AND NIGHT HOURS WORKED BY THE STAFF DURING EMERGENCIES IN ACCORDANCE WITH THE UNION CONTRACT.
40008	1,000	MEAL REIMBURSEMENT 1,000 - REIMBURSEMENT FOR MEALS DURING EXTENDED WORK HOURS IN ACCORDANCE WITH THE UNION CONTRACT. MILD 2012 AND 2013 WINTERS AIDED IN MINIMIZING USE OF THIS ACCOUNT.
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 CONSTRAINTS.
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.
41023	53,400	GASOLINE 53,400 - BASED ON ESTIMATED USAGE AND ANTICIPATED PRICE. GAS USAGE FOR THE LIBRARY AND PARKING AUTHORITY ARE ALSO CHARGED TO THIS ACCOUNT AND REIMBURSEMENT IS MADE TO THE GENERAL FUND. USAGE IS 14,630 GALLONS @ \$3.65 PER GALLON FOR DIESEL IN 2014. DIESEL EMISSION FLUID THAT IS NOW REQUIRED ON 2010 AND NEWER MODEL VEHICLES. PARKING AUTHORITY'S USAGE WAS UP 3,000 GALLONS IN 2013.
41024	25,000	LUBRICANTS 25,000 - TO PURCHASE MOTOR OILS, GEAR OILS, HYDRAULIC OILS, TRANSMISSION FLUIDS, GREASE AND OTHER LUBRICANTS. INCREASE DUE TO COST AND PRODUCT CHANGES.
42031	5,200	UNIFORM RENTAL 5,200 - FOR UNIFORM RENTAL AND CLEANING PER UNION CONTRACT.

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		INCREASE REFLECTS RISING PRICES. CONTRACT MANAGED BY PURCHASING BUREAU.
42033	4,000	<p>TRAINING AND SAFETY</p> <p>4,000 - TO PURCHASE TECHNICAL MATERIALS (MANUALS AND TRAINING TAPES), AND SAFETY EQUIPMENT. RECERTIFICATION FOR MECHANICS (5) ARE DUE IN 2014 AT APPROXIMATELY \$300 PER MECHANIC. FOR FLEET TRAINING SUBSCRIPTIONS, WHICH COVERS UNLIMITED ON-LINE MECHANICS TRAINING AND UNLIMITED CLASSROOM TRAINING. PROPER TRAINING IS ANTICIPATED TO RESULT IN MORE IN-HOUSE REPAIRS AND HENCE REDUCE OVERALL REPAIR COSTS.</p>
42038	380,000	<p>EQUIPMENT REPAIRS - FLEET</p> <p>380,000 - 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 2013 AND ANTICIPATED COST OF PARTS AND SERVICES IN 2014. BUREAU HAS DONE AN OUTSTANDING JOB IN KEEPING COSTS DOWN BY TAKING ON MORE IN-HOUSE REPAIRS. WE CONTINUE TO MAKE ALL EFFORTS TO IMPROVE EFFICIENCY AND REDUCE COSTS WHILE MAINTAINING OUR FLEET IN SERVICEABLE ORDER. PAST SURVEYS/EVALUATIONS REVEALED THAT OUR BUREAU MAINTAINS THE CITY'S FLEET AT SIGNIFICANTLY LOWER PER UNIT COST ANNUALLY VERSUS NUMEROUS OTHER CITY FLEETS IN PENNSYLVANIA.</p>
42039R	25,000	<p>EQUIP REPAIRS-REIMB</p> <p>25,000 - REIMBURSABLE ACCOUNT TO MAKE REPAIRS INVOLVED IN ACCIDENTS WHILE WAITING FOR INSURANCE MONEY WHICH WILL BE DEPOSITED BACK INTO THE GENERAL FUND.</p>
42047	2,500	<p>DEPARTMENT CONTRACTS</p> <p>2,500 - SAFETY KLEEN PARTS WASHER/SERVICE CONTRACT. SLIGHT INCREASE DUE TO INFLATED COSTS.</p>
42060	3,500	<p>OTHER EXPENSES</p> <p>3,500 - 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).</p>
42064	9,000	<p>EQUIPMENT MAINTENANCE</p> <p>6,750 - FOR REPAIRS TO ALL SHOP EQUIPMENT, COMPRESSOR, JACKS, LIFTS FOR INSPECTIONS, AND REPAIRS. UPDATES FOR SHOPKEY AND SCANNER, SERVICE FRONT END MACHINE, TOW TRUCK CABLES, AND ACCESSORIES. ALSO INCLUDES FUEL PUMP REPAIRS AND UNDERGROUND STORAGE TANK REGULATION FEES.</p> <p>150 - DEP PERMITS FOR UNDERGROUND STORAGE TANKS.</p> <p>1,100 - UNDERGROUND STORAGE TANK INDEMICIFICATION FUND (INSURANCE AGAINST LEAKAGE).</p> <p>1,000 - UNFORESEEN EXPENSES FOR REPAIRS AS A RESULT OF ANY</p>

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		INSPECTION OF TANKS AND IS BASED ON PRIOR YEARS HISTORY.
43099	9,375	EQUIPMENT
	8,375 -	FINAL YEAR LEASE PAYMENT OF A 2012 CHEVY COLORADO. GOV'T LEASE REPLACEMENT VEHICLE.
	1,000 -	BAND SAW NEEDED FOR INTRICATE CUTTING OF STEEL, ALUMINUM, AND PLASTICS USED IN REPAIRS, FABRICATING AND UPFITTING 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, in-house projects, and recreational facilities.

Goals and Objectives:

- To complete the LED Street Lighting Project. Eventually take over all street lighting maintenance so we do not have to use an outside contractor, improve service, and reduce cost. Improve management and maintenance of our traffic/transportation signals system, communications, electronics systems and develop more detailed documentation on all Electrical Bureau operations to increase efficiency and reduce city project cost by performing the electrical installations in-house.
- Provide electrical support to the various festivals and events in the City. Refine/improve the Christmas lighting decorations to be concentrated on the downtown core and maintain the electrical support to the various city buildings, projects and facilities.
- Continue the program started in 2013 to cross train all bureau staff to enable the bureau to provide better coverage on a daily basis for our traffic signal, telephone, radio, and street lighting systems.
- Provide a timely service, clean up the safety and appearance of City facilities including the electrical and data systems. Implement the standards for the installation of the voice and data network equipment and cabling including fiber optic pathways. We have developed the product, installation and testing standardization document in 2012.
- Maintain/support our trunking radio emergency/911 communication system.

Prior Year Achievements:

- Managed and oversaw 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. Software upgrade was completed in 2011 with new digital consoles at both the primary and backup dispatch centers completed in July 2012. Additional UPS racks and T1 lines installed in 2013 to replace service and improve reliability.
- Monitored and reviewed cost savings for LED traffic signal lamps installation project and City wide Streetlight Acquisition Project.
- 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 installation of the voice and data products to provide a higher quality installation of the voice and data networks. Received certification for five (5) employees as Traffic Signal Technicians 1 IMSAs.
- Improved the City's Christmas lighting decorations by installing new power sources as part of streetscape improvement projects. Developed the new layout to concentrate the installation of Christmas decorations to reduce cost and enhance the quality of the appearance.
- Converting our 5,800 streetlights to LED with smart technology to communicate back to the City in case of a failure. This will reduce the cost of operation and continually update our GIS data. The streetlighting pole layer has been installed into the City GIS System.
- Worked 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 SR 412. Plan is to improve traffic flows due to new casino traffic and SR 412 improvements. A significant portion of the TSM work has been completed.
- Continue to install new 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.
- Acquired the traffic modeling software and is working with the Bureau of Traffic Maintenance to simulate the City's main corridors to improve our in-house ability to evaluate our systems and continuously make adjustments/improvements as needed over time or as traffic conditions change.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2009	2010	2011	2012	2013		2013		2014	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3011 City Electrician	1	1	1	1	1	73,793	1	73,793	1	75,347
2713 Electronics Tech	2	2	2	2	2	129,799	2	129,799	2	132,427
2712 Electrical Foreman	1	1	1	1	1	63,700	1	63,700	1	64,974
M131 Electrician II	5	5	4	4	4	207,327	4	207,327	4	218,322
Total Positions	9	9	8	8	8	474,619	8	474,619	8	491,070
Account Detail										
40001 SALARIES	500,323	486,121	426,943	465,500		471,739		471,739		487,790
40002 LONGEVITY	7,630	6,300	2,045	2,280		2,880		2,880		3,280
40003 OVERTIME	25,109	28,656	30,086	29,660		26,000		24,000		26,000
40006 DIFFERENTIAL PAY	47	40	56	81		50		50		50
40008 MEAL REIMBURSEMENT	80	150	104	234		300		300		300
Personnel	533,189	521,267	459,234	497,755		500,969		498,969		517,420
41014 OPERATING SUPPLIES	29,122	21,036	34,788	17,750		39,000		32,000		36,000
41016 UNIFORMS/SAFETY SHOES	1,375	937	1,162	1,277		1,400		1,400		1,400
41017 SMALL TOOLS	1,052	461	1,216	1,078		1,800		1,800		1,500
41023 GASOLINE	8,522	11,586	16,349	18,748		18,460		18,460		20,075
Materials & Supplies	40,071	34,020	53,515	38,853		60,660		53,660		58,975
42033 TRAINING AND SAFETY	3,184	4,798	4,774	4,474		6,700		6,000		7,000
42041 STREET LIGHTING	931,649	800,080	1,156,603	1,102,793		1,042,170		1,040,000		1,441,076
42041A FESTIVAL SERVICES	40,364	41,742	33,534	20,655		47,000		44,000		47,000
42041B SLCSRA EXPENDITURES	113,079	181,681	184,640	182,556		250,000		140,000		250,000
42042 CHRISTMAS LIGHTING	19,072	30,931	8,274	14,173		25,000		23,500		25,000
42043 TRAFFIC SIGNAL CURRENT	89,974	37,711	47,346	33,037		132,550		128,000		128,060
42047 DEPARTMENT CONTRACTS	23,331	78,791	194,069	101,180		127,780		127,780		107,784
42056 STREET LIGHTING MAINT	460	1,056	-	-		1,300		800		1,300
42060 OTHER EXPENSES	921	600	463	359		1,300		1,100		1,300
42064 EQUIPMENT MAINTENANCE	7,014	22,353	12,838	14,256		18,000		17,500		21,000
42140 PPL FEES	204	-	-	-		600		450		600
Purchased Services	1,229,252	1,199,743	1,642,541	1,473,483		1,652,400		1,529,130		2,030,120
43099 EQUIPMENT	1,847	3,845	996	19,058		23,054		22,000		46,359
Equipment	1,847	3,845	996	19,058		23,054		22,000		46,359
Total	ELECTRICAL MAINTENANCE	1,804,359	1,758,875	2,156,286	2,029,149	2,237,083		2,103,759		2,652,874

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

2014 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. WILL MAINTAIN AT SAME LEVEL DESPITE 2% ANTICIPATED INCREASE FOR EMPLOYEES IN 2014 PER UNION CONTRACT.
40006	50	DIFFERENTIAL PAY 50 - HOURS WORKED FOR MIDDLE AND NIGHT SHIFT DURING CALL OUTS AND EXTENDED HOURS.
40008	300	MEAL REIMBURSEMENT 300 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH UNION CONTRACT.
41014	36,000	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, LIGHTING 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 (2014). 16,000 - 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. WE NEED TO INSTALL MORE LIGHTING SURGE SUPPRESSION EQUIPMENT AND UPGRADE GROUNDING SYSTEM AT ALL CITY RADIO SITES AS NEW NATIONAL ELECTRIC CODES ARE IN EFFECT NECESSITATING UPGRADES. ALSO COVERS MISCELLANEOUS SUPPLIES, COMPUTER REPAIR PARTS, AND ACCESSORIES RELATED TO THE RADIO SYSTEM. 12,000 - REPAIRS TO ELECTRICAL SYSTEM AND EQUIPMENT: POWER PANELS, BREAKERS, LAMPS, WIRE, CONDUIT AND RELATED EQUIPMENT, FUSES, STARTERS, SWITCHES, RECEPTACLES, CONTACTORS, LIGHT FIXTURES, STAKONS-ELECTRICAL CONNECTORS, TRANSFORMERS, COAX CABLES, CORDS, TIME CLOCKS, LIGHT FIXTURE BALLASTS, SINGLE & THREE PHASE DISCONNECTS & ELECTRICAL METER BASE SOCKETS, SPECIAL EVENT MATERIALS, TELEPHONE SUPPLIES, SAFETY SUPPLIES & EQUIPMENT. CHANGES TO NATIONAL ELECTRICAL CODE REQUIRING SPECIAL DEVICES TO BE INSTALLED AND MORE COMPUTERS NEEDING SPECIAL CIRCUITS AND SURGE

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ACCOUNT	AMOUNT	DESCRIPTION
		PROTECTION EQUIPMENT.
41016	1,400	UNIFORMS/SAFETY SHOES 1,400 - SAFETY SHOES (8). UNIFORMS, RAIN SUITS, AND RAIN BOOTS AS NEEDED.
41017	1,500	SMALL TOOLS 1,500 - REPLACEMENT OF WORN OR BROKEN HAND TOOLS.
41023	20,075	GASOLINE 20,075 - BASED ON 5,500 GALLONS AT AN AVERAGE COST OF \$3.65 PER GALLON. DIESEL AND GAS ESTIMATED USAGE BASED ON 2013 USAGE.
42033	7,000	TRAINING AND SAFETY 7,000 - CONTINUAL TRAINING IS NECESSARY FOR SPECIALIZED RADIO COMPONENTS AND FEATURES IN OUR DIGITAL RADIO SYSTEM THAT WAS INSTALLED IN 2009. ALSO, TRAINING FOR MICRO-WAVE 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 COVERS THE PURCHASE OF EAR AND EYE PROTECTION AND ADDITIONAL TRAFFIC CONTROL TRAINING REQUIRED DUE TO NEW STAFF. ARC-FAULT SAFETY GEAR REQUIRED BY FEDERAL LAW WILL ALSO BE PURCHASED (\$2,000) UNDER THIS ITEM.
42041	1,441,076	STREET LIGHTING 1,441,076 - THE CITY'S NEARLY 8,000 STREET LIGHTS AND RELATED INFRASTRUCTURE HAS BEEN PURCHASED FROM PPL. THE CITY IS NOW MAINTAINING THIS INFRASTRUCTURE WHOSE INVENTORY HAS BEEN INCREASING SIGNIFICANTLY. THE PURCHASE OF THE 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 (\$1,150,380 FOR 2009, \$1,297,361 FOR 2010, \$1,358,427 FOR 2011, \$1,481,804 FOR 2012, \$1,481,804 FOR 2013 AND \$1,541,076 FOR 2014). UNDER THE OLD SYSTEM IN THE YEAR 2013 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 ARE CHARGED TO THIS ACCOUNT AND THE DIFFERENCE BETWEEN THE OLD CHARGES AND THIS TOTAL WILL BE 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.

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ACCOUNT	AMOUNT	DESCRIPTION
		INCLUDES ANTICIPATED 10% INCREASE IN ELECTRIC DISTRIBUTION AND TRANSMISSION RATE OR 4% INCREASE OF ENTIRE POWER BILL. INCREASE FOR 2014 PER PPL S.E. RATE SCHEDULE ON TOTAL ELECTRIC BILL AS A RESULT DEREGULATION. FUNDING LEVEL IS TO OFFSET DEBT SERVICES, MAINTENANCE, ENERGY, AND REPAIRS OF THE SYSTEM. WE ARE CURRENTLY EVALUATING UPGRADING OUR STREET LIGHTS TO LED IF THE ANNUAL DEBT SERVICE TO COMPLETE THE UPGRADE, THE EXISTING DEBT SERVICE, THE ENERGY COST, AND THE RESULTING NEW O&M COSTS ARE EQUAL TO OR LESS THAN THIS BUDGET LINE ITEM AND WOULD IMPROVE GOING FORWARD.
42041A	47,000	FESTIVAL SERVICES
	41,000	- TO COVER COSTS FOR ELECTRIC BILLS FOR CITY SPONSORED FESTIVALS (MUSIKFEST, CELTIC FEST, AND ANY OTHER EVENTS HELD AT MUSIKFEST SITES).
	3,000	- REPLACEMENT OF FESTIVAL CORDS, LIGHTS, AND PANELS DUE TO AGE AND FAILURE.
	3,000	- INSTALL (2) NEW UNDERGROUND SERVICES IN HBI FOR FESTIVALS IN 2014. PROJECT HELD OVER UNTIL 2014 DUE TO WORKLOAD.
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.
42043	128,060	TRAFFIC SIGNAL CURRENT
	128,060	- WE IMPLEMENTED AN ENERGY SAVINGS PROGRAM FOR OUR 128 TRAFFIC SIGNALS VIA THE SWITCH OVER TO LIGHT EMITTING DIODE (LED) LAMPS INSTEAD OF INCANDESCENT LAMPS. LEDS SAVE BETWEEN 80% AND 90% ON ENERGY COSTS. WE TOOK OUT A LOAN TO PURCHASE LEDS. THIS ACCOUNT IS BUDGETED AT THE SAME LEVEL AS IT WOULD HAVE COST HAD WE REMAINED USING THE OLD LAMPS. COVERS A PPL INCREASE OF 10% ON TRANSMISSION AND DISTRIBUTION WHICH RESULTS IN A 4% OVERALL INCREASE. THIS ACCOUNT WILL BE USED TO PAY FOR ENERGY BILLS, DEBT SERVICE, AND ANY SAVINGS WILL BE MOVED TO AN ESCROW SAVINGS ACCOUNT

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2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		(10710197) TO PAY FOR REPLACEMENT LEDS IN 10 TO 15 YEARS (2016 TO 2021).
42047	107,784	DEPARTMENT CONTRACTS
		100,112 - PROFESSIONAL SERVICE AGREEMENTS FOR FACTORY TECHNICIANS TO CORRECT PROBLEMS BEYOND IN-HOUSE STAFF CAPABILITIES FOR THE RADIO EQUIPMENT, BACK UP POWER GENERATORS, RADIO ROOM AIR CONDITIONING SYSTEMS, (1 MICROWAVE SITE)/ RADIO CONTROL EQUIPMENT (TELEMETERING)/MODEMS/9-1-1 COMMUNICATION CENTER/ (7) MCC7500 CONSOLES/ CENTRAL ELECTRONIC BANK/ 9-1-1 PREMISE TELEPHONE EQUIPMENT (PLANT-PALLAS-VEST A0 DIGITAL LOGGING RECORDER/9-1-1 COMMUNICATION BACK UP CENTER 5 POSITION MCC7500 CONSOLES AND CENTRAL ELECTRONIC BANK. \$10,000.00 IS ALSO INCLUDED AND IS NECESSARY FOR MOTOROLA TECHNICAL SUPPORT. PUBLIC WORKS PORTION IS \$90,112.00 AND 9-1-1 FUND ITEM 001.42027505 WILL COVER \$187,508.00 PUBLIC WORKS WILL ALSO COVER THE COST FOR THE 18GHZ MICROWAVES, THE 5.8 MHZDSS/THE FIREHOUSE WAN NETWORK AND SOFTWARE UPGRADE.
		2,400 - WINTER GENERATOR SERVICE AGREEMENT FOR 3 SITES (WILLIAMS STREET/SOUTH MOUNTAIN/GARRISON STREET).
		2,275 - PALMERTON TELEPHONE TOWER RENTAL.
		2,325 - MISCELLANEOUS TRAFFIC SIGNAL OUTSIDE SUPPORT SERVICES.
		672 - SERVICE AGREEMENT TO MAINTAIN 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 EXTERIOR BUILDING LIGHTING. MAINTAINED AT SAME LEVEL DUE TO 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). MAINTAINED AT SAME LEVEL DUE TO BUDGET CONSTRAINTS.
42064	21,000	EQUIPMENT MAINTENANCE
		21,000 - COVERS COST FOR REPAIRS TO EQUIPMENT SUCH AS TRUCKS, BUCKET TRUCKS, UNINTERRUPTABLE POWER SUPPLY BATTERY FAILURES, UPS, ANNUAL A.N.S.I. INSPECTIONS FOR BUCKET TRUCKS, ETC. IN THE BUREAU. REPAIRS TO ELECTRICAL BUCKET TRUCKS AND RELATED EQUIPMENT SUCH AS GENERATORS, MOTORS, HYDRAULIC SYSTEMS AND TOOLS. REPAIRS AND UPGRADES TO EMERGENCY MANAGEMENT CENTER, CITY ELECTRICAL RELATED EQUIPMENT INCLUDING COMPUTERS, TRAFFIC SIGNAL EQUIPMENT AND BENCH REPAIRS TO MOBILE AND PORTABLE RADIOS. ALSO STORM DAMAGE,

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ACCOUNT	AMOUNT	DESCRIPTION
		ACCIDENT DAMAGE AND LIGHTING DAMAGE. INCREASE DUE TO THE ADDITION OF UPS(S) IN TRAFFIC SIGNAL CABINETS.
42140	600	PPL FEES 600 - POLE ATTACHMENT FEES AND OTHER CHARGES BY PP&L SUCH AS TRAFFIC SIGNAL CABLES, ETC. MAINTAINED AT SAME LEVEL DUE TO BUDGET CONSTRAINTS.
43099	46,359	EQUIPMENT 20,000 - VEHICLE AND MATERIAL STORAGE POLE BUILDING: THE ELECTRICAL BUREAU IS REQUESTING TO REMOVE A TREE, LEVEL OUT A PORTION OF A GRASS AREA, PAVE THAT LOCATION, AND ERECT A 36' X 40' FOOT POLE BUILDING WITHIN THE EXISTING FENCE LINE AT 248 E GARRISON STREET. THE STREETS BUREAU AND PARKS DEPARTMENT WILL REMOVE THE TREE, LEVEL, AND PAVE THE SITE. THE BUILDING WOULD BE CONTRACTED OUT TO THE LOWEST BIDDER. CURRENTLY WE HAVE A BID FOR \$15,500.00 FROM GRABER SUPPLY THAT SPECIALIZES IN THIS TYPE OF BUILDING. THE ADDITIONAL MONEY WILL COVER COST FOR PAVEMENT, ELECTRICAL WORK INCLUDING LIGHTING AND DISPOSAL FEES. THE BUILDING WILL HOUSE ONE (1) BUCKET TRUCK, ONE (1) UTILITY TRAILER, AND ALL OF OUR WOODEN WIRE SPOOLS TO KEEP THEM FROM ROTTING IN THE WEATHER. THIS BUILDING WILL ALSO STORE OUR STREET LIGHTING SUPPLIES FOR QUICK ACCESS WHEN NEEDED AND MAINTAIN ADEQUATE SUPPLY ON HAND.
	2,800 -	A FIBER OPTIC SPLICING TOOL SYSTEM: ALL OF THE SOUTH SIDE TRAFFIC SIGNALS AND A FEW ON THE NORTH SIDE ARE CONNECTED WITH FIBER OPTIC CABLE. EACH TIME THERE IS DAMAGE TO A CABLE OR CONTROL BOX, WE MUST CONTRACT THE WORK OUT WITH A LOCAL CONTRACTOR TO SPLICE ON NEW CONNECTORS AT \$1,200/LOCATION. IN 2013 WE HAD FOUR (4) LOCATIONS THAT REQUIRED RE-SPLICING BECAUSE OF ACCIDENTS OR ACCIDENTAL DIG UPS. ONLY ONE (1) OF THESE WAS PAID FOR BY THE RESPONSIBLE PARTY AND NOT A HIT AND RUN ACCIDENT. PANDUIT MAKES AN IN-EXPENSIVE SPLICING TOOL SYSTEM THAT WOULD ALLOW OUR OWN STAFF TO MAKE THESE SPLICES FOR UNDER \$150/LOCATION. THE ELECTRICAL BUREAU WILL ALSO USE THESE TOOLS TO UPGRADE THE CITY HALL COMPUTER NETWORK CLOSETS TO A FIBER BACKBONE ALLOWING OUR NETWORK TO RUN FASTER WHEN THE SWITCHES ARE REPLACED. THIS TOOL WILL PAY FOR ITSELF IN ONE (1) YEAR.
	5,500 -	REPLACE AN UNDERGROUND CABLE LOCATOR: THE CURRENT UNDERGROUND LOCATOR WE ARE USING IS MORE THAN TEN (10) YEARS OLD AND IS NOT VERY ACCURATE IN DETERMINING THE ACTUAL CABLE LOCATIONS. THIS NEW CABLE LOCATOR CAN PINPOINT THE CABLE LOCATIONS ACCURATELY AS WELL AS LOCATE WHERE THE CABLE IS FAULTED OR BROKEN. IN 2013 WE HAD SIX (6) DIG UPS BECAUSE THE CURRENT LOCATOR WOULD EITHER INACCURATELY LOCATE THE CABLE OR DID NOT PICK UP THE CONDUIT AND CABLE AT ALL. WHEN IT

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ACCOUNT	AMOUNT	DESCRIPTION
		IS NOT ACCURATELY MARKED, IT IS THE OWNER'S RESPONSIBILITY TO REPAIR THE DAMAGE, NOT THE CONTRACTOR OR HOMEOWNER. ALL MAJOR LOCAL UTILITIES USE THIS PARTICULAR LOCATOR BECAUSE IT IS VERY ACCURATE, EASY TO USE, GOOD FACTORY TECHNICAL SUPPORT AND WILL ALSO GIVE ACCURATE BURIAL DEPTH. IF THE CITY TAKES OVER THE STREET LIGHTING CONTRACT, THIS TOOL WILL BE USED TO FIND WHERE THE FAULTS ARE IN THE EXISTING UNDERGROUND STREET LIGHTING CABLES ARE SO WE CAN REPAIR THEM WITHOUT THE USE OF AN OUTSIDE CONTRACTOR.
	4,000 -	UPS BATTERY REPLACEMENT FOR THE RADIO SYSTEM: THE UPS BATTERIES AT ALL THREE (3) RADIO LOCATIONS HAVE A LIFE SPAN OF FOUR (4) YEARS BEFORE THEY RECOMMENDED TO BE REPLACED. IN 2014 WILL BE STARTING THE SIXTH YEAR ON THESE BATTERIES. BY REPLACING THEM PER THE MANUFACTURER'S RECOMMENDATION WE WILL BE ABLE TO MAINTAIN THE RUN TIME THAT WAS PREDETERMINED TO SAFELY OPERATE THE RADIO SYSTEM IN THE EVENT OF A POWER FAILURE UNTIL THE GENERATORS START UP.
	14,059 -	FINAL LEASE PAYMENT: THIS IS THE FINAL LEASE PAYMENT FOR THE 2012 CHEVROLET SERVICE TRUCK.

BUREAU DETAIL

Bureau: Traffic Maintenance **No:** 0506

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

- Acquire necessary tools to conduct traffic analysis and designs in-house to reduce overall costs to the City such as new traffic signal plans, traffic analysis utilizing synchro model, and traffic turning movement evaluations.
- Continue to provide for the safe and efficient movement of traffic within the City of Bethlehem.
- Maintain and upgrade traffic control signs and markings.
- Enhance pedestrian safety with pedestrian devices and traffic calming measures.
- Coordinate with others to provide for the safe movement of traffic and pedestrians during special events.
- Respond in a timely manner to requests for assistance by others during storms and traffic accidents throughout the City.
- Respond in a timely manner to provide answers and solutions to citizen's concerns/complaints.
- Acquire necessary tools to complete and maintain a sign inventory/management system.

Prior Year Achievements:

- Acquired the synchro traffic modeling software and is working with the Bureau of Electrical Maintenance to simulate the City's main corridors to improve our in-house ability to evaluate our systems and continuously make adjustments/improvements as needed over time or as traffic conditions change.
- Coordinated routes, traffic control planning and setup/takedown for over 65 events throughout the year, including Runner's World, Musikfest and many others.
- Organized the City's first Work-Zone Safety Course.
- Continue to coordinate with Penn DOT and contractor on the SR 412 Construction Project to improve traffic flow during construction.
- Reviewed and coordinated with many developers to include pedestrian safety and upgrades to pavement markings and signals into their planned developments.
- Coordinated with CTAC and others on pedestrian and bicycle safety issues and worked to mitigate them.
- Coordinated with LTAP to study multiple high crash intersections and completed many low-cost short term solutions.
- Coordinated with LTAP to study multiple intersections for pedestrian safety. Began to implement low-cost improvements and utilized study to apply for grant.
- Applied for grant to improve pedestrian safety along Elizabeth Avenue and Linden Street near Liberty High School.
- Currently managing the Fahy Bridge North End Improvements Project, as well as the design of the intersection upgrades to New Street & Elizabeth Avenue and Main Street & Elizabeth Avenue.
- Coordinated with other bureaus and developers to expand shared lane markings throughout the City.
- Coordinated with the Bethlehem Parking Authority to address parking issues throughout the City.
- Completed upgrades to certain pavement markings and line paintings. Able to refresh the double yellow line of over 50 roads in 2013 (most in over three (3) years).
- Coordinated and managed the installation of speed humps on William Street and Creek Road.
- Worked with many citizens on complaints, questions, requests, etc.
- Coordinated with Police on numerous roads to improve safety by adding signage, vascar lines, completing traffic studies, etc.
- Began process of purchasing and maintaining a sign inventory program.
- Worked with countless contractors on street closings.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2009	2010	2011	2012	2013		2013		2014	
		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
2810	Traffic Coord/Design Asst	1	1	1	1	1	57,734	1	57,734	1	62,317
M111	Traffic Technician	2	2	2	2	2	105,661	2	105,661	2	107,779
M070	Traffic Technician Asst	1	1	-	-	-	-	-	-	-	-
Total Positions		4	4	3	3	3	163,395	3	163,395	3	170,096
Account Detail											
40001	SALARIES	156,460	193,094	154,756	159,807		160,195		160,195		166,816
40002	LONGEVITY	2,730	3,990	2,775	3,120		3,200		3,200		3,280
40003	OVERTIME	8,153	9,097	10,366	4,990		8,500		7,500		7,500
40004	TEMPORARY HELP	18,178	7,386	5,587	6,591		8,320		8,320		8,320
40006	DIFFERENTIAL PAY	55	84	69	21		100		75		100
40008	MEAL REIMBURSEMENT	160	146	273	-		260		140		260
Personnel		185,736	213,797	173,826	174,529		180,575		179,430		186,276
41014	OPERATING SUPPLIES	44,314	29,619	33,398	32,829		44,530		44,440		40,500
41016	UNIFORMS/SAFETY SHOES	427	475	356	476		825		600		750
41023	GASOLINE	4,504	5,592	6,585	6,867		8,165		8,165		8,165
Materials & Supplies		49,245	35,686	40,339	40,172		53,520		53,205		49,415
42033	TRAINING AND SAFETY	-	78	-	240		650		650		300
42054	RENTALS	514	513	801	321		1,000		1,000		750
42060	OTHER EXPENSES	97	172	13	95		325		200		200
Purchased Services		611	763	814	656		1,975		1,850		1,250
43099	EQUIPMENT	4,500	4,600	-	7,420		7,566		7,420		7,421
Equipment		4,500	4,600	-	7,420		7,566		7,420		7,421
Total	TRAFFIC MAINTENANCE	240,092	254,846	214,979	222,777		243,636		241,905		244,362

2014 BUDGET REQUEST JUSTIFICATION

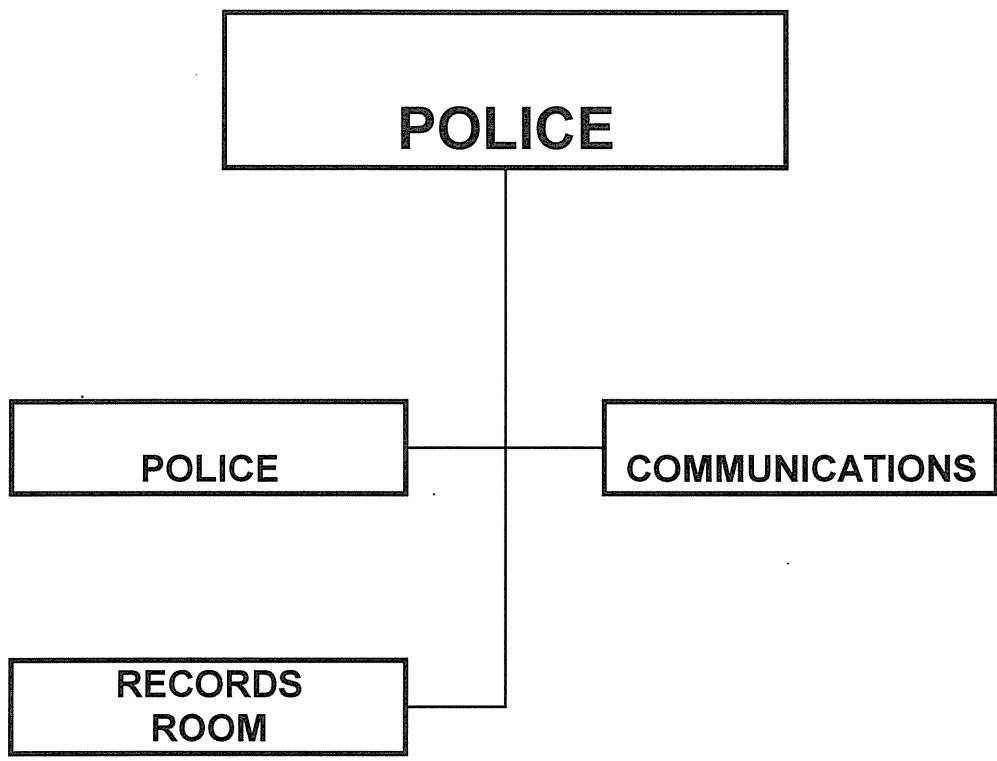
ACCOUNT	AMOUNT	DESCRIPTION
40003	7,500	OVERTIME 7,500 - 234 HOURS OF OVERTIME PROJECTED TO COVER THE MANY EVENTS HELD THROUGHOUT THE YEAR (LIBERTY-FREEDOM RUN, MUSIKFEST, CELTIC CLASSIC, FINE ARTS BIKE RACES, FIREWORKS, NON-PROFIT 5-K RUNS, HALLOWEEN PARADE, SNOW REMOVAL, ETC.) AND CALL-OUTS FOR STREET CLOSURES DUE TO EMERGENCY SITUATIONS (FIRES, SUMMER STORMS, TRAFFIC ACCIDENTS, ETC.).
40004	8,320	TEMPORARY HELP 8,320 - SUMMER HELP OF TWO (2) COLLEGE AGE STUDENTS FOR A TOTAL 1040 HRS (520 HR. EACH) FOR APPROX 13 WEEKS. SUMMER HELP IS USED TO SUPPLEMENT SUMMER PAINTING DUTIES, PREPARATION FOR WEEK LEADING INTO MUSIKFEST, SIGN PLACEMENT, BARRICADE DELIVERY, ETC. AVERAGE HOURLY RATE IS \$8.00 PER HOUR. WORKLOADS ARE PROVING TO EXCEED RESOURCES TO COMPLETE DESIRED WORK.
40006	100	DIFFERENTIAL PAY 100 - DIFFERENTIAL PAY IS NECESSARY DURING MUSIKFEST, SNOW OPERATIONS, 4TH OF JULY, AND DURING CALL-OUTS.
40008	260	MEAL REIMBURSEMENT 260 - MEAL REIMBURSEMENT IS \$13.00 PER MEAL AND WOULD COVER A TOTAL OF TWENTY (20) MEALS. THIS BUREAU IS CALLED UPON FOR SNOW REMOVAL AS NECESSARY.
41014	40,500	OPERATING SUPPLIES OPERATING SUPPLIES ARE USED FOR THE PURPOSE OF STREET PAINTING, BARRICADES AND MAINTAINING TRAFFIC CONTROL (EITHER PERMANENT OR TEMPORARY) WITH CHANNEL POSTS, SIGNS, PAINT, WOOD, ETC. EACH YEAR NEW SIGNS ARE ERECTED OR UPGRADED AND SIGN IMPROVEMENTS ARE MADE WHILE THE MAINTENANCE DEMANDS AND COSTS CONTINUE TO INCREASE. LINE PAINTING AND THE INSTALLATION AND MAINTENANCE OF CROSSWALKS, STOP BARS, ETC. REQUIRE THE PURCHASE OF PAINT AND PLASTIC. 10,445 - REPLACEMENT SIGNS (STOP, SPEED LIMIT, ETC.). 10,055 - 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. 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. 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

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		EQUIPMENT, AND ERECT/REMOVE TRAFFIC CONTROL DEVICES.
41016	750	UNIFORMS/SAFETY SHOES 750 - SHIRTS, SHOES, AND SWEATSHIRTS ARE APPROXIMATELY \$250 PER EMPLOYEE IN 2014. ALSO INCLUDED ARE SAFETY VESTS FULLTIME EMPLOYEES AND SUMMER HELP.
41023	8,165	GASOLINE 8,165 - ESTIMATED GASOLINE USAGE FOR VEHICLES AND EQUIPMENT IS 2,300 GALLONS AT \$3.55 PER GALLON.
42033	300	TRAINING AND SAFETY 300 - ATTEND SEMINARS TO IMPROVE SKILLS AND MAINTAIN PROPER KNOWLEDGE OF TRAFFIC MANAGEMENT, DESIGN, AND IMPLEMENTATION (ASSUMES 1 TO 2 SEMINARS DEPENDING ON LOCATION). PURCHASE OF EDUCATIONAL MATERIALS THAT WILL COVER NEW TECHNOLOGY, TRAFFIC CALMING APPLICATIONS AND OTHER TRAFFIC RELATED TOPICS. COSTS ARE KEPT TO A MINIMUM THROUGH USE OF LOCAL FREE EDUCATIONAL PROGRAMS. KEPT TO A MINIMUM TO MEET BUDGET CONSTRAINTS.
42054	750	RENTALS 750 - RENTAL OF TRAFFIC CONTROL SIGNS AND BARRICADES PERIODICALLY USED BUT NOT FEASIBLE OR APPROPRIATE TO PURCHASE AND MAINTAIN IN-HOUSE. DECREASE DUE TO RESPONSIBILITIES SHIFTING TO ARTSQUEST DURING MUSIK-FEST.
42060	200	OTHER EXPENSES 200 - THIS ACCOUNT IS FOR THE PURCHASE OF MISC. ITEMS SUCH AS CDL RENEWALS AND MEMBERSHIP DUES.
43099	7,421	EQUIPMENT 7,421 - FINAL YEAR LEASE PAYMENT OF A THREE YEAR GOVERNMENT LEASE PROGRAM FOR JEEP COMPASS.

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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:

- Maintain the current downward trend in Part 1 crimes through the use of data driven policing.
 - Improve efficiency of Records Section function through streaming work flow and the increased use of technology.
 - Continue to enhance our partnership with the community by expanding our Block Watch program and the increased Police executive staff attendance.
 - Improve office working conditions in both the Desk Sergeant's office and the Patrol Officers' work area.
 - Move forward with the replacement of the outdated City Hall and Police Department security camera systems.
 - Conduct extensive research of a new Record Management System and potentially select a new platform.
-

Prior Year Achievements:

- Completed the Police Memorial Hallway with nostalgic photographs and all former members of the police department.
 - Reduced Part 1 crimes through data driven policing.
 - Improved our ability to conduct audio and video recordings by the installation of a simplified system.
 - Upgraded the interview/interrogation room by updating audio and video equipment.
 - Continued the process the replacing of the police CAD and possibly RMS.
 - Added wireless surveillance cameras along the Fourth Street corridor.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2009	2010	2011	2012	2013		2013		2014	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Actual & Estimated	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N090 Police Chief	1	1	1	1	1	94,951	1	94,951	1	97,415
N105 Deputy Police Chief	1	1	1	1	1	88,096	1	88,096	1	89,811
P441 Captain	3	3	3	3	2	169,578	2	169,578	2	173,327
P431 Lieutenant	7	7	7	8	8	624,114	8	624,114	8	648,598
P421 Detective/Sergeant	23	23	23	22	22	1,592,036	22	1,592,036	22	1,645,055
P401 Police Officer	122	124	122	115	115	7,260,307	115	7,260,307	120	7,589,248
Total Positions	157	159	157	150	149	9,829,082	149	9,829,082	154	10,243,454
P441 100% Allocated to 001.1A Vacancy Factor						-		-		-
						(50,000)		(50,000)		(100,000)
						9,779,082		9,779,082		10,143,454
Account Detail										
40001 SALARIES	8,755,640	9,398,855	9,295,210	9,141,164		9,352,482		9,352,482		9,719,854
40002 LONGEVITY	365,480	403,652	407,863	421,507		426,600		426,600		423,600
4000383 FBI OVERTIME	41,984	65,671	73,029	63,797		101,418		55,000		53,000
4000384 LCB O/T GRANT-LEHIGH	17,008	-	6,850	10,330		-		-		20,000
4000385 CPA/EXPLORERS PROG OT	2,929	120	-	-		-		-		-
4000387 JAG - ARRA - OVERTIME	-	-	331	-		15,895		-		-
4000390 DEA-TASK FORCE OVERTIME	15,798	16,203	16,312	17,873		16,903		16,903		17,500
4000391 TASK FORCE OVERTIME	8,605	7,979	9,865	6,787		20,000		10,000		20,000
4000392 GENERAL OVERTIME	161,122	124,050	145,983	127,177		144,410		144,410		140,000
4000393 CDBG OVERTIME	15,802	30,110	1,228	9,207		23,039		20,000		24,130
4000394 DUI OVERTIME	37,772	45,830	27,058	30,869		32,924		30,000		15,581
4000395 MUSIKFEST OVERTIME	129,083	131,817	136,335	124,164		130,000		125,337		134,000
4000396 SPECIAL EVENT OVERTIME	106,069	115,487	187,491	141,580		130,000		130,000		130,000
4000397 JAG OVERTIME	8,971	7,163	8,913	8,176		-		-		-
4000398 SEAT BELT HIGHWAY SAFETY	15,307	11,811	11,602	11,613		17,300		17,133		17,300
4000399 LV AUTO THEFT TASK O/T	8,135	10,694	10,759	9,674		11,263		9,500		10,000
40004 TEMPORARY HELP	296,136	300,140	291,916	287,985		300,000		285,000		295,000
40005 HOLIDAY PAY	508,453	551,161	545,987	526,391		550,000		545,000		570,000
40006 DIFFERENTIAL PAY	57,404	56,905	57,920	55,228		55,000		53,500		55,000
40007 ROSTER DUTY	213,113	186,571	179,598	165,242		200,000		168,000		200,000
40009 TRAVEL TIME	2,977	694	239	-		-		-		-
40011 EDUCATION INCENT BONUS	84,713	86,330	84,985	94,187		84,500		80,000		84,500
40012 HEARING TIME	163,079	173,858	188,516	172,712		161,300		154,500		170,000
Personnel	11,015,580	11,725,101	11,687,990	11,425,663		11,773,034		11,623,365		12,099,465

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers	2013 Actual & Estimated	2014 Final Budget
41014 OPERATING SUPPLIES	6,145	8,500	10,997	87,997	96,100	96,055	53,007
41016 UNIFORMS/SAFETY SHOES	209,124	188,839	166,236	158,916	167,340	167,060	149,985
41018 IDENTIFICATION	31,825	25,780	9,671	18,332	20,500	20,500	30,910
41019 RECRUITMENT EXP-GRANT	3,176	3,111	-	26,049	12,900	12,900	27,000
41023 GASOLINE	151,931	184,124	273,620	275,369	245,900	245,900	240,000
41025 POSTAGE	239	8,245	4,816	4,375	3,700	3,700	4,000
41026 MUNITIONS	-	-	-	-	-	-	65,190
Materials & Supplies	402,440	418,599	465,340	571,038	546,440	546,115	570,092
42032 TRAINING/CONT. EDUCATION	122,897	148,365	77,748	16,237	24,500	22,000	25,000
42047 DEPARTMENT CONTRACTS	43,613	46,663	40,464	94,771	92,097	92,000	76,937
420472 CALEA/PLEAC ACCREDIT	5,061	4,426	-	-	8,530	8,530	5,850
42049 REFUNDS	340	542	350	286	500	250	500
42060 OTHER EXPENSES	13,363	10,025	6,309	9,504	14,100	14,000	10,000
42064 EQUIPMENT MAINTENANCE	3,235	30,009	27,997	20,008	23,400	22,500	25,000
42165 DUI GRANT	3,078	2,056	-	1,773	2,050	1,000	1,576
42166 JAG-JUSTICE ASSIST GRANT	18,871	36,742	48,294	25,593	75,881	70,000	47,105
42167 JUSTICE ASSIST GRANT-ARRA	-	110,636	77,565	32,940	16,228	15,600	-
42169C CITIZENS/JUNIOR POL ACAD	1,006	2,780	-	-	-	-	-
Purchased Services	211,464	392,244	278,727	201,112	257,286	245,880	191,968
43099 EQUIPMENT	32,091	84,677	80,948	237,278	209,334	209,078	251,862
Equipment	32,091	84,677	80,948	237,278	209,334	209,078	251,862
Total	11,661,575	12,620,621	12,513,005	12,435,091	12,786,094	12,624,438	13,113,387

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
4000383	53,000	FBI OVERTIME 53,000 - FBI VIOLENT CRIME/ GANG TASK FORCE OVERTIME 100% REIMBURSED FUNDS
4000384	20,000	LCB O/T GRANT--LEHIGH 20,000 - PLCB GRANT- 100% REIMBURSED FUNDS
4000390	17,500	DEA-TASK FORCE OVERTIME 17,500 - DEA TASK FORCE OVERTIME 100% REIMBURSED FUNDS
4000391	20,000	TASK FORCE OVERTIME 20,000 - NORTHAMPTON COUNTY DRUG TASK FORCE OVERTIME 100% REIMBURSED FUNDS
4000392	140,000	GENERAL OVERTIME 140,000 - OVERTIME - SERVICING LATE CALLS, SHIFT SUPPLEMENT, AND OTHER UNEXPECTED EVENTS
4000393	24,130	C.D.B.G. OVERTIME 9,130 - FY2012 15,000 - FY2013 100% REIMBURSED FUNDS
4000394	15,581	D.U.I. OVERTIME 15,581 - DUI OVERTIME GRANT 100% REIMBURSED FUNDS
4000395	134,000	MUSIKFEST OVERTIME 134,000 - MUSIKFEST OVERTIME 100% REIMBURSED FUNDS
4000396	130,000	SPECIAL EVENT OVERTIME 130,000 - SPECIAL EVENT OVERTIME
4000398	17,300	SEAT BELT HIGHWAY SAFE-OT 17,300 - AGGRESSIVE DRIVING/BUCKLE-UP GRANT FUNDS 100% REIMBURSED FUNDS
4000399	10,000	LV AUTO THEFT TASK O/T 10,000 - LEHIGH VALLEY AUTO THEFT TASK FORCE OVERTIME 100% REIMBURSED FUNDS
40004	295,000	TEMPORARY HELP 295,000 - CROSSING GUARD SALARIES
40005	570,000	HOLIDAY PAY 570,000 - HOLIDAY PAY
40006	55,000	DIFFERENTIAL PAY 55,000 - SHIFT DIFFERENTIAL - \$0.45/HR MIDDLE, \$0.50/HR NIGHT

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40007	200,000	ROSTER DUTY 200,000 - ROSTER DUTY ASSIGNMENTS 100% REIMBURSED FUNDS
40011	84,500	EDUCATION INCENT BONUS 54,500 - EDUCATION BONUS - CONTRACT ITEM 30,000 - TUITION REIMBURSEMENT
40012	170,000	HEARING TIME 170,000 - HEARING PAY - CONTRACTUAL
41014	53,007	OPERATING SUPPLIES 23,332 - EQUIPMENT UNIFORM ACCESSORIES, LEATHER GEAR PROTECTIVE EQUIPMENT, GLOVES, RESPIRATORS, FLARES AND OTHER EQUIPMENT/HARDWARE 6,675 - DUTY HOLSTER- MOST HOLSTERS NEED REPLACING 14,000 - DESKTOP COMPUTERS(14) HAVE BEEN IDENTIFIED AS NEEDING TO BE REPLACED 3,000 - CANINE TRAINING AND SUPPLIES *UNIT WILL BE PARTIALLY FUNDED THROUGH DONATIONS 6,000 - MOUNTED UNIT OPERATING SUPPLIES FEED, MEDICAL CARE, BEDDING, FARRIER SUPPLIES AND SERVICES *UNIT WILL BE PARTIALLY FUNDED THROUGH DONATIONS
41016	149,985	UNIFORMS/SAFETY SHOES 60,000 - UNIFORMS AND EQUIPMENT ALLOWANCE 12,000 - CLOTHING ALLOWANCE 20 X \$600 39,000 - UNIFORM MAINTENANCE 130 X \$300 15,000 - TACTICAL BODY ARMOR 23,985 - SOFT BODY ARMOR - \$10,762.50 REIMBURSEABLE THROUGH THE BULLET PROOF VEST GRANT PROGRAM
41018	30,910	IDENTIFICATION 20,000 - FORENSIC SERVICES SUPPLIES 6,000 - DRY-SAFE UNIT 3,800 - FORENSIC CERTIFICATIONS/TRAINING 1,110 - AFIS OPERATOR FOR THREE DETECTIVES
41019	27,000	RECRUITMENT EXPENSE 27,000 - POLICE ACADEMY FOR SIX OFFICERS AT \$4,500 PER OFFICER
41023	240,000	GASOLINE 240,000 - GASOLINE FOR ALL POLICE VEHICLES
41025	4,000	POSTAGE 4,000 - ALL MAILING EXPENSES
41026	65,190	MUNITIONS MUNITIONS 44,700 - FIREARMS AMMUNITION FOR TRAINING AND QUALIFICATION

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		3,200 - LESS LETHAL
		17,290 - TASER UPGRADE AND REPLACEMENT COMPONENTS
42032	25,000	TRAINING/CONTINUING ED. 25,000 - TRAINING AND CONTINUING EDUCATION
42047	76,937	DEPARTMENT CONTRACTS THIS ACCOUNT COVERS THE FOLLOWING: 1,000 - BACKGROUND CHECK COMPUTER CONTRACT 17,100 - SUB-STATION RENT AND UTILITIES 30,127 - CAMERA MAINTENANCE AGREEMENT 400 - MAGLOCLEN MEMBERSHIP 3,000 - TOTAL STATION MAINTENANCE COSTS 7,210 - POSS SOFTWARE YEARLY MAINTENANCE 9,000 - OMEGA DASHBOARD YEARLY MAINTENANCE 6,000 - PPL CAMERA ELECTRICAL COSTS 2,000 - GEOGRAPHIT AVL MAINTENANCE AGREEMENT 1,100 - POLYGRAPH MAINTENANCE AGREEMENT
420472	5,850	CALEA/PLEAC ACCREDITATION 4,850 - CALEA ACCREDITATION 1,000 - PLEAC ACCREDITATION
42049	500	REFUNDS 500 - EXPENSES FOR PERSONAL ITEMS DAMAGED OR LOST DURING THE PERFORMANCE OF THEIR DUTIES.
42060	10,000	OTHER EXPENSES 10,000 - OTHER EXPENSES THIS ACCOUNT COVERS THE EXPENSES NOT COVERED BY ANY OTHER ACCOUNT
42064	25,000	EQUIPMENT MAINTENANCE 12,500 - REPAIR, PARTS, REPLACEMENT AND CALIBRATIONS INCREASE DUE TO MENSROOM VENTILATION FAN 12,500 - FACILITY MAINTENANCE AND MODIFICATION INCREASE DUE TO 1 CELL BLOCK TOILET REPLACEMENT
42165	1,576	DUI GRANT 1,576 - AMOUNT TO MAINTAIN SOBRIETY CHECKPOINT EQUIPMENT. FUNDS ARE 100% REIMBURSED.
42166	47,105	JAG-JUSTICE ASSIST GRANT 47,105 -
43099	251,862	EQUIPMENT 15,926 - 2011 LEASE PAYMENT- 3RD INSTALLMENT OF 3 YR LEASE FOR 3 FORD FUSIONS (RECEIVED IN 2012) 52,524 - 2012 LEASE PAYMENT- 3RD INSTALLMENT OF 3 YR LEASE FOR 3 SDN INTERCEPTORS AND 3 UTILITY INTERCEPTORS 74,138 - 2013 LEASE PAYMENT- 2ND INSTALLMENT OF 3 YR LEASE FOR 8 UTILITY INTERCEPTORS 36,022 - 2014 LEASE PAYMENT- 1ST INSTALLMENT OF 3 YR LEASE FOR

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		4 UTILITY INTERCEPTORS
	48,252 -	POLICE VEHICLE EQUIPMENT
		EQUIPMENT TO UPFIT NEW POLICE VEHICLES
	12,000 -	CRISIS NEGOTIATION VEHICLE CONVERSION
	13,000 -	FORENSIC SERVICES UNIT VEHICLE 1ST INSTALLMENT OF 3 YR LEASE

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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:

- Continued to train at our back-up center to ensure the ability to seamlessly operate during any conditions.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0602 COMMUNICATIONS

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013		2014			
					Budget w/ Transfers	Actual & Estimated	Final Budget	Salaries		
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-	-	-
Account Detail										
4000384 LCB O/T GRANT - LEHIGH	-	-	-	-	-	-	-	-	-	-
4000394 DUI OVERTIME	2,846	2,645	1,845	1,639	2,000	400	1,000			
Personnel	2,846	2,645	1,845	1,639	2,000	400	1,000			
41016 UNIFORMS/SAFETY SHOES	7,804	4,787	3,089	3,647	4,000	3,800	4,000			
Materials & Supplies	7,804	4,787	3,089	3,647	4,000	3,800	4,000			
42060 OTHER EXPENSES	1,909	1,014	-	670	1,500	1,300	1,500			
420772 TRANSFERS TO 9-1-1	112	-	-	350,000	1,100,000	1,100,000	1,100,000			
Purchased Services	2,021	1,014	-	350,670	1,101,500	1,101,300	1,101,500			
Total	12,671	8,446	4,934	355,956	1,107,500	1,105,500	1,106,500			

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
4000394	1,000	D.U.I. OVERTIME 1,000 - THESE OVERTIME FUNDS ARE TO PROVIDE COVERAGE WITH A COMMUNICATION SPECIALIST IN THE COMMUNICATION CENTER WHEN THE POLICE DEPARTMENT IS OPERATING A SOBRIETY CHECKPOINT AND/OR ROVING PATROLS. THESE OPERATIONS PUT AN ADDED WORKLOAD ON THE COMMUNICATIONS CENTER AND THE STATE DOES REIMBURSE THE CITY VIA THE DUI GRANT FOR THIS EXPENSE.
41016	4,000	UNIFORMS/SAFETY SHOES 4,000 - 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.
42060	1,500	OTHER EXPENSES 1,500 - THIS ACCOUNT INCLUDES OFFICE SUPPLIES, CROSS REFERENCE DIRECTORIES, RECORDING TAPES, PRINTER CARTRIDGES AND FAX CARTRIDGES AND OTHER NECESSARY SUPPLIES. THIS ACCOUNT COVERS EXPENSES INCURRED THAT ARE NOT ELIGIBLE EXPENSES UNDER FROM THE 9-1-1 SURCHARGE ACCOUNT.

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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:

- Worked on the improvement of the performance of billing and accounts receivable to ensure that all debts are properly collected.
 - Worked on the updating of the Alarm Registration database to ensure proper registration and billing for false alarm activations.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

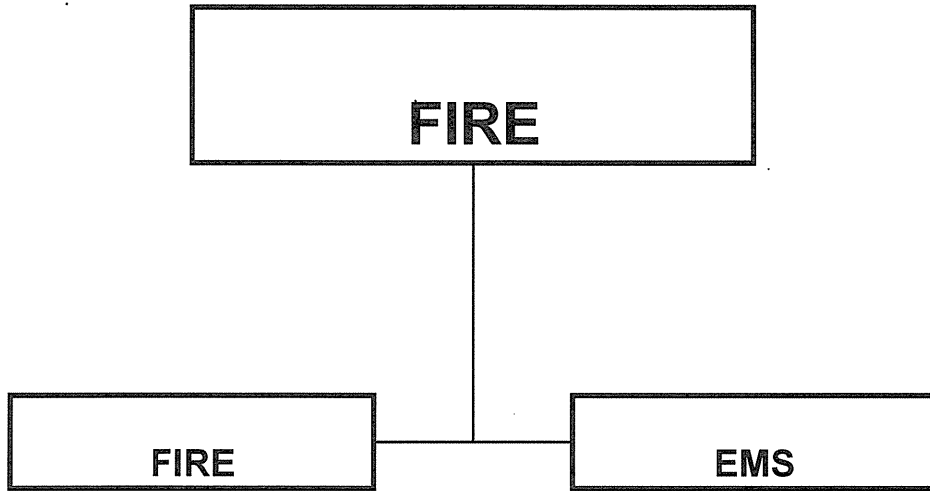
**FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0603 RECORDS ROOM**

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers		2013 Actual & Estimated		2014 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail	Number of Permanent Positions									
P431 Lieutenant	1	1	-	-	-	-	-	-	-	-
C081 Admin Aide Record Room	1	1	1	1	1	48,145	1	48,145	1	49,072
C07E Departmental Secretary	1	1	1	1	1	45,448	1	45,448	1	46,414
C065 Secretary II	4	4	3	3	3	129,815	3	129,815	3	132,521
Total Positions	7	7	5	5	5	223,408	5	223,408	5	228,007
Account Detail										
40001 SALARIES	295,595	280,767	210,391	218,423		217,968		217,968		222,327
40002 LONGEVITY	9,433	10,483	4,650	5,200		5,440		5,440		5,680
40003 OVERTIME	211	607	-	-		500		-		500
40004 TEMPORARY HELP	2,754	-	5,436	6,237		-		-		-
40005 HOLIDAY PAY	4,266	3,425	-	-		-		-		-
40006 DIFFERENTIAL PAY	79	47	-	-		-		-		-
40008 MEAL REIMBURSEMENT	-	-	-	-		100		-		-
Personnel	312,338	295,329	220,477	229,860		224,008		223,408		228,507
41013 OFFICE EXPENSE	3,513	3,944	4,028	4,635		5,500		4,600		4,500
Materials & Supplies	3,513	3,944	4,028	4,635		5,500		4,600		4,500
42032 TRAINING/CONT. EDUCATION	16	-	-	-		750		250		1,600
42047 DEPARTMENT CONTRACTS	5,555	4,972	4,428	4,553		10,100		7,500		7,000
Purchased Services	5,571	4,972	4,428	4,553		10,850		7,750		8,600
Total	321,422	304,245	228,933	239,048		240,358		235,758		241,607

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	500	OVERTIME 500 - 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.
41013	4,500	OFFICE EXPENSE 2,500 - MICROFILM AND DUPLICATING 1,500 - TONER CARTRIDGES 500 - MISC. OFFICE SUPPLIES
42032	1,600	TRAINING/CONTINUING ED. NOTARY TRAINING AND CERTIFICATION IS DUE FOR TWO 1,600 - EMPLOYEES
42047	7,000	DEPARTMENT CONTRACTS 5,000 - COPY MACHINE CONTRACT 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 provide fire and life safety inspections to every commercial property annually.
 - 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.
 - We spec and order a new tower ladder to be delivered in 2015.
 - In 2014 we will purchase a new hazardous materials vehicle.
-

Prior Year Achievements:

- Responded to over 1,000 calls for EMS service.
 - Responded to over 4,200 calls for service.
 - Conducted over 3,800 fire safety inspections on new and existing businesses.
 - The department installed over 400 smoke detectors in the homes of city residents.
 - Replaced Special Ops Captain vehicle.
 - Received State Fire Commissioners grant for new SCBA test equipment.
 - Received State Fire Commissioners grant for new PPV fans.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2009	2010	2011	2012	2013		2013		2014	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Actual & Estimated	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N095 Fire Chief	1	1	1	1	1	93,999	1	93,999	1	96,684
N110 Deputy Fire Chief	1	1	1	1	1	86,833	1	86,833	1	89,303
F441 Assistant Chief	4	4	4	4	4	298,709	4	298,709	4	307,131
F433 Captain Haz/Mat/Insp	1	1	1	1	1	69,592	1	69,592	1	71,680
F432 Captain-Charge of Train	1	1	1	1	1	69,999	1	69,999	1	71,680
F431 Captain	4	4	4	4	4	279,994	4	279,994	4	287,853
F423 Lieutenant Inspector	3	4	4	4	4	276,781	4	276,781	4	284,680
F421 Lieutenant	8	8	12	12	12	792,288	12	792,288	12	814,311
F402 Inspector	2	1	1	1	1	69,589	1	69,589	1	71,542
F401 Firefighter	88	88	82	82	82	4,995,380	82	4,995,380	82	5,108,842
2720 Business Manager	-	-	-	-	-	-	-	-	1	46,403
C072 Departmental Secretary	1	1	1	1	1	45,048	1	45,048	1	46,014
Total Positions	114	114	112	112	112	7,078,212	112	7,078,212	113	7,296,123
Vacancy Factor						(50,000)		(50,000)		(50,000)
						7,028,212		7,028,212		7,246,123
Account Detail										
40001 SALARIES	6,147,739	6,539,211	6,494,079	6,349,351		6,691,060		6,691,060		6,901,430
40002 LONGEVITY	306,317	336,292	330,882	321,514		337,152		337,152		344,693
40003 OVERTIME	640,978	815,963	855,836	247,505		175,000		145,000		175,000
4000371 SPECIAL TEAM DRILLS OT	14,864	15,344	14,816	12,614		20,000		15,000		20,000
40004 TEMPORARY HELP	(328)	10,048	28,661	30,783		36,440		36,440		-
40005 HOLIDAY PAY	332,340	348,578	344,979	337,295		369,911		368,000		385,253
40006 DIFFERENTIAL PAY	55,569	55,347	60,164	56,065		63,654		60,000		61,000
40007 ROSTER DUTY	41,642	41,369	34,756	28,254		50,000		40,000		50,000
40011 EDUCATION INCENT BONUS	13,034	13,765	13,628	13,739		15,000		13,500		18,000
Personnel	7,552,155	8,175,917	8,177,801	7,397,120		7,758,217		7,706,152		7,955,376
41014 OPERATING SUPPLIES	37,757	29,537	37,825	40,353		78,798		75,000		73,550
41016 UNIFORMS/SAFETY SHOES	82,314	101,268	82,945	105,882		124,500		120,000		155,900
41023 GASOLINE	30,872	39,191	62,410	64,242		70,000		70,000		70,000
Materials & Supplies	150,943	169,996	183,180	210,477		273,298		265,000		299,450
42032 TRAINING/CONT. EDUCATION	31,388	29,518	20,598	32,907		58,500		46,000		72,500
42036 COMMUNICATIONS	1,705	1,032	1,497	1,524		2,200		2,200		4,000
42038 EQUIPMENT REPAIRS-FLEET	-	-	-	-		3,000		2,500		4,500
42047 DEPARTMENT CONTRACTS	3,480	2,457	3,923	7,391		14,000		12,750		3,900
42060 OTHER EXPENSES	7,605	7,503	7,563	9,687		12,000		12,000		11,350
42064 EQUIPMENT MAINTENANCE	7,166	9,227	6,921	9,666		13,900		13,400		22,800
Purchased Services	51,344	49,737	40,502	61,175		103,600		88,850		119,050
43099 EQUIPMENT	17,152	-	-	11,431		21,600		21,000		31,000
Equipment	17,152	-	-	11,431		21,600		21,000		31,000
Total FIRE	7,771,594	8,395,650	8,401,483	7,680,203		8,156,715		8,081,002		8,404,876

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	175,000	OVERTIME 175,000 - LOST MAN HOURS ARE SOMETIMES REPLACED AS A RESULT OF SICKNESS, INJURIES SUSTAINED WHILE ON DUTY, INDIVIDUALS RECEIVING SPECIALIZED TRAINING THAT IS NOT AVAILABLE LOCALLY, AND THE TIME LAPSE BETWEEN RETIREMENTS AND THE HIRING AND TRAINING OF NEW PERSONNEL. THE ACCOUNT IS ALSO USED FOR EXTENDED SHIFTS DUE TO FIRE OR EMERGENCY INCIDENTS, AND WHEN PERSONNEL ARE CALLED OUT FROM OFF-DUTY FOR MULTIPLE ALARMS OR MAJOR INCIDENTS THAT REQUIRE THESE ADDITIONAL PERSONNEL FOR THE SAFE AND EFFICIENT TERMINATION OF THE EMERGENCY INCIDENT. PERSONNEL SUBPOENAED FOR THE PURPOSE OF DEPOSITIONS, APPEARING AT MAGISTRATE OR COUNTY COURT ARE ALSO REIMBURSED FROM THIS ACCOUNT.
4000371	20,000	SPECIAL TEAM DRILLS OT 20,000 - SPECIAL OPERATIONS TEAMS - DRILLS OVERTIME REQUIRED TRAINING FOR THE WATER RESCUE TEAM, THE HAZARDOUS MATERIALS TEAM, AND THE BOMB SQUAD. BOMB SQUAD TRAINING FOR DRILLS, MOCK SCENARIOS AND OTHER ADVANCED EQUIPMENT PRACTICES HAZMAT TRAINING REQUIRED UNDER ACT 165 WHICH CANNOT BE DONE WHILE ON DUTY. ALL MEMBERS OF THE TEAM ARE REQUIRED TO DRILL AT LEAST EIGHT (8) HOURS A YEAR AS A TEAM.
40005	385,253	HOLIDAY PAY 385,253 - THIS ACCOUNT IS USED FOR THE PAYMENT OF HOLIDAY PAY TO PERSONNEL FOR THE YEAR AS STIPULATED IN THE CURRENT LABOR AGREEMENT.
40006	61,000	DIFFERENTIAL PAY 61,000 - THIS AMOUNT IS NEEDED FOR THE PAYMENT OF THE ADDITIONAL \$.50 PER HOUR FOR INDIVIDUALS REQUIRED TO WORK THE NIGHT TOUR OF DUTY.
40007	50,000	ROSTER DUTY 50,000 - THIS WILL COVER THE SERVICES BY OFF-DUTY FIRE DEPARTMENT MEMBERS AT FUNCTIONS WHERE THEIR PRESENCE IS REQUIRED FOR THE SAFETY OF THE PUBLIC. THIS ACCOUNT IS RETURNED TO THE GENERAL FUND AS INCOME.
40011	18,000	EDUCATION INCENT BONUS 18,000 - PERSONNEL ARE AWARDED A BONUS FOR ACHIEVING EITHER AN ASSOCIATE OR BACHELORS DEGREE. PAYMENT FOR THIS EDUCATIONAL INCENTIVE IS FUNDED THROUGH THIS ACCOUNT.

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	73,550	OPERATING SUPPLIES
	3,800 -	NOZZLES AND REDUCERS
		400 FOAM TUBE FOR NOZZLES
		500 AKRON LEADER LINE WYE
		800. ADAPTORS AND REDUCERS
		1300. PISTON INTAKE VALVES
		800 FLOATING DOCK STRAINER
	2,500 -	HOSES AND ACCESORIES
		FOR THE REPLACEMENT OF A HOSE THAT FAILS THE REQUIRED ANNUAL SERVICE TEST OR IS DAMAGED AT A FIRE CALL.
	1,500 -	ELECTRICAL APPLIANCES & HANDLIGHTS
		FOR REPAIR AND REPLACEMENT OF ELECTRICAL CORDS AND ADAPTORS
	1,000 -	HAND TOOLS
		FOR THE REPLACEMENT AND REPAIR OF PIKE POLES, AXES, HALOGEN BARS, ETC.
	5,800 -	BATTERIES
		1200 - PORTABLE RADIOS
		800. - PASS ALARMS
		500. - THERMAL IMAGING CAMERAS
		500. - BOMB SQUAD ROBOT
		600. - SAWZALLS
		300. - METERS
		200. - SMOKE DETECTORS
		500. - HAND LIGHTS
		800. - SCBA
		400 - BOATS
	5,500 -	SELF CONTAINED BREATHING APPARATUS
		1000. SPARE PARTS FOR THE REPAIR OF SCBA UNITS AND MASKS.
		2000. REPLACE 10 HUD UNITS.
		1000 REPLACEMENT SCBA MASKS
		1500 REPLACEMENT OF DAMAGED VOICE COMMS
	4,500 -	ROPE AND RESCUE EQUIPMENT
		NEEDED TO REPLACE AND UPDATE EXISTING EQUIPMENT. THIS INCLUDES REPEL HARNESSSES, BELTS, CARABINERS WEBBING AND PULLEYS.
	2,500 -	FIRE EXTINGUISHERS
		2000. - CITY BUIDINGS
		500. - FIRE DEPARTMENT
	250 -	RECIPROCATING SAW BLADES

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	6,400	- REPLACEMENT OF TWO PPV FANS WITH DUCTING
	3,000	- RADIOS AND COMPUTER SUPPLIES 1500.- MICROPHONE AND EARPHONE REPLACEMENT 1500.- REPLACEMENT OF COMPUTER HARDWARE
	7,800	- BOMB SQUAD OPERATING SUPPLIES 3300. - TOOLS 500. - X-RAY SUPPLIES 4000 - DISTRIBUTION SUPPLIES
	8,900	- HAZARDOUS MATERIALS TEAM OPERATING SUPPLIES 2900. - SPILL CONTAINMENT 1600. - CHEMICAL IDENTIFICATION SUPPLIES 950. - MITIGATION SUPPLIES 950. - DECONTAMINATION SUPPLIES 2000 - RESPIRATOR CARTRIDGES 500 - PRINTER/SCANNER/FAX FOR HAZMAT RESEARCH
	1,000	- RESCUE TOOLS REPLACEMENT OF DAMAGED TOOLS AND EQUIPMENT USED FOR RESCUE WORK
	3,000	- RIVER RESCUE TEAM OPERATING SUPPLIES REPLACEMENT AND MAINTENANCE OF RIVER RESCUE EQUIPMENT
	1,600	- PASS ALARMS REPLACE DAMAGED ANTENNAS AND PASS ALARMS
	2,500	- Q.R.S. MATERIALS AND SUPPLIES FOR EMS CALLS
	10,500	- REPLACEMENT OF ONE THERMAL IMAGING CAMERAS
	1,500	- SALVAGE AND OVERHAUL SUPPLIES
41016	155,900	UNIFORMS/SAFETY SHOES
	56,500	- UNIFORMS - 113 FIREFIGHTERS @ 500. PER FIREFIGHTER ALL PERSONNEL ARE PROVIDED WITH WORK UNIFORMS THAT CONFORM TO NFPA STANDARD 1975 ON STATION WORK UNIFORMS FOR FIREFIGHTERS.
	5,500	- CLASS A UNIFORMS FOR NEW FIREFIGHTERS - JACKET, TROUSER SHIRT, TIE, HAT, HAT BADGE, AND UNIFORM HAT = \$605 EA.
	3,500	- BADGES, HAT SHIELDS, COLLAR INSIGNIAS AND SHOULDER PATCHES.
	9,200	- UNIFORMS FOR NEW FIREFIGHTERS.
	19,200	- BUNKER GEAR FOR NEW FIREFIGHTERS
	50,000	- BUNKER GEAR -

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		<p>ALL BUNKER GEAR PURCHASED NOW HAS A 10 YEAR SERVICE LIFE AND MUST THEN BE REMOVED FROM SERVICE. ALL PERSONNEL ARE PROVIDED WITH BUNKER GEAR TO ASSURE THEIR SAFETY DURING EMERGENCY INCIDENTS. BUNKER GEAR INCLUDES - COATS, PANTS, HELMETS, HOODS, GLOVES, AND EYE PROTECTION. PROTECTIVE CLOTHING CONFORMS TO THE STANDARDS AS OUTLINED IN NFPA 1971,1972, AND 1973. THESE ARE THE STANDARDS ON PROTECTIVE CLOTHING FOR STRUCTURAL FIREFIGHTNG, HELMETS FOR STRUCTURAL FIREFIGHTING AND GLOVES FOR STRUCTURAL FIREFIGHTING</p>
	9,000	- PROTECTIVE GEAR FOR THE MEMBERS OF THE WATER RESCUE TEAM. THIS WILL REPLACE GEAR THAT HAS BECOME WORN OR OBSOLETE.
	3,000	- CLEANING AND REPAIR OF TURNOUTS, AS REQUIRED BY OSHA AND NFPA STANDARDS.
41023	70,000	GASOLINE
	65,000	- GASOLINE GASOLINE AND DIESEL FUEL BASED ON THE PROJECTED VEHICLE USAGE THROUGHOUT THE YEAR.
	5,000	- TOOL FUEL AND PRE MIXED FUEL FOR THE VENTILATION SAWS AND HYDRAULIC RESCUE TOOLS
42032	72,500	TRAINING/CONTINUING ED.
	12,500	- TRAINING COST OF FIRE PERSONNEL TO ATTEND SCHOOLS, SEMINARS AND CONFERENCES RELATED TO FIRE, RESCUE, DISASTER PLANNING, FIRE PREVENTION, AND OTHER FIRE RELATED FIELDS. TUITION FOR THE NATIONAL FIRE ACADEMY, STATE FIRE SCHOOLS AND OTHER VARIOUS TRAINING FACILITIES. THIS WILL ALSO BE USED TO HIRE OUTSIDE INSTRUCTORS TO TRAIN PERSONNEL IN SPECIALIZED TRAINING AREAS.
	28,000	- COST OF EIGHT (8) NEW FIREFIGHTERS TO ATTEND THE ALLENTOWN FIRE ACADEMY
	1,000	- PURCHASE OF BOOKS FOR PERSONNEL ATTENDING LOCAL COMMUNITY COLLEGE IN RELATION TO THEIR ASSOCIATE DEGREE IN FIRE TECHNOLOGY. THESE BOOKS ARE RETURNED TO THE DEPARTMENT UPON COMPLETION OF THE COURSES AND ARE MADE AVAILABLE TO ALL DEPARTMENT PERSONNEL.
	3,000	- THE TRAINING AND REFRESHER COURSE FOR DEPARTMENT PERSONNEL FOR FIRST RESPONDER RECERTIFICATION. THIS WILL BE IN ADDITION TO THE CPR TRAINING CONDUCTED YEARLY. OUTSIDE INSTRUCTORS MUST BE BROUGHT IN FOR THE TRAINING OF PERSONNEL. ALSO, THIS MONEY WILL BE USED TO UPGRADE

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		FIRE PERSONNEL TO EMERGENCY MEDICAL TECHNICIANS, (EMT'S), AND TRAINING THE TRAINER COURSES IN EMS.
	1,300 -	THE UPGRADING OF HAZARDOUS MATERIALS REFERENCE MANUALS SO THAT UPDATED INFORMATION IS AVAILABLE TO EMERGENCY PERSONNEL. WITH THE DAILY ADDITION OF CHEMICALS AND MATERIALS, THESE REFERENCE MANUALS MUST BE UPDATED YEARLY SO THAT THE BEST CURRENT DATA IS AVAILABLE FOR RESPONDING EMERGENCY PERSONNEL. OLD REFERENCE MANUALS ARE STILL USED FOR NORMAL DAILY REFERENCE AND TRAINING.
	6,000 -	BOMB SQUAD MEMBERS ATTENDANCE TO SCHOOLS AND ATTENDANCE TO THE INTERNATIONAL ASSOCIATION OF BOMB TECHNICIANS AND INVESTIGATORS REGIONAL & INTERNATIONAL CONFERENCES.
	1,200 -	UPGRADING OF CODE BOOKS, CODE REFERENCE BOOKS & CODE HANDBOOKS, FOR UPDATING OF FIRE CODE MATERIALS FOR THE INSPECTIONS OFFICE AND FIRE MARSHALL
	2,500 -	REPLACING OUDATED FIRE DEPARTMENT TRAINING MANUALS
	8,000 -	ATTENDANCE OF HAZ-MAT TEAM MEMBERS TO OUTSIDE SCHOOLS
	3,000 -	ATTENDANCE OF WATER RESCUE TEAM MEMBERS TO ATTEND OUTSIDE SCHOOLS
	1,000 -	OFFICE SUPPLIES FOR TRAINING
	2,500 -	FIRE INVESTIGATORS AND/OR SENIOR OFFICERS TO ATTEND FIRE INVESTIGATION/ARSON SEMINARS
	2,500 -	FIRE INSPECTOR TRAINING AND SEMINARS, OUTSIDE CLASSES, ETC..
42036	4,000	COMMUNICATIONS
	4,000 -	WIRELESS AIRCARD SERVICE FOR HAZ-MAT, BOMB SQUAD, AND INSPECTIONS
42038	4,500	EQUIPMENT REPAIRS - FLEET
	2,000 -	EQUIPMENT REPAIR THIS ACCOUNT IS USED FOR MINOR EQUIPMENT REPAIRS THROUGHOUT THE YEAR.
	2,500 -	WARNING LIGHT PACKAGE AND LETTERING FOR NEW VEHICLES.
42047	3,900	DEPARTMENT CONTRACTS
	3,900 -	THE TESTING AND INSPECTION OF AERIAL APPARATUS TO COMPLY WITH APPARATUS SAFETY CERTIFICATION. THIS PROGRAM ALSO INCLUDES SCHEDULED TESTING OF ALL GROUND LADDERS USED BY THE DEPARTMENT TO ENSURE THAT THEY ARE

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		SAFE FOR EMERGENCY USE. THESE TESTING PROGRAMS ARE MANDATED BY NFPA 1904, STANDARD FOR TESTING FIRE DEPARTMENT AERIAL LADDERS AND ELEVATING PLATFORMS AND NFPA 1932, STANDARD ON USE, MAINTENANCE AND SERVICE TESTING OF FIRE DEPARTMENT GROUND LADDERS.
42060	11,350	OTHER EXPENSES
	2,000	- MISCELLANEOUS ITEMS THROUGHOUT THE YEAR
	2,000	- FIRE PREVENTION MATERIALS: PURCHASE OF PAMPHLETS, BOOKS AND PROMOTIONAL MATERIAL TO BE USED TO EDUCATE THE PUBLIC IN FIRE AND BURN PREVENTION.
	500	- THE PURCHASE OF MAGAZINES, PERIODICALS AND SUBSCRIPTIONS RENEWALS & NEWS PAPERS.
	500	- COST TO REPLACE BROKEN OR DAMAGED EYEGASSES AS SPECIFIED BY THE LABOR AGREEMENT IN EFFECT.
	1,000	- RENEWAL OF MEMBERSHIPS FOR THE FIRE CHIEF, DEPUTY CHIEF, AND DEPARTMENT
	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.
	1,500	- THE IMMUNIZATION OF ALL NEW FIRE DEPARTMENT PERSONNEL FOR HEPATITIS "B". THIS IS STRONGLY ADVISED BY THE MEDICAL PROFESSION SINCE THE ENTIRE DEPARTMENT HAS BEEN IMMUNIZED. THIS WILL COVER COSTS FOR NEW PERSONNEL AND BLOOD TESTS FOR NEW HAZ-MAT TEAM MEMBERS.
	900	- PAYMENT OF MILEAGE TO INDIVIDUALS THAT USE THEIR PERSONAL CAR.
	1,000	- BLASTER'S LICENSE FOR SIX (6) BOMB SQUAD MEMBERS, REQUIREMENT BY PA. D.E.R.
	750	- BOTTLED WATER AND REHAB SUPPLIES FOR USE AT FIRE CALLS.
	450	- XRAY REGISTRATION FOR BOMB SQUAD.
42064	22,800	EQUIPMENT MAINTENANCE
	3,000	- HYDRO-STATIC TESTING OF COMPRESSED AIR CYLINDERS FOR SELF CONTAINED BREATHING APPARATUS AND AIR STORAGE

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		SYSTEMS. THIS TESTING MUST BE DONE EVERY THREE (3) YEARS FOR FIBERGLASS WRAPPED CYLINDERS IN ACCORDANCE WITH DEPARTMENT OF TRANSPORTATION REGULATIONS TO CHECK CYLINDER INTEGRITY UNDER PRESSURE.
	1,700 -	HYDROSTATIC TESTING, MAINTENANCE AND RECHARGING OF PORTABLE FIRE EXTINGUISHERS
	4,500 -	ANNUAL TESTING OF SCBA AND FACEPIECES
	400 -	NOZZLE REPAIR KITS
	500 -	THE SERVICE AND PREVENTIVE MAINTENANCE OF HYDRAULIC OPERATED TOOLS.
	500 -	ROUTINE MAINTENANCE ON ALL EXERCISE EQUIPMENT WHICH INCLUDES CHANGING CABLES, BELTS, LUBRICATION ETC.
	2,800 -	MAINTENANCE FOR BREATHING AIR-COMPRESSOR. INCLUDES EMERGENCY SERVICING, ROUTINE MAINTENANCE AND ANNUAL CHECK OUTS.
	1,900 -	MAINTENANCE OF GAS POWERED EQUIPMENT, CHAIN SAW SHARPENING AND OTHER MISCELLANEOUS SMALL TOOLS MAINTENANCE.
	5,000 -	MAINTENANCE LABOR AND CALIBRATION GASES FOR GAS DETECTION METERS
	1,000 -	EQUIPMENT MAINTENANCE CABLE SPRAY, LUBRICANT, WAX AND POLISH FOR APPARATUS.
	1,500 -	PARTS FOR THE REPAIR AND MAINTENANCE OF FIRE HOSE.
43099	31,000	EQUIPMENT
	11,500 -	3RD AND FINAL YEAR OF 3 YEAR LEASE OF TWO FORD FUSIONS FOR THE FIRE INSPECTION BUREAU.
	12,500 -	2ND YEAR OF A 3 YEAR LEASE OF A FORD EXPLORER FOR THE THE SPECIAL OPERATIONS CAPTAIN
	7,000 -	1ST YEAR OF A 3 YEAR LEASE OF ONE FORD FUSION FOR THE TRAINING CAPTAIN.

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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 high quality medically valued response to all emergencies.

Prior Year Achievements:

- Provided EMS responses to over 11,200 calls.
- Mutual Aid EMS responded to 785 calls.
- Received the "Gold Standard of Excellence in 2012" for EMS by the Eastern Pa. EMS Council.
- Operation of EMS from two station locations known as the Dewberry EMS Station and the Stefko Blvd. EMS Station.
- EMS and Communication Center worked together to dispatch the closest available ambulance on every call.
- Utilization of EMS Supervisors to provide improved span of control at two stations.
- Provided EMS stand-by coverage for Celtic Classic, LVHN Marathon for Via, Bethlehem Area School District Stadium Varsity Football Games, Highmark Blue Shield 5K Race, Sands Casino Event Center, Runners World 5K, 10K and Half Marathon, Color-Me-Rad, and Musikfest 2013.
- Continuation of the Vial of Life Program in cooperation with the City Health Bureau.
- Initiated a new program with the Health Bureau known as the "Pennsylvania Yellow Dot Program".
- Provided citizens with (Family and Friends CPR) training.
- Provided Heart Saver First Aid / CPR training to City of Bethlehem Employees.
- Provided Community Outreach at an Iron Pigs Game at Coca-Cola Park teaching "Hands Only CPR" on the Fan Cam to thousands attending the game.
- Staff provided Community Outreach "Hands Only CPR" education to hundreds of citizens at several events and occasions at the Sands Event Center and Outlet Mall.
- Provided patient airway management training to local high school and college athletic trainers in conjunction with Moravian College and Coordinated Health.
- Partner with Liberty High School and Bethlehem Catholic High School for SADD Crash Presentations.
- Participated in preparedness drills with City and other agencies for such things as pandemics, surges, airport incidents and active shooter incidents.
- Continued with Peer Review Quality Assurance and Improvement of patient care, customer service and documentation to measure the quality of medical care provided to the patient.
- Continued PCR documentation training updates for staff to minimize liability and maximize reimbursement.
- Maintained the usage of dual vision video cameras in the ambulance fleet.
- Provided BPD with EMS system familiarization and CPR / First Aid training.
- Participated in the Tactical Emergency Medical Service component of the Police ERT.
- Provided familiarization of EMS training for emergency room nurses, newly hired BPD and BFD employees.
- Provided EMS Dispatch training to new communications center dispatchers.
- Partnered with St. Luke's University Hospital and Lehigh Valley Hospital to provide continuing education for EMS providers.
- AED awareness in-service for City Departments.
- CISM training for St. Luke's Hospital Trauma nurses.
- Emergency Medical Service presentations to local churches, BlockWatch groups and Citizens Academy 2013.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0070 FIRE
BUREAU 0702 EMS

	2009	2010	2011	2012	2013		2013		2014			
	Actual	Actual	Actual	Actual	Budget w/ Transfers	#	Actual & Estimated	#	Final Budget	#	Salaries	
Personnel Detail												
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries	#	Salaries
3208 EMS Director	1	1	1	1	1	83,036	1	83,036	1	84,661		
3025 Assistant EMS Director	1	1	1	1	1	75,313	1	75,313	1	76,867		
2912 Paramedic Supervisor	2	2	2	2	2	142,398	2	142,398	2	145,286		
E141 Paramedic	20	20	20	20	20	1,161,722	20	1,161,722	20	1,178,195		
Total Positions	24	24	24	24	24	1,462,469	24	1,462,469	24	1,485,009		
Account Detail												
40001 SALARIES	1,289,646	1,316,527	1,374,986	1,418,968		1,446,629		1,446,629		1,468,049		
40002 LONGEVITY	9,310	9,870	11,610	13,590		15,840		15,840		16,960		
40003 OVERTIME	58,771	55,651	67,894	119,321		116,785		116,785		134,574		
40004 TEMPORARY HELP	153,931	163,196	172,356	152,809		142,483		133,000		148,922		
40005 HOLIDAY PAY	79,109	81,455	85,685	85,049		85,763		85,763		87,478		
40006 DIFFERENTIAL PAY	5,261	5,194	5,148	5,372		8,760		6,000		8,760		
40007 ROSTER DUTY	17,838	19,558	22,517	37,086		75,598		70,000		72,740		
40008 MEAL REIMBURSEMENT	850	1,285	1,547	2,080		3,100		2,700		3,200		
Personnel	1,614,716	1,652,736	1,741,743	1,834,275		1,894,958		1,876,717		1,940,683		
41014 OPERATING SUPPLIES	46,702	49,721	41,263	45,101		49,250		50,000		53,050		
41016 UNIFORMS/SAFETY SHOES	23,977	21,864	15,743	13,355		19,408		19,000		21,388		
41023 GASOLINE	24,152	32,648	49,940	52,056		43,800		43,800		47,000		
Materials & Supplies	94,831	104,233	106,946	110,512		112,458		112,800		121,438		
42032 TRAINING/CONT. EDUCATION	193	378	396	2,626		2,500		2,000		4,500		
42036 COMMUNICATIONS	720	-	-	-		-		-		-		
420381 EQUIP REPAIRS-AMBULANCE	1,996	1,070	-	1,804		2,000		2,000		2,000		
42047 DEPARTMENT CONTRACTS	84,033	88,587	108,652	116,337		122,071		119,081		128,984		
42060 OTHER EXPENSES	8,716	8,123	4,758	13,020		9,000		8,400		10,100		
Purchased Services	95,658	98,158	113,806	133,787		135,571		131,481		145,584		
43099 EQUIPMENT	10,122	28,546	10,000	40,064		12,000		11,788		50,000		
Equipment	10,122	28,546	10,000	40,064		12,000		11,788		50,000		
Total	EMS	1,815,327	1,883,673	1,972,495	2,118,638	2,154,987		2,132,786		2,257,705		

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	134,574	OVERTIME 90,174 - OVERTIME HOURS TO FILL OPEN SHIFTS WHEN (20) PARAMEDICS ARE ON VACATION, P-DAYS, SICK LEAVE, AND BIRTHDAY HOLIDAY (2100 HOURS X \$42.94) 16,489 - OVERTIME HOURS FOR (4) PARAMEDICS TO TRAIN WITH POLICE EMERGENCY RESPONSE TEAM (TEMS) (384 HOURS X \$42.94) 12,882 - OVERTIME HOURS TO FILL OPEN SHIFTS FOR (20) PARAMEDICS FOR TRAINING, DRILLS, PUBLIC RELATIONS EVENTS, STAFF MEETINGS (300 HOURS X \$42.94) 15,029 - OVERTIME HOURS TO COMPLETE REQUIRED PATIENT CARE REPORT FOR LATE CALLS AT END OF WORK SHIFT 350 HOURS X \$42.94)
40004	148,922	TEMPORARY HELP 20,160 - PART-TIME PARAMEDIC HOURS TO COVER (20) PARAMEDICS FOR COMP. TIME = 900 HRS. (\$22.40/HR. REGULAR , \$33.60/HR. HOLIDAY/ PREMIUM) 36,026 - CONTRACTED ADMINISTRATIVE ASSISTANT/BILLING CLERK (\$17.32/HR. X 2080 HRS.) 46,592 - PART-TIME PARAMEDIC HOURS FOR TUESDAY DAY & NIGHT SHIFT (\$22.40/HR. REGULAR AND \$33.60/HR. HOLIDAY/PREMIUM) 20 HOURS X 2 PARAMEDICS X 52 WEEKS = 2080 HRS. 7,168 - PART-TIME PARAMEDIC ORIENTATION = 320 HRS. (\$22.40/HR.) 38,976 - PART-TIME PARAMEDIC HOURS TO FILL FOR (20) FULL-TIME PARAMEDICS VACATIONS, AND B-DAY (\$22.40/HR. REGULAR, \$33.60/HR. HOLIDAY AND PREMIUM) = 1740 HOURS
40005	87,478	HOLIDAY PAY 87,478 - 13 PAID HOLIDAYS FOR 22 FULL-TIME PARAMEDICS AS PER UNION CONTRACT.
40006	8,760	DIFFERENTIAL PAY 8,760 - SHIFT DIFFERENTIAL PAY FOR NIGHTSHIFT HOURS BETWEEN 6 PM AND 6 AM AS PER UNION CONTRACT.
40007	72,740	ROSTER DUTY 2,576 - REIMBURSABLE BY AGREEMENT: CELTIC CLASSIC AMBULANCE STAND-BY 60 HOURS AT \$42.94 / HOUR 1,803 - REIMBURSABLE BY AGREEMENT: BASD STADIUM FOOTBALL GAME AMBULANCE STAND-BYS 42 HOURS AT \$42.94 / HOUR 12,882 - REIMBURSABLE BY AGREEMENT: MUSIKFEST AMBULANCE STAND-BY 300 HOURS AT \$42.94 / HOUR 1,718 - REIMBURSEMENT BY AGREEMENT: MISCELLANIOUS STAND-BY REQUESTS 40 HOURS AT \$42.94 / HOUR 7,729 - RUNNERS WORLD RACE WEEKEND 180 HOURS AT \$42.94 / HOUR 41,222 - SANDS EVENT CENTER (SMG)

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		960 HOURS AT \$42.94 / HOUR
	2,061	- SANDS CASINO RESORT
		48 HOURS AT \$42.94 / HOUR
	1,718	- COLOR ME RAD RACES
		40 HOURS AT \$42.94 / HOUR
	1,031	- BECAHI VARSITY FOOTBALL
		24 HOURS AT \$42.94 / HOUR
40008	3,200	MEAL REIMBURSEMENT
	3,200	- MEAL COMPENSATION OF \$13.00 FOR PARAMEDICS WORKING GREATER THAN 14 HOURS STRAIGHT AS PER UNION CONTRACT.
41014	53,050	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.
	4,000	- REPLACEMENT OF EXPIRED MEDICATIONS AND THE PURCHASE OF REQUIRED MEDICATIONS AND DRUGS.
	4,000	- BATTERIES AND CHARGERS FOR RADIOS AND OTHER EQUIPMENT. (RECHARGEABLE NICAD AND ALKALINE)
	1,500	- CARDIAC MONITOR SUPPLIES FOR PULSEOX MONITORING
	2,000	- MDT DOCKING STATIONS
41016	21,388	UNIFORMS/SAFETY SHOES
	1,500	- BADGES, EMBLEMS, PATCHES, ETC.
	4,600	- OUTERWEAR - RAINWEAR, COATS, JACKETS.
	3,120	- STEEL TIP SAFETY SHOES FOR 24 PARAMEDICS AS PER UNION CONTRACT AT \$130 PER PAIR OF SHOES.
	5,000	- UNIFORM PANTS
	5,168	- UNIFORM SHIRTS (SHORT SLEEVE AND LONG SLEEVE)
	2,000	- TEE SHIRTS WITH EMS LOGO
41023	47,000	GASOLINE
	47,000	- 12,880 GALLONS OF DIESEL FUEL AT \$3.65/GAL.
42032	4,500	TRAINING/CONTINUING ED.
	4,000	- MISCELLANEOUS TRAINING FOR STAFF.

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		500 - EVOC, HAZMAT AND BIOHAZARD TRAINING.
420381	2,000	EQUIP. REPRS.-AMBULANCE 2,000 - MINOR REPAIRS, COSMETIC, AND APPEARANCE ITEMS FOR AMBULANCES.
42047	128,984	DEPARTMENT CONTRACTS 15,100 - SERVICE CONTRACT WITH MEDTRONIC/PHYSIO CONTROL FOR CARDIAC MONITORS. 3,665 - MEDPRO SERVICE CONTRACT FOR STRETCHERS. 24,000 - MEDCOM SERVICE FEES FOR MEDICAL COMMAND. 650 - PENNSYLVANIA AMBULANCE ASSOCIATION FEES. 55,369 - AMBULANCE BILLING SERVICE FEES. 6,000 - ALS SERVICE MEDICAL DIRECTORS FEE. (\$250 PER MONTH) 3,500 - PHOTO COPIER USER AND MAINTENANCE AGREEMENT 4,500 - ECORE INTERNET SCHEDULING YEARLY FEE 11,200 - EMSCHARTS PATIENT CARE REPORT INTERNET YEARLY FEE BASE FEE, GEO CODING, FAX, CAD INTERFACE 5,000 - PROFESSIONAL SERVICE AGREEMENT WITH PAGE WOLFBERG AND WIRTH LLC
42060	10,100	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 1,700 - POP UP TENT FOR STAND-BY EVENTS AND SPECIAL OPERATIONS 900 - TRAINING MANUALS, JOURNALS, TAPES, SOFTWARE, ETC. 500 - ANNUAL CHILD ABUSE FORMS. 2,000 - BUILDING, APPLIANCE, FURNITURE REPAIR OR REPLACEMENT.
43099	50,000	EQUIPMENT 50,000 - 2014 GMC HORTON 553 AMBULANCE LEASE-PURCHASE FINANCING FOR 4 YEARS (4 ANNUAL PAYMENTS WITH NO APPLICATION OR CLOSING COST) LESSEE WILL OWN WITHOUT FURTHER COST

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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

	2009	2010	2011	2012	2013	2013	2014	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget	
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-
Account Detail								
41013 OFFICE EXPENSE	7,712	6,660	4,781	8,989	9,000	7,400	9,000	
41025 POSTAGE	59,794	64,836	36,099	15,615	37,500	34,000	20,000	
Materials & Supplies	67,506	71,496	40,880	24,604	46,500	41,400	29,000	
42036 COMMUNICATIONS	222,334	176,112	171,440	170,778	175,000	175,000	190,000	
42047 DEPARTMENT CONTRACTS	-	-	-	-	-	-	46,000	
42049 REFUNDS	1,747	1,671	4,921	180	5,000	3,250	5,000	
42052 OCCUPATION ED PROGRAM	-	12,211	10,000	10,400	-	-	-	
42055 PROFESSIONAL SERVICES	87,745	188,799	364,740	172,865	230,000	230,000	150,000	
42058 UNEMPLOYMENT COMPENSATION	36,442	74,453	177,310	127,973	48,000	42,000	48,000	
42059 HEART & LUNG ACT	-	-	-	-	1,000	-	1,000	
42064 EQUIPMENT MAINTENANCE	730	528	1,042	100	2,000	1,500	2,000	
42068 TRANSFER TO NON-UTILITY	-	-	298,735	1,085,000	1,200,000	1,200,000	-	
42071 PRIOR YEAR ENCUMBRANCES	71,848	243,366	61,898	67,168	22,905	21,005	25,000	
42072 PENSIONS-POLICEMEN	1,852,478	1,921,109	2,534,484	2,520,217	3,494,690	3,494,690	3,520,610	
42073 PENSIONS-FIRE	1,174,242	1,136,780	1,672,843	1,492,989	2,245,105	2,245,105	2,223,040	
42074 PENSIONS-O&E	305,123	150,222	138,458	114,775	552,036	552,036	540,969	
42075 PENSIONS-PMRS MMO	1,818,940	1,333,055	1,441,012	1,341,886	1,886,302	1,886,302	1,888,134	
420751 DEF CONTRIB PLAN MATCH	201,086	209,083	215,194	194,302	216,750	192,000	195,000	
42076 TRUST PAYMENTS	6,750	7,500	4,200	7,000	10,000	9,300	10,000	
420771 LANDFILL TRANSFER	879,042	882,370	884,070	884,245	142,679	142,679	318,630	
42079 CONTINUOUS IMPROVEMENT	16,787	2,794	3,463	2,153	10,000	7,000	5,000	
420802 CITY INSURANCE PACKAGE	327,693	473,328	707,756	501,986	750,000	745,000	725,000	
42084 GROUP LIFE INSURANCE	62,881	68,198	68,537	67,813	75,000	74,500	75,000	
420841 LONG TERM DISABILITY INS	33,465	30,080	26,689	24,894	35,000	30,000	30,000	
42085 MEDICAL INSURANCE	5,228,108	7,391,151	5,785,310	5,554,815	5,717,496	5,715,000	6,142,000	
42086 WORKMEN'S COMPENSATION	791,019	1,374,171	1,236,513	1,277,961	1,257,566	1,255,750	930,000	
42087 SOCIAL SECURITY	1,974,068	1,931,600	1,285,100	1,236,516	1,360,750	1,340,000	1,330,200	
42088 ACCUMULATED SICK LEAVE	68,455	110,980	199,135	80,225	139,000	139,000	130,000	
42090 UNFORSEEN CONTINGENCY	-	-	-	-	-	-	4,131	
Purchased Services	15,160,983	17,719,561	17,292,850	16,936,241	19,576,279	19,501,117	18,534,714	
Total GENERAL EXPENSES	15,228,489	17,791,057	17,333,730	16,960,845	19,622,779	19,542,517	18,563,714	

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	9,000	OFFICE EXPENSE 9,000 - COVERS OFFICE SUPPLIES, PAPER AND ENVELOPES.
41025	20,000	POSTAGE 20,000 - POSTAGE FOR GENERAL FUND
42036	190,000	COMMUNICATIONS 190,000 - ESTIMATED COMMUNICATIONS COST.
42047	46,000	DEPARTMENT CONTRACTS 46,000 - PRINTING/MAILING CONTRACT WITH LEVEL ONE
42049	5,000	REFUNDS 5,000 - THIS ACCOUNT IS NEEDED FOR MISCELLANEOUS REFUNDS OF MONEY COLLECTED.
42055	150,000	PROFESSIONAL SERVICES 150,000 - 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	25,000	PRIOR YEAR ENCUMBRANCES 25,000 - THIS AMOUNT IS BASED ON ITEMS ENCUMBERED IN PRIOR YEAR WHICH WILL NOT BE RECEIVED UNTIL 2014.
42072	3,520,610	PENSIONS - POLICEMEN 3,520,610 - MMO CONTRIBUTION REQUIRED BY ACT 205
42073	2,223,040	PENSIONS - FIRE 2,223,040 - MMO CONTRIBUTION REQUIRED BY ACT 205
42074	540,969	PENSIONS - O & E MMO 540,969 - MMO CONTRIBUTION REQUIRED BY ACT 205
42075	1,888,134	PENSIONS - P.M.R.S. MMO 1,888,134 - MMO CONTRIBUTION REQUIRED BY ACT 205.
420771	318,630	LANDFILL TRANSFER 318,630 - FUNDS NEEDED TO PAY LANDFILL DEBT SERVICE.
42079	5,000	CONTINUOUS IMPROVEMENT 5,000 - COSTS ASSOCIATED WITH CONTINUOUS IMPROVEMENT.
42088	130,000	ACCUMULATED SICK LEAVE 130,000 - PROVIDE FOR RETIREES UNUSED SICK DAYS COMPENSATION AND PAYMENT FOR UNUSED SICK DAYS FOR ACTIVE EMPLOYEES PER CONTRACT AGREEMENT.
42090	4,131	UNFORESEEN CONTINGENCY 4,131 - THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
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AT THE TIME OF BUDGET PREPARATION.

BUREAU DETAIL

Bureau: Civic Expenses

No: 0901

Department: General Fund

No: 0090

Bureau Description:

This bureau provides City contributions to various local civic agencies.

Goals and Objectives:

- To support local civic agencies whose activities provide a service to the citizens of Bethlehem and improve the quality of life in the community.
-

Prior Year Achievements:

- Continued to provide support for civic agencies that improve the quality of life in the community.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0090 GENERAL FUND
BUREAU 0901 CIVIC EXPENSES

	2009	2010	2011	2012	2013		2013		2014	
	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
	-	-	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-	-	-
Account Detail										
95004 MEMORIAL DAY DECOR	900	900	900	900	900	900	900	900	900	900
95005 PA LEAGUE OF CITIES	28,532	32,961	27,961	29,393	29,400	29,393	29,393	29,393	29,400	29,400
95006 FOURTH OF JULY	26,000	26,000	26,000	25,000	31,000	31,000	31,000	31,000	31,000	31,000
95007 LIBRARY	1,194,000	1,194,000	1,230,000	1,277,000	1,277,000	1,277,000	1,277,000	1,277,000	1,277,082	1,277,082
95008 HALLOWEEN PARADE	10,827	11,002	8,490	8,171	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
95010 MUSIC FUND	30,130	30,130	30,130	29,544	28,000	28,000	28,000	28,000	28,000	28,000
95020 SISTER CITY	-	4,000	-	4,000	-	-	-	-	4,000	4,000
95022 US CONFERENCE OF MAYORS	-	5,269	5,269	5,269	5,269	5,269	5,269	5,269	5,269	5,269
Civic Expenses	1,295,789	1,309,662	1,334,150	1,384,677	1,388,969	1,388,962	1,388,962	1,388,962	1,393,051	1,393,051
Total	CIVIC EXPENSES	1,295,789	1,309,662	1,334,150	1,384,677	1,388,969	1,388,962	1,388,962	1,393,051	1,393,051

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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

	2009	2010	2011	2012	2013	2013	2014	
	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	4,145,250	4,788,500	2,329,645	2,150,000	3,509,000	3,509,000	3,465,000	
42092 COUPON INTEREST	2,455,259	2,598,584	2,357,034	4,067,041	3,971,152	3,971,152	3,973,833	
Purchased Services	6,600,509	7,387,084	4,686,679	6,217,041	7,480,152	7,480,152	7,438,833	
Total	DEBT SERVICE	6,600,509	7,387,084	4,686,679	6,217,041	7,480,152	7,480,152	7,438,833

Schedule of Payment of Bond & Note Indebtedness

	Beth. Authority Guaranteed Lease Revenue Bond											
	Series B of 2004		Series of 2004		Series A of 2005		Series B of 2005		Series of 2008		Series of 2010	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2014	1,525,000	1,383,395	805,000	71,575	210,000	64,035		15,010	705,000	71,201	315,000	112,775
2015	1,600,000	1,307,908	840,000	36,960	220,000	56,475		15,010	711,000	43,283	320,000	106,475
2016	1,680,000	1,227,108			230,000	48,335	395,000	15,010	382,000	15,127	330,000	99,275
2017	690,000	1,140,588			240,000	39,595					290,000	91,025
2018	730,000	1,104,363			245,000	30,355					295,000	82,325
2019	770,000	1,065,308			255,000	20,800					305,000	73,106
2020	810,000	1,023,728			265,000	10,600					315,000	62,813
2021	855,000	979,583									325,000	51,788
2022	900,000	932,985									335,000	40,088
2023	950,000	883,935									350,000	27,525
2024	1,000,000	832,160									360,000	14,400
2025	1,055,000	777,660										
2026	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>25,205,000</u>	<u>16,518,508</u>	<u>1,645,000</u>	<u>108,535</u>	<u>1,665,000</u>	<u>270,195</u>	<u>395,000</u>	<u>45,030</u>	<u>1,798,000</u>	<u>129,611</u>	<u>3,540,000</u>	<u>761,594</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.

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.

**Beth. Authority
Guaranteed Lease
Revenue Bond
Series A of 2011**

Series of 2010 C		Series A of 2011		Series of 2011 A		Series of 2011 B		Series of 2013 A		Series of 2013 B		Total
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
5,000	214,065	95,000	1,048,713		510,900	5,000	441,675	115,000	153,264	20,000	298,630	8,185,238
5,000	213,888	120,000	1,043,844		510,900	5,000	441,350	120,000	152,459	580,000	298,292	8,747,842
610,000	213,710	100,000	1,037,694		510,900	5,000	441,025	125,000	151,259	595,000	287,631	8,499,074
1,800,000	192,055	75,000	1,032,569		510,900	5,000	440,700	240,000	148,759	605,000	274,815	7,816,005
1,370,000	128,155	325,000	1,028,725		510,900	5,000	440,375	245,000	143,959	620,000	259,261	7,563,417
1,415,000	79,520	340,000	1,012,069		510,900	5,000	440,050	250,000	139,059	640,000	241,770	7,562,582
825,000	29,288	750,000	994,644		510,900	5,000	439,725	255,000	134,059	660,000	221,214	7,311,969
		1,920,000	956,206		510,900	5,000	439,400	265,000	128,576	680,000	198,364	7,314,817
		1,775,000	857,806		510,900	5,000	439,075	265,000	122,216	710,000	172,232	7,065,302
		1,875,000	749,088		510,900	5,000	438,750	275,000	115,459	740,000	143,527	7,064,183
		1,745,000	634,244		510,900	5,000	438,425	285,000	107,759	770,000	112,128	6,815,016
		2,230,000	527,363		510,900	5,000	438,100	290,000	99,209	805,000	76,377	6,814,609
		2,120,000	390,775		510,900	5,000	437,775	295,000	90,509	840,000	39,001	6,562,013
		3,125,000	260,925		510,900	5,000	437,450	310,000	81,290			6,565,620
		1,135,000	69,519	1,035,000	510,900	905,000	437,125	320,000	71,603			6,317,531
				1,750,000	443,625	1,520,000	378,300	330,000	61,203			6,316,170
				1,730,000	329,875	1,505,000	279,500	335,000	50,065			6,063,185
				1,840,000	217,425	1,600,000	181,675	355,000	38,675			6,067,290
				1,505,000	97,825	1,195,000	77,675	370,000	26,250			5,102,475
								380,000	13,300			2,225,675
												1,833,895
6,030,000	1,070,680	17,730,000	11,644,182	7,860,000	8,752,250	6,795,000	7,508,150	5,425,000	2,028,929	8,265,000	2,623,243	137,813,907

Debt Service

Bureau 1001	<u>2013</u>	<u>2014</u>
Series B of 2004		
Principal	1,455,000	1,525,000
Interest	1,453,962	1,383,395
Bethlehem Authority Guaranteed Lease Revenue Bond of 2004		
Principal	775,000	805,000
Interest	103,738	71,575
Series A of 2005		
Principal	-	210,000
Interest	64,035	64,035
Series B of 2005		
Principal	-	-
Interest	15,010	15,010
Series of 2007		
Principal	1,199,000	-
Interest	43,764	-
Series of 2008		
Principal	-	705,000
Interest	71,201	71,201
Series C of 2010		
Principal	5,000	5,000
Interest	214,242	214,065
Bethlehem Authority Guaranteed Lease Revenue Bond Series A of 2011		
Principal	70,000	95,000
Interest	1,052,300	1,048,713
Series A of 2011		
Principal	-	-
Interest	510,900	510,900
Series B of 2011		
Principal	5,000	5,000
Interest	442,000	441,675
Series A of 2013		
Principal	-	115,000
Interest	-	153,264
	<u>7,480,152</u>	<u>7,438,833</u>
Bureau 0801- Landfill Transfer		
Series B of 2013		
Principal	-	20,000
Interest	142,679	298,630
	<u>142,679</u>	<u>318,630</u>
Bureau 0505 - Street Lighting		
Series of 2010		
Principal	-	315,000
Interest	112,775	112,775
	<u>112,775</u>	<u>427,775</u>
Total General Fund	<u>7,735,606</u>	<u>8,185,238</u>

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

	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget w/ Transfers</u>	<u>2013 Actual & Estimated</u>	<u>2014 Final Budget</u>
REVENUES:							
Departmental Earnings							
30521 9-1-1 Revenue	655,632	613,979	584,804	570,623	585,000	570,000	570,000
30523 Wireless 9-1-1 Revenue	2,420,906	1,448,067	1,207,439	1,618,385	2,685,000	2,500,000	1,885,500
30524 VOIP 9-1-1 Revenue	3,161	4,385	4,680	4,001	4,500	4,400	4,500
Total Departmental Earnings	<u>3,079,699</u>	<u>2,066,431</u>	<u>1,796,923</u>	<u>2,193,009</u>	<u>3,274,500</u>	<u>3,074,400</u>	<u>2,460,000</u>
Other Revenues							
308901 Cash Balance	-	-	-	-	110,500	110,500	950,000
30911 Transfers from General Fund	97,191	259	-	350,000	1,100,000	1,100,000	1,100,000
Total Other Revenues	<u>97,191</u>	<u>259</u>	<u>-</u>	<u>350,000</u>	<u>1,210,500</u>	<u>1,210,500</u>	<u>2,050,000</u>
Investment Interest							
30850 Investment Interest	1,087	-	14	-	-	-	-
Total Investment Interest	<u>1,087</u>	<u>-</u>	<u>14</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL 9-1-1 FUND REVENUES	<u><u>3,177,977</u></u>	<u><u>2,066,690</u></u>	<u><u>1,796,937</u></u>	<u><u>2,543,009</u></u>	<u><u>4,485,000</u></u>	<u><u>4,284,900</u></u>	<u><u>4,510,000</u></u>
EXPENDITURES BY CATEGORY:							
Personnel Costs	1,166,911	1,229,621	1,240,302	1,301,490	1,300,417	1,295,307	1,347,046
Materials & Supplies	13,019	9,850	8,569	9,009	10,560	10,400	10,800
Purchased Services	1,572,041	1,245,596	1,272,390	1,177,718	1,673,080	1,610,931	1,757,175
Equipment	520,028	523,283	176,533	227,730	1,500,943	314,300	1,394,979
TOTAL 9-1-1 FUND EXPENDITURES	<u><u>3,271,999</u></u>	<u><u>3,008,350</u></u>	<u><u>2,697,794</u></u>	<u><u>2,715,947</u></u>	<u><u>4,485,000</u></u>	<u><u>3,230,938</u></u>	<u><u>4,510,000</u></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 on-business hours. Expenditures in this bureau are eligible for reimbursement under the Act 78 and Act 56 9-1-1 Program.

Goals and Objectives:

- Work with PEMA, CCAP, telephone vendors & state legislators to finalize a rewrite of 9-1-1 funding legislation.
 - Upgrade existing 9-1-1 analog phone equipment to I.P. based equipment to achieve "Next Gen" compliance.
 - Initiate joint CPE initiative with Allentown as part of larger N.E. regional initiative.
 - Select new CAD vendor, configure the system for our use and begin to use the product.
 - Work toward accepting Text message calls in the 9-1-1 center as per FCC guidelines.
 - Conduct regional assessment of our communication network's ability to tie in to a larger regional ESInet.
-

Prior Year Achievements:

- Reviewed and updated our S.O.P.'s to maintain C.A.L.E.A. compliance.
 - Signed contract with Essential Management Solutions to manage our CAD project.
 - Put Request For Proposal (RFP) out for new CAD system.
 - As President of NENA created draft rewrite of 9-1-1 funding legislation and testified at State House meetings.
 - Continued to work with N.E.Core to create a regionalized interoperable public safety communications network.
-

**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**

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013		2013		2014	
					Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2904 9-1-1 Director	-	-	-	-	1	70,200	1	70,200	1	71,603
2819 Public Safety Tech Spec	1	1	1	1	1	67,136	1	67,136	1	68,554
2509 QA Training Supervisor	1	1	1	1	1	56,723	1	56,723	1	60,649
2405 Comm Supervisor	4	4	4	4	4	218,924	4	218,924	4	222,650
07CD Comm Specialist	16	16	16	16	16	736,324	16	736,324	16	749,190
Total Positions	22	22	22	22	23	1,149,307	23	1,149,307	23	1,172,646
Account Detail										
40001 SALARIES	981,582	1,052,761	1,059,837	1,094,590		1,111,657		1,111,657		1,159,606
40002 LONGEVITY	12,030	12,933	13,933	15,483		17,650		17,650		13,040
40003 OVERTIME	22,759	24,934	36,184	16,287		19,600		18,000		39,600
40004 TEMPORARY HELP	87,339	75,317	61,947	104,783		76,650		76,650		59,500
40005 HOLIDAY PAY	52,893	53,011	54,782	57,796		59,160		58,000		60,500
40006 DIFFERENTIAL PAY	7,958	7,964	9,498	9,964		12,000		10,500		11,000
40008 MEAL REIMBURSEMENT	2,350	2,701	4,121	2,587		3,700		2,850		3,800
Personnel	1,166,911	1,229,621	1,240,302	1,301,490		1,300,417		1,295,307		1,347,046
41013 OFFICE EXPENSE	-	1,298	1,079	980		1,200		1,100		1,800
41014505 OPER SUPPLIES-ELECT MAINT	13,019	8,552	7,490	8,029		9,360		9,300		9,000
Materials & Supplies	13,019	9,850	8,569	9,009		10,560		10,400		10,800
42032602 TRAIN/CONT ED-COMM CENTER	10,724	7,365	6,325	10,910		18,500		13,500		15,000
42036601 COMMUNICATE-POLICE	35,551	36,488	33,926	34,834		40,000		40,000		40,000
42036801 COMMUNICATE-GENERAL	64,475	76,452	74,879	76,714		106,600		89,000		89,000
42047202 DEPT CONTRACT-INFO SRVCS	46,876	73,084	84,369	50,621		79,000		78,000		79,000
42047505 DEPT CONTRACT-ELECT MAINT	140,930	150,125	168,309	94,702		140,565		140,470		188,000
42055801 PROFESSIONAL FEES	117,538	118,825	58,250	53,735		108,700		95,000		104,000
42060505 OTHER EXP-ELECT MAINT	212	184	475	320		240		240		500
42064602 EQUIP MAINT-COMM CENTER	3,998	563	7,121	6,163		4,335		4,335		18,500
42075 PENSIONS-PMRS MMO	142,055	152,898	165,818	169,930		259,371		259,371		269,447
42085 MEDICAL INSURANCE	157,368	169,171	181,859	185,000		397,000		397,000		451,000
42086 WORKMEN'S COMPENSATION	3,152	3,152	3,152	3,152		3,215		3,215		3,215
42087 SOCIAL SECURITY	78,484	91,225	94,850	99,860		99,481		99,481		102,910
42090 UNFORESEEN CONTINGENCY	-	-	-	-		23,754		-		6,080
42091 BOND REDEMPTION	599,750	283,500	252,000	260,000		269,000		269,000		278,000
42092 COUPON INTEREST	164,372	76,424	135,209	126,071		116,619		116,619		106,823
42191 ADMINISTRATIVE FEE	6,556	6,140	5,848	5,706		6,700		5,700		5,700
Purchased Services	1,572,041	1,245,596	1,272,390	1,177,718		1,673,080		1,610,931		1,757,175
43099602 EQUIP-COMM CENTER SHARED	11,700	478,900	20,183	86,380		1,208,246		164,300		1,208,299
43099603 EQUIP-COMM CENTER-ACT 56	508,328	44,383	156,350	141,350		292,697		150,000		186,680
Equipment	520,028	523,283	176,533	227,730		1,500,943		314,300		1,394,979
Total 9-1-1 SYSTEM	3,271,999	3,008,350	2,697,794	2,715,947		4,485,000		3,230,938		4,510,000

Schedule of Payment of Bond Indebtedness

	Series A of 2005		Series of 2007		Total
	Principal	Interest	Principal	Interest	
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>120,000</u>	<u>19,970</u>	<u>2,800,000</u>	<u>490,365</u>	<u>3,430,335</u>

Debt Service

Accounts 42091 & 42092

	<u>2013</u>	<u>2014</u>
Series A of 2005		
Principal	15,000	15,000
Interest	5,148	4,623
Series of 2007		
Principal	254,000	263,000
Interest	<u>111,471</u>	<u>102,200</u>
	<u>385,619</u>	<u>384,823</u>

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	39,600	OVERTIME 39,600 - 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	59,500	TEMPORARY HELP 59,500 - 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	60,500	HOLIDAY PAY 60,500 - THIS ACCOUNT COVERS THE COST OF HOLIDAYS FOR 2014 AND INCLUDES THE COST OF PAYING TIME AND ONE-HALF TO THE COMMUNICATION SPECIALISTS SCHEDULED TO WORK ON THESE HOLIDAYS.
40006	11,000	DIFFERENTIAL PAY 11,000 - PERSONNEL WILL RECEIVE \$0.38 PER HOUR FOR MIDDLE SHIFT AND \$0.48 PER HOUR FOR NIGHT SHIFT. IN ADDITION, WE ARE REQUESTING TO PROVIDE SHIFT DIFFERENTIAL TO OUR PART-TIME EMPLOYEES.
40008	3,800	MEAL REIMBURSEMENT 3,800 - THIS ACCOUNT IS USED TO COVER THE COST OF COMPENSATION FOR CIVILIAN PERSONNEL FOR MEALS WHEN THEY WORK PAST THEIR NORMAL EIGHT HOUR DAY. THIS IS A CONTRACTUAL ITEM.
41013	1,800	OFFICE EXPENSE 1,800 - 1,800
41014505	9,000	OPER.SUPPLIES-ELECT MAINT 9,000 - RADIO SUPPLIES: MIC ASSEMBLIES, VARIOUS RADIO MODULES, ANTENNAS, CABLE, NUMEROUS ELECTRICAL COMPONENTS, SOLDER AND P.A. MATERIALS. TOWER ANTENNA INSTALLATION. CONSOLES.
42032602	15,000	TRAIN/CONT ED-COMM.CENTER 5,000 - THESE FUNDS WILL BE USED FOR CONTINUING EDUCATION OF COMMUNICATIONS PERSONNEL, BY ATTENDING SEMINARS,

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		CONFERENCES, AND IN HOUSE TRAINING.
	3,000	- EDUCATIONAL MATERIALS FOR NEW TRAINEES, (APCO BOOKS).
	4,000	- EMS DISPATCHER TRAINING.
		CAD SOFTWARE TRAINING FROM CODY
		PRO QA SOFTWARE TRAINING FOR DISPATCHERS
	3,000	- SUPERVISORY & ADMINISTRATOR APCO AND NENA TRAINING
42036601	40,000	COMMUNICATE-POLICE
	36,000	- CELLULAR TRANSMISSION SERVICE FROM VERIZON FOR ALL
	4,000	- MOBILE AND HANDHELD DATA TERMINALS FOR NCIC, CLEAN LOOKUP, COMMUNICATION CENTER TO MOBILE UNIT COMMUNICATIONS, AND VERIZON CONNECTIVITY
42036801	89,000	COMMUNICATE-GENERAL
	89,000	- ESTIMATED 9-1-1 COMMUNICATION COSTS FOR 2013 CELLUAR SERVICE FOR THREE EMERGENCY PERSONNEL, 911 COMM. CENTER BASE, COMMUNICATION CAPTAIN AND 911 IT PERSON
42047202	79,000	DEPT CNTRCT-INFO SRVCS
		PUBLIC SAFETY SYSTEM
	5,000	- VERIZON - CAD TO MDT INTERFACE - SOFTWARE MAINT.
	3,000	- HARDWARE MAINTENANCE RENEWAL (1 YEAR)
	68,000	- CAD/RMS YEARLY SOFTWARE MAINTENANCE FEES (CODY, FIREHOUSE, AND BIKE)
	2,000	- GIS MAINTENANCE FOR CAD
	1,000	- PRIORITY DISPATCH MAINTENANCE
42047505	188,000	DEPT CNTRCT-ELECT MAINT.
	188,000	- COMMUNICATIONS INFRASTRUCTURE COVERS 2 GHZ, 6 GHZ, 6 QUANTAR TRANSMITTERS, REDUNDANT CENTRAL SITE CONTROLLERS, CENTRAL SITE CONTROLLER, RADIO CONTROL EQUIPMENT, 14 MODEMS 9-1-1 COMMUNICATIONS CENTER CENTRAL ELECTRONICS BANK DIGITAL LOGGING RECORDER 9-1-1 PREMISE EQUIPMENT (TELEPHONE HARDWARE) 9-1-1 PREMISE TELEPHONE (SOFTWARE/ FIRMWARE) NETWORK MONITORING SERVICE
42055801	104,000	PROFESSIONAL FEES
	55,500	- CONTRACT WITH ESSENTIAL MANAGEMENT SOLUTIONS, LLC TO IMPROVE THE EMERGENCY SYSTEMS AND SERVICES WHILE MAXIMIZING THE RECEIPT OF STATE APPROVED REVENUES.
	45,000	- PROFESSIONAL FEES ASSOCIATED WITH WIRELESS PLANNING AND DEVELOPMENT.
	3,000	- AUDIT COSTS & PREFERRED EAP COSTS
	500	- PREFERRED EAP
42060505	500	OTHER EXP.-ELECT MAINT
	500	- ALL RELATED DUES TO NENA, PEMA , APCO & MTUG

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42064602	18,500	EQUIP MAINT - COMM.CENTER 3,000 - 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. 6,300 - CAD/RMS SOFTWARE UPGRADES CODY/FIREHOUSE GIS/CAD INTERFACE UPGRADES 6,100 - REPLACE BATTERIES IN UPS
42075	269,447	PENSIONS - P.M.R.S. MMO 269,447 - THIS IS THE AMOUNT OF PMRS PENSION APPLICABLE TO THE 9-1-1 FUND IN ACCORDANCE WITH ACT 205
42090	6,080	UNFORESEEN CONTINGENCY 6,080 - ITEMS THAT COULD NOT BE FORESEEN AT TIME OF BUDGET PREPARATION.
42091	278,000	BOND REDEMPTION 278,000 - PRINCIPAL PAYMENT ON OUTSTANDING DEBT.
42092	106,823	COUPON INTEREST 106,823 - INTEREST PAYMENT ON OUTSTANDING DEBT.
42191	5,700	ADMINISTRATIVE FEE 5,700 - ANNUAL FEE PAID TO GENERAL FUND WHICH EQUALS 1% OF TOTAL 9-1-1 REVENUES COLLECTED IN 2012.
43099602	1,208,299	EQUIP-COMM.CENTER SHARED 429,394 - CPE ACT 56 PART \$429,394 CITY MATCH \$191,631 CAD SOFTWARE HARDWARE 1ST YEAR MAINTENANCE 654,831 - ACT 56 \$654,831 CITY MATCH \$292,238 CAD DATABASE SOFTWARE & HARDWARE SERVERS 17,046 - ACT 56 \$11,786 CITY MATCH \$5,260 CAD 1ST YEAR MAINTENANCE 86,172 - ACT 56 \$59,582 CITY MATCH \$26,590 CAD HARWARE REFRESH 20,856 - ACT 56 \$11,625 CITY MATCH \$9,231
43099603	186,680	EQUIP-COMM CENTER-ACT 56 3,183 - ACCURACY TESTING 720 - NEXTEL INTERGRATION 41,755 - NEXT GEN 911 SECURITY ASSESSMENT 26,977 - NEXT GEN 911 POLICE & PROCEDURE DEVELOPMENT 69,045 - NEXT GEN 911 SYSTEM ASSESSMENT 45,000 - NG911 REGIONAL ASSESSMENT

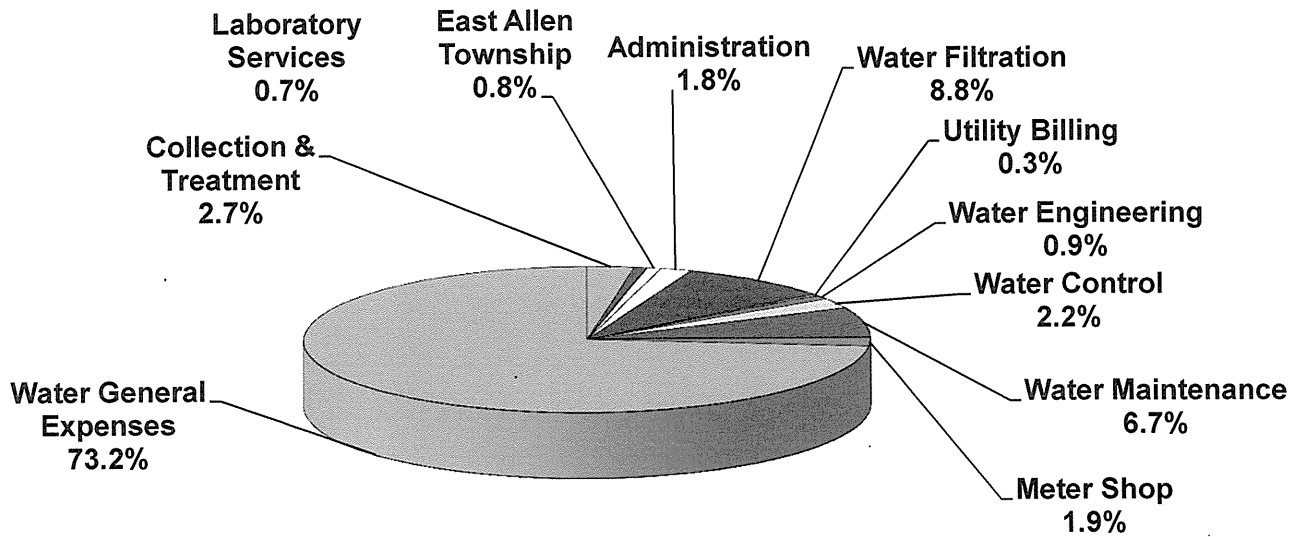
**CITY OF BETHLEHEM
WATER FUND
FUND ANALYSIS SUMMARY**

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers	2013 Actual & Estimated	2014 Final Budget
REVENUES:							
Sale of Water							
31001A Residential	11,186,021	11,176,980	11,004,217	11,862,856	12,142,474	12,125,000	12,733,756
31001B Commercial	2,051,606	2,287,431	2,439,854	2,372,367	2,419,711	2,407,500	2,469,296
31001C Industrial	1,066,422	1,146,157	1,238,750	1,078,127	1,295,379	1,235,000	1,477,407
31001D Institutional	1,087,442	1,190,307	1,066,042	859,614	1,175,257	1,100,000	1,059,853
31001E Public	14,075	13,316	15,197	13,326	15,010	16,000	17,931
31002 Quarterly Meter	122	11	-	-	-	-	-
31004 Salisbury Township	3,996	4,271	4,013	3,919	4,172	4,150	4,254
31005 East Allen Township	76,005	80,969	92,127	108,226	251,268	59,000	59,116
31006 Utilities Inc	198,824	206,140	196,148	168,490	197,017	225,000	246,872
31007 Upper Saucon	121,905	136,756	132,854	127,145	157,882	65,000	63,338
31008 Lower Saucon	509,064	544,769	524,862	496,883	517,306	505,000	529,994
31009 Fire Protection	668,140	675,614	720,123	625,623	670,000	714,000	731,979
31011 Penalty on Delinquents	74,437	91,324	73,438	70,277	-	72,000	-
31014 Building Permit Water	11,931	7,246	9,992	16,803	10,000	9,000	10,000
31015 Suburban Building Water	8,637	565	-	256	-	-	-
31016 Fire Hydrant Water Use	546,061	541,264	548,118	529,148	540,000	548,000	551,204
31017 Penalty - Fire Protection	1,817	2,306	2,348	3,349	-	4,800	-
31050D Delinquent Water	845	566	278	70	-	320	-
Total Sale of Water	17,627,350	18,105,992	18,068,361	18,336,479	19,395,476	19,089,770	19,955,000
Other Operating Revenues							
308901 Cash Balance	-	-	-	-	1,739,524	1,739,524	-
31101 Water Main Assessment	-	-	-	-	-	-	-
31102 Suburban Water Extension	5,500	1,641	5,000	81	-	-	-
31103 Permits & Materials	35,473	19,286	45,400	42,966	40,000	45,000	40,000
31105 Expense Returns	-	-	-	-	-	-	30,000
31106 Miscellaneous	23,041	51,461	36,800	27,770	30,000	89,000	30,000
31400 Timbering	19,922	30,634	42,300	-	-	-	-
Total Other Operating Revenues	83,936	103,022	129,500	70,817	1,809,524	1,873,524	100,000
Investment Interest							
308501 Investment Income	1,999	-	271	463	-	-	-
Total Investment Interest	1,999	-	271	463	-	-	-
TOTAL WATER FUND REVENUES	17,713,285	18,209,014	18,198,132	18,407,759	21,205,000	20,963,294	20,055,000
EXPENDITURES BY BUREAU/DIVISION:							
Collection & Treatment	515,759	494,850	439,909	443,528	583,859	520,541	545,652
Laboratory Services	186,574	131,236	122,011	142,922	160,722	156,722	144,878
East Allen Township	-	-	-	-	210,015	175,202	160,792
Administration	248,597	307,890	287,163	306,280	344,991	342,175	353,779
Water Filtration	1,542,666	1,508,166	1,359,534	1,511,864	1,708,051	1,668,271	1,761,656
Utility Billing	76,446	76,380	82,319	85,985	86,918	86,918	68,100
Water Engineering	172,239	173,259	178,871	153,580	176,022	176,022	185,792
Water Control	754,650	803,716	744,613	731,457	774,673	763,598	435,647
Water Maintenance	1,220,222	1,368,896	1,337,499	1,313,046	1,428,709	1,387,165	1,352,255
Meter Shop	433,635	437,135	405,490	413,595	425,536	425,511	372,234
Water General Expenses	13,072,844	12,998,489	13,063,041	13,905,729	15,305,504	15,207,256	14,674,215
TOTAL WATER FUND EXPENDITURES	18,223,632	18,300,017	18,020,450	19,007,986	21,205,000	20,909,381	20,055,000
EXPENDITURES BY CATEGORY:							
Personnel Costs	3,974,428	4,138,595	3,960,358	3,998,828	4,058,760	4,039,549	3,591,649
Materials & Supplies	473,176	412,298	417,346	419,150	520,316	494,933	462,811
Purchased Services	13,776,028	13,749,124	13,642,746	14,590,008	16,625,924	16,374,899	16,000,540
Equipment	-	-	-	-	-	-	-
TOTAL WATER FUND EXPENDITURES	18,223,632	18,300,017	18,020,450	19,007,986	21,205,000	20,909,381	20,055,000

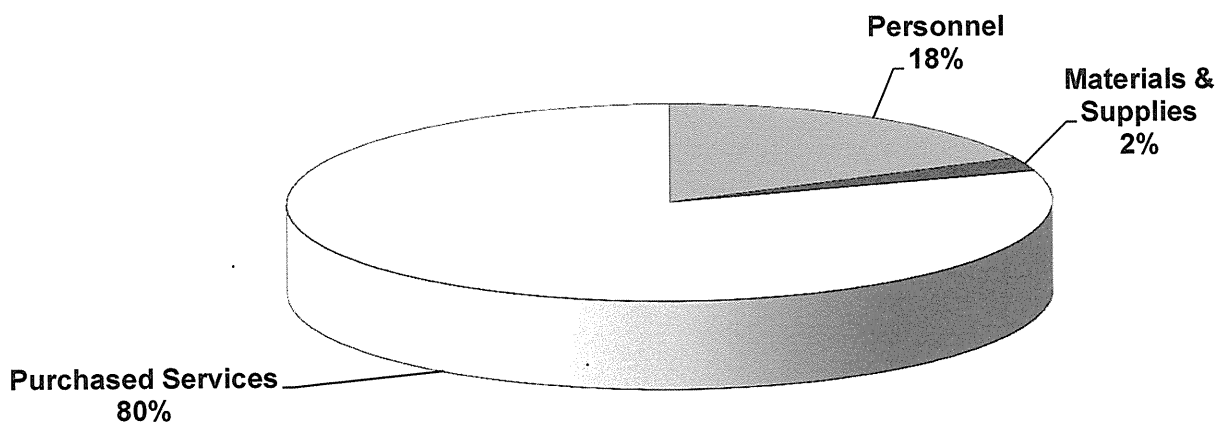
**CITY OF BETHLEHEM
WATER FUND
BUREAU/DIVISION RESOURCE SUMMARY**

<u>Bureau/Divison</u>		<u>Personnel</u>	<u>Materials & Supplies</u>	<u>Purchased Services</u>	<u>Equipment</u>	<u>2014 Total</u>
20011	Collection & Treatment	\$ 358,132	\$ 34,300	\$ 153,220	\$ -	\$ 545,652
20012	Laboratory Services	113,658	10,320	20,900	-	144,878
20014	East Allen Township	-	4,600	156,192	-	160,792
20015	Administration	237,239	4,815	111,725	-	353,779
20016	Water Filtration	967,786	266,975	526,895	-	1,761,656
20017	Utility Billing	68,100	-	-	-	68,100
20018	Water Engineering	121,792	-	64,000	-	185,792
20019	Water Control	370,373	4,879	60,395	-	435,647
Supply & Treatment		2,237,080	325,889	1,093,327	-	3,656,296
20022	Water Maintenance	1,012,735	116,022	223,498	-	1,352,255
20023	Meter Shop	341,834	19,400	11,000	-	372,234
Water Maintenance		1,354,569	135,422	234,498	-	1,724,489
2006	Water General Expenses	-	1,500	14,672,715	-	14,674,215
Water General Expenses		-	1,500	14,672,715	-	14,674,215
TOTAL WATER FUND		\$ 3,591,649	\$ 462,811	\$ 16,000,540	\$ -	\$ 20,055,000

Water Fund Expenditures by Bureau/Division



Water Fund Expenditures by Category



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

Bureau/Divison	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers	2013 Actual & Estimated	2014 Final Budget
20011 Collection System	7	7	6	6	6	6	6
20012 Laboratory Services	2	2	2	2	2	2	3
20014 East Allen Township	-	-	-	-	-	-	-
20015 Administration	4	4	4	4	4	4	4
20016 Water Filtration	15	15	14	14	14	14	14
20017 Utility Billing	5	4	4	4	4	4	3
20018 Water Engineering	3	3	3	3	2	2	2
20019 Water Control	10	10	9	9	9	9	6
Supply & Treatment	46	45	42	42	41	41	38
20022 Water Maintenance	25	25	24	24	24	24	27
20023 Meter Shop	9	9	8	8	8	8	7
Water Maintenance	34	34	32	32	32	32	34
TOTAL WATER FUND	80	79	74	74	73	73	72

Debt Service

Bureau 2006

	<u>2013</u>	<u>2014</u>
Account 42091.1 Notes Payable		
Emmaus Note of 1997		
Principal	650,000	680,000
Interest	<u>611,062</u>	<u>581,964</u>
	1,261,062	1,261,964
5% Coverage	<u>63,053</u>	<u>63,098</u>
	<u>1,324,115</u>	<u>1,325,062</u>
GO Note Series C 2013		
Interest	<u>-</u>	<u>33,462</u>
	<u>1,324,115</u>	<u>1,358,524</u>
Account 42091.2 LOC Interest		
Interest	<u>136,500</u>	<u>197,000</u>
Account 42093 PennVest Reimbursement		
Principal	1,195,872	1,234,719
Interest	<u>197,895</u>	<u>159,049</u>
	<u>1,393,767</u>	<u>1,393,767</u>
Account 42094 Lease Rental		
Series of 2004		
Principal	3,700,000	3,885,000
Interest	2,015,110	1,830,110
Series of 2010		
Principal	420,000	445,000
Interest	<u>369,154</u>	<u>360,754</u>
	6,504,264	6,520,864
5% Coverage	325,213	326,044
Credit	<u>(400,000)</u>	<u>(400,000)</u>
	<u>6,429,477</u>	<u>6,446,908</u>
Account 42095 2007 G.O Note		
Principal	49,000	51,000
Interest	<u>21,645</u>	<u>19,856</u>
	<u>70,645</u>	<u>70,856</u>

Schedule of Payment of Bond & Note Indebtedness

	<u>Emmaus Note of 1997</u>		<u>1998 PennVest Note</u>		<u>1998 Capital Appreciation Bond</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2014	680,000	581,964	1,234,719	159,049		
2015	715,000	490,328	1,274,827	118,940		
2016	750,000	461,273	1,316,238	77,529		
2017	785,000	430,950	1,358,995	34,773		
2018	820,000	399,165	346,591	1,851	151,746.50	273,253.50
2019	860,000	365,918			456,512.85	918,487.15
2020	905,000	331,013			437,344.20	957,655.80
2021	950,000	294,158			419,547.30	990,452.70
2022	995,000	255,548			2,038,880.00	5,166,120.00
2023	1,040,000	215,183			1,941,152.65	5,288,847.35
2024	1,095,000	172,965			1,835,213.15	5,414,786.85
2025	1,145,000	128,700			1,746,837.50	5,528,162.50
2026	1,200,000	82,290			1,662,661.10	5,637,338.90
2027	1,260,000	33,540			1,581,392.10	5,738,607.90
2028					1,240,878.00	4,809,122.00
Totals	<u>13,200,000</u>	<u>4,242,992</u>	<u>5,531,370</u>	<u>392,142</u>	<u>13,512,165</u>	<u>40,722,835</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.

* Total does not include LOC interest (\$197,000) or the GO Note Series C 2013 interest (\$33,462).

2004 Bond		2007 GO Note		2010 GO Bond		Total*
Principal	Interest	Principal	Interest	Principal	Interest	
3,885,000	1,830,110	51,000	19,856	445,000	360,754	9,247,451
4,075,000	1,635,860	53,000	17,995	480,000	351,854	9,212,804
4,280,000	1,432,110	55,000	16,060	510,000	341,534	9,239,744
4,500,000	1,218,110	57,000	14,053	540,000	328,274	9,267,154
4,720,000	993,110	62,000	8,954	625,000	312,074	8,713,745
4,960,000	757,110	64,000	7,262	635,000	292,074	9,316,363
5,205,000	509,110	66,000	5,515	655,000	270,484	9,342,121
5,410,000	248,860	67,000	3,713	680,000	247,559	9,311,289
		69,000	1,884	705,000	222,739	9,454,170
				735,000	196,654	9,416,836
				760,000	169,091	9,447,056
				790,000	139,831	9,478,531
				815,000	108,231	9,505,521
				865,000	75,631	9,554,171
				940,000	39,950	7,029,950
37,035,000	8,624,380	544,000	95,292	10,180,000	3,456,733	137,536,908

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:

- Restore both Wild Creek and Penn Forest spillway walls.
- Restore full function of the Penn Forest Adit Building through SCADA system upgrades.
- Construct enclosure around Tunkhannock pipeline flow meter to significantly reduce electric costs.
- Conclude pipeline pressure investigation on line #1 to confirm the transmission main capacity to the plant.

Prior Year Achievements:

- Completed pressure monitoring Transmission Line #2, to confirm hydraulic capacity.
 - Assisted in completing the Bethlehem authority's forest management plan for forest certification by the nature Conservancy.
 - Worked in cooperation with the Pa game Commission land management unit by spreading 1000 tons of stone to repair Kuhnbaker Road access to the Tunkhannock Intake. This will allow better access for equipment to the authority's lands otherwise restricted because of bridge weight restrictions.
 - Located and marked approximately 80% of boundary line in the Tunkhannock Creek Watershed.
 - Started engineering process for the repair of the Wild Creek Spillway and Penn forest oxygen sensor and generator systems.
 - Cleared over 34 miles of fire lanes, surpassing last years' total of 25 miles.
 - Completed macroinvertebrate monitoring of all inflowing streams to both reservoirs.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013		2013		2014	
						Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3012	Chief Water Plant/Shed Op	1	1	1	1	1	75,393	1	75,393	1	76,947
M128	WSR Maint Worker III	-	-	-	-	1	55,028	1	55,028	1	56,176
M114	Maintenance Worker III	2	2	2	2	1	50,793	1	50,793	1	54,010
M112	Automotive Mechanic	1	1	1	1	1	52,990	1	52,990	1	54,010
M092	Maintenance Worker II	3	3	2	2	2	95,783	2	95,783	2	97,814
Total Positions		7	7	6	6	6	329,987	6	329,987	6	338,957
Account Detail											
40001	SALARIES	342,262	331,606	300,533	319,749		321,587		321,587		330,237
40002	LONGEVITY	7,210	7,490	6,730	7,880		8,400		8,400		8,720
40003	OVERTIME	31,592	31,630	17,679	19,080		16,500		16,000		19,000
40006	DIFFERENTIAL PAY	4	2	-	6		25		25		25
40008	MEAL REIMBURSEMENT	40	23	-	39		150		65		150
Personnel		381,108	370,751	324,942	346,754		346,662		346,077		358,132
41014	OPERATING SUPPLIES	9,361	5,995	4,218	5,466		10,940		9,600		11,300
41016	UNIFORMS/SAFETY SHOES	1,003	883	535	910		770		750		1,400
41021	CHEMICALS	-	-	-	-		100		-		100
41023	GASOLINE	12,363	12,694	19,571	19,310		20,600		20,600		21,500
Materials & Supplies		22,727	19,572	24,324	25,686		32,410		30,950		34,300
42031	UNIFORM RENTAL	1,483	1,332	1,489	1,190		2,000		2,000		1,540
42036	COMMUNICATIONS	3,376	2,871	2,622	2,502		5,100		2,574		5,300
42044	ELECTRIC	13,746	11,542	11,970	9,770		25,700		14,190		15,700
42046	HEATING OIL	4,880	4,969	6,578	9,569		8,400		8,300		8,400
42047	DEPARTMENT CONTRACTS	51,965	69,781	50,875	42,857		136,447		94,000		94,980
42054	RENTALS	190	515	190	430		900		900		1,000
42060	OTHER EXPENSES	446	715	772	1,288		1,400		1,300		2,000
42064	EQUIPMENT MAINTENANCE	35,296	12,802	12,499	3,180		15,050		15,050		15,000
42065	PLANT MAINTENANCE	542	-	3,648	302		9,790		5,200		9,300
Purchased Services		111,924	104,527	90,643	71,088		204,787		143,514		153,220
Total	COLLECTION & TREATMENT	515,759	494,850	439,909	443,528		583,859		520,541		545,652

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	19,000	OVERTIME 19,000 - OVERTIME REQUIRED FOR SECURITY PATROL ON HOLIDAYS, WEEKENDS, DEER SEASON, AND DAM READINGS/OBSERVATION.
40006	25	DIFFERENTIAL PAY 25 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION AGREEMENT.
40008	150	MEAL REIMBURSEMENT 150 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	11,300	OPERATING SUPPLIES 11,300 - 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, BAGGED CEMENT, PERSONAL PROTECTION EQUIPMENT, LAB SUPPLIES, ASPHALT CRACK SEALER, ROAD REPAIR STONE AND MISC ITEMS/TOOLS.
41016	1,400	UNIFORMS/SAFETY SHOES 1,400 - TO PURCHASE SAFETY SHOES FOR EMPLOYEES AND T-SHIRTS SWEATSHIRTS (SHIRTS WERE LAST PURCHASED IN 2012) AS AS PER UNION CONTRACT.
41021	100	CHEMICALS 100 - POTASSIUM PERMANGANATE FOR PRE-TREATMENT DURING RESERVOIR TURNOVER.
41023	21,500	GASOLINE 21,500 - GASOLINE AND DIESEL FUEL.
42031	1,540	UNIFORM RENTAL 1,540 - UNIFORM RENTAL AND REPLACEMENTS.
42036	5,300	COMMUNICATIONS 5,300 - TELEPHONE SERVICE FOR WILD CREEK AND DEDICATED CIRCUIT FOR WTP FOR KMNO4 COMMUNICATIONS.
42044	15,700	ELECTRIC 15,700 - ELECTRIC SERVICE FOR WILD CREEK CHEMICAL TREATMENT/AUXILIARY BUILDINGS, FIRE TOWER, WILD CREEK AND PENN FOREST DAMS, TUNKHANNOCK INTAKE/BP CHAMBER AND TRANSMISSION MAIN CHAMBER.
42046	8,400	HEATING OIL 8,400 - HEATING OIL FOR WILD CREEK CHEMICAL TREATMENT AND

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		AUXILIARY BUILDINGS.
42047	94,980	DEPARTMENT CONTRACTS 94,980 - USGS CONTRACT, SERVICE CONTRACT FOR GENERATORS, MAINTENANCE FOR TWO (2) GAS DETECTORS, FAX MACHINE MAINTENANCE, FIRE EXTINGUISHER SERVICING AND REPLACEMENT, XEROX COPIER CONTRACT, WILD CREEK DAM VEGETATION TREATMENT (SEMI-ANNUAL), INSPECT INTAKE CRANE, EVALUATE P.F. ADAS SYSTEM REPLACEMENT, BOILER SERVICING, ANNUAL DAM INSPECTION, INSTRUMENTATION REPORT AS REQUIRED BY PA DEP AND EMERGENCY RESPONSE PLAN UPDATES.
42054	1,000	RENTALS 1,000 - HAULING OF HEAVY EQUIPMENT TO AND FROM TUNKHANNOCK, SEPTIC TANK CLEANING, RENTAL OF PRESSURE WASHER AND PAINT SPRAYER FOR STORAGE BUILDING PAINTING.
42060	2,000	OTHER EXPENSES 2,000 - 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	15,000	EQUIPMENT MAINTENANCE 10,000 - REPAIR PARTS FOR MOTORIZED VEHICLES AND SMALL UNITS (PUMPS, MOWERS, CHAINSAWS, ETC.), VALVES, METERS, ACTUATORS, ELECTRICAL PARTS, PUMPS, GENERATORS, MOTORS, EQUIPMENT AND SCADA INSTRUMENTATION. 2,000 - AUTO START-UP OF PENN FOREST GENERATOR. 3,000 - REPAIR OXYGEN SENSOR OPERATIONS IN PENN FOREST ADIT BUILDING.
42065	9,300	PLANT MAINTENANCE 9,300 - HARDWARE, PAINT, PLUMBING, FITTINGS, PIPE, RAGS, AND SUNDRY/RELATED SUPPLIES FOR UPKEEP TO WILD CREEK, PENN FOREST, TUNKHANNOCK AND AUXILIARY BUILDINGS. STAIN/PAINT FOR STORAGE BUILDING. MASONRY SUPPLIES FOR 3 O'CLOCK SPRINGS, SPILLWAYS AND DAM PANELS. FOUR (4) REPLACEMENT HEATERS FOR GARAGE. FOUR (4) REPLACEMENT WINDOWS FOR WILD CREEK CHEMICAL PRETREATMENT BUILDING.

BUREAU DETAIL

Bureau: Supply & Treatment **No:** 2001
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:

- Combine Drinking Water Lab and Wastewater Lab into one centralized lab located at City Hall to reduce overtime costs and maintain better coverage in the lab while cross training lab employees to create a “pool” of lab techs.
- Complete Phase I of Partnership for Distribution System Optimization.

Prior Year Achievements:

- Developed all monitoring plans for the 5 EAT well systems
 - Integrated monitoring of East Allen Township well systems into existing City of Bethlehem schedule.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2009	2010	2011	2012	2013		2013		2014	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3209 Water Quality Manager	1	1	1	1	1	83,036	1	83,036	1	84,661
2714 Microbiologist	1	1	1	1	1	64,688	1	64,688	1	66,254
2710 Laboratory Technician	-	-	-	-	-	-	-	-	1	46,403
Total Positions	2	2	2	2	2	147,724	2	147,724	3	197,318
3209 50% Allocated to 3004						(41,518)		(41,518)		(42,331)
2714 50% Allocated to 3004						(32,344)		(32,344)		(33,127)
2710 50% Allocated to 3004						-		-		(23,202)
						73,862		73,862		98,658
Account Detail										
40001 SALARIES	98,322	53,596	39,353	69,739		72,382		72,382		97,138
40002 LONGEVITY	1,855	700	735	1,260		1,480		1,480		1,520
40004 TEMPORARY HELP	59,880	52,372	52,758	44,199		48,300		48,300		15,000
Personnel	160,057	106,668	92,846	115,198		122,162		122,162		113,658
41014 OPERATING SUPPLIES	4,656	5,005	5,734	4,719		7,500		7,500		8,000
41016 UNIFORMS/SAFETY SHOES	-	-	-	-		110		110		130
41023 GASOLINE	748	780	1,128	1,084		1,550		1,550		2,190
Materials & Supplies	5,404	5,785	6,862	5,803		9,160		9,160		10,320
42047 DEPARTMENT CONTRACTS	10,754	8,471	12,711	11,716		17,000		17,000		17,300
42060 OTHER EXPENSES	10,359	10,312	9,592	10,205		12,400		8,400		3,600
Purchased Services	21,113	18,783	22,303	21,921		29,400		25,400		20,900
Total	186,574	131,236	122,011	142,922		160,722		156,722		144,878

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	15,000	TEMPORARY HELP 15,000 - PART-TIME SAMPLER/LAB TECHNICIAN SYSTEM AND COLLECT CHEMICAL AND BACTERIOLOGICAL SAMPLES. ASSIST IN ROUTINE CHEMICAL AND BACTERIOLOGICAL ANALYSES.
41014	8,000	OPERATING SUPPLIES 8,000 - ANALYTICAL CHEMICALS, GLASSWARE, PLASTIC WARE, CRYPTO ANALYSIS KITS, FILTERS, PADS, OFFICE SUPPLIES, BACT ID KITS. CONTINUED REDUCTION IN SPENDING DUE TO CONTINUOUS IMPROVEMENT INITIATIVES.
41016	130	UNIFORMS/SAFETY SHOES 130 - SAFETY SHOES FOR ONE (1) EMPLOYEE
41023	2,190	GASOLINE 2,190 - REGULAR GASOLINE. BASED ON 2013 USAGE AND WEEKLY WATERSHED MONITORING.
42047	17,300	DEPARTMENT CONTRACTS 8,500 - MONITORING FOR SDWA. 1,200 - QA/QC SAMPLES. 750 - PREVENTIVE MAINTENANCE ON LAB EQUIPMENT. 1,750 - LAGOON RESIDUALS AND GROUNDWATER MONITORING. 2,500 - UCMR 3 MONITORING 1,000 - RADIOLOGICAL MONITORING 1,600 - SOC MONITORING
42060	3,600	OTHER EXPENSES 1,800 - STATE LAB CERTIFICATION FEES. 500 - MEMBERSHIP FEES FOR PAAEL AND AWWA. 500 - TRAVEL EXPENSES/OFFICE SUPPLIES. 800 - SAFE PARTNERSHIP ANNUAL FEE.

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BUREAU DETAIL

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

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

Division Description:

This division provides for the efficient treatment and uninterrupted distribution of ground water for the East Allen Gardens, Wil-Mar Manor, Country Squire Estates and Shady Lane water systems in East Allen Township in quantities to meet system and PA DEP regulatory requirements; provides for uninterrupted flow of water through the Airport Road Pumping Station and provision of Bath Borough Authority Water to the Route 512 water system; development and implementation of all operations, maintenance, inspections, and preventative maintenance programs for all chemical, mechanical, pumping, electrical, communications and distribution equipment; laboratory analyses to meet PA DEP regulatory requirements.

Goals and Objectives:

- Develop more detailed understanding of City staff with operations and maintenance of all East Allen Township Water Systems through close interaction with the Contract Operator.
- Isolate and measure revenues and expenses associated with the acquisition.
- Minimize ground and purchased water services through strategic connection to City infrastructure.
- Bring Country Squire well system into compliance.

Prior Year Achievements:

- Familiarize City distribution personnel with locations of distribution mains.
 - Familiarize City Transmission personnel with Airport Road pumping station operations.
 - Developed basic understanding of well system operations through on-site and classroom training.
 - Negotiated settlement terms with Bath Borough Authority.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013		2013		2014	
					Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-	-	-
Account Detail										
41014 OPERATING SUPPLIES	-	-	-	-	1,000	1,000		1,200		
41021 CHEMICALS	-	-	-	-	3,000	778		3,000		
41023 GASOLINE	-	-	-	-	400	350		400		
Materials & Supplies	-	-	-	-	4,400	2,128		4,600		
42036 COMMUNICATIONS	-	-	-	-	3,000	887		2,000		
42044 ELECTRIC	-	-	-	-	10,700	3,400		10,700		
42047 DEPARTMENT CONTRACTS	-	-	-	-	40,900	37,200		42,678		
42060 OTHER EXPENSES	-	-	-	-	80,662	80,662		80,814		
42064 EQUIPMENT MAINTENANCE	-	-	-	-	20,000	925		20,000		
42091 BOND REDEMPTION	-	-	-	-	50,353	50,000		-		
Purchased Services	-	-	-	-	205,615	173,074		156,192		
Total										
EAST ALLEN TOWNSHIP	-	-	-	-	210,015	175,202		160,792		

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	1,200	OPERATING SUPPLIES 1,200 - WELL SYSTEM AND AIRPORT ROAD PUMP STATION SUPPLIES.
41021	3,000	CHEMICALS 3,000 - WELL SYSTEM CHEMICALS.
41023	400	GASOLINE 400 - DIESEL FUEL FOR AIRPORT ROAD PUMP STATION EMERGENCY GENERATOR.
42036	2,000	COMMUNICATIONS 2,000 - PHONE SERVICE/AUTO DIALERS FOR WELL SYSTEMS AND AIRPORT ROAD PUMP STATION.
42044	10,700	ELECTRIC 10,700 - ELECTRIC SERVICE FOR WELL HOUSES AND AIRPORT ROAD PUMP STATION.
42047	42,678	DEPARTMENT CONTRACTS 34,560 - SYSTEM OPERATOR FOR WELL SYSTEMS, RT. 512 SYSTEM AND AIRPORT ROAD PUMP STATION. 698 - GENERATOR SERVICE FOR AIRPORT ROAD PUMP STATION. 5,770 - LAWN MOWING/PLOWING AT FACILITIES AND EMPTY LOT AND SPRING CLEAN UP. 1,650 - LABORATORY TESTING
42060	80,814	OTHER EXPENSES 74,250 - PURCHASED WATER FROM BATH BOROUGH AUTHORITY FOR RT. 512 SYSTEM. 6,564 - QUARTERLY METER CHARGE
42064	20,000	EQUIPMENT MAINTENANCE 20,000 - EQUIPMENT MAINTENANCE FOR ALL SYSTEM FACILITIES.

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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:

- Conclude and communicate merits of an Operating Authority.
 - Prepare and file for a water and sewer rate increase.
 - Identifying small volume mailings and establishing process to outsource.
 - Reduce internal forms printing activities.
-

Prior Year Achievements:

- Awarded for the fifth consecutive year the Area-wide Optimization Program (AWOP) Award. AWOP is a national filter plant optimization effort among 22 states, the Environmental Protection Agency (EPA) and the Association of State Drinking Water Administrators (ASDWA). This award recognizes outstanding efforts toward optimizing filter plant performance.
 - Completed the acquisition and integration of the East Allen Township water system.
 - Completed the application submission for a PennWorks Grant in the amount of \$5,000,000.
 - Completed the application submission for a second PennVest loan in the amount of \$10,737,000 for continued improvements to the Wastewater Treatment Plant.
 - Participated in the extensive investigation of an Operating Authority.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2009	2010	2011	2012	2013		2013		2014	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N125 Dir Water/Sewer Resource	1	1	1	1	1	92,114	1	92,114	1	93,957
3203 Water Supply/Treat Sup	1	1	1	1	1	83,036	1	83,036	1	84,661
3015 Commercial Ops Manager	1	1	1	1	1	74,193	1	74,193	1	75,747
2807 Dept Business Manager	1	1	1	1	1	54,284	1	54,284	1	58,056
Total Positions	4	4	4	4	4	303,627	4	303,627	4	312,421
2831 25% Allocated from 0202						16,825		16,825		17,179
2799 33% Allocated from 0202						21,074		21,074		21,520
N125 50% Allocated to 3001						(46,057)		(46,057)		(46,979)
3015 50% Allocated to 3001						(37,097)		(37,097)		(37,874)
2807 50% Allocated to 3001						(27,142)		(27,142)		(29,028)
						<u>231,230</u>		<u>231,230</u>		<u>237,239</u>
Account Detail										
40001 SALARIES	188,047	195,618	199,302	226,623		228,237		228,237		234,120
40002 LONGEVITY	2,205	2,275	2,345	2,508		2,993		2,993		3,119
Personnel	190,252	197,893	201,647	229,131		231,230		231,230		237,239
41014 OPERATING SUPPLIES	12,765	4,853	10,493	8,861		10,775		10,395		3,670
41016 UNIFORMS/SAFETY SHOES	-	-	-	-		1		-		130
41023 GASOLINE	523	561	901	552		1,090		1,000		1,015
Materials & Supplies	13,288	5,414	11,394	9,413		11,866		11,395		4,815
42032 TRAINING/CONT. EDUCATION	2,867	3,831	5,009	4,677		15,500		13,155		20,000
42036 COMMUNICATIONS	-	3,589	10,049	4,913		6,500		6,500		6,500
42047 DEPARTMENT CONTRACTS	32,994	90,825	47,684	50,786		71,075		71,075		74,075
42060 OTHER EXPENSES	9,196	6,338	11,380	7,360		8,820		8,820		11,150
Purchased Services	45,057	104,583	74,122	67,736		101,895		99,550		111,725
Total ADMINISTRATION	248,597	307,890	287,163	306,280		344,991		342,175		353,779

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	3,670	OPERATING SUPPLIES 2,170 - FAX, PRINTER AND OFFICE SUPPLIES 1,500 - ENVELOPES FOR DELINQUENT NOTICES AND OTHER MISC MAILINGS
41016	130	UNIFORMS/SAFETY SHOES 130 - SAFETY SHOES FOR ONE (1) EMPLOYEE.
41023	1,015	GASOLINE 1,015 - GASOLINE FOR TWO (2) VEHICLES.
42032	20,000	TRAINING/CONTINUING ED. 20,000 - MEETINGS, SEMINARS, CONFERENCES, TRAINING AIDS, CLASSROOM, CORRESPONDENCE COURSES, EXAMS TOWARD RECEIVING A CERTIFICATION/LICENSE AND THE TRAVEL EXPENSES INVOLVED 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	74,075	DEPARTMENT CONTRACTS 10,845 - COPIER LEASE PAYMENT-FOURTH FLOOR, UPDATE CAPITAL VALUE/DEPRECIATION OF WATER SYSTEM, INFRAMAP VALVE TURNER, SOFTWARE ANNUAL MAINTENANCE FEE, 63,230 - CITY'S COMPUTERIZATION CONTRACT, T1 LINE, COPIER LEASE PAYMENT-DUPLICATING CENTER.
42060	11,150	OTHER EXPENSES 9,765 - PA CODE UPDATES, MEMBERSHIPS TO VARIOUS TECHNICAL ASSOCIATIONS, PA DEP STORAGE TANK REGISTRATION, CAPACITY AND INDEMNIFICATION FUND, FAX REPAIRS, BOOKS, PERIODICALS, STANDARDS AND VIDEOS, ELEVATOR AND BOILER CERTIFICATION FEES, BOILER AND ELEVATOR INSPECTIONS, MISC ITEMS, HIGHWAY OCCUPANCY PERMIT FEES, NEWSPAPER ADS, BASE MAPS 500 - OPERATOR CERTIFICATION ANNUAL SERVICE FEE. 500 - PA DEP NPDES ANNUAL PERMIT FEE. 385 - CENTRAL PARK WEST BULK WATER PURCHASE IN 4TH QTR 2013.

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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:

- Complete Sections 1-3 (8 sections total) of Phase III of the Partnership for Safe Water.
 - Robotic cleanout of filter influent flume solids.
 - Transition Filtration Plant SCADA expertise to System wide capability.
-

Prior Year Achievements:

- Removed & replaced orthophosphate chemical day tank, piping and level indicator.
 - SCADA technician continued to cross train on Water Control's SCADA System.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers		2013 Actual & Estimated		2014 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail										
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3021 Filtration Operation Sup	1	1	1	1	1	74,993	1	74,993	1	76,547
2812 Filtration Maint Sup	1	1	1	1	1	68,496	1	68,496	1	69,914
M142 Operator III	6	6	6	6	6	357,024	6	357,024	6	364,413
M132 Electronics Repair Man	1	1	1	1	1	56,926	1	56,926	1	58,130
M103 Relief Operator I	6	6	5	5	5	250,777	5	250,777	5	246,632
Total Positions	15	15	14	14	14	808,216	14	808,216	14	815,636
Account Detail										
40001 SALARIES	773,837	789,470	763,946	775,673		791,816		791,816		798,996
40002 LONGEVITY	10,658	11,743	12,815	15,100		16,400		16,400		16,640
40003 OVERTIME	78,437	90,535	98,725	112,244		93,210		93,210		106,945
40005 HOLIDAY PAY	23,985	34,159	33,752	35,049		37,180		37,180		37,925
40006 DIFFERENTIAL PAY	3,700	3,629	4,680	4,680		4,760		4,760		5,025
40008 MEAL REIMBURSEMENT	1,650	1,873	2,288	2,340		2,415		1,985		2,255
Personnel	892,267	931,409	916,206	945,086		945,781		945,351		967,786
41014 OPERATING SUPPLIES	19,002	12,799	8,973	17,022		24,140		19,455		22,170
41016 UNIFORMS/SAFETY SHOES	2,493	1,662	2,249	2,146		2,900		2,300		3,180
41021 CHEMICALS	285,696	243,254	192,234	193,125		235,735		222,225		238,660
41023 GASOLINE	1,853	2,292	3,199	3,207		3,285		3,185		2,965
Materials & Supplies	309,044	260,007	206,655	215,500		266,060		247,165		266,975
42036 COMMUNICATIONS	-	-	-	-		-		-		840
42044 ELECTRIC	85,492	81,140	91,524	81,251		78,350		76,770		76,770
42046 HEATING OIL	45,727	46,790	91,565	69,778		108,000		108,000		102,000
42047 DEPARTMENT CONTRACTS	171,328	153,199	29,242	165,087		248,850		246,000		293,460
42054 RENTALS	5,884	-	-	-		1,245		-		1,275
42060 OTHER EXPENSES	2,351	2,470	2,954	2,662		4,420		1,380		3,695
42064 EQUIPMENT MAINTENANCE	30,573	30,913	17,604	32,500		55,245		43,605		48,755
42065 PLANT MAINTENANCE	-	2,238	3,784	-		100		-		100
Purchased Services	341,355	316,750	236,673	351,278		496,210		475,755		526,895
Total	1,542,666	1,508,166	1,359,534	1,511,864		1,708,051		1,668,271		1,761,656

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	106,945	OVERTIME 106,945 - TO PROVIDE COVERAGE FOR SICK, VACATION, OTHER LEAVES, PERSONAL HOLIDAYS, AND STANDBY.
40005	37,925	HOLIDAY PAY 37,925 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	5,025	DIFFERENTIAL PAY 5,025 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION AGREEMENT.
40008	2,255	MEAL REIMBURSEMENT 2,255 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	22,170	OPERATING SUPPLIES 21,170 - LABORATORY SUPPLIES, OFFICE SUPPLIES, ELECTRODES AND PROBES, CO-2 FOR CHLORINE ANALYZERS, MAINTENANCE SUPPLIES, MISC GREASE, OIL, ETC., SMALL TOOLS, RADIO BATTERIES, CIRCULAR CHARTS, SENSORS, ROCK SALT, RAGS, AND MISCELLANEOUS ITEMS. 1,000 - ONE (1) TRANSMITTER CALIBRATION PRESSURE PUMP.
41016	3,180	UNIFORMS/SAFETY SHOES 3,180 - T-SHIRTS, SWEATSHIRTS, AND SAFETY SHOES PER CONTRACT.
41021	238,660	CHEMICALS 238,660 - 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	2,965	GASOLINE 2,965 - GASOLINE AND DIESEL FUEL FOR TWO (2) TRUCKS AND EQUIPMENT.
42036	840	COMMUNICATIONS 840 - CABLE MODEM SERVICE
42044	76,770	ELECTRIC 76,770 - ELECTRIC SERVICE FOR CARBON BUILDING, FILTRATION PLANT, GARAGE, RECYCLING CHAMBER, METER CHAMBER AND GROUNDS LIGHTING.
42046	102,000	HEATING OIL 102,000 - HEATING OIL FOR FILTRATION PLANT, GARAGE AND EMERGENCY GENERATOR.
42047	293,460	DEPARTMENT CONTRACTS 277,450 - SERVICE CONTRACTS ON HVAC EQUIPMENT, CHLORINATION EQUIPMENT, FIRE ALARM/SECURITY SYSTEM,

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		EMERGENCY GENERATOR, DEIONIZATION SYSTEM, ELECTRICAL EQUIPMENT, SCADA INSTRUMENTATION, 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, SEMI-ANNUAL ELEVATOR INSPECTION.
	9,010	- FLUME CLEANING.
	7,000	- NPDES PERMIT RENEWAL APPLICATION - BALANCE OF 2013 CONTRACT.
42054	1,275	RENTALS
	435	- CLEANING OF SEPTIC TANK.
	840	- GENERATOR RENTAL FOR FLUME CLEANING.
42060	3,695	OTHER EXPENSES
	3,695	- GARBAGE COLLECTION FEE, WATER OPERATOR LICENSING EXAMS, WATER OPERATOR CERTIFICATION FEE, CDL REIMBURSEMENTS, MISC ITEMS, BOAT LICENSE, PAGERS, MISCELLANEOUS LANDSCAPING TO REPLACE DEAD TREES AND SHRUBS.
42064	48,755	EQUIPMENT MAINTENANCE
	48,755	- REPAIR PARTS FOR PUMPS, FLOCCULATORS, CHEMICAL FEEDERS AND OTHER EQUIPMENT, UNFORESEEN REPAIRS, MAINTENANCE OF PICKUP TRUCKS, REPAIR, REPLACE AND TESTING OF MOTORS, SCADA AND UPS MAINTENANCE, COMPRESSOR MAINTENANCE, EMERGENCY GENERATOR REPAIR PARTS/LABOR.
42065	100	PLANT MAINTENANCE
	100	- JANITORIAL SUPPLIES.

BUREAU DETAIL

Bureau: Supply & Treatment **No:** 2001
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:

- Complete implementation of citywide printing and mailing initiative. Delinquent bills and shut-off notices will be outsourced to Level One during first quarter 2014. Introduce online bill pay and paperless bill pay by year's end to better serve customers' needs and further reduce printing and mailing costs.
 - Review hydrant adapter process to identify and implement process changes in order to increase revenue and decrease disturbances to the water distribution system.
-

Prior Year Achievements:

- Selected Level One as vendor for printing and mailing of City's bills.
 - Redesigned utility bills to create a more readable format and reduce material costs. New bills were introduced to customers in July.
 - Net utility cost reduction of \$97,454 achieved through outsourcing this non-core function.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers		2013 Actual & Estimated		2014 Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2301	Customer Service Supvr	1	1	1	1	1	53,768	1	53,768	1	54,897
C061	Customer Service Rep	4	3	3	3	3	119,668	3	119,668	2	80,902
Total Positions		5	4	4	4	4	173,436	4	173,436	3	135,799
2301	50% Allocated to 3001						(26,884)		(26,884)		(27,448)
C061	50% Allocated to 3001						(59,834)		(59,834)		(40,451)
							86,718		86,718		67,900
Account Detail											
40001	SALARIES	75,515	75,498	81,328	84,865		85,398		85,398		66,780
40002	LONGEVITY	735	840	975	1,120		1,320		1,320		1,120
40003	OVERTIME	196	42	16	-		200		200		200
Personnel		76,446	76,380	82,319	85,985		86,918		86,918		68,100
Total	UTILITY BILLING	76,446	76,380	82,319	85,985		86,918		86,918		68,100

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

2014 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 to tie into the system.

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 cover and liner at the 12 MG reservoir.
 - Developed and implemented a hydrant flushing program.
 - Provided plan review and inspection for numerous projects including RT 412, Majestic, and Liberty Property Trust (CCB).
 - Reviewed and processed permits for connection to our water system and provided water available letters.
 - Used the water system model to predict system response to proposed changes and events (main extensions, valve opening/closing, tank draining, flushing activities, etc.).
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2009	2010	2011	2012	2013		2013		2014	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2908	Section Engineer	1	1	1	1	-	-	-	-	-	-
2504	Design Assistant	1	1	1	1	1	59,253	1	59,253	1	60,489
2402	Engineering Aide	1	1	1	1	1	52,569	1	52,569	1	56,303
Total Positions		3	3	3	3	2	111,822	2	111,822	2	116,792
Account Detail											
40001	SALARIES	167,334	168,621	171,960	145,457		99,842		99,842		114,952
40002	LONGEVITY	2,590	2,660	2,730	2,870		1,680		1,680		1,840
40003	OVERTIME	2,315	1,978	4,181	5,253		10,500		10,500		5,000
Personnel		172,239	173,259	178,871	153,580		112,022		112,022		121,792
42055	PROFESSIONAL SERVICES	-	-	-	-		64,000		64,000		64,000
Purchased Services		-	-	-	-		64,000		64,000		64,000
Total	WATER ENGINEERING	172,239	173,259	178,871	153,580		176,022		176,022		185,792

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

2014 BUDGET REQUEST JUSTIFICATION

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

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

Goals and Objectives:

- Determine and program new alarm set points for Water Control SCADA System to avoid meaningless alarms.

Prior Year Achievements:

- Cleaned 12 MG SS Reservoir cover and troughs of tree debris using internal resources to ensure proper sump pump operation.
 - Completed SCADA functionality/improvements for remote operations and monitoring. Allows for off-site analysis of distribution system problems by Supervision and remote operation of pump stations when Water Control Room is inaccessible.
 - Rebuilt two Saucon Valley PRVs.
 - Performed structural evaluation of 2 MG SW Reservoir.
-

**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	2009	2010	2011	2012	2013		2013		2014	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3014 Water Dist/Control Sup	1	1	1	1	1	75,473	1	75,473	1	76,947
M141 Utility Maint Mechanic II	1	1	1	1	1	60,104	1	60,104	-	-
M123 Utility Maint Mechanic I	3	3	2	2	2	110,390	2	110,390	-	-
M115 Control Oper Permit Off	1	1	1	1	1	49,707	1	49,707	1	52,970
M105 Water Dist Cont Oper	4	4	4	4	4	199,631	4	199,631	4	203,779
Total Positions	10	10	9	9	9	495,305	9	495,305	6	333,696
3014 10% Allocated to 3002						(7,547)		(7,547)		(7,695)
M141 10% Allocated to 3002						(6,010)		(6,010)		-
M123 10% Allocated to 3002						(11,040)		(11,040)		-
M115 10% Allocated to 3002						(4,971)		(4,971)		(5,297)
M105 10% Allocated to 3002						(19,964)		(19,964)		(20,376)
						445,773		445,773		300,328
Account Detail										
40001 SALARIES	439,369	463,356	430,141	433,371		435,837		435,837		294,856
40002 LONGEVITY	10,080	11,655	7,056	9,378		9,936		9,936		5,472
40003 OVERTIME	73,670	78,336	81,175	54,313		54,155		54,155		51,925
40005 HOLIDAY PAY	10,984	12,018	11,498	12,194		14,345		14,010		14,290
40006 DIFFERENTIAL PAY	1,797	1,803	2,417	2,181		2,155		2,155		2,515
40008 MEAL REIMBURSEMENT	1,773	1,977	1,708	948		1,520		1,315		1,315
Personnel	537,673	569,145	533,995	512,385		517,948		517,408		370,373
41014 OPERATING SUPPLIES	4,153	5,972	7,504	6,621		8,965		8,965		1,965
41016 UNIFORMS/SAFETY SHOES	1,205	823	1,434	1,237		1,895		1,140		1,345
41021 CHEMICALS	3,017	-	366	-		650		265		-
41023 GASOLINE	5,380	7,169	9,460	10,628		11,440		11,340		1,569
Materials & Supplies	13,755	13,964	18,764	18,486		22,950		21,710		4,879
42036 COMMUNICATIONS	1,098	1,153	1,173	976		7,000		6,850		6,000
42044 ELECTRIC	129,271	149,389	162,025	132,076		144,825		144,825		-
42045 GAS	101	77	87	87		110		110		-
42047 DEPARTMENT CONTRACTS	55,424	49,959	17,937	61,617		59,900		59,015		52,785
42054 RENTALS	-	-	2,573	1,904		6,590		-		100
42060 OTHER EXPENSES	594	80	200	513		1,350		130		1,310
42064 EQUIPMENT MAINTENANCE	15,101	10,010	6,484	3,413		13,900		13,450		100
42065 PLANT MAINTENANCE	1,633	9,939	1,375	-		100		100		100
Purchased Services	203,222	220,607	191,854	200,586		233,775		224,480		60,395
Total	754,650	803,716	744,613	731,457		774,673		763,598		435,647

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	51,925	OVERTIME 51,925 - TO PROVIDE COVERAGE FOR SICK, VACATION, PERSONAL DAYS, OTHER LEAVES FOR CONTROL ROOM.
40005	14,290	HOLIDAY PAY 14,290 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	2,515	DIFFERENTIAL PAY 2,515 - DIFFERENTIAL PAY PER CONTRACT.
40008	1,315	MEAL REIMBURSEMENT 1,315 - MEAL REIMBURSEMENT PER CONTRACT.
41014	1,965	OPERATING SUPPLIES 1,965 - COMPUTER, OFFICE AND MISCELLANEOUS SUPPLIES,
41016	1,345	UNIFORMS/SAFETY SHOES 1,345 - TO PURCHASE SAFETY SHOES AND UNIFORMS PER CONTRACT.
41023	1,569	GASOLINE 1,569 - REGULAR FUEL FOR CONTROL ROOM VEHICLE.
42036	6,000	COMMUNICATIONS 6,000 - TWO (2) TI LINE CIRCUITS FOR SCADA SYSTEM.
42047	52,785	DEPARTMENT CONTRACTS 52,785 - CONTRACTS FOR ONE CALL, COPIER RENTAL, EMERSON SW/HW/RTU MAINTENANCE CONTRACT ON SCADA SYSTEM, FAX MACHINE MAINTENANCE, DOORMAT CONTRACT,
42054	100	RENTALS 100 - RENTAL OF EQUIPMENT NOT IN CITY INVENTORY FOR EMERGENCY AND MAINTENANCE PURPOSES.
42060	1,310	OTHER EXPENSES 1,310 - OTHER MISCELLANEOUS ITEMS, CDL REIMBURSEMENTS, WATER OPERATOR CERTIFICATION RENEWAL FEES, OPERATOR LICENSING EXAMS, MAPS.
42064	100	EQUIPMENT MAINTENANCE 100 - REPLACEMENT PARTS FOR FAX MACHINE AND OTHER MISCELLANEOUS EQUIPMENT.
42065	100	PLANT MAINTENANCE 100 - JANITORIAL SUPPLIES.

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BUREAU DETAIL

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

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

Division Description:

This division effectively maintains, repairs and replaces, as required, all water transmission, water distribution and sanitary sewer collection system infrastructure and potable water storage facilities. This division maintains 24/7 emergency standby for the purpose of responding to water and sewer system problems within the utilities' service territories for each respective utility, which include the following areas: all of the City of Bethlehem, Fountain Hill and Freemansburg boroughs, portions of Hanover Township in both Lehigh and Northampton Counties, portions of Bethlehem, Lower Saucon, Upper Saucon, East Allen, Allen, and Salisbury Townships.

Goals and Objectives:

- Fully implement re-organized Utility Maintenance Bureau. By focusing on the tasks of Emergency Response, Preventative Maintenance and Technical Services, we will improve productivity in each area by eliminating distractions to perform non-task-specific functions; substantially reduce amount of outside contracting costs for concrete and asphalt trench restoration; Transparency between divisions that will create a cross-functional workforce.
- Research and implement utility based Work and Asset Management program – provide accountability through accurate record keeping (time, personnel/equipment costs, inventory controls, work order process, etc). In the interim, utilize existing COMMUNITY +.
- Establish baseline metrics to prioritize infrastructure replacement projects through collaborative efforts of City of Bethlehem personnel and consultants.
- Location and replacement of 17 air release valves and 6 air/vacuum valves with modifications along the raw water transmission mains from Blue Mountain to Water Treatment Plant. This will allow for pressure monitoring and sample collection. This will conclude our efforts on the raw water transmission mains. Efforts on the treated water transmission mains will follow in subsequent years.
- Improve serviceability and redundancy of pump stations.
- Design replacement of Southside Pump Station pumps, motors, valves, piping and appurtenances.
- Replace and upgrade pump, motor and motor control center and upgrade the electric at 5th and William Street Pump Station.
- Determine and program new alarm set points for Water Control SCADA System.

Prior Year Achievements:

- In-house asphalt and concrete restorations to date in 2013 – W&SR in-house crews have permanently restored 67 asphalt trenches and made 19 concrete sidewalk repairs for a total cost of approx \$16,754. In 2012 we paid an outside contractor approx \$89,000 43 asphalt trenches only. Capital spending reduction will be closer to \$30,000 in first year due to \$55,550 outside contractor costs to restore asphalt trenches on state roads. The amount for outside contracting costs will be reduced every year until in-house crews are capable of completing all restorations.
- Valve Exercising Program – March to present: For the first time ever in the history of our system, we have implemented a program to which City personnel have exercised and ensured that 1,500+ water distribution system valves are operational and valve attributes are recorded in the City's G.I.S. system; 3 valves replaced and 4 valves repaired to date; located and opened 3 closed valves that created unnecessary dead ends in the water system.
- PA One Call marking responsibilities – consolidating the marking activities has allowed us to eliminate duplication of tasks between Water and Sewer employees which resulted in less gasoline consumption (sewer 500 gals) and re-allocation of personnel and vehicles to priority projects such as I+I remediation.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2009	2010	2011	2012	2013		2013		2014	
	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	82,716	1	82,716	1	84,421
3014 Utility Maint Supervisor	1	1	1	1	1	74,736	1	74,736	2	140,859
2402 Foreman	1	1	1	1	1	56,723	1	56,723	-	-
M141 Utility Maint Mechanic II	-	-	-	-	-	-	-	-	1	61,269
M123 Utility Maint Mechanic I	-	-	-	-	-	-	-	-	2	112,512
M11E Maint Worker III O&E	1	1	1	1	-	-	-	-	-	-
M114 Maintenance Worker III	10	10	10	10	11	571,934	11	571,934	11	586,026
M092 Maintenance Worker II	10	10	10	10	10	445,135	10	445,135	10	453,575
M072 Maintenance Worker I	1	1	-	-	-	-	-	-	-	-
Total Positions	25	25	24	24	24	1,231,244	24	1,231,244	27	1,438,662
3204 50% Allocated to 3002						(41,358)		(41,358)		(42,210)
3014 50% Allocated to 3002						-		-		(70,430)
M141 50% Allocated to 3002						-		-		(30,635)
M123 50% Allocated to 3002						-		-		(56,256)
M114 50% Allocated to 3002						-		-		(293,013)
M092 50% Allocated to 3002						-		-		(226,788)
3019 50% Allocated from 3002						-		-		31,956
M123 50% Allocated from 3002						-		-		25,222
M114 50% Allocated from 3002						-		-		79,414
M092 50% Allocated from 3002						-		-		48,827
M072 50% Allocated from 3002						-		-		15,278
						1,189,886		1,189,886		920,027
Account Detail										
40001 SALARIES	1,035,453	1,124,778	1,094,827	1,099,066		1,173,406		1,173,406		905,467
40002 LONGEVITY	14,140	15,890	14,965	14,635		16,480		16,480		14,560
40003 OVERTIME	105,234	151,445	131,880	102,523		107,270		91,595		70,949
40004 TEMPORARY HELP	-	-	-	-		-		-		17,734
40006 DIFFERENTIAL PAY	1,139	2,070	1,807	2,146		1,750		1,368		1,675
40008 MEAL REIMBURSEMENT	1,950	3,646	4,063	3,276		4,095		2,496		2,350
Personnel	1,157,916	1,297,829	1,247,542	1,221,646		1,303,001		1,285,345		1,012,735
41014 OPERATING SUPPLIES	14,614	9,806	10,485	11,376		16,600		16,600		23,600
41016 UNIFORMS/SAFETY SHOES	3,889	2,792	4,158	3,989		5,840		5,170		4,470
41021 CHEMICALS	-	-	731	-		1,200		1,080		2,958
41023 GASOLINE	34,091	46,795	66,874	66,626		73,120		73,000		84,994
Materials & Supplies	52,594	59,393	82,248	81,991		96,760		95,850		116,022
42031 UNIFORM RENTAL	-	-	-	-		-		-		3,232
42044 ELECTRIC	-	-	-	-		-		-		156,291
42045 GAS	-	-	-	-		-		-		160
42047 DEPARTMENT CONTRACTS	1,737	-	3,274	-		14,448		-		24,416
42054 RENTALS	-	14	-	-		500		500		10,103
42060 OTHER EXPENSES	1,664	1,692	1,648	1,399		3,000		2,360		2,061
42064 EQUIPMENT MAINTENANCE	6,311	9,968	2,787	8,010		5,000		3,110		18,835
42065 PLANT MAINTENANCE	-	-	-	-		6,000		-		8,400
Purchased Services	9,712	11,674	7,709	9,409		28,948		5,970		223,498
Total	UTILITY MAINTENANCE	1,220,222	1,368,896	1,337,499	1,313,046	1,428,709		1,387,165		1,352,255

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	70,949	OVERTIME 70,949 - 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. (CHARGE \$70,949 OR 50% TO 3002-40003)
40004	17,734	TEMPORARY HELP 17,734 - TEMPORARY HELP
40006	1,675	DIFFERENTIAL PAY 1,675 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT FOR THE MIDDLE SHIFT. (CHARGE \$1,675 OR 50% TO 3002-40006)
40008	2,350	MEAL REIMBURSEMENT 2,350 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT. (CHARGE \$2,350 TO 3002-40008)
41014	23,600	OPERATING SUPPLIES 23,600 - DAILY OPERATING SUPPLIES USED IN CONJUNCTION WITH THE EMERGENCY RESPONSE/CONSTRUCTION, PLANNED MAINTENANCE AND TECHNICAL ACTIVITIES. ITEMS INCLUDING BUT NOT LIMITED TO TOOLS, CONCRETE, BRICK AND MASONRY SUPPLIES, FASTENERS, MARKING PAINT, MANHOLE RISERS, CASTINGS, INDUSTRIAL GASES, OFFICE SUPPLIES, ETC. ALSO INCLUDES CL2 ANALYZER REAGENT SETS, SURGE SUPPRESSORS, PORTABLE HEATERS, SUMPS PUMPS, RAGS AND TWO NEW (2) PUSH MOWERS.
41016	4,470	UNIFORMS/SAFETY SHOES 4,470 - SAFETY SHOES, UNIFORMS, COVERALLS, T-SHIRTS AND SWEATSHIRTS FOR ALL BUREAU EMPLOYEES. (CHARGE \$4,470 OR 50% TO 3002-41016)
41021	2,958	CHEMICALS 2,958 - DECHLOR TABS, CALCIUM HYPOCHLORITE AND SODIUM HYPOCHLORITE
41023	84,994	GASOLINE 84,994 - REGULAR GASOLINE AND DIESEL FUEL.
42031	3,232	UNIFORM RENTAL 3,232 - UNIFORM RENTAL.
42044	156,291	ELECTRIC 156,291 - ELECTRIC USAGE AT PUMPING STATIONS, STORAGE TANKS AND SCADA SYSTEM LOCATIONS.
42045	160	GAS 160 - FOR BOOSTER PUMP STATION EMERGENCY ENGINE.

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42047	24,416	DEPARTMENT CONTRACTS
	14,800	- LANDFILL DUMPING FEES AND ASPHALT/CONCRETE EXCAVATION WASTE DISPOSAL
	5,929	- VEGETATION CONTROL
	1,482	- INFRAED INSPECTION - MCC'S, PANEL AND TRANSFORMER AT SOUTHSIDE PUMP STATION
	1,419	- PREVENTIVE MAINTENANCE ON ELECTRICAL EQUIPMENT AT SOUTHSIDE PUMP STATION
	786	- GAS DETECTOR CALIBRATIONS (2) AND SENSOR REPLACEMENT
42054	10,103	RENTALS
	500	- RENTAL EQUIPMENT AS REQUIRED BY BUREAU
	2,113	- RENTAL OF LIFT TO REPAIR RUST SPOTS ON WATER STORAGE TANKS
	7,490	- RENTAL OF PUMP FOR DRAINING 1/2 MG SE TANK FOR INSPECTION
42060	2,061	OTHER EXPENSES
	2,061	- PETTY CASH AND OTHER MISCELLANEOUS ITEMS INCLUDING VACCINATIONS, CDL REIMBURSEMENTS, NORFOLK SOUTHERN LEASE AGREEMENTS, PA DEP WASTE HAULING LICENSES, MAP BOOKS, KEYS, AND BUSINESS CARDS.
42064	18,835	EQUIPMENT MAINTENANCE
	18,835	- MISCELLANEOUS EQUIPMENT REPAIRS, PARTS, LABOR AND TECHNICAL SUPPORT.
42065	8,400	PLANT MAINTENANCE
	8,400	- MAINTENANCE OF PHYSICAL BUILDINGS, PURCHASE PRE-FABRICATED CONCRETE BLOCKS TO BUILD STORAGE BINS TO STOCK EXCAVATION MATERIALS AT DIFFERENT LOCATIONS,

BUREAU DETAIL

Bureau: Utility Maintenance **No:** 2002
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:

- Complete project plan and financial evaluation for implementation of Radio Read meter reading technology. Target go live date 2018.
- Continue large meter replacement program in order to increase revenue and accuracy of meter readings.

Prior Year Achievements:

- Identified, coordinated and inspected the replacement of thirty (30) aged water meters identified by meter replacement program in order to increase revenue and accuracy of meter readings.
-

**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	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers		2013 Actual & Estimated		2014 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
	Number of Permanent Positions									
2505 Meter Supervisor	1	1	1	1	1	59,014	1	59,014	1	49,250
M102 Meter Repairman	3	3	3	3	3	152,482	3	152,482	2	104,329
M081 Meter Reader	5	5	4	4	4	189,856	4	189,856	4	193,840
Total Positions	9	9	8	8	8	401,352	8	401,352	7	347,419
2505 5% Allocated to 3002						(2,951)		(2,951)		(2,463)
M102 5% Allocated to 3002						(7,623)		(7,623)		(5,180)
M081 5% Allocated to 3002						(9,492)		(9,492)		(9,692)
						381,286		381,286		330,084
Account Detail										
40001 SALARIES	384,607	393,774	360,852	368,744		370,950		370,950		321,724
40002 LONGEVITY	10,308	10,640	9,054	9,890		10,336		10,336		8,360
40003 OVERTIME	11,522	10,801	12,043	10,413		11,550		11,550		11,550
40006 DIFFERENTIAL PAY	14	17	16	4		100		100		100
40008 MEAL REIMBURSEMENT	19	29	25	12		100		100		100
Personnel	406,470	415,261	381,990	389,063		393,036		393,036		341,834
41014 OPERATING SUPPLIES	4,716	2,897	362	1,851		5,100		5,075		4,000
41016 UNIFORMS/SAFETY SHOES	2,772	1,075	1,367	1,422		2,500		2,500		1,400
41023 GASOLINE	7,926	10,036	14,361	13,563		14,000		14,000		14,000
Materials & Supplies	15,414	14,008	16,090	16,836		21,600		21,575		19,400
42047 DEPARTMENT CONTRACTS	11,614	7,811	7,382	6,823		10,300		10,300		10,000
42060 OTHER EXPENSES	137	55	28	873		600		600		1,000
Purchased Services	11,751	7,866	7,410	7,696		10,900		10,900		11,000
Total	METER SHOP	433,635	437,135	405,490	413,595	425,536		425,511		372,234

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

2014 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	4,000	OPERATING SUPPLIES 4,000 - SMALL METER PARTS, COMPRESSION FITTINGS, COUPLINGS, MISC. (PAINT, GREASE, ETC.), REPLACEMENT OF SMALL TOOLS, AND OFFICE SUPPLIES.
41016	1,400	UNIFORMS/SAFETY SHOES 1,400 - T-SHIRTS, SWEATSHIRTS, SAFETY SHOES, RAIN GEAR, RUBBER BOOTS, SLIP-ON SHOE COVERS EIGHT (8) EMPLOYEES.
41023	14,000	GASOLINE 14,000 - GASOLINE
42047	10,000	DEPARTMENT CONTRACTS 10,000 - TOUCHREAD SOFTWARE MAINTENANCE PROGRAM, MAINTENANCE OF ONE (1) GAS DETECTOR, REPAIR TOUCH GUNS, BULK METER CALIBRATIONS, CALIBRATIONS OF SHOP TEST TANKS, TEST FIVE (5) METERS OF HIGH CONSUMPTION CUSTOMERS AND OTHER MISCELANEOUS REPAIRS.
42060	1,000	OTHER EXPENSES 1,000 - CDL REIMBURSEMENTS, BOOKS, PORTABLE RADIO BATTERIES AND PROFESSIONAL MEMBERSHIPS FEES.

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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

	2009	2010	2011	2012	2013	2013	2014	
	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	40,950	34,155	51,009	45,435	55,110	55,000	1,500	
Materials & Supplies	40,950	34,155	51,009	45,435	55,110	55,000	1,500	
42036 COMMUNICATIONS	7,986	7,419	8,091	9,478	11,525	10,120	11,150	
42048 BANK SERVICE CHARGE	198	292	151	130	1,000	500	1,000	
42050 TAXES	46,183	46,453	46,453	46,453	46,455	46,455	47,020	
42055 PROFESSIONAL SERVICES	162,013	180,410	267,009	194,658	280,292	248,430	411,085	
42074 PENSIONS-O&E MMO	150,000	150,000	150,000	150,000	249,205	249,205	249,205	
42074.1 PENSIONS-O&E	300,000	300,000	300,000	300,000	300,000	300,000	300,000	
42075 PENSIONS-PMRS MMO	547,420	547,420	547,420	547,420	735,548	735,548	629,750	
42077 GENERAL FUND CHARGES	2,340,000	1,420,000	1,001,943	1,065,832	1,065,832	1,065,832	1,065,832	
420776 COVERAGE RE-PAYMENT	33,900	-	-	-	-	-	-	
42078 BETHLEHEM AUTHORITY OPEXP	352,615	343,190	325,021	275,139	140,000	140,000	260,000	
420802 CITY INSURANCE PACKAGE	140,000	140,000	141,464	140,000	140,000	140,000	140,000	
42085 MEDICAL INSURANCE	-	1,320,000	1,320,000	1,595,000	1,698,000	1,698,000	1,580,500	
42086 WORKMEN'S COMPENSATION	-	-	97,406	158,517	158,517	158,517	135,717	
42087 SOCIAL SECURITY	-	-	320,651	315,602	315,602	315,602	274,400	
42089 TRANSFER TO GENERAL FUND	-	-	-	-	689,542	689,542	-	
42090 UNFORESEEN CONTINGENCY	-	-	26,745	-	64,371	-	-	
42091.1 NOTE PAYABLE	1,337,086	1,178,250	1,231,500	1,174,000	1,324,115	1,324,115	1,358,524	
42091.2 LOC INTEREST EXPENSE	-	-	-	73,709	136,500	136,500	197,000	
42093 PENNVEST REIMB	1,393,767	1,393,767	1,393,767	1,393,767	1,393,768	1,393,768	1,393,768	
42094 LEASE RENTAL	6,149,475	5,866,452	5,763,335	6,349,192	6,429,477	6,429,477	6,446,908	
42095 2007 G.O. LOAN	71,251	70,681	71,076	71,397	70,645	70,645	70,856	
42098 CAPITAL APPROPRIATIONS	-	-	-	-	-	-	100,000	
Purchased Services	13,031,894	12,964,334	13,012,032	13,860,294	15,250,394	15,152,256	14,672,715	
Total WATER GENERAL EXPENSES	13,072,844	12,998,489	13,063,041	13,905,729	15,305,504	15,207,256	14,674,215	

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41025	1,500	POSTAGE 1,500 - POSTAGE
42036	11,150	COMMUNICATIONS 7,000 - VERIZON PHONES AND PLANS FOR ALL WATER DEPARTMENT BUREAUS. 4,150 - VERIZON AIR CARD WIRELESS CONNECT CHARGES FOR FIELD LAPTOP PCS FOR WATER DEPARTMENT BUREAUS.
42048	1,000	BANK SERVICE CHARGE 1,000 - BANK CHECKS
42050	47,020	TAXES 47,020 - TO MAKE PAYMENTS IN LIEU OF TAXES TO CARBON AND MONROE COUNTIES AND LEHIGH TOWNSHIP.
42055	411,085	PROFESSIONAL SERVICES 322,160 - TO PAY FOR SERVICES NOT AVAILABLE IN CITY WORK FORCE, SUCH AS SPECIALIZED LEGAL FEES, ENGINEERING, RATE INCREASE FILING AND SETTLEMENT FEES, RAPID RESPONSE CUSTOMER NOTIFICATIONS, ROAD OPENING PERMITS, PA DEP PERMIT APPLICATION FEES AND RMP UPDATE. 63,500 - PORTION OF LEVEL ONE BILLING AND MAILING CONTRACT 25,425 - DEPARTMENT OF ADMINISTRATION LEGAL FEES, INDIRECT COST ALLOCATION STUDY, AUDIT, FLEX PLAN ADMINISTRATOR, PENSION ACTUARIAL STUDY (BIANNUAL), QUEST BEHAVIORAL.
42074	249,205	PENSIONS - O & E MMO 249,205 - 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 ACCORDANCE WITH ACT 205.
42075	629,750	PENSIONS - P.M.R.S. MMO 629,750 - THIS IS THE AMOUNT OF P.M.R.S. PENSION APPLICABLE TO THE WATER FUND IN ACCORDANCE WITH ACT 205.
42077	1,065,832	GENERAL FUND CHARGES 1,065,832 - THESE CHARGES ARE REIMBURSEMENTS TO THE GENERAL FUND FOR EXPENSES PAID INITIALLY BY THE GENERAL FUND BUT WHICH APPLY TO THE WATER FUND.
42078	260,000	BETHLEHEM AUTHORITY OPEXP 260,000 - ESTIMATED ADMINISTRATIVE EXPENSES OF THE BETHLEHEM AUTHORITY.
420802	140,000	CITY INSURANCE PACKAGE 140,000 - BUILDING CONTENTS AND LIABILITY INSURANCE.

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42085	1,580,500	MEDICAL INSURANCE 1,580,500 - REIMBURSEMENT OF WATER FUND MEDICAL CLAIMS PAID BY GENERAL FUND
42086	135,717	WORKMEN'S COMPENSATION 135,717 - WORKMEN'S COMPENSATION.
42087	274,400	SOCIAL SECURITY 274,400 - SOCIAL SECURITY.
42091.1	1,358,524	NOTE PAYABLE 1,325,062 - INTEREST AND PRINCIPAL PAYMENT ON THE EMMAUS NOTE OF 1997 AND PAYMENTS RELATED TO INTEREST RATE SWAP (PLIGIT). 33,462 - GO NOTE SERIES C INTEREST.
42091.2	197,000	LOC INTEREST EXPENSE 197,000 - LINE OF CREDIT
42093	1,393,768	PENNVEST LOAN 1,393,768 - FUNDS REQUIRED TO BE PROVIDED TO THE BETHLEHEM AUTHORITY IN ORDER TO MAKE DEBT SERVICE PAYMENT ON THE PENNVEST NOTE FOR THE RECONSTRUCTION OF THE PENN FOREST DAM (1998 NOTE).
42094	6,446,908	LEASE RENTAL 6,446,908 - FUNDS REQUIRED BY THE LEASE AGREEMENT WITH THE BETHLEHEM AUTHORITY FOR THE 2004 AND 2010 SERIES BOND ISSUES.
42095	70,856	2007 G.O. LOAN 70,856 - 2007 LOAN
42098	100,000	CAPITAL APPROPRIATION 100,000 - CONTRIBUTION TOWARDS WATER CAPITAL PROJECTS.

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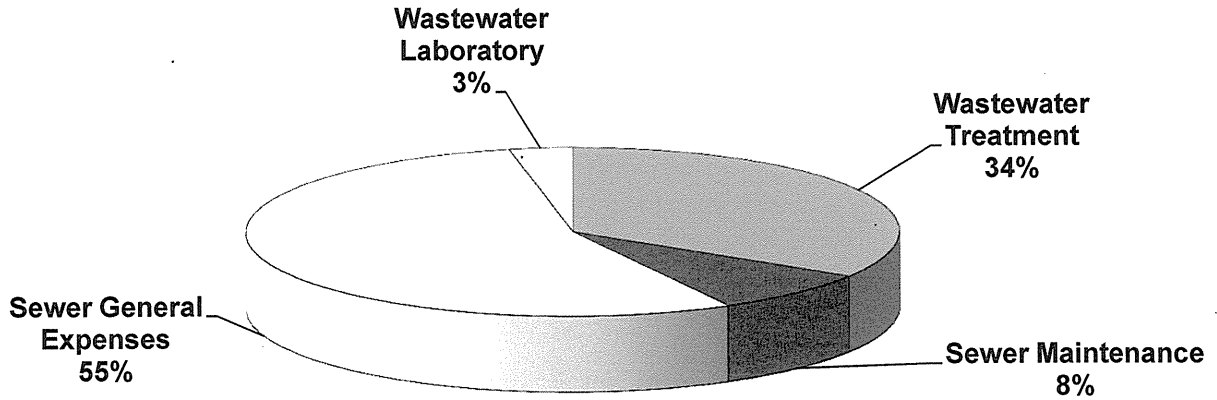
**CITY OF BETHLEHEM
SEWER FUND
FUND ANALYSIS SUMMARY**

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers	2013 Actual & Estimated	2014 Final Budget
REVENUES:							
Sale of Sewer							
32001 Monthly Meter	2,627,700	229	-	-	-	-	-
32001A Residential	-	4,831,039	4,753,591	5,350,814	5,561,384	5,465,000	6,264,310
32001B Commercial	-	832,780	815,578	785,399	884,011	840,000	946,839
32001C Industrial	-	576,850	599,753	535,252	543,547	585,000	652,674
32001D Institutional	-	462,917	472,522	461,992	544,533	515,000	630,839
32001E Public	-	489	1,862	1,906	2,234	2,200	4,187
32002 Quarterly Meter	4,036,554	-	-	-	-	-	-
32003 MIPP Sampling/Surcharge	905,330	1,236,206	922,915	933,620	1,000,000	850,000	1,000,000
32003F MIPP Fines	-	-	-	72,156	50,000	20,000	-
32007 Industrial Sewer Rental	26,753	18,787	19,595	19,325	15,000	17,500	15,000
32008 Fountain Hill	420,665	430,663	449,038	526,227	532,382	480,000	540,335
32009 Hellertown	350,626	433,361	480,610	351,000	414,547	458,000	455,485
32010 Allentown	11,389	12,299	(1,984)	8,962	4,648	7,000	11,686
32011 Salisbury Township	145,764	177,674	196,990	140,956	147,983	146,000	181,478
32012 Freemansburg	118,135	120,578	116,291	127,846	111,278	140,000	139,049
32013 Bethlehem Township	1,594,374	1,460,642	1,430,109	1,379,917	1,275,204	1,250,000	1,348,653
32014 Hanover Township (L. Cnty)	66,013	69,752	71,556	66,068	66,068	71,000	79,358
32014N Hanover Township (N. Cnty)	1,086,315	-	-	-	-	-	-
32014NA HN Residential	-	835,581	819,873	876,542	913,718	930,000	1,189,434
32014NB HN Commercial	-	200,428	215,885	191,878	207,993	210,000	239,444
32014NC HN Industrial	-	56,797	58,873	56,179	63,169	57,000	62,754
32014ND HN Institutional	-	23,897	33,220	27,930	31,595	34,000	42,287
32014NE HN Public	-	935	951	1,015	1,124	1,100	1,286
32015 Lower Saucon Township	162,058	160,135	164,384	123,648	127,582	130,000	130,729
32050 Delinquent Sewer Penalty	25,859	32,335	30,425	31,765	-	27,500	-
Total Sale of Sewer	11,577,535	11,974,374	11,652,037	12,070,397	12,498,000	12,236,300	13,935,827
Other Operating Revenues							
308901 Cash Balance	-	-	-	150,000	-	-	-
32106 Debt Service Contributions	33,262	136,513	136,507	370,050	437,000	437,000	559,173
32109 Sundry	14,768	59,845	23,381	25,066	20,000	8,000	20,000
32112 Permits	1,700	3,425	3,200	8,950	10,000	5,000	5,000
32120 DCNR Grant	-	-	12,139	1,867	-	-	-
Total Other Operating Revenues	49,730	199,783	175,227	555,933	467,000	450,000	584,173
Investment Interest							
308501 Investment Income	384	-	263	-	-	-	-
Total Investment Interest	384	-	263	-	-	-	-
TOTAL SEWER FUND REVENUES	11,627,649	12,174,157	11,827,527	12,626,330	12,965,000	12,686,300	14,520,000
EXPENDITURES BY BUREAU:							
Wastewater Treatment	4,416,028	5,077,414	4,851,751	4,341,506	4,704,888	4,580,453	4,940,272
Sewer Maintenance	635,561	625,721	658,739	685,284	725,424	703,965	1,184,528
Sewer General Expenses	5,724,755	5,616,578	5,891,049	7,146,758	7,073,006	6,869,449	7,941,943
Wastewater Laboratory	406,567	414,627	422,670	406,208	461,682	454,137	453,257
TOTAL SEWER FUND EXPENDITURES	11,182,911	11,734,340	11,824,209	12,579,756	12,965,000	12,608,004	14,520,000
EXPENDITURES BY CATEGORY:							
Personnel Costs	2,737,013	2,817,598	2,789,440	2,738,731	2,833,399	2,799,078	3,276,975
Materials & Supplies	641,343	590,834	529,637	584,052	736,261	720,931	600,118
Purchased Services	7,804,555	8,325,908	8,505,132	9,256,973	9,395,340	9,087,995	10,642,907
Equipment	-	-	-	-	-	-	-
TOTAL SEWER FUND EXPENDITURES	11,182,911	11,734,340	11,824,209	12,579,756	12,965,000	12,608,004	14,520,000

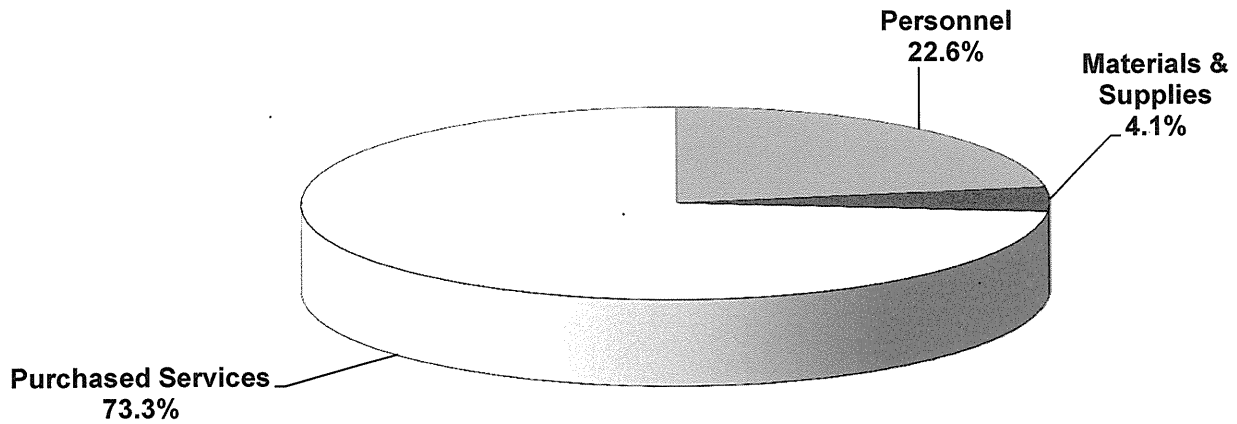
**CITY OF BETHLEHEM
SEWER FUND
BUREAU RESOURCE SUMMARY**

Bureau		Personnel	Materials & Supplies	Purchased Services	Equipment	2014 Total
3001	Wastewater Treatment	\$ 1,891,772	\$ 529,500	\$ 2,519,000	\$ -	\$ 4,940,272
3002	Sewer Maintenance	1,061,466	41,198	81,864	-	1,184,528
3003	Sewer General Expenses	-	1,500	7,940,443	-	7,941,943
3004	Wastewater Laboratory	323,737	27,920	101,600	-	453,257
TOTAL SEWER FUND		\$ 3,276,975	\$ 600,118	\$ 10,642,907	\$ -	\$ 14,520,000

Sewer Fund Expenditures by Bureau



Sewer Fund Expenditures by Category



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

Bureau	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers	2013 Actual & Estimated	2014 Final Budget
3001 Wastewater Treatment	31	31	29	28	28	28	27
3002 Sewer Maintenance	9	9	8	8	8	8	8
3004 Wastewater Laboratory	4	4	3	3	3	3	3
TOTAL SEWER FUND	44	44	40	39	39	39	38

	<u>2013</u>	<u>2014</u>
Series of 2012		
Principal	315,000	285,000
Interest	130,430	160,427
2012 Pennvest		
Principal	-	263,805
Interest	100,000	95,026
Series A of 2005		
Principal	95,000	100,000
Interest	33,135	29,810
Series of 2010		
Principal	365,000	380,000
Interest	<u>44,888</u>	<u>37,588</u>
	<u>1,083,453</u>	<u>1,351,656</u> *

* Does not include \$155,000 of 2013 Pennvest interest expense (pending approval)

Schedule of Payment for Bond Indebtedness

	Series A of 2005		Series of 2010		2012 Pennvest		Series 2012		Total
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
2014	100,000	29,810	380,000	37,588	263,805	95,027	285,000	160,427	1,351,657
2015	100,000	26,210	385,000	29,988	322,890	99,227	290,000	157,576	1,410,891
2016	105,000	22,510	390,000	21,325	417,339	129,214	295,000	153,951	1,534,340
2017	110,000	18,520	240,000	11,575	423,684	122,869	295,000	150,264	1,371,912
2018	115,000	14,285	140,000	4,375	430,127	116,427	300,000	146,208	1,266,421
2019	120,000	9,800			405,164	182,598	305,000	141,708	1,164,269
2020	125,000	5,000			400,452	207,915	310,000	136,370	1,184,736
2021					412,706	195,660	315,000	130,170	1,053,536
2022					425,335	183,031	325,000	123,083	1,056,449
2023					438,351	170,016	330,000	114,958	1,053,324
2024					451,765	156,602	340,000	106,213	1,054,579
2025					465,589	142,777	350,000	96,863	1,055,229
2026					479,837	128,530	360,000	86,887	1,055,253
2027					494,520	113,846	370,000	76,537	1,054,903
2028					509,653	98,713	380,000	65,438	1,053,804
2029					525,249	83,118	390,000	54,037	1,052,403
2030					541,322	67,044	405,000	41,850	1,055,216
2031					557,887	50,479	420,000	28,687	1,057,053
2032					574,959	33,408	430,000	14,512	1,052,878
2033					592,553	15,813	-	-	608,366
2034					201,520	1,269	-	-	202,789
Totals	<u>775,000</u>	<u>126,135</u>	<u>1,535,000</u>	<u>104,850</u>	<u>9,334,704</u>	<u>2,393,583</u>	<u>6,495,000</u>	<u>1,985,738</u>	<u>22,750,011</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 system.

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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:

- Reorganization of the WWTP operations staff to embrace the plant-wide investment in SCADA and the physical upgrades. The future at the WWTP will require a well-trained fully-involved workforce. The level of automation will allow for fewer but more highly paid/trained operators. More technical responsibilities and less labor intensive. Systems literacy is essential for all.
 - All of the current operations staff will become lead Plant Operator III's. This will blend the technical savvy of some personnel with the years of operational experience from others. It will focus all on the evolving job duties.
 - Provide for PADEP certified operators on every shift. Consistent and ease of scheduling.
 - Perform plant process control laboratory analyses and make operating decisions as needed.
 - Elimination of one operator position. Estimated cost savings of \$30,000.
 - Reduction in overtime due to new job duties and flexibility in scheduling. Estimated cost savings of \$20,000.
- Develop and institutionalize the WWTP SCADA system and new operating procedures. Set up key operating and monitoring parameters. Includes digester temperatures, volatile solids reduction, gas production and GBT TWAS dry solids.
- Provide continued training and examinations for Operator certification.
- Maintenance of plant operation and NPDES Permit compliance during the completion of the Digester/WAS Upgrade project and the start of the CSO/Effluent Pump and the Biosolids Dewatering projects.
- Focus CI team on department-wide electrical cost reduction. Investigate operating strategies at the WWTP (raw sewage pump station and aeration tanks) and Water Control (reservoirs and pump stations).

Prior Year Achievements:

- Improved plant operation and maintained Permit compliance during the Digester/WAS Upgrade project.
 - On-site observation and discussion when the large pieces of equipment are installed. Training of the operation and maintenance of equipment.
 - Installation and start-up of two new Gravity Belt Thickeners, pumps and control panel for WAS thickening to digesters. Improve dry solids of TWAS from 2.5% to 5.0%.
 - Conversion of the new Primary Digester #3, including new heating and mixing. Installation of a new flexible membrane for gas storage.
 - Installation of the WWTP SCADA system. Monitor digester and GBT processes as they came on-line. Set up key operating and monitoring parameters.
- Reduced sludge disposal costs (largest cost at the WWTP) from \$1,500,000 (2010) to \$1,200,000 (2013):
 - Utilize a new, larger capacity rental centrifuge unit. Improve dry solids from 13.9% to 17.7%. Run centrifuge all three shifts to replace the belt filter presses.
 - Utilize private hauling and beneficial use of sludge at a mine reclamation site. (Landfill disposal up to \$78/wet ton. WeCare \$72.25/wet ton, includes disposal and trucking.)
- Reduced electrical costs from \$736,000 (2011) to \$685,000 (2012) to \$635,000 (2013). Maintain proper operation and maintenance of the new aerators in the activated sludge system. Includes DO level, RAS and WAS control. In addition, no NPDES Permit discharge violations for ammonia-nitrogen in 2013.
- Reduced heating oil costs from \$78,000 (2011) to \$22,000 (2012) to \$11,000 (2013). Maintain gas production and conveyance during the Digester/WAS Upgrade project.
- Reduced odor control chemical costs from \$190,000 (2009) to \$10,000 (2013). Improve odor control with WWTP operations. Maintain low sludge levels in clarifiers. No confirmed PADEP odor violations at WWTP in 2013.
- Provided training classes and material to assist operators in obtaining PADEP Operator Certification. Two additional people passed their Operator Certification exam in 2013. A total of 16 people are now certified.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2009	2010	2011	2012	2013		2013		2014	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Actual	Actual
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3205 Wastewater Treatment Sup	1	1	1	1	1	83,036	1	83,036	1	84,661
3029 Chief of Operations WWT	1	1	1	1	1	75,473	1	75,473	1	75,188
2810 WWT Plant Maint Sup	1	1	1	1	1	68,656	1	68,656	1	69,994
2809 Project Engineer	1	1	-	-	-	-	-	-	-	-
M142 Operator III	1	1	1	1	1	59,624	1	59,624	4	233,242
M141 Utility Maint Mechanic II	1	1	1	1	1	60,104	1	60,104	1	61,269
M134 Acting Operating III	6	6	6	6	6	327,582	6	327,582	11	567,475
M132 Electronics Repair Man	1	1	1	1	1	45,136	1	45,136	1	56,930
M126 Plant Op II Ind Samp Tech	2	2	2	2	2	109,830	2	109,830	2	112,112
M125 WWT Plant Operator II	2	2	2	4	5	258,818	5	258,818	-	-
M123 Utility Maint Mechanic I	3	3	3	3	3	164,706	3	164,706	3	168,048
M106 WWT Plant Operator I	7	7	7	5	4	173,582	4	173,582	-	-
M092 Maintenance Worker II	1	1	1	1	1	47,651	1	47,651	1	48,667
M072 Maintenance Worker I	2	2	1	-	-	-	-	-	-	-
C062 Account Clerk II	1	1	1	1	1	43,778	1	43,778	1	44,707
Total Positions	31	31	29	28	28	1,517,976	28	1,517,976	27	1,522,293
2831 25% Allocated from 0202						16,824		16,824		17,179
2799 33% Allocated from 0202						21,074		21,074		21,520
N125 50% Allocated from 20015						46,057		46,057		46,979
3015 50% Allocated from 20015						37,097		37,097		37,874
2807 50% Allocated from 20015						27,142		27,142		29,028
2301 50% Allocated from 20017						26,884		26,884		27,448
C061 50% Allocated from 20017						59,834		59,834		40,451
						1,752,888		1,752,888		1,742,772
Account Detail										
40001 SALARIES	1,671,280	1,698,132	1,635,975	1,645,677		1,700,615		1,700,615		1,716,693
40002 LONGEVITY	24,868	25,287	24,775	26,108		27,273		27,273		26,079
40003 OVERTIME	132,881	174,250	173,017	121,637		130,000		110,000		110,000
40005 HOLIDAY PAY	21,748	23,451	22,763	20,316		30,000		25,000		30,000
40006 DIFFERENTIAL PAY	4,656	5,034	6,291	6,423		6,000		6,000		6,000
40008 MEAL REIMBURSEMENT	2,680	4,242	5,057	2,392		5,000		3,000		3,000
Personnel	1,858,113	1,930,396	1,867,878	1,822,553		1,898,888		1,871,888		1,891,772
41014 OPERATING SUPPLIES	38,177	30,293	32,185	27,133		49,150		45,000		38,500
41016 UNIFORMS/SAFETY SHOES	3,436	3,282	3,168	3,274		4,000		4,000		4,000
41021 CHEMICALS	497,883	452,030	375,260	459,176		545,000		545,000		475,000
41023 GASOLINE	19,464	29,220	26,156	10,741		12,000		12,000		12,000
Materials & Supplies	558,960	514,825	436,769	500,324		610,150		606,000		529,500
42031 UNIFORM RENTAL	14,513	16,582	14,894	18,452		20,000		20,000		20,000
42033 TRAINING AND SAFETY	10,839	12,053	8,180	8,430		20,000		18,000		20,000
42044 ELECTRIC	522,085	713,551	736,177	675,651		660,000		650,000		650,000
42046 HEATING OIL	-	15,328	77,865	22,254		25,000		20,000		25,000
42047 DEPARTMENT CONTRACTS	1,240,777	1,543,031	1,391,292	1,161,018		1,200,000		1,200,000		1,200,000
42054 RENTALS	4,760	3,766	2,682	2,926		5,000		3,000		4,000
42060 OTHER EXPENSES	6,551	4,746	15,901	10,572		11,850		11,565		10,000
42062 WATER CONSUMPTION	-	-	-	-		-		-		240,000
42064 EQUIPMENT MAINTENANCE	162,085	279,433	255,714	82,191		204,000		130,000		300,000
42065 PLANT MAINTENANCE	37,345	43,703	44,399	37,135		50,000		50,000		50,000
Purchased Services	1,998,955	2,632,193	2,547,104	2,018,629		2,195,850		2,102,565		2,519,000
Total	WASTEWATER TREATMENT	4,416,028	5,077,414	4,851,751	4,341,506	4,704,888		4,580,453		4,940,272

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	110,000	OVERTIME 110,000 - TO PROVIDE SHIFT COVERAGE FOR VACATIONS, OTHER LEAVE AND WORK AS NEEDED PER THE UNION CONTRACT.
40005	30,000	HOLIDAY PAY 30,000 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	6,000	DIFFERENTIAL PAY 6,000 - TO PAY PERSONNEL WORKING MIDDLE AND NIGHT SHIFT AS PER UNION CONTRACT.
40008	3,000	MEAL REIMBURSEMENT 3,000 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	38,500	OPERATING SUPPLIES 38,500 - MAINTENANCE/OPERATING SUPPLIES AS REQUIRED TO OPERATE THE PLANT.
41016	4,000	UNIFORMS/SAFETY SHOES 4,000 - TO PURCHASE SAFETY SHOES AND ORANGE JACKETS FOR EMPLOYEES PER UNION CONTRACT AND ORANGE OR GREEN SHIRTS FOR EMPLOYEES IN MIPP AND SLUDGE HAULING.
41021	475,000	CHEMICALS 475,000 - ALKALINITY PRODUCTS, CHLORINE, POTASSIUM PERMANGANATE, POLYMER, POLYMER SOLVENT AND MAGNESIUM HYDROXIDE FOR ODOR CONTROL. INCREASE DUE TO 15% POLYMER PRICE INCREASE AND USE OF CENTRIFUGE.
41023	12,000	GASOLINE 12,000 - GASOLINE FOR VEHICLES AND GAS POWERED PUMPS. BASED ON 2013 USAGE.
42031	20,000	UNIFORM RENTAL 20,000 - USED TO PAY FOR EMPLOYEE RENTAL OF UNIFORMS AS PER UNION CONTRACT. BASED ON 2013 EXPENSE AND PRICE INCREASE.
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	650,000	ELECTRIC 650,000 - TO PAY FOR ALL ELECTRIC POWER IN THE PLANT. BASED ON 2013 EXPENSE.
42046	25,000	HEATING OIL 25,000 - HEATING OIL USED IN CONJUNCTION WITH DIGESTER.

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42047	1,200,000	DEPARTMENT CONTRACTS 1,200,000 - REMOVAL AND DISPOSAL OF SLUDGE, XEROX LEASE AND COMPUTER CONTRACTS. DUE TO CENTRIFUGE RENTAL RESULTING IN INCREASED PERCENTAGE OF DRY SOLIDS.
42054	4,000	RENTALS 4,000 - FOR RENTAL EQUIPMENT WHEN NEEDED FOR REPAIRS WHEN CITY DOESN'T HAVE SUITABLE EQUIPMENT.
42060	10,000	OTHER EXPENSES 10,000 - PA BULLETIN, WATER ENV. DUES, EPQCPOA DUES, COMPUTER SOFTWARE, EARTHDAY, CDL REIMBURSEMENTS AS PER UNION CONTRACT, BUDGET BOOK PREPARATION AND OFFICE SUPPLIES.
42062	240,000	WATER CONSUMPTION 240,000 - WATER USAGE FOR PLANT BASED ON ANNUAL CONSUMPTION OF 74 MILLION GALLONS.
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: Utility Maintenance **No:** 3002

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

Bureau Description:

This division effectively maintains, repairs and replaces, as required, all water transmission, water distribution and sanitary sewer collection system infrastructure and potable water storage facilities. This division maintains 24/7 emergency standby for the purpose of responding to water and sewer system problems within the utilities' service territories for each respective utility, which include the following areas: all of the City of Bethlehem, Fountain Hill and Freemansburg boroughs, portions of Hanover Township in both Lehigh and Northampton Counties, portions of Bethlehem, Lower Saucon, Upper Saucon, East Allen, Allen, and Salisbury Townships.

Goals and Objectives:

- Fully implement re-organized Utility Maintenance Bureau. By focusing on the tasks of Emergency Response, Preventative Maintenance and Technical Services, we will improve productivity in each area by eliminating distractions to perform non-task-specific functions; substantially reduce amount of outside contracting costs for concrete and asphalt trench restoration; Transparency between divisions that will create a cross-functional workforce.
- Research and implement utility based Work and Asset Management program – provide accountability through accurate record keeping (time, personnel/equipment costs, inventory controls, work order process, etc). In the interim, utilize existing COMMUNITY +.
- Establish baseline metrics to prioritize infrastructure replacement projects through collaborative efforts of City of Bethlehem personnel and consultants.

Prior Year Achievements:

- I+I Program – Focus shifted to (2) two specific areas that see substantial impact to the wastewater collection system during wet weather events
 - MH709 located in the storm water swale along Rte 378 – In 2013 we have diverted 3,456,000 gallons of storm water flow from entering the sanitary sewer system by performing repairs several manhole structures. We have also identified a large land area that is contributing storm water run-off; however, that flow has not been quantified yet. Currently working with property owner to remediate. Intended completion end of October.
 - MH324 located in front of Steel Stax/PBS building) – no reductions realized at this point. Continuing to monitor flows both with Hach equipment and City portable equipment while working upstream to locate source of inflow during wet weather events.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers		2013 Actual & Estimated		2014 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail										
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3019 Utility Maint Supervisor	1	1	1	1	1	75,473	1	75,473	1	63,912
M141 Utility Maint Mechanic II	1	1	1	1	1	60,024	1	60,024	-	-
M123 Utility Maint Mechanic I	-	-	-	-	-	-	-	-	1	50,445
M114 Maintenance Worker III	3	3	3	3	3	156,172	3	156,172	3	158,829
M092 Maintenance Worker II	2	2	2	2	2	96,022	2	96,022	3	145,681
M072 Maintenance Worker I	2	2	1	1	1	44,422	1	44,422	-	-
Total Positions	9	9	8	8	8	432,113	8	432,113	8	418,867
3019 50% Allocated to 20022						-		-		(31,956)
M123 50% Allocated to 20022						-		-		(25,222)
M114 50% Allocated to 20022						-		-		(79,414)
M092 50% Allocated to 20022						-		-		(48,827)
M072 50% Allocated to 20022						-		-		(15,278)
3014 10% Allocated from 20019						7,547		7,547		7,695
M141 10% Allocated from 20019						6,010		6,010		-
M123 10% Allocated from 20019						11,040		11,040		-
M115 10% Allocated from 20019						4,971		4,971		5,297
M105 10% Allocated from 20019						19,964		19,964		20,376
3204 50% Allocated from 20022						41,358		41,358		42,210
3014 50% Allocated from 20022						-		-		38,474
2402 50% Allocated from 20022						-		-		28,911
M141 50% Allocated from 20022						-		-		30,635
M123 50% Allocated from 20022						-		-		56,256
M114 50% Allocated from 20022						-		-		293,013
M092 50% Allocated from 20022						-		-		226,788
2505 5% Allocated from 20023						2,951		2,951		2,463
M102 5% Allocated from 20023						7,623		7,623		5,180
M081 5% Allocated from 20023						9,492		9,492		9,492
						543,069		543,069		984,960
Account Detail										
40001 SALARIES	523,217	513,076	510,734	538,917		532,781		532,781		969,352
40002 LONGEVITY	9,223	7,665	8,460	9,298		10,288		10,288		15,608
40003 OVERTIME	56,892	58,808	83,372	60,950		60,471		57,846		70,949
40005 HOLIDAY PAY	1,201	1,335	1,278	1,355		1,437		1,437		1,532
40006 DIFFERENTIAL PAY	446	489	788	562		732		471		1,675
40008 MEAL REIMBURSEMENT	1,078	1,386	1,737	1,406		1,200		710		2,350
Personnel	592,057	582,759	606,369	612,488		606,909		603,533		1,061,466
41014 OPERATING SUPPLIES	13,699	7,217	9,211	6,247		15,970		10,000		16,000
41016 UNIFORMS/SAFETY SHOES	1,042	855	1,083	1,058		1,671		1,671		4,470
41017 SMALL TOOLS	-	-	99	70		130		130		-
41021 CHEMICALS	-	-	-	-		-		-		2,008
41023 GASOLINE	12,501	17,532	22,878	22,831		25,750		25,650		18,720
Materials & Supplies	27,242	25,604	33,271	30,206		43,521		37,451		41,198
42031 UNIFORM RENTAL	2,004	2,639	2,144	2,375		6,732		2,961		3,109
42033 TRAINING AND SAFETY	939	441	670	1,489		1,600		1,600		1,635
42044 ELECTRIC	3,814	3,984	4,723	3,200		5,900		3,674		3,674
42045 GAS	376	343	577	262		490		204		490
42047 DEPARTMENT CONTRACTS	130	130	70	15,709		39,622		36,895		44,372
42054 RENTALS	-	-	390	-		500		-		500
42060 OTHER EXPENSES	851	918	815	803		1,350		1,317		1,184
42064 EQUIPMENT MAINTENANCE	8,148	8,843	9,303	17,497		16,300		14,480		23,800
42065 PLANT MAINTENANCE	-	60	407	1,255		2,500		1,850		3,100
Purchased Services	16,262	17,358	19,099	42,590		74,994		62,981		81,864
Total	635,561	625,721	658,739	685,284		725,424		703,965		1,184,528

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	70,949	OVERTIME 70,949 - 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. (CHARGE \$70,949 OR 50% TO 20022-40003)
40005	1,532	HOLIDAY PAY 1,532 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	1,675	DIFFERENTIAL PAY 1,675 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT FOR THE MIDDLE SHIFT. (CHARGE \$1,675 OR 50% TO 20022-40006)
40008	2,350	MEAL REIMBURSEMENT 2,350 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT. (CHARGE \$2,350 TO 20022-40008)
41014	16,000	OPERATING SUPPLIES 16,000 - DAILY OPERATING SUPPLIES USED IN CONJUNCTION WITH THE EMERGENCY RESPONSE/CONSTRUCTION, PLANNED MAINTENANCE AND TECHNICAL ACTIVITIES. ITEMS INCLUDING BUT NOT LIMITED TO TOOLS, CONCRETE, BRICK AND MASONRY SUPPLIES, FASTENERS, MARKING PAINT, MANHOLE RISERS, CASTINGS, INDUSTRIAL GASES, OFFICE SUPPLIES, ETC.
41016	4,470	UNIFORMS/SAFETY SHOES 4,470 - SAFETY SHOES, UNIFORMS, COVERALLS, T-SHIRTS AND SWEATSHIRTS FOR ALL BUREAU EMPLOYEES. (CHARGE \$4,470 OR 50% TO 20022-41016)
41021	2,008	CHEMICALS 2,008 - JET POWER II DEGREASER AND ROOT GROWTH INHIBITOR.
41023	18,720	GASOLINE 18,720 - REGULAR GASOLINE AND DIESEL FUEL.
42031	3,109	UNIFORM RENTAL 3,109 - UNIFORM RENTAL.
42033	1,635	TRAINING AND SAFETY 1,635 - PROVIDE FUNDING FOR PURCHASE OF SAFETY EQUIPMENT, TRAINING, MANUALS, AND CALIBRATE GAS CHECKERS.
42044	3,674	ELECTRIC 3,674 - FUNDING TO PAY FOR ELECTRIC POWER FOR OPERATING FIVE (5) PUMPING STATIONS. BASED ON 2012 MONTHLY AVERAGE
42045	490	GAS

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		490 - TO PAY FOR GAS USED AT THE AIRPORT PUMP STATION TO PROVIDE POWER FOR THE BACKUP GENERATOR.
42047	44,372	DEPARTMENT CONTRACTS
		8,552 - LANDFILL DUMPING FEES AND ASPHALT/CONCRETE EXCAVATION WASTE DISPOSAL
		814 - AIRPORT ROAD GENERATOR MAINTENANCE
		32,220 - FLOW MONITORING EQUIPMENT LEASE
		2,000 - CUES LICENSE SOFTWARE UPGRADE/SUPPORT
		786 - GAS DETECTOR CALIBRATIONS (2) AND SENSOR REPLACEMENT
42054	500	RENTALS
		500 - RENTAL EQUIPMENT AS REQUIRED BY BUREAU
42060	1,184	OTHER EXPENSES
		1,184 - PETTY CASH AND OTHER MISCELLANEOUS ITEMS INCLUDING VACCINATIONS, CDL REIMBURSEMENTS, NORFOLK SOUTHERN LEASE AGREEMENTS, PA DEP WASTE HAULING LICENSES, MAP BOOKS, KEYS, AND BUSINESS CARDS.
42064	23,800	EQUIPMENT MAINTENANCE
		23,800 - MISCELLANEOUS EQUIPMENT REPAIRS, PARTS, LABOR AND TECHNICAL SUPPORT.
42065	3,100	PLANT MAINTENANCE
		3,100 - MAINTENANCE OF PHYSICAL BUILDINGS, RE-INSTALLATION OF GENERATOR ON BOX-BEAM FRAME

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	2009	2010	2011	2012	2013		2014			
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget			
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-	-	-
Account Detail										
41025 POSTAGE	29,290	24,461	33,491	31,079	55,110	50,000				1,500
Materials & Supplies	29,290	24,461	33,491	31,079	55,110	50,000				1,500
42036 COMMUNICATIONS	2,686	3,131	3,860	4,843	6,500	6,200				6,500
42048 BANK SERVICE CHARGE	193	294	-	123	300	-				300
42055 PROFESSIONAL SERVICES	202,723	106,697	68,564	124,243	141,000	118,000				199,500
42074 PENSIONS-O&E MMO	150,000	150,000	150,000	150,000	195,578	195,578				195,578
42074.1 PENSIONS-O&E	800,000	800,000	800,000	800,000	800,000	800,000				800,000
42075 PENSIONS-PMRS MMO	547,420	547,420	547,420	547,420	635,548	635,548				731,270
42077 GENERAL FUND CHARGES	2,663,000	1,938,000	1,685,695	1,685,695	1,685,695	1,685,695				1,685,695
420775 BETH AUTH LANDFILL PAYMENT	400,000	400,000	400,000	400,000	400,000	400,000				400,000
420802 CITY INSURANCE PACKAGE	128,000	130,000	130,000	130,000	130,000	130,000				130,000
42085 MEDICAL INSURANCE	-	725,000	725,000	1,045,000	1,113,000	1,113,000				1,456,500
42086 WORKMEN'S COMPENSATION	-	-	69,417	149,417	149,417	149,417				172,217
42087 SOCIAL SECURITY	-	-	182,888	222,790	205,100	205,100				255,680
42090 UNFORESEEN CONTINGENCY	-	-	54,445	56,515	56,141	-				4,507
42091 BOND REDEMPTION	386,000	335,000	445,000	455,000	775,000	775,000				1,028,805
42092 COUPON INTEREST	159,396	112,603	98,407	94,633	355,911	355,911				477,851
42098 CAPITAL APPROPRIATION	256,047	343,972	496,862	1,250,000	368,706	250,000				396,040
Purchased Services	5,695,465	5,592,117	5,857,558	7,115,679	7,017,896	6,819,449				7,940,443
Total	SEWER GENERAL EXPENSES	5,724,755	5,616,578	5,891,049	7,146,758	7,073,006	6,869,449			7,941,943

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41025	1,500	POSTAGE 1,500 - POSTAGE
42036	6,500	COMMUNICATIONS 6,500 - 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	199,500	PROFESSIONAL SERVICES 115,000 - PROFESSIONAL SERVICES TO BE USED WHEN PROJECTS ARE BEYOND THE CAPACITY OF THE PROFESSIONALS AT THE WASTEWATER TREATMENT PLANT. 16,000 - OTHER CHARGES FOR ADMINISTRATION INCLUDE MAHER DUESSEL FOR THE ACCOUNTING AUDIT, MAXIMUS FOR INDIRECT COST ALLOCATION, CONRAD SIEGEL, PREFERRED EAP, TALLMAN HUDDERS, AND TASC. 5,000 - PA DEP AIR PERMIT UPDATES. 63,500 - PORTION OF LEVEL ONE BILLING AND MAILING CONTRACT
42074	195,578	PENSIONS - O & E MMO 195,578 - 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	731,270	PENSIONS - P.M.R.S. MMO 731,270 - 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.
420775	400,000	BETH AUTH LANDFILL PYMNT 400,000 - LANDFILL PAYMENT
420802	130,000	CITY INSURANCE PACKAGE 130,000 - BUILDING CONTENTS AND LIABILITY INSURANCE.
42085	1,456,500	MEDICAL INSURANCE 1,456,500 - REIMBURSEMENT OF SEWER FUND MEDICAL CLAIMS PAID BY GENERAL FUND
42086	172,217	WORKMEN'S COMPENSATION 172,217 - WORKMAN'S COMPENSATION
42087	255,680	SOCIAL SECURITY 255,680 - SOCIAL SECURITY
42090	4,507	UNFORESEEN CONTINGENCY 4,507 - THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		AT THE TIME OF BUDGET PREPARATION.
42091	1,028,805	BOND REDEMPTION 1,028,805 - BOND PAYMENT ON OUTSTANDING DEBT
42092	477,851	COUPON INTEREST 477,851 - INTEREST PAYMENT ON OUTSTANDING DEBT.
42098	396,040	CAPITAL APPROPRIATION 396,040 - CONTRIBUTION TOWARD SEWER CAPITAL PROJECTS AND EQUIPMENT PURCHASES.

BUREAU DETAIL

Bureau: Wastewater Laboratory **No:** 3004

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

Bureau Description:

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

Goals and Objectives:

- Finalize surcharge billing process which will result in revised time requirements, lower postage costs and faster turnaround time for both results and fee collection.
- Investigate various ways to improve data collection/analytical results storage that will eliminate time wasted looking for data.
- Complete training of the operators so that they can take over the process control sampling and analysis so that we will be able to relocate WW lab to City Hall for improved efficiencies such as scheduling, lower equipment costs, and reduction in overtime.

Prior Year Achievements:

- Initiated pH and Chlorine training of current operators in order to relocate WW lab to City Hall.
 - WOVC of MIPP office to better organize and make more efficient office space resulting in an additional 50 square feet of space.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2009	2010	2011	2012	2013		2013		2014	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3032 MIPP Coord/QC Coord	1	1	1	1	1	75,473	1	75,473	1	76,947
2815 Plant Chemist	1	1	1	1	1	68,177	1	68,177	1	69,594
2406 Laboratory Tech II	1	1	-	-	-	-	-	-	-	-
M127 Lab Technician	1	1	1	1	1	54,795	1	54,795	1	55,936
Total Positions	4	4	3	3	3	198,445	3	198,445	3	202,477
3209 50% Allocated from 20012						41,518		41,518		42,331
2714 50% Allocated from 20012						32,344		32,344		33,127
2710 50% Allocated from 20012						-		-		23,202
						272,307		272,307		301,137
Account Detail										
40001 SALARIES	271,971	274,667	280,622	263,783		266,427		266,427		295,057
40002 LONGEVITY	4,725	4,970	5,290	5,130		5,880		5,880		6,080
40003 OVERTIME	4,844	5,641	8,426	3,944		4,500		4,500		4,500
40004 TEMPORARY HELP	-	15,852	17,586	28,058		44,000		44,000		15,000
40005 HOLIDAY PAY	5,253	3,221	3,018	2,774		6,695		2,750		3,000
40006 DIFFERENTIAL PAY	10	19	43	1		50		50		50
40008 MEAL REIMBURSEMENT	40	73	208	-		50		50		50
Personnel	286,843	304,443	315,193	303,690		327,602		323,657		323,737
41014 OPERATING SUPPLIES	23,899	23,525	23,368	19,534		24,000		24,000		24,000
41016 UNIFORMS/SAFETY SHOES	492	629	301	409		1,000		1,000		1,000
41023 GASOLINE	1,460	1,790	2,437	2,500		2,480		2,480		2,920
Materials & Supplies	25,851	25,944	26,106	22,443		27,480		27,480		27,920
42031 UNIFORM RENTAL	254	332	249	240		1,000		1,000		1,000
42033 TRAINING AND SAFETY	908	1,767	1,530	1,577		2,000		2,000		3,000
42055 PROFESSIONAL SERVICES	89,729	79,573	77,253	75,385		97,500		93,900		91,100
42060 OTHER EXPENSES	1,572	2,156	1,820	2,519		2,600		2,600		3,000
42064 EQUIPMENT MAINTENANCE	1,410	412	519	354		3,500		3,500		3,500
Purchased Services	93,873	84,240	81,371	80,075		106,600		103,000		101,600
Total	WASTEWATER LABORATORY	406,567	414,627	422,670	406,208	461,682		454,137		453,257

2014 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	15,000	TEMPORARY HELP 15,000 - PART-TIME SAMPLER/LAB TECHNICIAN
40005	3,000	HOLIDAY PAY 3,000 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	50	DIFFERENTIAL PAY 50 - TO PAY PERSONNEL WORKING MIDDLE AND NIGHT SHIFT AS PER UNION CONTRACT.
40008	50	MEAL REIMBURSEMENT 50 - TO REIMBURSE PERSONNEL FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	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	2,920	GASOLINE 2,920 - GASOLINE BASED ON 2013 USAGE.
42031	1,000	UNIFORM RENTAL 1,000 - LAB COATS FOR THREE (3) EMPLOYEES.
42033	3,000	TRAINING AND SAFETY 3,000 - MISCELLANEOUS TRAINING, SEMINARS, AND OPERATOR CERTIFICATION TRAINING AS REQUIRED BY PA DEP AND SAEFTY EQUIPMENT.
42055	91,100	PROFESSIONAL SERVICES 43,600 - MIPP PROGRAM SAMPLING AND ANALYSIS. 18,000 - PLANT SAMPLING FOR NPDES. 12,000 - MISCELLANEOUS SAMPLING. 15,000 - 50% OF ANNUAL SC ENGINEERING CONTRACT. 2,500 - MARCOR
42060	3,000	OTHER EXPENSES 2,000 - LAB CERTIFICATION. 500 - OFFICE SUPPLIES.

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		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**

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Budget w/ Transfers	2013 Actual & Estimated	2014 Final Budget
REVENUES:							
Operating Revenues							
33001 Golf Course Fees	919,091	878,048	812,159	868,597	960,000	920,000	940,000
33003 Golf Cart Rentals	319,326	335,247	310,539	334,670	370,000	355,000	395,000
33004 Golf Merchandise Sales	64,414	53,871	55,454	51,440	85,000	68,000	90,000
33005 Gift Certificates	-	-	-	-	60,000	55,000	-
33006 Driving Range	120,458	120,923	113,309	118,877	135,000	132,500	150,000
33007 Restaurant	22,973	25,138	26,080	39,905	26,000	29,000	22,000
33009 Vending Commission	10,111	9,089	8,452	8,533	12,000	12,200	20,000
33010 Escrow	-	6,875	-	-	-	-	-
33011 Miscellaneous	308	304	285	300	2,000	1,950	22,000
Total Operating Revenues	1,456,681	1,429,495	1,326,278	1,422,322	1,650,000	1,573,650	1,639,000
Other Operating Revenues							
35022 2008 GO Note	422,986	6,708	-	-	-	-	-
Total Other Operating Revenues	422,986	6,708	-	-	-	-	-
TOTAL GOLF FUND REVENUES	<u>1,879,667</u>	<u>1,436,203</u>	<u>1,326,278</u>	<u>1,422,322</u>	<u>1,650,000</u>	<u>1,573,650</u>	<u>1,639,000</u>
EXPENDITURES BY CATEGORY:							
Personnel Costs	671,980	652,323	547,984	569,883	547,804	519,580	552,914
Materials & Supplies	159,882	154,745	163,563	166,694	177,600	173,575	176,100
Purchased Services	655,129	667,919	620,425	763,735	887,146	864,090	906,986
Equipment	427,781	6,708	7,361	2,693	23,500	12,500	3,000
TOTAL GOLF FUND EXPENDITURES	<u>1,914,772</u>	<u>1,481,695</u>	<u>1,339,333</u>	<u>1,503,005</u>	<u>1,636,050</u>	<u>1,569,745</u>	<u>1,639,000</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.
 - Continue tree-planting program. (18 & 9 hole).
 - Continue to provide the best customer service.
-

Prior Year Achievements:

- Maintained revenue while managing operational expenses within budget projections.
 - Successfully maintained over 200 acres of turf with emphasis on the greens, approaches, fairways and tees with specialized chemical and fertilizer applications.
 - Installed new plantings at the club house and continued new tree plantings on both courses.
 - Continued our marketing strategy with the Accu-Weather Channel, Lehigh Valley Iron Pigs, Lehigh Valley Marketplace Magazine and Won Best Public Golf Course by Lehigh Valley Magazine for 2012.
 - Installed new netting at Driving Range.
 - Installed new cart path at Holes # 10 and # 15.
 - Renovated the golf shop with a new counter, fixtures and office. In the process of renovating the men's and women's locker rooms for additional uses.
 - Expanded sales initiatives of custom fit equipment adding four fitting systems and Flight Scope swing analysis system.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2009	2010	2011	2012	2013		2013		2014	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Actual & Estimated
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3005	Golf Course Superintend	1	1	1	1	1	74,993	1	74,993	1	76,547
2403	Golf Clubhouse Manager	1	1	1	1	1	55,123	1	55,123	1	56,303
2101	Assist Clubhouse Mgr	1	1	1	1	1	44,900	1	44,900	1	45,763
M141	Golf Course Lead Tech	-	-	1	1	1	58,984	1	58,984	1	60,229
M121	Golf Course Technician	1	1	-	-	-	-	-	-	-	-
M114	Maintenance Worker III	2	2	-	-	-	-	-	-	-	-
M113	Golf Course Mechanic	1	1	-	-	-	-	-	-	-	-
M092	Maintenance Worker II	3	3	3	3	3	144,474	3	144,474	3	146,402
M072	Maintenance Worker I	2	2	2	2	1	47,731	1	47,731	1	46,197
Total Positions		12	12	9	9	8	426,205	8	426,205	8	431,441
3209	Allocated to 0406						(47,901)		(47,901)		(48,027)
							378,304		378,304		383,414
Account Detail											
40001	SALARIES	509,723	497,276	402,647	405,627		370,624		362,500		375,974
40002	LONGEVITY	9,800	9,030	6,650	5,060		7,680		7,680		7,440
40003	OVERTIME	32,781	31,670	20,713	27,667		30,000		24,000		30,000
400047	MAINTENANCE-TEMP HELP	39,370	39,883	31,281	43,375		52,000		49,000		52,000
400048	CLUB HOUSE-TEMP HELP	74,813	69,267	83,037	83,255		80,000		72,000		80,000
40005	HOLIDAY PAY	4,368	4,415	2,927	4,101		5,000		3,500		5,000
40006	DIFFERENTIAL PAY	435	401	404	421		1,000		400		1,000
40008	MEAL REIMBURSEMENT	690	381	325	377		1,500		500		1,500
Personnel		671,980	652,323	547,984	569,883		547,804		519,580		552,914
41014	OPERATING SUPPLIES	82,066	82,585	78,727	88,822		93,000		92,200		91,500
41016	UNIFORMS/SAFETY SHOES	2,597	1,241	2,337	1,362		3,350		2,300		3,350
41017	SMALL TOOLS	1,819	303	2,359	2,411		2,750		1,575		2,750
41020	GOLF MERCHANDISE	49,818	42,024	43,899	36,366		45,000		44,500		45,000
41023	GASOLINE	23,582	28,592	36,241	37,733		33,500		33,000		33,500
Materials & Supplies		159,882	154,745	163,563	166,694		177,600		173,575		176,100
42040	ADVERTISING AND PRINTING	19,000	14,648	12,808	12,488		15,000		12,500		15,000
42044	ELECTRIC	30,284	33,900	39,634	31,350		33,000		24,000		33,000
42046	HEATING OIL	12,598	13,894	14,238	15,680		18,600		18,600		20,000
42047	DEPARTMENT CONTRACTS	124,088	136,884	122,556	116,779		119,350		118,475		126,925
42048	BANK SERVICE CHARGE	13,624	15,268	14,179	17,463		1,550		13,900		15,000
420481	BANK DISCOUNT	-	-	1,408	-		-		-		500
42049	REFUNDS	-	550	-	-		500		250		2,000
42054	RENTALS	540	417	374	494		1,000		900		1,000
42055	PROFESSIONAL SERVICES	4,674	7,592	3,087	2,550		4,200		2,600		4,200
42060	OTHER EXPENSES	11,056	10,499	10,354	10,758		14,750		11,500		14,750
42064	EQUIPMENT MAINTENANCE	24,756	25,621	27,283	26,972		28,750		27,000		30,000
42065	PLANT MAINTENANCE	28,104	35,863	25,943	20,852		34,000		32,750		30,500
42074.1	O & E MMO	17,540	17,540	17,540	17,540		54,678		54,678		54,678
42075	PENSIONS-PMRS MMO	93,865	106,740	112,735	106,820		163,044		163,044		163,044
42077	GENERAL FUND CHARGES	275,000	175,000	-	155,000		150,000		150,000		150,000
42085	MEDICAL INSURANCE	-	-	82,000	103,000		110,000		110,000		120,000
42086	WORKMEN'S COMPENSATION	-	-	5,000	8,000		8,160		8,160		8,160
42087	SOCIAL SECURITY	-	-	58,000	45,000		42,120		42,120		42,300
42090	UNFORESEEN CONTINGENCY	-	-	-	-		14,831		-		1,811
42091	BOND REDEMPTION	-	56,000	58,000	60,000		63,000		63,000		66,000
42092	COUPON INTEREST	-	17,503	15,286	12,989		10,613		10,613		8,118
Purchased Services		655,129	667,919	620,425	763,735		887,146		864,090		906,986
43099	EQUIPMENT	4,795	-	7,361	2,693		23,500		12,500		3,000
43099004	EQUIPMENT-2008 GO NOTE	422,986	6,708	-	-		-		-		-
Equipment		427,781	6,708	7,361	2,693		23,500		12,500		3,000
Total	GOLF COURSE	1,914,772	1,481,695	1,339,333	1,503,005		1,636,050		1,569,745		1,639,000

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	30,000	OVERTIME 30,000 - WEEKEND SCHEDULING TO ENSURE COURSE IS IN TOP CONDITION FOR PUBLIC PLAY, SPRING AND FALL RENOVATIONS (AERATING AND OVER SEEDING GREENS, TEES, AND FAIRWAYS). OVERTIME NEEDED FOR STORM CLEAN UP AND DURING WEATHER EXTREMES.
400047	52,000	MAINTENANCE--TEMP. HELP ASSIST WITH THE DAILY OPERATION OF BOTH GOLF COURSES: 20,000 - BALL PICKERS 32,000 - GROUNDS MAINTENANCE
400048	80,000	CLUB HOUSE---TEMP. HELP ASSIST WITH THE DAILY OPERATION OF BOTH GOLF COURSES: 18,000 - STARTERS 40,000 - CASHIERS 12,000 - RANGERS 10,000 - CART ATTENDANTS
40005	5,000	HOLIDAY PAY 5,000 - THIS AMOUNT COVERS 12 HOLIDAYS FOR 2014 AND INCLUDES THE COST OF PAYING TIME AND A HALF TO EMPLOYEES SCHEDULED TO WORK ON HOLIDAYS.
40006	1,000	DIFFERENTIAL PAY 1,000 - MIDDLE SHIFT HOURS WORKED DURING SUMMER MONTHS
40008	1,500	MEAL REIMBURSEMENT 1,500 - REIMBURSEMENT FOR MEALS IN ACCORDANCE WITH UNION CONTRACT.
41014	91,500	OPERATING SUPPLIES 5,000 - DRIVING RANGE BALLS 700 - PENCILS 300 - MERCHANDISE BAGS 500 - POSTAGE AND SHIPPING ITEMS 500 - JANITORIAL SUPPLIES 5,000 - GRASS SEED 35,000 - FUNGICIDES 8,000 - INSECTICIDES 10,000 - HERBICIDES 4,000 - SURFACTANTS 15,000 - FERTILIZERS 5,000 - MISCELLANEOUS COURSE SUPPLIES -- MARKERS FOR FAIRWAYS AND TEES, BUNKER RAKES, FLAGS, FLAGPOLES, CUPS, ETC. INCREASE DUE TO THEFT, VANDELISM AND USE. 2,000 - PAPER PRODUCTS - CUPS, TOILET PAPER, TOWELS, ETC. 500 - CLUB REPAIR SUPPLIES
41016	3,350	UNIFORMS/SAFETY SHOES 770 - SAFETY SHOES 880 - UNIFORMS

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		200 - RAIN GEAR
		1,500 - STAFF SHIRTS
41017	2,750	SMALL TOOLS
		500 - SPECIALTY TOOLS FOR MAINTENANCE AND MECHANICAL WORK ON GOLF COURSE EQUIPMENT.
		250 - ROTARY MOWERS
		500 - MISC. EQUIPMENT (TO REPLACE EQUIPMENT THAT BREAKS IN SEASON)
		250 - BLOWERS, HAND HELD
		350 - CHAIN SAW
		500 - GENERATOR
		400 - POWER TOOLS
41020	45,000	GOLF MERCHANDISE
		40,000 - PURCHASE OF MERCHANDISE FOR RESALE AT THE GOLF COURSE CLUBHOUSE.
		1,250 - GRIPS (REGRIIP CLUBS)
		1,500 - HANDICAP FEES
		750 - GIFT CARDS
		1,500 - TEES
41023	33,500	GASOLINE
		33,500 - BASED ON ESTIMATED USAGE OF GASOLINE AND DIESEL FUEL AND PRICE INCREASE
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 AND 0501% RATE INCREASE
42046	20,000	HEATING OIL
		20,000 - BASED ON ESTIMATED USAGE AND COST INCREASE
42047	126,925	DEPARTMENT CONTRACTS
		60,000 - LEASE PURCHASE FOR 72 GOLF CARTS
		1,800 - XEROX COPIER LEASE
		2,000 - INTERNET WEBSITE
		3,000 - FORE RESERVATIONS SOFTWARE/COMPUTER UPGRADES
		2,500 - PORT-A-JOHN RENTALS
		2,500 - ALARM MONITORING
		2,700 - GPS SERVICE PLAN IRRIGATION COMPUTER
		28,500 - LEASE AGREEMENT FOR EQUIPMENT YEAR 3 OF 5
		7,000 - TORO SPRAYER YEAR 4 OF 4
		16,925 - JACOBSEN HR-9016 MOWER YEAR 1 OF 5
42048	15,000	BANK SERVICE CHARGE
		15,000 - FOR CHARGE CARD SYSTEM.
420481	500	BANK DISCOUNT

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		500 - FOR CHARGE CARD SYSTEM.
42049	2,000	REFUNDS 2,000 - REFUND OF FEES DUE TO UNFORESEEN EMERGENCIES.
42054	1,000	RENTALS 1,000 - RENTAL OF EQUIPMENT FOR MAINTENANCE PROJECTS AT THE GOLF COURSE
42055	4,200	PROFESSIONAL SERVICES 4,200 - ANNUAL AUDIT SERVICE.
42060	14,750	OTHER EXPENSES 1,000 - PESTICIDE UPDATE TRAINING 1,000 - MEMBERSHIP GCSAA, PTGA, PGA, PGSA 750 - TURFGRASS MEETINGS 500 - TOURNAMENTS (TROPHIES, PLAQUES) 200 - CITY DIRECTORY 9,000 - CONCESSION FEES 1,300 - SAFETY SUPPLIES 1,750 - NATIONAL CONFERENCE
42064	30,000	EQUIPMENT MAINTENANCE 25,000 - REPAIR OF GOLF COURSE EQUIPMENT, TRIPLEXES, FAIRWAY MOWERS, SPRAYERS, TRACTORS, ROUGH UNITS, AERIFIERS, SEEDERS, TRIM MOWERS, ETC. ALL EQUIPMENT IS OVERHAULED IN THE OFF SEASON -- NOVEMBER THROUGH MARCH. 5,000 - UNFORESEEN MAJOR REPAIRS
42065	30,500	PLANT MAINTENANCE 3,000 - CLUBHOUSE REPAIRS AND MAINTENANCE 2,000 - OVERLAY CART PATHS TO IMPROVE AREAS AROUND THE GREENS AND TEES. 2,500 - TOP DRESSING TO FILL AERATION HOLES, MONTHLY TOP DRESSING TO MAINTAIN CONSISTANT GREENS. 2,500 - IRRIGATION SUPPLIES 2,000 - MATS FOR DRIVING RANGE, NEED TO KEEP NEW ONES COMING IN -- ALWAYS IN USE 1,500 - TREE PLANTING, CARE AND ANNUAL FLOWERS 2,000 - WEATHER CENTER FOR LATEST WEATHER CONDITIONS 2,000 - NETTING REPAIRS/REPLACEMENT 3,000 - UNFORESEEN MAINTENANCE REPAIRS 2,000 - DIVOT MIX 1,500 - SAND & DRAINAGE MATERIALS FOR BUNKERS 3,000 - MISC. MAINTENANCE SUPPLIES, PAINT, LUMBER, ETC. 1,000 - UPGRADE COMMUNICATION LINES BETWEEN 18 AND 9 HOLE CLUBHOUSES WITH FIBEROPTIC LINE 2,500 - NEW CART STORAGE 9 HOLE
42074	54,678	PENSIONS - O & E MMO 54,678 - PART OF MMO CONTRIBUTION REQUIRED BY ACT 205

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

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42075	163,044	PENSIONS - P.M.R.S. MMO 163,044 - PENSIONS - P.M.R.S. MMO
42077	150,000	GENERAL FUND CHARGES 150,000 - GENERAL FUND CHARGES
42085	120,000	MEDICAL INSURANCE 120,000 - MEDICAL INSURANCE
42086	8,160	WORKMEN'S COMPENSATION 8,160 - WORKMEN'S COMP
42087	42,300	SOCIAL SECURITY 42,300 - SOCIAL SECURITY
42090	1,811	UNFORESEEN CONTINGENCY 1,811 - GOLF CONTINGENCY
42091	66,000	BOND REDEMPTION 66,000 - PRINCIPAL PAYMENT ON LONG-TERM DEBT
42092	8,118	COUPON INTEREST 8,118 - INTEREST PAYMENT ON LONG-TERM DEBT
43099	3,000	EQUIPMENT 3,000 - GREENS ROLLER

Schedule of Payment of Note Indebtness

	Series of 2008		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
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>205,000</u>	<u>16,434</u>	<u>221,434</u>

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

	<u>2009</u> <u>Actual</u>	<u>2010</u> <u>Actual</u>	<u>2011</u> <u>Actual</u>	<u>2012</u> <u>Actual</u>	<u>2013</u> <u>Budget w/</u> <u>Transfers</u>	<u>2013</u> <u>Actual &</u> <u>Estimated</u>	<u>2014</u> <u>Final</u> <u>Budget</u>
REVENUES:							
Operating Revenues							
34002 State Allocation	1,377,820	1,325,721	1,353,902	1,424,831	1,399,095	1,399,095	1,350,060
34004 Maintenance Turnback	8,480	8,480	8,480	8,480	8,480	8,480	8,480
34006 DEP Grant - Leaf Loaders	-	38,189	-	-	-	-	-
308901 Cash Bal (Carryover from PY)	-	-	-	-	494,164	-	323,460
Total Operating Revenues	<u>1,386,300</u>	<u>1,372,390</u>	<u>1,362,382</u>	<u>1,433,311</u>	<u>1,901,739</u>	<u>1,407,575</u>	<u>1,682,000</u>
Investment Interest							
308501 Investment Income	1,160	43	276	2,287	-	1,709	-
Total Investment Interest	<u>1,160</u>	<u>43</u>	<u>276</u>	<u>2,287</u>	<u>-</u>	<u>1,709</u>	<u>-</u>
TOTAL LIQUID FUELS FUND REVENUES	<u><u>1,387,460</u></u>	<u><u>1,372,433</u></u>	<u><u>1,362,658</u></u>	<u><u>1,435,598</u></u>	<u><u>1,901,739</u></u>	<u><u>1,409,284</u></u>	<u><u>1,682,000</u></u>
EXPENDITURES:							
Liquid Fuels	1,458,366	1,078,186	1,701,728	1,134,514	1,901,739	1,525,800	1,682,000
TOTAL LIQUID FUELS FUND EXPENDITURES	<u><u>1,458,366</u></u>	<u><u>1,078,186</u></u>	<u><u>1,701,728</u></u>	<u><u>1,134,514</u></u>	<u><u>1,901,739</u></u>	<u><u>1,525,800</u></u>	<u><u>1,682,000</u></u>

BUREAU DETAIL

Bureau: Liquid Fuels

No: 005A

Department: Liquid Fuels

No: 005A

Bureau Description:

This fund provides for the maintenance of the City's streets 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, storm sewer, and leaf collection systems using our AVL System.
 - Maintain the vegetation growth along city roadways.
 - Improve paving and patching programs to extend the life of City roadways.
 - Repair, maintenance, and replacement of storm sewer system serving streets.
-

Prior Year Achievements:

- Supported and funded all street maintenance and operation activities including Streets Bureau equipment and fleet.
 - Completed Linden Street storm sewer section replacement.
 - Conducted CI Events to improve:
 - Snow/Salt/Brine Operations
 - Sweeper and Leaf Operations
 - Storm Sewer Operations
 - Collected over 20,000 cubic yards of leaves during the 2012 leaf collection operation.
 - Maintained storm sewers – cleaning and flushing of over 150 basins throughout the City.
 - Paved over 7,000 feet of roadway and scratched 4,000 feet in 2013 through the in-house paving program.
 - Milled over 4,000 feet of roadway with new milling machine.
 - Improved snow plowing operation by switching all plows to steel blades.
 - Improved brine operation by using a deicing additive (GEOMELT 55 BEET JUICE).
 - Acquired additional leaf loader to improve our leaf collection program.
 - Acquired tact machine to continue to improve our paving program and road maintenance.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013		2014			
					Budget w/ Transfers	Actual & Estimated	Final Budget	Final Budget		
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-	-	-
Account Detail										
55001 SNOW AND ICE REMOVAL	164,977	144,478	173,955	37,526	165,000	165,000	185,000			
55003 ROAD MAINTENANCE	349,238	374,317	399,076	395,915	400,000	400,000	400,000			
55004 SNOW REMOVAL OPER SUPPLY	223,526	264,672	334,995	135,232	280,000	280,000	250,000			
55005 ROAD MAINT OPER SUPPLIES	63,233	91,403	117,462	164,376	95,000	95,000	95,000			
55007 HAND TOOLS	7,503	4,201	2,999	4,342	5,000	5,000	5,000			
55008 REPAIRS TOOLS & MACHINERY	55,581	69,720	58,550	58,040	100,000	100,000	90,000			
55011 CURB RAMPS	34,792	-	20,000	10,000	10,000	10,000	10,000			
55016 STREET OVERLAYS	209,547	11,029	236,897	54,436	574,174	460,000	152,800			
55022 STREET SIGNS	15,773	4,790	11,470	9,520	10,000	10,000	14,300			
55031 LINDEN ST SS REPLACEMENT	-	-	146,205	8,445	207,100	-	207,100			
55050 BANK SERVICE CHARGES	150	150	150	248	800	800	800			
55099 EQUIPMENT	334,046	113,426	199,969	256,434	54,665	-	272,000			
Total LIQUID FUELS	1,458,366	1,078,186	1,701,728	1,134,514	1,901,739	1,525,800	1,682,000			

2014 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 4080 TONS OF SALT AT \$60.38 PLUS LIQUID CALCIUM COSTS). THE PURCHASE OF SUCH MATERIALS FOR USE ON SIDEWALKS AND PARKING LOTS CANNOT BE CHARGED TO THIS ACCOUNT.
55005	95,000	ROAD MAINT OPER SUPPLIES 95,000 - 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.
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	90,000	REPAIRS TOOLS & MACHINERY 90,000 - ACCOUNT TO CHARGE THE PURCHASE OF REPAIR PARTS, CONTRACT MAINTENANCE, ETC. TO EQUIPMENT, TOOLS AND MACHINERY USED IN ROAD REPAIR AND CONSTRUCTION. THIS ACCOUNT WILL ALSO COVER REPAIRS TO DAMAGED EQUIPMENT DUE TO ACCIDENTS, NEW CUTTING BLADE ON LOADER, REPAIRS NEEDED FOR PAVER, THE COST OF SIDE BROOMS AND MAIN BROOMS FOR SWEEPERS, AND MILLING MACHINE NEEDS.
55011	10,000	CURB RAMPS 10,000 - ACCOUNT TO CHARGE THE COST TO REPAIR AND CONSTRUCT HANDICAP CURB CUTS AS REQUIRED BY THE ADA ACT.
55016	152,800	STREET OVERLAYS 152,800 - ACCOUNT TO COVER THE COST OF BLACK TOP MATERIALS FOR IN-HOUSE PAVING AND PROVIDE FOR CONTRACT STREET OVERLAYS.
55022	14,300	STREET SIGNS

2014 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	10,000	- THIS BUDGET ITEM IS NOW PRIMARILY TO COVER ANNUAL REPLACEMENT AND MAINTENANCE OF STREET SIGNS. MAINTENANCE OF DOWNTOWN HISTORIC BETHLEHEM STREET SIGNS, AND NEW STATE REGULATIONS ON STREET NAME SIGNS.
	4,300	- PURCHASE OF SIGNLAB 9.1 CUT PRO PROGRAM AND VINYL CUTTER - PURCHASE OF A VINYL CUTTER AND PROGRAM TO IMPROVE THE PRODUCTION TIME IT TAKES TO MAKE A STREET SIGN WHICH WILL CUT COSTS (LABOR TIME).
55031	207,100	LINDEN ST S.S. REPLACE
	207,100	- LINDEN STREET SS REPLACEMENT (PHASE I): TO REPLACE STORMWATER LINES ON THE EAST SIDE OF LINDEN STREET APPROXIMATELY 500' SOUTH OF EAST BOULEVARD AND CONTINUE NORTH TO A POINT 250' NORTH OF EAST BOULEVARD. LINDEN STREET SS REPLACEMENT PHASE II TO REPLACE STORMWATER LINES STARTING FROM THE EAST SIDE OF LINDEN STREET (APPROXIMATELY 250' NORTH OF EAST BOULEVARD), CROSSING OVER LINDEN STREET TO THE WEST SIDE AND CONTINUING NORTH TO CITY LINE IS PLANNED FOR 2015 (\$317,058.00).
55050	800	BANK SERVICE CHARGES
	800	- CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNTING FEES.
55099	272,000	EQUIPMENT
	225,000	- LEEBOY RA400 SPRAY PATCHER - PURCHASE OF A SPRAY PATCHER TO IMPROVE PREVENTATIVE MAINTENANCE AND EXTEND THE LIFE OF CITY ROADWAYS. THIS UNIT IS DESIGNED TO PERMANENTLY PATCH HOLES AND CRACKS YEAR-ROUND WITH TEMPERATURES ABOVE FREEZING. THIS PATCHING OPERATION REQUIRES LESS MANPOWER THAN OUR CURRENT CONVENTIONAL OPERATION (ONE DRIVER/OPERATOR VERSUS PATCH GANG OF DRIVER, ROLLER OPERATOR, AND TWO RAKERS).
	47,000	- CAT PAVING ROLLER TO REPLACE UNIT #706 (1991 - INGERSOLL RAND ROLLER.) PARTS ARE NO LONGER AVAILABLE FOR THIS UNIT.

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

	<u>2014 Final Budget</u>
REVENUES:	
Operating Revenues	
308901 Cash Balance	171,378
30917 Dedicated Tax Cash Account	929,945
35006 Escrow	154,514
35009 DEP Grant - Monocacy Park	98,200
35010 FEMA/PEMA Reimbursement	281,181
35011 Recreation Fac Fund	150,000
35018 High St Bridge-PCT1	924,292
35019 High St Bridge-Norfolk Southern	285,505
35022 2009 Note	99,086
35023 2013 Bond	3,140,098
35027 PENNDOT - New Street	80,000
35034 Greenway Contributions	200,000
35035 PennDOT - ARLE Program	110,800
35041 2007 Note	53,800
35046 Sand Island County Grant	36,000
35048 Lynn Avenue Bridge Grant	4,439,947
35055 Growing Greener Grant	203,000
35061 NC Open Space Initiative	304,021
35062 Greenway ED Impact Grant	10,000
35063 Main St/Streetscape Contributions	246,632
35076 DCNR - Greenway	200,000
35077 AFG/FEMA - Fire Equipment	132,576
35080 DCNR - Greenway to Saucon Park	500,000
35083 Sand Island Fish & Boat Grant	150,000
35085 Eastern Gateway Lighting - Federal	297,191
35087 Eastern Gateway Lighting - State	225,000
TOTAL NON-UTILITY CAPITAL FUND REVENUES	<u><u>13,423,166</u></u>
EXPENDITURES BY BUDGET UNIT:	
62007 2007 Note	53,800
62009 2009 Note	99,086
62011 2011 Bond	929,945
62013 2013 Bond	3,140,098
69999 Other Revenue	9,200,237
TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES	<u><u>13,423,166</u></u>
EXPENDITURES BY CATEGORY:	
Public Safety	1,255,050
Parks & Public Property	4,118,355
Public Works	7,490,549
Other Non-Utility Projects	559,212
TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES	<u><u>13,423,166</u></u>

**CITY OF BETHLEHEM
2014 NON-UTILITY CAPITAL IMPROVEMENT PLAN**

	2013 Bond	2011 Bond	2009 Note	2007 Note	Federal & State Grants	Cash/ Misc.	Other Funds	Total
Public Safety								
911 Phone Equipment Replacement		191,000					430,000	621,000
CAD/RMS Replacement		485,800					655,000	1,140,800
Fire Apparatus Replacement Program	121,057	58,943						180,000
Fire House Improvements	32,674							32,674
Fire Equipment					132,576			132,576
LifePak-15 Cardiac Monitors	18,000							18,000
Surveillance Camera Replacement Project	90,000	50,000						140,000
Wireless Mesh Data and Video Network		75,000						75,000
Total Public Safety	261,731	860,743	-	-	132,576	-	1,085,000	2,340,050
Parks and Public Property								
City Center Improvements	110,879	3,523						114,402
Eastern Gateway					522,191			522,191
Facility Capital Improvement Plan	150,000							150,000
FEMA/PEMA-Parks					271,111			271,111
General Pool Improvements	99,186					22,409		121,595
Greenway Econ Devel Impact Study						10,000		10,000
Greenway/Saucon Park Ball Field Connect	350,000				500,000	150,000		1,000,000
Johnston Park Dam					12,232			12,232
Mechanical System Upgrade	322,764							322,764
Monocacy Creek Improvement					217,989			217,989
Municipal Ice Rink	49,134							49,134
Park/Playground Improvements	60,183	7,359				3,739	214,248	285,529
Recreation Programs						448		448
Roof, Safety, Fire Code	20,950	1,000						21,950
Sand Island Improvements	150,000				186,000			336,000
South Bethlehem Greenway	41,000		99,086		372,000	344,782		856,868
Vehicle/Equipment Replacement	40,390							40,390
Total Parks & Public Property	1,394,486	11,882	99,086	-	2,081,523	531,378	214,248	4,332,603
Public Works								
Bridge Repair	126,993							126,993
Fahy Bridge					110,800			110,800
Geographic Information System	94,448							94,448
High Street Bridge					924,292	285,505		1,209,797
Hurricane Irene Road Reconstruction					10,070			10,070
Isolated Intersections	172,705	22,673						195,378
Lynn Avenue Bridge					4,439,947		223,682	4,663,629
Miscellaneous Drainage Structure	150,000	33,639						183,639
New Street - 3rd to 4th					80,000			80,000
North St (New/Center-Road & Serv Lines)	310,000						110,000	420,000
Stefko Drainage Swale					203,000			203,000
Storage Tanks						36,775		36,775
Street Overlays	322,691						460,152	782,843
Traffic Safety Improvement	48,264	1,008						49,272
Turnberry Mews						117,739		117,739
Total Public Works	1,225,101	57,320	-	-	5,768,109	440,019	793,834	8,284,383
Other Non-Utility Projects								
IT Improvement Plan	8,780							8,780
Main Street/Streetscapes	250,000			53,800		246,632		550,432
Total Other Non-Utility Projects	258,780	-	-	53,800	-	246,632	-	559,212
Total Non-Utility Capital (Net Other Funds)	3,140,098	929,945	99,086	53,800	7,982,208	1,218,029	-	13,423,166

2014 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PUBLIC SAFETY

911 Phone Equipment Replacement

\$191,000

Current 9-1-1 specific phone equipment is comprised of cooper phone lines and circuit boards capable of handling only analog voice technology. This type of equipment and the infrastructure that supports it have been around for well over 50 years and does not support current and emerging communication technologies. New equipment will meet State NG9-1-1 requirements and be IP based, digital, interoperable, and capable of handling advanced data such as text, video, and telemetrics.

Funding Source:

2011 Bond - Dedicated Tax	191,000
911 Fund	<u>430,000</u>
	621,000

CAD/RMS Replacement

\$485,800

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

Funding Source:

2011 Bond - Dedicated Tax	485,800
911 Fund	<u>655,000</u>
	1,140,800

Fire Apparatus Replacement Program

\$180,000

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. The hazardous materials vehicle, a 1990 GMC Kodiak, will be replaced as part of the 2013 bond. Replacement of the hazmat vehicle will allow us to eliminate a 28 foot trailer now used by the team. Starting in 2014, a plan to start rechassisising the apparatus instead of purchasing new apparatus will be initiated. This should reduce the cost of apparatus replacement by at least forty percent. In 2015 we need to replace our 1997 Sutphen tower. It has already received extensive renovations. It has been out of service and unavailable to us for almost 50% of the time in the last two years.

Funding Source:

2013 Bond	121,057
2011 Bond - Xfr from General	<u>58,943</u>
	180,000

Fire House Improvements

\$32,674

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

Funding Source:

2013 Bond	\$32,674
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2014 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Fire Equipment

\$132,576

The funds received from Federal Emergency Management Agency will be used for rescue and emergency equipment necessary to the Bethlehem Fire Department (water rescue boat with an aluminum flat bottom).

Funding Source:

AFG/FEMA 132,576

LifePak-15 Cardiac Monitors (EMS)

\$18,000

The LifePak-15 monitor/defibrillator will replace the discontinued LifePak10 cardiac monitors. The LifePak10 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 yrs. 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. 2014 will be the final lease payment of the four year lease purchase agreement for this equipment.

Funding Source:

2013 Bond 18,000

Surveillance Camera Replacement Project

\$140,000

This project proposes to replace the antiquated surveillance camera system that currently protects/ monitors the police department and all of City Hall. The current system is CCTV and the resolution is unacceptable for playback and evidentiary purposes. The current system had been pieced together over the years and does not provide adequate coverage in areas such as the holding cells. The current system costs approximately \$20,000 a year in annual maintenance costs because the system was leased and not purchased. The new system would be purchased outright and would require a much lower annual maintenance contract. The new system would also be digital and some cameras may have the ability to pan, tilt and zoom.

Funding Source:

2013 Bond 90,000
2011 Bond - Xfr from General 50,000
140,000

Wireless Mesh Public Safety Data and Video Network

\$75,000

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

Funding Source:

2011 Bond - Dedicated Tax 68,943
2011 Bond - Xfr from General 6,057
75,000

2014 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PARKS AND PUBLIC PROPERTY

City Center Improvements

\$114,402

Work may include replacement of revolving door to Plaza, garage floor repairs, office renovations, floor/ceiling tile replacement, exterior improvements to sidewalk, steps, railings, landscaping, cooling tower fill replacement, new windows on ground floor police department, continue upgrade of water fountain, replace 4 toilets in police holding cells, replace air handler #2 preheat/reheat coils, and other unforeseen repairs/improvements to facilities/equipment to extend the life of a capital asset.

Funding Source:

2013 Bond	110,879
2011 Bond	<u>3,523</u>
	114,402

Eastern Gateway

\$522,191

The grants allow for additional planning as a follow up to the Eastern Gateway Vision Study. Funds are utilized for site analysis, planning and design for public spaces and rights of way and development of physical improvements along 4th Street/Route 412 corridor.

Funding Source:

Federal	297,191
State	<u>225,000</u>
	522,191

Facility Capital Improvement

\$150,000

Erect a vehicle shelter at Parks Maintenance facility. Upgrade City's phone system.

Funding Source:

2013 Bond	150,000
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FEMA/PEMA – Parks

\$271,111

Repairs to flood-damaged park facilities: Monocacy Park Pavilion, Sand Island tow path/canal debris removal and erosion slide along NE shoreline, stone walls at three parks.

Funding Source:

FEMA/PEMA	271,111
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General Pool Improvements

\$121,595

Improvements/renovations to pools, bathhouses, filter systems and buildings. Purchase of equipment necessary for pool operations. Projects may include continued renovations to Clearview. Stark – building addition. Memorial – finish door replacement, new roof for junior pool building. Continue upgrading filter/chlorination systems at all pools, improvement/replacement of decks, furnace/boilers, fencing, bathroom facilities, painting/sandblasting, resurfacing pool, and landscaping. Upgrades will continue to the bathrooms and showers at Memorial Pool, phasing renovations to piping and deck of Memorial Pool, and other unforeseen repairs/improvements to facilities/equipment to extend the life of a capital asset.

Funding Source:

2013 Bond	99,186
Other – Rec Fee	<u>22,409</u>
	121,595

2014 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Greenway Economic Development Impact Study

\$10,000

An Economic Development Impact Study is being conducted through Lehigh University, in partnership with the Delaware and Lehigh National Heritage Corridor and DCNR. The study will interview users of the greenway and will eventually be compiled with other statewide economic development impact studies to analyze economic impacts of parks and greenways generally.

Funding Source:

Del-Lehigh Nat'l Heritage	5,000
Lehigh University	<u>5,000</u>
	10,000

Greenway/Saucon Park Ball Fields Connection

\$1,000,000

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

Funding Source:

State	500,000
2013 Bond	350,000
Other – Rec Fee	<u>150,000</u>
	1,000,000

Johnston Park Dam

\$12,232

City will restore the Monocacy Creek along Johnston Park. Work to include dam removal, installation of in-stream fish habitat improvements, and landscaping.

Funding Source:

County	12,232
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Mechanical System Upgrade

\$322,764

Continue updating of mechanical systems to improve reliability and energy efficiency of systems/facilities not covered under the Energy Savings Performance Contract. Critical initiatives include complete the upgrade of the City Center elevators, replacement of fan coil units in Building A and connecting to new energy management system and, install AC in Police CSI and two spot coolers in Vice. Other projects may include replace HVAC, refurbish/modernize chillers, air handlers, heat exchangers, cooling towers, pumps, boilers, pneumatic controls, air filters, condenser/water pumps/motors at City-owned facilities, and other unforeseen repairs/improvements to facilities/equipment to extend the life of a capital asset.

Funding Source:

2013 Bond	322,764
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Monocacy Creek Improvements

\$217,989

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

Funding Source

State	98,200
County	<u>119,789</u>
	217,989

2014 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Municipal Ice Rink

\$49,134

Address roof ventilation/condensation issue that compromises ice quality and other improvements/emergency repairs/purchase of equipment as needed for operations and other unforeseen repairs/improvements to facilities/equipment to extend the life of a capital asset.

Funding Source:

2013 Bond 49,134

Park/Playground Improvements

\$71,281

Project includes the planning, design, implementation to upgrade City parks as recommended in the City's Comprehensive Plan for Parks and Recreation. Projects may include creating no mow areas, improvements and renovations to athletic fields (grading, aerifying, topsoil, and backstops), court resurfacing, landscaping, unsafe tree removal/replacement, furniture, playground equipment, fencing, lighting, signage, parking lots, pedestrian/suspension bridges, pathways, pavilions, park buildings, equipment, and DAR House renovations. Raising/relocation of the pedestrian bridge and/or planting riparian buffer along the Saucon Park. Misc. unforeseen improvements/emergency repairs, and other unforeseen repairs/improvements to facilities/equipment to extend the life of a capital asset.

Funding Source:

2013 Bond 60,183
2011 Bond 7,359
Cash 3,739
CDBG 214,248
285,529

Recreation Programs

\$448

Remaining grant funds to provide recreational programs to City residents.

Funding Source:

Cash 448

Roof, Safety, Fire Code

\$21,950

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

Funding Source:

2013 Bond 20,950
2011 Bond 1,000
21,950

Sand Island Improvements

\$336,000

Phase I Sand Island West renovations including the construction of a parking lot and the creation of a green space area. Reconstruct Lock 41, and other improvements to park and facilities.

Funding Source:

2013 Bond 150,000
State 150,000
Lehigh County 36,000
336,000

2014 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

South Bethlehem Greenway

\$856,868

Continue design and construction of a linear park with various amenities along the greenway such as extension of the trail southward to Saucon Park and the development of plaza pavilion/restrooms near entrance to the Skateplaza.

Funding Source:

2013 Bond	41,000
2008 Note	99,086
County	172,000
State	200,000
Cash – Escrow & Rec Fees	144,782
Other – Contributions	<u>200,000</u>
	856,868

Vehicle/Equipment Replacement

\$40,390

City Garbage Truck lease. 2014 last year of lease.

Funding Source:

2013 Bond	40,390
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PUBLIC WORKS

Bridge Repair (2 year funding)

\$126,993

The project is for priority repair of nine (9) bridges the City is responsible for maintenance as identified in inspection reports. Two of our bridges are going through the design process to be replaced in the near future (Lynn Avenue and High Street). All but one of the remaining bridges is in need of significant repairs. The City receives regular inspection reports through the National Bridge Inspection System (NBIS). These reports detail needed repairs including concrete repair, deck overlay, deck and bearing rehabilitation and painting. The Public Works Department annually completes repairs that are within our expertise utilizing in-house forces. Much of the more complex work requires specialized bridge contractors. In addition, the NBIS inspections sometimes result in "Priority 1" repairs which must be addressed within a few months. Failure to make these repairs may result in further deterioration and greater future costs, as well as possible closures in extreme instances.

Funding Source:

2013 Bond	126,993
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Fahy Bridge Intersection Upgrade

\$110,800

Elimination of the right-hand slip ramp onto Center Street from the north end of the Fahy Bridge (New St) and create a right-hand turn at the signalized intersection to provide a safer crossing for pedestrians and bicyclists.

Funding Source:

Other (ARLE Grant)	110,800
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2014 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Geographic Information System (2 year funding)

\$94,448

This project is for the continued development of our Geographic Information System (GIS) for the City. The GIS will include City infrastructure and comprehensive data that will enable all departments to use it for analysis, monitoring of performance and work flow improvements. Phase 1 began in 2006 and included development of the base map, viewer, road centerline, data layers and public safety applications. Modified phases 2 & 3 included upgrading of the server, increasing base map coverage area, data updates to the base map, sanitary sewer database construction and preliminary storm sewer database construction. Currently, we are planning the next phase of the GIS implementation. Next phase will include updating the server and viewer software, development of certificate of occupancy addressing, continue development of the storm sewer and water systems networks, base map maintenance, integration with the SunGard Software, tools, training, and various workflow applications. Expected work in 2013/2014 is the completion of a street sign inventory layer and the completion of the storm sewer layer.

Funding Source:

2013 Bond	94,448
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High Street Bridge

\$1,209,797

Provide for the engineering and replacement of the structurally deficient bridge. The bridge was closed to all traffic on 6/16/11, which combined with the previous closing of the Seidersville Road Bridge equates to the residents along Ravena Street having only one point of access to their residences: the intersection of Ravena and Fire Lane Road. The City is currently seeking to have this bridge placed on the TIP for construction to replace the structure with a new 2-lane bridge meeting current standards. This would also preserve future recreational access beneath the structure. Norfolk Southern is responsible for a portion of the replacement costs per agreement, specifically preliminary and final design engineering efforts.

Funding Source:

Norfolk Southern	285,505
Federal Grant	<u>924,292</u>
	1,209,797

Hurricane Irene Road Reconstruction

\$10,070

Reconstruct sections of Monocacy Creek, Silvex, and Creek Roads to repair damage during Hurricane Irene with funds applied for and received from FEMA and will be received from PEMA once work is completed. Monocacy Creek and Silvex Roads completed in 2013 with Creek Road repairs planned for 2014. All work being done in-house.

Funding Source:

Other (State/Federal)	10,070
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Isolated Intersections (2 year funding)

\$195,378

Install new or upgrade existing signals at various locations (121 existing traffic signals). Each intersection costs between \$130,000 and \$180,000. Proposed potential new signal locations – East Boulevard and Linden Street, Butztown Road and Easton Avenue, Linden Street and Elmhurst Avenue, and Third Avenue and Union Boulevard. Needed upgrade locations – 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. Construction to upgrade Center Street & Elizabeth Avenue has begun and is expected to be completed in 2013 (\$150,000). Upgrading of Union Boulevard & Linden Street will also be constructed and completed in 2013 at an estimated cost of \$132,000. In addition, design work for the Main Street & Elizabeth Avenue and New Street & Elizabeth Avenue intersections will be completed in 2014 and construction of one intersection completed in 2014 at an estimated total cost of \$156,500. Design work for Linden & Goepp Streets and Center & Goepp Streets will also be completed in 2014.

Funding Source:

2011 Bond	22,673
2013 Bond (2 year)	<u>172,705</u>
	195,378

2014 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Lynn Avenue Bridge

\$4,439,947

Remove and replace structurally deficient bridge. Due to funding issues with PennDOT, the scope has been changed back to the original design of a single span that will span the existing LVRM track and a portion of the greenway. Due to the prolonged break in design while trying to negotiate funding with PennDOT, the preliminary engineering was not completed until August 2012. Notice to Proceed for final design issued August 10, 2012. Anticipated completion of final design is December 2013. Under the current schedule a let date is set for April 2014 and construction anticipated in 2014.

Funding Source:

Federal & State Grants	
(2013/2014)	4,439,947
CDBG	<u>223,682</u>
	4,663,629

Miscellaneous Drainage Structure (2 year funding)

\$183,639

These funds are used to make repairs to catch basins, headwalls, culverts, pipes, etc. throughout the City's extensive storm sewer system. We will also replace the Creek Road culvert (\$75,000), replace the storm sewer system at Fifth and Buchanan Streets (\$70,000), and replace storm sewer at Center Street and Bierys Bridge Road (\$90,000) using this account. The Creek Road Culvert project is to replace the existing deteriorated culvert along Creek Road north of Friedensville Road. The culvert has been damaged by repeated flooding and the roadway is often overtopped during storms. In addition, the existing culvert is narrow, allowing only a single lane to cross. The replacement culvert will be sized to allow two lanes of traffic and reduce flooding of the road. The guiderail also needs to be upgraded to meet current safety standards. The Center Street and Bierys Bridge Road project is to replace deteriorating corrugated metal pipe that is collapsing. The storm sewer project at Fifth and Buchanan Streets is to replace deteriorating clay pipe that has holes in it and is leaking into the surrounding road bed.

Funding Source:

2011 Bond	33,639
2013 Bond (2 Years)	<u>150,000</u>
	183,639

New Street (Third Street to Fourth Street)

\$80,000

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

Funding Source:

Other	80,000
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North Street (New to Center / Roadway & Service Lines)

\$310,000

Remove and replace existing roadway to remove high road crown, as well as replacement of existing water main and water service laterals. Remove/ reset/reconstruct curbing, sidewalks, and driveway connections as required to facilitate roadway reconstruction efforts. Remove existing overgrown trees impacting reconstruction efforts and replace with new street trees more suitable for location. Utility work budgeted separately. Decorative lighting added to the project.

Funding Source:

2013 Bond	310,000
CDBG	<u>110,000</u>
	420,000

2014 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Stefko Drainage Swale

\$203,000

This project was originally to upgrade existing drainage channel between Broad Street and Lehigh River to eliminate flooding at the former Bethlehem Steel Power Plant and to reclaim existing city owned property for future use. Due to changed conditions, this project has been re-evaluated to principally re-align the swale to the Lehigh River and include a possible culvert under Lehigh Canal and selected improvements along the swale to reduce erosion and sediment transport to the river. A Growing Greener grant was received in 2013 for design. Preliminary engineering and survey work began in 2013. 2014 funding is for engineering work.

Funding Source:

Other – Growing Greener Grant 203,000

Storage Tanks (2 year funding)

\$36,775

This ongoing program helps the City meet state and federal regulations to remove and/or replace existing underground storage tanks. This item includes follow up site characterization for tanks removed at the Municipal Garage, Golf Course, Rodger St., and Wild Creek Reservoir. Progress of project depends on DEP review/feedback approvals and monitoring results. The City has achieved closure of the Golf Course Barn UST and we are awaiting closure confirmation for the Wild Creek Reservoir UST. We have bid out the Rodgers Street Shop and Municipal Garage cases through USTIF and we are under contract for both. USTIF will pay 100% of the costs directly to the consultant for Rodgers Street and 85% for the Municipal Garage.

Funding Source:

Escrow 36,775

Street Overlays (2 years funding)

\$322,691

Overlay various streets throughout the City in accordance with our road management program. Proper upkeep/maintenance of the City's 260 miles plus of roadway would ideally require approximately \$2,000,000 in annual expenditures.

Funding Source:

2013 Bond (2 Years)	322,691
Liquid Fuels	151,259
CDBG	<u>308,893</u>
	782,843

Traffic Safety Improvement (2 year funding)

\$49,272

Replacement of outdated traffic controllers and cabinets at various locations for our 121 signalized intersections. Purchase of video detection cameras to replace damaged or broken in-roadway traffic loop detection is also budgeted under this item.

Funding Source:

2011 Bond	1,008
2013 Bond (2 Years)	<u>48,264</u>
	49,272

2014 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Turnberry Mews

\$117,739

This funding is the remaining security from the original developer who defaulted on the project. It will be used to complete improvements which include paving, curb & sidewalk, detention pond improvement, and other miscellaneous work as shown on the approved development plan. Another developer has assumed responsibility for the project. The escrow will be released as work is completed.

Funding Source:

Escrow 117,739

OTHER NON-UTILITY PROJECTS

IT Improvement Plan

\$8,780

This plan will address several immediate and long term needs in the IT Server and Network areas. The items are intended to work in conjunction with each other to produce the best solutions at the least cost. Several obsolete computer servers will be replaced, exchange server licenses will be upgraded, server backups will be upgraded to disk drives, and a disaster recovery plan will be initiated.

Funding Source:

2013 Bond 8,780

Main Street/Streetscapes

\$550,432

This project is to renew/upgrade the streetscape on Main Street including brick sidewalks and curb ramps, brick roadway intersections and crosswalks, utilities, trees, and street furniture between Church Street and Broad Street. The project is to be completed in four phases which are the Market Street intersection as Phase I (completed in 2012), Market Street to Walnut Street including the Walnut Street intersection as Phase II (2014), Walnut Street to Broad Street including the Broad Street intersection as Phase III (2015), and Market Street to Church Street as Phase IV (2016).

Funding Source:

Other (Phase II)	246,632
2007 Note (Phase II)	53,800
2013 Bond (Phase II)	<u>250,000</u>
	550,432

**CITY OF BETHLEHEM
2014 WATER CAPITAL FUND
FUND ANALYSIS SUMMARY**

	2014 Final Budget
REVENUES:	
32115 Line of Credit	2,767,120
37002 Capital Appropriations	100,000
37005 Bond Redemption & Improvement	550,000
37007 H2O PA Grant - Valves	47,439
TOTAL WATER CAPITAL FUND REVENUES	<u>3,464,559</u>
EXPENDITURES:	
770013 Stop Log Replace-Eng/cons	1
770016 5 Million Gallon Northeast Standpipe Engineering & Evaluation	85,992
77002 Distribution Systems Extension	120,000
77003 Service Lines New/Renewal	100,000
77004 Metering	113,000
77005 Replace, Relocate, Rehabilitate Distribution System	100,000
77006 Fire Hydrant New/Renewal	70,000
77009 SS Pump Station Valve Eng	35,000
77012 12 MG SW Res. Cover/Liner	1
77015 0.5 MG SE Tank Engineering	76,277
77016 Emergency Repair Transmission Mains	10,000
77017 East Allen/Shady Lan	294,000
77018 2 MG SW Res. Valve/Drain	20,100
77019 Freemansburg Avenue Bridge Lining	1,687
77020 Birchwood Farms	205,000
77021 North Street Road Reconstruction	150,000
77023 1 MG SE Tank Pump Station-Phase III	1
77025 5th and William Street Pump Station Eng/Const.	406,650
77026 Sidewalk/Trench Restoration	75,000
77027 Delaware Avenue Line Replacement	472,270
77028 Rt. 512 Extension for EAT - Design	69,458
77029 Rt. 412 Main Replacement	1
77030 Water Department Vehicles	1
77032 SCADA System Upgrade	170,045
77033 Wild Creek Spillway Repair	119,018
77036 Commercial & Industrial Meter Replacement	80,000
77039 Master Meters/Pits/Appurtenances	1
77040 Ice Pigging East Allen Gardens	24,000
77041 5 MG SE Storage Tank Modifications	85,100
77042 2 MG SW Reservoir Replacement Engineering	216,500
77043 Comprehensive Planning Study	25,000
77044 Repair Wild Creek Intake Roof	5,000
77045 Repair Wild Creek Pole Building Lower Shed	4,000
77061 Computer Upgrade Software/Hardware	7,300
77084 Security Enhancements	1
77096 Penn Forest Dam SCADA	144,800
77097 CPU Model Calibration	27,500
77099 Equip. Water Maint.	73,769
770991 Equip. Collection & Treatment	7,000
770992 Equip. Laboratory Service	14,200
770996 Equip. WTR. Filtration	36,113
770999 Equip. Tech. Support	20,773
TOTAL WATER CAPITAL FUND EXPENDITURES	<u>3,464,559</u>

2014 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.

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 5 \$85,992.

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. Includes Ritter Street Pump Station construction for pressure enhancement.

Service Lines New/Renewal

007A-77003

These lines are installed from the main to the curblin and generally 3/4" 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 1" in size. All meters are of the encoder type.

Replace, Relocate, Rehabilitate Distribution System

007A-77005

This is an annual project. Emergency replacement, relocation or rehabilitation to water distribution system.

Fire Hydrant - New/Renewal

007A-77006

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

SS Pump Station Valve Engineering

007A-77009

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

2014 WATER CAPITAL PROJECT DETAIL

0.5 MG SE Tank Engineering

007A-77015

Project included the painting of interior/exterior, mixing system installation and service and inspection services. Professional engineers will be responsible for ongoing asset management and scheduling of maintenance and for future structural integrity and renovations. Year 5.

Emergency Repair Transmission Mains

007A-77016

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

East Allen/Shady Ln Well

007A-77017

Design, Bid, construction administration and construct pump house, water storage tank, chlorinator to meet PA DEP4 log rule.

2 MG SW Reservoir Valve/Drainage Engineering/Replacement

007A-77018

Perform structural evaluation of reservoir.

Freemansburg Bridge Lining

007A-77019

Construction to restore water distribution service to Borough of Freemansburg as an alternative means to provide water service in case of emergency. To pay for balance of evaluation of water main in 2014.

Birchwood Farms

007A-77020

Replacing water distribution main due to high break frequency on Birch Drive in the Birchwood Farms development. This will reduce customer outage in emergency situations.

North Street Road Reconstruction

007A-77021

Water line infrastructure replacement due to complete road reconstruction of North Street.

1 MG SE Tank Pump Station Engineering/Replacement

007A-77023

Phase III – Design, replace pumps, motors, control centers, piping, valves, electrical work, miscellaneous items, install emergency generator/transfer switch, and construction management.

5th and William St. Pump Station

007A-77025

Phase II – To design, replace pumps, motors, control centers, piping, valves, gas engine, electrical work, generator/transfer switch, miscellaneous items and construction management.

Sidewalk/Trench Restoration

007A-77026

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

2014 WATER CAPITAL PROJECT DETAIL

Delaware Avenue Main and Service Line Replacement	007A-77027
Replacing water distribution infrastructure on Delaware Avenue prior to roadway rehabilitation by Fountain Hill Borough. To pay for the balance of work in 2014.	
Route 512 Extension for East Allen Township	007A-77028
Design phase of extending water distribution service from Jacksonville Road to Route 512 in East Allen Township.	
Route 412 Main Replacement	007A-77029
Replacement of water distribution infrastructure prior to Route 412 roadway reconstruction. To be completed in 2014 and billed by PA DOT in 2015.	
Vehicles – Water Department	007A-77030
Vehicles for Utility Maintenance Division.	
SCADA System Upgrade	007A-77032
SCADA system spare parts for WDC and WTP, balance of EAP update, T1 Line installation at WC and WTP, SCADA connectivity between South Mountain Tower and WTP.	
Wild Creek Spillway Repair	007A-77033
Repairs to Wild Creek spillway where concrete slabs are separating at the joints in eight (8) locations.	
Commercial and Industrial Meter Replacement	007A-77036
This is an annual project. It is to provide for replacement of old existing high usage meters in commercial, industrial, public and institutional buildings and pits and for meter bypasses and fire lines. Meters range from 1 ½" to 8" in size.	
Master Meters/Pits/Appurtenances	007A-77039
To install master meters in meter pits with piping and appurtenances in Allen Township, Lehigh Township, and others to monitor flows and to provide service in City water mains.	
Ice Pigging East Allen	007A-77040
Ice pigging of water mains to remove sediments and deposits to improve water quality.	
5 MG SE Storage Tank Modifications	007A-77041
To modify piping/valve in order to feed Saucon Valley and supplement fire flows in Commerce Center Boulevard area.	
2 MG SW Reservoir Replace Engineering	007A-77042
To design tank replacement for existing 2 MG SW Reservoir.	

2014 WATER CAPITAL PROJECT DETAIL

Comprehensive Plan Study **007A-77043**

To perform study in order to develop long term distribution system improvement plan.

Repair Wild Creek Roof **007A-77044**

To repair Wild Creek Intake roof leaks.

Repair Wild Creek Pole Building **007A-77045**

To repair Wild Creek pole building lower shed due to animal burrowing.

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, design 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 H20 PA. 12 Year Project.

Penn Forest Dam SCADA System **007A-77096**

To replace SCADA system and appurtenances which are obsolete and many of which are non-functional. Needed to monitor dam measurements to ensure structural integrity. Includes design, contract administration, radio survey and construction.

CPU Model Calibration **007A-77097**

To calibrate computer model and investigate unusual system pressures.

Equipment – Water Maintenance **007A-77099**

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

\$22,000	Mobile generator
\$ 8,650	Asphalt sealer trailer
\$ 6,700	Walk behind asphalt/concrete saw
\$ 2,619	Submersible pump (pneumatic)
\$ 1,800	Two (2) magnetic locators
\$32,000	Other equipment as needed

Equipment – Collection & Treatment **007A-770991**

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

\$5,500	One (1) Woods mower attachment for tractor. Replaced 40-year old rotobearer
\$1,500	One (1) chart recorder for Tunkhannock backpressure chamber to replace inoperable unit

2014 WATER CAPITAL PROJECT DETAIL

Equipment – Laboratory Services

007A-770992

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

\$ 1,200	One (1) portable pH meter to replace 22-year old unit which is failing
\$13,000	One (1) autoclave to replace 330year old unit which is failing

Equipment – Water Filtration

007A-770996

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

\$3,113	Two (2) maple display screens with cables to replace units with intermittent problems
\$3,000	One (1) control valve gearbox to replace and upgrade worn gearbox
\$4,000	Two (2) chemical area drum scales to replace those that are not functional
\$1,200	One (1) chemical pump motor to be used as a spare
\$5,100	Two (2) chlorine gas detectors with battery backups to replace original units with intermittent problems
\$1,100	One (1) calibrator pressure module to allow the in-house calibration of SCADA transmitters
\$3,500	One (1) capacitive level probe for flume to be used as a spare
\$1,800	One (1) replacement motor for filter effluent or filter rinse valve to be used as a spare
\$2,200	One (1) replacement motor for filter wash or filter drain valve to be used as a spare
\$2,200	One (1) replacement motor for air wash valve to be used as a spare
\$7,000	One (1) duplox combination chlorine/fluoride analyzer to replace current plant analyzer due to obsolete parts and the need to monitor fluoride in the plant effluent as per the DEP performance evaluation.
\$1,900	Plant security system with ten (10) cameras, one monitor and one DVR for safety and security.

Equipment – Technical Support

007A-770999

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

\$ 3,090	Two (2) Rosemont pressure transmitters
\$10,683	Six (6) SCADA radio kits w/ sd9c-ms gemds radio, bracket, cables to cwm/poly-phaser, phoenix contact power supply and ups.
\$ 7,000	One (1) new control room SCADA server

**CITY OF BETHLEHEM
2014 SEWER CAPITAL FUND
FUND ANALYSIS SUMMARY**

	<u>2014 Final Budget</u>
REVENUES:	
32113 Tapping Fees	200,000
32116 2012 Pennvest Loan	3,070,758
32117 2012 Bond Issue	3,229,244
32118 2013 Pennvest Loan (Proposed)	10,737,000
39805 Capital Appropriation	<u>396,040</u>
TOTAL SEWER CAPITAL FUND REVENUES	<u>17,633,042</u>
 EXPENDITURES:	
88001 Sewer Laterals New/Renewal	5,000
88002 Collection System New/Renewal	134,161
880022 W Intermediate Clrfr Drive	1
880024 Fine Bar Scrns-Deirtus Rm	15,000
880031 RAS Pump	15,000
880034 Security-Vulnerability	1
880035 Sludge/Gas/Flow Meters Digest.	10,000
88004 Inflow/Infiltration Mitigation	39,596
88007 ACT 537 Collection System	285,000
88008 Chlorinator/Tot Res Anal	15,000
88009 Outfall 004 Relocation	3,200,000
88011 New Dewatering Facility	10,737,000
88016 Sewer Maintenance Equipment	9,525
88073 Computer Hardware/Software	10,000
88113 Grit Conveyor System Upgrade	5,000
88114 Odor Control	5,000
88120 WWT Equipment	31,000
88121 WWT Laboratory Equipment	11,000
88136 Facilities Improvement	5,000
88143 Digester WAS Upgrades	3,070,758
88145 Pump Station #1 Pumps	15,000
88146 Raw Sewage Pumps	<u>15,000</u>
TOTAL SEWER CAPITAL FUND EXPENDITURES	<u>17,633,042</u>

2014 SEWER CAPITAL PROJECT DETAIL

Sewer Laterals – New/Renewal

008A-88001

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

Collection System New/Renewal

008A-88002

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

West Intermediate Clarifier Drive

008A-880022

Replacement of clarifier drive and electrical system 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.

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.

\$17,500	Manhole rehabilitation of three (3) manholes
\$10,000	Manhole inserts and manhole wraps
\$ 3,500	Locking manhole inserts (stainless)
\$ 2,648	Hach probe for portable flo-dar flow meter
\$ 5,948	Hach FH-950 hand held flow meter for depth and velocity

Act 537 Collection System Improvements

008A-88007

Act 537 collection system improvements. Design/construction at Fifth and Pierce Streets, and design at Broadway.

2014 SEWER CAPITAL PROJECT DETAIL

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.

New Dewatering Facility **008A-88011**

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

Sewer Maintenance Equipment **008A-88016**

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

\$3,000	Jet flusher nozzles
\$1,800	Two (2) magnetic locators
\$4,725	Emergency transfer switches for generators

Computer Hardware and Software **008A-88073**

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

Grit Conveyor System Upgrade **008A-88113**

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.

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
\$ 2,000	Plant maintenance tools such as ratchet sets, sockets, multi-tools, drills, etc
\$15,000	Air conditioners to replace units in the control building and administration office as needed
\$ 3,000	Office furniture to replace old desks, chairs and tables as needed

WWTP Laboratory Equipment **008A-88121**

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

\$ 1,000	One (1) refrigerator to MIPP samples to replace worn out unit
\$10,000	Two (2) ISCO automatic samplers to replace old units.

2014 SEWER CAPITAL PROJECT DETAIL

Facilities Improvement

008A-88136

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

Digester/WAS Upgrades

008A-88143

Digester/WAS upgrades.

Pump Station #1 Pumps

008A-88145

These pumps are used to pump flow from the waste activated sludge process to the trickling filters. These three pumps are in need of upgrade in order to ensure that they maintain the required pumping capacity.

Raw Sewage Pumps

008A-88146

These pumps ensure that all flows received by the treatment plant are lifted from the wet well in the headworks to downstream treatment processes. These pumps must be reliable during the high flows caused by wet weather, and have proven problematic during 2011, compromising wet-weather operation. The purpose of this project is to rehabilitate two of the six influent pumps and upgrade motor controls to more current technology.

**CITY OF BETHLEHEM
2014 COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

	2003	2007	2009	2010	2011	2012	2013	2014	Total
CDBG Funding									
Acquisition/Demolition						68,281			68,281
ADA Improvements			15,000						15,000
Armory Planning Study		1,480							1,480
Bethlehem Public Library							10,000		10,000
Bethlehem Trail Study								27,000	27,000
Boys & Girls Club								31,500	31,500
CACLV Financial - Counseling							15,000	15,000	30,000
CADC - Micro Enterprise							20,000	20,000	40,000
CD Consulting						8	30,000	25,000	55,008
Community Police							48,000	85,000	133,000
Curb Ramps							110,000	50,000	160,000
Eastern Gateway SS							55,706		55,706
Economic Development						162,071			162,071
Embrace Your Dreams								7,000	7,000
Employer Assisted Housing							15,000		15,000
Health Bureau				2,567			5,000	5,000	12,567
Housing Rehab-Grants & Loans					48,174		254,000	240,000	542,174
Housing Rehab-Delivery Costs							81,576	135,549	217,125
LVCIL/ADA Counseling							15,000	15,000	30,000
Lynn Ave Bridge	25,600			34,390			73,526	38,000	171,516
NHS-LV-Hoop Delivery			2,831					8,000	10,831
North Penn Legal Services						710	20,000	20,000	40,710
Police Overtime						9,130	15,000		24,130
Program Administration						1,225	112,081	118,200	231,506
Public Works Engineering								10,000	10,000
Redevelopment Authority								15,000	15,000
Rising Tide							25,000	25,000	50,000
ShareCare							4,000	5,000	9,000
SS Parks/Playgrounds					12,515	24,332	80,000	98,200	215,047
SS Recreation Coordinator		27			184	817	16,213	32,295	49,536
Street Landscaping/Trees					20,000				20,000
Streetlights							100,000		100,000
Street Overlays						102,894	106,000	100,000	308,894
YWCA								12,000	12,000
Total CDBG Funding	25,600	1,507	17,831	36,957	80,873	369,468	1,211,102	1,137,744	2,881,082

**CITY OF BETHLEHEM
2014 COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

	2008	2010	2011	2012	2013	2014	Total
HOME Funding							
Habitat for Humanity				50,125	150,000	170,000	370,125
Home Program Admin Expenses		9,590		16,868	20,000	18,090	64,548
Housing Development Corp			16,101	220,000	189,000		425,101
Housing Rehabilitation		112,485	183,768				296,253
HOM, Inc	150,000						150,000
Lehigh Valley Community Land Trust					49,500	50,000	99,500
Moravian Development Corp						140,000	140,000
Total HOME Funding	150,000	122,075	199,869	286,993	408,500	378,090	1,545,527

Total Community Development Block Grants **2,881,082**

Total Home Investment Partnership Grants **1,545,527**

4,426,609

CDBG PROJECT DETAIL

Acquisition/Demolition	\$68,281
Acquisition and demolition of properties for code condemnation and economic development /Redevelopment Authority uses.	
ADA Improvements	\$15,000
Removal of architectural barriers at city-owned facilities.	
Armory Study	\$1,480
Study of the Armory in West Bethlehem by the Bethlehem Redevelopment Authority.	
Bethlehem Area Public Library	\$10,000
Installation of a new ADA ramp at the Southside branch of the library.	
Bethlehem Trail Study	\$27,000
Funding for a region wide trail study.	
Boys & Girls Club	\$31,500
Installation of a new gym floor at the Northeast Boys & Girls Club.	
CACLV Financial Counseling	\$30,000
Contract for services with the Community Action Committee of the Lehigh Valley for homeownership, renters' rights, and family savings counseling.	
CADCB-Mircoenterprise	\$40,000
Contract for services with the Community Action Development Corporation for Start Your Own Business counseling and related small business development costs.	
CD Consulting	\$55,008
Consulting costs associated with preparation of annual action plan, environmental review record, performance report and technical assistance services.	
Community Police	\$133,000
Salary and benefit costs for community police officers on the city's Southside.	
Curb Ramps	\$160,000
Construction of new ADA ramps in conjunction with the street overlay program.	

CDBG PROJECT DETAIL

Eastern Gateway	\$55,706
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Streetscape improvements in the Eastern Gateway area.

Economic Development	\$162,071
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Reimbursement to General Fund for staff and operating costs associated with economic development programs.

Embrace Your Dreams	\$7,000
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Teaching youth in low and moderate-income neighborhoods life skills through golf and tennis.

Employer Assisted Housing	\$15,000
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Downpayment and closing cost assistance for City of Bethlehem employees.

Health Bureau	\$12,567
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Funding for dental program and asthma prevention.

Housing Rehabilitation-Grants and Loans	\$542,174
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Grants and loans for lead remediation and code correction.

Housing Rehabilitation-Staff Delivery Costs	\$217,125
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Staff and delivery costs associated with the housing rehabilitation program.

LVCIL/ADA Counseling	\$30,000
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Contract for services with Lehigh Valley Center for Independent Living for counseling services dealing with disability and architectural barrier issues.

Lynn Avenue Bridge	\$171,516
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Engineering and redesign costs for Lynn Avenue Bridge.

NHS-LV-HOOP Delivery	\$10,831
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NHS of the LV-Administration of the home ownership outreach program and other additional programs related to the city.

North Penn Legal Services	\$40,710
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Contract for services with North Penn Legal Services for education and assistance to clients related to fair housing.

CDBG PROJECT DETAIL

Police Overtime	\$24,130
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Reimbursement of drug surveillance costs in various low-income areas.

Program Administration	\$231,506
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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	\$10,000
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Design and engineering costs associated with city engineering bureau's work on CDBG eligible public works projects.

Redevelopment Authority	\$15,000
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Administration and program delivery expenses associated with vacant property review, HOOP, ADA, compliance and urban renewal.

Rising Tide	\$50,000
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Administrative costs associated with the Bethlehem Small Business Loan Fund.

ShareCare	\$9,000
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Contract for services with ShareCare for operating costs to assist the elderly.

Southside Parks/Playgrounds	\$215,047
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Improvements to various recreational facilities on south side.

Southside Recreation Coordinator	\$49,536
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Match for Southside Recreation Center to promote youth activities on Southside. Salary of recreation coordinator and program costs.

Street Landscaping/Trees	\$20,000
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Plant trees on various streets located in low and moderate income areas.

Street Lights	\$100,000
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Installation of new street lights.

CDBG PROJECT DETAIL

Street Overlays **\$308,894**

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

YWCA of Bethlehem **\$12,000**

Funding of a technology program targeted at middle school girls.

TOTAL CDBG FUNDS **\$2,881,082**

HOME PROJECT DETAIL

Habitat for Humanity **\$370,125**

Acquisition and rehabilitation of blighted properties that will be sold to homeowners.

Home Program Administrative Expenses **\$64,548**

Home Program miscellaneous operating costs.

Housing Development Corporation **\$425,101**

Construction of affordable rental units at St. Stanislaus.

Housing Rehabilitation **\$296,253**

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).

Lehigh Valley Community Land Trust **\$99,500**

Rehabilitation and resale of 426 Hayes Street

Moravian Development Corporation **\$140,000**

Renovations to Moravian House III

TOTAL HOME FUNDS **\$1,545,527**

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