



**CITY OF BETHLEHEM  
2017 OPERATING &  
CAPITAL BUDGETS**

**CITY OF BETHLEHEM  
2017  
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**CITY OF BETHLEHEM  
CASH BALANCE ANALYSIS  
2017 BUDGET**

	General Fund	9-1-1 Fund	Water Fund	Sewer Fund	Golf Fund	Liquid Fuels Fund
<b>Cash Balance (Deficit) - 12/31/15*</b>	<b>\$ 5,818,241</b>	<b>\$ 1,229,083</b>	<b>\$ 1,727,710</b>	<b>\$ 1,639,553</b>	<b>\$ 20,444</b>	<b>\$ 365,887</b>
2016 Actual & Estimated Revenues	73,423,320	3,612,191	20,587,300	14,967,511	1,475,500	2,315,597
2016 Actual & Estimated Expenditures	(72,924,305)	(3,570,673)	(20,219,458)	(14,791,989)	(1,470,606)	(2,049,281)
<b>Estimated Cash Balance (Deficit) - 12/31/16</b>	<b>\$ 6,317,256</b>	<b>\$ 1,270,601</b>	<b>\$ 2,095,552</b>	<b>\$ 1,815,075</b>	<b>\$ 25,338</b>	<b>\$ 632,203</b>
<b>2017 Estimated Revenues</b>						
Real Estate Taxes	\$26,243,693	\$ -	\$ -	\$ -	\$ -	\$ -
Act 511 Taxes	12,996,500	-	-	-	-	-
City Licenses & Permits	2,860,300	-	-	-	-	-
Fines & Forfeits	420,000	-	-	-	-	-
Grants & Gifts	7,233,800	-	-	-	-	-
Departmental Earnings (Charges for Service)	6,983,500	1,950,000	20,975,000	15,044,921	1,495,000	-
Municipal Recreation	690,000	-	-	-	-	-
General Fund Charges	3,936,607	-	-	-	-	-
Returns & Allowances	1,997,500	-	-	-	-	-
Miscellaneous Revenues	868,100	-	-	-	-	-
Other Operating Revenues	9,825,000	1,485,000	-	785,079	-	-
Intergovernmental	-	-	-	-	-	2,136,292
<b>Total 2017 Estimated Revenues</b>	<b>\$74,055,000</b>	<b>\$3,435,000</b>	<b>\$20,975,000</b>	<b>\$15,830,000</b>	<b>\$1,495,000</b>	<b>\$2,136,292</b>
<b>2017 Expenditure Appropriations</b>						
Personnel Costs	\$54,834,707	\$1,537,873	\$ 3,947,325	\$ 3,638,000	\$ 567,834	\$ 585,000
Materials & Supplies	1,409,864	13,800	417,070	601,300	159,100	420,000
Purchased Services	8,499,057	1,499,062	6,691,519	7,882,221	616,566	780,692
Equipment	756,704	-	113,680	57,200	1,500	350,600
Long-Term Debt	7,073,765	384,265	8,739,574	1,965,584	-	-
Civic Expenses	1,480,903	-	-	-	-	-
General Fund Charges	-	-	1,065,832	1,685,695	150,000	-
<b>Total 2017 Expenditure Appropriations</b>	<b>\$74,055,000</b>	<b>\$3,435,000</b>	<b>\$20,975,000</b>	<b>\$15,830,000</b>	<b>\$1,495,000</b>	<b>\$2,136,292</b>
<b>Estimated Cash Balance (Deficit) - 12/31/17</b>	<b>\$ 6,317,256</b>	<b>\$ 1,270,601</b>	<b>\$ 2,095,552</b>	<b>\$ 1,815,075</b>	<b>\$ 25,338</b>	<b>\$ 632,203</b>

\* Source: City's audited general purpose financial statements

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

	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget w/ Transfers</b>	<b>2016 Actual &amp; Estimated</b>	<b>2017 Final Budget</b>
<b>REVENUES:</b>							
<b>Real Estate Taxes</b>							
30011 Real Estate - Current	19,710,752	22,473,767	22,589,003	24,192,952	25,309,017	25,175,000	25,643,693
30050 Real Estate - Prior	662,867	667,833	680,606	668,082	600,000	580,000	600,000
<b>Total Real Estate Taxes</b>	<b>20,373,619</b>	<b>23,141,600</b>	<b>23,269,609</b>	<b>24,861,034</b>	<b>25,909,017</b>	<b>25,755,000</b>	<b>26,243,693</b>
<b>Act 511 Taxes</b>							
30102 Earned Income Taxes	7,365,246	7,541,467	7,323,981	7,506,100	7,771,150	7,775,000	7,992,000
30103 Deed Transfer Tax	934,533	921,592	994,057	1,261,332	994,500	975,000	1,089,500
30106 Local Services Tax	1,489,202	1,584,028	1,579,347	1,675,644	1,665,000	1,685,000	1,705,000
30108 Mercantile Tax	1,726,655	1,874,557	1,930,246	2,201,246	2,020,000	2,410,000	2,210,000
<b>Total Act 511 Taxes</b>	<b>11,515,636</b>	<b>11,921,644</b>	<b>11,827,631</b>	<b>12,644,322</b>	<b>12,450,650</b>	<b>12,845,000</b>	<b>12,996,500</b>
<b>City Licenses &amp; Permits</b>							
30201 City Licenses	30,485	33,205	27,736	30,855	40,800	35,000	34,000
30221 Permits	1,153,217	1,585,237	1,464,982	1,463,628	1,600,000	1,535,000	1,600,000
30234 Liquor Licenses	33,250	30,450	-	-	33,500	32,800	32,800
30235 CATV Franchise	926,278	969,532	1,000,750	1,039,354	1,072,700	1,065,000	1,110,000
30236 Mercantile & Business Privilege	69,277	61,630	80,699	82,068	82,800	82,600	83,500
<b>Total City Licenses &amp; Permits</b>	<b>2,212,507</b>	<b>2,680,054</b>	<b>2,574,167</b>	<b>2,615,905</b>	<b>2,829,800</b>	<b>2,750,400</b>	<b>2,860,300</b>
<b>Fines &amp; Forfeits</b>							
30301 Magistrate Fines	490,821	455,041	439,426	422,018	450,000	410,000	420,000
<b>Total Fines &amp; Forfeits</b>	<b>490,821</b>	<b>455,041</b>	<b>439,426</b>	<b>422,018</b>	<b>450,000</b>	<b>410,000</b>	<b>420,000</b>

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

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget w/ Transfers	2016 Actual & Estimated	2017 Final Budget
<b>Grants &amp; Gifts</b>							
30401 Utility Tax Reimbursement	44,423	40,532	44,390	40,839	44,400	42,143	42,200
30402 City Health	1,221,649	939,931	1,039,433	904,624	1,476,946	1,125,000	1,562,000
30403 County Bridge Aid	40,744	40,586	46,482	35,518	46,500	49,340	47,500
30404 Spur Route Lighting	55,834	57,748	54,805	58,597	56,100	47,500	30,000
30409 Comm Development Reimb	426,521	430,787	380,700	404,128	350,000	340,000	350,000
30410 Lieu of Taxes	64,802	68,565	70,336	72,410	71,000	71,000	72,500
30412 Urban Forestry Grant	33,000	15,000	-	-	-	-	-
30413 Recycling - Performance Grant	352,832	365,463	543,857	391,858	300,000	291,212	300,000
30414 Recycling - DEP Equipment	-	-	-	-	202,927	-	203,000
30415 Seat Belt Highway	10,374	18,491	19,628	10,086	17,300	17,000	17,300
30417 Bethlehem Housing Authority	467,992	382,662	338,212	410,354	375,000	370,000	375,000
30420 State Subsidy-Pension	3,028,965	3,235,671	3,225,942	3,352,314	3,489,400	3,661,579	3,695,000
30421 Lehigh Co Auto Theft Task Force	95,656	99,915	103,529	105,025	95,000	92,000	95,000
30422 DUI Overtime Grant	28,529	40,093	59,580	27,587	40,000	53,954	50,000
30424 Northampton Co Drug Task Force	2,284	9,496	4,135	211	20,000	10,000	20,000
30428 PEMA Reimbursement	297,438	163,620	-	-	-	-	-
30429 Energy Rebates	65,767	-	125,684	96,306	-	-	-
30430 Medical Admin Fee Reimb	148,716	-	-	-	-	-	-
30436 Police Grant/MPOETC	-	-	-	32,250	12,500	10,000	16,500
30440 Bullet Proof Vest	7,785	9,533	2,153	-	11,481	11,481	11,000
30443 FBI Funding-Overtime	78,169	54,790	48,088	34,511	53,000	45,000	25,000
30448 DEA-Task Force	18,523	17,995	15,365	14,771	17,500	16,000	18,000
30451 NC - Revitalization Grant	-	-	-	-	100,000	50,000	100,000
30453 Lehigh University	-	-	-	100,000	100,000	100,000	100,000
30455 Bioterrorism Grant	150,076	161,984	182,346	129,335	-	88,874	-
30463 Liquor Control Board Grant	15,000	-	46,031	54,820	20,000	15,000	20,000
30464 Enterprise Zone Mgr - DCED	63,711	-	19,500	-	50,000	58,500	50,000
30466 Vision 2014 Grant	10,000	-	-	-	-	7,500	-
30469 Police SRO	74,009	37,004	78,630	85,808	-	41,626	-
30470 Police JAG	70,055	104,690	13,699	14,541	20,000	15,000	20,000
30472 COPS Grant	-	-	141,733	158,900	208,333	168,073	-
30477 SAFER Grant	-	183,555	380,490	106,535	-	-	-
30478 PA DCED - Fire	-	13,098	13,330	-	-	13,780	13,800
<b>Total Grants &amp; Gifts</b>	<b>6,872,854</b>	<b>6,491,209</b>	<b>6,998,078</b>	<b>6,641,328</b>	<b>7,177,387</b>	<b>6,811,562</b>	<b>7,233,800</b>

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

	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget w/ Transfers</b>	<b>2016 Actual &amp; Estimated</b>	<b>2017 Final Budget</b>
<b>Departmental Earnings</b>							
30501 Rents, Right of Way	88,813	91,813	90,848	93,321	100,000	96,500	100,000
30503 Sundry Health	94,355	70,380	73,783	79,291	102,500	110,000	103,525
30503L Food Licenses	112,446	124,120	132,370	125,646	155,826	130,000	159,725
30504 Street/Survey/Engineer Charges	31,266	5,045	33,623	5,475	50,000	30,000	30,000
30507 Garage Rentals	13,958	12,495	13,965	14,920	15,000	15,000	15,000
30509 Roster Duty Charges	401,392	445,315	479,844	471,901	473,800	460,000	488,000
30512 Misc Police/Fire/EMS	129,356	418,023	321,905	274,509	330,400	300,000	332,000
30514 Special Event OT - Police	170,701	229,618	266,446	192,254	132,600	110,000	135,250
30517 Zoning & Inspection Fees	36,802	34,376	38,429	34,862	40,000	35,000	40,000
30518 Planning Fees	28,810	21,680	23,380	50,980	35,000	61,850	50,000
30519 Ambulance Fees	2,921,129	2,863,197	2,917,579	2,789,005	2,927,300	2,850,000	2,905,000
30520 Recycling	1,778,045	1,807,958	1,813,373	1,820,044	2,118,500	2,100,000	2,118,500
30520A Recycling-Sale of Materials	516,639	348,067	290,400	170,636	200,000	170,000	200,000
30520B Recycling-Miscellaneous	8,434	4,832	6,111	9,349	8,000	7,500	8,000
30520C Recycling-Compost	48,107	47,233	49,328	39,408	40,000	35,000	40,000
30520P Delinquent Recycling	8,865	9,235	11,920	13,166	8,500	12,500	8,500
30522 Communication Rental Income	417,177	(15,066)	248,064	219,994	252,400	230,000	250,000
<b>Total Departmental Earnings</b>	<b>6,806,295</b>	<b>6,518,321</b>	<b>6,811,368</b>	<b>6,404,761</b>	<b>6,989,826</b>	<b>6,753,350</b>	<b>6,983,500</b>
<b>Municipal Recreation</b>							
30601 Municipal Enterprise	155,000	150,000	150,000	150,000	150,000	75,000	150,000
30602 Self-Sustaining Activity	15,186	4,240	16,045	24,690	20,000	10,000	20,000
30603 Recreation Fees	69,329	77,599	73,714	99,195	90,000	92,000	90,000
30604 Swimming Fees	145,024	145,767	134,112	140,112	145,000	136,740	145,000
30605 Skating Rink	260,474	225,504	280,409	262,629	300,000	270,000	285,000
<b>Total Municipal Recreation</b>	<b>645,013</b>	<b>603,110</b>	<b>654,280</b>	<b>676,626</b>	<b>705,000</b>	<b>583,740</b>	<b>690,000</b>
<b>General Fund Charges</b>							
30701 Operations for Capital	963,613	-	-	-	-	-	-
30702 Operations for Water	1,065,832	1,065,832	1,065,832	1,065,832	1,065,832	1,065,832	1,065,832
30703 Operations for Sewer	1,685,695	1,685,695	1,685,695	1,685,695	1,685,695	1,685,695	1,685,695
30704 Operations for Parking	56,353	54,750	53,847	44,920	62,400	50,000	52,000
30705 Earned Income Tax Office	63,227	-	-	-	-	-	-
30706 Treasurer's Office	128,265	58,240	48,405	83,570	72,750	80,000	80,000
30707 Bethlehem Public Library	38,239	117,673	105,536	120,018	122,760	122,760	125,580
30710 School District	208,297	184,471	194,176	195,139	256,700	250,000	425,000
30713 Bethlehem Parking Authority	300,000	375,003	502,085	500,004	500,000	500,000	500,000
30714 BPA - Parking Lot Acquisition	-	1,200,000	-	-	-	-	-
30715 Transfer from Water Fund	-	689,542	-	-	-	-	-
30711 Miscellaneous	1,790	218	366	-	2,500	1,000	2,500
<b>Total General Fund Charges</b>	<b>4,511,311</b>	<b>5,431,424</b>	<b>3,655,942</b>	<b>3,695,178</b>	<b>3,768,637</b>	<b>3,755,287</b>	<b>3,936,607</b>
<b>Returns &amp; Allowances</b>							
30800 Returns & Allowances	513,113	361,131	1,235,300	393,958	350,000	325,000	375,000
30820 Sewer - Landfill Payment	400,000	400,000	400,000	400,000	400,000	400,000	400,000
30840 Festival Reimbursement	128,200	112,146	110,246	115,340	120,000	120,000	122,500
30880 Pension Debt Reimbursement	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
308901 Cash Balance	-	-	-	-	1,350,000	1,350,000	-
<b>Total Returns &amp; Allowances</b>	<b>2,141,313</b>	<b>1,973,277</b>	<b>2,845,546</b>	<b>2,009,298</b>	<b>3,320,000</b>	<b>3,295,000</b>	<b>1,997,500</b>

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

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget w/ Transfers	2016 Actual & Estimated	2017 Final Budget
<b>Investment Interest</b>							
30850 Investment Interest	-	-	-	-	20,000	40,000	40,000
<b>Total Investment Interest</b>	-	-	-	-	20,000	40,000	40,000
<b>Miscellaneous Revenues</b>							
30900 Miscellaneous Revenues	81,033	54,947	38,463	58,926	85,000	65,000	85,000
30904 Escrow	-	-	-	25,431	8,981	8,981	60,000
309041 Escrow-SLCSRA	28,032	-	-	125,000	-	-	25,100
30908 Sundry	10,620	56,540	19,494	3,591	-	-	-
30909 Sale of Property	-	-	-	-	150,000	-	150,000
30914 First Responder's Fee	-	215,358	419,095	388,418	508,000	500,000	508,000
30918 9-1-1 Administrative Fee	5,706	5,501	5,501	2,746	-	-	-
30920 Suburban Stakeholder's Agreement	-	294,668	-	-	-	-	-
30923 Fleet Repair Reimbursement	166	4,235	2,275	-	-	-	-
30926 Insurance Proceeds	10,000	53,524	5,458	-	-	-	-
30927 Host Fee	9,671,366	9,510,984	9,444,824	9,996,288	9,700,000	9,850,000	9,825,000
<b>Total Miscellaneous Revenues</b>	<b>9,806,923</b>	<b>10,195,757</b>	<b>9,935,110</b>	<b>10,600,400</b>	<b>10,451,981</b>	<b>10,423,981</b>	<b>10,653,100</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>65,376,292</b>	<b>69,411,437</b>	<b>69,011,157</b>	<b>70,570,870</b>	<b>74,072,298</b>	<b>73,423,320</b>	<b>74,055,000</b>

**EXPENDITURES BY BUREAU:**

Elected Officials	882,427	890,280	905,850	896,541	991,461	989,336	989,684
Administration	1,719,075	1,754,016	1,762,226	1,663,670	1,886,965	1,855,960	1,987,006
Community & Econ Development	5,020,413	5,072,046	4,854,997	4,688,297	5,610,037	5,403,767	5,663,110
Recreation	3,620,629	3,805,438	3,937,724	3,811,267	4,176,271	4,043,664	3,921,102
Public Works	5,527,814	5,268,462	5,869,291	5,987,378	6,557,080	6,392,414	6,446,749
Police	13,030,095	13,949,173	14,450,405	15,665,026	16,123,539	16,003,309	16,010,219
Fire	9,798,841	10,233,978	10,447,493	10,098,330	10,965,847	10,911,342	10,889,532
General Expenses	16,960,845	19,122,315	15,776,171	20,179,724	20,770,571	20,334,693	20,851,495
Civic Expenses	1,384,677	1,387,827	1,403,112	1,387,864	1,432,703	1,431,996	1,480,903
Debt Service	6,217,041	7,480,138	7,429,786	5,388,080	5,557,824	5,557,824	5,815,200
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>64,161,857</b>	<b>68,963,673</b>	<b>66,837,055</b>	<b>69,766,177</b>	<b>74,072,298</b>	<b>72,924,305</b>	<b>74,055,000</b>

**EXPENDITURES BY CATEGORY:**

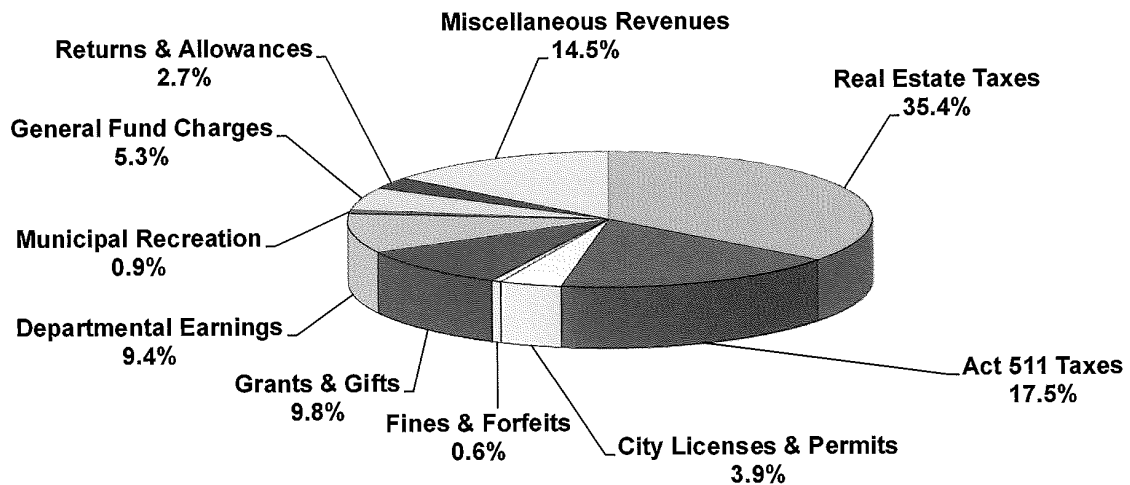
Personnel Costs	46,015,698	49,256,966	47,954,860	51,860,691	55,121,011	54,625,748	54,834,707
Materials & Supplies	1,585,677	1,537,993	1,650,237	1,252,976	1,426,691	1,336,364	1,397,864
Purchased Services	7,273,803	8,584,655	7,075,903	8,124,232	8,618,221	8,062,155	8,511,057
Equipment	369,740	460,641	576,753	447,567	721,966	716,336	756,704
Long-Term Debt	7,532,262	7,735,591	8,176,190	6,692,847	6,751,706	6,751,706	7,073,765
Civic Expenses	1,384,677	1,387,827	1,403,112	1,387,864	1,432,703	1,431,996	1,480,903
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>64,161,857</b>	<b>68,963,673</b>	<b>66,837,055</b>	<b>69,766,177</b>	<b>74,072,298</b>	<b>72,924,305</b>	<b>74,055,000</b>



**CITY OF BETHLEHEM  
GENERAL FUND  
REVENUE SUMMARY**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Budget w/ Transfers</u>	<u>2016 Actual &amp; Estimated</u>	<u>2017 Final Budget</u>
Real Estate Taxes	\$20,373,619	\$23,141,600	\$23,269,609	\$24,861,034	\$25,909,017	\$25,755,000	\$26,243,693
Act 511 Taxes	11,515,636	11,921,644	11,827,631	12,644,322	12,450,650	12,845,000	12,996,500
City Licenses & Permits	2,212,507	2,680,054	2,574,167	2,615,905	2,829,800	2,750,400	2,860,300
Fines & Forfeits	490,821	455,041	439,426	422,018	450,000	410,000	420,000
Grants & Gifts	6,872,854	6,491,209	6,998,078	6,641,328	7,177,387	6,811,562	7,233,800
Departmental Earnings	6,806,295	6,518,321	6,811,368	6,404,761	6,989,826	6,753,350	6,983,500
Municipal Recreation	645,013	603,110	654,280	676,626	705,000	583,740	690,000
General Fund Charges	4,511,311	5,431,424	3,655,942	3,695,178	3,768,637	3,755,287	3,936,607
Returns & Allowances	2,141,313	1,973,277	2,845,546	2,009,298	3,320,000	3,295,000	1,997,500
Investment Interest	-	-	-	-	20,000	40,000	40,000
Miscellaneous Revenues	9,806,923	10,195,757	9,935,110	10,600,400	10,451,981	10,423,981	10,653,100
<b>Total Revenues</b>	<b>\$65,376,292</b>	<b>\$69,411,437</b>	<b>\$69,011,157</b>	<b>\$70,570,870</b>	<b>\$74,072,298</b>	<b>\$73,423,320</b>	<b>\$74,055,000</b>

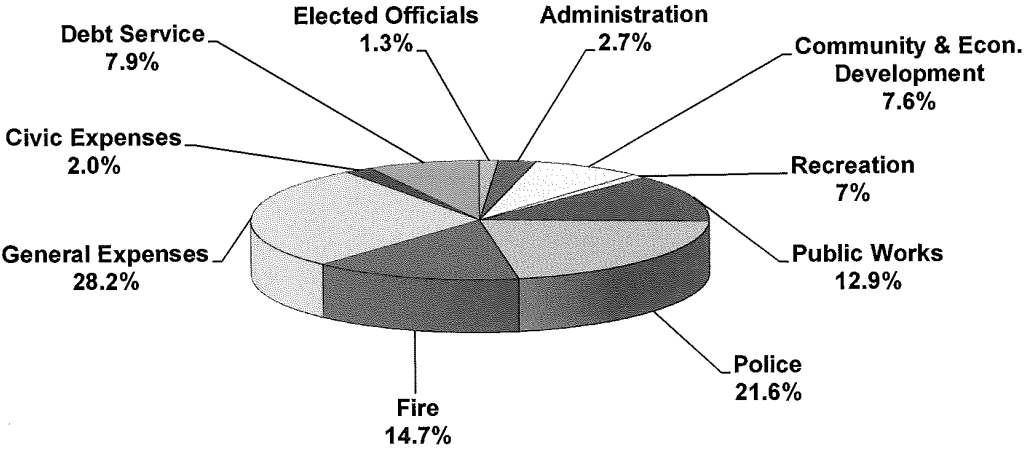
**General Fund Revenues**



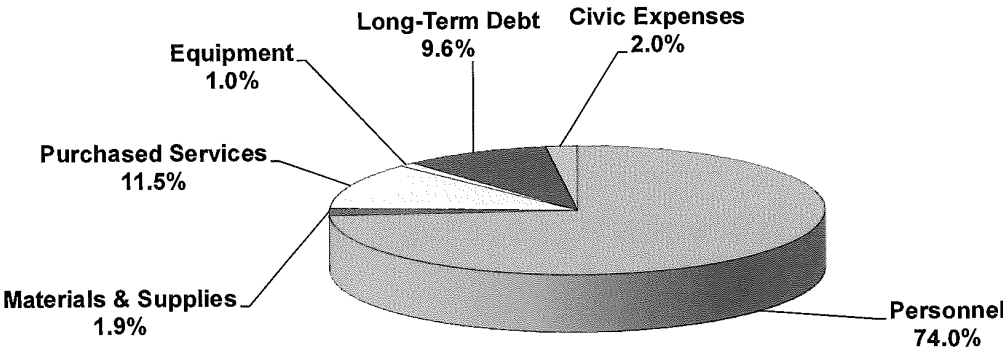
**CITY OF BETHLEHEM  
GENERAL FUND  
BUREAU RESOURCE SUMMARY**

Bureau		Personnel	Materials & Supplies	Purchased Services	Equipment	Long-Term Debt	Civic Expenses	Total
0101	Council	\$ 234,958	\$ -	\$ 60,485	\$ -	\$ -	\$ -	\$ 295,443
0102	Mayor	190,496	500	5,000	-	-	-	195,996
0103	Controller	198,777	600	4,000	-	-	-	203,377
0104	Treasurer	1,800	-	-	-	-	-	1,800
0105	Law	281,068	-	12,000	-	-	-	293,068
<b>Elected Officials</b>		<b>907,099</b>	<b>1,100</b>	<b>81,485</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>989,684</b>
0201	Administration	201,637	-	39,800	-	-	-	241,437
0202	Information Services	245,976	3,000	266,200	72,000	-	-	587,176
0203	Financial Services	392,539	1,000	4,500	-	-	-	398,039
0205	Purchasing	139,736	2,000	15,400	-	-	-	157,136
0206	Taxes	133,362	-	66,500	-	-	-	199,862
0207	Human Resources	270,831	7,525	125,000	-	-	-	403,356
<b>Administration</b>		<b>1,384,081</b>	<b>13,525</b>	<b>517,400</b>	<b>72,000</b>	<b>-</b>	<b>-</b>	<b>1,987,006</b>
0301	Administration	451,973	550	6,010	-	-	-	458,533
0302	Health	1,118,545	4,540	312,632	-	-	-	1,435,717
0303	Code Enforcement	439,720	5,980	11,600	12,650	-	-	469,950
0304	Community Development	296,915	1,500	151,750	-	-	-	450,165
0305	Planning & Zoning	253,421	1,000	92,010	-	-	-	346,431
0307	Recycling	562,201	45,090	1,357,051	240,500	-	-	2,204,842
0309	Housing Inspections	281,016	6,806	3,200	6,450	-	-	297,472
<b>Community &amp; Econ. Development</b>		<b>3,403,791</b>	<b>65,466</b>	<b>1,934,253</b>	<b>259,600</b>	<b>-</b>	<b>-</b>	<b>5,663,110</b>
0406	Recreation	650,319	99,650	36,400	-	-	-	786,369
<b>Recreation</b>		<b>650,319</b>	<b>99,650</b>	<b>36,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>786,369</b>
0501	Administration	230,588	1,450	1,900	-	-	-	233,938
0502	Engineering	844,523	14,078	25,100	15,148	-	-	898,849
0503	Streets	1,196,590	107,254	41,815	18,100	-	-	1,363,759
050301	Urban Forestry	74,763	1,900	28,300	-	-	-	104,963
0504	Mechanical Maintenance	740,770	63,400	445,380	15,120	-	-	1,264,670
0505	Electrical Maintenance	537,197	43,100	1,325,922	32,900	378,750	-	2,317,869
0506	Traffic Maintenance	210,301	46,050	1,150	5,200	-	-	262,701
0507	Facilities	864,499	52,544	935,345	36,365	-	-	1,888,753
0508	Grounds Maintenance	1,091,212	51,568	62,200	41,000	-	-	1,245,980
<b>Public Works</b>		<b>5,790,443</b>	<b>381,344</b>	<b>2,867,112</b>	<b>163,833</b>	<b>378,750</b>	<b>-</b>	<b>9,581,482</b>
0601	Police	13,463,713	484,071	194,700	168,126	-	-	14,310,610
0602	Communications	1,000	3,750	1,486,000	-	-	-	1,490,750
0603	Records Room	203,359	4,000	1,500	-	-	-	208,859
<b>Police</b>		<b>13,668,072</b>	<b>491,821</b>	<b>1,682,200</b>	<b>168,126</b>	<b>-</b>	<b>-</b>	<b>16,010,219</b>
0701	Fire	8,274,944	205,500	99,800	9,500	-	-	8,589,744
0702	EMS	2,001,078	91,158	123,907	83,645	-	-	2,299,788
<b>Fire</b>		<b>10,276,022</b>	<b>296,658</b>	<b>223,707</b>	<b>93,145</b>	<b>-</b>	<b>-</b>	<b>10,889,532</b>
0801	General Expenses	18,754,880	48,300	1,168,500	-	879,815	-	20,851,495
<b>General Expenses</b>		<b>18,754,880</b>	<b>48,300</b>	<b>1,168,500</b>	<b>-</b>	<b>879,815</b>	<b>-</b>	<b>20,851,495</b>
0901	Civic Expenses	-	-	-	-	-	1,480,903	1,480,903
<b>Civic Expenses</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,480,903</b>	<b>1,480,903</b>
1001	Debt Service	-	-	-	-	5,815,200	-	5,815,200
<b>Debt Service</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,815,200</b>	<b>-</b>	<b>5,815,200</b>
<b>TOTAL GENERAL FUND</b>		<b>\$ 54,834,707</b>	<b>\$ 1,397,864</b>	<b>\$ 8,511,057</b>	<b>\$ 756,704</b>	<b>\$ 7,073,765</b>	<b>\$ 1,480,903</b>	<b>\$ 74,055,000</b>

# General Fund Expenditures By Department

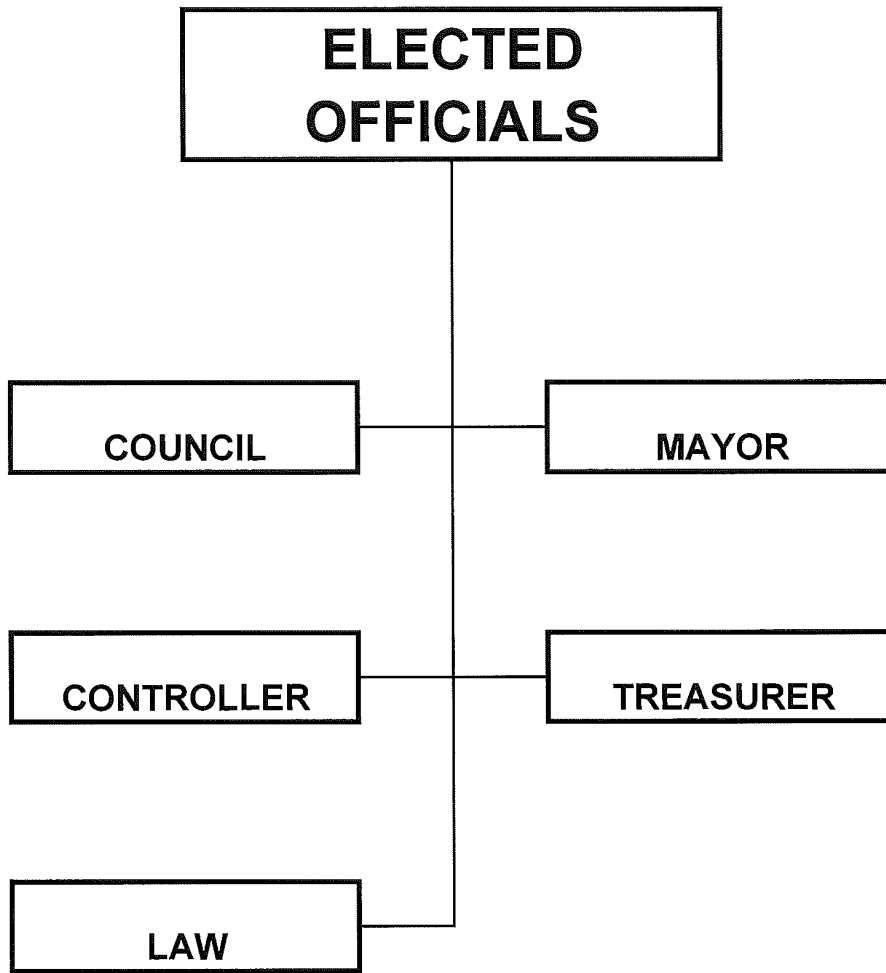


# General Fund Expenditures By Category



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

<b>Bureau</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget w/ Transfers</b>	<b>2016 Actual &amp; Estimated</b>	<b>2017 Final Budget</b>
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
<b>Elected Officials</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>
0201 Administration	2	2	2	2	2	2	2
0202 Information Services	4	4	4	4	4	4	4
0203 Financial Services	6	6	6	6	6	6	6
0205 Purchasing	3	3	3	3	3	3	2
0206 Taxes	4	3	3	1	1	1	2
0207 Human Resources	3	3	3	3	3	3	3
<b>Administration</b>	<b>22</b>	<b>21</b>	<b>21</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>
0301 Administration	7	7	7	7	7	7	7
0302 Health	9	8	8	8	8	8	8
0303 Code Enforcement	6	6	6	6	6	6	6
0304 Community Development	1	2	2	2	2	2	2
0305 Planning & Zoning	3	3	3	3	3	3	3
0307 Recycling	3	3	3	3	3	3	3
0308 Economic Development	1	-	-	-	-	-	-
0309 Housing Inspections	3	3	3	2	2	2	2
<b>Community &amp; Econ. Development</b>	<b>33</b>	<b>32</b>	<b>32</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>
0401 Administration	3	3	3	3	3	3	-
0406 Recreation	3	3	3	3	3	3	6
<b>Recreation</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
0501 Administration	3	3	3	3	3	3	3
0502 Engineering	12	12	12	12	12	12	12
0503 Streets	27	27	27	27	27	27	27
050301 Urban Forestry	1	1	1	1	1	1	1
0504 Mechanical Maintenance	11	11	11	11	11	11	11
0505 Electrical Maintenance	8	8	8	8	8	8	8
0506 Traffic Maintenance	3	3	3	3	3	3	3
0507 Facilities	14	14	14	13	13	13	12
0508 Grounds Maintenance	22	22	22	22	21	21	19
<b>Public Works</b>	<b>101</b>	<b>101</b>	<b>101</b>	<b>100</b>	<b>99</b>	<b>99</b>	<b>96</b>
0601 Police	150	149	154	154	154	154	154
0602 Communications	-	-	-	-	-	-	-
0603 Records Room	5	5	5	5	5	5	4
<b>Police</b>	<b>155</b>	<b>154</b>	<b>159</b>	<b>159</b>	<b>159</b>	<b>159</b>	<b>158</b>
0701 Fire	112	112	113	111	110	110	110
0702 EMS	24	24	24	23	23	23	23
<b>Fire</b>	<b>136</b>	<b>136</b>	<b>137</b>	<b>134</b>	<b>133</b>	<b>133</b>	<b>133</b>
<b>TOTAL GENERAL FUND</b>	<b>475</b>	<b>472</b>	<b>478</b>	<b>471</b>	<b>469</b>	<b>469</b>	<b>465</b>



## BUREAU DETAIL

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**Bureau:** Council

**No:** 0101

**Department:** Elected Officials

**No:** 0010

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### **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.

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### **Goals and Objectives:**

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

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### **Prior Year Achievements:**

- Conducted 20 Committee meetings.
  - Adopted more than 33 Ordinances and over 200 Resolutions.
  - Amended Article 121 – Finance, to include language authorizing the Purchasing Director and the City Controller to approve all requisitions and purchase orders and specifying authorization signatures.
  - Adopted Ordinance to repeal Article 122 – Municipal Purchasing Policy and replaced it with new Article 122 – Municipal Purchasing.
  - Adopted Revisions to Article 941, Parks, to add definitions and specific regulations regarding designated parking areas, swimming areas, cooking fire, alcoholic beverages consumption, and use of generators.
  - Adopted Ordinance to guarantee Bethlehem Parking Authority Parking System Revenue Bond for the New Street garage.
  - Adopted an Ordinance to vacate a portion of Graham Place in connection with the New Street garage.
  - Adopted an Ordinance to establish Article 1162-Solid Waste Collection and Enforcement and repealed Article 931-Preparation of Waste, Waste Containers and Placement of Containers and Article 935-Municipal Waste Collection and Disposal, and Section 1161.08 of Article 1161-Health Nuisances.
  - Adopted an Ordinance to establish Article 742 – Anti-Graffiti.
  - Adopted an Ordinance and Resolution to expand the Local Economic Revitalization Tax Assistance (LERTA) program on the north side of the City.
  - Adopted an Ordinance to dedicate Emery Street, Spillman Drive, Lynn Avenue, Commerce Center Boulevard, Harvard Avenue, Gilchrist Drive, and Feather Way in Lehigh Valley Industrial Park VII.
  - Amended Article 107-Departments in conjunction with the consolidation of the Parks and Public Property Department.
  - Adopted Resolution in support of the Mayor's Challenge to End Veteran Homelessness.
  - Adopted a Resolution for an Inter-municipal Liquor License Transfer to Adagio - 530 Pembroke Road.
  - Adopted a Resolution to authorize the execution of a contract for the sale of the Bethlehem Armory between Peron Armory, L.P. and the Redevelopment Authority.
  - Adopted a Resolution to amend the Rules of Council to move the Public Comment on any subject not being voted on by Council, to the beginning of City Council Meetings.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

FUND 001 GENERAL  
DEPT 0010 ELECTED OFFICIALS  
BUREAU 0101 COUNCIL

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016		2016		2017	
					Budget w/ Transfers	Actual & Estimated	#	Salaries	#	Salaries
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N005 Council President	1	1	1	1	1	7,600	1	7,600	1	7,600
N010 Councilperson	6	6	6	6	6	42,600	6	42,600	6	42,600
N015 Attorney for Council	1	1	1	1	1	23,281	1	23,281	1	23,091
N020 City Clerk	1	1	1	1	1	66,317	1	66,317	1	65,776
2304 Assistant City Clerk	1	1	1	1	1	58,416	1	58,416	1	57,939
<b>Total Positions</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>198,214</b>	<b>10</b>	<b>198,214</b>	<b>10</b>	<b>197,006</b>
<b>Account Detail</b>										
40001 SALARIES	195,241	195,011	198,460	185,032		198,214		198,214		197,006
40002 LONGEVITY	1,360	1,440	1,520	-		-		-		-
40003 OVERTIME	123	-	751	-		150		100		150
40004 TEMPORARY HELP	-	9,405	16,725	26,915		37,802		37,802		37,802
<b>Personnel</b>	<b>196,724</b>	<b>205,856</b>	<b>217,456</b>	<b>211,947</b>		<b>236,166</b>		<b>236,116</b>		<b>234,958</b>
41013 OFFICE EXPENSE	-	-	-	-		-		-		-
<b>Materials &amp; Supplies</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>
42040 ADVERTISING AND PRINTING	7,616	3,472	3,512	7,162		8,000		7,500		5,000
42055 PROFESSIONAL SERVICES	62,450	51,384	46,924	38,420		53,300		53,300		48,200
42060 OTHER EXPENSES	1,810	1,770	2,733	2,926		2,835		2,600		6,785
42064 EQUIPMENT MAINTENANCE	499	499	499	499		500		500		500
<b>Purchased Services</b>	<b>72,375</b>	<b>57,125</b>	<b>53,668</b>	<b>49,007</b>		<b>64,635</b>		<b>63,900</b>		<b>60,485</b>
43099 EQUIPMENT	1,375	-	-	-		-		-		-
<b>Equipment</b>	<b>1,375</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>
<b>Total</b>	<b>270,474</b>	<b>262,981</b>	<b>271,124</b>	<b>260,954</b>		<b>300,801</b>		<b>300,016</b>		<b>295,443</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	150	OVERTIME 150 - ASSISTANT CITY CLERK OVERTIME FOR AFTER HOURS MEETINGS
40004	37,802	TEMPORARY HELP 37,802 - PART-TIME HELP IN CITY CLERK'S OFFICE
42040	5,000	ADVERTISING AND PRINTING 5,000 - LEGAL ADVERTISEMENTS
42055	48,200	PROFESSIONAL SERVICES 46,700 - ANNUAL AUDITS 400 - COUNTY RECORDERS' FEES 100 - LAW LIBRARY FILING FEES 1,000 - MICROFILMING/DIGITIZING
42060	6,785	OTHER EXPENSES 140 - EXPRESS TIMES 210 - MORNING CALL 4,000 - MISCELLANEOUS OFFICE AND MEETING EXPENSES 185 - DUES - INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS 350 - CITY DIRECTORY - POLK 500 - INSTITUTE OF MUNICIPAL CLERKS 400 - MINUTE/RESOLUTION/ORDINANCE BOOK 1,000 - PML CONVENTION-ERIE
42064	500	EQUIPMENT MAINTENANCE 500 - SOFTWARE MAINTENANCE - CLERKS INDEX



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## BUREAU DETAIL

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**Bureau:** Mayor

**No:** 0102

**Department:** Elected Officials

**No:** 0010

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### **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.

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### **Goals and Objectives:**

- To represent the City's interest on City, County, State, and Federal levels of government.
  - To provide open and transparent government to the City's residents.
  - To provide fiscal discipline.
  - To deliver the highest quality of Public Safety Services.
  - To focus on bringing new businesses, jobs, and residents to the City in order to continue to grow our tax base.
  - To focus on restoring/building community partnerships.
  - To focus on Quality of Life/Quality Neighborhoods.
- 

### **Prior Year Achievements:**

- New 25M office building on Southside Bethlehem with St. Luke's/Lehigh University as anchors.
  - Improved the City's Bond Rating two steps from BBB to A.
  - Bethlehem named best place to retire in the Northeast by Money Magazine.
  - Satellite office for CareerLink in the Hispanic Center.
  - Completed overlay on Main Street, between Church Street and New Street, repaired/replaced sidewalks, installed underground wiring and installed music speakers.
  - Unveiled/updated City webpage in English and Spanish.
  - Initiated Vision Zero – Nationwide vision to eliminate all traffic fatalities and severe injuries while increasing safe travel for all.
  - Amended Parks Ordinance and implemented a new policy for Saucon Park/Monocacy Park, including increased police patrols on weekends at the parks.
  - Initiated a new Anti-Graffiti Policy.
  - Initiated a free Bike Share Program for City residents.
  - Implemented a zoned hauling waste management plan for South Bethlehem.
  - Lehigh Valley Hospital-Muhlenberg Campus Expansion: a 6-story, \$60 million obstetrics and rehabilitation unit that will create jobs and provide additional medical services to the residents of Bethlehem and the Lehigh Valley.
  - Partnered with the Chamber in celebrating the City's 275<sup>th</sup> Anniversary.
  - Participated in Community forums on heroin; race relations.
  - New Policy on blighted properties.
  - New parking garage in South Bethlehem – \$17.7M.
  - Supported efforts to end Homelessness for Veterans.
  - Supported Promise Neighborhoods of Lehigh Valley to locate in two areas of Bethlehem – Southside and Marvine Development.
  - New Trailer for the Mounted Unit with donations from Wells Fargo Bank and the Lehigh County District Attorney's Office.
  - \$20M expansion Ecopax in LVIP VII – 170 jobs
  - 24/7 Wall Street listed Bethlehem as one of the best cities to live in.
  - Supported Mayor's Against Illegal Guns
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

FUND 001 GENERAL  
DEPT 0010 ELECTED OFFICIALS  
BUREAU 0102 MAYOR

		2012	2013	2014	2015	2016		2016		2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
<b>Personnel Detail</b>		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N025	Mayor	1	1	1	1	1	90,500	1	90,500	1	90,500
N030	Chief of Staff	1	1	1	1	1	61,169	1	61,169	1	61,059
C073	Mayors Secretary	1	1	1	1	1	39,057	1	39,057	1	38,937
<b>Total Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>190,726</b>	<b>3</b>	<b>190,726</b>	<b>3</b>	<b>190,496</b>
<b>Account Detail</b>											
40001	SALARIES	183,506	186,506	187,237	183,025	190,726	190,726	190,726	190,726	190,496	190,496
40002	LONGEVITY	140	240	-	-	-	-	-	-	-	-
<b>Personnel</b>		<b>183,646</b>	<b>186,746</b>	<b>187,237</b>	<b>183,025</b>	<b>190,726</b>	<b>190,726</b>	<b>190,726</b>	<b>190,726</b>	<b>190,496</b>	<b>190,496</b>
41013	OFFICE EXPENSE	231	273	296	458	650	625	625	625	500	500
41023	GASOLINE	1,799	1,776	202	-	-	-	-	-	-	-
<b>Materials &amp; Supplies</b>		<b>2,030</b>	<b>2,049</b>	<b>498</b>	<b>458</b>	<b>650</b>	<b>625</b>	<b>625</b>	<b>625</b>	<b>500</b>	<b>500</b>
42060	OTHER EXPENSES	3,415	3,277	2,192	3,419	3,650	3,450	3,450	3,450	3,500	3,500
420607	CITY EVENTS	383	1,460	344	399	1,200	1,000	1,000	1,000	1,500	1,500
<b>Purchased Services</b>		<b>3,798</b>	<b>4,737</b>	<b>2,536</b>	<b>3,818</b>	<b>4,850</b>	<b>4,450</b>	<b>4,450</b>	<b>4,450</b>	<b>5,000</b>	<b>5,000</b>
<b>Total</b>	<b>MAYOR</b>	<b>189,474</b>	<b>193,532</b>	<b>190,271</b>	<b>187,301</b>	<b>196,226</b>	<b>195,801</b>	<b>195,801</b>	<b>195,801</b>	<b>195,996</b>	<b>195,996</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	500	OFFICE EXPENSE 500 - PURCHASE OF OFFICE SUPPLIES THAT ARE NOT NORMALLY STOCKED BY THE PURCHASING BUREAU
42060	3,500	OTHER EXPENSES 2,335 - CONFERENCES 365 - SUBSCRIPTIONS 800 - GIFTS FLOWERS - 350 MORAVIAN STARS - 300 PROCLAMATION FOLDERS - 150
420607	1,500	CITY EVENTS 1,500 - SISTER CITY ACTIVITIES/GIFTS, STATE OF THE CITY, ETC.

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## BUREAU DETAIL

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**Bureau:** Controller

**No:** 0103

**Department:** Elected Officials

**No:** 0010

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### **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.

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### **Goals and Objectives:**

- Ensure that all Contracts and Purchase Orders precede the transactional commitment and check for availability of city funds.
  - Continue review of Pension Investment policies, manager insurance coverage and fee structures.
  - Review of Petty Cash and other cash handling procedures for compliance and suggested improvements.
  - Continue oversight and review of outstanding Miscellaneous Accounts Receivables.
  - Continue to review casino revenue collections and compare to the 2017 budget.
  - Continue monitoring of guidelines and usage for Purchasing Cards (P-Cards).
  - Follow-up with City Administration regarding the Independent CPA's audit recommendations as to procedure changes and compliance.
  - Prepare and distribute to Council and the Administration a quarterly financial review on many of the topics listed above. This report is also made public on the city website.
- 

### **Prior Year Achievements:**

- Attended City Council and Committee meetings as appropriate.
  - Served on city-wide committees, task forces and the Pension Board.
  - Continued to track confirming Purchase Orders in conjunction with the CI Purchasing Council.
  - Reviewed Miscellaneous Accounts Receivable and other A/R as needed and reviewed the collection efforts of City Departments.
  - Reviewed casino host fee revenue calculations based on PA Gaming Control Board information and verified the City's collection of funds.
  - Investigated and resolved calls received from residents on the Controller's tip hotline.
  - Reviewed reports produced by the Pension Board's consultant and fund manager.
  - Continued review of Pension Investment policies, manager insurance coverage and fee structures and making appropriate recommendations.
  - Reviewed projected year-end financial results.
  - Reviewed disbursements and transfers as necessary to assure proper use of taxpayer dollars.
  - Continued quarterly reports to City Council and Administration regarding contracts, cash usage, and purchase orders including confirming Purchase Orders.
  - Provided input and consulting on the electronic Purchase Order process.
  - Established guidelines for Capital purchases in conjunction with the Administration, Departments and the Purchasing Council.
  - Closely monitored Budgets Exceeded reports and worked with the Administration to rectify these issues.
  - Discussed items with the outside Auditors as part of their audit planning process and provided them with an independent report of 2015 bills paid in 2016 as well as other pertinent information.
  - Called into question several contracts and Purchase Orders regarding appropriate timing and costs. Some of these contract/purchase orders were withdrawn or redone.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

FUND 001 GENERAL  
DEPT 0010 ELECTED OFFICIALS  
BUREAU 0103 CONTROLLER

		2012	2013	2014	2015	2016		2016		2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
<b>Personnel Detail</b>		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N035	Controller	1	1	1	1	1	49,000	1	49,000	1	49,000
2801	Deputy City Controller	1	1	1	1	1	75,939	1	75,939	1	75,493
C062	Account Clerk II	1	1	1	1	1	49,303	1	49,303	1	48,934
<b>Total Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>174,242</b>	<b>3</b>	<b>174,242</b>	<b>3</b>	<b>173,427</b>
<b>Account Detail</b>											
40001	SALARIES	149,276	155,118	157,490	160,634		172,437		172,437		171,432
40002	LONGEVITY	870	1,040	1,200	1,360		1,805		1,805		1,995
40004	TEMPORARY HELP	12,794	14,783	15,734	17,594		21,050		21,050		25,350
<b>Personnel</b>		<b>162,940</b>	<b>170,941</b>	<b>174,424</b>	<b>179,588</b>		<b>195,292</b>		<b>195,292</b>		<b>198,777</b>
41013	OFFICE EXPENSE	118	59	541	-		600		500		600
<b>Materials &amp; Supplies</b>		<b>118</b>	<b>59</b>	<b>541</b>	<b>-</b>		<b>600</b>		<b>500</b>		<b>600</b>
42032	TRAINING/CONT. EDUCATION	1,230	1,013	1,198	242		1,500		1,250		1,500
42060	OTHER EXPENSES	1,648	358	302	131		1,565		1,500		2,500
<b>Purchased Services</b>		<b>2,878</b>	<b>1,371</b>	<b>1,500</b>	<b>373</b>		<b>3,065</b>		<b>2,750</b>		<b>4,000</b>
<b>Total</b>	<b>CONTROLLER</b>	<b>165,936</b>	<b>172,371</b>	<b>176,465</b>	<b>179,961</b>		<b>198,957</b>		<b>198,542</b>		<b>203,377</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	25,350	TEMPORARY HELP 25,350 - FUNDING FOR ONE PART TIME POSITION
41013	600	OFFICE EXPENSE 600 - MISCELLANEOUS OFFICE SUPPLIES, PRINTER MAINTENANCE
42032	1,500	TRAINING/CONTINUING ED. 1,500 - GFOA-PA, PICPA & LOCAL AUDITOR/CONTROLLER'S CONFERENCES
42060	2,500	OTHER EXPENSES 400 - REFERENCE BOOKS/REPRINTS 500 - EQUIPMENT REPAIRS 600 - LOCAL MILEAGE 500 - PROFESSIONAL DUES 500 - MISCELLANEOUS FURNITURE, OTHER ITEMS



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## BUREAU DETAIL

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**Bureau:** Treasurer

**No:** 0104

**Department:** Elected Officials

**No:** 0010

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**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.

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**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

		2012	2013	2014	2015	2016		2016		2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Final Budget	
<b>Personnel Detail</b>		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N040	Treasurer	1	1	1	1	1	1,800	1	1,800	1	1,800
<b>Total Positions</b>		1	1	1	1	1	1,800	1	1,800	1	1,800
<b>Account Detail</b>											
40001	SALARIES	1,300	1,300	1,300	1,300		1,800		1,800		1,800
	Personnel	1,300	1,300	1,300	1,300		1,800		1,800		1,800
<b>Total</b>	<b>TREASURER</b>	1,300	1,300	1,300	1,300		1,800		1,800		1,800

## BUREAU DETAIL

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**Bureau:** Law

**No:** 0105

**Department:** Elected Officials

**No:** 0010

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### **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.

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

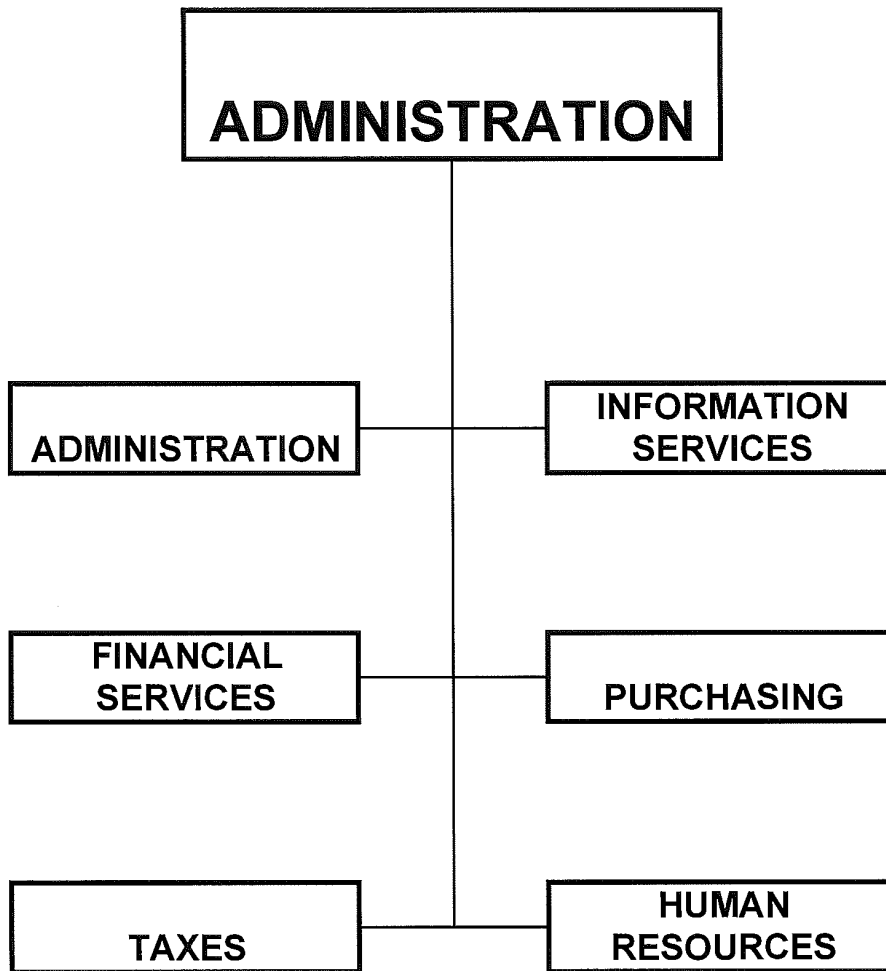
FUND 001 GENERAL  
DEPT 0010 ELECTED OFFICIALS  
BUREAU 0105 LAW

		2012	2013	2014	2015	2016		2016		2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
<b>Personnel Detail</b>		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N045	Solicitor	1	1	1	1	1	56,460	1	56,460	1	56,000
N050	Assistant Solicitor	2	2	2	2	2	109,599	2	109,599	2	108,705
2504	Paralegal	1	1	1	1	1	67,282	1	67,282	1	66,751
2401	Legal Assistant	1	1	1	1	1	47,586	1	47,586	1	49,612
<b>Total Positions</b>		<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>280,927</b>	<b>5</b>	<b>280,927</b>	<b>5</b>	<b>281,068</b>
<b>Account Detail</b>											
40001	SALARIES	248,468	249,932	252,883	253,903		278,837		278,837		278,978
40002	LONGEVITY	1,400	1,680	1,760	1,760		2,090		2,090		2,090
<b>Personnel</b>		<b>249,868</b>	<b>251,612</b>	<b>254,643</b>	<b>255,663</b>		<b>280,927</b>		<b>280,927</b>		<b>281,068</b>
42060	OTHER EXPENSES	5,375	8,484	12,047	11,362		12,750		12,250		12,000
<b>Purchased Services</b>		<b>5,375</b>	<b>8,484</b>	<b>12,047</b>	<b>11,362</b>		<b>12,750</b>		<b>12,250</b>		<b>12,000</b>
<b>Total</b>	<b>LAW</b>	<b>255,243</b>	<b>260,096</b>	<b>266,690</b>	<b>267,025</b>		<b>293,677</b>		<b>293,177</b>		<b>293,068</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42060	12,000	OTHER EXPENSES 12,000 - THIS ALLOCATION COVERS LEGAL PERIODICAL SUBSCRIPTIONS; MISCELLANEOUS OFFICE EQUIPMENT, REPAIR AND/OR REPLACEMENT; MUNICIPAL/LLEGAL 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

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**Bureau:** Administration

**No:** 0201

**Department:** Administration

**No:** 0020

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### **Bureau Description:**

This bureau provides strategic oversight for all city operations and is responsible for citywide financial sustainability.

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### **Goals and Objectives:**

- Refine and communicate long term GIS strategy.
  - Reduce creation/approval time for all contract documents.
  - Begin negotiations for FOP/IAFF.
  - Conclude both Parks and Facilities studies. Construct and review priorities publicly and integrate into 5YP process.
  - Improve the method of purchasing city-wide electricity (\$1.9MM spend) by engaging high skill assistance.
  - Implement personnel budgeting.
- 

### **Prior Year Achievements:**

- Received a two notch upgrade to our Standard and Poor's credit rating. (A- positive outlook)
  - Negotiated a new 3 year contract with SEIU.
  - Grew the General Fund unassigned fund balance to \$9.2MM.
  - Increased competency of our user community in Cognos. Approximately 61 reports written by the user community.
  - Infuse more strategy and recapitalization into Non-Utility Capital Program.
  - Fashioned and proposed a consolidated organizational solution.
-



**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

		2012	2013	2014	2015	2016		2016		2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
<b>Personnel Detail</b>		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N055	Business Administrator	1	1	1	1	1	106,277	1	106,277	1	105,411
3301	Director of Budget & Finance	1	1	1	1	1	96,916	1	96,916	1	96,226
<b>Total Positions</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>203,193</b>	<b>2</b>	<b>203,193</b>	<b>2</b>	<b>201,637</b>
<b>Account Detail</b>											
40001	SALARIES	173,005	176,795	192,720	189,435	202,623		202,623		200,972	
40002	LONGEVITY	140	240	320	400	570		570		665	
<b>Personnel</b>		<b>173,145</b>	<b>177,035</b>	<b>193,040</b>	<b>189,835</b>	<b>203,193</b>		<b>203,193</b>		<b>201,637</b>	
42036	COMMUNICATIONS	32,732	35,600	35,312	33,862	38,000		36,500		38,000	
42047	DEPARTMENT CONTRACTS	2,530	2,064	2,460	2,335	2,900		2,550		-	
42060	OTHER EXPENSES	2,245	1,574	1,030	2,036	1,710		1,500		1,800	
<b>Purchased Services</b>		<b>37,507</b>	<b>39,238</b>	<b>38,802</b>	<b>38,233</b>	<b>42,610</b>		<b>40,550</b>		<b>39,800</b>	
<b>Total</b>	<b>ADMINISTRATION</b>	<b>210,652</b>	<b>216,273</b>	<b>231,842</b>	<b>228,068</b>	<b>245,803</b>		<b>243,743</b>		<b>241,437</b>	

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42036	38,000	COMMUNICATIONS
		38,000 - CELL PHONES FOR ALL CITY DEPARTMENTS
		0202 - INFORMATION SERVICES (2)
		0301 - COMM DEV ADMIN (1)
		0302 - HEALTH (1)
		0303 - CODE ENFORCEMENT (4)
		0305 - PLANNING (1)
		0307 - RECYCLING (3)
		0309 - HOUSING INSPECTIONS (4)
		0501 - PUBLIC WORKS ADMIN (1)
		0503 - STREETS (3)
		050301 - URBAN FORESTRY (1)
		0504 - MECHANICAL MAINTENANCE (1)
		0505 - ELECTRICAL (4)
		0506 - TRAFFIC (1)
		0507 - FACILITIES (1)
		0508 - GROUNDS MAINTENANCE (3)
		0601 - POLICE (36)
		0701 - FIRE (14)
		REPLACEMENT PHONES, BATTERIES, CHARGERS, BELT CLIPS
42060	1,800	OTHER EXPENSES
		1,800 - MISCELLANEOUS
		PA LEAGUE OF CITIES REGISTRATION FEES, TRAVEL, OFFICE SUPPLIES, AND BUDGET BOOK.

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## BUREAU DETAIL

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**Bureau:** Information Services    **No:** 0202

**Department:** Administration

**No:** 0020

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### **Bureau Description:**

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

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### **Goals and Objectives:**

- Install and implement (5) new SunGard applications: HR Benefits (ACA), HR Employee Access Center, P-Card Interface, Personnel Budgeting, and Licensing.
- Provide additional training/discussion in new SunGard products in order to maximize software utilization.
- Establish and preserve Building and Business database integrity in New World through application convention. Investigate potential value of New World to C+ Interface for Fire Inspectors.
- Implement on-board citation system in Police (TRACS). Investigate value of Tracs interface to New World to ensure one repository for citation data
- Increase user visibility to more system functionality, thereby encouraging professional curiosity and process refinement.
- Complete conversion and automation off all antiquated custom programs, processes, and databases.
- Develop new alarm bill and billing process and integrate process with Level One.
- Integration of Workflow processing into all CommunityPLUS and FinancePLUS applications.
- Transfer current GIS data (Street Centerlines, Storm Sewer, Water and Sanitary Sewer) to the Local Government Information Model, allowing more functionality and public use/access.

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### **Prior Year Achievements:**

- Completed transition to a Virtual environment, eliminating disk storage constraint.
  - Upgraded SunGard programming/database platform from Informix to MS SQL.
  - Upgraded SunGard Finance+ from 4.3 to 5.1, and Community+ from 8.4 to 9.1.
  - Purchased and implemented new DR Server at Garrison Street location.
  - Transitioned existing Optio forms to new environment as well as new laser Payroll Checks and AP checks.
  - Transitioned our Tabular Public Safety to GIS-centric spatial data structure.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

FUND 001 GENERAL  
DEPT 0020 ADMINISTRATION  
BUREAU 0202 INFORMATION SERVICES

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016		2016		2017	
					Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3501 Computer Systems Mgr	1	1	1	1	1	104,220	1	104,220	1	103,779
2919 Network Manager	1	1	1	1	1	80,228	1	80,228	1	79,858
2821 Econ Dev Site & GIS Mgr	1	1	1	1	1	76,179	1	76,179	1	75,778
2722 IS Programmer	1	1	1	1	1	72,894	1	72,894	1	71,913
<b>Total Positions</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>333,521</b>	<b>4</b>	<b>333,521</b>	<b>4</b>	<b>331,328</b>
2821 25% Allocated to 20015						(19,045)		(19,045)		(18,945)
2821 25% Allocated to 3001						(19,045)		(19,045)		(18,945)
2722 33% Allocated to 20015						(23,869)		(23,869)		(23,731)
2722 33% Allocated to 3001						(23,869)		(23,869)		(23,731)
						<b>247,693</b>		<b>247,693</b>		<b>245,976</b>
<b>Account Detail</b>										
40001 SALARIES	219,365	219,365	223,752	228,226		244,112		244,112		242,125
40002 LONGEVITY	1,844	2,334	2,562	2,789		3,581		3,581		3,851
40004 TEMPORARY HELP	14,940	30,640	-	-		-		-		-
<b>Personnel</b>	<b>236,149</b>	<b>252,339</b>	<b>226,314</b>	<b>231,015</b>		<b>247,693</b>		<b>247,693</b>		<b>245,976</b>
41014 OPERATING SUPPLIES	12,656	12,822	3,918	2,431		5,300		4,300		3,000
<b>Materials &amp; Supplies</b>	<b>12,656</b>	<b>12,822</b>	<b>3,918</b>	<b>2,431</b>		<b>5,300</b>		<b>4,300</b>		<b>3,000</b>
42032 TRAINING/CONT. EDUCATION	2,250	2,410	160	-		16,000		14,500		36,000
42047 DEPARTMENT CONTRACTS	107,382	121,538	135,302	110,692		152,800		150,000		175,200
42055 PROFESSIONAL SERVICES	-	3,325	30,592	30,351		63,635		58,500		45,000
42064 EQUIPMENT MAINTENANCE	7,960	7,817	6,904	2,518		8,000		8,000		10,000
<b>Purchased Services</b>	<b>117,592</b>	<b>135,090</b>	<b>172,958</b>	<b>143,561</b>		<b>240,435</b>		<b>231,000</b>		<b>266,200</b>
43099 EQUIPMENT	30,569	68,630	111,649	82,212		47,500		45,000		72,000
<b>Equipment</b>	<b>30,569</b>	<b>68,630</b>	<b>111,649</b>	<b>82,212</b>		<b>47,500</b>		<b>45,000</b>		<b>72,000</b>
<b>Total</b>	<b>396,966</b>	<b>468,881</b>	<b>514,839</b>	<b>459,219</b>		<b>540,928</b>		<b>527,993</b>		<b>587,176</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	3,000	OPERATING SUPPLIES 500 - IT PLOTTER SUPPLIES 1,000 - CLOSET UPS UNITS 1,000 - NETWORK CABLE SUPPLIES 500 - IT TOOLS, SUPPLIES, COMPUTER ROOM MODS, ETC.
42032	36,000	TRAINING/CONTINUING ED. 18,000 - IT STAFF TRAINING (MS SQL, ESRI, HTML, ETC.) 18,000 - SUNGARD USER TRAINING
42047	175,200	DEPARTMENT CONTRACTS NETWORK CONTRACTS AND MAINTENANCE 55,000 - ETHERPOINT SERVICES 200 - DOMAIN REGISTRATION 6,500 - CODE ENFORCEMENT/FIRE INSPECTOR WIRELESS 500 - DSL AT WATER TREATMENT PLANT 1,500 - SSL CERTIFICATES (WEB SERVER & MAIL SERVER) SOFTWARE MAINTENANCE 130,000 - FINANCIAL SYSTEM 20,000 - SUNGARD MODS (ATTN, PAYMENT PLANS, JOB APP CENTER) 19,000 - GIS ESRI MAINTENANCE 1,000 - MANAGER PLUS (CITY GARAGE) 4,000 - MCAFEE MAINTENANCE 4,000 - VIRTUAL - VMWARE MAINTENANCE 5,000 - VIRTUAL - VEEM BACKUP MAINTENANCE 500 - WEBSITE MAILING LIST SOFTWARE 8,000 - HARDWARE MAINTENANCE -40,000 - CHARGED TO WATER FUND -40,000 - CHARGED TO SEWER FUND
42055	45,000	PROFESSIONAL SERVICES 15,000 - WEBSITE ADMINISTRATOR 15,000 - WEBSITE PROJECT DEVELOPEMENT 25,000 - THIRD PARTY SUPPORT -5,000 - CHARGED TO WATER FUND -5,000 - CHARGED TO SEWER FUND
42064	10,000	EQUIPMENT MAINTENANCE 10,000 - HARDWARE/SOFTWARE REPAIR/REPLACEMENT COMPONENTS
43099	72,000	EQUIPMENT 5,000 - NETWORK COMPONENTS 20,000 - USER MS OFFICE LICENSES 5,000 - HIGH ACCURACY FIELD GPS ANTENNAS 35,000 - UPGRADE OF SLOWEST CPUS 7,000 - DEPT REQUEST - EMS - (2) TOUGHBOOKS

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## BUREAU DETAIL

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**Bureau:** Financial Services

**No:** 0203

**Department:** Administration

**No:** 0020

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### **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.

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### **Goals and Objectives:**

- Take advantage of TD lockbox services for the receipt and transaction of utility bill payments, thereby significantly reducing incoming mail volume and allowing more value-add tasks done by cashiers.
  - Evaluate and implement the use of electronic bill presentation for utility bills, reducing the cost and volume of mail.
  - Change vendor payment methods to ACH.
- 

### **Prior Year Achievements:**

- Changed our banking relationship to TD Bank, realizing a \$122,000 overall improvement to investment earnings.
  - Refined the daily collection posting process by utilizing Finance Plus templates and excel comparison schedules. Posting errors were drastically reduced which minimized reconciliation efforts. User communities can confidently rely on the numbers reflected in the financial software.
  - Utilized the free services provided by TD Bank like domestic wires and ACH transfers. Greatly reduced the need to write and mail manual checks.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

		2012	2013	2014	2015	2016		2016		2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
<b>Personnel Detail</b>		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3503	Director of Fin Services	1	1	1	1	1	104,060	1	104,060	1	103,589
2822	Financial Ops Accountant	1	1	1	1	1	70,201	1	70,201	1	75,018
2723	Mgr Accounts Payable	1	1	1	1	1	72,170	1	72,170	1	71,723
2105	Admin. Support Assistant	-	1	1	1	1	44,068	1	44,068	1	46,147
C062	Account Clerk II	3	2	2	2	2	96,517	2	96,517	2	96,062
<b>Total Positions</b>		6	6	6	6	6	387,016	6	387,016	6	392,539
<b>Account Detail</b>											
40001	SALARIES	318,739	323,822	321,678	346,662		384,616		384,616		389,119
40002	LONGEVITY	2,610	3,360	1,520	2,080		2,400		2,400		3,420
40004	TEMPORARY HELP	28,919	14,127	-	-		-		-		-
<b>Personnel</b>		350,268	341,309	323,198	348,742		387,016		387,016		392,539
41013	OFFICE EXPENSE	487	424	558	528		1,000		600		1,000
<b>Materials &amp; Supplies</b>		487	424	558	528		1,000		600		1,000
42048	BANK SERVICE CHARGE	576	227	455	-		1,000		500		1,000
42060	OTHER EXPENSES	1,841	1,876	2,077	2,353		4,000		2,750		3,500
<b>Purchased Services</b>		2,417	2,103	2,532	2,353		5,000		3,250		4,500
<b>Total</b>	<b>FINANCIAL SERVICES</b>	353,172	343,836	326,288	351,623		393,016		390,866		398,039

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	1,000	OFFICE EXPENSE 1,000 - ENVELOPES, BANKER BOXES, OFFICE SUPPLIES, MISCELLANEOUS SUPPLIES NOT NORMALY STOCKED
42048	1,000	BANK SERVICE CHARGE 1,000 - DEPOSIT BOOKS, MANUAL CHECKS, DEPOSIT BAGS, MISC BANKING SUPPLIES
42060	3,500	OTHER EXPENSES 2,300 - EQUIPMENT PARTS AND REPAIRS NOT COVERED BY MAINTENANCE AGREEMENTS GOVERNMENT FINANCE OFFICERS ASSOCIATION DUES CONTINUING PROFESSIONAL EDUCATION EXPENSES, CPA LICENSES, PICPA DUES UNFORESEEN EXPENSES 1,200 - GFOA-PA AUDITOR/CONTROLLER'S CONFERENCE

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## BUREAU DETAIL

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**Bureau:** Purchasing

**No:** 0205

**Department:** Administration

**No:** 0020

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### **Bureau Description:**

This bureau ensures the most strategic, efficient and compliant sourcing methods are used for the procurement of goods and services for the City of Bethlehem. This bureau incorporates procurement, accounts payable and supply chain management best practices for goods and services utilized by all City operating bureaus. This bureau oversees the requisition to pay process for compliance with established purchasing regulations and procedures, approves all purchase orders, prepares and reviews bid specifications, provides product testing and new product research. This bureau leverages purchases city wide with preferred vendors to reduce costs and create efficiency across all City departments. This bureau also encumbers all City obligations upon proper authorization and verification by the respective bureaus.

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### **Goals and Objectives:**

- Reduce contract creation and approval time from X to Y through refinement of contract management system and contract repository.
- Begin to implement payment discount terms.
- Implement new Pcard interface to Finance Plus.

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### **Prior Year Achievements:**

- Leveraged bulk chemical purchases with Lehigh County Authority resulting in savings of over \$28,000.
  - Signed new Energy contract for street lights and traffic lights resulting in annual savings of \$70,000.
  - Created Vendor Managed Inventory (VMI) for janitorial supplies and on-line catalogs for office supplies and gloves; streamlined paper and envelope requisitioning process, thus reducing 20% of supply chain costs (material, labor, inventory, administrative, transportation).
  - Introduced electronic requisitions and PO's. All PO's are now electronically signed which streamlined RTP (requisition to pay) process.
  - Developed new templates to eliminate non-value added legal review and streamline approval process. Examples: construction time extension, construction change order, waiver of bids
  - Implemented managed network print service with Xerox. Projected annual savings = \$15,000
  - Implemented Quality Fleet Program with Ford allowing for on-line part ordering, consolidated billing and rebate program.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

FUND 001 GENERAL  
DEPT 0020 ADMINISTRATION  
BUREAU 0205 PURCHASING

		2012	2013	2014	2015	2016		2016		2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3202	Purchasing Director	1	1	1	1	1	91,776	1	91,776	1	91,028
2407	Supv of Print/Mail Oper	1	1	1	1	1	63,824	1	63,824	-	-
C065	Secretary II	1	1	1	1	1	48,619	1	48,619	1	48,458
<b>Total Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>204,219</b>	<b>3</b>	<b>204,219</b>	<b>2</b>	<b>139,486</b>
<b>Account Detail</b>											
40001	SALARIES	178,896	178,765	182,231	178,628		201,739		201,739		138,536
40002	LONGEVITY	3,130	3,680	3,840	4,000		2,480		2,480		950
40003	OVERTIME	-	-	-	-		1,050		600		250
<b>Personnel</b>		<b>182,026</b>	<b>182,445</b>	<b>186,071</b>	<b>182,628</b>		<b>205,269</b>		<b>204,819</b>		<b>139,736</b>
41013	OFFICE EXPENSE	12,900	15,027	15,074	14,242		16,900		14,500		2,000
41016	UNIFORMS/SAFETY SHOES	322	257	367	85		300		110		-
<b>Materials &amp; Supplies</b>		<b>13,222</b>	<b>15,284</b>	<b>15,441</b>	<b>14,327</b>		<b>17,200</b>		<b>14,610</b>		<b>2,000</b>
42032	TRAINING/CONT. EDUCATION	-	-	-	-		1,850		1,825		2,000
42040	ADVERTISING AND PRINTING	3,284	5,582	4,741	5,371		6,000		5,500		7,000
42047	DEPARTMENT CONTRACTS	10,332	10,020	8,522	7,831		13,100		11,500		4,000
42060	OTHER EXPENSES	1,441	1,027	5,674	3,377		2,550		2,000		2,400
<b>Purchased Services</b>		<b>15,057</b>	<b>16,629</b>	<b>18,937</b>	<b>16,579</b>		<b>23,500</b>		<b>20,825</b>		<b>15,400</b>
<b>Total</b>	<b>PURCHASING</b>	<b>210,305</b>	<b>214,358</b>	<b>220,449</b>	<b>213,534</b>		<b>245,969</b>		<b>240,254</b>		<b>157,136</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	250	OVERTIME 250 - PURCHASING SECRETARY
41013	2,000	OFFICE EXPENSE 2,000 - PURCHASING OFFICE SUPPLIES - MISCELLANEOUS
42032	2,000	TRAINING/CONTINUING ED. 2,000 - PROFESSIONAL DEVELOPMENT/CONTINUING EDUCATION/ CONFERENCE FEES/LODGING NIGP, PAPP, LVCPC, NAPW DUES & MEMBERSHIPS
42040	7,000	ADVERTISING AND PRINTING 7,000 - LEGAL ADS FOR BIDS
42047	4,000	DEPARTMENT CONTRACTS LEASE/PURCHASE AGREEMENTS: 2,400 - NEOPOST IN 700 MAINTENANCE AGREEMENTS 1,500 - MULTIGRAPHICS 1650 OFFSET PRESS 100 - MISCELLANEOUS
42060	2,400	OTHER EXPENSES 1,900 - NIGP SUBSCRIPTION FEE 500 - MISCELLANEOUS ITEMS

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## BUREAU DETAIL

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**Bureau:** Taxes

**No:** 0206

**Department:** Administration

**No:** 0020

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### **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.

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### **Goals and Objectives:**

- Expand the visibility of BPL throughout the organization.
- Enhance COGNOS reporting of City of Bethlehem Real Estate Tax assessments and property usage.

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### **Prior Year Achievements:**

- Created and generated new COGNOS reports regarding in-city assessed base tracking.
  - Requested that Keystone Collections Group provide the City of Bethlehem with active City of Bethlehem Employers and individual Taxpayers in order to analyze and compare data information to optimize EIT/LST/BP revenue.
  - Implemented the reporting of new deed transfers to Keystone Collections Group electronically
  - Had the highest collection of Business Privilege and mercantile tax for the second year in a row through:
    - Creating awareness organization-wide of these unpaid tax obligations, and how to evaluate.
    - Working with our collection agency to identify collection opportunities.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

FUND 001 GENERAL  
DEPT 0020 ADMINISTRATION  
BUREAU 0206 TAXES

		2012	2013	2014	2015	2016		2016		2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
<b>Personnel Detail</b>		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2802	Senior Tax Auditor	1	1	1	-	-	-	-	-	-	-
2802	Tax Auditor	1	1	1	1	70,177	1	70,177	1	69,713	
2407	Tax Technician/Mail Room	-	-	-	-	-	-	-	-	1	63,649
C063	Tax Clerk	2	1	1	-	-	-	-	-	-	-
<b>Total Positions</b>		<b>4</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>70,177</b>	<b>1</b>	<b>70,177</b>	<b>2</b>	<b>133,362</b>
<b>Account Detail</b>											
40001	SALARIES	206,490	170,032	153,542	64,100	68,562	68,562	129,562			
40002	LONGEVITY	3,890	3,680	2,960	1,280	1,615	1,615	3,800			
40004	TEMPORARY HELP	48,375	40,688	-	-	-	-	-			
<b>Personnel</b>		<b>258,755</b>	<b>214,400</b>	<b>156,502</b>	<b>65,380</b>	<b>70,177</b>	<b>70,177</b>	<b>133,362</b>			
41025	POSTAGE	6,861	2,735	1,357	1,096	-	-	-			
<b>Materials &amp; Supplies</b>		<b>6,861</b>	<b>2,735</b>	<b>1,357</b>	<b>1,096</b>	<b>-</b>	<b>-</b>	<b>-</b>			
42040	ADVERTISING AND PRINTING	361	26	12	535	1,000	550	1,000			
42055	PROFESSIONAL SERVICES	9,581	46,763	56,646	61,214	64,245	62,500	64,500			
42060	OTHER EXPENSES	1,063	952	437	262	1,000	750	1,000			
<b>Purchased Services</b>		<b>11,005</b>	<b>47,741</b>	<b>57,095</b>	<b>62,011</b>	<b>66,245</b>	<b>63,800</b>	<b>66,500</b>			
<b>Total</b>	<b>TAXES</b>	<b>276,621</b>	<b>264,876</b>	<b>214,954</b>	<b>128,487</b>	<b>136,422</b>	<b>133,977</b>	<b>199,862</b>			

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

2017 BUDGET REQUEST JUSTIFICATION

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

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## BUREAU DETAIL

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**Bureau:** Human Resources

**No:** 0207

**Department:** Administration

**No:** 0020

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### **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.

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### **Goals and Objectives:**

- Implement new HR module, including the employee portal, within the city.
- Complete the compensation study and propose methods of implementation.

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### **Prior Year Achievements:**

- Reduced time on city payroll for Workman's Compensation participants through settlement.
  - Ensured the consistency of discipline within city ranks.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

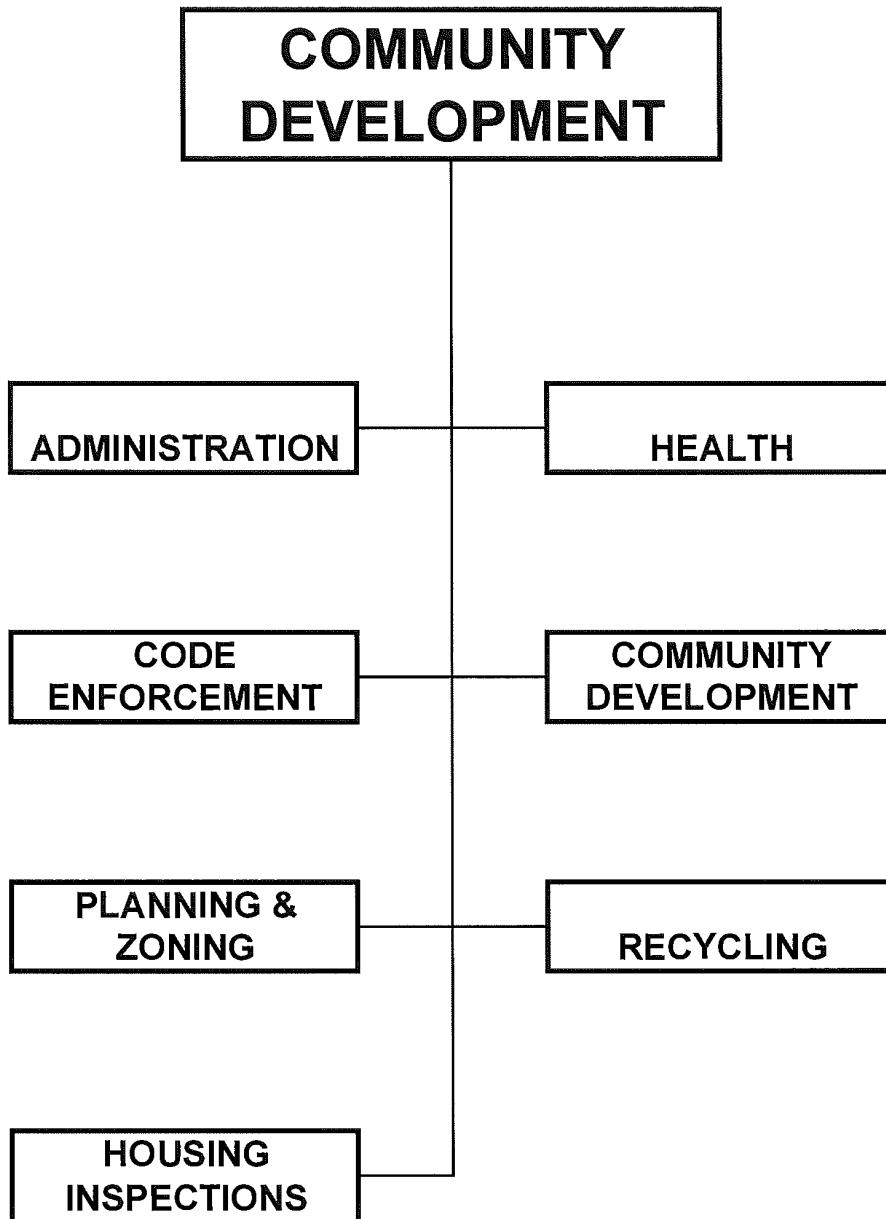
**FUND 001 GENERAL  
DEPT 0020 ADMINISTRATION  
BUREAU 0207 HUMAN RESOURCES**

		2012	2013	2014	2015	2016		2016		2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
<b>Personnel Detail</b>		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3202	Director of HR	1	1	1	1	1	92,496	1	92,496	1	91,978
2610	Compensation Coordinator	1	1	1	1	1	29,533	1	29,533	-	-
2612	Compliance Officer	-	-	-	-	-	-	-	-	1	68,003
2400	Benefits Coordinator	1	1	1	1	1	62,776	1	62,776	1	62,509
<b>Total Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>184,805</b>	<b>3</b>	<b>184,805</b>	<b>3</b>	<b>222,490</b>
<b>Account Detail</b>											
40001	SALARIES	189,755	157,702	157,405	187,471		183,095		183,095		220,590
40002	LONGEVITY	1,610	480	1,120	1,280		1,710		1,710		1,900
40003	OVERTIME	222	-	-	-		-		-		-
40004	TEMPORARY HELP	39,306	39,149	39,842	41,254		61,622		61,622		46,341
40011	EDUCATION INCENTIVE BONUS	600	300	-	-		2,000		1,000		2,000
<b>Personnel</b>		<b>231,493</b>	<b>197,631</b>	<b>198,367</b>	<b>230,005</b>		<b>248,427</b>		<b>247,427</b>		<b>270,831</b>
41013	OFFICE EXPENSE	4,501	4,124	1,383	3,500		8,525		7,500		7,525
<b>Materials &amp; Supplies</b>		<b>4,501</b>	<b>4,124</b>	<b>1,383</b>	<b>3,500</b>		<b>8,525</b>		<b>7,500</b>		<b>7,525</b>
42032	TRAINING/CONT. EDUCATION	3,016	10,366	16,350	13,882		18,500		17,500		18,500
42055	PROFESSIONAL SERVICES	-	-	-	-		-		-		65,000
42060	OTHER EXPENSES	1,806	1,009	1,187	1,115		1,310		1,200		1,500
42067	RECRUITING & TESTING	30,543	32,662	36,567	34,237		48,065		45,500		40,000
<b>Purchased Services</b>		<b>35,365</b>	<b>44,037</b>	<b>54,104</b>	<b>49,234</b>		<b>67,875</b>		<b>64,200</b>		<b>125,000</b>
<b>Total</b>	<b>HUMAN RESOURCES</b>	<b>271,359</b>	<b>245,792</b>	<b>253,854</b>	<b>282,739</b>		<b>324,827</b>		<b>319,127</b>		<b>403,356</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	46,341	TEMPORARY HELP 46,341 - COMPENSATION COORDINATOR SALARY
40011	2,000	EDUCATION INCENT BONUS 2,000 - EDUCATION INCENTIVE BONUS FOR NON-UNIFORMED PERSONNEL.
41013	7,525	OFFICE EXPENSE 200 - PRINTING - EMPLOYEE HANDBOOK, UNION CONTRACT 250 - MANDATORY LABOR LAW POSTERS 7,000 - FORMS PRINTING - W2, 1095 C, AND ENVELOPES 75 - ORIENTATION MATERIALS
42032	18,500	TRAINING/CONTINUING ED. 1,500 - GENERAL HR TRAINING 600 - BENEFITS/PAYROLL TRAINING 200 - PROFESSIONALISM/ER TRAINING 200 - SAFETY/WELLNESS TRAINING 16,000 - CLASS A COMMERCIAL DRIVER'S LICENSE
42055	65,000	PROFESSIONAL SERVICES 65,000 - COMPENSATION STUDY - ANALYSIS OF NON-UNION POSITIONS IN ORDER TO REFINE EXISTING PAY GRADES IN ALIGNMENT W/ THE MARKET AND ENABLE CITY TO INSTITUTE MERIT BASED PAY INCREASES.
42060	1,500	OTHER EXPENSES 700 - MEMBERSHIPS 450 - LOCAL ASSOCIATION MEETINGS 150 - MILEAGE REIMBURSEMENT 200 - MISCELLANEOUS ITEMS
42067	40,000	RECRUITING & TESTING 13,000 - POLICE PROMOTIONAL TESTING 10,000 - FIRE PROMOTIONAL TESTING 17,000 - EMPLOYMENT ADVERTISING



## BUREAU DETAIL

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**Bureau:** Administration

**No:** 0301

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

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### **Bureau Description:**

This bureau provides for the planning, directing, supervising, and monitoring of programs and activities within the Department of Community and Economic Development to include the bureaus of Health, Code Enforcement, Housing Rehabilitation, Planning & Zoning, Recycling, and Housing Inspections.

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### **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.

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### **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**

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget w/ Transfers		2016 Actual & Estimated		2017 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
<b>Personnel Detail</b>										
	<b>Number of Permanent Positions</b>									
N060 Dir Comm & Econ Dev	1	1	1	1	1	101,849	1	101,849	1	101,019
N070 Deputy Dir Comm Dev	-	-	-	1	1	83,788	1	83,788	1	83,105
2906 Housing & CD Planner	1	1	1	-	-	-	-	-	-	-
2724 Business Manager	1	1	1	1	1	71,929	1	71,929	1	71,343
C072 Departmental Secretary	1	1	1	1	1	48,917	1	48,917	1	50,122
C065 Secretary II	3	3	3	3	3	147,953	3	147,953	3	146,134
<b>Total Positions</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>454,436</b>	<b>7</b>	<b>454,436</b>	<b>7</b>	<b>451,723</b>
<b>Account Detail</b>										
40001 SALARIES	377,267	381,532	394,751	381,944		451,316		451,316		447,638
40002 LONGEVITY	2,200	2,160	2,800	2,240		3,120		3,120		4,085
40003 OVERTIME	-	49	-	-		250		100		250
40004 TEMPORARY HELP	-	-	-	3,955		-		-		-
<b>Personnel</b>	<b>379,467</b>	<b>383,741</b>	<b>397,551</b>	<b>388,139</b>		<b>454,686</b>		<b>454,536</b>		<b>451,973</b>
41013 OFFICE EXPENSE	524	159	342	380		550		400		550
41025 POSTAGE	1,024	669	612	673		-		-		-
<b>Materials &amp; Supplies</b>	<b>1,548</b>	<b>828</b>	<b>954</b>	<b>1,053</b>		<b>550</b>		<b>400</b>		<b>550</b>
42032 TRAINING/CONT. EDUCATION	653	637	-	33		500		400		4,000
42060 OTHER EXPENSES	1,488	1,308	1,774	1,320		1,860		1,550		2,010
<b>Purchased Services</b>	<b>2,141</b>	<b>1,945</b>	<b>1,774</b>	<b>1,353</b>		<b>2,360</b>		<b>1,950</b>		<b>6,010</b>
<b>Total ADMINISTRATION</b>	<b>383,156</b>	<b>386,514</b>	<b>400,279</b>	<b>390,545</b>		<b>457,596</b>		<b>456,886</b>		<b>458,533</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	250	OVERTIME 250 - SECRETARIAL OVERTIME FOR AFTER HOURS MEETINGS AND SPECIAL REPORTS.
41013	550	OFFICE EXPENSE 550 - PURCHASE OF OFFICE SUPPLIES
42032	4,000	TRAINING/CONTINUING ED. 4,000 - TRAINING/CONTINUING ED.
42060	2,010	OTHER EXPENSES 400 - MEETING EXPENSES 500 - TRAVEL/MILEAGE 90 - BUSINESS CARDS 300 - PRINTER/FAX SERVICE 220 - OTHER MISCELLANEOUS EXPENSES 500 - DUES

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## BUREAU DETAIL

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**Bureau:** Health

**No:** 0302

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

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### **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.

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### **Goals and Objectives:**

- Provide city residents with health initiatives and direct services set forth by the five core program areas: Chronic Disease, Communicable Disease, Environmental Health, Maternal/Child Health, and Public Health Preparedness.
- Improve access to quality housing for City of Bethlehem residents.
- Decrease deaths associated with heroin and opioid use.
- Provide resources for individuals screening positive for depression.
- Increase revenue through grants and billing insurance companies.
- Improve clinic efficiency and effectiveness in order to increase the number of clients seeking services in health bureau clinics.
- Increase healthy life expectancy of Bethlehem residents by focusing on the reduction of chronic disease risk factors.
- Improve the accreditation gaps identified in order to receive accreditation status.
- Operationalize the health bureau's values of leadership and initiative through workforce development strategies.
- Develop a community health improvement plan, based on the results from the community health needs assessment, in an effort to improve the health of Bethlehem residents.

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### **Prior Year Achievements:**

- Conducted a community health needs assessment to learn about the community's health, contributing factors to higher health risks or poorer health outcomes and resources available to improve the health status of our community.
  - Formed a coalition with community partners to address opioid/heroin use in Bethlehem.
  - Executed contracts with insurers to increase revenues for billing public health services.
  - Increased awareness and benefits of breastfeeding by providing lactation support and supporting the Lehigh Valley Breastfeeding Coalition's baby friendly efforts in Bethlehem.
  - Provided two mandatory child abuse reporting trainings and completed three Front Porch Project child abuse training programs for community members.
  - Provided preceptorship for undergraduate and graduate nursing, dietetic, and public health programs.
  - Successfully implemented the family planning/STD clinic consolidation to improve quality using the reproductive lifecourse, hired a women's health nurse practitioner and increased access to services.
  - Submitted all necessary documentation and requirements to the Public Health Accreditation Board to successfully demonstrate accountability in meeting core public health standards.
  - Partnered with St. Luke's University Health Network to launch a free bike share program at two locations in Bethlehem.
  - Received all 5 gold medals for Let's Move Cities, Towns and Counties initiative and was recognized for our efforts in reducing childhood obesity.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

Personnel Detail	2012	2013	2014	2015	2016		2016		2017	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Actual & Estimated	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N065 Health Bureau Director	1	1	1	1	1	89,634	1	89,634	1	88,903
N070 Medical Director	1	-	-	-	-	-	-	-	-	-
3031 Dir of EMV Health Prog	1	1	1	1	1	84,276	1	84,276	1	83,888
3030 Dir Chronic/Disease Ed Pr	1	1	1	1	1	84,516	1	84,516	1	84,173
3003 Dir of MCH Prog/Nursing	1	1	1	1	1	84,436	1	84,436	1	84,078
2721 Sanitarian	1	1	1	1	1	66,123	1	66,123	1	68,098
M107 Environmental Health Tech	1	1	1	1	1	55,064	1	55,064	1	56,569
C084 Office Manager	1	1	1	1	1	52,372	1	52,372	1	53,851
C068 Health Secretary	1	1	1	1	1	45,594	1	45,594	1	34,224
<b>Total Positions</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>562,015</b>	<b>8</b>	<b>562,015</b>	<b>8</b>	<b>553,784</b>
<b>Account Detail</b>										
40001 SALARIES	516,203	468,403	497,332	500,867		554,525		554,525		545,709
40002 LONGEVITY	6,330	6,640	7,120	5,920		7,490		7,490		8,075
40003 OVERTIME	-	123	-	-		-		-		-
40004 TEMPORARY HELP	529,898	471,951	479,698	470,845		556,371		510,000		564,761
<b>Personnel</b>	<b>1,052,431</b>	<b>947,117</b>	<b>984,150</b>	<b>977,632</b>		<b>1,118,386</b>		<b>1,072,015</b>		<b>1,118,545</b>
41013 OFFICE EXPENSE	779	690	865	752		800		700		800
41014 OPERATING SUPPLIES	1,130	1,389	1,400	1,376		1,350		1,250		1,550
41016 UNIFORMS/SAFETY SHOES	203	103	209	308		590		400		590
41023 GASOLINE	2,829	2,821	2,599	1,424		1,550		1,450		1,600
41025 POSTAGE	2,829	3,321	2,636	2,291		-		-		-
<b>Materials &amp; Supplies</b>	<b>7,770</b>	<b>8,324</b>	<b>7,709</b>	<b>6,151</b>		<b>4,290</b>		<b>3,800</b>		<b>4,540</b>
42032 TRAINING/CONT. EDUCATION	1,433	1,463	659	1,237		1,500		1,250		1,500
42040 ADVERTISING AND PRINTING	343	879	742	844		1,000		850		1,000
42060 OTHER EXPENSES	13,791	21,138	25,623	18,724		39,650		35,000		11,600
42070 CLINIC SERVICE	31,148	62,275	52,669	53,708		71,400		61,000		71,400
42171 HEALTHY HOMES	1,629	2,338	-	-		750		250		-
42172 PEDIATRIC OUTREACH	1,667	6,484	7,484	6,507		33,350		20,000		13,480
42172E MCH INITIATIVE	1,300	-	3,674	7,500		4,627		3,000		7,095
42174 FOOD SAFETY	-	-	5,955	7,941		8,445		6,500		4,000
42175 LEAD HAZARD	157,356	88,084	152,275	77,289		14,500		11,000		-
42176 AIDS PROGRAM	568	4,104	1,773	429		1,959		750		400
42177 IMMUNIZATION OUTREACH	32,983	17,102	13,043	12,317		12,236		10,000		13,400
42177E IMMUNIZATIONS EDU PRGM	-	-	-	-		577		-		577
42178 INJURY PREVENTION GRANT	25,593	26,670	8,673	-		-		-		-
42179 STRATEGIC PLANNING GRANT	12,050	-	-	-		-		-		-
42181 HEALTHY WOMEN 50+	71,755	92,374	63,414	30,585		60,000		35,000		80,000
42185 TB PROGRAM	2,198	8,661	4,640	349		7,330		3,500		1,860
42186 DIABETES - NACCHO GRANT	1,251	993	-	-		-		-		-
42187E ELECTRONIC HEALTH RECORD	-	-	-	2,295		15,000		12,000		5,000
42190 HEALTH-HIGHWAY SAFETY PGM	-	-	3,238	2,889		3,159		3,000		4,714
42190E CHRONIC DISEASE HLTH EDU	2,463	-	35	3,204		18,500		7,500		3,100
42192 TOBACCO PROGRAM	-	-	225	-		-		-		58,228
42193 PUBLIC HEALTH PREAREDNESS	31,951	34,788	53,448	38,534		76,427		61,250		35,278
42199 MEDICAL RESERVE CORPS	5,775	-	-	-		-		-		-
<b>Purchased Services</b>	<b>395,254</b>	<b>367,353</b>	<b>397,570</b>	<b>264,352</b>		<b>370,410</b>		<b>271,850</b>		<b>312,632</b>
43099 EQUIPMENT	-	-	-	-		-		-		-
<b>Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>
<b>Total HEALTH</b>	<b>1,455,455</b>	<b>1,322,794</b>	<b>1,389,429</b>	<b>1,248,135</b>		<b>1,493,086</b>		<b>1,347,665</b>		<b>1,435,717</b>

\* - Expense account is 100% grant reimbursed.

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	564,761	TEMPORARY HELP 96,208 - PUBLIC HEALTH PREPAREDNESS/MEDICAL RESERVE CORP** 86,000 - MATERNAL CHILD HEALTH ** 105,000 - HIV/AIDS PROGRAM ** 8,900 - TB PROGRAM OUTREACH ** 106,000 - IMMUNIZATION PROGRAM ** 15,000 - LEAD HAZARD CONTROL HEALTHY HOMES** 2,500 - FRONT PORCH PROJECT** 48,029 - ENVIRONMENTAL HEALTH SUPPORT 51,616 - HIGHWAY SAFETY** 6,000 - HEALTHY WOMAN** 18,240 - MATERNAL FAMILY HEALTH SERVICES** 21,268 - TOBACCO**
41013	800	OFFICE EXPENSE 800 - OFFICE SUPPLIES THAT ARE NOT NORMALLY STOCKED BY THE PURCHASING BUREAU
41014	1,550	OPERATING SUPPLIES 100 - POOL TESTING CHEMICALS 700 - DOSIMETRY BADGES & AREA MONITOR-REQUIRED 300 - SOLID WASTE/NUISANCE ABATEMENT SUPPLIES 350 - ENVIRONMENTAL TELECOM AND INSPECTION SUPPLIES 100 - PESTICIDES FOR RODENT/INSECT ABATEMENT
41016	590	UNIFORMS/SAFETY SHOES 390 - SAFETY SHOES ENVIRONMENTAL STAFF 200 - INSPECTION/HOME VISIT UNIFORM
41023	1,600	GASOLINE 1,600 - GAS FOR CAR NOS.541, 05, 16, 454 AT \$1.80/GALLON
42032	1,500	TRAINING/CONTINUING ED. 1,500 - APHA ANNUAL MEETING (DIRECTOR, PROGRAM DIRECTORS FOOD AND DRUG MEETING AND CONFERENCES ENVIRONMENTAL VARIOUS REQUIRED CERTIFICATIONS, TRAININGS, ETC.)
42040	1,000	ADVERTISING AND PRINTING 1,000 - ADVERTISING/PROMOTING SERVICES AND HEALTH INFORMATION ALERTS VIA VARIOUS MEDIA, AND OTHER RECRUITMENT EXPENSES
42060	11,600	OTHER EXPENSES 300 - APHA /ACHI/NACCHO MEMBERSHIPS (BUREAU) 3,000 - NUISANCE ABATEMENT(ENVIRONMENTAL HEALTH) 500 - MILEAGE(DIRECTOR, PROGRAM DIRECTORS, NURSES, AND SECRETARIES) 800 - XEROX MAINTENANCE FEES 4,000 - ACCREDITATION FEES 3,000 - XRF MAINTENANCE FEE
42070	71,400	CLINIC SERVICE 500 - ASTHMA/DENTAL CLINIC SUPPLIES

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		2,500 - STD CLINIC SUPPLIES
		100 - TB TESTING SUPPLIES, X-RAYS/LAB TESTS
		20,000 - FEE FOR SERVICE VACCINE INFLUENZA AND PNEUMOCOCCAL VACCINES
		4,000 - STD CLINIC MEDICATIONS/LAB TESTS
		2,000 - TB CLINIC MEDICATIONS
		28,000 - PHYSICIAN/NURSE PRACTITIONER SERVICES/NURSING/ MALPRACTICE
		10,000 - CLINIC SITE ITEMS: ANTIBACTERIAL SOAP, BULLETIN BOARD SIGNS, CHARTS, AND CHART HANGERS
		300 - LABORATORY LICENSE FEES
		3,000 - WOMEN'S CLINIC SUPPLIES/MEDICATIONS: CONTRACEPTIVES, SPECULUMS, TABLE PAPER AND GERMICIDAL CLEANER
		1,000 - NICOTINE REPLACEMENT THERAPY
42172	13,480	PEDIATRIC OUTREACH
		1,125 - CONSULTANT-SEALANTS/IBCLC SUPPORT**
		3,800 - OFFICE SUPPLIES AND, EDUCATION**
		2,500 - TRAVEL**
		6,055 - OTHER COSTS, PRINTING, TECHNOLOGY COSTS**
42172E	7,095	MCH INITIATIVE
		2,000 - SUPPLIES**
		1,095 - TRAVEL**
		4,000 - OTHER COSTS-CRIBS FOR KIDS, BREASTFEEDING COALITION**
42174	4,000	FOOD SAFETY
		4,000 - TRAINING-SERVSAFE CERTIFICATION**
42176	400	AIDS PROGRAM
		OFFICE SUPPLIES, POSTAGE, EDUC MATERIALS, CLINIC**
		400 - TRAVEL/TRAINING ** OTHER COSTS
42177	13,400	IMMUNIZATION OUTREACH
		2,900 - SUBCONTRACT SERVICES-LVIC**
		4,000 - SUPPLIES-CLINIC, OFFICE, COMPUTER, PROMOTIONAL**
		2,500 - TRAVEL, TRAINING, MILEAGE, LODGING **
		4,000 - OTHER COSTS-ADVERTISING, LICENSING, MAINTENANCE**
42177E	577	IMMUNIZATIONS EDU PRGM
		SUPPLIES
		577 - OTHER COSTS-OUTREACH, EDUCATIONAL ACTIVITIES**
42181	80,000	HEALTHY WOMEN 50+
		80,000 - SUBCONTRACT SERVICES**
42185	1,860	TB PROGRAM
		100 - SUPPLIES-CLINIC, PATIENT SERVICES**
		1,250 - TRAVEL**
		510 - OTHER COSTS-PRINTING, COMMUNICATION, TECHNOLOGY**

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42187E	5,000	ELECTRONIC HEALTH RECORDS 5,000 - ELECTRONIC HEALTH RECORDS**
42190	4,714	HEALTH-HIGHWAY SAFTEY PGM 1,750 - SUPPLIES-OFFICE, PRINTING, COPYING** 2,400 - TRAVEL-CONFERENCES, MILEAGE** 564 - OTHER COSTS**
42190E	3,100	CHRONIC DISEASE HLTH EDU 500 - SUPPLIES 400 - TRAVEL 2,200 - OTHER COSTS-EDUCATIONAL MATERIALS AND SUPPLIES RELATED TO CHRONIC DISEASE AND DIABETES**
42192	58,228	TOBACCO PROGRAM 24,486 - SUPPLIES 5,589 - TRAVEL 28,153 - OTHER COSTS
42193	35,278	PUBLIC HEALTH PREPARED 10,043 - CONSULTANT 1,514 - SUPPLIES** 3,400 - TRAVEL** 20,321 - OTHER COSTS



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## BUREAU DETAIL

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**Bureau:** Code Enforcement

**No:** 0303

**Department:** Community & Econ Dev

**No:** 0030

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### **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.

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### **Goals and Objectives:**

- To provide efficient and effective enforcement of Article 1701 of the City's Codified Ordinances.
  - Improve customer service through feedback and evaluation forms.
  - Incorporate new community plus update to improve operation of bureau.
- 

### **Prior Year Achievements:**

- Continued to meet state mandated certification requirements for all inspectors.
  - All permits, reviews, approvals, and inspections on community plus.
  - Continued excellent customer service
  - Through September 2016, 2675 permits issued, resulting in 5428 inspections, for an estimated construction cost of \$111,013,358.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

Personnel Detail	2012	2013	2014	2015	2016		2016		2017	
	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	88,285	1	88,285	1	87,849
2718 Building/Housing Inspector	2	2	2	2	2	146,089	2	146,089	2	144,491
2711 Mechanical Inspector	1	1	1	1	1	72,249	1	72,249	1	71,818
2708 Electrical Inspector	1	1	1	1	1	72,329	1	72,329	1	71,913
2408 Permit Coordinator	1	1	1	1	1	63,825	1	63,825	1	63,649
<b>Total Positions</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>442,777</b>	<b>6</b>	<b>442,777</b>	<b>6</b>	<b>439,720</b>
<b>Account Detail</b>										
40001 SALARIES	393,072	387,097	394,839	408,657		437,107		437,107		433,545
40002 LONGEVITY	2,800	3,600	4,000	4,400		5,670		5,670		6,175
<b>Personnel</b>	<b>395,872</b>	<b>390,697</b>	<b>398,839</b>	<b>413,057</b>		<b>442,777</b>		<b>442,777</b>		<b>439,720</b>
41014 OPERATING SUPPLIES	807	1,384	815	1,360		1,180		1,180		930
41016 UNIFORMS/SAFETY SHOES	290	110	333	571		722		600		650
41023 GASOLINE	5,922	5,149	4,438	3,857		4,000		3,900		4,400
41025 POSTAGE	550	500	600	450		-		-		-
<b>Materials &amp; Supplies</b>	<b>7,569</b>	<b>7,143</b>	<b>6,186</b>	<b>6,238</b>		<b>5,902</b>		<b>5,680</b>		<b>5,980</b>
42032 TRAINING/CONT. EDUCATION	2,598	2,755	1,731	1,095		4,280		3,000		5,400
42040 ADVERTISING AND PRINTING	-	690	426	436		1,000		500		1,000
42055 PROFESSIONAL SERVICES	-	-	-	150		2,200		500		2,200
42060 OTHER EXPENSES	1,077	1,616	770	1,973		4,220		3,000		3,000
<b>Purchased Services</b>	<b>3,675</b>	<b>5,061</b>	<b>2,927</b>	<b>3,654</b>		<b>11,700</b>		<b>7,000</b>		<b>11,600</b>
43099 EQUIPMENT	-	-	6,372	6,122		12,900		12,900		12,650
<b>Equipment</b>	<b>-</b>	<b>-</b>	<b>6,372</b>	<b>6,122</b>		<b>12,900</b>		<b>12,900</b>		<b>12,650</b>
<b>Total</b>	<b>407,116</b>	<b>402,901</b>	<b>414,324</b>	<b>429,071</b>		<b>473,279</b>		<b>468,357</b>		<b>469,950</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	930	OPERATING SUPPLIES 300 - FILM, PROCESSING, COMPUTERIZED PERMIT FORMS INSPECTION STICKERS, ETC. 630 - MISCELLANEOUS MATERIALS - DUCT TAPE, CAUTION TAPE, ELECTRICAL TESTERS, TAPE MEASURE, LEVEL, FLASHLIGHTS & BATTERIES.
41016	650	UNIFORMS/SAFETY SHOES 650 - 5 PAIR SAFETY SHOES FOR INSPECTORS @ \$130.00/PR.
41023	4,400	GASOLINE 4,400 - FUEL CONSUMPTION FOR BUREAU OF CODE ENFORCEMENT
42032	5,400	TRAINING/CONTINUING ED. 400 - CONTINUING EDUCATION TO MAINTAIN STATE CERTIFICATIONS REQUIRED BY STATE 540 - ICC CERTIFICATION TEST. 3 @ \$180.00/EACH 300 - LOCAL CODE WORKSHOPS FOR ELECTRICAL INSPECTORS, 4 PER YEAR @ \$75.00/MEETING 2,400 - PENNBOC EDUCATIONAL CONFERENCE - 2 INSPECTORS 960 - PENNBOC REGION II EDUCATION MEETING - 24 @ \$40.00/EACH 800 - PENNBOC STATE EDUCATION SEMINARS - 8 @ \$100/EACH
42040	1,000	ADVERTISING AND PRINTING 1,000 - LEGAL ADVERTISEMENTS FOR THE PLUMBING, ELECTRICAL, AND CODE BOARD OF APPEALS
42055	2,200	PROFESSIONAL SERVICES 2,200 - EMERGENCY 3RD PARTY CERTIFIED INSPECTORS (5 DAYS @ \$440/DAY)
42060	3,000	OTHER EXPENSES 225 - ICC DUES 180 - BUSINESS CARDS. 225 - PENNBOC BUILDING OFFICIALS DUES, 5 @ \$45.00/EACH. 240 - INTERNATIONAL ELECTRICAL INSPECTOR DUES (2) 200 - REFERENCE BOOKS FOR CERTIFICATION TESTING AND CODE COMMENTARIES 150 - PABCO MEMBERSHIP DUES 2 @ \$75.00 1,780 - 2016 CODE BOOKS
43099	12,650	EQUIPMENT 6,200 - VEHICLE LEASE TO REPLACE VEHICLE #34 (TOTALLED IN ACCIDENT) YEAR 3 OF 3 6,450 - VEHICLE LEASE TO REPLACE VEHICLE #446 YEAR 2 OF 3

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## BUREAU DETAIL

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**Bureau:** Community Development **No:** 0304

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

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### **Bureau Description:**

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

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### **Goals and Objectives:**

- Effectively administer the City's CDBG and HOME awards, including ensuring compliance of both the City and all sub recipients with program requirements.
- Provide a housing rehabilitation program utilizing CDBG and HOME funding to City of Bethlehem homeowners who want to rehabilitate their property, bring them into City code compliance and remediate lead hazards.
- Strengthen the City's low to moderate income neighborhoods by providing funding for infrastructure improvements and public service programs.
- Partnered with the Bureau of Code Enforcement and Lehigh University to address South Side code violations, regulated rental process and other housing concerns.
- Market the Enterprise Zone and the related Enterprise Loan Fund Programs.
- Communicate with local economic development entities regarding the Enterprise Zone and the related benefits.
- Pursue operational grants for the administration of the Enterprise Zone.
- Implement a Market Analysis of the Central Business Districts.
- Administer the City's Business Development and Retention Efforts.
- Have the highest total in KIZ Tax Credits awarded for our KIZ.
- Retain and Expand Primary KIZ Partners.
- Maintain Pi occupancy.

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### **Prior Year Achievements:**

- Awarded \$1,276,895 in CDBG program funds.
  - Awarded \$354,747 in HOME program funds.
  - Administered CDBG and HOME programs.
  - Conducted landlord training sessions to improve City neighborhoods with high concentrations of rental housing.
  - Provided technical assistance to sub recipients to ensure compliance and more efficient use of funds.
  - Expanded the housing rehabilitation program by conducting training for contractors and creating an emergency repair fund for critical and dangerous housing conditions.
  - Expect to settle 19 housing rehabilitation cases by end of 2016.
  - Received an extension of the Enterprise Zone until June 30<sup>th</sup>, 2017.
  - Four Enterprise Zone Tax Credit applications were submitted and one was approved for a total of \$350,000.
  - Facilitated 10 KIZ Tax Credit Applications.
  - Launched new KIZ grant program in collaboration with Lehigh.
  - Created suite numbers at Pi building in collaboration with NCC Fab Lab.
  - Initiated much needed turnover in companies at Pi.
  - Bonn Brewing opened on the Southside (connected them with LNCLF and BSBLF, site selection, KIZ).
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

		2012	2013	2014	2015	2016		2016		2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Actual & Estimated	Final Budget
<b>Personnel Detail</b>		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2906	Housing & CD Planner	-	-	-	1	1	79,268	1	79,268	1	78,623
2607	Bus Ret & Attract Officer	-	1	1	-	-	-	-	-	-	-
2605	Rehab Finance Specialist	1	1	1	1	1	54,256	1	54,256	1	57,269
<b>Total Positions</b>		1	2	2	2	2	133,524	2	133,524	2	135,892
<b>Account Detail</b>											
40001	SALARIES	60,718	70,870	94,244	113,730		133,524		133,524		135,892
40002	LONGEVITY	1,260	1,520	1,600	-		-		-		-
40004	TEMPORARY HELP	68,405	60,828	44,982	76,638		156,866		153,000		161,023
<b>Personnel</b>		130,383	133,218	140,826	190,368		290,390		286,524		296,915
41013	OFFICE EXPENSE	140	-	-	-		-		-		-
41014	OPERATING SUPPLIES	269	193	282	458		1,200		750		1,500
41016	UNIFORMS/SAFETY SHOES	-	-	-	94		130		110		-
41025	POSTAGE	907	800	500	400		-		-		-
<b>Materials &amp; Supplies</b>		1,316	993	782	952		1,330		860		1,500
42032	TRAINING/CONT. EDUCATION	-	430	-	7		1,350		1,350		2,000
42040	ADVERTISING AND PRINTING	-	7,602	97	-		1,750		1,000		2,050
42047	DEPARTMENT CONTRACTS	2,450	77,300	83,900	75,000		139,000		139,000		119,000
42060	OTHER EXPENSES	5,478	4,116	10,598	2,306		9,660		7,500		21,200
42064	EQUIPMENT MAINTENANCE	-	9,066	8,021	9,777		7,500		5,000		7,500
42080	ENTERPRISE ZONE PROGRAM	7,350	-	-	-		-		-		-
<b>Purchased Services</b>		15,278	98,514	102,616	87,090		159,260		153,850		151,750
<b>Total</b>	<b>COMMUNITY DEVELOPMENT</b>	146,977	232,725	244,224	278,410		450,980		441,234		450,165

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	161,023	TEMPORARY HELP 52,705 - ECONOMIC DEVELOPMENT COORDINATOR 48,318 - REHAB TECH SPECIALIST 60,000 - BUSINESS DEVELOPMENT AND RETENTION SPECIALIST
41014	1,500	OPERATING SUPPLIES 1,500 - OPERATING SUPPLIES
42032	2,000	TRAINING/CONTINUING ED. 2,000 - TRAINING/CONTINUING EDUCATION
42040	2,050	ADVERTISING AND PRINTING 2,050 - ADVERTISING AND PRINTING
42047	119,000	DEPARTMENT CONTRACTS 75,000 - MARKETING 40,000 - BUSINESS DEVELOPMENT AND RETENTION CONTRACT 4,000 - HISTORIC PRESERVATION OFFICER
42060	21,200	OTHER EXPENSES 7,000 - ENTERPRISE ZONE PROFESSIONAL SERVICES 4,000 - ENTERPRISE ZONE MARKETING 1,200 - MISCELLANEOUS BUREAU EXPENSES 9,000 - FEES ASSOCIATED WITH COMMUNITY DEVELOPMENT ACTIVITIES
42064	7,500	EQUIPMENT MAINTENANCE 6,000 - BUSINESS DEVELOPMENT RESEARCH DATABASES 1,500 - BUREAU SOFTWARE



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## BUREAU DETAIL

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**Bureau:** Planning & Zoning

**No:** 0305

**Department:** Community & Econ Dev

**No:** 0030

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### **Bureau Description:**

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

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### **Goals and Objectives:**

- Continue to facilitate and manage the Planning and Zoning review process so that it continues to be efficient, thorough and detailed and protects the overall goals and objectives of the comprehensive plan.
  - Continue with implementation of master planning efforts such the South Side Vision 2020 Plan, the Eastern Gateway plan and the South Bethlehem Greenway Plan.
  - 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.
  - Enforce and implement policies and provisions included in Zoning Ordinance.
  - Review of the Subdivision and Land Development Ordinance and prioritize sections of the ordinance to be updated.
  - Implementation of the wayfinding and signage program.
  - Implement of the Regional Trail Feasibility study related to South Bethlehem Greenway and other Reginal trails in and around Bethlehem.
  - Begin design of Phase 5 of Greenway.
  - Complete Greenway construction projects such as connection to Hobart Street and Phase 4 trail development.
  - Implement construction of Gateway improvements at Eastern Gateway area.
- 

### **Prior Year Achievements:**

- Continue to work with Planning Commission, Zoning Hearing Board, Historic Commission and HARB.
  - Complete development of wayfinding program, bid project and begin implementation.
  - Review and management of land development and subdivision plans.
  - Researched and drafted zoning amendments related to adaptive reuse and various miscellaneous provisions.
  - Distributed Request for Proposals for Eastern Gateway Redevelopment parcels.
  - Participated in review of proposals for the Armory redevelopment.
  - Participated in the Southside Vision Development Committee Hayes Street tree planting program.
  - Prepared draft updates for various sections of SALDO, addressing procedures, development standards and required improvement.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016		2016		2017	
					Budget w/ Transfers	Actual & Estimated	#	Salaries	#	Salaries
<b>Personnel Detail</b>	<b>Number of Permanent Positions</b>				<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>
N075 Dir of Planning & Zoning	1	1	1	1	1	90,891	1	90,891	1	90,150
3004 Assistant Planning Dir	1	1	1	1	1	84,116	1	84,116	1	83,698
2907 Zoning Officer	-	1	1	1	1	79,988	1	79,988	1	79,573
2828 Comm Planner/Zoning Off	1	-	-	-	-	-	-	-	-	-
<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>254,995</b>	<b>3</b>	<b>254,995</b>	<b>3</b>	<b>253,421</b>
<b>Account Detail</b>										
40001 SALARIES	206,707	223,004	228,892	236,903		253,395		253,395		251,331
40002 LONGEVITY	525	1,120	1,280	1,440		1,600		1,600		2,090
<b>Personnel</b>	<b>207,232</b>	<b>224,124</b>	<b>230,172</b>	<b>238,343</b>		<b>254,995</b>		<b>254,995</b>		<b>253,421</b>
41013 OFFICE EXPENSE	312	765	384	113		500		400		500
41014 OPERATING SUPPLIES	-	332	-	58		750		700		500
41025 POSTAGE	3,016	706	704	1,017		-		-		-
<b>Materials &amp; Supplies</b>	<b>3,328</b>	<b>1,803</b>	<b>1,088</b>	<b>1,188</b>		<b>1,250</b>		<b>1,100</b>		<b>1,000</b>
42030 HEARING BOARD EXPENSES	55,275	42,184	22,557	35,525		45,760		45,000		48,360
42032 TRAINING/CONT. EDUCATION	2,325	1,961	2,383	938		2,500		2,000		2,500
42040 ADVERTISING AND PRINTING	8,212	5,901	3,566	6,872		7,500		7,200		8,500
42047 DEPARTMENT CONTRACTS	23,575	26,400	30,475	27,575		32,000		31,500		30,900
42060 OTHER EXPENSES	717	2,321	2,259	1,913		1,500		1,200		1,750
<b>Purchased Services</b>	<b>90,104</b>	<b>78,767</b>	<b>61,240</b>	<b>72,823</b>		<b>89,260</b>		<b>86,900</b>		<b>92,010</b>
<b>Total</b>	<b>300,664</b>	<b>304,694</b>	<b>292,500</b>	<b>312,354</b>		<b>345,505</b>		<b>342,995</b>		<b>346,431</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	500	OFFICE EXPENSE 500 - OFFICE SUPPLIES
41014	500	OPERATING SUPPLIES 500 - MISCELLANEOUS OPERATING SUPPLIES
42030	48,360	HEARING BOARD EXPENSES 1,750 - ZHB MEMBERS - 14 MEETINGS @ \$125/MEETING 40,310 - LEGAL FEES 6,000 - STENOGRAPHER COSTS TO ZHB 300 - COURT FEES
42032	2,500	TRAINING/CONTINUING ED. 1,000 - HARB & SBHCC: MANDATED BY STATE 1,500 - SEMINARS/TRAINING/CONFERENCES
42040	8,500	ADVERTISING AND PRINTING 8,000 - ZHB LEGAL ADS 500 - HISTORICAL CONSERVATION COMMISSION, HISTORICAL AND ARCHITECTURAL REVIEW BOARD AND PLANNING COMMISSION LEGAL ADS
42047	30,900	DEPARTMENT CONTRACTS 30,000 - HISTORIC AND ARCHITECTURAL CONSULTING CONTRACT 900 - STENOGRAPHER FOR BLIGHTED PROPERTY REVIEWBOARD
42060	1,750	OTHER EXPENSES 1,100 - PROFESSIONAL MEMBERSHIPS 500 - MILEAGE AND TRAVEL COSTS 150 - LITERATURE, PUBLICATIONS, SUBSCRIPTIONS

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## BUREAU DETAIL

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**Bureau:** Recycling

**No:** 0307

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

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### **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.

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### **Goals and Objectives:**

- To implement a Joint E-Waste collection program with Northampton County
  - To continue to oversee a successful Zone waste collection program.
- 

### **Prior Year Achievements:**

- Reduced greenhouse emissions by 14,837 metric tons of carbon equivalents.
  - Rewrote solid waste ordinance and submitted to administration for approval.
  - Oversaw joint compost venture at the yard-waste facility.
  - Held first joint e-waste collection event with Northampton County.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

Personnel Detail	2012	2013	2014	2015	2016	2016	2017			
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget			
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3026 Director of Recycling	1	1	1	1	1	79,495	1	79,495	1	82,558
M136 Rec Maint/Op Specialist	1	1	1	1	1	62,953	1	62,953	1	64,615
M116 Rec Truck Driver/ Equip Op	1	1	1	1	1	61,361	1	61,361	1	59,456
<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>203,809</b>	<b>3</b>	<b>203,809</b>	<b>3</b>	<b>206,629</b>
<b>Account Detail</b>										
40001 SALARIES	180,821	180,394	183,247	180,626	200,369	200,369	202,449			
40002 LONGEVITY	4,380	4,720	4,880	3,360	3,440	3,440	4,180			
40003 OVERTIME	33,032	39,303	44,477	46,014	42,446	42,000	44,393			
40004 TEMPORARY HELP	296,572	323,354	318,675	290,192	288,831	285,000	303,201			
40005 HOLIDAY PAY	4,773	3,859	2,903	4,606	6,883	6,000	6,716			
40006 DIFFERENTIAL PAY	137	117	161	174	262	225	262			
40008 MEAL REIMBURSEMENT	1,066	857	1,131	1,131	1,001	975	1,000			
<b>Personnel</b>	<b>520,781</b>	<b>552,604</b>	<b>555,474</b>	<b>526,103</b>	<b>543,232</b>	<b>538,009</b>	<b>562,201</b>			
41013 OFFICE EXPENSE	776	1,053	982	6	1,000	750	1,000			
41014 OPERATING SUPPLIES	2,127	4,246	3,551	316	4,800	4,300	2,800			
41016 UNIFORMS/SAFETY SHOES	2,045	2,541	3,124	3,014	3,750	3,300	3,790			
41023 GASOLINE	54,136	41,674	38,549	34,025	35,000	34,500	37,500			
41025 POSTAGE	14,512	20,925	10,656	1,250	-	-	-			
<b>Materials &amp; Supplies</b>	<b>73,596</b>	<b>70,439</b>	<b>56,862</b>	<b>38,611</b>	<b>44,550</b>	<b>42,850</b>	<b>45,090</b>			
42032 TRAINING/CONT. EDUCATION	-	6,424	212	-	250	100	250			
42038 EQUIPMENT REPAIRS-FLEET	4,639	13,581	16,672	32,758	30,750	25,000	36,325			
42040 ADVERTISING AND PRINTING	33,392	9,180	6,261	1,109	6,300	2,500	6,500			
42047 DEPARTMENT CONTRACTS	1,197,309	1,242,217	1,127,920	1,119,582	1,172,026	1,160,000	1,246,826			
42054 RENTALS	14,322	3,727	3,489	3,947	8,000	6,000	5,500			
42055 PROFESSIONAL SERVICES	-	-	-	-	500	200	750			
42060 OTHER EXPENSES	14,858	31,378	21,889	35,974	32,355	32,000	21,900			
42064 EQUIPMENT MAINTENANCE	60,314	50,501	21,877	5,351	7,300	6,000	20,000			
42065 PLANT MAINTENANCE	22,305	163,445	20,477	9,894	17,245	15,000	19,000			
<b>Purchased Services</b>	<b>1,347,139</b>	<b>1,520,453</b>	<b>1,218,797</b>	<b>1,208,615</b>	<b>1,274,726</b>	<b>1,246,800</b>	<b>1,357,051</b>			
43099 EQUIPMENT	-	6,375	-	-	225,927	225,750	240,500			
<b>Equipment</b>	<b>-</b>	<b>6,375</b>	<b>-</b>	<b>-</b>	<b>225,927</b>	<b>225,750</b>	<b>240,500</b>			
<b>Total</b>	<b>RECYCLING</b>	<b>1,941,516</b>	<b>2,149,871</b>	<b>1,831,133</b>	<b>1,773,329</b>	<b>2,088,435</b>	<b>2,053,409</b>	<b>2,204,842</b>		

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	44,393	OVERTIME 44,393 - RECYCLING/COMPOST CENTER OVERTIME
40004	303,201	TEMPORARY HELP 79,300 - PART-TIME OFFICE STAFF 109,930 - DROP-OFF STAFF 56,050 - SHREDDING STAFF 57,921 - COMPOST STAFF
40005	6,716	HOLIDAY PAY 6,716 - RECYCLING CENTER/COMPOST CENTER
40006	262	DIFFERENTIAL PAY 262 - RECYCLING CENTER/COMPOST CENTER
40008	1,000	MEAL REIMBURSEMENT 1,000 - RECYCLING/COMPOST MEALS
41013	1,000	OFFICE EXPENSE 1,000 - OFFICE SUPPLIES
41014	2,800	OPERATING SUPPLIES 2,000 - BALING WIRE 800 - GENERAL SUPPLIES
41016	3,790	UNIFORMS/SAFETY SHOES 3,400 - STAFF CLOTHING 390 - SAFETY SHOES
41023	37,500	GASOLINE 1,000 - TRUCK #23 30,000 - HEAVY EQUIPMENT 3,000 - OIL/LUBRICANTS 3,500 - ENFORCEMENT CARS
42032	250	TRAINING/CONTINUING ED. 250 - ATTENDANCE AT VARIOUS CONFERENCES/CERTIFICATIONS
42038	36,325	EQUIPMENT REPAIRS - FLEET 4,500 - CLUTCH FOR 216 12,000 - 2 ROLL-OFFS, SKID, MAC TRUCK, 1 PICK-UP TRUCK, 2 CARS, 2 FRONT-END LOADERS 11,000 - SERVICE FOR 2 FRONT END LOADERS 8,000 - 4 TIRES FOR FRONT END LOADER 825 - 4 TIRES FOR SKID LOADER
42040	6,500	ADVERTISING AND PRINTING 3,000 - BROCHURES 3,500 - MISC. EDUCATIONAL PRINTING
42047	1,246,826	DEPARTMENT CONTRACTS 1,110,161 - RVD CURBSIDE 12 MONTHS 39,000 - VICTORY GARDENS



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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		97,665 - COUGLES
42054	5,500	RENTALS
		5,500 - SERVICE BATHROOM TCRC
42055	750	PROFESSIONAL SERVICES
		750 - AUDIT SERVICES
42060	21,900	OTHER EXPENSES
		800 - COMMERCIAL CONTAINERS
		5,000 - RESIDENTIAL CONTAINER
		1,500 - MISCELLANEOUS SIGNS
		750 - EARTH BAGS
		750 - BOOKS/PERIODICALS
		1,900 - PROFESSIONAL ASSOC
		6,000 - CITY PARK CHARGES
		2,000 - VENDOR CHARGES
		1,000 - LANDFILL CHARGES
		1,000 - MILEAGE
		200 - TOLLS
		500 - PETTY CASH
		200 - CDL
		300 - PROMOTIONAL ITEMS
42064	20,000	EQUIPMENT MAINTENANCE
		10,000 - COMPACTORS/BALER/SHREDDER
		10,000 - SANDBLAST/PAINT CONTAINERS
42065	19,000	PLANT MAINTENANCE
		5,000 - ROADWORK
		8,000 - TCRC-SITE WORK
		6,000 - COMPOST CENTER SITE WORK
43099	240,500	EQUIPMENT
		17,000 - VEHICLE LEASE TO REPLACE VEHICLE #23 YEAR 2 OF 3
		23,500 - ROLL OFF CONTAINERS (4) - DEP GRANT REIMBURSED
		200,000 - TRUCK MOUNTED LEAF VAC - DEP GRANT REIMBURSED

## BUREAU DETAIL

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

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**Bureau Description:**

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

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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

		2012	2013	2014	2015	2016		2016		2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Final Budget	
<b>Personnel Detail</b>		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N130	Deputy Director Econ Dev	1	-	-	-	-	-	-	-	-	-
3028	Econ Dev Loan & Fin Admir	1	-	-	-	-	-	-	-	-	-
2831	Econ Dev Site & GIS Mgr	1	-	-	-	-	-	-	-	-	-
<b>Total Positions</b>		3	-	-	-	-	-	-	-	-	-
<b>Account Detail</b>											
40001	SALARIES	65,310	-	-	-	-	-	-	-	-	-
40002	LONGEVITY	-	-	-	-	-	-	-	-	-	-
40004	TEMPORARY HELP	7,290	-	-	-	-	-	-	-	-	-
<b>Personnel</b>		72,600	-	-	-	-	-	-	-	-	-
41013	OFFICE EXPENSE	-	-	-	-	-	-	-	-	-	-
41014	OPERATING SUPPLIES	304	-	-	-	-	-	-	-	-	-
41025	POSTAGE	-	-	-	-	-	-	-	-	-	-
<b>Materials &amp; Supplies</b>		304	-	-	-	-	-	-	-	-	-
42032	TRAINING/CONT. EDUCATION	-	-	-	-	-	-	-	-	-	-
42040	ADVERTISING AND PRINTING	-	-	-	-	-	-	-	-	-	-
42047	DEPARTMENT CONTRACTS	37,500	-	-	-	-	-	-	-	-	-
42060	OTHER EXPENSES	800	-	-	-	-	-	-	-	-	-
42064	EQUIPMENT MAINTENANCE	7,521	-	-	-	-	-	-	-	-	-
<b>Purchased Services</b>		45,821	-	-	-	-	-	-	-	-	-
43099	EQUIPMENT	-	-	-	-	-	-	-	-	-	-
<b>Equipment</b>		-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>ECONOMIC DEVELOPMENT</b>	118,725	-	-	-	-	-	-	-	-	-

## BUREAU DETAIL

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**Bureau:** Housing Inspections    **No:** 0309

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

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### **Bureau Description:**

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

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### **Goals and Objectives:**

- To continue our aggressive approach in handling complaints and abating them in a timely manner.
  - Improve customer service through feedback and evaluation forms
  - Incorporate new community plus update to improve operation of bureau.
- 

### **Prior Year Achievements:**

- Estimate of inspections – 5,200
  - Estimate of complaints – 800
  - All reports are now attached in Community Plus.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

Personnel Detail	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget w/ Transfers		2016 Actual & Estimated		2017 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
	<b>Number of Permanent Positions</b>									
3101 Chief Housing Inspector	1	1	1	-	-	-	-	-	-	-
2700 Senior Housing Inspector	1	1	1	1	1	73,654	1	73,654	1	73,148
2601 Housing Inspector	1	1	1	1	1	68,642	1	68,642	1	68,193
<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>142,296</b>	<b>2</b>	<b>142,296</b>	<b>2</b>	<b>141,341</b>
<b>Account Detail</b>										
40001 SALARIES	207,226	200,528	201,043	131,347		140,491		140,491		139,346
40002 LONGEVITY	1,960	2,000	2,160	1,360		1,805		1,805		1,995
40003 OVERTIME	514	221	-	-		300		100		-
40004 TEMPORARY HELP	36,976	51,673	65,147	116,896		140,827		135,000		139,675
<b>Personnel</b>	<b>246,676</b>	<b>254,422</b>	<b>268,350</b>	<b>249,603</b>		<b>283,423</b>		<b>277,396</b>		<b>281,016</b>
41013 OFFICE EXPENSE	2,212	2,124	2,111	953		656		625		656
41014 OPERATING SUPPLIES	4,376	4,674	3,665	-		3,000		2,750		3,000
41016 UNIFORMS/SAFETY SHOES	586	848	435	288		1,000		750		650
41023 GASOLINE	5,082	5,159	4,774	2,031		2,462		2,250		2,500
41025 POSTAGE	3,100	3,257	1,800	850		-		-		-
<b>Materials &amp; Supplies</b>	<b>15,356</b>	<b>16,062</b>	<b>12,785</b>	<b>4,122</b>		<b>7,118</b>		<b>6,375</b>		<b>6,806</b>
42032 TRAINING/CONT. EDUCATION	1,505	833	900	1,029		3,000		2,000		2,000
42060 OTHER EXPENSES	3,267	1,230	1,073	1,699		915		750		1,200
<b>Purchased Services</b>	<b>4,772</b>	<b>2,063</b>	<b>1,973</b>	<b>2,728</b>		<b>3,915</b>		<b>2,750</b>		<b>3,200</b>
43099 EQUIPMENT	-	-	-	-		6,700		6,700		6,450
<b>Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>6,700</b>		<b>6,700</b>		<b>6,450</b>
<b>Total</b>	<b>HOUSING INSPECTIONS</b>	<b>266,804</b>	<b>272,547</b>	<b>283,108</b>	<b>256,453</b>	<b>301,156</b>		<b>293,221</b>		<b>297,472</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	0	OVERTIME OVERTIME
40004	139,675	TEMPORARY HELP 34,265 - RENTAL PROJECT MANAGER 52,705 - HOUSING INSPECTOR 52,705 - HOUSING INSPECTOR
41013	656	OFFICE EXPENSE 656 - OFFICE SUPPLIES
41014	3,000	OPERATING SUPPLIES 3,000 - MISCELLANEOUS EQUIPMENT
41016	650	UNIFORMS/SAFETY SHOES 650 - SAFETY SHOES (130.00 X 5)
41023	2,500	GASOLINE 2,500 - FUEL CONSUMPTION FOR BUREAU OF HOUSING INSPECTIONS VEHICLES
42032	2,000	TRAINING/CONTINUING ED. 2,000 - PROPERTY MAINTENANCE CODE SEMINARS FOR 4 PEOPLE. STATE CERTIFICATION FOR INSPECTORS (TEST AND TRAINING MATERIAL). CONTINUED EDUCATION CREDITS TO MAINTAIN STATE CERTIFICATION. ICC CERTIFICATION TEST.
42060	1,200	OTHER EXPENSES 400 - PENNBOC DUES 500 - MILEAGE/TRAVEL EXPENSE 300 - FUEL LICENSE FORMS
43099	6,450	EQUIPMENT 6,450 - VEHICLE LEASE TO REPLACE VEHICLE #19 YEAR 2 OF 3

**RECREATION**

**RECREATION**

## BUREAU DETAIL

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**Bureau:** Administration

**No:** 0401

**Department:** Parks & Public Property

**No:** 0040

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**Bureau Description:**

Beginning in 2017, this bureau was eliminated based on department consolidation.

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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016		2016		2017	
					Budget w/ Transfers	Actual & Estimated	#	Salaries	#	Salaries
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N080 Dir Parks/Public Property	1	1	1	1	1	79,015	1	79,015	-	-
2807 Dept Business Manager	1	1	1	1	1	41,984	1	41,984	-	-
C072 Departmental Secretary	1	1	1	1	1	49,077	1	49,077	-	-
<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>170,076</b>	<b>3</b>	<b>170,076</b>	<b>-</b>	<b>-</b>
<b>Account Detail</b>										
40001 SALARIES	197,086	200,023	206,230	199,131		169,596		169,596		-
40002 LONGEVITY	1,350	1,680	1,840	400		480		480		-
40004 TEMPORARY HELP	32,109	27,964	26,023	31,928		27,820		27,000		-
<b>Personnel</b>	<b>230,545</b>	<b>229,667</b>	<b>234,093</b>	<b>231,459</b>		<b>197,896</b>		<b>197,076</b>		<b>-</b>
41013 OFFICE EXPENSE	1,282	1,037	3,540	1,210		1,430		1,430		-
41016 UNIFORMS/SAFETY SHOES	110	454	246	130		455		200		-
41023 GASOLINE	2,187	2,198	2,046	1,023		900		210		-
<b>Materials &amp; Supplies</b>	<b>3,579</b>	<b>3,689</b>	<b>5,832</b>	<b>2,363</b>		<b>2,785</b>		<b>1,840</b>		<b>-</b>
42032 TRAINING/CONT. EDUCATION	1,689	971	1,316	794		800		250		-
42047 DEPARTMENT CONTRACTS	1,772	2,072	3,635	3,775		3,470		3,000		-
42060 OTHER EXPENSES	288	762	620	748		1,170		750		-
<b>Purchased Services</b>	<b>3,749</b>	<b>3,805</b>	<b>5,571</b>	<b>5,317</b>		<b>5,440</b>		<b>4,000</b>		<b>-</b>
43099 EQUIPMENT	-	52,423	52,423	52,423		52,424		52,424		-
<b>Equipment</b>	<b>-</b>	<b>52,423</b>	<b>52,423</b>	<b>52,423</b>		<b>52,424</b>		<b>52,424</b>		<b>-</b>
<b>Total ADMINISTRATION</b>	<b>237,873</b>	<b>289,584</b>	<b>297,919</b>	<b>291,562</b>		<b>258,545</b>		<b>255,340</b>		<b>-</b>

## BUREAU DETAIL

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**Bureau:** Recreation

**No:** 0406

**Department:** Recreation

**No:** 0040

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### **Bureau Description:**

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

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### **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 Comprehensive Parks and Pools Study
  - To continue upgrading play equipment and amenities at City parks to make them safe and attractive for all ages and abilities.
  - To continue to increase participation in the Learn to Swim program at the City pools.
- 

### **Prior Year Achievements:**

- Successfully continued Movies in the Park program and made necessary upgrades to the equipment.
  - Held a successful Book Drive as part of the LV Summer Learning Coalition. Over 3000 books were collected, 2,000 were distributed to the city pools and the remainder to the Cops N Kids program.
  - Purchased new playground equipment for Elmwood, Martin Luther King, Sand Island and Bayard Parks.
  - Awarded contract to URDC to complete Comprehensive Parks and Pools Study.
  - Partnered with CACLV to host a successful Family Festival at Madison Park.
  - Awarded contract to refurbish the Jonathan Taylor monument at the Rose Garden .
  - Revised and adopted Recreation Ordinance 941-Parks.
  - Restored Saucon Park to a safe, enjoyable and usable recreation space for our residents.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

FUND 001 GENERAL  
DEPT 0040 RECREATION BUREAU  
BUREAU 0406 RECREATION

Personnel Detail	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget w/ Transfers		2016 Actual & Estimated		2017 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
	<b>Number of Permanent Positions</b>									
3008 Recreation Director	1	1	1	1	1	77,299	1	77,299	1	79,513
2300 Recreation Coordinator	1	1	1	1	1	59,259	1	59,259	1	58,887
M114 Maintenance Worker III	-	-	-	-	-	-	-	-	1	58,126
M092 Maintenance Worker II	-	-	-	-	-	-	-	-	1	53,889
M072 Maintenance Worker I	-	-	-	-	-	-	-	-	1	37,150
C062 Account Clerk II	1	1	1	1	1	48,184	1	48,184	1	48,174
<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>184,742</b>	<b>3</b>	<b>184,742</b>	<b>6</b>	<b>335,739</b>
Allocated from 004A						43,743		43,743		39,380
						228,485		228,485		375,119
<b>Account Detail</b>										
40001 SALARIES	191,569	186,022	190,685	177,967		224,965		224,965		370,274
40002 LONGEVITY	4,660	3,200	3,280	3,360		3,520		3,520		4,845
40003 OVERTIME	18,602	7,837	8,050	1,012		12,000		10,000		20,000
40004 TEMPORARY HELP	264,309	253,950	235,390	229,838		246,600		220,000		254,500
40006 DIFFERENTIAL PAY	380	79	139	26		500		100		500
40008 MEAL REIMBURSEMENT	65	52	104	39		200		100		200
<b>Personnel</b>	<b>479,585</b>	<b>451,140</b>	<b>437,648</b>	<b>412,242</b>		<b>487,785</b>		<b>458,685</b>		<b>650,319</b>
41013 OFFICE EXPENSE	432	364	329	257		300		250		700
41014 OPERATING SUPPLIES	12,381	27,924	38,555	44,554		44,000		42,500		48,100
41016 UNIFORMS/SAFETY SHOES	-	-	-	-		-		-		850
41017 SMALL TOOLS	-	-	-	-		-		-		500
41021 CHEMICALS	38,057	40,499	41,136	40,714		51,900		45,000		47,000
41023 GASOLINE	626	697	1,044	1,575		1,020		500		2,500
<b>Materials &amp; Supplies</b>	<b>51,496</b>	<b>69,484</b>	<b>81,064</b>	<b>87,100</b>		<b>97,220</b>		<b>88,250</b>		<b>99,650</b>
42032 TRAINING/CONT. EDUCATION	836	120	-	-		500		250		1,100
42040 ADVERTISING AND PRINTING	612	1,400	1,676	1,279		1,000		1,000		1,500
42047 DEPARTMENT CONTRACTS	10,000	8,649	10,000	5,000		5,000		5,000		5,000
42049 REFUNDS	108	355	450	-		500		250		500
42060 OTHER EXPENSES	6,446	1,488	2,639	11,112		10,030		9,500		10,500
42063 SPECIAL PROGRAMS	4,541	9,729	14,666	12,471		15,800		14,000		17,800
<b>Purchased Services</b>	<b>22,543</b>	<b>21,741</b>	<b>29,431</b>	<b>29,862</b>		<b>32,830</b>		<b>30,000</b>		<b>36,400</b>
<b>Total RECREATION</b>	<b>553,624</b>	<b>542,365</b>	<b>548,143</b>	<b>529,204</b>		<b>617,835</b>		<b>576,935</b>		<b>786,369</b>

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0040 - RECREATION BUREAU  
 BUREAU - 0406 - RECREATION

2017 BUDGET REQUEST JUSTIFICATION

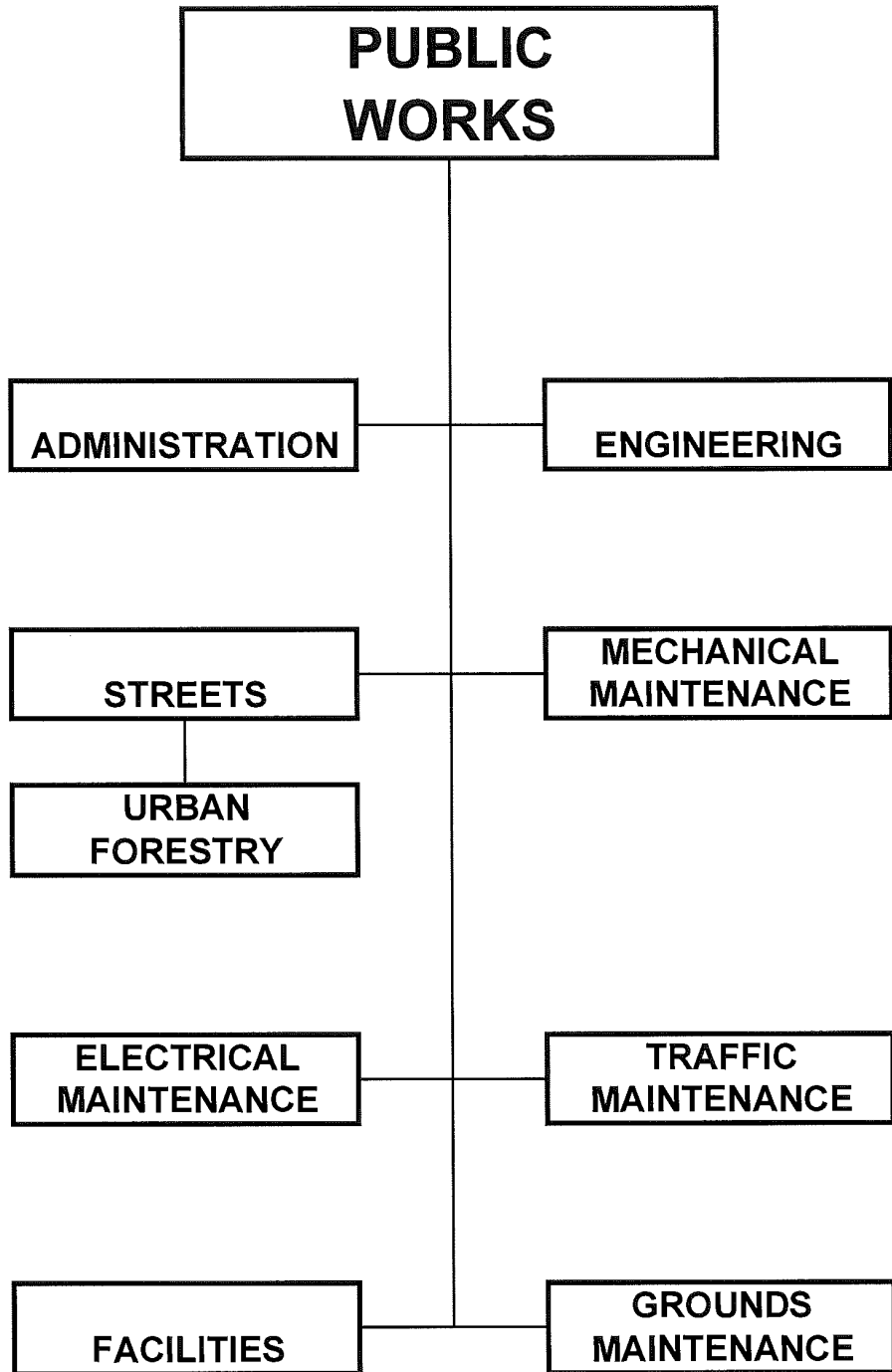
ACCOUNT	AMOUNT	DESCRIPTION
40003	20,000	OVERTIME 20,000 - HOURS WORKED AT ICE RINK - EVENINGS, WEEKENDS, AND HOLIDAYS.
40004	254,500	TEMPORARY HELP TEMPORARY SEASONAL HELP PROVIDED BY HIGH SCHOOL AND COLLEGE AGE STUDENTS FOR VARIOUS CITY RECREATIONAL AMENITIES. WORKERS START AT MINIMUM WAGE. THE AVERAGE RATE IS \$8.50 167,000 - -POOLS (LIFEGUARDS, CASHIERS, LESSONS, ETC) 25,000 - -PLAYGROUNDS (GUARDS) 20,500 - -SAND ISLAND (CASHIERS, LESSONS, ETC) 4,000 - -SOFTBALL AND BASKETBALL (REFEREES) 34,500 - -ICE RINK (CASHIERS, GUARDS, LESSONS, ETC) 1,000 - -AFTER SCHOOL COORDINATOR 500 - -MOVIES IN THE PARK 2,000 - -SEASONAL MAINTENANCE WORKER
40006	500	DIFFERENTIAL PAY 500 - DIFFERENTIAL PAY
40008	200	MEAL REIMBURSEMENT 200 - REIMBURSEMENT FOR MEALS IN ACCORDANCE WITH UNION CONTRACT.
41013	700	OFFICE EXPENSE 300 - SUPPLIES NOT AVAILABLE FROM STOCK INVENTORY. 400 - LAMINATING POUCHES
41014	48,100	OPERATING SUPPLIES 750 - TENNIS/SOFTBALL TROPHIES. 3,500 - LIFEGUARD SWIMSUITS, WHISTLES, STAFF SHIRTS 750 - ARTS AND CRAFTS SUPPLIES 1,000 - ATHLETIC EQUIPMENT 1,500 - ICE SKATING SUPPLIES 2,500 - FIRST AID SUPPLIES 5,500 - POOL SUPPLIES 1,000 - EASTER EGG HUNT 15,500 - POOL PAINT 5,800 - SKATES 3,000 - SAND ISLAND TENNIS COURTS - TOP DRESSING, TAPES, ETC. 800 - MAINTENANCE FOR CASH REGISTERS 2,000 - PROPANE FOR ZAMBONI 1,500 - ATHLETIC FIELD PAINT 3,000 - PLAYGROUND SAFETY SURFACE
41016	850	UNIFORMS/SAFETY SHOES 250 - T-SHIRTS 400 - SAFETY SHOES 200 - SWEATSHIRTS
41017	500	SMALL TOOLS 500 - SMALL TOOLS

FUND - 001 - GENERAL FUND  
 DEPARTMENT - 0040 - RECREATION BUREAU  
 BUREAU - 0406 - RECREATION

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41021	47,000	CHEMICALS 47,000 - POOL/RINK CHEMICALS, TEST KITS, SUPPLIES, AND WATER TESTING.
41023	2,500	GASOLINE 2,500 - BASED ON ESTIMATED USAGE. GASOLINE
42032	1,100	TRAINING/CONTINUING ED. 500 - SEMINARS/CONFERENCES SUCH AS PRPS 600 - CPO CERTIFICATION
42040	1,500	ADVERTISING AND PRINTING 1,500 - ADVERTISING/RECREATION -MUSIC IN THE PARK -POOL/TENNIS PASSES
42047	5,000	DEPARTMENT CONTRACTS 5,000 - BOY'S CLUB - YOSKO PLAYGROUNDS
42049	500	REFUNDS 500 - REFUNDS FOR CLASS REGISTRATION CANCELLATIONS (I.E. SWIMMING LESSONS) AFTER PAYMENT HAS ALREADY BEEN DEPOSITED.
42060	10,500	OTHER EXPENSES 500 - REIMBURSEMENT GAS 500 - NRPA AND PRPS MEMBERSHIP 6,000 - MAINTENANCE FOR ZAMBONI 3,000 - ASCP, SESAC AND BMI MUSIC LICENSES 500 - PORT-A-LET RENTAL
42063	17,800	SPECIAL PROGRAMS 400 - BASKETBALL PLAY-OFF OFFICIALS (SUMMER/WINTER) 1,500 - SOFTBALL PLAYOFF OFFICIALS 800 - CPR TRAINING/CERTIFICATION 900 - LIFEGUARD TRAINING 2,500 - POOL/ICE RINK/PLAYGROUND 2,400 - TENNIS LEAGUE 2,500 - YOUTH RECREATION PROGRAMS 6,000 - MOVIES IN THE PARK AND UPKEEP OF EQUIPMENT 800 - 4TH OF JULY FIREWORK MUSIC

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## BUREAU DETAIL

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**Bureau:** Administration

**No:** 0501

**Department:** Public Works

**No:** 0050

---

### **Bureau Description:**

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

---

### **Goals and Objectives:**

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

### **Prior Year Achievements:**

- Implemented and maintains a road management program for the resurfacing of all City streets. Currently working on expanding and improving our in-house paving program. Improved our road rating system by collection and transfer of information into CAD/GIS using tablets.
  - Expanded and improved urban forestry functions within the City, which will be detailed in that bureau's prior year achievements. Currently working with the Bureau of Urban Forestry to complete the tree inventory database.
  - Completed upgrade of all non-decorative street lights (over 5000) to LEDs.
  - Awarded Growing Greener grant for improvements to the Stefko Blvd Swale and currently working on design of improvement.
  - Awarded TAP grant for sidewalk improvements on 4<sup>th</sup> Street.
  - New Salt Storage Facility and Pole Barn that will allow for increased storage of winter supplies.
-



**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

FUND 001 GENERAL  
DEPT 0050 PUBLIC WORKS  
BUREAU 0501 ADMINISTRATION

		2012	2013	2014	2015	2016		2016		2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
<b>Personnel Detail</b>		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N085	Dir Pub Wks/City Engineer	1	1	1	1	1	104,015	1	104,015	1	103,167
2807	Dept Business Manager	1	1	1	1	1	77,219	1	77,219	1	77,013
C072	Departmental Secretary	1	1	1	1	1	50,615	1	50,615	1	50,408
<b>Total Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>231,849</b>	<b>3</b>	<b>231,849</b>	<b>3</b>	<b>230,588</b>
<b>Account Detail</b>											
40001	SALARIES	185,914	191,336	200,577	213,487		229,609		229,609		227,738
40002	LONGEVITY	1,430	1,760	1,920	2,080		2,240		2,240		2,850
<b>Personnel</b>		<b>187,344</b>	<b>193,096</b>	<b>202,497</b>	<b>215,567</b>		<b>231,849</b>		<b>231,849</b>		<b>230,588</b>
41013	OFFICE EXPENSE	489	700	507	453		700		500		600
41023	GASOLINE	1,069	987	1,067	621		857		625		850
<b>Materials &amp; Supplies</b>		<b>1,558</b>	<b>1,687</b>	<b>1,574</b>	<b>1,074</b>		<b>1,557</b>		<b>1,125</b>		<b>1,450</b>
42032	TRAINING/CONT. EDUCATION	606	1,154	626	319		1,350		1,000		1,350
42060	OTHER EXPENSES	334	518	426	598		550		500		550
<b>Purchased Services</b>		<b>940</b>	<b>1,672</b>	<b>1,052</b>	<b>917</b>		<b>1,900</b>		<b>1,500</b>		<b>1,900</b>
<b>Total</b>	<b>ADMINISTRATION</b>	<b>189,842</b>	<b>196,455</b>	<b>205,123</b>	<b>217,558</b>		<b>235,306</b>		<b>234,474</b>		<b>233,938</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	600	OFFICE EXPENSE 600 - SUPPLIES (PRINTER CARTRIDGES, SUPPLIES FOR STAFF MEETING RECORD KEEPING, ETC.) THAT ARE NOT STOCKED BY PURCHASING.
41023	850	GASOLINE 850 - FOR DIRECTOR'S VEHICLE TO RESPOND TO CITY BUSINESS 24/7 INCLUDING SNOW PLOWING OPERATIONS. BASED ON ANNUAL USAGE OF 470 GALLONS @ \$1.80 PER GALLON.
42032	1,350	TRAINING/CONTINUING ED. 1,350 - THIS ACCOUNT WILL BE UTILIZED FOR CONTINUING PROFESSIONAL EDUCATION FOR THE DIRECTOR/CITY ENGINEER TO MAINTAIN PROFESSIONAL ENGINEERING LICENSURE PER THE STATE OF PENNSYLVANIA REQUIREMENTS AND CITY ORDINANCE. THIS ACCOUNT IS ALSO TO BE USED BY THE DIRECTOR AND STAFF TO ATTEND CONFERENCES AND SEMINARS SUCH AS LATEST SNOW/ICE REMOVAL TECHNIQUES, CONSTRUCTION MEANS AND METHODS, MANAGEMENT SYSTEMS, ROAD SCHOLAR SEMINARS, WINTER SYMPOSIUM, PA LEAGUE OF CITIES AND MUNICIPALITIES ANNUAL CONVENTION, ETC. MAY COVER ONLY ONE, POSSIBLY TWO SEMINARS DEPENDING ON LOCATION. REVELANT SEMINARS ARE OFTEN NOT ATTENDED DUE TO OVERALL BUDGET CONCERNS.
42060	550	OTHER EXPENSES 100 - MISCELLANEOUS (PARKING FEES, TOLLS, ETC). 150 - REFERENCE/CROSS DIRECTORY/POLK DIRECTORY. 300 - PUBLIC WORKS SUBSCRIPTIONS AND MEMBERSHIP DUES.

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## BUREAU DETAIL

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**Bureau:** Engineering

**No:** 0502

**Department:** Public Works

**No:** 0050

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### **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.

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### **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.
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### **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, CSO relocation, dewatering improvements, and addition of a fourth effluent pump at the WWTP and other water and sewer capital projects.
  - Completed construction and contract administration of the reconstruction of Broad Street crosswalk, Citywide Wayfinding Signage, 5<sup>th</sup> Street Improvements, Linden Street Storm Water Improvements Phase III (final phase), and a new salt storage facility for winter operations.
  - Completed the design/bid packages of numerous street re-surfacing projects, curb ramps, sidewalks, and restoration of utility trenches.
  - Completed final engineering for the Lynn Avenue Bridge and High Street Bridge replacements and executed construction contracts for both with construction starting late 2016/early 2017.
  - Completed review of numerous site development plans including New Street Parking Garage, 3<sup>rd</sup> & New Street Development, Walmart, LVIP 7 Lot 88 and HOP plans.
  - Ongoing NPDES Phase II stormwater permitting efforts including annual reports to PA DEP.
  - Continued review and coordination with Penn DOT on the construction for the Route 412 Widening and the Fahy Bridge.
  - Completed design/permitting and began construction of South Bethlehem Greenway Phase IV.
  - Evaluated ADA curb ramp design requirements that are incorporated into our overlay program.
  - Administered bridge maintenance program which included design improvements to the Fire Lane Bridge.
  - Continue design and permitting of improvements to the Stefko swale funded by a Growing Greener grant.
  - Completed design of South Bethlehem Greenway Connection to Saucon Park Ballfields (Phase V).
  - Completed design and permitting of Fourth Street Pedestrian Improvements/Sidewalks.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016		2016		2017	
					Budget w/ Transfers	Actual & Estimated	#	Salaries	#	Salaries
<b>Personnel Detail</b>	<b>Number of Permanent Positions</b>				<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>
N100 Dep Director/Chief Eng	1	1	1	1	1	93,392	1	93,392	1	95,132
2908 Section Engineer	1	1	1	1	1	79,268	1	79,268	1	78,623
2809 Project Engineer	2	2	2	2	2	151,718	2	151,718	2	150,702
2511 Design Asst-Chief of Surv	1	1	1	1	1	66,952	1	66,952	1	66,751
2503 Design Assistant	2	2	2	2	2	132,465	2	132,465	2	131,982
2404 Engineering Assistant	5	5	5	5	5	312,562	5	312,562	5	310,833
<b>Total Positions</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>836,357</b>	<b>12</b>	<b>836,357</b>	<b>12</b>	<b>834,023</b>
<b>Account Detail</b>										
40001 SALARIES	725,977	735,615	721,075	747,548		829,637		829,637		825,378
40002 LONGEVITY	7,700	9,040	5,920	6,320		6,720		6,720		8,645
40003 OVERTIME	14,822	11,570	16,722	4,415		10,000		9,000		10,000
40004 TEMPORARY HELP	576	-	-	-		500		250		500
<b>Personnel</b>	<b>749,075</b>	<b>756,225</b>	<b>743,717</b>	<b>758,283</b>		<b>846,857</b>		<b>845,607</b>		<b>844,523</b>
41014 OPERATING SUPPLIES	3,597	4,311	3,752	3,049		4,650		3,500		4,800
41016 UNIFORMS/SAFETY SHOES	1,757	1,194	1,569	1,310		2,350		2,150		2,028
41023 GASOLINE	12,599	9,367	10,998	6,690		7,080		6,800		7,250
<b>Materials &amp; Supplies</b>	<b>17,953</b>	<b>14,872</b>	<b>16,319</b>	<b>11,049</b>		<b>14,080</b>		<b>12,450</b>		<b>14,078</b>
42032 TRAINING/CONT. EDUCATION	385	339	108	157		250		150		250
42047 DEPARTMENT CONTRACTS	29,968	500	28,976	14,212		73,000		38,000		10,000
42060 OTHER EXPENSES	5,824	3,954	8,110	3,849		10,000		6,000		11,800
42064 EQUIPMENT MAINTENANCE	3,331	1,450	1,450	2,605		3,050		2,750		3,050
42064 BRIDGE MAINTENANCE	19,619	-	-	-		-		-		-
<b>Purchased Services</b>	<b>59,127</b>	<b>6,243</b>	<b>38,644</b>	<b>20,823</b>		<b>86,300</b>		<b>46,900</b>		<b>25,100</b>
43099 EQUIPMENT	-	36,075	9,242	17,039		7,548		7,548		15,148
<b>Equipment</b>	<b>-</b>	<b>36,075</b>	<b>9,242</b>	<b>17,039</b>		<b>7,548</b>		<b>7,548</b>		<b>15,148</b>
<b>Total ENGINEERING</b>	<b>826,155</b>	<b>813,415</b>	<b>807,922</b>	<b>807,194</b>		<b>954,785</b>		<b>912,505</b>		<b>898,849</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	10,000	OVERTIME 10,000 - BASED ON ANTICIPATED CONSTRUCTION ACTIVITY IN 2017. 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. CONTINUED EFFORTS TO REDUCE USE OF THIS ACCOUNT IN 2016, SUCH AS LIMITING INSPECTION TIME TO CRITICAL JUNCTIONS OF CONSTRUCTION. TWO BRIDGE PROJECTS WERE DELAYED IN THE DESIGN PHASE BUT CONSTRUCTION OF BOTH IS SCHEDULED TO BEGIN IN 2017. WE ANTICIPATE SIGNIFICANT OVERTIME FOR SEVERAL LARGE PROJECTS IN 2017 (MAJESTIC, LVIP 7, LYNN AVE BRIDGE, AND HIGH STREET BRIDGE, ETC.).
40004	500	TEMPORARY HELP 500 - TO PAY FOR INTERNS TO WORK ON THE COLLECTION OF DATA FOR THE GIS SYSTEM DEVELOPMENT AND ANY UNANTICIPATED WORK REQUIRING TEMPORARY HELP. KEPT TO A MINIMUM TO MEET BUDGET CONSTRAINTS. WE WERE ABLE TO ONCE AGAIN SECURE UNPAID INTERNS THIS PAST YEAR.
41014	4,800	OPERATING SUPPLIES 4,800 - ANNUAL COST OF BLUEPRINT MATERIALS, DRAFTING, AND SURVEYING SUPPLIES FOR THE YEAR. MISCELLANEOUS (MOSTLY SURVEYING) ITEMS SUCH AS CLOTH, VELUM, GAMMON REELS, PLUMB BOB POINTS, P.K. NAILS AND SPIKES. SMALL INCREASE TO ACCOUNT FOR RISING PRICES.
41016	2,028	UNIFORMS/SAFETY SHOES 2,028 - FIVE (5) T-SHIRTS/TWO (2) SWEATSHIRTS TO BE PURCHASED FOR SURVEYORS AND INSPECTORS. ONLY FIELD EMPLOYEES ARE ELIGIBLE FOR SAFETY SHOES IN 2017.
41023	7,250	GASOLINE 7,250 - BASED ON ANNUAL USAGE OF 4,030 GALLONS (10 VEHICLES) AT \$1.80 PER GALLON.
42032	250	TRAINING/CONTINUING ED. 250 - REFERENCE TEXTS, MANUALS, VIDEOTAPES AND SOFTWARE TO IMPROVE WORK PERFORMANCE AND JOB SAFETY. BASIC AND ADVANCED COMPUTER TRAINING AND UPDATE COURSES SUCH AS AUTOCAD, ETC. AND TO PROVIDE FOR ENGINEERING TRAINING SEMINARS (GIS, ETC.) & MATERIALS. ATTEND PERMITTING SEMINARS ON EPA REGULATIONS EFFECTING MUNICIPALITIES. CONTINUE TO LIMIT EXPENDITURES TO MEET BUDGET CONSTRAINTS. WE HAVE EXTENSIVELY UTILIZED FREE SEMINARS WHENEVER POSSIBLE. UTILIZATION OF THIS ACCOUNT HAS BEEN DIFFICULT DUE TO THE HIGH COST OF A SINGLE SEMINAR AND REDUCED TO MEET BUDGET CONSTRAINTS.

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42047	10,000	DEPARTMENT CONTRACTS 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.), INCLUDING \$500 ANNUAL FEE.
42060	11,800	OTHER EXPENSES 300 - PAINT FOR SURVEY CREW. 200 - BATTERIES AND HAND CALCULATORS. 900 - MISCELLANEOUS FIELD AND OFFICE SUPPLIES. 250 - STATIONERY SPECIALTY ITEMS. 150 - FIRST AID SUPPLIES INCLUDING POISON IVY IMMUNIZATIONS, SAFETY BULLETINS, ETC. 6,000 - REPLACE TWO (2) PORTABLE RADIOS AND ONE (1) MOBILE AND BATTERIES. 4,000 - VERIZON CHARGE FOR DATA PACKAGES FOR MAP DECISIONS TABLETS USED FOR FIELD INSPECTIONS AND GIS UPDATES.
42064	3,050	EQUIPMENT MAINTENANCE 3,050 - ANNUAL ADJUSTMENT & ACCURACY CHECK FOR TWO (2) EDMS. SERVICE FOR DESK TOP COPIER, PLOTTER, AND LARGE FORMAT PRINTER/SCANNER INCLUDING ANNUAL CONTRACTS.
43099	15,148	EQUIPMENT 7,548 - THIRD YEAR LEASE OF A 2015 GMC VAN (3-YEARS) 7,600 - FIRST YEAR LEASE OF A 2017 FORD FUSION (3-YEARS). THIS IS TO REPLACE A 1997 FORD TAURUS.

## BUREAU DETAIL

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**Bureau:** Streets

**No:** 0503

**Department:** Public Works

**No:** 0050

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### **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.

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### **Goals and Objectives:**

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

### **Prior Year Achievements:**

- Completed the construction of a new salt storage facility to improve winter operations.
  - Installed new pole barn over brine tanks to prevent freezing during the winter and hence improve winter operations.
  - Continue to improve our in-house paving program. Paved and scratched approximately 25,000 linear feet of roadway (=5 miles).
  - Acquired and deployed spray patch truck to improve road maintenance operations.
  - Improved and continues to improve in-house paving program through both equipment procurements and personnel training.
  - Improved streetscape, cleaning services, and added flowers in the downtown areas. Painted, repaired, and/or replaced flower urns and bollards with chains. Replaced slate and bricks and also replaced crosswalks in the downtown business districts.
  - Collected over 20,000 cubic yards of leaves during the 2015 leaf collection operation.
  - Maintained storm sewers – cleaning and flushing of over 150 basins throughout the city.
  - Upgraded street signs with new hardware and replaced over 250 street signs.
  - Reorganized entire city street garage to be more efficient with all our city services.
  - Roadside tractor cut over 25 miles of vegetation growth along city roadways.
  - New paver used for road maintenance. Increased tonnage from 500 in 2015 tons to 1,750 tons in 2016.
  - Cut cost and improved service with the purchase of a truck mount street sweeper.
  - Improved the snow plowing operation by switching all plows to steel blades.
  - Improved the brine operation by using a de-icing additive (GEOMELT 55 BEET JUICE) and AGG4 Ice Melt.
  - Installed two (2) – 5,000 gallon holding tanks for de-icing additives and rebuilt brine maker.
-



CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS

FUND 001 GENERAL  
DEPT 0050 PUBLIC WORKS  
BUREAU 0503 STREETS

		2012	2013	2014	2015	2016		2016		2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
<b>Personnel Detail</b>		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3206	Superintendent of Streets	1	1	1	1	1	92,656	1	92,656	1	92,168
2402	Foreman	2	2	2	2	2	127,569	2	127,569	2	127,297
M114	Maintenance Worker III	9	9	9	9	9	529,795	9	529,795	9	524,848
M092	Maintenance Worker II	13	13	13	13	13	667,998	13	667,998	13	670,619
M072	Maintenance Worker I	2	2	2	2	2	98,350	2	98,350	2	71,258
<b>Total Positions</b>		27	27	27	27	27	1,516,368	27	1,516,368	27	1,486,190
Allocated to 005A							(400,000)		(400,000)		(400,000)
							1,116,368		1,116,368		1,086,190
<b>Account Detail</b>											
40001	SALARIES	889,867	871,587	883,572	956,539		1,094,213		1,094,213		1,061,205
40002	LONGEVITY	15,470	16,880	18,168	17,760		22,155		22,155		24,985
40003	OVERTIME	79,574	74,557	80,961	78,050		72,000		70,500		81,000
40004	TEMPORARY HELP	17,848	18,138	11,474	8,814		18,775		14,500		19,200
40006	DIFFERENTIAL PAY	2,453	3,341	4,271	3,139		4,000		3,500		4,200
40008	MEAL REIMBURSEMENT	2,197	4,433	10,556	6,175		6,000		5,250		6,000
<b>Personnel</b>		1,007,409	988,936	1,009,002	1,070,477		1,217,143		1,210,118		1,196,590
41014	OPERATING SUPPLIES	14,637	15,272	30,027	17,403		16,570		16,000		16,000
41016	UNIFORMS/SAFETY SHOES	4,497	4,589	4,807	5,313		6,324		6,324		7,254
41023	GASOLINE	108,299	93,440	133,937	83,326		87,316		84,000		84,000
<b>Materials &amp; Supplies</b>		127,433	113,301	168,771	106,042		110,210		106,324		107,254
42031	UNIFORM RENTAL	502	824	739	684		750		730		885
42033	TRAINING AND SAFETY	7,121	6,850	2,251	1,738		2,520		2,250		3,850
42047	DEPARTMENT CONTRACTS	17,026	16,638	24,779	12,271		33,600		28,000		20,000
42060	OTHER EXPENSES	5,257	3,448	5,704	5,329		5,600		5,400		6,080
42060A	BUSINESS DIST STREETScape	2,156	1,421	2,618	2,935		10,250		10,250		10,000
42064	EQUIPMENT MAINTENANCE	342	-	768	298		750		400		1,000
<b>Purchased Services</b>		32,404	29,181	36,859	23,255		53,470		47,030		41,815
43099	EQUIPMENT	2,190	2,411	3,441	-		37,429		37,429		18,100
<b>Equipment</b>		2,190	2,411	3,441	-		37,429		37,429		18,100
<b>Total</b>	<b>STREETS</b>	1,169,436	1,133,829	1,218,073	1,199,774		1,418,252		1,400,901		1,363,759

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	81,000	OVERTIME 81,000 - ACCOUNT IS USED FOR STAND BY & EMERGENCY CALLOUTS, MUSIKFEST PREPARATION & CLEAN UP, CELTIC CLASSIC PREPARATION & CLEAN-UP, SUMMER STORM RESPONSE & CLEAN UP, LEAF COLLECTION & OTHER EVENTS. THIS ACCOUNT IS ALSO USED FOR CLEANING STORM DRAINS ON THE HILL-TO-HILL BRIDGE WHICH IS REIMBURSED BY THE COUNTIES. INCREASE DUE TO RAISE FOR EMPLOYEES IN 2017 PER UNION CONTRACT AND PER EXPERIENCE OF PAST NEEDS/USE.
40004	19,200	TEMPORARY HELP 19,200 - THE AMOUNT IS BASED ON AN AVERAGE OF \$8.00/HOUR FOR FIVE (5) EMPLOYEES FOR 12 WEEKS OF WORK. THE SUMMER HELP IS USED TO AUGMENT OUR PAVING ACTIVITIES, CLEAN-UP ACTIVITIES, VEGETATION CONTROL, ERECT STREET SIGNS AND TO PAINT SIGN POLES. SUMMER HELP HAS BECOME CRITICAL TO OUR IN-HOUSE PAVING AS THEIR PERSONNEL ARE NEEDED FOR UNSKILLED LABOR ON THE PAVING CREW (13 TO 15) DUE TO FREQUENT SHORTAGE OF PERSONNEL DURING THE PAVING SEASON (VACATIONS, SICK, PERSONAL, OJI, ETC.). SUMMER HELP HIRED IN 2016 MISSED SIGNIFICANT NEEDED WORK DAYS DUE TO VARIOUS REASONS.
40006	4,200	DIFFERENTIAL PAY 4,200 - ACCOUNT COVERS MIDDLE SHIFT AND NIGHT SHIFT EMPLOYEES FOR 2017. THIS ALSO INCLUDES WORK PERFORMED DURING SPECIAL EVENTS AND OPERATIONS. SLIGHT INCREASE DUE TO UNION CONTRACT.
40008	6,000	MEAL REIMBURSEMENT 6,000 - MEAL REIMBURSEMENT FOR SHIFTS EXCEEDING 10 HOURS OR MORE.
41014	16,000	OPERATING SUPPLIES 16,000 - THIS ITEM COVERS SUPPLIES SUCH AS PROPANE, BAG CONCRETE, LUMBER, HARDWARE, MASONRY ITEMS, WEED KILLER, PAINT, OXYGEN, AND ACETYLENE FOR BURNING TORCH AND OTHER MISCELLANEOUS ITEMS NEEDED TO PERFORM THE JOBS REQUIRED. THIS ALSO COVERS CONTRACT SPRAYING FOR LARGE AND DIFFICULT TO REACH AREAS SUCH AS BRIDGE STRUCTURES. ALSO, REPLACEMENT OF WORN OUT POWER TOOLS THAT ARE NEEDED FOR EMERGENCY CALL OUTS AND DOWNTOWN BUSINESS DISTRICT MAINTENANCE.
41016	7,254	UNIFORMS/SAFETY SHOES 7,254 - REQUIRED BY UNION AGREEMENT. NEEDED TO COVER COST OF SHOES AND UNIFORMS FOR 2017. THIS AMOUNT WILL COVER 27 EMPLOYEES FOR UNIFORMS AND WORK SHOES. INCREASE BASED ON NEED AND BY NEW PRICES PROVIDED BY PURCHASING.
41023	84,000	GASOLINE 84,000 - TO OPERATE STREET'S VEHICLES AND HEAVY EQUIPMENT.

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		APPROXIMATELY 39,000 GALLONS OF DIESEL AT \$2.00 PER GALLON AND 3,300 GALLONS OF REGULAR/PREMIUM GASOLINE AT \$1.80 PER GALLON.
42031	885	UNIFORM RENTAL 885 - CREW AND SHOP MAINTENANCE PERSONNEL. INCREASE DUE TO INCREASED COSTS.
42033	3,850	TRAINING AND SAFETY 3,000 - SAFETY GLASSES, GLOVES, RESPIRATORS, GOGGLES, RAIN GEAR, HARD HATS, CONES, SIGNS, BARRICADES, ETC. WOOD FOR BARRICADES AND SAFETY SIGNS REQUIRED BY PENN DOT. 50 - CPR CLASSES FOR TEN (10) EMPLOYEES AT \$5/PERSON. 800 - PESTICIDE LICENSE FOR FOUR (4) EMPLOYEES FOR PUBLIC RIGHT OF WAY.
42047	20,000	DEPARTMENT CONTRACTS 20,000 - ESTIMATED MUNICIPAL WASTE 270 TONS AT \$60 PER TON. CLEAN FILL DISPOSAL FROM STREET EXCAVATIONS AND RECYCLED SWEEPER DIRT --- 300 TONS AT \$12 PER TON. WE WILL CONTINUE NOT UTILIZING THE LANDFILL AS MUCH AS POSSIBLE BY USING OTHER SITES IF SUITABLE.
42060	6,080	OTHER EXPENSES 2,500 - OFFICE SUPPLIES, UNEXPECTED EXPENSES, TRAVEL EXPENSES. 2,400 - VERIZON AIR CARD EXPENSES FOR USE TO ACCESS AVL SYSTEM. INCREASED FROM PAST YEARS. 700 - DEP WASTE HAULING PERMIT. 480 - CDL REIMBURSEMENT.
42060A	10,000	BUSINESS DIST STREETScape 10,000 - THIS ACCOUNT WILL COVER COST OF REPAIRS, MAINTENANCE, OR REPLACEMENT OF BENCHES, FLOWER URNS, BOLLARDS, TREE TRIMMING, SLATES, ETC. FOR SIDEWALK REPLACEMENT/REPAIR AND ANY OTHER EXPENSES THAT ARE NEEDED TO MAINTAIN THE BUSINESS DISTRICT'S STREETScape IN THE CITY OF BETHLEHEM.
42064	1,000	EQUIPMENT MAINTENANCE 1,000 - SMALL TOOL PARTS AND REPAIRS SUCH AS CHAIN SAWS, JACK-HAMMERS, AIR TOOLS, TAMPERS, ETC. ALSO TO PAY FOR PARTS TO REPAIR WEED WACKERS.
43099	18,100	EQUIPMENT 2,600 - ONE (1) MOBILE RADIO (GRADUAL UPGRADE OF RADIOS). 15,500 - VARITECH 925 GALLON ANTI-ICE BRINE TANK FOR DUMP TRUCK TO REPLACE RUSTED UNIT.

## BUREAU DETAIL

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**Bureau:** Urban Forestry

**No:** 050301

**Department:** Public Works

**No:** 0050

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### **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.

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### **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.
- Explore consolidation of landscape requirements to be contained within one place eliminating the confusing and contradicting present system. All landscape requirements within Saldo & Zoning could be combined with the Shade Tree Ordinance to make it easier for developers to consult and facilitate plan review.
- Conduct site visits and review local nurseries to develop a list for property owners of potential quality sources of plant material.
- Develop additional city standard details related to Urban Forestry.
- Continue working with other bureaus and departments to improve processes and procedures for management of tree-related issues and resolve problems such as tree/sidewalk conflicts. Research alternative for conflicts including structural soil and flexible paving.
- Seek improvements for bureau related activities, such as permitting, licensing, nuisance abatement notifications, tree replacement, landscape plan reviews, and the tree inventory.
- Continue to build community involvement and interest in Bethlehem's urban forest with new programs such as the TD Banks Green Streets Project and assist citizens in the formation of a Shade Tree Commission.

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### **Prior Year Achievements:**

- Fulfilled the requirements to maintain, for the 23<sup>rd</sup> year, Bethlehem's Tree City USA status. Also qualified for a Tree City USA Growth Award for the 8<sup>th</sup> consecutive year in recognition of environmental improvement and achievements in education and public relations, partnerships, planning and management, and tree planting and maintenance.
  - Continued enforcement of the revised street tree ordinance to conform to changes in the 3<sup>rd</sup> class City Code and remain abreast of current arboricultural practices. The revised ordinance addresses deficiencies concerning definitions, property owner responsibilities, tree replacements, permitting, licensing applications, public nuisances, emergency work, and owner liability.
  - Encouraged community interest in forestry through an all-day Arbor Day celebration at Lincoln Elementary School that included tree related activities including bird house painting, tree art, and bark rubbing.
  - Attended the 51<sup>st</sup> Annual Penn-Del Shade Tree Symposium for continuing education and industry updates.
  - Collaborated with community groups to plan, write, and submit a grant application for \$20,000.00 from TD Bank to develop a program that promotes innovative, sustainable practices and tools that benefit the municipality's urban forest management plan.
  - Planned and managed two (2) forestry projects targeting the removal of dead/declining trees and replacing them along with missing trees in the core business areas. Twenty-nine (29) trees were planted in the spring of 2016 with another fifty-two (52) planned for planting in the fall of 2016.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

FUND 001 GENERAL  
DEPT 0050 PUBLIC WORKS  
BUREAU 050301 URBAN FORESTRY

		2012	2013	2014	2015	2016	2016	2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget	
<b>Personnel Detail</b>		<b>Number of Permanent Positions</b>				<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>
		<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>
2715	Forester	1	1	1	1	1	72,404	1	71,913
<b>Total Positions</b>		1	1	1	1	1	72,404	1	71,913
<b>Account Detail</b>									
40001	SALARIES	57,144	62,642	64,974	67,248	71,929	71,929	71,343	
40002	LONGEVITY	70	160	240	320	475	475	570	
40004	TEMPORARY HELP	2,719	2,773	2,229	2,719	2,850	2,550	2,850	
<b>Personnel</b>		59,933	65,575	67,443	70,287	75,254	74,954	74,763	
41014	OPERATING SUPPLIES	1,352	649	1,639	1,352	2,900	2,000	1,900	
<b>Materials &amp; Supplies</b>		1,352	649	1,639	1,352	2,900	2,000	1,900	
42047	DEPARTMENT CONTRACTS	6,225	5,180	7,905	6,150	20,000	10,000	8,000	
4204707	NUISANCE ABATEMENTS	-	7,580	8,282	9,990	18,000	10,000	19,000	
42060	OTHER EXPENSES	1,217	833	752	887	1,225	950	1,300	
<b>Purchased Services</b>		7,442	13,593	16,939	17,027	39,225	20,950	28,300	
<b>Total</b>	<b>URBAN FORESTRY</b>	68,727	79,817	86,021	88,666	117,379	97,904	104,963	

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	2,850	TEMPORARY HELP 2,850 - SUMMER HELP OF ONE (1) COLLEGE AGE STUDENT FOR A TOTAL OF 380 HOURS, APPROXIMATELY 10 WEEKS. SUMMER HELP IS USED TO ASSIST IN RECORD KEEPING, SIMPLE INSPECTIONS, UPDATING DATA, SENDING AND TRACKING NOTIFICATIONS, RESEARCHING LAND RECORDS, ISSUING PERMITS, MONITORING LICENSING REQUIREMENTS AND OTHER GENERAL OFFICE DUTIES DURING PEAK SEASON FOR VEGETATION MANAGEMENT ISSUES WITHIN THE CITY. IN ADDITION, THEY WOULD AID THE VOLUNTEER INTERNS WITH COLLECTING TREE INVENTORY DATA WITH ADDITIONAL RESPONSABILITY OF KEEPING THE INVENTORY CURRENT. THE AVERAGE HOURLY RATE IS \$7.50 PER HOUR.
41014	1,900	OPERATING SUPPLIES 1,900 - SEEDLINGS, EDUCATIONAL MATERIALS FOR ARBOR DAY AND EARTH DAY, SMALL TOOLS, TREE INVENTORY SUPPLIES, URBAN FORESTRY BROCHURES, ETC. ALSO TO COVER COSTS ASSOCIATED WITH REPAIR/REPLACEMENT OF TREE GRATES IN THE DOWNTOWN AREAS.
42047	8,000	DEPARTMENT CONTRACTS 4,000 - PRUNING OF TREES FOR STREET OVERLAY AND STREET CLEANING PROGRAMS. FUNDING IS BASED ON ANTICIPATED NEED FROM OTHER BUREAUS (NONE WAS USED FOR OVERLAYS IN 2016). 4,000 - WEED CONTROL AND TREE TRIMMING FOR THE STAR SITE AND FLOOD CONTROL STATION IS EVALUATED YEARLY. FUNDING IS BASED ON THE ARMY CORP. OF ENGINEER'S MAINTENANCE REQUIREMENTS FOR THE FLOOD CONTROL STATION AND ANTICIPATED NEED AT THE STAR SITE.
4204707	19,000	NUISANCE ABATEMENTS 19,000 - NUISANCE ABATEMENT PRUNING AND REMOVAL OF HAZARDOUS TREES AND STUMPS PER ARTICLE 910 OF CODIFIED CITY ORDINANCES. FUNDS SPENT UNDER THIS ACTIVITY ARE TYPICALLY EVENTUALLY PAID BACK TO THE CITY BY THE RESPONSIBLE ABUTTING PROPERTY OWNER. THIS ACCOUNT WILL ALSO BE USED TO REPLACE TREES WHEN HOMEOWNERS HAVE FAILED, NEGLECTED, OR REFUSED TO REPLACE TREES AFTER PERMITTED REMOVALS PER THE REVISED SHADE ORDINANCE (DECEMBER 2014). MISSING TREES AS EVIDENCED BY EMPTY TREE WELLS AND OBVIOUS CUT OUTS LEFT IN SIDEWALKS COULD ALSO BE REPLACED WITH THIS ACCOUNT. THE COST OF PLANTING OF TREES ARE NOW ALSO RECOVERABLE PER THE NEW ORDINANCE.
42060	1,300	OTHER EXPENSES 1,300 - MEMBERSHIPS TO VARIOUS TECHNICAL ASSOCIATIONS, BOOKS AND PERIODICALS, CONTINUING EDUCATION, SEMINARS, PESTICIDES RELICENSING, CERTIFIED ARBORIST RECERTIFICATION, TRAVEL AND MISCELLANEOUS EXPENSES.

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## BUREAU DETAIL

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**Bureau:** Mechanical Maintenance

**No:** 0504

**Department:** Public Works

**No:** 0050

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### **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.

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### **Goals and Objectives:**

- Continue to standardize fleet to save on tool purchases and parts inventory.
  - Prolong the life of vehicles and provide the most cost effective service and repairs.
  - Provide for the safe operation of over 400 vehicles and pieces of equipment in the City's fleet.
  - Continue evaluation of the City's fleet and develop a unit replacement schedule to achieve the most effective use and costs of vehicles.
  - Identify and implement innovative ways to conserve fuel, improve maintenance, and reduce environmental impacts.
  - Improve utilization of the City's fleet.
  - Monitor trends in electric and CNG vehicles for possible implementation when conditions are right both financially and environmentally.
  - Expand use of GPS, and continue to identify ways of streamlining operations using GPS.
  - Cost effectively acquire new units for the fleet.
  - Continue to evaluate parts and supply vendors and state contracts to assure we are getting the best possible prices.
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### **Prior Year Achievements:**

- Conducted over 700 state inspections.
  - Maintained all emergency equipment cost effectively.
  - Installed radio, computer systems, and cameras in new police vehicles.
  - Maintained safe reliable fleet.
  - Maintained and repaired snow plows and ice treatment equipment throughout the most severe winter storm in Bethlehem's History.
  - Installed state of the art new heavy duty lift to replace aging and lower capacity lift. New lift allows more maintenance activity on our heavier units such as fire trucks and heavy construction equipment.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016		2016		2017	
					Budget w/ Transfers	Actual & Estimated	#	Salaries	#	Salaries
<b>Personnel Detail</b>										
	<b>Number of Permanent Positions</b>				<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>
3001 Fleet Manager	1	1	1	1	1	84,836	1	84,836	1	84,553
2607 Auto Mechanic Foreman	1	1	1	1	1	70,322	1	70,322	1	70,093
M137 Automotive Mechanic	8	8	8	8	8	507,011	8	507,011	8	506,826
C062 Account Clerk II	1	1	1	1	1	48,263	1	48,263	1	49,598
<b>Total Positions</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>710,432</b>	<b>11</b>	<b>710,432</b>	<b>11</b>	<b>711,070</b>
<b>Account Detail</b>										
40001 SALARIES	543,851	570,264	588,936	634,800		697,952		697,952		695,585
40002 LONGEVITY	10,020	11,120	11,440	11,920		12,480		12,480		15,485
40003 OVERTIME	20,519	21,575	31,762	28,275		27,000		26,500		27,000
40006 DIFFERENTIAL PAY	744	970	1,300	1,072		1,500		1,450		1,700
40008 MEAL REIMBURSEMENT	143	390	1,794	780		1,000		900		1,000
<b>Personnel</b>	<b>575,277</b>	<b>604,319</b>	<b>635,232</b>	<b>676,847</b>		<b>739,932</b>		<b>739,282</b>		<b>740,770</b>
41014 OPERATING SUPPLIES	2,829	1,595	2,319	2,263		2,800		2,350		2,800
41016 UNIFORMS/SAFETY SHOES	1,605	1,591	1,658	1,588		1,600		1,500		1,600
41017 SMALL TOOLS	7,158	6,750	6,755	5,640		6,000		5,700		7,000
41023 GASOLINE	46,432	45,878	39,864	24,285		27,750		25,500		27,000
41024 LUBRICANTS	19,475	22,613	25,061	25,194		25,000		24,500		25,000
<b>Materials &amp; Supplies</b>	<b>77,499</b>	<b>78,427</b>	<b>75,657</b>	<b>58,970</b>		<b>63,150</b>		<b>59,550</b>		<b>63,400</b>
42031 UNIFORM RENTAL	4,707	5,110	4,295	3,374		5,000		3,800		5,000
42033 TRAINING AND SAFETY	1,011	1,103	1,220	2,008		3,500		2,200		3,500
42038 EQUIPMENT REPAIRS - FLEET	333,457	314,165	372,625	453,911		422,900		420,000		420,000
42039R EQUIPMENT REPAIRS - REIMB	-	6,122	-	-		-		-		-
42047 DEPARTMENT CONTRACTS	2,419	2,105	2,262	2,554		2,750		2,750		2,880
42060 OTHER EXPENSES	1,335	1,419	1,600	3,163		3,000		2,700		3,500
42064 EQUIPMENT MAINTENANCE	8,002	8,915	12,254	8,093		9,000		8,250		10,500
<b>Purchased Services</b>	<b>350,931</b>	<b>338,939</b>	<b>394,256</b>	<b>473,103</b>		<b>446,150</b>		<b>439,700</b>		<b>445,380</b>
43099 EQUIPMENT	18,021	18,555	9,277	1,799		23,870		23,870		15,120
<b>Equipment</b>	<b>18,021</b>	<b>18,555</b>	<b>9,277</b>	<b>1,799</b>		<b>23,870</b>		<b>23,870</b>		<b>15,120</b>
<b>Total</b>	<b>MECHANICAL MAINTENANCE</b>	<b>1,021,728</b>	<b>1,040,240</b>	<b>1,114,422</b>	<b>1,210,719</b>	<b>1,273,102</b>		<b>1,262,402</b>		<b>1,264,670</b>

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

2017 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. THIS ACCOUNT IS ALSO UTILIZED FOR SUPPORT OF WINTER OPERATIONS FOR EMERGENCY SERVICES WHICH ARE NOT ELIGIBLE TO BE CHARGED TO THE LIQUID FUELS FUND SUCH AS SUPPORT FOR POLICE, FIRE, AND OTHER EMERGENCY SERVICES. THIS ASSUMES AN AVERAGE WINTER AND CALL-OUTS. INCREASE REFLECTS AVERAGE OF LAST THREE YEARS NEEDS.
40006	1,700	DIFFERENTIAL PAY 1,700 - TO COVER MIDDLE SHIFT AND NIGHT HOURS WORKED BY THE STAFF DURING EMERGENCIES IN ACCORDANCE WITH THE UNION CONTRACT. INCREASE TO REFLECT NEW 2ND SHIFT HOURS, WHICH WERE PREVIOUSLY 10AM - 6PM AND NOW ARE 3PM - 11PM IMPLEMENTED TO ENSURE REPAIRS OVERNIGHT FOR NEXT DAY NEEDS.
40008	1,000	MEAL REIMBURSEMENT 1,000 - REIMBURSEMENT FOR MEALS DURING EXTENDED WORK HOURS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	2,800	OPERATING SUPPLIES 2,800 - TO PURCHASE FUEL TICKETS FOR OFF-SITE FUELING, BREATHING MASKS, HAND TOWELS, HAND SOAP, BATTERIES, AIR LINE FILTERS, PAINT BOOTH FILTERS, AND REPAIR ORDER FORMS.
41016	1,600	UNIFORMS/SAFETY SHOES 1,600 - TO PURCHASE UNIFORMS AND SAFETY SHOES PER UNION CONTRACT.
41017	7,000	SMALL TOOLS 7,000 - TO UPGRADE AND PURCHASE NEW AND REPLACEMENT TOOLS AS NEEDED TO PERFORM EQUIPMENT MAINTENANCE. WE NEED ADDITIONAL SMALL TOOLS FOR THE STAFF BASED ON WORKLOAD AND CONSTANTLY CHANGING REQUIREMENTS.
41023	27,000	GASOLINE 27,000 - BASED ON ESTIMATED USAGE AND ANTICIPATED PRICE. GAS USAGE FOR THE LIBRARY AND PARKING AUTHORITY ARE ALSO CHARGED TO THIS ACCOUNT AND REIMBURSEMENT IS MADE TO THE GENERAL FUND. USAGE IS 13,500 GALLONS AT AN AVERAGE COST OF \$2.00 PER GALLON FOR DIESEL IN 2017. DIESEL EMISSION FLUID THAT IS NOW REQUIRED ON 2010 AND NEWER MODEL VEHICLES IS ALSO TAKEN FROM THIS ACCOUNT. AMOUNT EQUALS 2016 USAGE AT 2017 ESTIMATED COSTS. DECREASED VERSUS ORIGINAL 2016 BUDGET DUE TO LOWER COST FOR FUEL.

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41024	25,000	LUBRICANTS 25,000 - TO PURCHASE MOTOR OILS, GEAR OILS, HYDRAULIC OILS, TRANSMISSION FLUIDS, GREASE AND OTHER LUBRICANTS.
42031	5,000	UNIFORM RENTAL 5,000 - FOR UNIFORM RENTAL AND CLEANING. KEPT AT SAME LEVEL OF FUNDING BUT EXPECT INCREASE OF RENTAL FEES.
42033	3,500	TRAINING AND SAFETY 3,500 - TO PURCHASE TECHNICAL MATERIALS (MANUALS AND TRAINING TAPES) AND SAFETY EQUIPMENT. RECERTIFICATION FOR FIVE (5) MECHANICS DUE IN 2017 AT APPROXIMATELY \$300 PER MECHANIC. FOR FLEET TRAINING SUBSCRIPTIONS, WHICH COVERS UNLIMITED ON-LINE MECHANICS TRAINING AND UNLIMITED CLASSROOM TRAINING. PROPER TRAINING RESULTS IN MORE IN-HOUSE REPAIRS AND HENCE REDUCES OVERALL REPAIR COSTS.
42038	420,000	EQUIPMENT REPAIRS - FLEET 420,000 - USED TO PURCHASE PARTS TO MAINTAIN THE CITY FLEET AND TO PAY FOR REPAIR SERVICES FROM OUTSIDE VENDORS WHEN NECESSARY. BUDGET REFLECTS ACTUAL AMOUNT SPENT IN 2016 AND ANTICIPATED COST OF PARTS AND SERVICES IN 2017. BUREAU CONTINUES TO DO AN OUTSTANDING JOB IN KEEPING COSTS DOWN BY TAKING ON MORE IN-HOUSE REPAIRS. WE CONTINUE TO MAKE ALL EFFORTS TO IMPROVE EFFICIENCY AND REDUCE COSTS WHILE MAINTAINING OUR FLEET IN SERVICEABLE ORDER. PAST SURVEYS/EVALUATIONS REVEALED THAT OUR BUREAU MAINTAINS THE CITY'S FLEET AT SIGNIFICANTLY LOWER PER UNIT COST ANNUALLY VERSUS NUMEROUS OTHER CITY FLEETS IN PENNSYLVANIA. NEED TO BE COGNIZANT OF THE FACT THAT THE AVERAGE AGE OF UNITS IN OUR FLEET IS TWELVE (12) YEARS. THIS AVERAGE GETS OLDER EACH YEAR AS WE DO NOT PURCHASE ENOUGH VEHICLES EACH YEAR TO SUSTAIN IT. OLDER HIGHER MILEAGE VEHICLES WILL COST MORE TO REPAIR AND MAINTAIN. THIS ACCOUNT ALSO ALLOWS US TO DO MORE EXTENSIVE REPAIR/REBUILDS IN-HOUSE, SAVE ON OUTSOURCING, AND REDUCES MORE EXPENSIVE VEHICLE REPLACEMENT COSTS.
42047	2,880	DEPARTMENT CONTRACTS 2,880 - SAFETY KLEEN PARTS WASHER/SERVICE CONTRACT. SLIGHT INCREASE DUE TO HIGHER COSTS.
42060	3,500	OTHER EXPENSES 3,500 - TO PURCHASE OFFICE SUPPLIES, STATE INSPECTION, MEMBERSHIPS, REPAIR MANUALS, REIMBURSEMENT OF CDL LICENSES, TRAVEL EXPENSES, GASBOY TECHNICAL SUPPORT.
42064	10,500	EQUIPMENT MAINTENANCE 7,250 - FOR REPAIRS TO ALL SHOP EQUIPMENT, COMPRESSOR, JACKS,

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		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. SLIGHT INCREASE DUE TO INCREASED COST.
	150 -	DEP PERMITS FOR UNDERGROUND STORAGE TANKS.
	1,100 -	UNDERGROUND STORAGE TANK INDEMFICATION FUND (INSURANCE AGAINST LEAKAGE).
	2,000 -	UNFORESEEN EXPENSES FOR REPAIRS AS A RESULT OF ANY INSPECTION OF TANKS AND IS BASED ON THE AVERAGE OF THE PAST FIVE (5) YEARS. INCREASE REFLECTS INCREASING COSTS FOR REPAIRS.
43099	15,120	EQUIPMENT
	2,520 -	REPLACEMENT OF (1) 2-WAY RADIO (PART OF OVERALL GRADUAL RADIO REPLACEMENTS).
	10,700 -	DIAGNOSTIC SCANNER FOR USE ON ALL HEAVY DUTY TRUCKS AND EQUIPMENT. WE PRESENTLY DO NOT HAVE ONE. THIS WILL BE USED FOR DIAGNOSTICS AND REPAIRS ON ALL OF THE ABOVE. GREATLY REDUCES THE NEED TO SEND VEHICLES TO OUTSIDE VENDORS RESULTING IN MORE IN-HOUSE DIAGNOSTICS & REPAIRS AND REDUCED COSTS.
	1,900 -	HEADLAMP AIMING EQUIPMENT TO REPLACE OVER 20 YEAR OLD UNIT. THIS IS MANDATORY IN ORDER TO COMPLY WITH PA STATE INSPECTION STATION REGULATIONS.

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## BUREAU DETAIL

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**Bureau:** Electrical Maintenance **No:** 0505

**Department:** Public Works

**No:** 0050

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### **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.

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### **Goals and Objectives:**

- To manage and maintain the City's street lighting and traffic/transportation signal systems, and communication & electronic systems.
- Provide electrical support to the various festivals and events in the City, Christmas lighting, and maintain the electrical support to the various city buildings, projects and facilities.
- Provide cost saving solutions to complex technical issues throughout the City and implemented solutions.

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### **Prior Year Achievements:**

- Managed and oversaw the implementation of software and hardware upgrade to the latest 7.14 version for the City's digital trunking public safety radio communication system.
  - Continued to improve the City's Christmas lighting decorations utilizing new power sources as part of streetscape improvement projects
  - 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 3<sup>rd</sup> Street, 4<sup>th</sup> 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.
  - Installed 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.
  - Installed two (2) new microwave links to the south side traffic signals and golf course to gain the proper data links necessary for operation without reoccurring annual cost.
  - Managed the installation of two (2) new microwave links for the City's radio and data system from South Mountain to City Hall and the Electrical Bureau.
  - Managed VOIP Phone System installation and now performing all adds, moves, and changes in-house.
  - Installed ADA pedestrian push buttons at four (4) intersections on the north side, two (2) new and two (2) old system upgrades.
  - Designed and installed new in-ground music system for Christmas music and are utilizing it for year round background music on Main Street.
  - Upgraded all Victorian lights between Church & Broad on Main Street to new LED fixtures and will continue as funds allow.
  - Installed 21 additional lighted stars on 4<sup>th</sup> Street and will add 22 new stars this season on 3<sup>rd</sup> Street for Christmas decorations.
  - Installed 140 artificial trees and will add an additional 150 trees this year between the north and south sides for Christmas decorations.
  - Installed new electrical service and wired new salt dome for Streets Maintenance Bureau.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

Personnel Detail	2012	2013	2014	2015	2016		2016		2017	
	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	83,556	1	83,556	1	83,033
2713 Electrical Foreman	1	1	1	1	1	72,089	1	72,089	1	72,483
2712 Electronics Tech II	1	1	1	1	1	72,809	1	72,809	1	71,628
2411 Electronics Tech I	1	1	1	1	1	62,333	1	62,333	1	61,559
M131 Electrician II	4	4	4	4	4	246,052	4	246,052	4	222,244
<b>Total Positions</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>536,839</b>	<b>8</b>	<b>536,839</b>	<b>8</b>	<b>510,947</b>
<b>Account Detail</b>										
40001 SALARIES	465,500	467,677	483,164	499,246		534,199		534,199		508,762
40002 LONGEVITY	2,280	2,880	3,280	3,840		2,640		2,640		2,185
40003 OVERTIME	29,660	26,450	20,908	22,484		26,000		23,000		26,000
40006 DIFFERENTIAL PAY	81	52	31	24		50		25		50
40008 MEAL REIMBURSEMENT	234	299	39	-		200		100		200
<b>Personnel</b>	<b>497,755</b>	<b>497,358</b>	<b>507,422</b>	<b>525,594</b>		<b>563,089</b>		<b>559,964</b>		<b>537,197</b>
41014 OPERATING SUPPLIES	17,750	6,599	32,323	15,168		26,000		22,000		28,100
41016 UNIFORMS/SAFETY SHOES	1,277	1,375	1,486	1,339		1,600		1,450		2,000
41017 SMALL TOOLS	1,078	1,629	759	821		2,000		1,975		2,000
41023 GASOLINE	18,748	16,480	16,471	9,515		9,925		9,600		11,000
<b>Materials &amp; Supplies</b>	<b>38,853</b>	<b>26,083</b>	<b>51,039</b>	<b>26,843</b>		<b>39,525</b>		<b>35,025</b>		<b>43,100</b>
42033 TRAINING AND SAFETY	4,474	5,056	4,222	4,541		6,000		4,750		6,000
42041 STREET LIGHTING	1,102,793	976,723	1,318,729	1,325,959		1,325,719		1,315,000		1,365,490
42041A FESTIVAL SERVICES	20,655	19,761	15,818	17,008		26,000		22,000		26,000
42041B SLCSRA EXPENDITURES	182,556	74,265	66,008	125,496		100,000		75,000		100,000
42042 CHRISTMAS LIGHTING	14,173	8,184	23,968	38,594		35,000		28,500		30,000
42043 TRAFFIC SIGNAL CURRENT	33,037	36,048	36,754	38,738		45,000		44,000		45,000
42047 DEPARTMENT CONTRACTS	101,180	103,295	113,252	106,291		119,484		110,000		107,682
42056 STREET LIGHTING MAINT	-	392	-	-		1,000		250		1,000
42060 OTHER EXPENSES	359	695	368	341		1,000		400		1,000
42064 EQUIPMENT MAINTENANCE	14,256	11,980	19,652	16,345		22,600		20,000		22,500
42140 PPL FEES	-	-	-	-		600		-		-
<b>Purchased Services</b>	<b>1,473,483</b>	<b>1,236,399</b>	<b>1,598,771</b>	<b>1,673,313</b>		<b>1,682,403</b>		<b>1,619,900</b>		<b>1,704,672</b>
43099 EQUIPMENT	19,058	21,869	44,976	11,719		-		-		32,900
<b>Equipment</b>	<b>19,058</b>	<b>21,869</b>	<b>44,976</b>	<b>11,719</b>		<b>-</b>		<b>-</b>		<b>32,900</b>
<b>Total</b>	<b>ELECTRICAL MAINTENANCE</b>	<b>2,029,149</b>	<b>1,781,709</b>	<b>2,202,208</b>	<b>2,237,469</b>	<b>2,285,017</b>		<b>2,214,889</b>		<b>2,317,869</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	26,000	OVERTIME 26,000 - CALLBACKS DUE TO POWER FAILURE, LIGHTNING STORMS, AND MALFUNCTIONING OF RADIO SYSTEM. COVERS POLES DAMAGED AS A RESULT OF AUTO ACCIDENTS, TRAFFIC CONTROLLER FAILURES, CHRISTMAS LIGHTING CEREMONY, AND VARIOUS EVENTS. ALSO, SATURDAY/SUNDAY WORK DUE TO EXTRA CHRISTMAS LIGHTING, MUSIKFEST, CELTICFEST, WEEKEND EVENTS, POSSIBLE BAD WEATHER AND OTHER LARGE PROJECTS. CONTINUE TO MAKE ALL EFFORTS TO MINIMIZE USE TO EXTENT PRACTICABLE.
40006	50	DIFFERENTIAL PAY 50 - HOURS WORKED FOR MIDDLE AND NIGHT SHIFT DURING CALL OUTS AND EXTENDED HOURS.
40008	200	MEAL REIMBURSEMENT 200 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH UNION CONTRACT.
41014	28,100	OPERATING SUPPLIES 7,500 - TRAFFIC SIGNAL SUPPLIES AND UPGRADES: LAMPS, CONTACTS, NUMEROUS RELAYS, CABLE, STRAND, SIGNAL BRACKETS, DETECTOR UNITS, TIME CLOCKS, PAINTS, 3M MATERIAL, SOLID STATE LOAD-RELAYS, TRAFFIC LIGHT DISPLAYS, SIGN BRACKETS, BREAKERS, VISORS, LIGHTING SURGE ARRESTORS, VARIOUS TAPES AND WIRE NUTS, STAKONS CONNECTORS, SOLID STATE CONTROLLER MODULES, ROPE, LOCKS, PUSH BUTTONS, CABLE HANGERS, AND MANY OTHER MISC. ITEMS. INCLUDES SUPPLIES FOR ANTICIPATED NEW OR UPGRADED SIGNAL INTERSECTIONS FOR THE YEAR 2017. 12,000 - RADIO SUPPLIES: (AN ADDITIONAL \$10,000 BUDGETED UNDER 9-1-1 FUND ITEM 001.1A-41014505) TRANSISTORS, TUBES, MIC ASSEMBLIES, VARIOUS RADIO MODULES, ANTENNAS, CABLE, NUMEROUS ELECTRICAL COMPONENTS, SOLDER AND P. A. MATERIALS. COVERS MISCELLANEOUS SUPPLIES, COMPUTER REPAIR PARTS, AND ACCESSORIES RELATED TO THE RADIO SYSTEM. 8,600 - REPAIRS TO ELECTRICAL SYSTEM AND EQUIPMENT: POWER PANELS, BREAKERS, LAMPS, WIRE, CONDUIT AND RELATED EQUIPMENT, FUSES, STARTERS, SWITCHES, RECEPTACLES, CONTACTORS, LIGHT FIXTURES, STAKONS-ELECTRICAL CONNECTORS, TRANSFORMERS, COAX CABLES, CORDS, TIME CLOCKS, LIGHT FIXTURE BALLASTS, SINGLE & THREE PHASE DISCONNECTS & ELECTRICAL METER BASE SOCKETS, SPECIAL EVENT MATERIALS, TELEPHONE SUPPLIES, SAFETY SUPPLIES & EQUIPMENT. CHANGES TO NATIONAL ELECTRICAL CODE REQUIRING SPECIAL DEVICES TO BE INSTALLED AND MORE COMPUTERS NEEDING SPECIAL CIRCUITS AND SURGE PROTECTION EQUIPMENT.
41016	2,000	UNIFORMS/SAFETY SHOES 2,000 - SAFETY SHOES (8). SWEATSHIRTS AND TEE-SHIRTS PER



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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		UNION CONTRACT. ALSO RAIN SUITS AND RAIN BOOTS AS NEEDED FOR EXISTING AND NEWLY HIRED EMPLOYEES IN 2016.
41017	2,000	SMALL TOOLS 2,000 - REPLACEMENT OF WORN OR BROKEN HAND TOOLS.
41023	11,000	GASOLINE 11,000 - BASED ON 5,500 GALLONS AT AN AVERAGE COST OF \$2.00 PER GALLON. DIESEL AND GAS ESTIMATED USAGE BASED ON 2016 USAGE.
42033	6,000	TRAINING AND SAFETY 6,000 - CONTINUAL TRAINING IS NECESSARY FOR SPECIALIZED RADIO COMPONENTS AND FEATURES IN OUR DIGITAL RADIO SYSTEM THAT WAS INSTALLED IN 2009 AND UPGRADED IN 2016. ALSO, TRAINING FOR MICROWAVE EQUIPMENT, IP TELEPHONE EQUIPMENT, NEW TRAFFIC CONTROL TECHNOLOGY, APCO SEMINARS, COMPUTER TRAINING AND ELECTRICAL SEMINARS. RADIO TRAINING COURSES AVERAGING \$4,000 PER COURSE WHICH INCLUDES AIR TRAVEL, HOTEL, FOOD, COURSE FEES, MATERIALS, AND TRANSPORTATION. THESE SPECIALIZED RADIO MAINTENANCE TRAINING COURSES ARE NOT AVAILABLE LOCALLY (ILLINOIS). BUDGETING ONE (1) COURSE PER YEAR. ADDITIONAL IMSA TRAFFIC SIGNAL TRAINING AND CERTIFICATION CLASSES TO KEEP STAFF CURRENT. PURCHASE OF GENERAL SAFETY ITEMS (GLOVES, EAR AND EYE PROTECTION, CONES, SIGNS, AND SAFETY VESTS). RADIO TRAINING COURSE WAS NOT ATTENDED IN 2016 DUE TO WORKLOAD.
42041	1,365,490	STREET LIGHTING 1,365,490 - THE CITY'S NEARLY 7,000 STREET LIGHTS AND RELATED INFRASTRUCTURE HAS BEEN PURCHASED FROM PPL. THE CITY IS NOW MAINTAINING THIS INFRASTRUCTURE WHOSE INVENTORY HAS BEEN INCREASING SIGNIFICANTLY. THE PURCHASE OF THE INFRASTRUCTURE WAS DONE USING A 20-YEAR BOND ISSUE. A 20-YEAR SCHEDULE ANALYSIS HAS BEEN PROVIDED FOR THIS PROJECT AND CHARGES INCURRED TO PPL WOULD HAVE BEEN \$1,150,380 FOR 2009, \$1,297,361 FOR 2010, \$1,358,427 FOR 2011, \$1,481,804 FOR 2012, \$1,481,804 FOR 2013, \$1,541,076 FOR 2014, \$1,618,035 FOR 2015, \$1,700,035 FOR 2016, AND \$1,768,036 FOR 2017. UNDER THE OLD SYSTEM PER ANALYSIS/SCHEDULE, THE COST WOULD HAVE ALSO BEEN SIGNIFICANTLY GREATER THAN SHOWN HERE AS WE HAVE ADDED A SUBSTANTIAL AMOUNT OF LIGHTS SINCE THE ANALYSIS. ENERGY BILLS, DEBT SERVICE ON THE BOND, PHASE I OF THE LED UPGRADE PROJECT DEBT SERVICE, AND O&M FOR THE LIGHTS ARE CHARGED TO THIS ACCOUNT AND THE DIFFERENCE BETWEEN WHAT PPL WOULD HAVE CHARGED AND THIS BUDGETED LINE ITEM IS USED AS A REVENUE SOURCE FOR THE SLCSRA EXPENDITURES ACCOUNT WHICH DEMONSTRATES THE BENEFITS/SAVINGS OF THIS PROJECT AND MORE IMPORTANTLY PAY FOR CAPITAL IMPROVEMENTS,

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		ADDITIONS, REPAIRS AND/OR REPLACEMENTS TO THE INFRASTRUCTURE. INCLUDES ANTICIPATED 10% INCREASE IN ELECTRIC DISTRIBUTION AND TRANSMISSION RATE OR 3% INCREASE OF ENTIRE POWER BILL IN 2017. INCREASE FOR 2017 PER PPL S.E. RATE SCHEDULE ON TOTAL ELECTRIC BILL AS A RESULT OF DEREGULATION IN 2009. FUNDING LEVEL IS TO OFFSET DEBT SERVICES, MAINTENANCE, ENERGY, AND REPAIRS OF THE SYSTEM. WE ARE CURRENTLY EVALUATING UPGRADING OUR DECORATIVE STREET LIGHTS TO LED. WHEN THE ANNUAL DEBT SERVICE TO COMPLETE THE UPGRADE, THE ENERGY COST, AND O&M ARE LESS THAN OR EQUAL TO THE CITY'S ENERGY SAVINGS, WE WOULD THEN PURSUE THE PROJECT.
42041A	26,000	FESTIVAL SERVICES
	23,000	- TO COVER COSTS FOR ELECTRIC BILLS FOR CITY SPONSORED FESTIVALS (MUSIKFEST, CELTIC FEST, AND ANY OTHER EVENTS HELD AT MUSIKFEST SITES).
	3,000	- REPLACEMENT OF FESTIVAL CORDS, LIGHTS, AND PANELS DUE TO AGE AND FAILURE.
42041B	100,000	SLCSRA EXPENDITURES
	100,000	- 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. THIS ACCOUNT IS ESSENTIALLY FUNDED BY SAVINGS REALIZED BY THE ACQUISITION, SHOPPING OUR ENERGY, AND UPGRADE TO LED OF STREET LIGHTS.
42042	30,000	CHRISTMAS LIGHTING
	30,000	- BASED ON ESTIMATED USAGE OF POWER AND MATERIALS FOR CHRISTMAS LIGHTING AND MUSIC. POWER - \$10,000, MATERIALS - \$20,000. ALSO FUNDS BUCKET TRUCK RENTALS DURING CHRISTMAS LIGHTING INSTALLATION. WILL CONTINUE THE REPLACEMENT OF THE TREES AND PURCHASE NEW LED STARS FOR THE SOUTHSIDE DECORATIONS.
42043	45,000	TRAFFIC SIGNAL CURRENT
	45,000	- WE IMPLEMENTED AN ENERGY SAVINGS PROGRAM FOR OUR 128 TRAFFIC SIGNALS VIA THE SWITCH OVER TO LIGHT EMITTING DIODE (LED) LAMPS INSTEAD OF INCANDESCENT LAMPS. LEDS SAVE BETWEEN 80% AND 90% ON ENERGY COSTS. WE TOOK OUT A LOAN TO PURCHASE LEDS. THIS ACCOUNT USED TO BE BUDGETED AT THE LEVEL (2017 WOULD HAVE BEEN \$138,564 AND SAVINGS WOULD HAVE BEEN PLACED IN AN ESCROW ACCOUNT FOR PURCHASE OF THE NEXT SET OF LEDS) IT WOULD HAVE COST HAD WE REMAINED USING THE OLD LAMPS BUT IS NOW SET TO ONLY COVER THE ACTUAL ENERGY COSTS. COVERS A PPL INCREASE OF 10% ON TRANSMISSION AND DISTRIBUTION WHICH RESULTS IN A 4% OVERALL INCREASE BUT THAT IS OFFSET BY SAVINGS WE WILL REALIZE BASED ON A NEW ENERGY CONTRACT IN 2017.

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42047	107,682	DEPARTMENT CONTRACTS
	87,852	- 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 \$87,852.00 AND 9-1-1 FUND ITEM 001.42027505 WILL COVER \$181,793.00 PUBLIC WORKS WILL ALSO COVER THE COST FOR THE 18GHZ MICROWAVES, THE 5.8 MHZDSS/THE FIREHOUSE WAN NETWORK AND SOFTWARE UP-GRADE.
	2,400	- WINTER GENERATOR SERVICE AGREEMENT FOR 3 SITES (WILLIAMS STREET/SOUTH MOUNTAIN/GARRISON STREET).
	2,275	- PALMERTON TELEPHONE TOWER RENTAL.
	2,325	- MISCELLANEOUS TRAFFIC SIGNAL OUTSIDE SUPPORT SERVICES.
	3,830	- SERVICE AGREEMENT TO MAINTAIN THE SOUTH MOUNTAIN AIR CONDITIONING SYSTEM AND THE ELECTRICAL BUREAU 911 BACK-UP CENTER.
	9,000	- CONTRACT FOR THE LEASE OF THREE (3) T-1 LINES WITH SERVICE ELECTRIC TO CONNECT THE ELECTRICAL BUREAU'S 911 BACK-UP CENTER RADIO TOWER SITE TO THE SOUTH MOUNTAIN PRIME RADIO SITE, WILLIAM STREET RADIO TOWER, AND CITY HALL'S MASTER RADIO SITE. THIS MEASURE IS AN INTERIM SOLUTION UNTIL THE FAILED MICROWAVE SYSTEM CAN BE REPLACED. THE T-1 LINES WILL BE RETAINED AS A REDUNDANT PATH AFTER THE MICROWAVE LINKS HAVE BEEN RE-ESTABLISHED AS A COST EFFECTIVE FAIL-SAFE MEASURE FOR THE RADIO SYSTEM.
42056	1,000	GENERAL LIGHTING MAINT.
	1,000	- LIGHTS AROUND THE CITY GARAGE, SAUCON POOL, SOUTH MOUNTAIN PARKING LOTS, SAND ISLAND, AND MISCELLANEOUS EXTERIOR BUILDING LIGHTING. REDUCED TO MEET BUDGET CONSTRAINTS.
42060	1,000	OTHER EXPENSES
	1,000	- MANUALS, SIGNAL ASSOCIATION MEMBERSHIP, VIDEO TRAINING TAPES AND MISCELLANEOUS EXPENSES. (AN ADDITIONAL \$300.00 IS BUDGETED UNDER 9-1-1 FUND ITEM 001.1-42060505 FOR ALL RELATED DUES AND INTERNET ACCESS TO 9-1-1 NEWS GROUPS). REDUCED TO MEET BUDGET CONSTRAINTS.
42064	22,500	EQUIPMENT MAINTENANCE
	22,500	- COVERS COST FOR REPAIRS TO EQUIPMENT SUCH AS TRUCKS,

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
43099	32,900	<p data-bbox="802 401 1552 743">           BUCKET TRUCKS, UNINTERRUPTABLE POWER SUPPLY BATTERY FAILURES, UPS, ANNUAL A.N.S.I. INSPECTIONS FOR BUCKET TRUCKS, ETC. IN THE BUREAU. REPAIRS TO ELECTRICAL BUCKET TRUCKS AND RELATED EQUIPMENT SUCH AS GENERATORS, MOTORS, HYDRAULIC SYSTEMS AND TOOLS. REPAIRS AND UPGRADES TO EMERGENCY MANAGEMENT CENTER, CITY ELECTRICAL RELATED EQUIPMENT INCLUDING COMPUTERS, TRAFFIC SIGNAL EQUIPMENT AND BENCH REPAIRS TO MOBILE AND PORTABLE RADIOS. ALSO STORM DAMAGE, ACCIDENT DAMAGE AND LIGHTING DAMAGE. INCREASE DUE TO THE ADDITION OF UPS(S) IN TRAFFIC SIGNAL CABINETS AND MAINTAIN COSTS ON AGING BUCKET TRUCKS.         </p> <p data-bbox="602 772 764 804">EQUIPMENT</p> <p data-bbox="618 804 764 835">17,500 -</p> <p data-bbox="802 804 1581 1003">           FIRST YEAR OF A 3-YEAR LEASE FOR A 2017 GMC EXTENDED CAB PICKUP TRUCK. THIS WOULD REPLACE UNIT #346 (2000 CHEVY 4X4 SERVICE PICKUP THAT HAS BEEN REMOVED FROM SERVICE SINCE JANUARY 2016 DUE TO THE DRIVE TRAIN BLOWING UP). THIS VEHICLE WILL BE EQUIPPED WITH A PLOW TO ASSIST IN WINTER OPERATIONS AND A LIFT GATE TO AID WITH THE HEAVY WIRE REELS.         </p> <p data-bbox="618 1003 764 1035">10,000 -</p> <p data-bbox="802 1003 1552 1262">           FIRST YEAR OF A 3-YEAR LEASE FOR A 2017 FORD EXPLORER THAT WOULD REPLACE UNIT #341 (1996 CHEVY 4X4 SERVICE BODY PICKUP TRUCK WHERE THE FLOORS HAVE RUSTED OUT). THIS VEHICLE IS USED ON A DAILY BASIS FOR THE TECHNICIANS TO TRANSPORT EQUIPMENT, TOOLS, AND MATERIALS TO VARIOUS SITES THAT THE CITY OWNS. THE TECHNICIANS CARRY SENSITIVE EQUIPMENT AND CALIBRATION TOOLS WHICH NEED TO BE KEPT OUT OF THE WEATHER IN A DRY SECURE COMPARTMENT.         </p> <p data-bbox="639 1262 764 1293">5,400 -</p> <p data-bbox="802 1262 1539 1320">           THREE REPLACEMENT PORTABLE RADIOS THAT ARE NO LONGER GOING TO BE SUPPORTED BY MOTOROLA BY 2020.         </p>

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## BUREAU DETAIL

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**Bureau:** Traffic Maintenance    **No:** 0506

**Department:** Public Works

**No:** 0050

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### **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.

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### **Goals and Objectives:**

- Develop process for conducting inventory on the City's crosswalks to assist with maintenance.
  - Acquire necessary tools to conduct traffic analysis and designs in-house to reduce overall costs to the City such as new traffic signal plans, traffic analysis utilizing synchro model, and traffic turning movement evaluations.
  - Continue to provide for the safe and efficient movement of traffic within the City of Bethlehem.
  - Maintain and upgrade traffic control signs and markings.
  - Enhance pedestrian safety with pedestrian 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.
  - Manage and maintain recently completed sign inventory/management system.
  - Continue to apply for grants to improve vehicular and pedestrian safety.
- 

### **Prior Year Achievements:**

- Coordinated routes, traffic control planning and setup/takedown for over 65 events throughout the year, including Runner's World, Musikfest and many others.
  - Continue to coordinate with Penn DOT and contractor on the SR 412 and Fahy Bridge Construction Projects 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 other bureaus and developers to expand shared lane markings throughout the City.
  - Coordinated with the Bethlehem Parking Authority to address parking issues throughout the City.
  - Completed upgrades to pavement markings and line paintings.
  - Worked with many citizens on complaints, questions, requests, etc.
  - Coordinated with Police on numerous roads to improve safety by adding signage, vascar lines, completing traffic studies, etc.
  - Currently managing the Shared Lane Markings project, in which we received \$65,500 to refresh and add marking within the City and in the Cities of Allentown and Easton.
  - Completed traffic safety improvements at Club & Broad/Hanover Avenue consisting of removal of hazardous utility poles, pavement markings, and new signage in response to high accident history.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

		2012	2013	2014	2015	2016		2016		2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	
<b>Personnel Detail</b>		<b>Number of Permanent Positions</b>				<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>
2824	Traffic Coord/Design Asst	1	1	1	1	1	75,699	1	75,699	1	75,208
M117	Traffic Technician	2	2	2	2	2	119,805	2	119,805	2	118,913
	<b>Total Positions</b>	3	3	3	3	3	195,504	3	195,504	3	194,121
<b>Account Detail</b>											
40001	SALARIES	159,807	160,194	166,684	178,547		191,229		191,229		189,656
40002	LONGEVITY	3,120	3,200	3,280	3,440		4,275		4,275		4,465
40003	OVERTIME	4,990	4,585	6,453	6,378		6,855		6,450		7,500
40004	TEMPORARY HELP	6,591	7,404	8,406	7,499		8,020		7,800		8,320
40006	DIFFERENTIAL PAY	21	34	43	45		100		50		100
40008	MEAL REIMBURSEMENT	-	78	208	104		260		200		260
	<b>Personnel</b>	174,529	175,495	185,074	196,013		210,739		210,004		210,301
41014	OPERATING SUPPLIES	32,829	32,861	37,318	24,499		40,400		38,000		40,850
41016	UNIFORMS/SAFETY SHOES	476	351	504	397		550		535		600
41023	GASOLINE	6,867	5,276	4,954	4,564		4,880		4,600		4,600
	<b>Materials &amp; Supplies</b>	40,172	38,488	42,776	29,460		45,830		43,135		46,050
42033	TRAINING AND SAFETY	240	642	-	35		300		150		300
42054	RENTALS	321	895	250	450		500		300		650
42060	OTHER EXPENSES	95	57	2	40		170		50		200
	<b>Purchased Services</b>	656	1,594	252	525		970		500		1,150
43099	EQUIPMENT	7,420	7,420	7,420	-		15,700		15,700		5,200
	<b>Equipment</b>	7,420	7,420	7,420	-		15,700		15,700		5,200
<b>Total</b>	<b>TRAFFIC MAINTENANCE</b>	222,777	222,997	235,522	225,998		273,239		269,339		262,701

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	7,500	OVERTIME 7,500 - OVERTIME TO COVER THE MANY EVENTS HELD THROUGHOUT THE YEAR (LIBERTY-FREEDOM RUN, MUSIKFEST, CELTIC CLASSIC, RUNNER'S WORLD, FINE ARTS, FIREWORKS, NON-PROFIT 5-K RUNS, HALLOWEEN PARADE, SNOW REMOVAL, ETC.) AND CALL-OUTS FOR STREET CLOSURES DUE TO EMERGENCY SITUATIONS (FIRES, SUMMER STORMS, TRAFFIC ACCIDENTS ETC.).
40004	8,320	TEMPORARY HELP 8,320 - SUMMER HELP OF TWO (2) STUDENTS FOR A TOTAL 1040 HRS (520 HR. EACH) FOR APPROX 13 WEEKS. SUMMER HELP IS USED TO SUPPLEMENT SUMMER PAINTING DUTIES, PREPARATION FOR WEEK LEADING INTO MUSIKFEST, SIGN PLACEMENT, BARRICADE DELIVERY, ETC. AVERAGE HOURLY RATE IS \$8.00 PER HOUR. WORKLOADS ARE PROVING TO EXCEED RESOURCES TO COMPLETE DESIRED WORK.
40006	100	DIFFERENTIAL PAY 100 - DIFFERENTIAL PAY IS NECESSARY DURING MUSIKFEST, SNOW OPERATIONS, 4TH OF JULY, AND DURING CALL-OUTS.
40008	260	MEAL REIMBURSEMENT 260 - MEAL REIMBURSEMENT IS \$13.00 PER MEAL AND WOULD COVER A TOTAL OF TWENTY (20) MEALS. THIS BUREAU IS CALLED UPON FOR SNOW REMOVAL AS NECESSARY.
41014	40,850	OPERATING SUPPLIES OPERATING SUPPLIES ARE USED FOR THE PURPOSE OF STREET PAINT, BARRICADES AND MAINTAINING TRAFFIC CONTROL (EITHER PERMANENT OR TEMPORARY) WITH CHANNEL POSTS, SIGNS, PAINT, WOOD, ETC. EACH YEAR NEW SIGNS ARE ERECTED OR UPGRADED AND SIGN IMPROVEMENTS ARE MADE WHILE THE MAINTENANCE DEMANDS AND COSTS CONTINUE TO INCREASE. LINE PAINTING AND THE INSTALLATION AND MAINTENANCE OF CROSSWALKS, STOP BARS, ETC. REQUIRE THE PURCHASE OF PAINT AND PLASTIC. MAINTAINED AT SAME LEVEL DUE TO BUDGET CONSTRAINTS. 9,445 - REPLACEMENT SIGNS (STOP, SPEED LIMIT, ETC.). 9,505 - PAINT AND GLASS BEADS 1,600 - LUMBER AND VARIOUS HAND/POWER TOOLS. 1,320 - STROBE LIGHTS. 3,040 - CONES AND CHANNELS. 1,940 - TEMPORARY SIGNS. 7,200 - SCOTCH-LITE SHEETING, PREFORMED PLASTIC, AND HOT PLASTIC FOR MACHINE (DOING MORE CROSSWALKS WITH THERMOPLASTIC TO INCREASE THE LIFE OF APPLICATIONS TO ASSIST IN KEEPING UP WITH FUNCTIONS). 1,900 - PROPANE, NAPHTHA & REPLACEMENT TANKS. 1,600 - PORTABLE STOP SIGNS TO REPLACE OLD OUTDATED SIGNS IN USE. 3,300 - REPLACEMENT OF FADED AND DAMAGED STREET CLEANING SIGNS ALONG CITY STREETS. ANNUALLY SIGNS ARE REPLACED



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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		AS NEEDED. THIS ACCOUNT IS ALSO USED TO CHARGE REPAIRS TO OUR PAINT EQUIPMENT THAT IS DIRECTLY RELATED TO THE PAINTING OPERATION, I.E. HOSES, REGULATORS, VALVES, AND TO PURCHASE TOOLS THAT ARE USED TO MAKE REPAIR OF EQUIPMENT, AND ERECT/REMOVE TRAFFIC CONTROL DEVICES.
41016	600	UNIFORMS/SAFETY SHOES 600 - SHIRTS, SHOES, AND SWEATSHIRTS ARE APPROXIMATELY \$300 PER EMPLOYEE IN 2017.
41023	4,600	GASOLINE 4,600 - ESTIMATED GASOLINE USAGE FOR VEHICLES AND EQUIPMENT IS 2,300 GALLONS AT AN AVERAGE OF (DIESEL/REGULAR) \$2.00 PER GALLON.
42033	300	TRAINING AND SAFETY 300 - ATTEND SEMINARS TO IMPROVE SKILLS AND MAINTAIN PROPER KNOWLEDGE OF TRAFFIC MANAGEMENT, DESIGN, AND IMPLEMENTATION (ASSUMES 1 TO 2 SEMINARS DEPENDING ON LOCATION). PURCHASE OF EDUCATIONAL MATERIALS THAT WILL COVER NEW TECHNOLOGY, TRAFFIC CALMING APPLICATIONS AND OTHER TRAFFIC RELATED TOPICS. COSTS ARE KEPT TO A MINIMUM THROUGH USE OF LOCAL FREE EDUCATIONAL PROGRAMS. ALSO INCLUDED ARE SAFETY VESTS FOR FULLTIME EMPLOYEES AND SUMMER HELP. USEFUL SEMINARS WERE NOT ATTENDED DUE TO OVERALL BUDGET CONSTRAINTS.
42054	650	RENTALS 650 - 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. ADDITIONAL FUNDING REQUIRED FOR TRAFFIC CONTROL DEVICES DUE TO EXTRA SECURITY MEASURES AT EVENTS.
42060	200	OTHER EXPENSES 200 - THIS ACCOUNT IS FOR THE PURCHASE OF MISC. ITEMS SUCH AS CDL RENEWALS AND MEMBERSHIP DUES.
43099	5,200	EQUIPMENT 5,200 - JAMAR TECHNOLOGIES, INC. BLACKCAT RADAR RECORDER KIT: PURCHASE PORTABLE DATA COLLECTION FOR SPEED AND VOLUME OF CARS. CURRENT TUBE PRACTICE IS LABOR INTENSIVE AND OUT OF DATE. NEW TECHNOLOGY OF DATA COLLECTION IS MORE DISCREET AND EASIER TO INSTALL. KIT COMES WITH LAPTOP FOR CONVENIENT AND QUICK DATA COLLECTION. THIS EQUIPMENT WILL BE USED TO CONDUCT SPEED SURVEYS IN RESPONSE TO NUMEROUS SPEEDING COMPLAINTS WE RECIEVE EACH YEAR.

## BUREAU DETAIL

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**Bureau:** Facilities

**No:** 0507

**Department:** Public Works

**No:** 0040

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### **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.

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### **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.

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### **Prior Year Achievements:**

- New boilers installed at Schweder Fire House, Facilities Maintenance Shop, DAR House, and Bethlehem Raiders building.
  - New unit heaters installed on truck floor of Memorial Fire House.
  - Repaired and remodeled Golf Course rental property.
  - Sanded and stained all logs on north wall of DAR House interior.
  - Rehabilitated Illick's Mill including interior paint and addition of walls.
  - Rehabilitated kitchen of Catsasauqua Road Fire House.
  - Performed maintenance and upgrades at Memorial, Stark, and Yosko Pools.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

Personnel Detail	2012	2013	2014	2015	2016		2016		2017	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3008 Bldg Maint Superintendent	1	1	1	1	1	84,996	1	84,996	1	84,648
M144 Bldg Maint & Pool Tech	1	1	1	1	1	68,638	1	68,638	1	67,444
M133 Engineer Mechanic	1	1	1	2	2	135,729	2	135,729	2	129,230
M114 Maintenance Worker III	6	6	6	7	7	391,424	7	391,424	6	348,554
M110 Building Technician	1	1	1	-	-	-	-	-	-	-
M092 Maintenance Worker II	1	1	1	-	-	-	-	-	-	-
M072 Maintenance Worker I	2	2	2	1	1	45,303	1	45,303	1	44,460
M051 Custodian I	1	1	1	1	1	44,950	1	44,950	1	45,585
<b>Total Positions</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>13</b>	<b>13</b>	<b>771,040</b>	<b>13</b>	<b>771,040</b>	<b>12</b>	<b>719,921</b>
<b>Account Detail</b>										
40001 SALARIES	664,959	699,818	661,823	666,982		757,840		757,840		703,961
40002 LONGEVITY	14,660	15,520	16,080	11,120		13,200		13,200		15,960
40003 OVERTIME	64,778	64,024	74,712	95,518		80,000		75,000		75,000
40004 TEMPORARY HELP	44,757	42,510	45,467	45,168		58,292		46,000		67,128
40006 DIFFERENTIAL PAY	960	1,051	1,328	1,410		1,250		1,200		1,250
40008 MEAL REIMBURSEMENT	897	975	1,313	1,222		1,200		1,200		1,200
<b>Personnel</b>	<b>791,011</b>	<b>823,898</b>	<b>800,723</b>	<b>821,420</b>		<b>911,782</b>		<b>894,440</b>		<b>864,499</b>
41014 OPERATING SUPPLIES	51,351	55,567	59,300	50,975		54,150		52,500		37,450
41016 UNIFORMS/SAFETY SHOES	2,295	2,321	2,311	1,956		2,944		2,940		2,594
41017 SMALL TOOLS	5,149	3,892	3,051	3,922		5,100		5,000		4,000
41023 GASOLINE	19,209	16,367	15,691	8,399		8,500		8,450		8,500
<b>Materials &amp; Supplies</b>	<b>78,004</b>	<b>78,147</b>	<b>80,353</b>	<b>65,252</b>		<b>70,694</b>		<b>68,890</b>		<b>52,544</b>
42033 TRAINING AND SAFETY	1,141	270	495	575		2,500		1,250		2,000
42044 ELECTRIC	398,583	532,297	528,876	527,190		560,700		540,000		556,700
42045 GAS	135,270	139,612	159,067	134,501		141,495		138,000		141,495
42046 HEATING OIL	43,351	40,479	58,442	33,401		59,500		45,000		45,000
42047 DEPARTMENT CONTRACTS	115,177	80,878	108,202	103,359		127,750		115,000		138,500
42060 OTHER EXPENSES	570	417	406	212		500		250		500
42064 EQUIPMENT MAINTENANCE	1,757	1,820	2,738	1,175		3,000		2,500		3,000
42065 PLANT MAINTENANCE	35,037	46,373	51,620	46,559		49,345		48,000		48,150
<b>Purchased Services</b>	<b>730,886</b>	<b>842,146</b>	<b>909,846</b>	<b>846,972</b>		<b>944,790</b>		<b>890,000</b>		<b>935,345</b>
43099 EQUIPMENT	-	-	3,084	23,407		36,620		36,620		36,365
<b>Equipment</b>	<b>-</b>	<b>-</b>	<b>3,084</b>	<b>23,407</b>		<b>36,620</b>		<b>36,620</b>		<b>36,365</b>
<b>Total</b>	<b>1,599,901</b>	<b>1,744,191</b>	<b>1,794,006</b>	<b>1,757,051</b>		<b>1,963,886</b>		<b>1,889,950</b>		<b>1,888,753</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	75,000	OVERTIME 75,000 - 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	67,128	TEMPORARY HELP 67,128 - ASSIGNMENT OF FOUR PART TIME CUSTODIAL HELP 4 @ \$10.94 HR X 29.5 HRS/WK X 52 WKS BASED ON HR SCHEDULE
40006	1,250	DIFFERENTIAL PAY 1,250 - MIDDLE SHIFT HOURS WORKED BY CITY CENTER CUSTODIAL STAFF AND CALL OUTS FOR PERSONNEL AT CITY CENTER, ICE RINK, POOLS ETC.
40008	1,200	MEAL REIMBURSEMENT 1,200 - REIMBURSEMENT FOR MEALS IN ACCORDANCE WITH UNION CONTRACT
41014	37,450	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) 1,500 - CLEANING TOOLS 14,000 - CLEANING PRODUCTS 3,500 - LAMPS AND BALLASTS 3,250 - MISC. ITEMS SUCH AS AIR/VENT COIL CLEANER, HOSES REFRIGERANT, PUMP COUPLERS, OXYGEN, GREASE OIL BELTS, ETC AND ACETYLENE REFILLS FOR TORCH TANKS COIL CLEANER, MOTOR CONTROL PARTS. 1,200 - HALOGEN LIGHTS FOR MUNI. GARAGE 6,500 - FAN COIL FILTERS AND CLIMATE CHANGER FILTERS
41016	2,594	UNIFORMS/SAFETY SHOES 550 - T-SHIRTS 614 - SWEATSHIRTS 1,430 - SHOES
41017	4,000	SMALL TOOLS 4,000 - MISC. TOOLS
41023	8,500	GASOLINE BASED ON ESTIMATED USAGE 4,500 - GASOLINE, 2,500 GALLONS @ \$1.80 4,000 - DIESEL, 2,000 GALLONS @ \$2.00
42033	2,000	TRAINING AND SAFETY 250 - SAFETY LITERATURE, TRAINING, EQUIPMENT/SUPPLIES 250 - BLOOD BORNE PATH. VACCINE 1,500 - CERTIFICATION CLASSES, CDL CLASS A, ETC.

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42044	556,700	ELECTRIC
		4,000 - BUILDING MAINT. BARN
		161,500 - CITY CENTER COMPLEX
		10,000 - ELECTRICAL BUREAU
		27,500 - FIRE STATIONS
		35,000 - PARKS/PLAYGROUNDS
		33,000 - MUNICIPAL SERVICE CENTER
		7,500 - PARKS MAINT. BARN
		7,500 - POLICE SUBSTATIONS
		39,000 - POOLS AND RINK
		11,000 - SAND ISLAND
		12,000 - RECYCLING
		5,000 - GREENWAY LIGHTS (100) AND ELEC. FOR SPECIAL EVENTS
		5,700 - RADIO TRANSMISSION TOWER (S. MOUNT)
		198,000 - ENERGY UPGRADE CONTRACT
42045	141,495	GAS
		BASED ON 2016 USAGE
		20,000 - PARKS MAINTENANCE
		6,700 - ICE HOUSE
		13,025 - STEFKO BRAZING MACHINE
		21,000 - MUNI. SERVICE CENTER
		50,000 - CITY CENTER
		3,550 - LINCOLN FIRE
		7,500 - N. CENTRAL FIRE
		6,100 - MEMORIAL FIRE
		4,550 - NORTHWEST FIRE
		7,500 - DEWBERRY EMS
		950 - YOSKO
		220 - WILLIAMS ST PUMP
		400 - CITY LINE PUMP
42046	45,000	HEATING OIL
		7,000 - CONTINGENCY FOR EXTREME WEATHER
		7,000 - BUILDINGS SHOP
		6,000 - DAR HOUSE
		11,000 - ICE RINK
		7,000 - MEMORIAL POOL
		7,000 - ELECTRICAL BUREAU
		PAST HISTORY OF HEATING COSTS
		2005 38,300
		2006 38,500
		2007 38,350
		2008 56,390
		2009 35,530
		2010 44,435
		2011 41,800
		2012 43,400
		2013 40,478
		2014 58,442
		2015 33,401

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42047	138,500	DEPARTMENT CONTRACTS
	52,300	- CITY CENTER ENERGY SYSTEM MAINTENANCE (HT LYONS)
	5,000	- ELEVATOR MAINTENANCE (SCHINDLER)
	3,500	- PEST CONTROL (EHRICH)
	4,000	- SECURITY SYSTEMS MAINTENANCE (FOR POLICE)
	5,500	- SERVICE FIRE EXTINGUISHERS INSPECTIO/SUPPRESSION SYS. (KISTLER)
	6,500	- SERVICE AND CHEMICALS FOR WATER TREATMENT COOLING TOWERS/HEATING SYSTEMS (US WATER)
	6,500	- ANNUAL BOILER MAINTENANCE (HT LYONS)
	3,500	- SPRINKLER TRIP TEST (CITY CENTER, GARAGE, ICE HOUSE)
	4,500	- TRANE SERVICE ON TWO CHILLERS AT CITY CENTER (HT LYONS)
	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
	12,000	- ICE RINK MAINT. (HT LYONS)
	4,000	- CC SWITCH GEAR/ELEC. DISTRIBUTORS PM (EVERY 4 YRS) (ALBARELL)
	2,000	- ALARM SERVICE (ABE ALARM)
	1,700	- ICE HOUSE FIRE PROTECTION INSPECTION AND AIR TEST DRY SYSTEM
	12,000	- PAPER PRODUCTS SUPPLY CONTRACT (UNIFIRST)
42060	500	OTHER EXPENSES
	500	- UNFORESEEN EXPENSES
42064	3,000	EQUIPMENT MAINTENANCE
	3,000	- REPAIRS TO EQUIPMENT UTILIZED FOR MAINTENANCE PURPOSES AND RADIO BATTERY REPLACEMENTS PER ELEC. BUREAU. INCREASE DUE TO INCREASED COSTS ON EQUIP. MAINT ITEMS
42065	48,150	PLANT MAINTENANCE
	800	- CEILING TILE
	2,800	- TEGG SERVICE ELECTRICAL DISTRIBUTION
	550	- BUILDING MATERIALS (PLYWOOD, FRAME LUMBER, WHITE PINE)
	2,000	- HBI REPAIRS/RENOVATIONS
	1,000	- ELEVATOR CODE REQUIREMENTS
	5,000	- BOILER MAINTENANCE/CHEMICALS
	5,000	- REPLACE APPROX 150 PLAZA PAVERS (UNSAFE)
	4,000	- FAN COIL REPLACEMENT MOTORS FOR CC BLD. A
	5,000	- UNCLOG DRAIN SYSTEMS
	10,000	- ICE RINK FACILITY REPAIRS
	4,000	- WINDOW REPAIRS/REPLACEMENTS
	8,000	- UNFORESEEN MAINT.
43099	36,365	EQUIPMENT
	18,865	- ONE UTILITY TRUCK W/PLOW AND LIFT GATE (TO REPLACE UNIT #76 OR #81) YEAR 3 OF 3 LEASE
	17,500	- NEW STAKE BODY WITH PLOW PACKAGE PAYMENT YEAR 2 OF 4

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## BUREAU DETAIL

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**Bureau:** Grounds Maintenance **No:** 0508

**Department:** Public Works

**No:** 0040

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### **Bureau Description:**

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

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### **Goals and Objectives:**

- To cost effectively and efficiently maintain and enhance more than 40 public parks, playgrounds, ball fields and other public properties covering more than 700 acres and including 6 miles of historic canal and towpath.
- Provide the citizens of Bethlehem with daily services such as landscape maintenance at 111 city owned properties, trash removal, leaf and snow removal, and various masonry work.

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### **Prior Year Achievements:**

- Installed new concrete slabs with Nelson Heat Trace System at the Ice Rink to rectify safety concerns off the ice.
  - Built new 25' gun range target area for Steel City Gun Club.
  - Continued and made improvements to mowing schedule and daily parks operations, resulting in more efficient daily work routines.
  - Landscaped H.B.I area for Musikfest.
  - Continued to assist various youth sports organizations throughout the year.
  - Made major repairs to Yosko pool deck.
  - Replaced grinder tank at the Clubhouse Restaurant.
  - Laid new tennis tapes at Sand Island courts.
  - Continued assisting community and volunteer organizations that maintain and beautify public spaces by providing materials, services, and facilitating coordination.
  - Installed new grills and restored old fire pits in Illick's Mill Park and Saucon Park.
  - Assisted Public Works by completing 50% percent of leaf removal operations.
  - Assisted Public Works with 36% of snow removal operations.
  - Daily trash removal at more than 225 stops throughout the city (year round).
  - Tree removal, pruning and landscape maintenance at numerous Bethlehem parks, properties and city facilities.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

Personnel Detail	2012	2013	2014	2015	2016		2016		2017	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3009 Superintendent of Maint	1	1	1	1	1	84,756	1	84,756	1	84,458
2608 Stone Mason	1	1	1	1	1	70,322	1	70,322	1	70,093
2402 Foreman	1	1	1	1	1	63,744	1	63,744	1	63,649
M114 Maintenance Worker III	6	6	6	6	6	361,840	6	361,840	6	352,843
M092 Maintenance Worker II	9	9	9	9	9	414,513	9	414,513	8	367,970
M072 Maintenance Worker I	4	4	4	4	3	120,439	3	120,439	2	83,399
<b>Total Positions</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>21</b>	<b>1,115,614</b>	<b>21</b>	<b>1,115,614</b>	<b>19</b>	<b>1,022,412</b>
<b>Account Detail</b>										
40001 SALARIES	1,008,620	1,022,440	1,067,781	1,044,302		1,099,614		1,099,614		1,003,697
40002 LONGEVITY	17,730	13,680	15,520	14,800		16,000		16,000		18,715
40003 OVERTIME	42,884	30,792	51,122	56,317		46,500		45,000		46,500
40004 TEMPORARY HELP	26,813	20,448	18,624	9,905		20,000		18,500		18,000
40006 DIFFERENTIAL PAY	878	941	1,767	1,260		1,500		1,300		1,300
40008 MEAL REIMBURSEMENT	1,235	1,950	4,381	2,834		3,000		2,750		3,000
<b>Personnel</b>	<b>1,098,160</b>	<b>1,090,251</b>	<b>1,159,195</b>	<b>1,129,418</b>		<b>1,186,614</b>		<b>1,183,164</b>		<b>1,091,212</b>
41014 OPERATING SUPPLIES	14,149	14,469	9,873	18,369		12,450		11,000		13,300
41016 UNIFORMS/SAFETY SHOES	3,614	3,048	4,169	4,149		4,831		4,825		5,508
41017 SMALL TOOLS	1,742	958	1,211	4,876		3,250		2,750		2,000
41023 GASOLINE	52,699	45,031	59,287	31,331		32,250		31,000		30,760
<b>Materials &amp; Supplies</b>	<b>72,204</b>	<b>63,506</b>	<b>74,540</b>	<b>58,725</b>		<b>52,781</b>		<b>49,575</b>		<b>51,568</b>
42032 TRAINING/CONT. EDUCATION	4,630	2,773	130	176		400		200		3,000
42047 DEPARTMENT CONTRACTS	-	9,807	11,285	3,506		3,510		3,500		22,000
42054 RENTALS	1,922	1,494	1,359	534		500		500		1,500
42060 OTHER EXPENSES	26,203	21,320	20,189	20,532		28,200		23,500		1,200
42064 EQUIPMENT MAINTENANCE	13,736	17,579	15,279	6,907		15,000		14,000		14,500
42065 PLANT MAINTENANCE	10,041	21,585	15,679	13,652		25,000		23,000		20,000
<b>Purchased Services</b>	<b>56,532</b>	<b>74,558</b>	<b>63,921</b>	<b>45,307</b>		<b>72,610</b>		<b>64,700</b>		<b>62,200</b>
43099 EQUIPMENT	2,335	983	-	-		24,000		24,000		41,000
<b>Equipment</b>	<b>2,335</b>	<b>983</b>	<b>-</b>	<b>-</b>		<b>24,000</b>		<b>24,000</b>		<b>41,000</b>
<b>Total</b>	<b>1,229,231</b>	<b>1,229,298</b>	<b>1,297,656</b>	<b>1,233,450</b>		<b>1,336,005</b>		<b>1,321,439</b>		<b>1,245,980</b>

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

2017 BUDGET REQUEST JUSTIFICATION

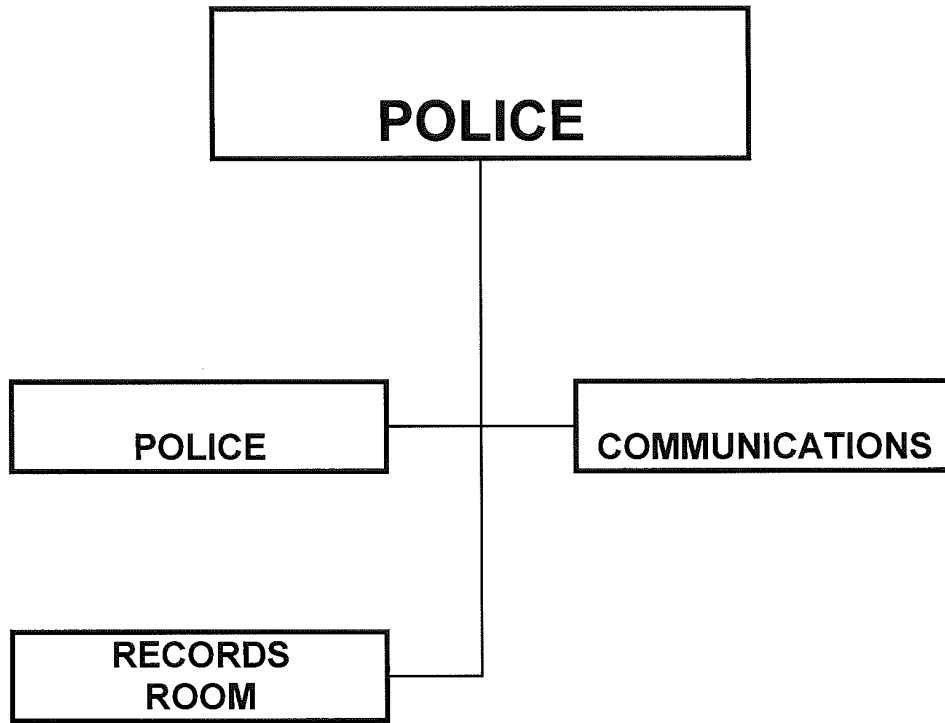
ACCOUNT	AMOUNT	DESCRIPTION
40003	46,500	OVERTIME 46,500 - OVERTIME NECESSARY DEPENDING ON WORK LOAD AND CALL OUTS FOR STORM EMERGENCIES. SCHEDULED OVERTIME FOR CLEARING SIDEWALKS AND BRIDGES DURING SNOW OPERATIONS, LEAF PICKUP, SERVICES TO SPECIAL EVENTS, WEEKEND GARBAGE PICK UP IN NORTH AND SOUTH DOWNTOWN AREAS, AND OTHER PARKS MAINTENANCE ACTIVITIES AS NEEDED.
40004	18,000	TEMPORARY HELP 18,000 - FIVE (5) SUMMER EMPLOYEES TO ASSIST IN VARIOUS PLAYGROUNDS, PARKS, ATHLETIC FIELDS, HBI, WITH GRASS CUTTING, AND WEED CONTROL, MAINTENANCE OF GREENWAY, AND STREET MEDIANS, 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 TO ASSIST WITH THE MAINTENANCE OF OVER 110 PROPERTIES.
40006	1,300	DIFFERENTIAL PAY 1,300 - HOURS WORKED FOR MIDDLE AND NIGHT SHIFT DURING CALL OUTS AND EXTENDED HOURS.
40008	3,000	MEAL REIMBURSEMENT 3,000 - MEALS PAID IN ACCORDANCE WITH UNION CONTRACT
41014	13,300	OPERATING SUPPLIES FUNDS ALLOCATED FOR BLANKET ORDERS AND VARIOUS SUPPLIES REQUIRED FOR MAINTENANCE AT CITY PARKS, PLAYGROUNDS, GARDENS, ATHLETIC FIELDS, ETC. 800 - CITY HALL BEAUTIFICATION 2,000 - ROSES FOR ROSE GARDEN 3,300 - CHEMICALS (BEE SPRAY, CLEANSERS, VEGETATION MANAGEMENT, GRAFFITI REMOVAL, ETC.) 2,300 - PAINT 1,800 - CONCRETE 900 - 3 PUSH MOWERS 600 - 2 HAND BLOWERS 1,200 - 6 STRING TRIMMERS 400 - MISC SUPPLIES
41016	5,508	UNIFORMS/SAFETY SHOES 1,440 - T-SHIRST (18 PEOPLE) PER NEXT YEAR'S COSTS 1,728 - SWEATSHIRTS (18 PEOPLE) PER NEXT YEAR'S COSTS 2,340 - SHOES (18 PEOPLE) PER NEXT YEAR'S COSTS
41017	2,000	SMALL TOOLS 2,000 - MISC. TOOLS FOR OPERATIONS/MAINTENANCE FUNCTIONS.
41023	30,760	GASOLINE BASED ON PAST ESTIMATED USAGE. 5,760 - GASOLINE (3,200 GALLONS) X \$1.80 25,000 - DIESEL (12,500 GALLONS) X \$2.00

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42032	3,000	TRAINING/CONTINUING ED. 200 - EMPLOYEE TRAINING, PESTICIDE SPRAYING CERT., EDUCATIONAL SEMINARS, HEAVY EQUIPMENT TRAINING, PLAYGROUND SAFETY INSPECT. CERT. 2,800 - CDL CLASS A TRAINING
42047	22,000	DEPARTMENT CONTRACTS 22,000 - LANDFILL TIPPING FEES.
42054	1,500	RENTALS 1,500 - RENTAL OF EQUIPMENT NOT AVAILABLE IN CITY
42060	1,200	OTHER EXPENSES 700 - SUBSCRIPTIONS, CDL REIMBURSEMENT 500 - WATER COOLER DELIVERY
42064	14,500	EQUIPMENT MAINTENANCE SERVICES AND PARTS FOR MAINTENANCE OF EQUIPMENT NEEDED FOR PARKS MAINTENANCE ACTIVITIES: 7,500 - TRACTORS/MOWERS 2,000 - CULTIVATORS/TRIMMERS 1,500 - JACKHAMMERS, CHAIN SAWS, HEDGE TRIMMERS, ETC. 3,500 - MISC. PARTS/REPAIRS TO OTHER EQUIPMENT
42065	20,000	PLANT MAINTENANCE 15,000 - PURCHASE TOOLS AND MATERIALS TO PERFORM MAINTENANCE, LANDSCAPING, AND NECESSARY REPAIRS TO CITY PARKS, GARDENS, ATHLETIC FIELDS, CITY CENTER COMPLEX. MATERIALS REQUIRED TO MAINTAIN PARK FACILITIES SUCH AS MULCH, BARK FERTILIZER, GRASS SEED TOPSOIL, LUMBER AND PAINT, AND REPAIRS DUE TO FLOODING. 5,000 - TREE REMOVAL, PRUNING, AND REPLACEMENTS AT CITY FACILITIES.
43099	41,000	EQUIPMENT 11,500 - VEHICLE LEASE FOR ONE JEEP (YEAR 2 OF 4) 12,000 - VEHICLE LEASE FOR ONE UTILITY TRUCK (YEAR 2 OF 4) 10,000 - TWO (2) LEASES FOR ZERO TURN MOWERS/TRACTORS TO REPLACE TWO (2) WIDE AREA MOWERS THAT ARE OVER TEN (10) YEARS OLD AND EXPERIENCING SIGNIFICANT REPAIRS/ DOWNTIME. USED AT MONOCACY COMPLEX, SAUCON PARK AND OTHER LARGER CUTS (YEAR 1 OF 4). 7,500 - NEW TRAILER FOR HAULING ZERO TURN MOWERS FOR DAILY MOWING OPERATIONS. THIS WILL REPLACE A 1996 TRITON TRAILER THAT IS NO LONGER ROADWORTHY.

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## BUREAU DETAIL

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**Bureau:** Police

**No:** 0601

**Department:** Police

**No:** 0060

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### **Bureau Description:**

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

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### **Goals and Objectives:**

- Continuation of the Beat Program on the north and south side of the City in business districts and continued partnership with Lehigh University on the south side on public safety issues.
- Continue in lowering Part I Crime (violent crime) and also Part II crime through the use of forensics, technology, rapid 911 quick and city cameras coordination, community policing philosophy and old fashion basic police work.
- Introduction and Initial implementation of TraCS. This is a state approved digital ticketing and crash reporting system that is integrated into the Pennsylvania Judicial System and Pendot databases. This system will save time, processing and will be cost effective. Part of the total cost of this system is being funded by the State.
- Through Friends of the Bethlehem Mounted Police Unit, we are in the process of constructing an updated facility for the four Bethlehem Police Horses. This facility will be at no expense to Bethlehem taxpayers. This facility will provide proper shelter and care for our Mounted Unit and also a community area for meetings and community events. We hope to open this in the first half of 2017.
- Continue with our partnership with Lehigh University Police Department with additional cameras at strategic areas of the south side and through joint patrols at peak times. The addition of an off-campus joint Bethlehem-Lehigh Police community substation in the area of the Southside business district to enhance police presence, work with the Southside Ambassadors, Greenway patrols, and security awareness.
- Continue to partner with City businesses, social groups, professional groups, Foundations, Unions and other associations to educate the public about what Police do in their communities. This open line of communication provides our department with a supportive relationship with those groups in the acquisition of equipment, police animals, and other items not particularly budgeted for.

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### **Prior Year Achievements:**

- The introduction of the Naloxone Program for drug overdoses and the partnering with Lehigh and Northampton District Attorney's Office in an effort to save lives due to drug overdoses. Approximately one dozens lives have been saved thru far by police introducing Naloxone. This does not include the dozens saved by EMS.
  - Through donations from private citizens, corporations, business and groups, we were able to expand our existing K-9 Unit to four dogs in 2016 and fully equip the two Officers assigned to those dogs. This was a major expansion of our K-9 Unit and our K-9 abilities in the City. Bethlehem Police currently has an Explosive Detection Dog, and three Drug Detection and Patrol Dogs.
  - Continue to reduce Officers on lite duty due to injury, getting them treated and back to work in a reasonable amount of time, fair to them and City. In 2015 we enacted a lite duty directive, approved by the FOP. This sets up a protocol for lite duty officers to follow to come back to full duty. This year we were able to reduce the time officers sent off and on lite duty from an injury by half.
  - Enlargement of our BlockWatch Program and Junior Police Academy summer program, as part of our continuous implementation and move forward with Community Policing initiatives and programs.
  - As part of our continued partnership with Lehigh University Police, additional cameras were added at strategic locations around the campus, bringing our total to (129) surveillance/security cameras. Our joint bike patrols continued throughout the spring summer months of the year along with beat patrols.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

Personnel Detail	2012	2013	2014	2015	2016		2016		2017	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N090 Police Chief	1	1	1	1	1	103,998	1	103,998	1	103,190
N105 Deputy Police Chief	1	1	1	1	1	98,901	1	98,901	1	98,135
P441 Captain	3	2	2	2	3	286,855	3	286,855	3	287,212
P431 Lieutenant	8	8	8	8	7	620,511	7	620,511	7	612,116
P421 Detective/Sergeant	22	22	22	22	22	1,808,740	22	1,808,740	22	1,797,177
P401 Police Officer	115	115	115	115	120	8,534,421	120	8,534,421	120	8,487,083
<b>Total Positions</b>	<b>150</b>	<b>149</b>	<b>149</b>	<b>149</b>	<b>154</b>	<b>11,453,426</b>	<b>154</b>	<b>11,453,426</b>	<b>154</b>	<b>11,384,913</b>
Vacancy Factor						(100,000)		(100,000)		(100,000)
						<u>11,353,426</u>		<u>11,353,426</u>		<u>11,284,913</u>
<b>Account Detail</b>										
40001 SALARIES	9,141,164	9,304,223	9,738,479	10,144,762		10,924,826		10,924,826		10,858,613
40002 LONGEVITY	421,507	425,925	413,150	399,400		428,600		428,600		426,300
4000383 FBI OVERTIME	63,797	57,952	39,640	38,249		70,192		50,000		18,000
4000384 LCB O/T GRANT-LEHIGH	10,330	13,162	21,272	26,405		20,000		19,000		20,000
4000390 DEA-TASK FORCE OVERTIME	17,873	21,448	17,961	13,633		17,500		17,000		18,000
4000391 TASK FORCE OVERTIME	6,787	8,229	6,196	349		20,000		13,500		20,000
4000392 GENERAL OVERTIME	127,177	202,613	225,159	252,140		225,000		225,000		205,000
4000393 CDBG OVERTIME	9,207	(48,695)	9,285	1,500		75,000		70,000		75,000
4000394 DUI OVERTIME	30,869	28,777	47,491	33,164		44,000		38,500		40,000
4000395 MUSIKFEST OVERTIME	124,164	125,337	130,996	133,474		135,000		133,700		140,000
4000396 SPECIAL EVENT OVERTIME	141,580	191,324	201,491	168,906		130,000		110,000		135,000
4000397 JAG OVERTIME	8,176	-	-	-		-		-		-
4000398 SEAT BELT HIGHWAY SAFETY	11,613	17,133	20,047	13,712		17,300		14,500		17,300
4000399 LV AUTO THEFT TASK O/T	9,674	10,009	15,436	10,029		12,000		12,000		16,000
40004 TEMPORARY HELP	287,985	302,108	290,702	286,189		295,000		293,500		323,500
40005 HOLIDAY PAY	526,391	543,444	571,082	585,869		672,000		665,000		640,000
40006 DIFFERENTIAL PAY	55,228	52,200	54,255	53,471		56,500		54,500		56,500
40007 ROSTER DUTY	165,242	142,681	131,335	138,544		200,000		200,000		200,000
40011 EDUCATION INCENT BONUS	94,187	75,003	53,796	72,947		84,500		78,000		84,500
40012 HEARING TIME	172,712	160,840	161,903	154,039		147,000		145,000		170,000
<b>Personnel</b>	<b>11,425,663</b>	<b>11,633,713</b>	<b>12,149,676</b>	<b>12,526,782</b>		<b>13,574,418</b>		<b>13,492,626</b>		<b>13,463,713</b>

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget w/ Transfers</b>	<b>2016 Actual &amp; Estimated</b>	<b>2017 Final Budget</b>
41014 OPERATING SUPPLIES	87,997	96,434	46,738	60,618	68,856	63,500	62,271
41016 UNIFORMS/SAFETY SHOES	158,916	163,016	148,727	132,984	143,396	140,000	143,200
41018 IDENTIFICATION	18,332	19,592	17,859	23,658	23,310	23,000	21,600
41019 RECRUITMENT EXP-GRANT	26,049	12,900	43,000	8,600	27,000	20,000	36,000
41023 GASOLINE	275,369	234,168	210,520	141,996	145,000	142,500	152,000
41025 POSTAGE	4,375	3,606	3,826	4,107	-	-	-
41026 MUNITIONS	-	-	65,097	74,630	68,085	68,000	69,000
<b>Materials &amp; Supplies</b>	<b>571,038</b>	<b>529,716</b>	<b>535,767</b>	<b>446,593</b>	<b>475,647</b>	<b>457,000</b>	<b>484,071</b>
42032 TRAINING/CONT. EDUCATION	16,237	22,502	13,920	19,671	21,500	20,000	20,000
42047 DEPARTMENT CONTRACTS	94,771	87,906	74,430	96,955	98,333	96,500	121,650
420472 CALEA/PLEAC ACCREDIT	-	8,521	5,170	5,291	6,890	6,350	6,550
42049 REFUNDS	286	20	45	227	500	250	500
42060 OTHER EXPENSES	9,504	13,465	13,412	12,567	17,000	14,000	14,500
42064 EQUIPMENT MAINTENANCE	20,008	21,086	16,573	6,998	15,760	13,500	10,000
42165 DUI GRANT	1,773	528	1,019	928	1,500	1,400	1,500
42166 JAG-JUSTICE ASSIST GRANT	25,593	70,450	44,466	21,702	20,000	15,000	20,000
42167 JUSTICE ASSIST GRANT-ARRA	32,940	15,570	-	-	-	-	-
<b>Purchased Services</b>	<b>201,112</b>	<b>240,048</b>	<b>169,035</b>	<b>164,339</b>	<b>181,483</b>	<b>167,000</b>	<b>194,700</b>
43099 EQUIPMENT	237,278	208,965	256,074	194,707	137,953	135,000	168,126
<b>Equipment</b>	<b>237,278</b>	<b>208,965</b>	<b>256,074</b>	<b>194,707</b>	<b>137,953</b>	<b>135,000</b>	<b>168,126</b>
<b>Total POLICE</b>	<b>12,435,091</b>	<b>12,612,442</b>	<b>13,110,552</b>	<b>13,332,421</b>	<b>14,369,501</b>	<b>14,251,626</b>	<b>14,310,610</b>



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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
4000383	18,000	FBI OVERTIME 18,000 - FBI VIOLENT CRIME/ GANG TASK FORCE OVERTIME 100% REIMBURSED FUNDS
4000384	20,000	LCB O/T GRANT--LEHIGH 20,000 - PLCB GRANT- 100% REIMBURSED FUNDS
4000390	18,000	DEA-TASK FORCE OVERTIME 18,000 - DEA TASK FORCE OVERTIME 100% REIMBURSED FUNDS
4000391	20,000	TASK FORCE OVERTIME 20,000 - NORTHAMPTON COUNTY DRUG TASK FORCE OVERTIME 100% REIMBURSED FUNDS
4000392	205,000	GENERAL OVERTIME 175,000 - OVERTIME - SERVICING LATE CALLS, SHIFT SUPPLEMENT, AND OTHER UNEXPECTED EVENTS. 30,000 - SAUCON PARK/ILLICK'S MILL OVERTIME
4000393	75,000	C.D.B.G. OVERTIME 75,000 - FY2017 - COMMUNITY POLICING ACTIVITIES ANTICIPATED AWARD - 100% REIMBURSABLE FUNDS
4000394	40,000	D.U.I. OVERTIME 40,000 - DUI OVERTIME GRANT 100% REIMBURSED FUNDS
4000395	140,000	MUSIKFEST OVERTIME 140,000 - MUSIKFEST OVERTIME 100% REIMBURSED FUNDS
4000396	135,000	SPECIAL EVENT OVERTIME 135,000 - SPECIAL EVENT OVERTIME
4000398	17,300	SEAT BELT HIGHWAY SAFE-OT 17,300 - AGGRESSIVE DRIVING/BUCKLE-UP GRANT FUNDS 100% REIMBURSED FUNDS
4000399	16,000	LV AUTO THEFT TASK O/T 16,000 - LEHIGH VALLEY AUTO THEFT TASK FORCE OVERTIME 100% REIMBURSED FUNDS
40004	323,500	TEMPORARY HELP 295,000 - CROSSING GUARD SALARIES 28,500 - CITY CENTER MONITORS
40005	640,000	HOLIDAY PAY 640,000 - HOLIDAY PAY 12 HOLIDAYS
40006	56,500	DIFFERENTIAL PAY 56,500 - SHIFT DIFFERENTIAL - \$0.45/HR MIDDLE, \$0.50/HR NIGHT (CONTRACT ITEM)

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

2017 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	62,271	OPERATING SUPPLIES 21,082 - EQUIPMENT UNIFORM ACCESSORIES, LEATHER GEAR PROTECTIVE EQUIPMENT, GLOVES, RESPIRATORS, FLARES AND OTHER EQUIPMENT/HARDWARE 6,923 - DUTY HOLSTER- MOST (75) HOLSTERS NEED REPLACING 12,500 - DESKTOP COMPUTERS HAVE BEEN IDENTIFIED AS NEEDING TO BE REPLACED 6,000 - CANINE TRAINING AND SUPPLIES *UNIT WILL BE PARTIALLY FUNDED THROUGH DONATIONS 8,000 - MOUNTED UNIT OPERATING SUPPLIES FEED, MEDICAL CARE, BEDDING, FARRIER SUPPLIES AND SERVICES *UNIT WILL BE PARTIALLY FUNDED THROUGH DONATIONS 1,985 - 2015 ANNUAL FLOW TESTING AND INSPECTION OF MSA SCBA 4,781 - HONEYWELL RADIO BATTERIES (60) 1,000 - SECURITY BADGES/PRINT CARTRIDGES, ETC.
41016	143,200	UNIFORMS/SAFETY SHOES 54,000 - UNIFORMS AND EQUIPMENT ALLOWANCE 11,400 - CLOTHING ALLOWANCE 19 X \$600 40,800 - UNIFORM MAINTENANCE 136 X \$300 11,000 - TACTICAL BODY ARMOR AND UNIFORMS 26,000 - SOFT BODY ARMOR - \$11,000.00 REIMBURSED THRU THE EDWARD BRYNE MEM. BULLET PROOF VEST GRANT PROGRAM
41018	21,600	IDENTIFICATION 17,000 - FORENSIC SERVICES SUPPLIES 3,400 - FORENSIC CERTIFICATIONS/TRAININIG 1,200 - AFIS OPERATOR FOR THREE DETECTIVES
41019	36,000	RECRUITMENT EXPENSE 36,000 - POLICE ACADEMY FOR EIGHT OFFICERS AT \$4,500 PER OFFICER *PARTIAL REIMBURSEMENT PER OFFICER BY MPOTC
41023	152,000	GASOLINE 152,000 - GASOLINE FOR ALL POLICE VEHICLES
41026	69,000	MUNITIONS

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		MUNITIONS
	50,000 -	FIREARMS AMMUNITION FOR TRAINING AND QUALIFICATION
	3,000 -	LESS LETHAL
	16,000 -	TASER UPGRADE AND REPLACEMENT COMPONENTS
42032	20,000	TRAINING/CONTINUING ED. 20,000 - TRAINING AND CONTINUING EDUCATION
42047	121,650	DEPARTMENT CONTRACTS THIS ACCOUNT COVERS THE FOLLOWING:
	2,100 -	BACKGROUND CHECK COMPUTER CONTRACT
	38,000 -	CAMERA MAINTENANCE AGREEMENT
	14,000 -	LTW SPARE EQUIPMENT COSTS
	2,000 -	TOTAL STATION MAINTENANCE COSTS
	17,100 -	(3) SUB-STATIONS LEASES AND UTILITIES
	650 -	1033 LAW ENFORCEMENT PROGRAM-SUPPLIES/EQUIPMENT/OPS
	14,000 -	PPL CAMERA ELECTRICAL COSTS AND POLE RENTAL
	2,000 -	GEOGRAPHIT AVL MAINTENANCE AGREEMENT
	3,000 -	POLYGRAPH MAINTENANCE AGREEMENT
	5,100 -	AFIS MAINTENANCE AGREEMENT
	4,800 -	PROGRESSIVE K-9
	400 -	MAGLOCLN MEMBERSHIP
	18,500 -	STRAY ANIMALS, RABIES TESTING, AND VETERINARIAN FEES
420472	6,550	CALEA/PLEAC ACCREDITATION 5,550 - CALEA ACCREDITATION 1,000 - PLEAC ACCREDITATION
42049	500	REFUNDS 500 - EXPENSES FOR PERSONAL ITEMS DAMAGED OR LOST DURING THE PERFORMANCE OF THEIR DUTIES.
42060	14,500	OTHER EXPENSES 12,500 - OTHER EXPENSES THIS ACCOUNT COVERS THE EXPENSES NOT COVERED BY ANY OTHER ACCOUNT 1,000 - EXTRADITION/PRISONER TRANSPORT COSTS 500 - SRO JUNIOR POLICE ACADEMY PROGRAM 500 - BPD CIVILIAN POLICE ACADEMY PROGRAM
42064	10,000	EQUIPMENT MAINTENANCE 10,000 - REPAIR, PARTS, REPLACEMENT AND CALIBRATIONS
42165	1,500	DUI GRANT 1,500 - AMOUNT TO MAINTAIN SOBRIETY CHECKPOINT EQUIPMENT. FUNDS ARE 100% REIMBURSED.
42166	20,000	JAG-JUSTICE ASSIST GRANT 20,000 - JAG GRANT 100% REIMBURSED FUNDS
		*USING 2016 AMOUNT AS ESTIMATE FOR BUDGET REASONS
43099	168,126	EQUIPMENT

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	28,831	- 2015 LEASE PAYMENT - 3RD INSTALLMENT OF 3 YR. LEASE FOR 3 UTILITY INTERCEPTORS
	29,831	- 2016 LEASE PAYMENT - 2ND INSTALLMENT OF 3 YR. LEASE FOR 3 UTILITY INTERCEPTORS
	57,366	- 2017 LEASE PAYMENT - 1ST INSTALLMENT OF 3 YR. LEASE FOR 6 UTILITY INTERCEPTORS
	52,098	- POLICE VEHICLE EQUIPMENT EQUIPMENT TO UPFIT (6) NEW POLICE VEHICLES

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## BUREAU DETAIL

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**Bureau:** Communications

**No:** 0602

**Department:** Police

**No:** 0060

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### **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 its 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.

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### **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.
  - Continue to work on City – County Consolidation issues.
- 

### **Prior Year Achievements:**

- Continued to train at our back-up center to ensure the ability to seamlessly operate during any conditions.
  - Initial work started for consolidation of City 911 into Northampton County 911.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

FUND 001 GENERAL  
DEPT 0060 POLICE  
BUREAU 0602 COMMUNICATIONS

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget w/ Transfers		2016 Actual & Estimated		2017 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
<b>Personnel Detail</b>										
	Number of Permanent Positions									
	-	-	-	-	-	-	-	-	-	-
<b>Total Positions</b>	-	-	-	-	-	-	-	-	-	-
<b>Account Detail</b>										
4000394 DUI OVERTIME	1,639	90	-	-	1,000		750		1,000	
Personnel	1,639	90	-	-	1,000		750		1,000	
41016 UNIFORMS/SAFETY SHOES	3,647	3,089	2,619	3,012	3,750		3,250		3,750	
Materials & Supplies	3,647	3,089	2,619	3,012	3,750		3,250		3,750	
42060 OTHER EXPENSES	670	1,208	-	108	1,500		1,500		1,000	
420772 TRANSFERS TO 9-1-1	350,000	1,100,000	1,100,000	2,085,000	1,485,000		1,485,000		1,485,000	
Purchased Services	350,670	1,101,208	1,100,000	2,085,108	1,486,500		1,486,500		1,486,000	
<b>Total</b>	<b>355,956</b>	<b>1,104,387</b>	<b>1,102,619</b>	<b>2,088,120</b>	<b>1,491,250</b>		<b>1,490,500</b>		<b>1,490,750</b>	

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

2017 BUDGET REQUEST JUSTIFICATION

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



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## BUREAU DETAIL

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**Bureau:** Records Room

**No:** 0603

**Department:** Police

**No:** 0060

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### **Bureau Description:**

The Police Records Room provides for the processing and filing of all police records and supports all areas within the police department such as patrol, traffic and investigations. The bureau stores and maintains all police information; past and present, for court purposes and investigation. Strict regulations for the storage of police records falls under City Directives and the Pennsylvania Criminal History Records Information Act (CHRIA).

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### **Goals and Objectives:**

- To accurately process and file all police records and to support various areas within the police department.
  - Upgrade and Improve the Police Records Management System (RMS) by switching from CODY to New World.
  - Phase out the microfilming of paperwork and start the scanning of that paperwork for archive reasons.
  - The training of all Record Room personnel on the New World RMS relative to their duties in the Record Room.
  - A review of existing Record Room fees to bring them up to date. Fees have not been reviewed for several years.
- 

### **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.
  - New World Training and implementation of RMS
  - Worked on Court Orders of Expungement that were not serviced in the past years.
  - Use of "lite duty" Officers (Officers injured) in the Records Room to assist in the service of Court Orders of Expungement and other Record Room duties.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

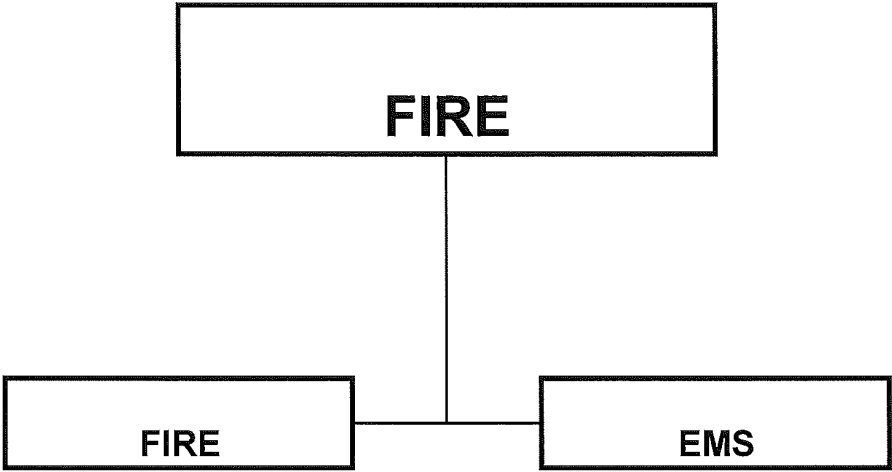
FUND 001 GENERAL  
DEPT 0060 POLICE  
BUREAU 0603 RECORDS ROOM

		2012	2013	2014	2015	2016		2016		2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
<b>Personnel Detail</b>		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
C081	Admin Aide Record Room	1	1	1	1	1	54,612	1	54,612	1	54,041
C07E	Departmental Secretary	1	1	1	1	1	51,957	1	51,957	1	51,357
C065	Secretary II	3	3	3	3	3	146,114	3	146,114	2	97,961
<b>Total Positions</b>		5	5	5	5	5	252,683	5	252,683	4	203,359
<b>Account Detail</b>											
40001	SALARIES	218,423	218,526	222,807	230,461		246,128		246,128		196,614
40002	LONGEVITY	5,200	5,440	5,680	5,920		6,555		6,555		6,745
40004	TEMPORARY HELP	6,237	-	-	-		-		-		-
<b>Personnel</b>		229,860	223,966	228,487	236,381		252,683		252,683		203,359
41013	OFFICE EXPENSE	4,635	4,189	3,723	1,987		3,605		2,500		4,000
<b>Materials &amp; Supplies</b>		4,635	4,189	3,723	1,987		3,605		2,500		4,000
42032	TRAINING/CONT. EDUCATION	-	-	596	-		-		-		-
42047	DEPARTMENT CONTRACTS	4,553	4,189	4,428	6,117		6,500		6,000		1,500
<b>Purchased Services</b>		4,553	4,189	5,024	6,117		6,500		6,000		1,500
<b>Total</b>	<b>RECORDS ROOM</b>	239,048	232,344	237,234	244,485		262,788		261,183		208,859

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

2017 BUDGET REQUEST JUSTIFICATION

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



## BUREAU DETAIL

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**Bureau:** Fire

**No:** 0701

**Department:** Fire

**No:** 0070

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### **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. In addition, the Bethlehem Fire Department has 4 specialized divisions; Certified Bomb Squad supported by Northeast Regional Task Force, Pennsylvania State Certified Hazardous -Materials Team, Water Rescue Division & Certified Fire Investigation Team under the direct supervision of the Office of the Fire Marshall.

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### **Goals and Objectives:**

- To provide fire and life safety inspections to every commercial property.
- To continue to provide life safety and property conservation to the community.
- To continue fire safety education to school age children through school visits and fire drills.
- Install an additional 500 Smoke Detectors through Mayor's Dare to Care Program.
- Place in service the new Pierce Tower Aerial by October 1, 2016.
- Fully implement Certified Fire Investigation Team.
- Investigate every fire incident through the Office of the Fire Marshall.
- Train additional 4 Fire Inspectors.
- Hire additional Firefighters for the Allentown Fire Academy Class in April of 2017 due to retirements.
- Secure Grant Funds for Quint Fire Truck & replacement Fire Engine.
- Secure Grant Funds for Self-Contained Breathing apparatus replacement in 2018.
- Provide Fire Services for all special events held throughout the City of Bethlehem.

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### **Prior Year Achievements:**

- Implemented District Firefighting with Fire Captains being placed in charge of each station.
  - Increased man-power on 2<sup>nd</sup> Alarm fire calls.
  - Up-grade Haz-Mat Team with new response truck, placed in service in March of 2015.
  - Re-assigned Fire Officers to provide supervision at the 4 fire stations.
  - Responded to over 1,300 calls for EMS service with Bethlehem EMS.
  - Responded to 3402 calls for service.
  - The department installed over 500 smoke detectors in the homes of city residents.
  - Restructured Fire Captain Positions with added Job Responsibilities.
  - Received \$400,000 from Gaming Impact Grant for New Aerial Tower.
  - Certified 13 Firefighters to Hazardous -Materials Tech Level.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

FUND 001 GENERAL  
DEPT 0070 FIRE  
BUREAU 0701 FIRE

Personnel Detail	2012	2013	2014	2015	2016		2016		2017	
	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	98,967	1	98,967	1	102,354
N110 Deputy Fire Chief	1	1	1	1	1	94,042	1	94,042	1	97,567
F441 Assistant Chief	4	4	4	4	4	318,251	4	318,251	4	335,541
F433 Captain Haz/Mat/Insp	1	1	1	-	-	-	-	-	-	-
F432 Captain-Charge of Train	1	1	1	1	1	74,588	1	74,588	1	78,619
F431 Captain	4	4	4	4	4	297,664	4	297,664	5	392,218
F423 Lieutenant Inspector	4	4	4	5	5	367,945	5	367,945	4	308,854
F421 Lieutenant	12	12	12	12	12	883,462	12	883,462	12	884,193
F402 Inspector	1	1	1	-	-	-	-	-	-	-
F401 Firefighter	82	82	82	80	80	5,345,265	80	5,345,265	80	5,297,188
2720 Business Manager	-	-	-	1	1	56,488	1	56,488	1	59,028
C072 Departmental Secretary	1	1	1	1	1	49,557	1	49,557	1	50,882
<b>Total Positions</b>	<b>112</b>	<b>112</b>	<b>112</b>	<b>110</b>	<b>110</b>	<b>7,586,229</b>	<b>110</b>	<b>7,586,229</b>	<b>110</b>	<b>7,606,444</b>
Vacancy Factor						(50,000)		(50,000)		(50,000)
						<b>7,536,229</b>		<b>7,536,229</b>		<b>7,556,444</b>
<b>Account Detail</b>										
40001 SALARIES	6,349,351	6,682,929	6,827,919	6,739,531		7,226,650		7,226,650		7,228,299
40002 LONGEVITY	321,514	334,310	330,590	293,589		309,579		309,579		328,145
40003 OVERTIME	247,505	154,488	178,235	149,343		262,000		262,000		200,000
4000371 SPECIAL TEAM DRILLS OT	12,614	17,970	13,769	28,803		20,000		15,000		20,000
40004 TEMPORARY HELP	30,783	35,504	-	-		-		-		-
40005 HOLIDAY PAY	337,295	355,511	359,057	352,224		419,200		415,000		375,000
40006 DIFFERENTIAL PAY	56,065	56,119	56,234	57,554		58,500		58,000		58,500
40007 ROSTER DUTY	28,254	38,446	34,550	50,310		48,000		45,000		48,000
40011 EDUCATION INCENT BONUS	13,739	14,370	11,863	15,904		17,000		16,250		17,000
<b>Personnel</b>	<b>7,397,120</b>	<b>7,689,647</b>	<b>7,812,217</b>	<b>7,687,258</b>		<b>8,360,929</b>		<b>8,347,479</b>		<b>8,274,944</b>
41014 OPERATING SUPPLIES	40,353	60,552	73,146	70,238		39,500		35,000		50,750
41016 UNIFORMS/SAFETY SHOES	105,882	124,130	140,928	64,407		117,810		110,000		115,750
41023 GASOLINE	64,242	57,575	59,978	34,437		37,000		35,000		39,000
<b>Materials &amp; Supplies</b>	<b>210,477</b>	<b>242,257</b>	<b>274,052</b>	<b>169,082</b>		<b>194,310</b>		<b>180,000</b>		<b>205,500</b>
42032 TRAINING/CONT. EDUCATION	32,907	47,452	53,010	17,180		35,800		35,000		62,100
42036 COMMUNICATIONS	1,524	1,962	1,693	1,320		4,000		2,500		3,000
42038 EQUIPMENT REPAIRS-FLEET	-	2,607	47	-		1,000		500		1,000
42047 DEPARTMENT CONTRACTS	7,391	11,145	3,709	3,399		3,900		3,600		3,500
42060 OTHER EXPENSES	9,687	12,741	11,569	4,941		14,400		13,500		9,400
42064 EQUIPMENT MAINTENANCE	9,666	16,206	19,015	16,853		20,800		18,000		20,800
<b>Purchased Services</b>	<b>61,175</b>	<b>92,113</b>	<b>89,043</b>	<b>43,693</b>		<b>79,900</b>		<b>73,100</b>		<b>99,800</b>
43099 EQUIPMENT	11,431	25,148	23,213	9,494		9,750		9,750		9,500
<b>Equipment</b>	<b>11,431</b>	<b>25,148</b>	<b>23,213</b>	<b>9,494</b>		<b>9,750</b>		<b>9,750</b>		<b>9,500</b>
<b>Total</b>	<b>FIRE</b>	<b>7,680,203</b>	<b>8,049,165</b>	<b>8,198,525</b>	<b>7,909,527</b>	<b>8,644,889</b>		<b>8,610,329</b>		<b>8,589,744</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	200,000	OVERTIME 200,000 - 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. SHIFT MANPOWER IS DOWN DUE TO RETIREMENTS.
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	375,000	HOLIDAY PAY 375,000 - THIS ACCOUNT IS USED FOR THE PAYMENT OF HOLIDAY PAY TO PERSONNEL FOR THE YEAR AS STIPULATED IN THE CURRENT LABOR AGREEMENT.
40006	58,500	DIFFERENTIAL PAY 58,500 - THIS AMOUNT IS NEEDED FOR THE PAYMENT OF THE ADDITIONAL \$.50 PER HOUR FOR INDIVIDUALS REQUIRED TO WORK THE NIGHT TOUR OF DUTY.
40007	48,000	ROSTER DUTY 48,000 - THIS WILL COVER THE SERVICES BY OFF-DUTY FIRE DEPARTMENT MEMBERS AT FUNCTIONS WHERE THEIR PRESENCE IS REQUIRED FOR THE SAFETY OF THE PUBLIC. THIS ACCOUNT IS RETURNED TO THE GENERAL FUND AS INCOME.
40011	17,000	EDUCATION INCENT BONUS 17,000 - PERSONNEL ARE AWARDED A BONUS FOR ACHIEVING EITHER AN ASSOCIATE OR BACHELORS DEGREE. PAYMENT FOR THIS EDUCATIONAL INCENTIVE IS FUNDED THROUGH THIS ACCOUNT.



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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	50,750	OPERATING SUPPLIES
	2,200	- NOZZLES AND REDUCERS 400 FOAM TUBE FOR NOZZLES 500 AKRON LEADER LINE WYE 1300. PISTON INTAKE VALVES
	3,500	- HOSES AND ACCESORIES FOR THE REPLACEMENT OF A HOSE THAT FAILS THE REQUIRED ANNUAL SERVICE TEST OR IS DAMAGED AT A FIRE CALL.
	1,500	- ELECTRICAL APPLIANCES & HANDLIGHTS FOR REPAIR AND REPLACEMENT OF ELECTRICAL CORDS AND ADAPTORS
	1,000	- HAND TOOLS FOR THE REPLACEMENT AND REPAIR OF PIKE POLES, AXES, HALOGEN BARS, ETC.
	5,600	- BATTERIES 1200 - PORTABLE RADIOS 800. - PASS ALARMS 500. - THERMAL IMAGING CAMERAS 500. - BOMB SQUAD ROBOT 600. - SAWZALLS 300. - METERS 500. - HAND LIGHTS 800. - SCBA 400 - BOATS
	2,500	- SELF CONTAINED BREATHING APPARATUS 1000. SPARE PARTS FOR THE REPAIR OF SCBA UNITS AND MASKS. 2000. REPLACE 10 HUD UNITS. 1000 REPLACEMENT SCBA MASKS 1500 REPLACEMENT OF DAMAGED VOICE COMMS
	4,000	- ROPE AND RESCUE EQUIPMENT NEEDED TO REPLACE AND UPDATE EXISTING EQUIPMENT. THIS INCLUDES REPEL HARNESSSES, BELTS, CARABINERS WEBBING AND PULLEYS.
	500	- FIRE EXTINGUISHERS 500. - FIRE DEPARTMENT
	250	- RECIPROCATING SAW BLADES
	5,200	- RADIOS AND COMPUTER SUPPLIES 1000.- MICROPHONE AND EARPHONE REPLACEMENT 2700 - INSPECTION TABLETS

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		1500.- REPLACEMENT OF COMPUTER HARDWARE
	6,800	- BOMB SQUAD OPERATING SUPPLIES 3300. - TOOLS 500. - X-RAY SUPPLIES 3000 - DISTRIBUTION SUPPLIES
	8,100	- HAZARDOUS MATERIALS TEAM OPERATING SUPPLIES 2600. - SPILL CONTAINMENT 1600. - CHEMICAL IDENTIFICATION SUPPLIES 950. - MITIGATION SUPPLIES 950. - DECONTAMINATION SUPPLIES 2000 - RESPIRATOR CARTRIDGES
	1,000	- RESCUE TOOLS REPLACEMENT OF DAMAGED TOOLS AND EQUIPMENT USED FOR RESCUE WORK
	2,500	- RIVER RESCUE TEAM OPERATING SUPPLIES REPLACEMENT AND MAINTENANCE OF RIVER RESCUE EQUIPMENT
	1,600	- PASS ALARMS REPLACE DAMAGED ANTENNAS AND PASS ALARMS
	4,500	- Q.R.S. MATERIALS AND SUPPLIES FOR EMS CALLS
41016	115,750	UNIFORMS/SAFETY SHOES
	54,000	- UNIFORMS - 108 FIREFIGHTERS @ 500. PER FIREFIGHTER ALL PERSONNEL ARE PROVIDED WITH WORK UNIFORMS THAT CONFORM TO NFPA STANDARD 1975 ON STATION WORK UNIFORMS FOR FIREFIGHTERS.
	3,600	- CLASS A UNIFORMS FOR NEW FIREFIGHTERS - JACKET, TROUSER SHIRT, TIE, HAT, HAT BADGE, AND UNIFORM HAT = \$605 EA.
	3,000	- BADGES, HAT SHIELDS, COLLAR INSIGNIAS AND SHOULDER PATCHES.
	1,000	- UNIFORMS FOR NEW FIREFIGHTERS.
	8,000	- BUNKER GEAR FOR NEW FIREFIGHTERS
	42,000	- BUNKER GEAR ALL BUNKER GEAR PURCHASED NOW HAS A 10 YEAR SERVICE LIFE AND MUST THEN BE REMOVED FROM SERVICE. ALL PERSONNEL ARE PROVIDED WITH BUNKER GEAR TO ASSURE THEIR SAFETY DURING EMERGENCY INCIDENTS. BUNKER GEAR INCLUDES - COATS, PANTS, HELMETS, HOODS, GLOVES, AND EYE PROTECTION. PROTECTIVE CLOTHING CONFORMS TO THE STANDARDS

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		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
	1,000 -	PROTECTIVE GEAR FOR THE MEMBERS OF THE WATER RESCUE TEAM. THIS WILL REPLACE GEAR THAT HAS BECOME WORN OR OBSOLETE.
	3,150 -	CLEANING AND REPAIR OF TURNOUTS, AS REQUIRED BY OSHA AND NFPA STANDARDS.
41023	39,000	GASOLINE
	35,000 -	GASOLINE GASOLINE AND DIESEL FUEL BASED ON THE PROJECTED VEHICLE USAGE THROUGHOUT THE YEAR.
	4,000 -	TOOL FUEL AND PRE MIXED FUEL FOR THE VENTILATION SAWS AND HYDRAULIC RESCUE TOOLS
42032	62,100	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.
	12,000 -	COST OF FOUR (4) NEW FIREFIGHTERS TO ATTEND THE ALLENTOWN FIRE ACADEMY DUE TO RETIREMENTS
	1,000 -	PURCHASE OF BOOKS FOR PERSONNEL ATTENDING LOCAL COMMUNITY COLLEGE IN RELATION TO THEIR ASSOCIATE DEGREE IN FIRE TECHNOLOGY. THESE BOOKS ARE RETURNED TO THE DEPARTMENT UPON COMPLETION OF THE COURSES AND ARE MADE AVAILABLE TO ALL DEPARTMENT PERSONNEL.
	3,000 -	THE TRAINING AND REFRESHER COURSE FOR DEPARTMENT PERSONNEL FOR FIRST RESPONDER RECERTIFICATION. THIS WILL BE IN ADDITION TO THE CPR TRAINING CONDUCTED YEARLY. OUTSIDE INSTRUCTORS MUST BE BROUGHT IN FOR THE TRAINING OF PERSONNEL. ALSO, THIS MONEY WILL BE USED TO UPGRADE FIRE PERSONNEL TO EMERGENCY MEDICAL TECHNICIANS, (EMT'S), AND TRAINING THE TRAINER COURSES IN EMS.
	2,100 -	THE UPGRADING OF HAZARDOUS MATERIALS REFERENCE MANUALS SO THAT UPDATED INFORMATION IS AVAILABLE TO EMERGENCY PERSONNEL. WITH THE DAILY ADDITION OF CHEMICALS AND

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		MATERIALS, THESE REFERENCE MANUALS MUST BE UPDATED YEARLY SO THAT THE BEST CURRENT DATA IS AVAILABLE FOR RESPONDING EMERGENCY PERSONNEL. OLD REFERENCE MANUALS ARE STILL USED FOR NORMAL DAILY REFERENCE AND TRAINING.
	6,000	- BOMB SQUAD MEMBERS ATTENDANCE TO SCHOOLS AND ATTENDANCE TO THE INTERNATIONAL ASSOCIATION OF BOMB TECHNICIANS AND INVESTIGATORS REGIONAL & INTERNATIONAL CONFERENCES.
	2,500	- UPGRADING OF CODE BOOKS, CODE REFERENCE BOOKS & CODE HANDBOOKS, FOR UPDATING OF FIRE CODE MATERIALS FOR THE INSPECTIONS OFFICE AND FIRE MARSHALL
	2,500	- REPLACING OUTDATED FIRE DEPARTMENT TRAINING MANUALS
	6,000	- 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
	8,000	- FIRE INVESTIGATORS AND FIRE INSPECTORS TRAINING FOR RE-CERTIFICATIONS
	2,500	- FIRE INSPECTOR TRAINING AND SEMINARS, . OUTSIDE CLASSES, ETC.
42036	3,000	COMMUNICATIONS
	3,000	- WIRELESS AIRCARD SERVICE FOR HAZ-MAT, BOMB SQUAD, AND INSPECTIONS
42038	1,000	EQUIPMENT REPAIRS - FLEET
	1,000	- EQUIPMENT REPAIR THIS ACCOUNT IS USED FOR MINOR EQUIPMENT REPAIRS THROUGHOUT THE YEAR.
42047	3,500	DEPARTMENT CONTRACTS
	3,500	- THE TESTING AND INSPECTION OF AERIAL APPARATUS TO COMPLY WITH APPARATUS SAFETY CERTIFICATION. THIS PROGRAM ALSO INCLUDES SCHEDULED TESTING OF ALL GROUND LADDERS USED BY THE DEPARTMENT TO ENSURE THAT THEY ARE SAFE FOR EMERGENCY USE. THESE TESTING PROGRAMS ARE MANDATED BY NFPA 1904, STANDARD FOR TESTING FIRE DEPARTMENT AERIAL LADDERS AND ELEVATING PLATFORMS AND NFPA 1932, STANDARD ON USE, MAINTENANCE AND SERVICE TESTING OF FIRE DEPARTMENT GROUND LADDERS.

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42060	9,400	OTHER EXPENSES
	3,000	- FIRE PREVENTION MATERIALS: PURCHASE OF PAMPHLETS, BOOKS AND PROMOTIONAL MATERIAL TO BE USED TO EDUCATE THE PUBLIC IN FIRE AND BURN PREVENTION.
	500	- COST TO REPLACE BROKEN OR DAMAGED EYEGLASSES AS SPECIFIED BY THE LABOR AGREEMENT IN EFFECT.
	1,000	- RENEWAL OF MEMBERSHIPS FOR THE FIRE CHIEF, DEPUTY CHIEF, AND DEPARTMENT
	1,200	- MEMBERSHIP OF ALL BOMB SQUAD MEMBERS TO THE INTERNATIONAL ASSOCIATION OF BOMB TECHNICIANS AND INVESTIGATORS. THIS MEMBERSHIP IS MANDATORY TO BE ASSOCIATED WITH THE LOCAL BOMB SQUAD AND TO RECEIVE TRAINING. THESE INDIVIDUALS ARE TRAINED ON THEIR OWN TIME AND USE THEIR OWN FUNDS FOR DUES TO THE LOCAL BOMB SQUAD. X-RAY BADGE RENEWAL.
	1,500	- THE IMMUNIZATION OF ALL NEW FIRE DEPARTMENT PERSONNEL FOR HEPATITIS "B". THIS IS STRONGLY ADVISED BY THE MEDICAL PROFESSION SINCE THE ENTIRE DEPARTMENT HAS BEEN IMMUNIZED. THIS WILL COVER COSTS FOR NEW PERSONNEL AND BLOOD TESTS FOR NEW HAZ-MAT TEAM MEMBERS.
	1,000	- BLASTER'S LICENSE FOR SIX (6) BOMB SQUAD MEMBERS, REQUIREMENT BY PA. D.E.R.
	750	- BOTTLED WATER AND REHAB SUPPLIES FOR USE AT FIRE CALLS.
	450	- XRAY REGISTRATION FOR BOMB SQUAD.
42064	20,800	EQUIPMENT MAINTENANCE
	2,000	- HYDRO-STATIC TESTING OF COMPRESSED AIR CYLINDERS FOR SELF CONTAINED BREATHING APPARATUS AND AIR STORAGE SYSTEMS. THIS TESTING MUST BE DONE EVERY THREE (3) YEARS FOR FIBERGLASS WRAPPED CYLINDERS IN ACCORDANCE WITH DEPARTMENT OF TRANSPORTATION REGULATIONS TO CHECK CYLINDER INTEGRITY UNDER PRESSURE.
	1,700	- HYDROSTATIC TESTING, MAINTENANCE AND RECHARGING OF PORTABLE FIRE EXTINGUISHERS
	4,500	- ANNUAL TESTING OF SCBA AND FACEPIECES
	400	- NOZZLE REPAIR KITS
	500	- THE SERVICE AND PREVENTIVE MAINTENANCE OF HYDRAULIC OPERATED TOOLS.

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	500	- ROUTINE MAINTENANCE ON ALL EXERCISE EQUIPMENT WHICH INCLUDES CHANGING CABLES, BELTS, LUBRICATION ETC.
	2,800	- MAINTENANCE FOR BREATHING AIR-COMPRESSOR. INCLUDES EMERGENCY SERVICING, ROUTINE MAINTENANCE AND ANNUAL CHECK OUTS.
	1,900	- MAINTENANCE OF GAS POWERED EQUIPMENT, CHAIN SAW SHARPENING AND OTHER MISCELLANEOUS SMALL TOOLS MAINTENANCE.
	4,000	- MAINTENANCE LABOR AND CALIBRATION GASES FOR GAS DETECTION METERS
	1,000	- EQUIPMENT MAINTENANCE CABLE SPRAY, LUBRICANT, WAX AND POLISH FOR APPARATUS.
	1,500	- PARTS FOR THE REPAIR AND MAINTENANCE OF FIRE HOSE.
43099	9,500	EQUIPMENT
	9,500	- 2ND YEAR OF A 3 YEAR LEASE OF A FORD EXPLORER FOR THE INSPECTIONS DEPARTMENT

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## BUREAU DETAIL

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**Bureau:** EMS

**No:** 0702

**Department:** Fire

**No:** 0070

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### **Bureau Description:**

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

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### **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 11,152 calls.
  - Mutual Aid EMS responded to 787 calls.
  - Transported 9463 patients to area hospitals.
  - Maintained a fleet of eight State Certified BLS/ALS ambulances and 2 BLS/ALS Tahoe Supervisor vehicles.
  - Instituted a near-paperless electronic patient care report system.
  - Further streamlined the EMS Billing system, bringing the claim turn-around time from 25 days to 5 days.
  - Deployed the Bethlehem EMS Bike Team to Musikfest, Celtic Classic, VIA and Runner's World marathons.
  - Received the Silver level designation from Mission Lifeline EMS for early recognition and treatment of cardiac patients.
  - Renewed the Master level designation from the PA Department of Health for providing improved emergency care to children.
  - Provided EMS stand-by coverage for Celtic Classic, LVHN Marathon for Via, Bethlehem Area School District Stadium Varsity Football Games, Highmark Blue Shield 5K Race, Sands Casino Event Center, Runners World Trail Run, 5K, 10K and Half Marathon, Two-Rivers Roller Derby, and Musikfest.
  - Provided Heart Saver First Aid / CPR / AED training to City of Bethlehem Employees (Police, Fire, SEIU and TAMS).
  - Partner with Liberty High School and Bethlehem Catholic High School for SADD Crash Presentations.
  - Participated in preparedness drills with City and other agencies for such things as pandemics, surges, airport incidents and active shooter incidents.
  - Continued with Peer Review Quality Assurance and Improvement of patient care, customer service and documentation to measure the quality of medical care provided to the patient as well as compliance.
  - Continued PCR documentation training updates for staff to minimize liability and maximize reimbursement.
  - Maintained the usage of dual vision video cameras in the ambulance fleet.
  - Updated dispatchers on emergency medical dispatch (EMD) changes.
  - Participated in the Tactical Emergency Medical Service component of the Police Emergency Response Team.
  - Preceptors for paramedic students, PHRN's, physician assistants from DeSales University and emergency department physicians.
  - Provided familiarization of EMS training for emergency room nurses, newly hired BPD and BFD employees.
  - Partnered with St. Luke's University Hospital, Lehigh Valley Hospital, and Easton Hospital to provide continuing education for EMS providers.
  - Emergency Medical Service presentations to local churches, neighborhood block watch groups and the Citizens Academy.
-



**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget w/ Transfers		2016 Actual & Estimated		2017 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
<b>Personnel Detail</b>										
	<b>Number of Permanent Positions</b>									
3208 EMS Director	1	1	1	1	1	93,241	1	93,241	1	93,118
3025 Assistant EMS Director	1	1	1	-	-	-	-	-	-	-
2912 Paramedic Supervisor	2	2	2	2	2	152,727	2	152,727	2	158,670
E141 Paramedic	20	20	20	20	20	1,288,136	20	1,288,136	20	1,264,470
<b>Total Positions</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>23</b>	<b>23</b>	<b>1,534,104</b>	<b>23</b>	<b>1,534,104</b>	<b>23</b>	<b>1,516,258</b>
<b>Account Detail</b>										
40001 SALARIES	1,418,968	1,422,063	1,454,941	1,392,468		1,519,544		1,519,544		1,499,063
40002 LONGEVITY	13,590	15,520	16,960	12,880		14,560		14,560		17,195
40003 OVERTIME	119,321	161,892	83,900	108,804		118,929		115,000		153,421
40004 TEMPORARY HELP	152,809	153,449	203,381	243,766		180,669		178,000		152,103
40005 HOLIDAY PAY	85,049	83,332	87,588	86,646		97,505		96,500		90,000
40006 DIFFERENTIAL PAY	5,372	5,794	7,457	7,309		8,760		8,000		8,760
40007 ROSTER DUTY	37,086	92,570	112,726	84,443		75,264		75,264		77,536
40008 MEAL REIMBURSEMENT	2,080	2,678	1,641	2,028		3,200		2,250		3,000
<b>Personnel</b>	<b>1,834,275</b>	<b>1,937,298</b>	<b>1,968,594</b>	<b>1,938,344</b>		<b>2,018,431</b>		<b>2,009,118</b>		<b>2,001,078</b>
41014 OPERATING SUPPLIES	45,101	47,277	51,773	45,704		44,500		40,000		44,000
41016 UNIFORMS/SAFETY SHOES	13,355	17,241	15,661	15,264		16,288		15,500		16,158
41023 GASOLINE	52,056	43,785	44,110	29,055		30,844		29,500		31,000
<b>Materials &amp; Supplies</b>	<b>110,512</b>	<b>108,303</b>	<b>111,544</b>	<b>90,023</b>		<b>91,632</b>		<b>85,000</b>		<b>91,158</b>
42032 TRAINING/CONT. EDUCATION	2,626	1,578	804	1,813		4,500		2,250		3,500
420381 EQUIP REPAIRS-AMBULANCE	1,804	1,689	13,480	4,049		1,500		1,200		1,500
42047 DEPARTMENT CONTRACTS	116,337	117,020	99,329	100,721		117,250		116,000		112,007
42060 OTHER EXPENSES	13,020	7,138	5,635	5,208		4,000		3,800		6,900
<b>Purchased Services</b>	<b>133,787</b>	<b>127,425</b>	<b>119,248</b>	<b>111,791</b>		<b>127,250</b>		<b>123,250</b>		<b>123,907</b>
43099 EQUIPMENT	40,064	11,787	49,582	48,645		83,645		83,645		83,645
<b>Equipment</b>	<b>40,064</b>	<b>11,787</b>	<b>49,582</b>	<b>48,645</b>		<b>83,645</b>		<b>83,645</b>		<b>83,645</b>
<b>Total</b>	<b>EMS</b>	<b>2,118,638</b>	<b>2,184,813</b>	<b>2,248,968</b>	<b>2,188,803</b>	<b>2,320,958</b>		<b>2,301,013</b>		<b>2,299,788</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	153,421	OVERTIME
	101,700	- OVERTIME HOURS TO FILL OPEN SHIFTS WHEN (20) PARAMEDICS ARE ON VACATION, P-DAYS, SICK LEAVE, AND BIRTHDAY HOLIDAY (2222 HOURS X \$45.77)
	21,970	- OVERTIME HOURS FOR (5) PARAMEDICS TO TRAIN WITH POLICE EMERGENCY RESPONSE TEAM (TEMS) (480 HOURS X \$45.77)
	13,731	- OVERTIME HOURS TO FILL OPEN SHIFTS FOR (20) PARAMEDICS FOR TRAINING, DRILLS, PUBLIC RELATIONS EVENTS, STAFF MEETINGS (300 HOURS X \$45.77)
	16,020	- OVERTIME HOURS TO COMPLETE REQUIRED PATIENT CARE REPORT FOR LATE CALLS AT END OF WORK SHIFT (350 HOURS X \$45.77)
40004	152,103	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)
	37,460	- CONTRACTED ADMINISTRATIVE ASSISTANT/BILLING CLERK (\$18.01/HR. X 2080 HRS.)
	46,592	- PART-TIME PARAMEDIC HOURS FOR TUESDAY DAY & NIGHT SHIFT (\$22.40/HR. REGULAR AND \$33.60/HR. HOLIDAY/PREMIUM) 20 HOURS X 2 PARAMEDICS X 52 WEEKS = 2080 HRS.
	7,168	- PART-TIME PARAMEDIC ORIENTATION = 320 HRS. (\$22.40/HR.)
	40,723	- PART-TIME PARAMEDIC HOURS TO FILL FOR (20) FULL-TIME PARAMEDICS VACATIONS, AND B-DAY (\$22.40/HR. REGULAR, \$33.60/HR. HOLIDAY AND PREMIUM) = 1818 HOURS
40005	90,000	HOLIDAY PAY
	90,000	- 12 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	77,536	ROSTER DUTY
	2,747	- REIMBURSABLE BY AGREEMENT: CELTIC CLASSIC AMBULANCE STAND-BY 60 HOURS AT \$45.77 / HOUR
	1,922	- REIMBURSABLE BY AGREEMENT: BASD STADIUM FOOTBALL GAME AMBULANCE STAND-BYS 42 HOURS AT \$45.77 / HOUR
	13,731	- REIMBURSABLE BY AGREEMENT: MUSIKFEST AMBULANCE STAND-BY 300 HOURS AT \$45.77 / HOUR
	1,830	- REIMBURSEMENT BY AGREEMENT: MISCELLANIOUS STAND-BY REQUESTS 40 HOURS AT \$45.77 / HOUR
	8,239	- RUNNERS WORLD RACE WEEKEND 180 HOURS AT \$45.77 / HOUR
	43,940	- SANDS EVENT CENTER (SMG)

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		960 HOURS AT \$45.77 / HOUR
	2,197	- SANDS CASINO RESORT
		48 HOURS AT \$45.77 / HOUR
	1,831	- 5K RACES
		40 HOURS AT \$45.77 / HOUR
	1,099	- BECAHI VARSITY FOOTBALL
		24 HOURS AT \$45.77 / HOUR
40008	3,000	MEAL REIMBURSEMENT
	3,000	- MEAL COMPENSATION OF \$13.00 FOR PARAMEDICS WORKING GREATER THAN 14 HOURS STRAIGHT AS PER UNION CONTRACT.
41014	44,000	OPERATING SUPPLIES
	300	- REPLACEMENT OF BROKEN HAND TOOLS.
	2,000	- CARDIAC MONITOR/EKG PAPER.
	1,800	- CARDIAC MONITOR PATIENT PACING, AND DEFIBRILLATION PADS.
	900	- OXYGEN CYLINDER REPLACEMENT AND REPAIRS.
	650	- INFECTION CONTROL CLEANING AND DISPOSABLE PROTECTION SUPPLIES.
	900	- REPAIRS TO MEDICAL EQUIPMENT, NOT INCLUDING STRETCHERS AND VEHICLES.
	900	- REPAIRS TO OXYGEN EQUIPMENT FOR EMS AND FIRST RESPONDERS.
	2,500	- DISPOSABLE GLOVES, GOWNS, GOGGLES, ETC.
	10,000	- MEDICAL OXYGEN AND TANK RENTAL.
	7,000	- MEDICAL SUPPLIES ALS AND BLS.
	250	- PROTECTIVE WORK GLOVES.
	6,500	- FIRST RESPONDER SUPPLIES FOR POLICE AND FIRE.
	3,500	- AED BATTERIES AND PADS FOR CITY HALL, FIRST RESPONDERS, AND OTHER CITY FACILITIES.
	1,800	- REPLACEMENT OF EXPIRED MEDICATIONS AND THE PURCHASE OF REQUIRED MEDICATIONS AND DRUGS.
	3,500	- BATTERIES AND CHARGERS FOR RADIOS AND OTHER EQUIPMENT. (RECHARGEABLE NICAD AND ALKALINE)
	1,500	- CARDIAC MONITOR SUPPLIES FOR PULSEOX MONITORING
41016	16,158	UNIFORMS/SAFETY SHOES
	1,500	- BADGES, EMBLEMS, PATCHES, ETC.
	3,750	- OUTERWEAR - RAINWEAR, COATS, JACKETS.
	2,990	- STEEL TIP SAFETY SHOES FOR 24 PARAMEDICS AS PER UNION CONTRACT AT \$130 PER PAIR OF SHOES.
	3,750	- UNIFORM PANTS
	4,168	- UNIFORM SHIRTS (SHORT SLEEVE AND LONG SLEEVE)
41023	31,000	GASOLINE
	31,000	- 15,500 GALLONS OF DIESEL FUEL AT \$2.00/GAL.
42032	3,500	TRAINING/CONTINUING ED.
	3,000	- MISCELLANEOUS TRAINING FOR STAFF.
	500	- EVOC, HAZMAT AND BIOHAZARD TRAINING.

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
420381	1,500	EQUIP. REPRS.-AMBULANCE 1,500 - MINOR REPAIRS, COSMETIC, AND APPEARANCE ITEMS FOR AMBULANCES.
42047	112,007	DEPARTMENT CONTRACTS 13,100 - SERVICE CONTRACT WITH MEDTRONIC/PHYSIO CONTROL FOR CARDIAC MONITORS. 4,355 - MEDPRO SERVICE CONTRACT FOR STRETCHERS. 7,000 - MEDCOM SERVICE FEES FOR MEDICAL COMMAND. 650 - PENNSYLVANIA AMBULANCE ASSOCIATION FEES. 60,502 - AMBULANCE BILLING SERVICE FEES. 3,000 - ALS SERVICE MEDICAL DIRECTOR FEE. 4,400 - ECORE INTERNET SCHEDULING YEARLY FEE 14,000 - ELECTRONIC PATIENT CARE REPORT YEARLY FEE BASE FEE, GEO CODING, FAX, CAD AND BILL INTERFACE 5,000 - PROFESSIONAL SERVICE AGREEMENT WITH PAGE WOLFBERG AND WIRTH LLC
42060	6,900	OTHER EXPENSES 1,500 - STATIONARY SUPPLIES, PRINTER CARTRIDGES, ETC. 1,000 - REPAIR AND MAINTENANCE OF SMALL HAND TOOLS, RESCUE EQUIPMENT, AND VEHICLE MAINTENANCE ITEMS. 1,500 - MAINTENANCE AND CLEANING ITEMS FOR THE STATION AND AMBULANCES 900 - TRAINING MANUALS, JOURNALS, TAPES, SOFTWARE, ETC. 2,000 - BUILDING, APPLIANCE, FURNITURE REPAIR OR REPLACEMENT.
43099	83,645	EQUIPMENT 48,645 - 2014 GMC HORTON 553 AMBULANCE LEASE-PURCHASE FINANCING FOR 4 YEARS (4 ANNUAL PAYMENTS WITH NO APPLICATION OR CLOSING COST) LESSEE WILL OWN WITHOUT FURTHER COST. (YEAR 4 OF 4) 35,000 - PURCHASE OF ONE (1) LIFEPAK 15 CARDIAC MONITOR FOR UNIT 1062, REPLACING AN AGING LIFEPAK 12

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## BUREAU DETAIL

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**Bureau:** General Expenses

**No:** 0801

**Department:** General Fund

**No:** 0080

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**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.

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

FUND 001 GENERAL  
DEPT 0080 GENERAL FUND  
BUREAU 0801 GENERAL EXPENSES

	2012	2013	2014	2015	2016	2016	2017	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget	
<b>Personnel Detail</b>	<b>Number of Permanent Positions</b>				<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>
	-	-	-	-	-	-	-	-
<b>Total Positions</b>	-	-	-	-	-	-	-	-
<b>Account Detail</b>								
41013 OFFICE EXPENSE	8,989	4,121	5,740	6,729	8,000	7,000	20,000	
41025 POSTAGE	15,615	14,896	7,166	6,665	38,000	32,000	28,300	
<b>Materials &amp; Supplies</b>	24,604	19,017	12,906	13,394	46,000	39,000	48,300	
42036 COMMUNICATIONS	170,778	49,942	73,059	101,755	210,000	205,000	185,000	
42047 DEPARTMENT CONTRACTS	-	-	36,140	39,994	50,000	45,000	120,000	
42049 REFUNDS	180	290	220	-	4,000	2,000	4,000	
42051 VACANCY FACTOR	-	-	-	-	-	-	(100,000)	
42052 OCCUPATION ED PROGRAM	10,400	-	-	-	-	-	-	
42055 PROFESSIONAL SERVICES	172,865	245,373	116,893	265,770	188,700	155,000	175,000	
42058 UNEMPLOYMENT COMPENSATION	127,973	41,524	58,888	6,934	41,780	22,000	30,000	
42059 HEART & LUNG ACT	-	-	-	-	1,000	500	1,000	
42064 EQUIPMENT MAINTENANCE	100	493	279	-	2,000	1,000	2,000	
42068 TRANSFER TO NON-UTILITY	1,085,000	1,200,000	-	-	-	-	-	
42071 PRIOR YEAR ENCUMBRANCES	67,168	21,004	24,630	5,875	3,000	2,550	14,500	
42072 PENSIONS-POLICEMEN	2,520,217	3,494,690	3,520,610	4,298,925	4,430,587	4,430,587	4,463,427	
42073 PENSIONS-FIRE	1,492,989	2,245,105	2,223,040	2,683,110	2,550,742	2,550,742	2,595,844	
42074 PENSIONS-O&E	114,775	552,036	540,969	199,054	-	-	-	
42075 PENSIONS-PMRS MMO	1,341,886	1,886,301	-	1,110,832	1,172,182	1,172,182	1,172,225	
420751 DEF CONTRIB PLAN MATCH	194,302	177,313	175,807	180,144	206,200	202,000	200,000	
42076 TRUST PAYMENTS	7,000	4,500	6,300	4,775	10,000	7,500	8,000	
420771 LANDFILL TRANSFER	884,245	142,678	318,629	878,292	882,632	882,632	879,815	
42079 CONTINUOUS IMPROVEMENT	2,153	212	113	-	5,000	3,500	5,000	
420802 CITY INSURANCE PACKAGE	501,986	610,051	467,042	554,806	677,500	665,000	650,000	
42084 GROUP LIFE INSURANCE	67,813	69,380	74,444	77,965	78,500	78,000	78,500	
420841 LONG TERM DISABILITY INS	24,894	19,822	19,886	19,336	30,000	26,000	30,000	
42085 MEDICAL INSURANCE	5,554,815	5,579,565	5,564,331	7,006,848	7,311,044	7,100,000	7,593,979	
42086 WORKMEN'S COMPENSATION	1,277,961	1,336,021	1,114,607	1,244,095	1,189,000	1,189,000	1,109,800	
42087 SOCIAL SECURITY	1,236,516	1,275,735	1,308,658	1,349,028	1,434,000	1,420,000	1,430,105	
42088 ACCUMULATED SICK LEAVE	80,225	151,263	118,686	125,675	145,000	135,500	150,000	
42090 UNFORSEEN CONTINGENCY	-	-	34	13,117	101,704	-	5,000	
<b>Purchased Services</b>	16,936,241	19,103,298	15,763,265	20,166,330	20,724,571	20,295,693	20,803,195	
<b>Total</b> GENERAL EXPENSES	16,960,845	19,122,315	15,776,171	20,179,724	20,770,571	20,334,693	20,851,495	

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	20,000	OFFICE EXPENSE 20,000 - COVERS OFFICE SUPPLIES, PAPER AND ENVELOPES.
41025	28,300	POSTAGE 28,300 - POSTAGE FOR GENERAL FUND
42036	185,000	COMMUNICATIONS 185,000 - ESTIMATED COMMUNICATIONS COST.
42047	120,000	DEPARTMENT CONTRACTS 50,000 - PRINTING/MAILING CONTRACT WITH LEVEL ONE 60,000 - COPIER/PRINTER/WORKSTATION LEASES 10,000 - FORMS PRINTING
42049	4,000	REFUNDS 4,000 - THIS ACCOUNT IS NEEDED FOR MISCELLANEOUS REFUNDS OF MONEY COLLECTED.
42051	-100,000	VACANCY FACTOR -100,000 - SAVINGS FROM EARLY RETIREMENT INCENTIVE
42055	175,000	PROFESSIONAL SERVICES 175,000 - 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	14,500	PRIOR YEAR ENCUMBRANCES 14,500 - THIS AMOUNT IS BASED ON ITEMS ENCUMBERED IN PRIOR YEAR WHICH WILL NOT BE RECEIVED UNTIL 2017.
42072	4,463,427	PENSIONS - POLICEMEN 4,463,427 - MMO CONTRIBUTION REQUIRED BY ACT 205
42073	2,595,844	PENSIONS - FIRE 2,595,844 - MMO CONTRIBUTION REQUIRED BY ACT 205
42075	1,172,225	PENSIONS - P.M.R.S. MMO 1,172,225 - MMO CONTRIBUTION REQUIRED BY ACT 205 AND DEBT SERVICE.
420771	879,815	LANDFILL TRANSFER 879,815 - FUNDS NEEDED TO PAY LANDFILL DEBT SERVICE.
42079	5,000	CONTINUOUS IMPROVEMENT 5,000 - COSTS ASSOCIATED WITH CONTINUOUS IMPROVEMENT.
42088	150,000	ACCUMULATED SICK LEAVE 150,000 - PROVIDE FOR RETIREES UNUSED SICK DAYS COMPENSATION AND PAYMENT FOR UNUSED SICK DAYS FOR ACTIVE EMPLOYEES PER CONTRACT AGREEMENT.



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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42090	5,000	UNFORESEEN CONTINGENCY 5,000 - THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN AT THE TIME OF BUDGET PREPARATION

## BUREAU DETAIL

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**Bureau:** Civic Expenses      **No:** 0901      **Department:** General Fund      **No:** 0090

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### **Bureau Description:**

This bureau provides City contributions to various local civic agencies.

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### **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

	2012	2013	2014	2015	2016		2016		2017	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
<b>Personnel Detail</b>	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-	-	-
<b>Total Positions</b>	-	-	-	-	-	-	-	-	-	-
<b>Account Detail</b>										
95004 MEMORIAL DAY DECOR	900	900	900	-	900	900	900	900		900
95005 PA LEAGUE OF CITIES	29,393	29,393	29,393	28,943	29,400	28,943	28,943	28,943		29,400
95006 FOURTH OF JULY	25,000	31,000	31,000	31,800	31,800	31,800	31,800	31,800		32,000
95007 LIBRARY	1,277,000	1,277,000	1,277,082	1,277,082	1,315,934	1,315,934	1,315,934	1,315,934		1,315,934
95008 HALLOWEEN PARADE	8,171	10,865	11,659	11,370	12,000	11,750	11,750	11,750		12,000
95009 FINE ARTS COMMISSION	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400		7,400
95010 MUSIC FUND	29,544	28,000	27,986	28,000	28,000	28,000	28,000	28,000		28,000
95012 DOWNTOWN INITIATIVE	-	-	-	-	-	-	-	-		50,000
95020 SISTER CITY	4,000	-	14,423	-	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
<b>Civic Expenses</b>	1,384,677	1,387,827	1,403,112	1,387,864	1,432,703	1,431,996	1,431,996	1,431,996		1,480,903
<b>Total</b>	<b>CIVIC EXPENSES</b>	1,384,677	1,387,827	1,403,112	1,387,864	1,432,703	1,431,996	1,431,996		1,480,903

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
95012	50,000	DOWNTOWN INITIATIVE 50,000 - STRATEGIC MARKETING EFFORT FOR ALL DOWNTOWN BUSINESS DISTRICTS THAT INCLUDES THE CURRENT AND ONGOING WEBSITE ANALYSIS ALONG WITH OTHER APPROACHES INCLUDING THE BRANDING EFFORT OF THE DBA. ALSO, INCLUDES EXPANDING THE INFRASTRUCTURE IMPROVEMENTS MADE TO MAIN STREET (MUSIC, PLANTERS, ETC.) EAST ON BROAD TO NEW STREET.

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## BUREAU DETAIL

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**Bureau:** Debt Service

**No:** 1001

**Department:** General Fund

**No:** 0100

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**Bureau Description:**

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

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**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

	2012	2013	2014	2015	2016		2016		2017	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
<b>Personnel Detail</b>					#	Salaries	#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-	-	-
<b>Total Positions</b>	-	-	-	-	-	-	-	-	-	-
<b>Account Detail</b>										
42091 BOND REDEMPTION	2,150,000	3,509,000	3,465,000	1,976,000	2,002,000	2,002,000	2,002,000	2,002,000	2,560,000	2,560,000
42092 COUPON INTEREST	4,067,041	3,971,138	3,964,786	3,412,080	3,555,824	3,555,824	3,555,824	3,555,824	3,255,200	3,255,200
<b>Purchased Services</b>	6,217,041	7,480,138	7,429,786	5,388,080	5,557,824	5,557,824	5,557,824	5,557,824	5,815,200	5,815,200
<b>Total</b> DEBT SERVICE	6,217,041	7,480,138	7,429,786	5,388,080	5,557,824	5,557,824	5,557,824	5,557,824	5,815,200	5,815,200

**Schedule of Payment of Bond & Note Indebtedness**

	Beth. Authority Guaranteed Lease Revenue Bond											
	Series of 2010 C		Series A of 2011		Series of 2011 A		Series of 2011 B		Series of 2013 A		Series of 2013 B	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2017	1,800,000	192,055	75,000	1,032,569		510,900	5,000	440,700	240,000	148,759	605,000	274,815
2018	1,370,000	128,155	325,000	1,028,725		510,900	5,000	440,375	245,000	143,959	620,000	259,261
2019	1,415,000	79,520	340,000	1,012,069		510,900	5,000	440,050	250,000	139,059	640,000	241,770
2020	825,000	29,288	750,000	994,644		510,900	5,000	439,725	255,000	134,059	660,000	221,214
2021			1,920,000	956,206		510,900	5,000	439,400	265,000	128,576	660,000	198,364
2022			1,775,000	857,806		510,900	5,000	439,075	265,000	122,216	710,000	172,232
2023			1,875,000	749,088		510,900	5,000	438,750	275,000	115,459	740,000	143,527
2024			1,745,000	634,244		510,900	5,000	438,425	285,000	107,759	770,000	112,128
2025			2,230,000	527,363		510,900	5,000	438,100	290,000	99,209	805,000	76,377
2026			2,120,000	390,775		510,900	5,000	437,775	295,000	90,509	840,000	39,001
2027			3,125,000	260,925		510,900	5,000	437,450	310,000	81,290		
2028			1,135,000	69,519	1,035,000	510,900	905,000	437,125	320,000	71,603		
2029					1,750,000	443,625	1,520,000	378,300	330,000	61,203		
2030					1,730,000	329,875	1,505,000	279,500	335,000	50,065		
2031					1,840,000	217,425	1,600,000	181,675	355,000	38,675		
2032					1,505,000	97,825	1,195,000	77,675	370,000	26,250		
2033									380,000	13,300		
2034												
	<u>5,410,000</u>	<u>429,018</u>	<u>17,415,000</u>	<u>8,513,931</u>	<u>7,860,000</u>	<u>7,219,550</u>	<u>6,780,000</u>	<u>6,184,100</u>	<u>5,065,000</u>	<u>1,571,948</u>	<u>7,070,000</u>	<u>1,738,690</u>

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

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

Series B & C of 2014 were used for and toward the funding/restructuring of the City's unfunded accrued actuarial liability in its employee pension funds.



Series of 2014 A		Series of 2014 B		Series of 2014 C		Series of 2015 A		Series of 2015 B		Total
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
5,000	48,350	965,000	983,517	1,035,000	1,103,723	30,000	144,158	320,000	58,750	10,018,296
250,000	48,300	990,000	965,944	1,055,000	1,084,876	30,000	143,813	325,000	52,350	10,021,657
250,000	43,300	1,025,000	939,699	1,085,000	1,056,908	35,000	143,363	330,000	45,850	10,027,488
265,000	35,800	1,295,000	909,452	1,115,000	1,024,889	35,000	142,663	340,000	39,250	10,026,882
15,000	25,200	1,320,000	868,025	1,150,000	989,220	35,000	141,963	345,000	32,450	10,025,305
325,000	24,900	1,305,000	822,234	1,190,000	949,327	35,000	141,132	350,000	25,550	10,025,372
630,000	17,588	1,055,000	774,497	1,235,000	905,797	35,000	140,300	360,000	17,675	10,023,579
105,000	2,625	1,095,000	733,795	1,280,000	858,150	825,000	139,469	365,000	9,125	10,021,620
		1,140,000	689,907	1,335,000	806,848	955,000	118,844			10,027,548
		1,190,000	641,936	1,390,000	750,671	1,235,000	93,775			10,030,342
		1,245,000	587,101	1,455,000	686,620	1,275,000	59,813			10,039,099
		1,300,000	529,731	1,520,000	619,574	690,000	21,563			9,165,014
		1,360,000	469,827	1,590,000	549,532					8,452,487
		1,430,000	401,882	1,670,000	470,096					8,201,417
		1,500,000	330,439	1,755,000	386,662					8,204,876
		1,570,000	255,499	1,840,000	298,983					7,236,232
		1,655,000	174,707	1,935,000	204,296					4,362,303
		1,740,000	89,540	2,035,000	104,721					3,969,262
<u>1,845,000</u>	<u>246,063</u>	<u>23,180,000</u>	<u>11,167,731</u>	<u>25,670,000</u>	<u>12,850,893</u>	<u>5,215,000</u>	<u>1,430,856</u>	<u>2,735,000</u>	<u>281,000</u>	<u>159,878,778</u>

**Debt Service**

<b>Bureau 1001</b>	<u>2016</u>	<u>2017</u>
Series of 2008		
Principal	382,000	-
Interest	15,128	-
Series C of 2010		
Principal	610,000	1,800,000
Interest	213,710	192,055
Bethlehem Authority Guaranteed Lease Revenue Bond Series A of 2011		
Principal	100,000	75,000
Interest	1,037,694	1,032,569
Series A of 2011		
Principal	-	-
Interest	510,900	510,900
Series B of 2011		
Principal	5,000	5,000
Interest	441,025	440,700
Series A of 2013		
Principal	125,000	240,000
Interest	151,259	148,759
Series A of 2014		
Principal	5,000	5,000
Interest	48,388	48,350
Series B of 2014		
Principal	745,000	965,000
Interest	993,262	983,517
Series A of 2015		
Principal	30,000	30,000
Interest	<u>144,458</u>	<u>144,158</u>
	<u>5,557,824</u>	<u>6,621,008</u>
2017 Debt Refinancing		<u>(805,808)</u>
		<u>5,815,200</u>
 <b>Bureau 0801- Landfill Transfer</b>		
Series B of 2013		
Principal	595,000	605,000
Interest	<u>287,632</u>	<u>274,815</u>
	<u>882,632</u>	<u>879,815</u>
 <b>Bureau 0505 - Street Lighting</b>		
Series B of 2015		
Principal	250,000	320,000
Interest	<u>61,250</u>	<u>58,750</u>
	<u>311,250</u>	<u>378,750</u>
 <b>Bureau 0801- PMRS MMO</b>		
Series C of 2014		
Principal	1,025,000	1,035,000
Interest	<u>1,117,130</u>	<u>1,103,723</u>
	<u>2,142,130</u>	<u>2,138,723</u>
 <b>Total General Fund</b>	<u>8,893,836</u>	<u>9,212,488</u>

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

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Budget w/ Transfers</u>	<u>2016 Actual &amp; Estimated</u>	<u>2017 Final Budget</u>
<b>REVENUES:</b>							
<b>Departmental Earnings</b>							
30521 9-1-1 Revenue	570,623	550,076	508,950	357,925	1,972,000	1,947,241	1,950,000
30523 Wireless 9-1-1 Revenue	1,618,385	1,878,317	1,512,267	1,520,272	-	-	-
30524 VOIP 9-1-1 Revenue	4,001	3,851	4,020	3,075	-	-	-
<b>Total Departmental Earnings</b>	<u>2,193,009</u>	<u>2,432,244</u>	<u>2,025,237</u>	<u>1,881,272</u>	<u>1,972,000</u>	<u>1,947,241</u>	<u>1,950,000</u>
<b>Other Revenues</b>							
308901 Cash Balance	-	-	-	-	606,000	606,000	-
30911 Transfers from General Fund	350,000	1,100,000	1,100,000	2,085,000	1,055,000	1,055,000	1,485,000
<b>Total Other Revenues</b>	<u>350,000</u>	<u>1,100,000</u>	<u>1,100,000</u>	<u>2,085,000</u>	<u>1,661,000</u>	<u>1,661,000</u>	<u>1,485,000</u>
<b>Investment Interest</b>							
30850 Investment Interest	-	-	-	1,546	-	3,950	-
<b>Total Investment Interest</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,546</u>	<u>-</u>	<u>3,950</u>	<u>-</u>
<b>TOTAL 9-1-1 FUND REVENUES</b>	<u><u>2,543,009</u></u>	<u><u>3,532,244</u></u>	<u><u>3,125,237</u></u>	<u><u>3,967,818</u></u>	<u><u>3,633,000</u></u>	<u><u>3,612,191</u></u>	<u><u>3,435,000</u></u>
<b>EXPENDITURES BY CATEGORY:</b>							
Personnel Costs	1,301,490	1,269,748	1,315,633	1,331,037	1,493,527	1,477,272	1,537,873
Materials & Supplies	9,009	8,191	7,085	1,522	13,800	10,075	13,800
Purchased Services	1,177,718	1,543,339	1,673,560	1,675,387	2,125,673	2,083,326	1,883,327
Equipment	227,730	185,150	395,990	226,449	-	-	-
<b>TOTAL 9-1-1 FUND EXPENDITURES</b>	<u><u>2,715,947</u></u>	<u><u>3,006,428</u></u>	<u><u>3,392,268</u></u>	<u><u>3,234,395</u></u>	<u><u>3,633,000</u></u>	<u><u>3,570,673</u></u>	<u><u>3,435,000</u></u>

## BUREAU DETAIL

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**Bureau:** 9-1-1 System

**No:** 001.1A

**Department:** 9-1-1 System

**No:** 001.1A

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### **Bureau Description:**

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

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### **Goals and Objectives:**

- Continue training on New CAD-POLICE-FIRE software.
  - Upgrade existing 9-1-1 analog phone equipment to I.P. based equipment to achieve "Next Gen" compliance.
  - Initiate joint CPE initiative with Allentown & Northampton County as part of larger N.E. regional initiative.
  - Continue to cooperate with Feasibility Study to determine best path forward for our center under Act 12.
  - Continue to participate in 9-1-1 NECORE to explore cost saving measures through sharing of 9-1-1 processes.
  - Continue meeting with Northampton County on 9-1-1 PSAP consolidation.
- 

### **Prior Year Achievements:**

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

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

Personnel Detail	2012	2013	2014	2015	2016		2016		2017	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2904 9-1-1 Director/EMC	-	1	1	1	1	63,832	1	63,832	1	65,035
P421 Sergeant/Deputy Dir.	-	-	-	-	1	88,388	1	88,388	1	82,702
2819 Public Safety Tech Spec	1	1	1	1	1	76,019	1	76,019	1	75,588
2509 QA Training Supervisor	1	1	1	1	-	-	-	-	-	-
2405 Comm Supervisor	4	4	4	4	4	246,991	4	246,991	4	263,365
07CD Comm Specialist	16	16	16	16	16	822,942	16	822,942	16	854,683
<b>Total Positions</b>	<b>22</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>1,298,172</b>	<b>23</b>	<b>1,298,172</b>	<b>23</b>	<b>1,341,373</b>
<b>Account Detail</b>										
40001 SALARIES	1,094,590	1,081,687	1,120,554	1,132,226		1,281,927		1,281,927		1,315,083
40002 LONGEVITY	15,483	17,650	13,040	14,400		16,245		16,245		26,290
40003 OVERTIME	16,287	9,929	9,811	32,581		41,855		33,000		42,000
40004 TEMPORARY HELP	104,783	97,392	105,262	82,712		81,000		75,000		80,000
40005 HOLIDAY PAY	57,796	51,623	55,464	56,160		59,500		58,500		60,000
40006 DIFFERENTIAL PAY	9,964	9,855	10,241	9,981		10,500		10,200		11,500
40008 MEAL REIMBURSEMENT	2,587	1,612	1,261	2,977		2,500		2,400		3,000
<b>Personnel</b>	<b>1,301,490</b>	<b>1,269,748</b>	<b>1,315,633</b>	<b>1,331,037</b>		<b>1,493,527</b>		<b>1,477,272</b>		<b>1,537,873</b>
41013 OFFICE EXPENSE	980	1,107	1,356	1,468		1,800		1,575		1,800
41014505 OPER SUPPLIES-ELECT MAINT	8,029	7,084	5,729	54		12,000		8,500		12,000
<b>Materials &amp; Supplies</b>	<b>9,009</b>	<b>8,191</b>	<b>7,085</b>	<b>1,522</b>		<b>13,800</b>		<b>10,075</b>		<b>13,800</b>
42032602 TRAIN/CONT ED-COMM CENTER	10,910	7,505	3,536	7,443		20,000		12,500		15,000
42036601 COMMUNICATE-POLICE	34,834	37,456	37,367	31,681		40,000		35,000		40,000
42036801 COMMUNICATE-GENERAL	76,714	87,287	77,907	75,710		113,600		102,000		118,600
42047202 DEPT CONTRACT-INFO SRVCS	50,621	67,768	67,495	84,545		175,525		170,000		206,500
42047505 DEPT CONTRACT-ELECT MAINT	94,702	127,892	187,508	187,508		186,485		185,500		187,600
42055801 PROFESSIONAL FEES	53,735	62,660	68,470	62,780		80,955		72,500		4,500
42060505 OTHER EXP-ELECT MAINT	320	130	321	321		500		250		500
42064602 EQUIP MAINT-COMM CENTER	6,163	2,456	14,060	7,281		11,490		8,500		12,000
42075 PENSIONS-PMRS MMO	169,930	259,371	269,447	269,447		269,447		269,447		269,447
42083 TRANSFER TO NON-UTILITY	-	-	-	-		273,000		273,000		-
42085 MEDICAL INSURANCE	185,000	397,000	451,000	451,000		451,000		451,000		451,000
42086 WORKMEN'S COMPENSATION	3,152	3,215	3,215	3,215		3,215		3,215		3,215
42087 SOCIAL SECURITY	99,860	99,480	102,910	107,065		116,250		116,250		118,000
42090 UNFORESEEN CONTINGENCY	-	-	-	-		42		-		72,700
42091 BOND REDEMPTION	260,000	269,000	278,000	288,000		298,000		298,000		309,000
42092 COUPON INTEREST	126,071	116,618	106,823	96,645		86,164		86,164		75,265
42191 ADMINISTRATIVE FEE	5,706	5,501	5,501	2,746		-		-		-
<b>Purchased Services</b>	<b>1,177,718</b>	<b>1,543,339</b>	<b>1,673,560</b>	<b>1,675,387</b>		<b>2,125,673</b>		<b>2,083,326</b>		<b>1,883,327</b>
43099602 EQUIP-COMM CENTER SHARED	86,380	108,050	364,490	219,624		-		-		-
43099603 EQUIP-COMM CENTER-ACT 56	141,350	77,100	31,500	6,825		-		-		-
<b>Equipment</b>	<b>227,730</b>	<b>185,150</b>	<b>395,990</b>	<b>226,449</b>		<b>-</b>		<b>-</b>		<b>-</b>
<b>Total</b>	<b>9-1-1 SYSTEM</b>	<b>2,715,947</b>	<b>3,006,428</b>	<b>3,392,268</b>	<b>3,234,395</b>	<b>3,633,000</b>		<b>3,570,673</b>		<b>3,435,000</b>

**Schedule of Payment of Bond Indebtedness**

	<b>Series A of 2005</b>		<b>Series of 2007</b>		<b>Total</b>
	<b>Principal</b>	<b>Interest</b>	<b>Principal</b>	<b>Interest</b>	
<b>2017</b>	15,000	2,958	294,000	72,307	384,265
<b>2018</b>	20,000	2,380	320,000	46,055	388,435
<b>2019</b>	20,000	1,600	328,000	37,319	386,919
<b>2020</b>	20,000	800	337,000	28,365	386,165
<b>2021</b>			346,000	19,165	365,165
<b>2022</b>			356,000	9,719	365,719
	<u>75,000</u>	<u>7,738</u>	<u>1,981,000</u>	<u>212,929</u>	<u>2,276,667</u>

**Debt Service**

**Accounts 42091 & 42092**

	<b><u>2016</u></b>	<b><u>2017</u></b>
<b>Series A of 2005</b>		
Principal	15,000	15,000
Interest	3,528	2,958
<b>Series of 2007</b>		
Principal	283,000	294,000
Interest	<u>82,636</u>	<u>72,307</u>
	<u>384,164</u>	<u>384,265</u>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	42,000	OVERTIME 42,000 - 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	80,000	TEMPORARY HELP 80,000 - THIS ACCOUNT IS USED TO COVER VACANT SHIFTS CAUSED BY CONTRACTUAL LEAVE, SUPPLEMENT OF STAFFING DURING SCHEDULED EVENTS AND OTHER UNFORESEEN STAFFING PROBLEMS. PART-TIME HELP IS UTILIZED BEFORE OVERTIME IS USED. THIS ACCOUNT IS ALSO USED TO COMPENSATE PART-TIME EMPLOYEES WHO WORK ON HOLIDAYS BY PAYING THEM A HOLIDAY RATE OF \$14.48 PER HOUR. PART-TIME HOURLY RATE IS PRESENTLY \$10.00 TO \$12.00 PER HOUR.
40005	60,000	HOLIDAY PAY 60,000 - THIS ACCOUNT COVERS THE COST OF HOLIDAYS FOR 2015 AND INCLUDES THE COST OF PAYING TIME AND ONE-HALF TO THE COMMUNICATION SPECIALISTS SCHEDULED TO WORK ON THESE HOLIDAYS.
40006	11,500	DIFFERENTIAL PAY 11,500 - PERSONNEL WILL RECEIVE \$0.45 PER HOUR FOR MIDDLE SHIFT AND \$0.50 PER HOUR FOR NIGHT SHIFT. IN ADDITION, WE ARE REQUESTING TO PROVIDE SHIFT DIFFERENTIAL TO OUR PART-TIME EMPLOYEES.
40008	3,000	MEAL REIMBURSEMENT 3,000 - THIS ACCOUNT IS USED TO COVER THE COST OF COMPENSATION FOR CIVILIAN PERSONNEL FOR MEALS WHEN THEY WORK PAST THEIR NORMAL EIGHT HOUR DAY. THIS IS A CONTRACTUAL ITEM.
41013	1,800	OFFICE EXPENSE 1,800 - INK, ,TONER, POSTAGE, COPY PAPER
41014505	12,000	OPER.SUPPLIES-ELECT MAINT 12,000 - RADIO SUPPLIES: MIC ASSEMBLIES, VARIOUS RADIO MODULES, ANTENNAS, CABLE, NUMEROUS ELECTRICAL COMPONENTS, SOLDER AND P.A. MATERIALS. TOWER ANTENNA INSTALLATION. CONSOLES.
42032602	15,000	TRAIN/CONT ED-COMM. CENTER THESE FUNDS WILL BE USED FOR CONTINUING EDUCATION OF COMMUNICATIONS PERSONNEL, BY ATTENDING SEMINARS,



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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		CONFERENCES, AND IN HOUSE TRAINING.
		3,000 - EDUCATIONAL MATERIALS FOR NEW TRAINEES, (APCO BOOKS).
		5,000 - EMS DISPATCHER TRAINING.
		2,500 - CAD TRAINING AND USER GROUP EXPENSES
		4,500 - SUPERVISORY & ADMINISTRATOR APCO AND NENA TRAINING
42036601	40,000	COMMUNICATE-POLICE
		36,000 - CELLULAR TRANSMISSION SERVICE FROM VERIZON FOR ALL
		4,000 - MOBILE AND HANDHELD DATA TERMINALS FOR NCIC, CLEAN LOOKUP, COMMUNICATION CENTER TO MOBILE UNIT COMMUNICATIONS, AND VERIZON CONNECTIVITY
42036801	118,600	COMMUNICATE-GENERAL
		77,000 - ESTIMATED 9-1-1 COMMUNICATION COSTS FOR 2017
		3,600 - LANGUAGE LINE INTERPRETATION SERVICES
		36,000 - PENNTELEDATA-FIBER CONNECTION ALLENTOWN & NORTHAMPTON
		2,000 - MCI LONG DISTANCE
42047202	206,500	DEPT CNTRCT-INFO SRVCS
		PUBLIC SAFETY SYSTEM
		133,000 - NEW WORLD SOFTWARE MAINTENANCE
		3,000 - HARDWARE MAINTENANCE RENEWAL
		2,000 - GIS MAINTENANCE FOR CAD
		18,500 - 91MS SOFTWARE MAINTENANCE & UPDATES
		50,000 - NATIONAL PRIORITY - PROQA
42047505	187,600	DEPT CNTRCT-ELECT MAINT.
		187,600 - COMMUNICATIONS INFRASTRUCTURE COVERS 2 GHZ,6 GHZ, 6 QUANTAR TRANSMITTERS, REDUNDANT CENTRAL SITE CONTROLLERS, CENTRAL SITE CONTROLLER, RADIO CONTROL EQUIPMENT, 14 MODEMS 9-1-1 COMMUNICATIONS CENTER CENTRAL ELECTRONICS BANK DIGITAL LOGGING RECORDER 9-1-1 PREMISE EQUIPMENT (TELEPHONE HARDWARE) 9-1-1 PREMISE TELEPHONE (SOFTWARE/ FIRMWARE) NETWORK MONITORING SERVICE
42055801	4,500	PROFESSIONAL FEES
		4,500 - AUDIT COSTS & PREFERRED EAP COSTS
42060505	500	OTHER EXP.-ELECT MAINT
		500 - ALL RELATED DUES TO NENA, PEMA , APCO & MTUG
42064602	12,000	EQUIP MAINT - COMM.CENTER
		3,000 - THIS ACCOUNT IS USED TO REPAIR HEAD-SETS AND ANY OTHER EQUIPMENT.
		3,000 - MAINTANCE AGREEMENT FOR ELECTRICAL GENERATOR WHICH PROVIDES EMERGENCY POWER TO 9-1-1 CENTER IN THE EVENT OF A POWER OUTAGE.

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		GIS/CAD INTERFACE UPGRADES
		6,000 - UPS UPGRADES
42075	269,447	PENSIONS - P.M.R.S. MMO 269,447 - THIS IS THE AMOUNT OF PMRS PENSION APPLICABLE TO THE 9-1-1 FUND IN ACCORDANCE WITH ACT 205
42090	72,700	UNFORESEEN CONTINGENCY 72,700 - ITEMS THAT COULD NOT BE FORESEEN AT TIME OF BUDGET PREPARATION. THIS INCLUDES POTENTIAL EXPENSES DUE TO 9-1-1 CONSOLIDATION.
42091	309,000	BOND REDEMPTION 309,000 - PRINCIPAL PAYMENT ON OUTSTANDING DEBT.
42092	75,265	COUPON INTEREST 75,265 - INTEREST PAYMENT ON OUTSTANDING DEBT.

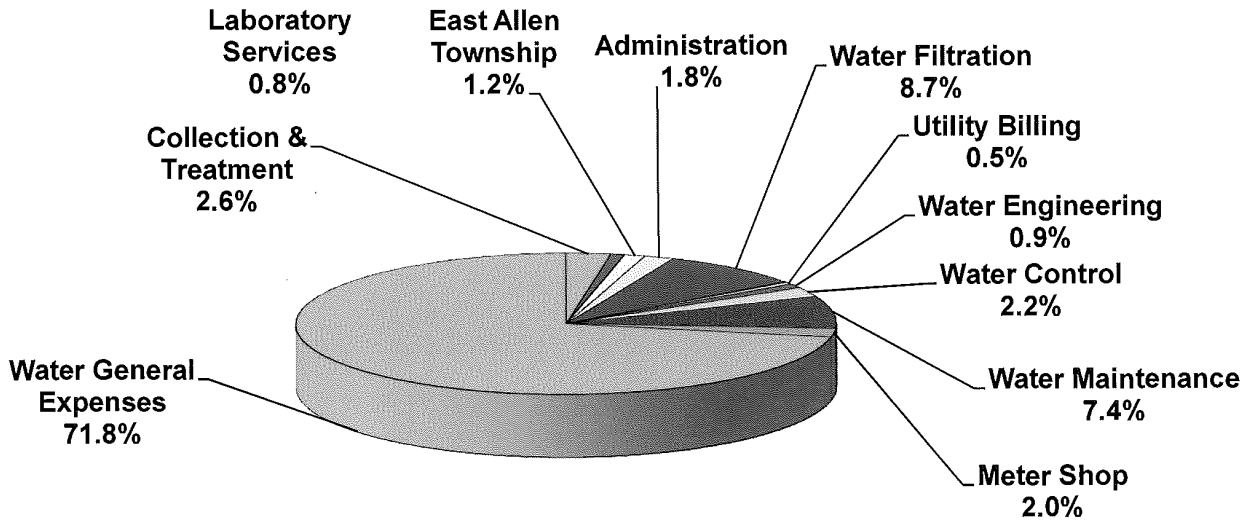
**CITY OF BETHLEHEM  
WATER FUND  
FUND ANALYSIS SUMMARY**

	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget w/ Transfers</b>	<b>2016 Actual &amp; Estimated</b>	<b>2017 Final Budget</b>
<b>REVENUES:</b>							
<b>Sale of Water</b>							
31001A Residential	11,862,856	12,208,105	12,347,126	12,736,608	12,749,023	12,700,000	12,744,439
31001B Commercial	2,372,367	2,526,107	2,761,063	2,886,964	2,840,391	2,840,000	2,885,462
31001C Industrial	1,078,127	1,185,673	1,281,716	1,323,382	1,323,062	1,450,000	1,560,209
31001D Institutional	859,614	1,066,906	1,090,719	1,164,020	1,168,062	1,150,000	1,253,982
31001E Public	13,326	16,246	128,998	117,483	108,022	115,000	123,347
31004 Salisbury Township	3,919	4,206	4,236	4,303	4,188	4,200	4,505
31005 East Allen Township	108,226	85,872	39,708	97	-	50	-
31006 Utilities Inc	168,490	219,719	229,493	278,943	263,910	250,000	256,844
31007 Upper Saucon	127,145	72,224	130,278	53,286	37,308	65,000	40,258
31008 Lower Saucon	496,883	506,710	552,817	558,304	562,824	525,000	542,051
31009 Fire Protection	625,623	717,021	737,098	762,989	759,210	750,000	768,403
31011 Penalty on Delinquents	70,277	81,217	109,860	131,388	75,000	105,000	75,000
31014 Building Permit Water	16,803	13,004	21,556	29,579	15,000	7,500	10,000
31015 Suburban Building Water	256	-	-	-	-	-	-
31016 Fire Hydrant Water Use	529,148	548,064	572,380	582,834	570,000	560,000	575,000
31017 Penalty - Fire Protection	3,349	6,731	7,485	2,472	3,500	6,050	5,000
31050D Delinquent Water	70	322	-	6	-	150	-
<b>Total Sale of Water</b>	<b>18,336,479</b>	<b>19,258,127</b>	<b>20,014,533</b>	<b>20,632,658</b>	<b>20,479,500</b>	<b>20,527,950</b>	<b>20,844,500</b>
<b>Other Operating Revenues</b>							
308901 Cash Balance	-	1,740,500	-	-	-	-	-
31101 Water Main Assessment	-	-	-	4,289	-	-	-
31102 Suburban Water Extension	81	-	-	-	-	-	-
31103 Permits & Materials	42,966	44,914	26,912	29,053	20,000	29,250	25,000
31105 Expense Returns	-	58,803	-	-	-	-	-
31106 Miscellaneous	27,770	69,148	47,606	53,544	30,000	24,000	30,000
31108 Backflow	-	-	100	-	500	100	500
31109 Dist System Improve Charge	-	-	-	-	125,000	-	75,000
31400 Timbering	-	-	-	-	-	-	-
<b>Total Other Operating Revenues</b>	<b>70,817</b>	<b>1,913,365</b>	<b>74,618</b>	<b>86,886</b>	<b>175,500</b>	<b>53,350</b>	<b>130,500</b>
<b>Investment Interest</b>							
308501 Investment Income	463	-	-	535	-	6,000	-
<b>Total Investment Interest</b>	<b>463</b>	<b>-</b>	<b>-</b>	<b>535</b>	<b>-</b>	<b>6,000</b>	<b>-</b>
<b>TOTAL WATER FUND REVENUES</b>	<b>18,407,759</b>	<b>21,171,492</b>	<b>20,089,151</b>	<b>20,720,079</b>	<b>20,655,000</b>	<b>20,587,300</b>	<b>20,975,000</b>
<b>EXPENDITURES BY BUREAU/DIVISION:</b>							
Collection & Treatment	443,528	454,711	474,760	459,345	569,733	520,998	555,490
Laboratory Services	142,922	141,327	136,709	158,172	166,759	160,399	177,696
East Allen Township	-	154,127	187,454	177,814	265,760	223,400	256,760
Administration	306,280	323,513	299,302	311,138	368,501	352,151	371,710
Water Filtration	1,511,864	1,506,571	1,533,136	1,417,842	1,764,828	1,699,408	1,822,440
Utility Billing	85,985	81,264	69,512	72,480	87,555	81,845	110,345
Water Engineering	153,580	159,731	214,564	191,470	201,417	199,322	198,880
Water Control	731,457	728,182	404,125	407,433	453,677	442,122	458,266
Water Maintenance	1,313,046	1,373,693	1,317,262	1,292,531	1,467,196	1,393,191	1,543,089
Meter Shop	413,595	414,122	374,923	362,970	412,937	402,167	417,526
Water General Expenses	13,905,729	14,100,637	14,249,410	14,249,541	14,896,637	14,744,455	15,062,798
<b>TOTAL WATER FUND EXPENDITURES</b>	<b>19,007,986</b>	<b>19,437,878</b>	<b>19,261,157</b>	<b>19,100,736</b>	<b>20,655,000</b>	<b>20,219,458</b>	<b>20,975,000</b>
<b>EXPENDITURES BY CATEGORY:</b>							
Personnel Costs	3,998,828	4,026,378	3,606,061	3,618,800	3,976,323	3,955,468	3,947,325
Materials & Supplies	419,150	398,464	378,784	320,491	444,490	367,860	417,070
Purchased Services	14,590,008	15,013,036	15,276,312	15,161,445	16,234,187	15,896,130	16,496,925
Equipment	-	-	-	-	-	-	113,680
<b>TOTAL WATER FUND EXPENDITURES</b>	<b>19,007,986</b>	<b>19,437,878</b>	<b>19,261,157</b>	<b>19,100,736</b>	<b>20,655,000</b>	<b>20,219,458</b>	<b>20,975,000</b>

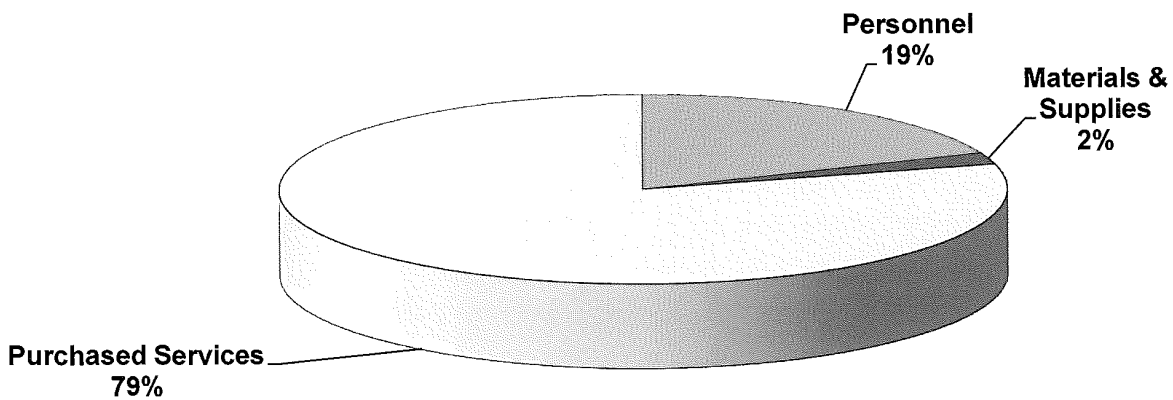
**CITY OF BETHLEHEM  
WATER FUND  
BUREAU/DIVISION RESOURCE SUMMARY**

<b>Bureau/Divison</b>		<b>Personnel</b>	<b>Materials &amp; Supplies</b>	<b>Purchased Services</b>	<b>Equipment</b>	<b>Total</b>
20011	Collection & Treatment	\$ 382,690	\$ 30,145	\$ 142,655	\$ -	\$ 555,490
20012	Laboratory Services	138,146	13,300	26,250	-	177,696
20014	East Allen Township	-	17,340	239,420	-	256,760
20015	Administration	266,280	2,880	95,250	7,300	371,710
20016	Water Filtration	1,048,160	231,890	535,590	6,800	1,822,440
20017	Utility Billing	99,865	1,700	5,000	3,780	110,345
20018	Water Engineering	133,880	-	65,000	-	198,880
20019	Water Control	394,466	2,120	56,840	4,840	458,266
<b>Supply &amp; Treatment</b>		<b>2,463,487</b>	<b>299,375</b>	<b>1,166,005</b>	<b>22,720</b>	<b>3,951,587</b>
20022	Utility Maintenance	1,100,747	95,330	260,012	87,000	1,543,089
20023	Meter Shop	383,091	19,275	11,200	3,960	417,526
<b>Water Maintenance</b>		<b>1,483,838</b>	<b>114,605</b>	<b>271,212</b>	<b>90,960</b>	<b>1,960,615</b>
2006	Water General Expenses	-	3,090	15,059,708	-	15,062,798
<b>Water General Expenses</b>		<b>-</b>	<b>3,090</b>	<b>15,059,708</b>	<b>-</b>	<b>15,062,798</b>
<b>TOTAL WATER FUND</b>		<b>\$ 3,947,325</b>	<b>\$ 417,070</b>	<b>\$ 16,496,925</b>	<b>\$ 113,680</b>	<b>\$ 20,975,000</b>

## Water Fund Expenditures by Bureau/Division



## Water Fund Expenditures by Category



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

<b>Bureau/Divison</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget w/ Transfers</b>	<b>2016 Actual &amp; Estimated</b>	<b>2017 Final Budget</b>
20011 Collection System	6	6	6	6	6	6	6
20012 Laboratory Services	2	2	3	3	3	3	3
20014 East Allen Township	-	-	-	-	-	-	-
20015 Administration	4	4	4	4	4	4	4
20016 Water Filtration	14	14	14	14	15	15	15
20017 Utility Billing	4	4	3	3	3	3	3
20018 Water Engineering	3	2	2	2	2	2	2
20019 Water Control	9	9	6	6	6	6	6
<b>Supply &amp; Treatment</b>	<b>42</b>	<b>41</b>	<b>38</b>	<b>38</b>	<b>39</b>	<b>39</b>	<b>39</b>
20022 Utility Maintenance	24	24	27	27	26	26	26
20023 Meter Shop	8	8	7	7	7	7	7
<b>Water Maintenance</b>	<b>32</b>	<b>32</b>	<b>34</b>	<b>34</b>	<b>33</b>	<b>33</b>	<b>33</b>
<b>TOTAL WATER FUND</b>	<b>74</b>	<b>73</b>	<b>72</b>	<b>72</b>	<b>72</b>	<b>72</b>	<b>72</b>

## Debt Service

### Bureau 2006

	<u>2016</u>	<u>2017</u>
<b>Account 42093 PennVest Reimbursement</b>		
Principal	1,316,239	1,358,995
Interest	<u>77,529</u>	<u>34,773</u>
	<u>1,393,768</u>	<u>1,393,768</u>
<b>Account 42094 Lease Rental</b>		
<b>Series of 2014</b>		
Principal	4,375,000	4,550,000
Interest	<u>2,679,050</u>	<u>2,504,050</u>
	7,054,050	7,054,050
5% Coverage	352,703	352,703
Credit	<u>(144,000)</u>	<u>(132,000)</u>
	<u>7,262,753</u>	<u>7,274,753</u>
<b>Account 42095 2007 G.O Note</b>		
Principal	55,000	57,000
Interest	<u>16,060</u>	<u>14,053</u>
	<u>71,060</u>	<u>71,053</u>

## Schedule of Payment of Bond & Note Indebtedness

	1998 PennVest Note		1998 Capital Appreciation Bond		2007 GO Note	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2017	1,358,995	34,773			57,000	14,053
2018	346,591	1,851	151,747	273,254	62,000	8,954
2019			456,513	918,487	64,000	7,262
2020			437,344	957,656	66,000	5,515
2021			419,547	990,453	67,000	3,713
2022			2,038,880	5,166,120	69,000	1,884
2023			1,941,153	5,288,847		
2024			1,835,213	5,414,787		
2025			1,746,838	5,528,163		
2026			1,662,661	5,637,339		
2027			1,581,392	5,738,608		
2028			1,240,878	4,809,122		
2029						
2030						
2031						
2032						
<b>Totals</b>	<u>1,705,586</u>	<u>36,623</u>	<u>13,512,165</u>	<u>40,722,835</u>	<u>385,000</u>	<u>41,381</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.



<b>2014 Guaranteed Water Revenue Bonds</b>		<b>Total</b>
<u>Principal</u>	<u>Interest</u>	
4,550,000	2,504,050	8,518,871
5,400,000	2,276,550	8,520,946
5,070,000	2,006,550	8,522,812
5,300,000	1,753,050	8,519,565
5,550,000	1,488,050	8,518,763
35,000	1,210,550	8,521,434
80,000	1,209,500	8,519,500
65,000	1,207,100	8,522,100
40,000	1,205,150	8,520,150
15,000	1,203,900	8,518,900
-	1,203,413	8,523,413
1,270,000	1,203,413	8,523,413
7,360,000	1,160,550	8,520,550
7,625,000	893,750	8,518,750
5,960,000	512,500	6,472,500
5,720,000	214,500	5,934,500
<u>54,040,000</u>	<u>21,252,575</u>	<u>131,696,166</u>

## BUREAU DETAIL

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**Bureau:** Supply & Treatment  
**Division:** Collection & Treatment

**No:** 2001  
**No:** 20011

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

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### Division Description:

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

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### Goals and Objectives:

- Develop and implement a program for reducing organic buildup in the transmission mains to prevent elevated levels of disinfection by-products in the distribution system.
- Track and treat areas of Japanese knotweed in the watershed and attempt to eradicate it in the most problematic areas.
- Complete the installation of a functional Penn Forest SCADA system for enhanced monitoring of reservoirs and dams and improved security controls.

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### Prior Year Achievements:

- Completed repairs of the Wild Creek Spillway wall where joints were beginning to deteriorate.
  - Assisted in evaluation of the existing Penn Forest SCADA system in preparation for design of a replacement system.
  - Assisted in implementing the Bethlehem Authority's forest management plan for forest certification by the Nature Conservancy.
  - Cleared 7 miles of fire lanes in the Tunkhannock creek watershed.
  - Completed macroinvertebrate monitoring on most of the feeder streams to both reservoirs.
  - Trained and certified all watershed employees in woodland fire suppression and developed an SOP for callouts.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

		2012	2013	2014	2015	2016		2016		2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	
<b>Personnel Detail</b>		<b>Number of Permanent Positions</b>				<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>
3012	Chief Water Plant/Shed Op	1	1	1	1	1	84,996	1	84,996	1	84,648
M128	WSR Maint Worker III	-	1	1	1	1	62,339	1	62,339	1	61,932
M114	Maintenance Worker III	2	1	1	1	1	60,144	1	60,144	1	58,886
M112	Automotive Mechanic	1	1	1	1	1	61,920	1	61,920	1	59,456
M092	Maintenance Worker II	2	2	2	2	2	105,329	2	105,329	2	95,593
<b>Total Positions</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>374,728</b>	<b>6</b>	<b>374,728</b>	<b>6</b>	<b>360,515</b>
<b>Account Detail</b>											
40001	SALARIES	319,749	326,316	332,341	344,812		365,608		365,608		351,585
40002	LONGEVITY	7,880	8,400	8,720	8,960		9,120		9,120		8,930
40003	OVERTIME	19,080	17,868	19,933	21,460		23,000		22,500		22,000
40006	DIFFERENTIAL PAY	6	2	-	-		25		-		25
40008	MEAL REIMBURSEMENT	39	39	-	13		150		120		150
<b>Personnel</b>		<b>346,754</b>	<b>352,625</b>	<b>360,994</b>	<b>375,245</b>		<b>397,903</b>		<b>397,348</b>		<b>382,690</b>
41014	OPERATING SUPPLIES	5,466	3,669	6,361	2,384		9,700		6,500		9,125
41016	UNIFORMS/SAFETY SHOES	910	745	1,186	770		1,490		1,200		920
41021	CHEMICALS	-	-	-	-		100		50		100
41023	GASOLINE	19,310	18,012	19,485	11,953		18,500		12,500		20,000
<b>Materials &amp; Supplies</b>		<b>25,686</b>	<b>22,426</b>	<b>27,032</b>	<b>15,107</b>		<b>29,790</b>		<b>20,250</b>		<b>30,145</b>
42031	UNIFORM RENTAL	1,190	2,241	2,057	1,758		2,150		1,900		2,150
42036	COMMUNICATIONS	2,502	2,576	2,650	2,594		4,000		3,000		4,000
42044	ELECTRIC	9,770	10,318	9,792	10,039		14,800		11,000		12,300
42046	HEATING OIL	9,569	4,938	7,524	4,548		9,360		5,000		9,360
42047	DEPARTMENT CONTRACTS	42,857	45,702	56,458	43,763		85,500		65,000		83,500
42054	RENTALS	430	210	210	-		1,330		500		1,345
42060	OTHER EXPENSES	1,288	1,056	770	749		2,900		2,000		3,000
42064	EQUIPMENT MAINTENANCE	3,180	8,541	6,422	4,035		13,000		9,000		12,000
42065	PLANT MAINTENANCE	302	4,078	851	1,507		9,000		6,000		15,000
<b>Purchased Services</b>		<b>71,088</b>	<b>79,660</b>	<b>86,734</b>	<b>68,993</b>		<b>142,040</b>		<b>103,400</b>		<b>142,655</b>
<b>Total</b>	<b>COLLECTION &amp; TREATMENT</b>	<b>443,528</b>	<b>454,711</b>	<b>474,760</b>	<b>459,345</b>		<b>569,733</b>		<b>520,998</b>		<b>555,490</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	22,000	OVERTIME 22,000 - 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	9,125	OPERATING SUPPLIES 9,125 - 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	920	UNIFORMS/SAFETY SHOES 920 - TO PURCHASE SAFETY SHOES FOR EMPLOYEES AND T-SHIRTS SWEATSHIRTS AS PER UNION CONTRACT.
41021	100	CHEMICALS 100 - POTASSIUM PERMANGANATE FOR PRE-TREATMENT DURING RESERVOIR TURNOVER.
41023	20,000	GASOLINE 20,000 - GASOLINE AND DIESEL FUEL.
42031	2,150	UNIFORM RENTAL 2,150 - UNIFORM RENTAL AND REPLACEMENTS.
42036	4,000	COMMUNICATIONS 4,000 - TELEPHONE SERVICE FOR WILD CREEK AND DEDICATED CIRCUIT FOR WTP FOR KMNO4 COMMUNICATIONS.
42044	12,300	ELECTRIC 12,300 - ELECTRIC SERVICE FOR WILD CREEK CHEMICAL TREATMENT/AUXILIARY BUILDINGS, FIRE TOWER, WILD CREEK AND PENN FOREST DAMS, TUNKHANNOCK INTAKE/BP CHAMBER AND TRANSMISSION MAIN CHAMBER.
42046	9,360	HEATING OIL 9,360 - HEATING OIL FOR WILD CREEK CHEMICAL TREATMENT AND AUXILIARY BUILDINGS.

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42047	83,500	DEPARTMENT CONTRACTS 83,500 - SERVICE CONTRACT FOR GENERATORS, MAINTENANCE FOR TWO (2) GAS DETECTORS, FAX MACHINE MAINTENANCE, FIRE EXTINGUISHER SERVICING AND REPLACEMENT, XEROX COPIER CONTRACT, WILD CREEK DAM VEGETATION TREATMENT (SEMI-ANNUAL), INSPECT INTAKE CRANE, EVALUATE P.F. ADAS SYSTEM REPLACEMENT, BOILER SERVICING, USGS CONTRACT, ANNUAL DAM INSPECTIONS/REPORTS, INSTRUMENTATION REPORT AS REQUIRED BY PA DEP.
42054	1,345	RENTALS 1,345 - HAULING OF HEAVY EQUIPMENT TO AND FROM TUNKHANNOCK, SEPTIC TANK CLEANING, RENTAL OF PRESSURE WASHER AND PAINT SPRAYER FOR STORAGE BUILDING PAINTING.
42060	3,000	OTHER EXPENSES 3,000 - 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	12,000	EQUIPMENT MAINTENANCE 12,000 - REPAIR PARTS FOR MOTORIZED VEHICLES AND SMALL UNITS (PUMPS, MOWERS, CHAINSAWS, ETC.), VALVES, METERS, ACTUATORS, ELECTRICAL PARTS, PUMPS, GENERATORS, MOTORS, EQUIPMENT AND SCADA INSTRUMENTATION. AUTO START-UP OF PENN FOREST GENERATOR. REPAIR OXYGEN SENSOR OPERATIONS IN PENN FOREST ADIT BUILDING.
42065	15,000	PLANT MAINTENANCE 11,000 - HARDWARE, PAINT, PLUMBING, FITTINGS, PIPE, RAGS, AND SUNDRY/RELATED SUPPLIES FOR UPKEEP TO WILD CREEK, PENN FOREST, TUNKHANNOCK AND AUXILIARY BUILDINGS. STAIN/PAINT FOR STORAGE BUILDING. MASONRY SUPPLIES FOR 3 O'CLOCK SPRINGS, SPILLWAYS AND DAM PANELS. FOUR (4) REPLACEMENT HEATERS FOR GARAGE. FOUR (4) REPLACEMENT WINDOWS FOR WILD CREEK CHEMICAL PRETREATMENT BUILDING. 4,000 - REPAIRS TO POLE BUILDING

## BUREAU DETAIL

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**Bureau:** Supply & Treatment    **No:** 2001  
**Division:** Laboratory Services    **No:** 20012

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

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### Division Description:

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

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### Goals and Objectives:

- Implement sampling of all East Allen Township well systems in-house eliminating the need to pay for an outside laboratory.
  - Install sampling stations in residential sections of distribution system to eliminate entering private residences for sample collection.
  - Investigate and remediate increasing levels of organics in our distribution system.
  - Initiate a plan to identify/locate lead service lines in our distribution system.
- 

### Prior Year Achievements:

- Trained our new water lab sampling/lab technician, increasing his responsibilities to include certified lab analyses.
  - Created and implemented the revised Total Coliform Sampling Plan as per Pa DEP regulation.
  - Revised our Lead and Copper Rule Sampling plan to include more Tier 1 sample locations as per Pa DEP regulations. Investigated where our lead service lines are possibly located and notified homeowners.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

Personnel Detail	2012	2013	2014	2015	2016		2016		2017	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3209 Water Quality Manager	1	1	1	1	1	93,536	1	93,536	1	93,118
2714 Microbiologist	1	1	1	1	1	73,369	1	73,369	1	73,148
2725 Laboratory Technician	-	-	1	1	1	56,788	1	56,788	1	59,028
<b>Total Positions</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>223,693</b>	<b>3</b>	<b>223,693</b>	<b>3</b>	<b>225,294</b>
3209 50% Allocated to 3004						(46,768)		(46,768)		(46,559)
2714 50% Allocated to 3004						(36,685)		(36,685)		(36,575)
2725 50% Allocated to 3004						(28,244)		(28,244)		(29,514)
						<b>111,996</b>		<b>111,996</b>		<b>112,646</b>
<b>Account Detail</b>										
40001 SALARIES	69,739	72,382	97,371	101,665		110,096		110,096		110,699
40002 LONGEVITY	1,260	1,480	1,520	1,560		1,900		1,900		1,947
40004 TEMPORARY HELP	44,199	43,495	17,621	15,678		17,383		17,383		25,500
<b>Personnel</b>	<b>115,198</b>	<b>117,357</b>	<b>116,512</b>	<b>118,903</b>		<b>129,379</b>		<b>129,379</b>		<b>138,146</b>
41014 OPERATING SUPPLIES	4,719	6,636	5,901	8,427		9,700		8,500		11,000
41016 UNIFORMS/SAFETY SHOES	-	95	-	100		130		120		500
41023 GASOLINE	1,084	1,112	668	428		1,800		650		1,800
<b>Materials &amp; Supplies</b>	<b>5,803</b>	<b>7,843</b>	<b>6,569</b>	<b>8,955</b>		<b>11,630</b>		<b>9,270</b>		<b>13,300</b>
42047 DEPARTMENT CONTRACTS	11,716	9,687	11,394	25,409		20,750		17,500		19,250
42060 OTHER EXPENSES	10,205	6,440	2,234	4,905		5,000		4,250		5,000
42064 EQUIPMENT MAINTENANCE	-	-	-	-		-		-		2,000
<b>Purchased Services</b>	<b>21,921</b>	<b>16,127</b>	<b>13,628</b>	<b>30,314</b>		<b>25,750</b>		<b>21,750</b>		<b>26,250</b>
<b>Total</b>	<b>142,922</b>	<b>141,327</b>	<b>136,709</b>	<b>158,172</b>		<b>166,759</b>		<b>160,399</b>		<b>177,696</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	25,500	TEMPORARY HELP 25,500 - PART-TIME SAMPLER/LAB TECHNICIAN PART-TIME WATER/WASTEWATER LAB INTERN TO BE SPLIT 50/50 BETWEEN FUNDS.
41014	11,000	OPERATING SUPPLIES 11,000 - 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	500	UNIFORMS/SAFETY SHOES 500 - SAFETY SHOES AND SHIRTS FOR LAB EMPLOYEES.
41023	1,800	GASOLINE 1,800 - REGULAR GASOLINE. BASED ON 2016 USAGE AND WEEKLY WATERSHED MONITORING.
42047	19,250	DEPARTMENT CONTRACTS 10,000 - MONITORING FOR SDWA. 1,500 - QA/QC SAMPLES. 1,750 - LAGOON RESIDUALS AND GROUNDWATER MONITORING. 5,000 - SOC MONITORING 1,000 - CHEMICAL WASTE CLEAN UP
42060	5,000	OTHER EXPENSES 1,800 - STATE LAB CERTIFICATION FEES. 500 - MEMBERSHIP FEES FOR PAAEL AND AWWA. 700 - TRAVEL EXPENSES/OFFICE SUPPLIES. 2,000 - SAFE PARTNERSHIP ANNUAL FEE.
42064	2,000	EQUIPMENT MAINTENANCE 2,000 - PREVENTIVE MAINTENANCE ON LABROTORY EQUIPMENT.



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## BUREAU DETAIL

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

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

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### 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.

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### Goals and Objectives:

- Install more blow-offs to better flush well water distribution systems.
- Install water main extension on Mud Lane in EAT to serve current well community with City water.

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### Prior Year Achievements:

- Replaced (2) low performing well pumps (East Allen Gardens, Country Squire) in order to ensure uninterrupted service to our customers.
  - Contracted with T+M Associates to permit well #3 at Country Squire Estates (Q4 2016).
  - New Shady Lane well house on-line.
  - Replaced faulty fire pump at Airport Rd Booster Station.
  - Installed hour meters on pumps at Airport Rd booster station in order to better schedule maintenance activities.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget w/ Transfers		2016 Actual & Estimated		2017 Final Budget		
					#	Salaries	#	Salaries	#	Salaries	
<b>Personnel Detail</b>											
	Number of Permanent Positions										
	-	-	-	-	-	-	-	-	-	-	
<b>Total Positions</b>	-	-	-	-	-	-	-	-	-	-	
<b>Account Detail</b>											
41014 OPERATING SUPPLIES	-	833	357	584	13,740	5,000	13,740				
41021 CHEMICALS	-	-	1,830	1,220	3,000	1,950	3,200				
41023 GASOLINE	-	123	201	175	400	200	400				
<b>Materials &amp; Supplies</b>	-	956	2,388	1,979	17,140	7,150	17,340				
42036 COMMUNICATIONS	-	190	1,004	954	2,000	1,250	2,050				
42044 ELECTRIC	-	4,463	12,330	15,320	19,170	16,000	19,200				
42047 DEPARTMENT CONTRACTS	-	18,945	68,009	47,230	53,850	50,000	55,250				
42060 OTHER EXPENSES	-	78,648	95,075	97,664	143,600	125,000	132,920				
42064 EQUIPMENT MAINTENANCE	-	925	8,648	14,667	30,000	24,000	30,000				
42091 BOND REDEMPTION	-	50,000	-	-	-	-	-				
<b>Purchased Services</b>	-	153,171	185,066	175,835	248,620	216,250	239,420				
<b>Total</b>	EAST ALLEN TOWNSHIP	-	154,127	187,454	177,814	265,760	223,400	256,760			

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	13,740	OPERATING SUPPLIES 1,200 - MISCELLANEOUS SUPPLIES 10,000 - PLANNED FLUSHING PROGRAM - WATER DELIVERED BY TANKER TRUCK. 2,540 - EMERGENCY WATER DELIVERY BY TANKER TRUCK
41021	3,200	CHEMICALS 3,200 - WELL SYSTEM CHEMICALS.
41023	400	GASOLINE 400 - DIESEL FUEL FOR AIRPORT ROAD PUMP STATION EMERGENCY GENERATOR.
42036	2,050	COMMUNICATIONS 2,050 - PHONE SERVICE/AUTO DIALERS FOR WELL SYSTEMS AND AIRPORT ROAD PUMP STATION AND SHADY LANE..
42044	19,200	ELECTRIC 19,200 - ELECTRIC SERVICE FOR WELL HOUSES AND AIRPORT ROAD PUMP STATION.
42047	55,250	DEPARTMENT CONTRACTS 34,560 - SYSTEM OPERATOR FOR WELL SYSTEMS, RT. 512 SYSTEM AND AIRPORT ROAD PUMP STATION (2014 AND 2015) 940 - GENERATOR SERVICE FOR AIRPORT ROAD PUMP STATION. 8,500 - LAWN MOWING/PLOWING AT FACILITIES AND EMPTY LOT AND 250 - SPRING CLEAN UP. 11,000 - LABORATORY TESTING
42060	132,920	OTHER EXPENSES 107,290 - PURCHASED WATER FROM BATH BOROUGH AUTHORITY FOR RT. 512 SYSTEM. 6,564 - QUARTERLY METER CHARGE 19,066 - PERMIT WELL #3
42064	30,000	EQUIPMENT MAINTENANCE 30,000 - EQUIPMENT MAINTENANCE FOR ALL SYSTEM FACILITIES.

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## BUREAU DETAIL

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**Bureau:** Supply & Treatment  
**Division:** Administration

**No:** 2001  
**No:** 20015

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

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### Division Description:

This division provides the strategic direction to the combined water and sewer utility to ensure that every operational, commercial, organizational, and financial opportunity is explored and implemented in a way to optimize ratepayer value.

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### Goals and Objectives:

- Implement the Distribution System Improvement Charge (DSIC).
  - Close out 2013 Pennvest Loan for the completion of the Biosolids Dewatering and Effluent Pump Station Improvements project.
  - Finish Primary Digester No. 2 Dome Replacement project.
  - Apply for new Pennvest loan for construction of the Rt. 512 Water Main Extension Project.
  - Float a \$5 million bond to fund capital projects in the sewer fund.
- 

### Prior Year Achievements:

- Completed design work for the two mile water main extension along Rt. 512 in East Allen Township, including pump house. Permit submissions made to PennDOT, DEP and Norfolk Southern for anticipated approval in 2017.
  - Completed construction and start-up of the new dewatering facility and centrifuge installation project at the Wastewater Treatment Plant.
  - The CSO project was completed in winter of 2016. The new facility will allow for emergency bypass during wet weather conditions. This facility will preclude sanitary sewer overflows in the Freemansburg area.
  - Submit application to the PUC for a Distribution System Improvement Charge (DSIC).
  - Close out 2012 Pennvest Loan for the completion of the Digester System and WAS Thickening Improvements project.
  - Replaced 7,500 feet of water main in the City of Bethlehem and Fountain Hill.
  - Negotiated with East Allen Township for extension of water and sewer services for proposed developments.
  - Awarded for the eighth 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.
  - Obtained PUC approval for service territory expansions in Lower Nazareth Township (350 acres) and Allen Township (820 acres) to allow service to new commercial and industrial customers.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

		2012	2013	2014	2015	2016		2016		2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
<b>Personnel Detail</b>		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N125	Dir Water/Sewer Resource	1	1	1	1	1	101,849	1	101,849	1	101,019
3203	Water Supply/Treat Sup	1	1	1	1	1	93,536	1	93,536	1	93,118
3015	Commercial Ops Manager	1	1	1	1	1	83,476	1	83,476	1	82,938
2807	Dept Business Manager	1	1	1	1	1	77,056	1	77,056	1	77,014
<b>Total Positions</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>355,917</b>	<b>4</b>	<b>355,917</b>	<b>4</b>	<b>354,089</b>
2831	25% Allocated from 0202						19,045		19,045		18,945
2722	33% Allocated from 0202						23,869		23,869		23,731
N125	50% Allocated to 3001						(50,924)		(50,924)		(50,510)
3015	50% Allocated to 3001						(41,738)		(41,738)		(41,469)
2807	50% Allocated to 3001						(38,528)		(38,528)		(38,506)
							<b>267,641</b>		<b>267,641</b>		<b>266,280</b>
<b>Account Detail</b>											
40001	SALARIES	226,623	228,237	226,226	242,485		264,589		264,589		262,553
40002	LONGEVITY	2,508	2,993	2,839	2,966		3,052		3,052		3,727
<b>Personnel</b>		<b>229,131</b>	<b>231,230</b>	<b>229,065</b>	<b>245,451</b>		<b>267,641</b>		<b>267,641</b>		<b>266,280</b>
41014	OPERATING SUPPLIES	8,861	7,969	2,398	1,674		3,460		2,000		2,000
41016	UNIFORMS/SAFETY SHOES	-	-	108	-		130		110		130
41023	GASOLINE	552	665	974	393		810		400		750
<b>Materials &amp; Supplies</b>		<b>9,413</b>	<b>8,634</b>	<b>3,480</b>	<b>2,067</b>		<b>4,400</b>		<b>2,510</b>		<b>2,880</b>
42032	TRAINING/CONT. EDUCATION	4,677	12,372	6,090	8,033		15,000		11,000		15,000
42036	COMMUNICATIONS	4,913	5,100	1,023	-		-		-		-
42047	DEPARTMENT CONTRACTS	50,786	57,141	50,967	47,777		70,590		62,500		70,970
42060	OTHER EXPENSES	7,360	9,036	8,677	7,810		10,870		8,500		9,280
<b>Purchased Services</b>		<b>67,736</b>	<b>83,649</b>	<b>66,757</b>	<b>63,620</b>		<b>96,460</b>		<b>82,000</b>		<b>95,250</b>
43099	EQUIPMENT	-	-	-	-		-		-		7,300
<b>Equipment</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>		<b>-</b>		<b>7,300</b>
<b>Total</b>	<b>ADMINISTRATION</b>	<b>306,280</b>	<b>323,513</b>	<b>299,302</b>	<b>311,138</b>		<b>368,501</b>		<b>352,151</b>		<b>371,710</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	2,000	OPERATING SUPPLIES 2,000 - FAX, PRINTER AND OFFICE SUPPLIES
41016	130	UNIFORMS/SAFETY SHOES 130 - SAFETY SHOES FOR ONE (1) EMPLOYEE.
41023	750	GASOLINE 750 - GASOLINE FOR ONE (1) VEHICLE.
42032	15,000	TRAINING/CONTINUING ED. 15,000 - MEETINGS, SEMINARS, CONFERENCES, TRAINING AIDS. ONLINE, CLASSROOM, CORRESPONDENCE COURSES, EXAMS TOWARD RECEIVING A CERTIFICATION/LICENSE AND TRAVEL EXPENSES INVOLVED FOR ALL WATER FUND DIVISIONS. INITIAL LICENSE/LICENSE RENEWAL FEES AND EXPENSES.
42047	70,970	DEPARTMENT CONTRACTS 2,915 - COPIER LEASE PAYMENT-FOURTH FLOOR, 68,055 - SUNGARD ANNUAL SW MAINTENANCE, T1 LINE, COPIER LEASE PAYMENT-DUPLICATING CENTER.
42060	9,280	OTHER EXPENSES 7,955 - PA CODE UPDATES, MEMBERSHIPS TO VARIOUS TECHNICAL ASSOCIATIONS, PA DEP STORAGE TANK REGISTRATION, CAPACITY AND INDEMNIFICATION FUND, FAX REPAIRS, BOOKS, PERIODICALS, STANDARDS AND VIDEOS, ELEVATOR AND BOILER CERTIFICATION FEES, MISC ITEMS, HIGHWAY OCCUPANCY PERMIT FEES, NEWSPAPER ADS, BASE MAPS, PROFILE SURVEYS. 825 - OPERATOR CERTIFICATION ANNUAL SERVICE FEE. 500 - PA DEP NPDES ANNUAL PERMIT FEE.
43099	7,300	EQUIPMENT 7,300 - UPGRADE AGING HARDWARE AND SOFTWARE AS NEEDED.



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## BUREAU DETAIL

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**Bureau:** Supply & Treatment  
**Division:** Water Filtration

**No:** 2001  
**No:** 20016

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

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### Division Description:

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

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### Goals and Objectives:

- Robotic cleanout of filter influent flume solids.
  - Continue maintenance training program for Filtration Plant Operators and Relief Operators.
  - Implement rotating shift for all Filtration Plant Operators and Relief Operators.
  - Coordinate with PPL on Filtration Plant primary power feed pole replacement.
- 

### Prior Year Achievements:

- Initiated maintenance training program for Filtration Plant Operators and Relief Operators.
  - Performed major electrical substation shutdown and cleaning and follow-up coordination with PPL power outages.
  - Evaluated emergency generator load capacity and cleaned fuel storage tanks.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

		2012	2013	2014	2015	2016	2016	2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget	
<b>Personnel Detail</b>		Number of Permanent Positions				#	Salaries	#	Salaries
		#	Salaries	#	Salaries	#	Salaries	#	Salaries
3021	Filtration Operation Sup	1	1	1	1	1	84,756	1	84,756
2812	Filtration Maint Sup	1	1	1	1	1	58,538	1	58,538
M142	Operator III	6	6	6	6	7	439,168	7	439,168
M132	Electronics Repair Man	1	1	1	1	1	62,553	1	62,553
M103	Relief Operator I	5	5	5	5	5	293,643	5	293,643
<b>Total Positions</b>		<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>15</b>	<b>938,658</b>	<b>15</b>	<b>938,658</b>
<b>Account Detail</b>									
40001	SALARIES	775,673	774,692	780,072	772,728	926,338	926,338	903,585	
40002	LONGEVITY	15,100	16,400	14,560	11,440	12,320	12,320	13,395	
40003	OVERTIME	112,244	109,411	94,409	94,013	80,000	78,500	83,000	
40005	HOLIDAY PAY	35,049	33,700	34,957	34,344	40,230	37,000	40,540	
40006	DIFFERENTIAL PAY	4,680	4,752	5,068	5,074	5,220	5,150	5,540	
40008	MEAL REIMBURSEMENT	2,340	2,457	1,833	1,898	2,150	2,000	2,100	
<b>Personnel</b>		<b>945,086</b>	<b>941,412</b>	<b>930,899</b>	<b>919,497</b>	<b>1,066,258</b>	<b>1,061,308</b>	<b>1,048,160</b>	
41014	OPERATING SUPPLIES	17,022	14,548	12,419	18,901	29,300	24,500	29,700	
41016	UNIFORMS/SAFETY SHOES	2,146	2,296	2,428	2,459	3,370	3,000	3,830	
41021	CHEMICALS	193,125	178,327	204,211	177,917	223,270	205,000	196,400	
41023	GASOLINE	3,207	2,466	2,664	1,934	2,360	2,000	1,960	
<b>Materials &amp; Supplies</b>		<b>215,500</b>	<b>197,637</b>	<b>221,722</b>	<b>201,211</b>	<b>258,300</b>	<b>234,500</b>	<b>231,890</b>	
42044	ELECTRIC	81,251	75,597	75,813	76,743	77,610	77,000	77,020	
42046	HEATING OIL	69,778	86,567	88,430	41,222	74,000	60,000	81,000	
42047	DEPARTMENT CONTRACTS	165,087	173,759	183,156	144,346	224,790	208,000	286,870	
42054	RENTALS	-	-	-	-	5,980	5,500	6,700	
42060	OTHER EXPENSES	2,662	1,304	2,125	1,349	2,700	2,000	1,900	
42064	EQUIPMENT MAINTENANCE	32,500	30,295	30,991	33,474	54,990	51,000	75,000	
42065	PLANT MAINTENANCE	-	-	-	-	200	100	7,100	
<b>Purchased Services</b>		<b>351,278</b>	<b>367,522</b>	<b>380,515</b>	<b>297,134</b>	<b>440,270</b>	<b>403,600</b>	<b>535,590</b>	
43099	EQUIPMENT	-	-	-	-	-	-	6,800	
<b>Equipment</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,800</b>	
<b>Total</b>	<b>WATER FILTRATION</b>	<b>1,511,864</b>	<b>1,506,571</b>	<b>1,533,136</b>	<b>1,417,842</b>	<b>1,764,828</b>	<b>1,699,408</b>	<b>1,822,440</b>	

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	83,000	OVERTIME 83,000 - TO PROVIDE COVERAGE FOR SICK, VACATION, OTHER LEAVES, PERSONAL HOLIDAYS, AND STANDBY.
40005	40,540	HOLIDAY PAY 40,540 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	5,540	DIFFERENTIAL PAY 5,540 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION AGREEMENT.
40008	2,100	MEAL REIMBURSEMENT 2,100 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	29,700	OPERATING SUPPLIES 29,700 - LABORATORY SUPPLIES, OFFICE SUPPLIES, ELECTRODES AND PROBES, CO-2 FOR CHLORINE ANALYZERS, MAINTENANCE SUPPLIES, MISC GREASE, OIL, ETC., SMALL TOOLS, CIRCULAR CHARTS, SENSORS, ROCK SALT, RAGS, SMALL TOOLS, DEHUMIDIFIERS, CHAIN HOISTS AND MISCELLANEOUS ITEMS, SCADA LINE PRINTER, REKEY LOCKS, MATS/SOAPS/TOWELS/TOILET ROLLS, FAX MACHINE PARTS.
41016	3,830	UNIFORMS/SAFETY SHOES 3,830 - T-SHIRTS, SWEATSHIRTS, AND SAFETY SHOES PER CONTRACT.
41021	196,400	CHEMICALS 196,400 - GASEOUS CHLORINE, BULK LIQUID ORTHOPHOSPHATE, SODIUM BISULFITE, BULK HYDRATED LIME, BULK LIQUID HYDROFLUOSILICIC ACID, BULK LIQUID ALUM, POLYMER; SLUDGE CONDITIONING, BULK LIQUID CAUSTIC SODA, SODIUM HYPOCHLORITE SOLUTION.
41023	1,960	GASOLINE 1,960 - GASOLINE AND DIESEL FUEL FOR TWO (2) TRUCKS AND EQUIPMENT.
42044	77,020	ELECTRIC 77,020 - ELECTRIC SERVICE FOR CARBON BUILDING, FILTRATION PLANT, GARAGE, RECYCLING CHAMBER, METER CHAMBER AND GROUNDS LIGHTING, INCLUDING ACT 129 PHASE 3 COMPLIANCE RIDER AND STORM DAMAGE EXPENSE RIDER.
42046	81,000	HEATING OIL 81,000 - HEATING OIL FOR FILTRATION PLANT, GARAGE AND EMERGENCY GENERATOR.
42047	286,870	DEPARTMENT CONTRACTS 80,610 - 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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		EMERGENCY GENERATOR, DEIONIZATION SYSTEM, ELECTRICAL EQUIPMENT, SCADA SW/HW MAINTENANCE, SCADA PROPRIETARY SW UPDATES, CHLORINE CRANES, TRANSFER SWITCH, UPS/BATTERIES, EMPTY SPILL CONTAINMENT TANK, BOILER TREATMENT, MAINTENANCE FOR TWO (2) GAS DETECTORS, FILTER EFFLUENT VALVE/UPS/BATTERIES, FAX REPAIRS, COPIER LEASE PAYMENT, ANNUAL EXPENSES, SEMI-ANNUAL ELEVATOR INSPECTION/MAINTENANCE, 84,020 - FLUME CLEANING. 122,240 - REMOVAL, TRANSPORTATION AND PROCESSING OF LAGOON RESIDUALS (2016 RETAINAGE AND 2017 CONTRACT).
42054	6,700	RENTALS 2,200 - GENERATOR RENTAL FOR FLUME CLEANING. 4,500 - LARGE GENERATOR RENTAL FOR PPL POWER FEED MAINTENANCE.
42060	1,900	OTHER EXPENSES 1,900 - GARBAGE COLLECTION FEE, CDL REIMBURSEMENTS MISC ITEMS, BOAT LICENSE, PAGERS, MISCELLANEOUS LANDSCAPING TO REPLACE DEAD TREES AND SHRUBS.
42064	75,000	EQUIPMENT MAINTENANCE 75,000 - 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, SUMP PUMPS, FLOCCULATOR SHAFT/BABBITT/COATING REPAIR CARRY OVER.
42065	7,100	PLANT MAINTENANCE 100 - JANITORIAL SUPPLIES. 7,000 - REPAIR ENTRANCE ROAD MACADAM CRACKS.
43099	6,800	EQUIPMENT 3,600 - PORTABLE RADIOS TO COORDINATE WITH 911 SYSTEM 3,200 - FILTER JUDGE MEDIA CORE SAMPLING TOOL

## BUREAU DETAIL

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**Bureau:** Supply & Treatment  
**Division:** Utility Billing

**No:** 2001  
**No:** 20017

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

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### Division Description:

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

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### Goals and Objectives:

- Review of outside City municipal customers to identify missed accounts.
  - Review large meter set up for discrepancies.
  - Continue to pursue outstanding accounts receivable which include but are not limited to delinquent accounts, final accounts and liens.
- 

### Prior Year Achievements:

- Assisted with Phase I and II of AMR/AMI conversion project as it relates to database updates.
  - Pursued delinquent customers to reduce the number of accounts and increase cash flow.
  - Assisted in the conversion of operation reports as well as supported successful conversion to the new software platform for Community and Finance Plus.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

		2012	2013	2014	2015	2016		2016		2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Budget	Final Budget		
<b>Personnel Detail</b>		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2301	Customer Service Supvr	1	1	1	1	1	60,779	1	60,779	1	60,692
C061	Customer Service Rep	3	3	2	2	2	96,889	2	96,889	2	96,538
<b>Total Positions</b>		4	4	3	3	3	157,668	3	157,668	3	157,230
2301	50% Allocated to 3001						(30,390)		(30,390)		(30,347)
C061	50% Allocated to 3001						(46,933)		(46,933)		(48,268)
							80,345		80,345		78,615
<b>Account Detail</b>											
40001	SALARIES	84,865	79,944	66,796	70,921		78,745		78,745		76,857
40002	LONGEVITY	1,120	1,320	2,488	1,240		1,600		1,600		1,758
40003	OVERTIME	-	-	228	-		210		100		450
40004	TEMPORARY HELP	-	-	-	-		-		-		20,800
<b>Personnel</b>		85,985	81,264	69,512	72,161		80,555		80,445		99,865
41014	OPERATING SUPPLIES	-	-	-	182		500		400		1,700
<b>Materials &amp; Supplies</b>		-	-	-	182		500		400		1,700
42036	COMMUNICATIONS	-	-	-	137		6,500		1,000		5,000
<b>Purchased Services</b>		-	-	-	137		6,500		1,000		5,000
43099	EQUIPMENT	-	-	-	-		-		-		3,780
<b>Equipment</b>		-	-	-	-		-		-		3,780
<b>Total</b>	UTILITY BILLING	85,985	81,264	69,512	72,480		87,555		81,845		110,345

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	450	OVERTIME 450 - TO PROCESS SHERIFF SALES, LIENS AND OTHER MISCELLANEOUS WORK.
40004	20,800	TEMPORARY HELP 20,800 - POSITION WILL ASSIST WITH THE ADMINISTRATION OF THE DSIC PROGRAM AS WELL AS SUPPORT OTHER REVENUE GENERATING INITIATIVES WITHIN THE BUREAU.
41014	1,700	OPERATING SUPPLIES 1,700 - OFFICE SUPPLIES. COPIER/PRINTER FEES.
42036	5,000	COMMUNICATIONS 5,000 - RAPID RESPONSE SYSTEM WATER CUSTOMER EMERGENCY TELEPHONE CALLS (WHICH IS A REGULATORY MANDATE) AND DELINQUENT NOTIFICATIONS.
43099	3,780	EQUIPMENT 3,780 - DESKTOP PC COMPUTERS, MONITORS, AND PORTABLE RADIO TO COORDINATE WITH 911 SYSTEM.



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## BUREAU DETAIL

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

**Department:** Public Works    **No:** 0050

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### Division Description:

This section of the Bureau of Engineering provides for the design of water main extensions and the preparation of plans and specifications for contract work on the water system. Other section activities include the performance of water distribution studies and analysis, liaison services with consultants and other municipalities, and the preparation of cost estimates. The section also provides contractors and homeowners with information regarding utility location and permitting to tie into the system, and fire flow information.

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### Goals and Objectives:

- Begin construction on Rt. 512 water main extension project.
- Small main replacements: replace approximately 5,000 feet of 4" water main with 8" water main on West Goepf Street between Main Street and Maple Street and East Wall Street between Center Street and Linden Street. This replacement will improve fire protection.
- Replace 14" water main on West Market Street between Eighth Avenue and 15<sup>th</sup> Avenue. This main is not a standard size and it would be very difficult to obtain repair parts if needed.
- Tie-in 700 feet of dead end lines on Hoover Avenue in Hanover Township Lehigh County.

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### Prior Year Achievements:

- Replaced 2,000 feet of 100 year old, undersized 4" cast iron main with 8" ductile iron main on Carlton Avenue in Bethlehem. Added three new fire hydrants as well as renewed 80 service lines.
  - Replaced 1,200 feet of 6" cast iron main with 8" ductile iron main on Russell Avenue in Fountain Hill and renewed 60 service lines.
  - Replaced 500 feet of main on Church Street in Fountain Hill which eliminated two dead end lines for improved fire protection.
  - Completed the preliminary design of the Rt. 512 water main extension project and land survey for fire pump house location. Submitted plans and permits for review and approval to Norfolk Southern, DEP and PennDOT.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

		2012	2013	2014	2015	2016	2016	2017			
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget			
<b>Personnel Detail</b>		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2908	Section Engineer	1	-	-	-	-	-	-	-	-	-
2504	Design Assistant	1	1	1	1	1	66,952	1	66,952	1	66,751
2402	Engineering Aide	1	1	1	1	1	62,870	1	62,870	1	62,129
<b>Total Positions</b>		<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>129,822</b>	<b>2</b>	<b>129,822</b>	<b>2</b>	<b>128,880</b>
<b>Account Detail</b>											
40001	SALARIES	145,457	95,330	114,851	118,974	127,257	127,257	126,220			
40002	LONGEVITY	2,870	1,680	1,840	2,000	2,565	2,565	2,660			
40003	OVERTIME	5,253	11,394	5,013	6,249	4,895	4,500	5,000			
<b>Personnel</b>		<b>153,580</b>	<b>108,404</b>	<b>121,704</b>	<b>127,223</b>	<b>134,717</b>	<b>134,322</b>	<b>133,880</b>			
42055	PROFESSIONAL SERVICES	-	51,327	92,860	64,247	66,700	65,000	65,000			
<b>Purchased Services</b>		<b>-</b>	<b>51,327</b>	<b>92,860</b>	<b>64,247</b>	<b>66,700</b>	<b>65,000</b>	<b>65,000</b>			
<b>Total</b>	<b>WATER ENGINEERING</b>	<b>153,580</b>	<b>159,731</b>	<b>214,564</b>	<b>191,470</b>	<b>201,417</b>	<b>199,322</b>	<b>198,880</b>			

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	5,000	OVERTIME 5,000 - OVERTIME
42055	65,000	PROFESSIONAL SERVICES 65,000 - ENGINEERING SERVICES NOT AVAILABLE IN CITY WORKFORCE.

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## BUREAU DETAIL

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**Bureau:** Supply & Treatment  
**Division:** Water Control

**No:** 2001  
**No:** 20019

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

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### **Division Description:**

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

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### **Goals and Objectives:**

- Upgrade SCADA controls for the South Side Pump Station.
  - Update PA One Call SOP.
- 

### **Prior Year Achievements:**

- Trained Control Room Operators in new SCADA control strategies for the 5<sup>th</sup> and William Street Pump Station.
  - Converted Fire Pump Station operation from manual to full time automatic SCADA control mode.
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

		2012	2013	2014	2015	2016		2016		2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
<b>Personnel Detail</b>											
		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3014	Water Dist/Control Sup	1	1	1	1	1	84,996	1	84,996	1	84,648
M141	Utility Maint Mechanic II	1	1	-	-	-	-	-	-	-	-
M123	Utility Maint Mechanic I	2	2	-	-	-	-	-	-	-	-
M115	Control Oper Permit Off	1	1	1	1	1	57,040	1	57,040	1	58,506
M105	Water Dist Cont Oper	4	4	4	4	4	226,701	4	226,701	4	225,230
	<b>Total Positions</b>	<b>9</b>	<b>9</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>368,737</b>	<b>6</b>	<b>368,737</b>	<b>6</b>	<b>368,384</b>
3014	10% Allocated to 3002						(8,500)		(8,500)		(8,465)
M115	10% Allocated to 3002						(5,704)		(5,704)		(5,851)
M105	10% Allocated to 3002						(21,936)		(21,936)		(22,522)
							<b>332,597</b>		<b>332,597</b>		<b>331,546</b>
<b>Account Detail</b>											
40001	SALARIES	433,371	434,116	304,455	308,729		326,405		326,405		323,765
40002	LONGEVITY	9,378	9,288	6,584	5,832		6,192		6,192		7,781
40003	OVERTIME	54,313	63,714	30,612	27,118		45,830		40,000		44,600
40005	HOLIDAY PAY	12,194	12,247	12,819	13,790		16,590		14,500		14,480
40006	DIFFERENTIAL PAY	2,181	2,247	2,237	2,244		2,610		2,350		2,770
40008	MEAL REIMBURSEMENT	948	1,405	780	842		1,240		1,200		1,070
	<b>Personnel</b>	<b>512,385</b>	<b>523,017</b>	<b>357,487</b>	<b>358,555</b>		<b>398,867</b>		<b>390,647</b>		<b>394,466</b>
41014	OPERATING SUPPLIES	6,621	5,946	395	319		1,000		750		1,400
41016	UNIFORMS/SAFETY SHOES	1,237	1,131	705	600		550		500		720
41023	GASOLINE	10,628	7,589	1,318	21		-		-		-
	<b>Materials &amp; Supplies</b>	<b>18,486</b>	<b>14,666</b>	<b>2,418</b>	<b>940</b>		<b>1,550</b>		<b>1,250</b>		<b>2,120</b>
42036	COMMUNICATIONS	976	2,336	6,000	6,000		6,230		6,100		10,080
42044	ELECTRIC	132,076	142,273	-	-		-		-		-
42045	GAS	87	121	-	-		-		-		-
42047	DEPARTMENT CONTRACTS	61,617	32,867	37,872	39,563		45,940		43,500		44,540
42054	RENTALS	1,904	-	-	-		100		25		100
42060	OTHER EXPENSES	513	898	348	150		790		500		790
42064	EQUIPMENT MAINTENANCE	3,413	12,004	-	2,225		100		50		1,230
42065	PLANT MAINTENANCE	-	-	-	-		100		50		100
	<b>Purchased Services</b>	<b>200,586</b>	<b>190,499</b>	<b>44,220</b>	<b>47,938</b>		<b>53,260</b>		<b>50,225</b>		<b>56,840</b>
43099	EQUIPMENT	-	-	-	-		-		-		4,840
	<b>Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>		<b>-</b>		<b>4,840</b>
<b>Total</b>	<b>WATER CONTROL</b>	<b>731,457</b>	<b>728,182</b>	<b>404,125</b>	<b>407,433</b>		<b>453,677</b>		<b>442,122</b>		<b>458,266</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	44,600	OVERTIME 44,600 - TO PROVIDE COVERAGE FOR SICK, VACATION, PERSONAL DAYS, OTHER LEAVES FOR CONTROL ROOM. STAND BY PAY FOR CONTROL ROOM.
40005	14,480	HOLIDAY PAY 14,480 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	2,770	DIFFERENTIAL PAY 2,770 - DIFFERENTIAL PAY PER CONTRACT.
40008	1,070	MEAL REIMBURSEMENT 1,070 - MEAL REIMBURSEMENT PER CONTRACT.
41014	1,400	OPERATING SUPPLIES 1,400 - COMPUTER, OFFICE AND MISCELLANEOUS SUPPLIES, MATS/SOAP/TOWELS/TOILET ROLLS, FAX MACHINE PARTS.
41016	720	UNIFORMS/SAFETY SHOES 720 - TO PURCHASE UNIFORMS PER CONTRACT.
42036	10,080	COMMUNICATIONS 10,080 - TWO (2) TI LINE CIRCUITS FOR SCADA SYSTEM, CELLULAR MODEM DATA PLAN FOR SCADA SYSTEM, VPN ON PUBLIC INTERNET FOR WILD CREEK TO CONTROL ROOM.
42047	44,540	DEPARTMENT CONTRACTS 44,540 - CONTRACTS FOR ONE CALL, COPIER LEASE PAYMENT, SW/HW/RTU MAINTENANCE CONTRACT ON SCADA SYSTEM, FAX MACHINE MAINTENANCE, PROPRIETARY SW UPDATES ON SCADA SYSTEM.
42054	100	RENTALS 100 - RENTAL OF EQUIPMENT NOT IN CITY INVENTORY FOR EMERGENCY AND MAINTENANCE PURPOSES.
42060	790	OTHER EXPENSES 790 - OTHER MISCELLANEOUS ITEMS, CDL REIMBURSEMENTS, MAPS, KEYS.
42064	1,230	EQUIPMENT MAINTENANCE 1,230 - REPLACEMENT PARTS FOR FAX MACHINE AND OTHER MISCELLANEOUS EQUIPMENT, SPARE SCADA MODEM, SPARE SCADA ETHERNET SWITCH.
42065	100	PLANT MAINTENANCE 100 - JANITORIAL SUPPLIES.
43099	4,840	EQUIPMENT 4,840 - BASE RADIOS WITH DESKTOP MICROPHONES TO COORDINATE WITH 911 SYSTEM.



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## BUREAU DETAIL

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

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

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### 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.

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### Goals and Objectives:

- Install security enhancements at remote sites.
- Install safety rails on steps at below grade chambers.
- Trim trees and vegetation from access roads to remote sites to reduce storm damage and limited access during weather events.
- Paint above ground appurtenances on 42" water transmission main from Blue Mountain to WTP.
- Test/replace air release valves on 42" water transmission main from Blue Mountain to WTP.
- Locate and collect GPS data for all chambers from WTP to Howertown.

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### Prior Year Achievements:

- Installed sample ports on all above ground water storage tanks for bi-monthly water quality testing.
  - Located and replaced all air/vac valves on 30" water transmission main from Blue Mountain to WTP.
  - Located all chambers on 42" water transmission main; Collected locations to populate GIS.
  - Installed 20" by-pass at Southside Reservoir in order to be able to take 5mg SW tank out of service for inspections/rehabilitation.
  - Replaced broken/leaking valve on 30" water transmission main.
  - Exercised valves on 30" water transmission main between Danielsville and WTP.
  - Clean and inspect cover on 12 MG reservoir.
  - Pressure wash and spot repair above ground water storage tanks.
  - Trimmed trees and vegetation away from above ground water tanks to prevent growth on exterior surface.
  - Installed (6) new valves in the water distribution system to allow for strategic control during both preventative maintenance and emergency repair activities.
  - Rebuilt 2" PRV on Postal Rd.
  - Drain/inspect (2) above ground water storage tanks; Replace faulty mixers.
  - Leak detected (50.4) miles of water main; discovered (2) leaks worth 231,000 gals.
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**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	2012	2013	2014	2015	2016		2016		2017	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3204 Water Superintendent	1	1	1	1	1	93,456	1	93,456	1	93,118
3014 Utility Maint Supervisor	1	1	2	2	2	169,725	2	169,725	2	169,296
2402 Foreman	1	1	-	-	-	-	-	-	-	-
M141 Utility Maint Mechanic II	-	-	1	1	1	65,718	1	65,718	1	67,444
M123 Utility Maint Mechanic I	-	-	2	2	2	119,558	2	119,558	2	122,723
M11E Maint Worker III O&E	1	-	-	-	-	-	-	-	-	-
M114 Maintenance Worker III	10	11	11	11	11	642,040	11	642,040	11	640,192
M092 Maintenance Worker II	10	10	10	10	9	422,297	9	422,297	9	421,572
<b>Total Positions</b>	<b>24</b>	<b>24</b>	<b>27</b>	<b>27</b>	<b>26</b>	<b>1,512,794</b>	<b>26</b>	<b>1,512,794</b>	<b>26</b>	<b>1,514,345</b>
3204 50% Allocated to 3002						(46,728)		(46,728)		(46,559)
3014 50% Allocated to 3002						(84,863)		(84,863)		(84,648)
M141 50% Allocated to 3002						(32,859)		(32,859)		(33,722)
M123 50% Allocated to 3002						(59,780)		(59,780)		(61,361)
M114 50% Allocated to 3002						(312,800)		(312,800)		(320,096)
M092 50% Allocated to 3002						(206,718)		(206,718)		(210,786)
3019 50% Allocated from 3002						41,830		41,830		42,324
M123 50% Allocated from 3002						29,729		29,729		30,491
M114 50% Allocated from 3002						84,640		84,640		84,444
M092 50% Allocated from 3002						78,196		78,196		71,290
						<b>1,003,441</b>		<b>1,003,441</b>		<b>985,722</b>
<b>Account Detail</b>										
40001 SALARIES	1,099,066	1,181,270	929,869	944,108		991,201		991,201		970,902
40002 LONGEVITY	14,635	16,480	15,000	13,600		12,240		12,240		14,820
40003 OVERTIME	102,523	85,922	111,768	96,870		110,000		105,000		110,000
40004 TEMPORARY HELP	-	-	3,840	-		-		-		-
40006 DIFFERENTIAL PAY	2,146	1,328	1,686	1,437		1,675		1,500		1,675
40008 MEAL REIMBURSEMENT	3,276	2,132	3,711	3,361		3,350		3,000		3,350
<b>Personnel</b>	<b>1,221,646</b>	<b>1,287,132</b>	<b>1,065,874</b>	<b>1,059,376</b>		<b>1,118,466</b>		<b>1,112,941</b>		<b>1,100,747</b>
41014 OPERATING SUPPLIES	11,376	16,376	19,157	23,764		23,600		22,000		23,600
41016 UNIFORMS/SAFETY SHOES	3,989	4,238	4,630	4,400		5,320		5,250		7,530
41021 CHEMICALS	-	-	1,152	-		2,500		1,500		2,700
41023 GASOLINE	66,626	60,177	74,837	48,000		68,250		49,500		61,500
<b>Materials &amp; Supplies</b>	<b>81,991</b>	<b>80,791</b>	<b>99,776</b>	<b>76,164</b>		<b>99,670</b>		<b>78,250</b>		<b>95,330</b>
42031 UNIFORM RENTAL	-	-	-	-		3,230		500		3,230
42044 ELECTRIC	-	-	122,853	118,146		150,000		135,000		143,000
42045 GAS	-	-	128	87		-		-		-
42047 DEPARTMENT CONTRACTS	-	-	12,544	25,338		42,200		30,000		64,082
42054 RENTALS	-	-	6,084	1,996		15,500		8,500		12,000
42060 OTHER EXPENSES	1,399	2,475	1,969	4,114		11,000		8,000		10,500
42064 EQUIPMENT MAINTENANCE	8,010	3,295	7,933	6,848		20,630		16,500		20,700
42065 PLANT MAINTENANCE	-	-	101	462		6,500		3,500		6,500
<b>Purchased Services</b>	<b>9,409</b>	<b>5,770</b>	<b>151,612</b>	<b>156,991</b>		<b>249,060</b>		<b>202,000</b>		<b>260,012</b>
43099 EQUIPMENT	-	-	-	-		-		-		87,000
<b>Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>		<b>-</b>		<b>87,000</b>
<b>Total</b>	<b>1,313,046</b>	<b>1,373,693</b>	<b>1,317,262</b>	<b>1,292,531</b>		<b>1,467,196</b>		<b>1,393,191</b>		<b>1,543,089</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	110,000	OVERTIME 110,000 - PROVIDES FUNDS FOR EMERGENCY CALL-OUTS ON SATURDAYS, SUNDAYS, HOLIDAYS PLUS HOURS WHICH ARE NOT PART OF THE SCHEDULED WORK WEEK. INCLUDES STANDBY TIME PAYMENTS. BASED ON PROJECTED OVERTIME AND HISTORY.
40006	1,675	DIFFERENTIAL PAY 1,675 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT FOR THE MIDDLE SHIFT.
40008	3,350	MEAL REIMBURSEMENT 3,350 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	23,600	OPERATING SUPPLIES 23,600 - DAILY OPERATING SUPPLIES USED IN CONJUNCTION WITH THE EMERGENCY RESPONSE/CONSTRUCTION, PLANNED MAINTENANCE AND TECHNICAL ACTIVITIES. ITEMS INCLUDING BUT NOT LIMITED TO TOOLS AND SUPPLIES, SURGE PROTECTORS FOR SCADA SYSTEMS, PORTABLE ELECTRIC HEATERS, 1/2 HP SUMP PUMPS, RAGS, BATTERIES FOR SCADA SYSTEM, BATTERIES FOR PORTABLE RADIOS, BAG CONCRETE, INDUSTRIAL GASES, ETC.
41016	7,530	UNIFORMS/SAFETY SHOES 7,530 - SAFETY SHOES, UNIFORMS, COVERALLS, T-SHIRTS AND SWEATSHIRTS FOR ALL BUREAU EMPLOYEES.
41021	2,700	CHEMICALS 2,700 - DECHLOR TABS, CALCIUM HYPOCHLORITE AND SODIUM HYPOCHLORITE
41023	61,500	GASOLINE 61,500 - REGULAR GASOLINE AND DIESEL FUEL.
42031	3,230	UNIFORM RENTAL 3,230 - UNIFORM RENTAL.
42044	143,000	ELECTRIC 143,000 - ELECTRIC USAGE AT PUMPING STATIONS, STORAGE TANKS AND SCADA SYSTEM LOCATIONS.
42047	64,082	DEPARTMENT CONTRACTS 16,113 - LANDFILL DUMPING FEES 5,000 - ASPHALT/CONCRETE EXCAVATION WASTE 6,229 - VEGETATION CONTROL 2,000 - INFRAED INSPECTION - MCC'S, PANEL AND TRANSFORMER AT SOUTHSIDE PUMP STATION 2,000 - PREVENTIVE MAINTENANCE ON ELECTRICAL EQUIPMENT AT SOUTHSIDE PUMP STATION 900 - GAS DETECTOR CALIBRATIONS (2) AND SENSOR REPLACEMENT 7,725 - EMERSON ONSITE SERVICES - 5 DAYS FOR EMERGENCIES

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		1,575 - IWATER ANNUAL SOFTWARE SUPPORT
		1,600 - ANNUAL MAINTENANCE FOR GENERATOR AT 5TH AND WILLIAM AND SOUTH SIDE RESERVOIR
		20,000 - JANITORIAL SERVICES MUNICIPAL SERVICE CENTER
		940 - MONTHLY PRINTER CONTRACT
42054	12,000	RENTALS
		2,000 - RENTAL EQUIPMENT AS REQUIRED BY BUREAU
		10,000 - RENTAL OF EXCAVATOR TO INSTALL MAIN IN EAST ALLEN TWP.
42060	10,500	OTHER EXPENSES
		10,500 - NORFOLK SOUTHERN ANNUAL LEASE AGREEMENTS, PA DEP WASTE HAULING LICENSES, BOOKS, MAPS, PETTY CASH, CDL REIMBURSEMENTS, BUSINESS CARDS ETC, BETHLEHEM TOWNSHIP ROAD OPENING PERMIT, FIRE EXTINGUISHERS AND HEAVY EQUIPMENT OPERATOR TRAINING
42064	20,700	EQUIPMENT MAINTENANCE
		20,700 - MISCELLANEOUS EQUIPMENT REPAIRS, PARTS, LABOR AND TECHNICAL SUPPORT.
42065	6,500	PLANT MAINTENANCE
		6,500 - MAINTENANCE OF PHYSICAL BUILDINGS, PURCHASE PREFABRICATED CONCRETE BLOCKS TO BUILD STORAGE BINS TO STOCK EXCAVATION MATERIALS AT DIFFERENT LOCATIONS,
43099	87,000	EQUIPMENT
		87,000 - MISCELLANEOUS EQUIPMENT BLUETOOTH ADAPTOR FOR VALVE EXERCISER, 1/2" DRIVE HEAVY DUTY IMPACT WRENCH, 1/2" DEEP WELL SOCKET SETS, HEAVY DUTY GRINDER, HYDRANT DIFFUSER, LEAK DETECTION DATA LOGGERS, HEATERS FOR SCADA BOXES, SCADA RADIO KITS, ROSEMOUNT PRESSURE TRANSMITTERS, ROSEMOUNT LEVEL TRANSMITTERS, STIHL CHAINSAW, MUELLER B-101 AND B-100 DRILLING AND TAPPING MACHINE, STIHL CUT OFF SAW, PNEUMATIC BREAKER HAMMER, PIERCING TOOL, SCHONSTED TRACE MASTER AND MAGNETIC LOCATOR, LINE LOCATORS/TRACERS, DEWATERING PUMP WITH HOSE AND COUPLERS, PANASONIC TOUHPAD COMPUTER TABLETS, MOBILE AND PORTABLE RADIOS TO COORDINATE WITH 911 SYSTEM.

## BUREAU DETAIL

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**Bureau:** Utility Maintenance  
**Division:** Meter Shop

**No:** 2002  
**No:** 20023

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

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### Division Description:

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

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### Goals and Objectives:

- Complete and implement Phase I and II of the project for conversion to AMR/AMI technology which will increase customer satisfaction and reading/billing efficiencies.
- Identify missed and/or under registering accounts to increase efficiency and revenue.
- Actively replace small/large stopped and aged meters to increase revenue and offset future installation costs.

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### Prior Year Achievements:

- Coordinated and managed the installation of meters for Phase II of the AMR/AMI project.
  - Increased installation or replacement of small and large meters by 40% over prior year.
  - Actively replaced small/large stopped and aged meters to increase revenue and offset future installation costs.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

		2012	2013	2014	2015	2016	2016	2017	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget	
<b>Personnel Detail</b>		<b>Number of Permanent Positions</b>				<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>
2505	Meter Supervisor	1	1	1	1	1	59,179	1	58,697
M102	Meter Repairman	3	3	2	2	2	114,604	2	114,087
M081	Meter Reader	4	4	4	4	4	215,577	4	213,154
<b>Total Positions</b>		<b>8</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>389,360</b>	<b>7</b>	<b>385,938</b>
2505	5% Allocated to 3002						(2,959)		(2,935)
M102	5% Allocated to 3002						(8,243)		(5,704)
M081	5% Allocated to 3002						(7,821)		(10,658)
						<b>370,337</b>	<b>370,337</b>		<b>366,641</b>
<b>Account Detail</b>									
40001	SALARIES	368,744	363,476	328,794	324,816	363,013	363,013		357,616
40002	LONGEVITY	9,890	10,336	10,492	7,192	7,324	7,324		9,025
40003	OVERTIME	10,413	10,090	14,634	10,379	12,000	11,000		16,250
40006	DIFFERENTIAL PAY	4	10	32	2	100	25		100
40008	MEAL REIMBURSEMENT	12	25	62	-	100	75		100
<b>Personnel</b>		<b>389,063</b>	<b>383,937</b>	<b>354,014</b>	<b>342,389</b>	<b>382,537</b>	<b>381,437</b>		<b>383,091</b>
41014	OPERATING SUPPLIES	1,851	5,506	238	2,964	3,350	3,000		3,500
41016	UNIFORMS/SAFETY SHOES	1,422	1,570	1,618	1,213	1,550	1,530		1,775
41023	GASOLINE	13,563	12,453	10,367	7,054	14,000	7,200		14,000
<b>Materials &amp; Supplies</b>		<b>16,836</b>	<b>19,529</b>	<b>12,223</b>	<b>11,231</b>	<b>18,900</b>	<b>11,730</b>		<b>19,275</b>
42047	DEPARTMENT CONTRACTS	6,823	10,602	8,686	8,860	10,500	8,500		10,200
42060	OTHER EXPENSES	873	54	-	490	1,000	500		1,000
<b>Purchased Services</b>		<b>7,696</b>	<b>10,656</b>	<b>8,686</b>	<b>9,350</b>	<b>11,500</b>	<b>9,000</b>		<b>11,200</b>
43099	EQUIPMENT	-	-	-	-	-	-		3,960
<b>Equipment</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>3,960</b>
<b>Total</b>	<b>METER SHOP</b>	<b>413,595</b>	<b>414,122</b>	<b>374,923</b>	<b>362,970</b>	<b>412,937</b>	<b>402,167</b>		<b>417,526</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	16,250	OVERTIME 16,250 - STAND-BY PAY FOR METER REPAIRMEN AND OVERTIME FOR LEAKING, FROZEN OR BLOCKED METERS.
40006	100	DIFFERENTIAL PAY 100 - TO PROVIDE FOR SHIFT DIFFERENTIAL PER THE UNION CONTRACT.
40008	100	MEAL REIMBURSEMENT 100 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	3,500	OPERATING SUPPLIES 3,500 - SMALL METER PARTS, COMPRESSION FITTINGS, COUPLINGS, MISC. (PAINT, GREASE, ETC.), REPLACEMENT OF SMALL TOOLS, AND OFFICE SUPPLIES.
41016	1,775	UNIFORMS/SAFETY SHOES 1,775 - T-SHIRTS, SWEATSHIRTS AND SAFETY SHOES FOR SEVEN (7) EMPLOYEES.
41023	14,000	GASOLINE 14,000 - GASOLINE
42047	10,200	DEPARTMENT CONTRACTS 10,200 - TOUCHREAD SOFTWARE MAINTENANCE PROGRAM, MAINTENANCE OF ONE (1) GAS DETECTOR, REPAIR TOUCH GUNS, BULK METER CALIBRATIONS, CALIBRATIONS OF SHOP TEST TANKS, TEST METERS OF HIGH CONSUMPTION CUSTOMERS AND OTHER MISCELANEOUS REPAIRS, COPIER/PRINTER FEES.
42060	1,000	OTHER EXPENSES 1,000 - CDL REIMBURSEMENTS, BOOKS, PORTABLE RADIO BATTERIES AND PROFESSIONAL MEMBERSHIPS FEES.
43099	3,960	EQUIPMENT 3,960 - PORTABLE RADIOS TO COORDINATE WITH 911 SYSTEM



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## BUREAU DETAIL

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**Bureau:** General Expenses    **No:** 2006

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

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**Bureau Description:**

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

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**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

	2012	2013	2014	2015	2016	2016	2017	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget	
<b>Personnel Detail</b>	<b>Number of Permanent Positions</b>				<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>
	-	-	-	-	-	-	-	-
<b>Total Positions</b>	-	-	-	-	-	-	-	-
<b>Account Detail</b>								
41025 POSTAGE	45,435	45,982	3,176	2,655	2,610	2,550	3,090	
<b>Materials &amp; Supplies</b>	45,435	45,982	3,176	2,655	2,610	2,550	3,090	
42036 COMMUNICATIONS	9,478	10,041	9,914	7,954	12,320	10,500	13,790	
42048 BANK SERVICE CHARGE	130	-	-	201	1,000	250	500	
42050 TAXES	46,453	46,453	47,017	47,017	47,590	47,585	48,600	
42055 PROFESSIONAL SERVICES	194,658	145,667	341,252	412,200	323,560	302,000	385,850	
42074 PENSIONS-O&E MMO	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	735,548	629,750	629,750	629,750	629,750	629,750	
42077 GENERAL FUND CHARGES	1,065,832	1,065,832	1,065,832	1,065,832	1,065,832	1,065,832	1,065,832	
42078 BETHLEHEM AUTHORITY OPEXP	275,139	140,000	237,400	275,000	300,000	300,000	300,000	
420802 CITY INSURANCE PACKAGE	140,000	140,000	140,000	140,000	140,000	140,000	140,000	
42085 MEDICAL INSURANCE	1,595,000	1,698,000	1,580,500	1,580,500	1,580,500	1,580,500	1,580,500	
42086 WORKMEN'S COMPENSATION	158,517	158,517	135,717	135,717	135,717	135,717	135,717	
42087 SOCIAL SECURITY	315,602	315,602	274,400	290,000	304,200	304,200	310,000	
42089 TRANSFER TO GENERAL FUND	-	39,622	-	-	-	-	-	
42090 UNFORESEEN CONTINGENCY	-	-	-	-	2,987	-	8,000	
42091.1 NOTE PAYABLE	1,174,000	1,103,579	1,205,930	-	-	-	-	
42091.2 LOC INTEREST EXPENSE	73,709	100,836	116,964	-	-	-	-	
42093 PENNVEST LOAN	1,393,767	1,393,767	1,393,767	1,393,767	1,393,768	1,393,768	1,393,768	
42094 LEASE RENTAL	6,349,192	6,341,371	6,448,644	7,263,934	7,262,753	7,262,753	7,274,753	
42095 2007 G.O. LOAN	71,397	70,615	69,942	70,809	71,060	71,060	71,053	
42097 CAPITAL APPROPRIATIONS-DSIC	-	-	-	-	125,000	-	75,000	
42098 CAPITAL APPROPRIATIONS	-	-	-	385,000	1,197,990	1,197,990	1,326,595	
<b>Purchased Services</b>	13,860,294	14,054,655	14,246,234	14,246,886	14,894,027	14,741,905	15,059,708	
<b>Total</b>	<b>WATER GENERAL EXPENSES</b>	13,905,729	14,100,637	14,249,410	14,249,541	14,896,637	14,744,455	15,062,798

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41025	3,090	POSTAGE 3,090 - POSTAGE FOR USPS AND UPS.
42036	13,790	COMMUNICATIONS 3,500 - VERIZON CELL PHONES AND PLANS FOR ALL WATER DEPARTMENT BUREAUS. 9,140 - VERIZON AIR CARD WIRELESS CONNECTION CHARGES FOR FIELD LAPTOP PCS FOR WATER DEPARTMENT BUREAUS. 1,150 - VERIZON AIR CARD WIRELESS COMMUNICATION CHARGES FOR FIELD LAPTOP PCS FOR WATER DEPARTMENT BUREAUS.
42048	500	BANK SERVICE CHARGE 500 - BANK FEES INCLUDING MANUAL CHECKS AND DEPOSIT BOOKS.
42050	48,600	TAXES 48,600 - TO MAKE PAYMENTS IN LIEU OF TAXES TO CARBON AND MONROE COUNTIES AND LEHIGH TOWNSHIP.
42055	385,850	PROFESSIONAL SERVICES 151,474 - TO PAY FOR SERVICES NOT AVAILABLE IN CITY WORK FORCE, SUCH AS SPECIALIZED LEGAL FEES, ENGINEERING, ROAD OPENING PERMITS, RMP AUDIT, UPDATE CAPITAL VALUE/DEPRECIATION/RETIREMENTS. 68,010 - PORTION OF LEVEL ONE BILLING AND MAILING CONTRACT. 27,710 - DEPARTMENT OF ADMINISTRATION LEGAL FEES, INDIRECT COST ALLOCATION STUDY, AUDIT, PENSION ACTUARIAL STUDY, PREFERRED EAP, WEBSITE ADMINISTRATION. 21,405 - RAPID RESPONSE CUSTOMER NOTIFICATION CONTRACT. 30,000 - TEMPORARY IT SUPPORT FOR AMI/AMR PROJECT. 13,665 - DEVELOP A NEW TARIFF, DSIC FORMULA, QUARTERLY DSIC CHECK/CALCULATION, ANNUAL DSIC RECONCILIATION. 38,586 - CHLORINE GAS ALTERNATIVES EVALUATION AT WATER FILTRATION PLANT. 35,000 - WIMS MODEL SOFTWARE
42074.1	300,000	PENSIONS - O & E 300,000 - THIS IS THE AMOUNT OF O & E PENSION APPLICABLE TO THE WATER FUND IN ACCORDANCE WITH ACT 205.
42075	629,750	PENSIONS - P.M.R.S. MMO 629,750 - THIS IS THE AMOUNT OF P.M.R.S. PENSION APPLICABLE TO THE WATER FUND IN ACCORDANCE WITH ACT 205 AND DEBT SERVICE.
42077	1,065,832	GENERAL FUND CHARGES 1,065,832 - THESE CHARGES ARE REIMBURSEMENTS TO THE GENERAL FUND FOR EXPENSES PAID INITIALLY BY THE GENERAL FUND BUT WHICH APPLY TO THE WATER FUND.
42078	300,000	BETHLEHEM AUTHORITY OPEXP 300,000 - ESTIMATED ADMINISTRATIVE EXPENSES OF THE BETHLEHEM

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		AUTHORITY.
420802	140,000	CITY INSURANCE PACKAGE 140,000 - BUILDING CONTENTS AND LIABILITY INSURANCE.
42085	1,580,500	MEDICAL INSURANCE 1,580,500 - REIMBURSEMENT OF WATER FUND MEDICAL CLAIMS PAID BY GENERAL FUND
42086	135,717	WORKMEN'S COMPENSATION 135,717 - WORKMEN'S COMPENSATION.
42087	310,000	SOCIAL SECURITY 310,000 - SOCIAL SECURITY.
42090	8,000	UNFORESEEN CONTINGENCY 8,000 - THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN AT THE TIME OF BUDGET PREPARATION
42093	1,393,768	PENNVEST LOAN 1,393,768 - FUNDS REQUIRED TO BE PROVIDED TO THE BETHLEHEM AUTHORITY IN ORDER TO MAKE DEBT SERVICE PAYMENT ON THE PENNVEST NOTE FOR THE RECONSTRUCTION OF THE PENN FOREST DAM (1998 NOTE).
42094	7,274,753	LEASE RENTAL 7,274,753 - FUNDS REQUIRED BY THE LEASE AGREEMENT WITH THE BETHLEHEM AUTHORITY FOR THE 2014 GUARANTEED WATER REVENUE BONDS.
42095	71,053	2007 G.O. LOAN 71,053 - FUNDS REQUIRED TO MAKE PRINCIPAL AND INTEREST PAYMENTS ON THE 2007 GENERAL OBLIGATION LOAN
42097	75,000	CAP APPROPRIATION - DSIC 75,000 - DISTRIBUTION SYSTEM IMPROVEMENT CHARGE USED FOR THE UPGRADE OR REPLACEMENT OF AGING INFRASTRUCTURE
42098	1,326,595	CAPITAL APPROPRIATION 1,326,595 - CONTRIBUTION TOWARDS WATER CAPITAL PROJECTS.

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

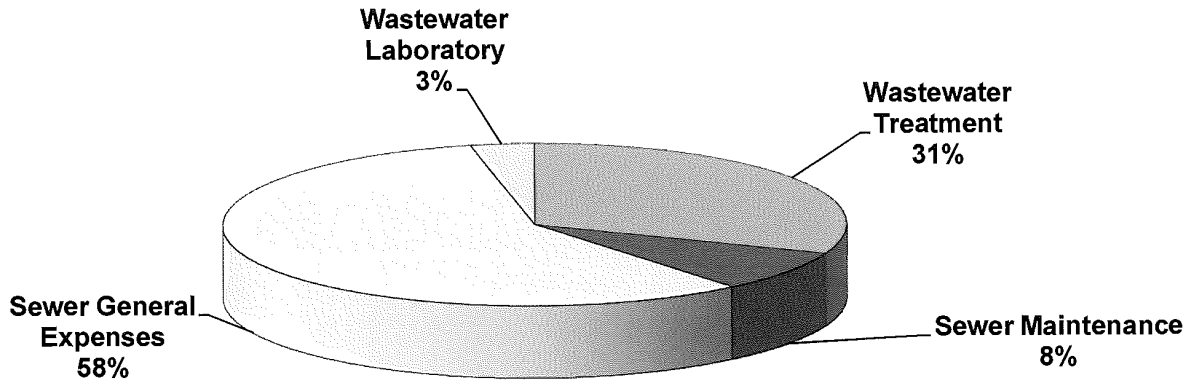
	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget w/ Transfers</b>	<b>2016 Actual &amp; Estimated</b>	<b>2017 Final Budget</b>
<b>REVENUES:</b>							
<b>Sale of Sewer</b>							
32001A Residential	5,350,814	5,489,080	5,979,488	6,274,520	6,262,601	6,256,000	6,930,606
32001B Commercial	785,399	856,643	988,962	1,053,206	1,046,443	1,025,000	1,147,631
32001C Industrial	535,252	598,152	709,494	701,284	657,054	675,000	708,243
32001D Institutional	461,992	519,429	576,124	603,158	657,318	630,000	752,550
32001E Public	1,906	2,172	2,482	2,395	2,481	2,450	2,700
32003 MIPP Sampling/Surcharge	933,620	955,698	896,033	1,390,977	975,000	1,107,500	1,000,000
32003F MIPP Fines	72,156	6,600	800	3,500	-	14,800	-
32007 Industrial Sewer Rental	19,325	21,458	22,093	24,860	20,000	21,000	22,500
32008 Fountain Hill	526,227	492,012	386,966	397,133	384,744	380,000	463,555
32009 Hellertown	351,000	488,844	468,255	496,577	442,773	435,000	469,514
32010 Allentown	8,962	11,578	9,075	11,043	11,036	9,000	11,166
32011 Salisbury Township	140,956	147,641	177,646	145,771	146,711	145,000	172,285
32012 Freemansburg	127,846	125,441	102,929	112,325	114,086	113,000	121,354
32013 Bethlehem Township	1,379,917	1,153,976	1,143,371	1,135,387	1,139,596	1,150,000	1,425,403
32014 Hanover Township (L. Cnty)	66,068	72,967	63,807	70,317	79,639	72,500	90,014
32014NA HN Residential	876,542	970,056	1,060,269	1,149,136	1,085,439	1,080,000	1,105,957
32014NB HN Commercial	191,878	220,893	251,237	263,870	265,897	255,000	288,318
32014NC HN Industrial	56,179	47,338	48,383	59,092	68,062	62,500	80,323
32014ND HN Institutional	27,930	36,715	38,735	44,742	42,993	46,500	50,186
32014NE HN Public	1,015	1,099	1,262	1,350	1,295	1,300	1,375
32015 Lower Saucon Township	123,648	134,906	139,337	125,246	128,571	125,000	146,241
32016 Lower Nazareth Township	-	-	-	-	5,000	12,200	5,000
32050 Delinquent Sewer Penalty	31,765	35,628	50,892	60,318	50,000	48,500	50,000
<b>Total Sale of Sewer</b>	<b>12,070,397</b>	<b>12,388,326</b>	<b>13,117,640</b>	<b>14,126,207</b>	<b>13,586,739</b>	<b>13,667,250</b>	<b>15,044,921</b>
<b>Other Operating Revenues</b>							
308901 Cash Balance	150,000	-	-	-	600,000	600,000	-
32106 Debt Service Contributions	370,050	559,173	574,516	682,542	683,261	683,261	778,079
32109 Sundry	25,066	2,369	2,380	491	2,500	2,200	2,000
32112 Permits	8,950	3,650	3,150	8,550	7,500	5,000	5,000
32120 DCNR Grant	1,867	-	-	-	-	-	-
<b>Total Other Operating Revenues</b>	<b>555,933</b>	<b>565,192</b>	<b>580,046</b>	<b>691,583</b>	<b>1,293,261</b>	<b>1,290,461</b>	<b>785,079</b>
<b>Investment Interest</b>							
308501 Investment Income	-	-	-	535	-	9,800	-
<b>Total Investment Interest</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>535</b>	<b>-</b>	<b>9,800</b>	<b>-</b>
<b>TOTAL SEWER FUND REVENUES</b>	<b>12,626,330</b>	<b>12,953,518</b>	<b>13,697,686</b>	<b>14,818,325</b>	<b>14,880,000</b>	<b>14,967,511</b>	<b>15,830,000</b>
<b>EXPENDITURES BY BUREAU:</b>							
Wastewater Treatment	4,341,506	4,445,319	4,629,425	4,580,610	4,788,580	4,755,455	4,900,688
Sewer Maintenance	685,284	633,509	1,065,012	1,071,256	1,295,518	1,271,632	1,330,496
Sewer General Expenses	7,146,758	6,524,895	7,330,645	7,578,303	8,291,631	8,280,554	9,076,060
Wastewater Laboratory	406,208	404,378	430,983	443,686	501,271	484,348	522,756
<b>TOTAL SEWER FUND EXPENDITURES</b>	<b>12,579,756</b>	<b>12,008,101</b>	<b>13,456,065</b>	<b>13,673,855</b>	<b>14,877,000</b>	<b>14,791,989</b>	<b>15,830,000</b>
<b>EXPENDITURES BY CATEGORY:</b>							
Personnel Costs	2,738,731	2,647,479	3,034,467	3,089,657	3,595,359	3,584,440	3,638,000
Materials & Supplies	584,052	745,926	755,362	649,987	661,670	643,545	601,300
Purchased Services	9,256,973	8,614,696	9,666,236	9,934,211	10,619,971	10,564,004	11,533,500
Equipment	-	-	-	-	-	-	57,200
<b>TOTAL SEWER FUND EXPENDITURES</b>	<b>12,579,756</b>	<b>12,008,101</b>	<b>13,456,065</b>	<b>13,673,855</b>	<b>14,877,000</b>	<b>14,791,989</b>	<b>15,830,000</b>

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

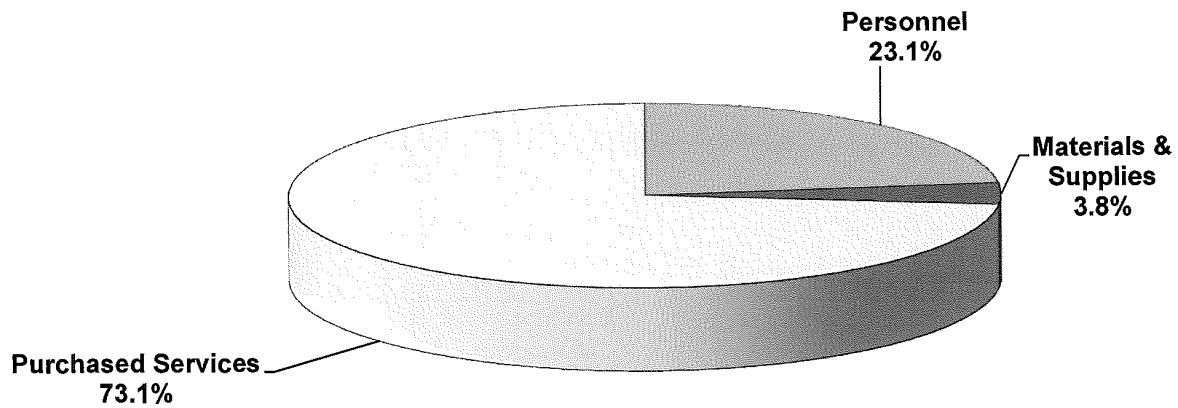
<u>Bureau</u>	<u>Personnel</u>	<u>Materials &amp; Supplies</u>	<u>Purchased Services</u>	<u>Equipment</u>	<u>Total</u>
3001 Wastewater Treatment	\$ 2,107,688	\$ 530,000	\$ 2,255,000	\$ -	\$ 4,892,688
3002 Sewer Maintenance	1,159,756	39,300	88,440	-	1,287,496
3003 Sewer General Expenses	-	1,500	9,074,560	-	9,076,060
3004 Wastewater Laboratory	370,556	30,500	115,500	-	516,556
<b>TOTAL SEWER FUND</b>	<b>\$ 3,638,000</b>	<b>\$ 601,300</b>	<b>\$ 11,533,500</b>	<b>\$ -</b>	<b>\$ 15,772,800</b>



## Sewer Fund Expenditures by Bureau



## Sewer Fund Expenditures by Category



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

<b>Bureau</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget w/ Transfers</b>	<b>2016 Actual &amp; Estimated</b>	<b>2017 Final Budget</b>
3001 Wastewater Treatment	28	28	27	27	27	27	27
3002 Utility Maintenance	8	8	8	8	8	8	8
3004 Wastewater Laboratory	3	3	3	3	3	3	3
<b>TOTAL SEWER FUND</b>	<b>39</b>	<b>39</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>

**Debt Service**

**Bureau 3003**

	<u>2016</u>	<u>2017</u>
<b>Accounts 42091 &amp; 42092</b>		
Series A of 2005		
Principal	105,000	110,000
Interest	22,510	18,520
Series of 2012		
Principal	295,000	295,000
Interest	153,951	150,264
Series of 2015		
Principal	395,000	245,000
Interest	11,650	7,700
	<u>983,111</u>	<u>826,484</u>

**Account 42093**

2012 Pennvest		
Principal	424,898	424,512
Interest	121,656	122,042
2013 Pennvest		
Principal	202,553	489,440
Interest	98,055	103,106
	<u>847,162</u>	<u>1,139,100</u>

## Schedule of Payment for Bond Indebtedness

	Series A of 2005		Series 2012		2012 Pennvest	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
<b>2017</b>	110,000	18,520	295,000	150,264	424,512	122,042
<b>2018</b>	115,000	14,285	300,000	146,208	430,967	115,587
<b>2019</b>	120,000	9,800	305,000	141,708	406,590	181,172
<b>2020</b>	125,000	5,000	310,000	136,370	402,212	206,155
<b>2021</b>			315,000	130,170	414,520	193,847
<b>2022</b>			325,000	123,083	427,204	181,163
<b>2023</b>			330,000	114,958	440,277	168,090
<b>2024</b>			340,000	106,213	453,750	154,617
<b>2025</b>			350,000	96,863	467,635	140,732
<b>2026</b>			360,000	86,887	481,945	126,422
<b>2027</b>			370,000	76,537	496,693	111,674
<b>2028</b>			380,000	65,438	511,893	96,474
<b>2029</b>			390,000	54,037	527,557	80,810
<b>2030</b>			405,000	41,850	543,701	64,666
<b>2031</b>			420,000	28,687	560,339	48,028
<b>2032</b>			430,000	14,512	577,486	30,881
<b>2033</b>					595,157	13,210
<b>2034</b>					113,821	479
<b>2035</b>						
<b>2036</b>						
<b>Totals</b>	<u>470,000</u>	<u>47,605</u>	<u>5,625,000</u>	<u>1,513,784</u>	<u>8,276,259</u>	<u>2,036,049</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.

2013 Pennvest		Series B of 2015		Total
Principal	Interest	Principal	Interest	
489,440	103,106	245,000	7,700	1,965,584
494,357	98,189	140,000	2,800	1,857,393
499,324	93,223			1,756,816
504,340	88,206			1,777,283
497,809	108,453			1,659,799
489,060	136,403			1,681,914
497,653	127,811			1,678,789
506,397	119,067			1,680,044
515,294	110,170			1,680,694
524,348	101,116			1,680,718
533,561	91,903			1,680,368
542,935	82,529			1,679,269
552,475	72,989			1,677,868
562,182	63,282			1,680,681
572,059	53,405			1,682,518
582,110	43,354			1,678,343
592,338	33,126			1,233,831
602,745	22,719			739,764
613,335	12,129			625,464
362,684	2,170			364,854
<u>10,534,447</u>	<u>1,563,348</u>	<u>385,000</u>	<u>10,500</u>	<u>30,461,992</u>

## BUREAU DETAIL

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**Bureau:** Wastewater Treatment No: 3001

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

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### Bureau Description:

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

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### Goals and Objectives:

- Optimization of WWTP Maintenance.
    - Assessment of maintenance needs (new skills)
    - CMMS, Work Orders, Preventive Maintenance
    - Plant Asset Management
  - Biosolids Dewatering Improvements.
    - Implement new centrifuge operating and maintenance procedures
    - Reduce operating costs through more efficient polymer usage and drier biosolids for disposal. Meet centrifuge industry standards
    - New Bid Requests-for-Prices for the purchasing of centrifuge polymer and for the trucking/disposal of biosolids
  - Primary Digester No. 2 Project completion.
    - Completion of Digester upgrades
    - Implement digester operating and maintenance procedures
    - Increase of gas production and improve biosolids quality
  - WWTP Data Management. Data Management System.
    - Review and streamline current sampling and data collection
    - Develop new data in conjunction with our upgrades
- 

### Prior Year Achievements:

- Reorganization of WWTP Maintenance staff.
    - Add Electrician II position. Transfer of vacant Operator position
    - Initiate corrective, preventative and technical maintenance teams
  - Completion of 10-year Capital Improvement Plan.
    - Identify projects and cost estimates for WWTP and collection system
    - Utilize risk assessment methodology to prioritize projects
    - Capital spending costs leveled to the extent possible over the next 10 years
  - Combined Sewer Overflow 012 Project completion. (\$3,600,000)
    - Develop new wet-weather operating procedures.
    - Train personnel on the operation, SCADA-control and maintenance of the CSO facility
  - Biosolids Dewatering and Effluent Pump Project completion. (\$12,900,000)
    - Substantial completion scheduled for October 2016
    - Develop new centrifuge and wet-weather operating procedures
    - Train personnel on the operation, SCADA-control and maintenance of the centrifuges, conveyors and polymer system
    - Wet-weather hydraulic plant capacity increased to 50 mgd. Reduce the potential for wet-weather CSOs
-

**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

Personnel Detail	2012	2013	2014	2015	2016		2016		2017	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3205 Wastewater Treatment Sup	1	1	1	1	1	93,536	1	93,536	1	93,118
3029 Chief of Operations WWT	1	1	1	1	1	77,780	1	77,780	1	77,491
2810 WWT Plant Maint Sup	1	1	1	1	1	75,539	1	75,539	1	74,923
M142 Operator III	1	1	4	7	7	423,056	7	423,056	6	383,802
M141 Utility Maint Mechanic II	1	1	1	1	1	65,718	1	65,718	1	67,444
M134 Acting Operating III	6	6	11	8	7	419,739	7	419,739	8	475,445
M132 Electronics Repair Man	1	1	1	1	2	107,662	2	107,662	2	123,159
M126 Plant Op II Ind Samp Tech	2	2	2	2	2	120,518	2	120,518	2	123,768
M125 WWT Plant Operator II	4	5	-	-	-	-	-	-	-	-
M123 Utility Maint Mechanic I	3	3	3	3	3	180,778	3	180,778	3	184,465
M106 WWT Plant Operator I	5	4	-	-	-	-	-	-	-	-
M092 Maintenance Worker II	1	1	1	1	1	52,424	1	52,424	1	53,794
C062 Account Clerk II	1	1	1	1	1	48,103	1	48,103	1	49,503
<b>Total Positions</b>	<b>28</b>	<b>28</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>1,664,853</b>	<b>27</b>	<b>1,664,853</b>	<b>27</b>	<b>1,706,912</b>
2831 25% Allocated from 0202						19,045		19,045		18,945
2722 33% Allocated from 0202						23,869		23,869		23,731
N125 50% Allocated from 20015						50,294		50,294		50,510
3015 50% Allocated from 20015						41,738		41,738		41,469
2807 50% Allocated from 20015						38,528		38,528		38,506
2301 50% Allocated from 20017						30,390		30,390		30,347
C061 50% Allocated from 20017						46,933		46,933		48,268
						<u>1,915,650</u>		<u>1,915,650</u>		<u>1,958,688</u>
<b>Account Detail</b>										
40001 SALARIES	1,645,677	1,610,170	1,581,119	1,615,142		1,892,028		1,892,028		1,928,218
40002 LONGEVITY	26,108	25,513	27,031	21,726		23,622		23,622		30,470
40003 OVERTIME	121,637	119,657	108,041	115,806		110,000		110,000		115,000
40005 HOLIDAY PAY	20,316	21,924	22,342	23,909		25,000		24,500		25,000
40006 DIFFERENTIAL PAY	6,423	6,392	5,311	5,254		6,000		5,500		6,000
40008 MEAL REIMBURSEMENT	2,392	2,587	2,451	2,008		3,000		2,700		3,000
<b>Personnel</b>	<b>1,822,553</b>	<b>1,786,243</b>	<b>1,746,295</b>	<b>1,783,845</b>		<b>2,059,650</b>		<b>2,058,350</b>		<b>2,107,688</b>
41014 OPERATING SUPPLIES	27,133	38,602	37,546	43,429		36,300		36,200		40,000
41016 UNIFORMS/SAFETY SHOES	3,274	3,478	5,842	4,873		4,700		4,655		5,000
41021 CHEMICALS	459,176	588,960	639,282	542,031		540,000		538,000		475,000
41023 GASOLINE	10,741	8,115	13,393	7,769		10,000		6,000		10,000
<b>Materials &amp; Supplies</b>	<b>500,324</b>	<b>639,155</b>	<b>696,063</b>	<b>598,102</b>		<b>591,000</b>		<b>584,855</b>		<b>530,000</b>
42031 UNIFORM RENTAL	18,452	22,694	14,130	8,084		11,500		10,000		15,000
42033 TRAINING AND SAFETY	8,430	17,579	14,623	8,418		5,430		5,000		10,000
42044 ELECTRIC	675,651	634,287	673,231	674,502		680,000		678,000		680,000
42046 HEATING OIL	22,254	19,676	1,664	6,891		6,000		5,000		8,000
42047 DEPARTMENT CONTRACTS	1,161,018	1,142,965	1,167,331	1,225,274		1,050,000		1,040,000		1,050,000
42054 RENTALS	2,926	2,682	2,681	2,737		4,000		3,500		4,000
42060 OTHER EXPENSES	10,572	11,877	11,832	13,255		13,000		12,750		10,000
42062 WATER CONSUMPTION	-	-	32,208	80,704		100,000		100,000		100,000
42064 EQUIPMENT MAINTENANCE	82,191	115,253	206,469	134,977		218,000		210,000		300,000
42065 PLANT MAINTENANCE	37,135	52,908	62,898	43,821		50,000		48,000		78,000
<b>Purchased Services</b>	<b>2,018,629</b>	<b>2,019,921</b>	<b>2,187,067</b>	<b>2,198,663</b>		<b>2,137,930</b>		<b>2,112,250</b>		<b>2,255,000</b>
43099 EQUIPMENT	-	-	-	-		-		-		8,000
<b>Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>		<b>-</b>		<b>8,000</b>
<b>Total</b>	<b>4,341,506</b>	<b>4,445,319</b>	<b>4,629,425</b>	<b>4,580,610</b>		<b>4,788,580</b>		<b>4,755,455</b>		<b>4,900,688</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	115,000	OVERTIME 115,000 - TO PROVIDE SHIFT COVERAGE FOR VACATIONS, OTHER LEAVE AND WORK AS NEEDED PER THE UNION CONTRACT.
40005	25,000	HOLIDAY PAY 25,000 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	6,000	DIFFERENTIAL PAY 6,000 - TO PAY PERSONNEL WORKING MIDDLE AND NIGHT SHIFT AS PER UNION CONTRACT.
40008	3,000	MEAL REIMBURSEMENT 3,000 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	40,000	OPERATING SUPPLIES 40,000 - MAINTENANCE/OPERATING SUPPLIES AS REQUIRED TO OPERATE THE PLANT.
41016	5,000	UNIFORMS/SAFETY SHOES 5,000 - TO PURCHASE SAFETY SHOES AND JACKETS FOR EMPLOYEES PER UNION CONTRACT AND GREEN SHIRTS FOR EMPLOYEES.
41021	475,000	CHEMICALS 475,000 - ALKALINITY PRODUCTS, CHLORINE, POTASSIUM PERMANGANATE, POLYMER, POLYMER SOLVENT AND MAGNESIUM HYDROXIDE FOR ODOR CONTROL.
41023	10,000	GASOLINE 10,000 - GASOLINE FOR VEHICLES AND GAS POWERED PUMPS.
42031	15,000	UNIFORM RENTAL 15,000 - USED TO PAY FOR EMPLOYEE RENTAL OF UNIFORMS AS PER UNION CONTRACT.
42033	10,000	TRAINING AND SAFETY 10,000 - MISCELLANEOUS TRAINING: WATER ENV. FED., CA STATE, EPWPCOA, PWEA, SEMINARS, REPORTS, SAFETY AND MAINTENANCE TRAINING, OPERATOR CERTIFICATION TRAINING, WHICH IS NOW REQUIRED BY DEP.
42044	680,000	ELECTRIC 680,000 - TO PAY FOR ALL ELECTRIC POWER IN THE PLANT.
42046	8,000	HEATING OIL 8,000 - HEATING OIL USED IN CONJUNCTION WITH DIGESTER.
42047	1,050,000	DEPARTMENT CONTRACTS 1,050,000 - REMOVAL AND DISPOSAL OF SLUDGE, XEROX LEASE AND COMPUTER CONTRACTS. DUE TO NEW



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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		CENTRIFUGES RESULTING IN INCREASED PERCENTAGE OF DRY SOLIDS.
42054	4,000	RENTALS 4,000 - FOR RENTAL EQUIPMENT WHEN NEEDED FOR REPAIRS WHEN CITY DOESN'T HAVE SUITABLE EQUIPMENT.
42060	10,000	OTHER EXPENSES 10,000 - PA BULLETIN, WATER ENV. DUES, EPQCPOA DUES, COMPUTER SOFTWARE, EARTHDAY, CDL REIMBURSEMENTS AS PER UNION CONTRACT, BUDGET BOOK PREPARATION AND OFFICE SUPPLIES.
42062	100,000	WATER CONSUMPTION 100,000 - WATER USAGE FOR PLANT BASED ON ANNUAL CONSUMPTION.
42064	300,000	EQUIPMENT MAINTENANCE 300,000 - MAINTAIN AND REPAIR EQUIPMENT, PURCHASE PARTS.
42065	78,000	PLANT MAINTENANCE 78,000 - INSECT AND VEGETATION CONTROL, GRASS CUTTING EQUIPMENT, PAINT, LUMBER, SHRUBBERY, AND BUILDING MAINTENANCE, TREE REMOVAL ALONG DIKE.
43099	8,000	EQUIPMENT 8,000 - MISCELLANEOUS EQUIPMENT MILWAUKEE SHOP TOOLS, WEED WACKER, SUITE CASE WELDER

## BUREAU DETAIL

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**Bureau:** Utility Maintenance    **No:** 3002

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

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### **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.

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### **Goals and Objectives:**

- Clear access to manholes along swales and rights-of-way and inspect for I+I; Seal failing manholes with injectable grout; wrap vulnerable manholes in swales to prevent I+I.
- Install 100+ manhole inserts to remediate inflow and infiltration issues. The average manhole is capable of allowing 34,560 gallons of water into the sanitary sewer system during a rain event.
- Utilize mobile CCTV unit to inspect thirty (30) miles of the sanitary sewer collection system annually for the next 10 years.

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### **Prior Year Achievements:**

- Installed 100+ manhole inserts to remediate inflow and infiltration issues.
  - Replaced faulty lift pump at Langhorne Lift Station in order to provide reliable, consistent service to our customers.
  - Utilized mobile CCTV unit to inspect ten (10) miles of the sanitary sewer collection system (goal missed due to equipment failure).
  - Approximately 200 LF of sanitary sewer main replaced.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

	2012	2013	2014	2015	2016		2016		2017	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Actual	Final Budget
<b>Personnel Detail</b>	<b>Number of Permanent Positions</b>				<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>
3019 Utility Maint Supervisor	1	1	1	1	1	83,660	1	83,660	1	84,648
M141 Utility Maint Mechanic II	1	1	-	-	-	-	-	-	-	-
M123 Utility Maint Mechanic I	-	-	1	1	1	59,459	1	59,459	1	60,982
M114 Maintenance Worker III	3	3	3	3	3	184,415	3	184,415	3	168,888
M092 Maintenance Worker II	2	2	3	3	3	166,392	3	166,392	3	142,580
M072 Maintenance Worker I	1	1	-	-	-	-	-	-	-	-
<b>Total Positions</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>493,926</b>	<b>8</b>	<b>493,926</b>	<b>8</b>	<b>457,098</b>
3019 50% Allocated to 20022						(41,830)		(41,830)		(42,324)
M123 50% Allocated to 20022						(29,729)		(29,729)		(30,491)
M114 50% Allocated to 20022						(84,640)		(84,640)		(84,444)
M092 50% Allocated to 20022						(78,796)		(78,796)		(71,290)
3014 10% Allocated from 20019						8,500		8,500		8,465
M115 10% Allocated from 20019						5,704		5,704		5,851
M105 10% Allocated from 20019						21,936		21,936		22,522
3204 50% Allocated from 20022						46,728		46,728		46,559
3014 50% Allocated from 20022						84,863		84,863		84,648
M141 50% Allocated from 20022						32,859		32,859		33,722
M123 50% Allocated from 20022						59,780		59,780		61,361
M114 50% Allocated from 20022						312,800		312,800		320,096
M092 50% Allocated from 20022						206,718		206,718		210,786
2505 5% Allocated from 20023						2,959		2,959		2,935
M102 5% Allocated from 20023						8,243		8,243		5,704
M081 5% Allocated from 20023						7,821		7,821		10,658
						<u>1,057,842</u>		<u>1,057,842</u>		<u>1,041,856</u>
<b>Account Detail</b>										
40001 SALARIES	538,917	492,801	854,310	864,472		1,041,794		1,041,794		1,025,696
40002 LONGEVITY	9,298	10,216	14,676	11,456		16,048		16,048		16,160
40003 OVERTIME	60,950	49,947	96,488	95,535		109,500		104,000		110,000
40005 HOLIDAY PAY	1,355	1,329	1,867	1,532		3,171		2,400		3,325
40006 DIFFERENTIAL PAY	562	496	1,608	1,571		1,675		1,650		1,725
40008 MEAL REIMBURSEMENT	1,406	884	3,522	3,279		2,850		2,850		2,850
<b>Personnel</b>	<b>612,488</b>	<b>555,673</b>	<b>972,471</b>	<b>977,845</b>		<b>1,175,038</b>		<b>1,168,742</b>		<b>1,159,756</b>
41014 OPERATING SUPPLIES	6,247	10,443	7,652	9,434		13,820		13,500		13,800
41016 UNIFORMS/SAFETY SHOES	1,058	1,123	2,100	1,876		2,750		2,740		2,000
41017 SMALL TOOLS	70	130	-	-		-		-		-
41021 CHEMICALS	-	-	-	-		2,000		500		2,000
41023 GASOLINE	22,831	15,381	20,882	14,498		21,500		15,000		21,500
<b>Materials &amp; Supplies</b>	<b>30,206</b>	<b>27,077</b>	<b>30,634</b>	<b>25,808</b>		<b>40,070</b>		<b>31,740</b>		<b>39,300</b>
42031 UNIFORM RENTAL	2,375	2,920	1,628	2,351		3,110		2,600		3,110
42033 TRAINING AND SAFETY	1,489	1,598	1,613	527		7,400		6,100		7,900
42044 ELECTRIC	3,200	3,140	3,325	4,122		4,740		4,400		5,350
42045 GAS	262	199	191	250		490		300		490
42047 DEPARTMENT CONTRACTS	15,709	27,351	41,131	35,526		44,480		42,000		50,900
42054 RENTALS	-	-	-	-		500		250		500
42060 OTHER EXPENSES	803	1,135	555	622		1,930		1,500		1,930
42064 EQUIPMENT MAINTENANCE	17,497	12,592	10,938	24,205		13,960		11,500		17,260
42065 PLANT MAINTENANCE	1,255	1,824	2,526	-		3,800		2,500		1,000
<b>Purchased Services</b>	<b>42,590</b>	<b>50,759</b>	<b>61,907</b>	<b>67,603</b>		<b>80,410</b>		<b>71,150</b>		<b>88,440</b>
43099 EQUIPMENT	-	-	-	-		-		-		43,000
<b>Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>		<b>-</b>		<b>43,000</b>
<b>Total</b>	<b>685,284</b>	<b>633,509</b>	<b>1,065,012</b>	<b>1,071,256</b>		<b>1,295,518</b>		<b>1,271,632</b>		<b>1,330,496</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	110,000	OVERTIME 110,000 - PROVIDES FUNDS FOR EMERGENCY CALL-OUTS ON SATURDAYS, SUNDAYS, HOLIDAYS PLUS HOURS WHICH ARE NOT PART OF THE SCHEDULED WORK WEEK. INCLUDES STANDBY TIME PAYMENTS. BASED ON PROJECTED OVERTIME AND HISTORY.
40005	3,325	HOLIDAY PAY 3,325 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	1,725	DIFFERENTIAL PAY 1,725 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT FOR WORK DURING NON-STANDARD HOURS.
40008	2,850	MEAL REIMBURSEMENT 2,850 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	13,800	OPERATING SUPPLIES 13,800 - DAILY OPERATING SUPPLIES USED IN CONJUNCTION WITH THE EMERGENCY RESPONSE/CONSTRUCTION, PLANNED MAINTENANCE AND TECHNICAL ACTIVITIES. ITEMS INCLUDING BUT NOT LIMITED TO TOOLS, CONCRETE, BRICK AND MASONRY SUPPLIES, FASTENERS, MARKING PAINT, MANHOLE RISERS, CASTINGS, INDUSTRIAL GASES, OFFICE SUPPLIES, ETC.
41016	2,000	UNIFORMS/SAFETY SHOES 2,000 - SAFETY SHOES, UNIFORMS, COVERALLS, T-SHIRTS AND SWEATSHIRTS FOR ALL BUREAU EMPLOYEES.
41021	2,000	CHEMICALS 2,000 - JET POWER II DEGREASER AND ROOT GROWTH INHIBITOR.
41023	21,500	GASOLINE 21,500 - REGULAR GASOLINE AND DIESEL FUEL.
42031	3,110	UNIFORM RENTAL 3,110 - UNIFORM RENTAL.
42033	7,900	TRAINING AND SAFETY 7,900 - PROVIDE FUNDING FOR PURCHASE OF SAFETY EQUIPMENT, TRAINING, MANUALS, AND CALIBRATE GAS CHECKERS.
42044	5,350	ELECTRIC 5,350 - FUNDING TO PAY FOR ELECTRIC POWER FOR OPERATING FIVE (5) PUMPING STATIONS.
42045	490	GAS 490 - TO PAY FOR GAS USED AT THE AIRPORT PUMP STATION TO PROVIDE POWER FOR THE BACKUP GENERATOR.

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42047	50,900	DEPARTMENT CONTRACTS 8,306 - LANDFILL DUMPING FEES AND 945 - AIRPORT ROAD GENERATOR MAINTENANCE 32,220 - FLOW MONITORING EQUIPMENT LEASE 1,890 - CUES LICENSE SOFTWARE UPGRADE/SUPPORT 909 - GAS DETECTOR CALIBRATIONS (2) AND SENSOR REPLACEMENT 5,030 - COPIER/PRINTER FEES 1,600 - ASHPAHLT AND CONCRETE DISPOSAL FEES
42054	500	RENTALS 500 - RENTAL EQUIPMENT AS REQUIRED BY BUREAU
42060	1,930	OTHER EXPENSES 1,930 - PETTY CASH AND OTHER MISCELLANEOUS ITEMS INCLUDING VACCINATIONS, CDL REIMBURSEMENTS, NORFOLK SOUTHERN LEASE AGREEMENTS, PA DEP WASTE HAULING LICENSES, MAP BOOKS, KEYS, AND BUSINESS CARDS.
42064	17,260	EQUIPMENT MAINTENANCE 17,260 - MISCELLANEOUS EQUIPMENT REPAIRS, PARTS, LABOR AND TECHNICAL SUPPORT.
42065	1,000	PLANT MAINTENANCE 1,000 - VEGETATION CONTROL FOR PUMP STATIONS, MISCELLANEOUS REPAIRS TO FACILITIES, ASPHALT FOR APPLEBUTTER ROAD AND AIRPORT ROAD STATIONS.
43099	43,000	EQUIPMENT 43,000 - MISCELLANEOUS EQUIPMENT PROBES FOR PORTABLE FLOW METERS, ACCESSORIES FOR JET FLUSHER, MAGNETIC LOCATORS, GAS DETECTOR, PORTABLE RADIOS FOR CCTV CREW, MOBILE AND PORTABLE RADIOS TO COORDINATE WITH 911 SYSTEM, REPLACEMENT RADIO BATTERY AND SCADA COMPONENTS.

## BUREAU DETAIL

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**Bureau:** General Expenses    **No:** 3003

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

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**Bureau Description:**

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

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**Goals and Objectives:**

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

**Prior Year Achievements:**

- Ensured all Sewer Fund obligations within this bureau were paid in a timely manner.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016		2016		2017	
					Budget w/ Transfers	Actual & Estimated	#	Salaries	#	Salaries
<b>Personnel Detail</b>					<b>Number of Permanent Positions</b>		<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>
	-	-	-	-	-	-	-	-	-	-
<b>Total Positions</b>	-	-	-	-	-	-	-	-	-	-
<b>Account Detail</b>										
41025 POSTAGE	31,079	54,518	952	1,375	1,500	1,400	1,500			
<b>Materials &amp; Supplies</b>	31,079	54,518	952	1,375	1,500	1,400	1,500			
42036 COMMUNICATIONS	4,843	4,908	4,424	3,358	2,500	2,350	2,000			
42048 BANK SERVICE CHARGE	123	-	-	201	300	150	300			
42055 PROFESSIONAL SERVICES	124,243	72,700	106,864	98,357	126,740	120,000	300,000			
42060 OTHER EXPENSES	-	-	-	-	12,000	10,000	2,000			
42074 PENSIONS-O&E MMO	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	635,548	731,270	731,270	731,270	731,270	731,270			
42077 GENERAL FUND CHARGES	1,685,695	1,685,695	1,685,695	1,685,695	1,685,695	1,685,695	1,685,695			
420775 BETH AUTH LANDFILL PAYMENT	400,000	400,000	400,000	400,000	400,000	400,000	400,000			
420802 CITY INSURANCE PACKAGE	130,000	130,000	130,000	130,000	130,000	130,000	130,000			
42085 MEDICAL INSURANCE	1,045,000	1,113,000	1,456,500	1,456,500	1,456,500	1,456,500	1,456,500			
42086 WORKMEN'S COMPENSATION	149,417	149,417	172,217	172,217	172,217	172,217	172,217			
42087 SOCIAL SECURITY	222,790	205,100	255,680	265,000	276,500	276,500	285,000			
42090 UNFORESEEN CONTINGENCY	56,515	-	-	-	1,937	-	3,062			
42091 BOND REDEMPTION	455,000	775,000	1,051,997	775,000	795,000	795,000	650,000			
42092 COUPON INTEREST	94,633	276,313	339,468	213,774	188,116	188,116	176,484			
42093 PENNVEST LOAN	-	-	-	562,953	847,162	847,162	1,139,100			
42098 CAPITAL APPROPRIATION	1,250,000	27,118	-	87,025	664,194	664,194	1,140,932			
<b>Purchased Services</b>	7,115,679	6,470,377	7,329,693	7,576,928	8,290,131	8,279,154	9,074,560			
<b>Total</b>	<b>SEWER GENERAL EXPENSES</b>	7,146,758	6,524,895	7,330,645	7,578,303	8,291,631	8,280,554	9,076,060		

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41025	1,500	POSTAGE 1,500 - POSTAGE
42036	2,000	COMMUNICATIONS 2,000 - NEXTEL PHONES
42048	300	BANK SERVICE CHARGE 300 - SERVICE CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNT FEES.
42055	300,000	PROFESSIONAL SERVICES PROFESSIONAL SERVICES TO BE USED WHEN PROJECTS ARE BEYOND THE CAPACITY OF THE PROFESSIONALS AT THE WASTEWATER TREATMENT PLANT. 179,720 - OTHER CHARGES FOR ADMINISTRATION INCLUDE LEGAL FEES, INDIRECT COST ALLOCATION, AUDIT, PENSION ACTUARIAL STUDY, PREFERRED EAP, WEBSITE 52,270 - ADMINISTRATION 68,010 - PA DEP AIR PERMIT/NPDES UPDATES/MIPP ENGINEERING. PORTION OF LEVEL ONE BILLING AND MAILING CONTRACT
42060	2,000	OTHER EXPENSES 2,000 - REFUND FOR FEES OVER THE CITY'S BASE CHARGE ADDED BY LOWER NAZARETH TOWNSHIP.
42074.1	800,000	PENSIONS - O & E 800,000 - O & E - REQUIRED PER ACT 205.
42075	731,270	PENSIONS - P.M.R.S. MMO 731,270 - PENSIONS - PMRS MMO AND DEBT SERVICE.
42077	1,685,695	GENERAL FUND CHARGES 1,685,695 - REIMBURSEMENTS TO THE GENERAL FUND FOR EXPENSES WHICH ARE INITIALLY PAID BY THE GENERAL FUND BUT WHICH APPLY TO THE SEWER FUND.
420775	400,000	BETH AUTH LANDFILL PYMNT 400,000 - LANDFILL PAYMENT
420802	130,000	CITY INSURANCE PACKAGE 130,000 - BUILDING CONTENTS AND LIABILITY INSURANCE.
42085	1,456,500	MEDICAL INSURANCE 1,456,500 - REIMBURSEMENT OF SEWER FUND MEDICAL CLAIMS PAID BY GENERAL FUND
42086	172,217	WORKMEN'S COMPENSATION 172,217 - WORKMAN'S COMPENSATION
42087	285,000	SOCIAL SECURITY 285,000 - SOCIAL SECURITY
42090	3,062	UNFORESEEN CONTINGENCY



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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	3,062	- THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN AT THE TIME OF BUDGET PREPARATION.
42091	650,000	BOND REDEMPTION 650,000 - PRINCIPAL PAYMENT ON OUTSTANDING DEBT
42092	176,484	COUPON INTEREST 176,484 - INTEREST PAYMENT ON OUTSTANDING DEBT.
42093	1,139,100	PENNVEST LOAN 1,139,100 - PENNVEST PRINCIPAL AND INTEREST PAYMENT FOR WWTP UPGRADES.
42098	1,140,932	CAPITAL APPROPRIATION 1,140,932 - CONTRIBUTION TOWARD SEWER CAPITAL PROJECTS AND EQUIPMENT PURCHASES.

## BUREAU DETAIL

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**Bureau:** Wastewater Laboratory **No:** 3004

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

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### **Bureau Description:**

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

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### **Goals and Objectives:**

- Cross train WW quality bureau employees in MIPP program. Cross train Water lab employees in WW lab analyses.
- Create a MIPP sampling program manual that encompasses everything from sampling to surcharging and issuing violations.
- Implement paperless reporting with contract laboratory for all MIPP analyses.

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### **Prior Year Achievements:**

- Implemented a totally paperless process of reporting our monthly regulatory requirements utilizing eDMR.
  - Successfully completed a field audit and inspection by the US EPA.
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**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget w/ Transfers		2016 Actual & Estimated		2017 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
<b>Personnel Detail</b>										
	<b>Number of Permanent Positions</b>									
3032 MIPP Coord/QC Coord	1	1	1	1	1	84,996	1	84,996	1	84,648
2815 Plant Chemist	1	1	1	1	1	77,059	1	77,059	1	76,823
M127 Lab Technician	1	1	1	1	1	63,146	1	63,146	1	61,837
<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>225,201</b>	<b>3</b>	<b>225,201</b>	<b>3</b>	<b>223,308</b>
3209 50% Allocated from 20012						46,768		46,768		46,559
2714 50% Allocated from 20012						36,685		36,685		36,575
2710 50% Allocated from 20012						28,244		28,244		29,514
						<b>336,898</b>		<b>336,898</b>		<b>335,956</b>
<b>Account Detail</b>										
40001 SALARIES	263,783	266,427	294,945	307,113		329,208		329,208		328,023
40002 LONGEVITY	5,130	5,880	6,080	6,280		7,690		7,690		7,933
40003 OVERTIME	3,944	1,439	1,262	1,953		3,290		2,000		5,000
40004 TEMPORARY HELP	28,058	28,997	11,747	10,452		17,383		16,000		25,500
40005 HOLIDAY PAY	2,774	2,774	1,572	2,169		3,000		2,400		4,000
40006 DIFFERENTIAL PAY	1	7	17	-		50		25		50
40008 MEAL REIMBURSEMENT	-	39	78	-		50		25		50
<b>Personnel</b>	<b>303,690</b>	<b>305,563</b>	<b>315,701</b>	<b>327,967</b>		<b>360,671</b>		<b>357,348</b>		<b>370,556</b>
41014 OPERATING SUPPLIES	19,534	22,399	25,490	22,849		26,000		23,500		27,000
41016 UNIFORMS/SAFETY SHOES	409	423	357	406		1,000		600		1,000
41023 GASOLINE	2,500	2,354	1,866	1,447		2,100		1,450		2,500
<b>Materials &amp; Supplies</b>	<b>22,443</b>	<b>25,176</b>	<b>27,713</b>	<b>24,702</b>		<b>29,100</b>		<b>25,550</b>		<b>30,500</b>
42031 UNIFORM RENTAL	240	254	259	202		1,000		300		1,000
42033 TRAINING AND SAFETY	1,577	1,027	1,364	553		3,000		1,500		3,000
42055 PROFESSIONAL SERVICES	75,385	70,335	76,145	84,657		100,000		95,000		103,000
42060 OTHER EXPENSES	2,519	2,023	2,116	2,619		3,500		2,650		4,000
42064 EQUIPMENT MAINTENANCE	354	-	7,685	2,986		4,000		2,000		4,500
<b>Purchased Services</b>	<b>80,075</b>	<b>73,639</b>	<b>87,569</b>	<b>91,017</b>		<b>111,500</b>		<b>101,450</b>		<b>115,500</b>
43099 EQUIPMENT	-	-	-	-		-		-		6,200
<b>Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>		<b>-</b>		<b>6,200</b>
<b>Total</b>	<b>406,208</b>	<b>404,378</b>	<b>430,983</b>	<b>443,686</b>		<b>501,271</b>		<b>484,348</b>		<b>522,756</b>

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	5,000	OVERTIME 5,000 - 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	25,500	TEMPORARY HELP 25,500 - PART TIME SAMPLER/LAB TECHNICIAN PART TIME LAB INTERN FOR WATER AND WASTEWATER SPLIT 50/50 BETWEEN FUNDS.
40005	4,000	HOLIDAY PAY 4,000 - 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	27,000	OPERATING SUPPLIES 27,000 - 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	2,500	GASOLINE 2,500 - GASOLINE BASED ON 2016 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	103,000	PROFESSIONAL SERVICES 50,000 - MIPP PROGRAM SAMPLING AND ANALYSIS. 20,000 - PLANT SAMPLING FOR NPDES. 14,000 - MISCELLANEOUS SAMPLING. 15,000 - 50% OF ANNNUAL SC ENGINEERING CONTRACT. 4,000 - MARCOR
42060	4,000	OTHER EXPENSES

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		2,000 - LAB CERTIFICATION.
		1,000 - OFFICE SUPPLIES.
		1,000 - MEMBERSHIP RENEWALS-PAAEL/WEF/WWOPA.
42064	4,500	EQUIPMENT MAINTENANCE
		4,500 - MAINTAIN AND REPAIR LABORATORY EQUIPMENT INCLUDING LAB INSTRUMENTATION, REFRIGERATORS, INCUBATOR AND DRYING OVENS AND QC CALIBRATIONS.
43099	6,200	EQUIPMENT
		6,200 - MISCELLANEOUS EQUIPMENT BOD METER, REFRIGERATOR, HACH COD REACTOR, AMMONIA METER, WORK STOOLS

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

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Budget w/ Transfers</u>	<u>2016 Actual &amp; Estimated</u>	<u>2017 Final Budget</u>
<b>REVENUES:</b>							
<b>Operating Revenues</b>							
33001 Golf Course Fees	868,597	856,488	834,323	865,212	940,000	895,000	895,000
33003 Golf Cart Rentals	334,670	318,230	321,381	340,066	388,000	350,000	345,000
33004 Golf Merchandise Sales	51,440	47,673	45,589	51,025	70,000	55,000	65,000
33006 Driving Range	118,877	128,919	119,282	117,895	135,000	122,500	130,000
33007 Restaurant	39,905	45,143	48,713	36,283	32,000	36,000	35,000
33009 Vending Commission	8,533	10,352	11,461	10,178	25,000	12,000	15,000
33011 Miscellaneous	300	300	295	296	10,000	5,000	10,000
<b>Total Operating Revenues</b>	<b>1,422,322</b>	<b>1,407,105</b>	<b>1,381,044</b>	<b>1,420,955</b>	<b>1,600,000</b>	<b>1,475,500</b>	<b>1,495,000</b>
<b>Other Operating Revenues</b>							
35022 2008 GO Note	-	-	-	-	-	-	-
<b>Total Other Operating Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL GOLF FUND REVENUES</b>	<b><u>1,422,322</u></b>	<b><u>1,407,105</u></b>	<b><u>1,381,044</u></b>	<b><u>1,420,955</u></b>	<b><u>1,600,000</u></b>	<b><u>1,475,500</u></b>	<b><u>1,495,000</u></b>
<b>EXPENDITURES BY CATEGORY:</b>							
Personnel Costs	569,883	524,268	524,304	562,617	577,245	570,200	567,834
Materials & Supplies	166,694	173,263	177,395	128,113	157,100	140,250	159,100
Purchased Services	763,735	868,349	883,258	867,409	859,155	753,656	766,566
Equipment	2,693	12,240	-	-	6,500	6,500	1,500
<b>TOTAL GOLF FUND EXPENDITURES</b>	<b><u>1,503,005</u></b>	<b><u>1,578,120</u></b>	<b><u>1,584,957</u></b>	<b><u>1,558,139</u></b>	<b><u>1,600,000</u></b>	<b><u>1,470,606</u></b>	<b><u>1,495,000</u></b>

## BUREAU DETAIL

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**Bureau:** Golf Course

**No:** 004A

**Department:** Golf Fund

**No:** 004A

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### **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.

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### **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.
  - Continue to grow our Outing/Tournament rounds.
- 

### **Prior Year Achievements:**

- Maintained revenue while managing operational expenses within budget projections.
  - Successfully maintained over 200 acres of turf with emphasis on the greens, approaches, fairways, and tees with specialized chemical and fertilizer applications.
  - Increased "tournament" rounds another 15% over.
  - Grew Traditions of America retirement community league by 24% from.
  - Installed new plantings and hardscaping to enhance the image of the golf shop entrance.
  - Grew Our Senior Day totals by 45% over.
  - Continued our marketing strategy with, Lehigh Valley Iron Pigs and Clipper Magazine.
  - Voted for three consecutive years, Best Golf Course to work on your game by Lehigh Valley Style Magazine.
  - Use of social media as an additional marketing tool.
  - Implemented new initiatives to reduce mowing with new growth regulators and natural areas improving the aesthetics of the course.
  - Continued to grow our Women's, Jr's and developmental golf programs.
  - Had a successful Junior League program, along with the Junior camps at the Executive course.
  - Continued success with The First Tee program of the Lehigh Valley and The LPGA-USGA Girls Golf program.
  - Maintained the golf course in top conditions during an extremely hot and dry summer.
  - Installed a new grease trap for The Clubhouse.
  - Upgraded our waste water pumping station.
-



**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016		2016		2017	
					Budget w/ Transfers	Actual & Estimated	#	Salaries	#	Salaries
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3005 Golf Course Superintend	1	1	1	1	1	84,756	1	84,756	1	84,458
2403 Golf Clubhouse Manager	1	1	1	1	1	62,464	1	62,464	1	62,129
2101 Assist Manager	1	1	1	1	1	50,473	1	50,473	1	50,406
M141 Golf Course Lead Tech	1	1	1	1	1	67,326	1	67,326	1	66,494
M092 Maintenance Worker II	3	3	3	3	3	162,312	3	162,312	3	152,137
M072 Maintenance Worker I	2	1	1	1	1	37,862	1	37,862	1	34,590
<b>Total Positions</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>465,193</b>	<b>8</b>	<b>465,193</b>	<b>8</b>	<b>450,214</b>
3209 Allocated to 0406						<u>(43,743)</u>		<u>(43,743)</u>		<u>(39,380)</u>
						<b>421,450</b>		<b>421,450</b>		<b>410,834</b>
<b>Account Detail</b>										
40001 SALARIES	405,627	355,778	357,420	396,236		411,290		411,290		402,664
40002 LONGEVITY	5,060	7,680	4,960	9,280		10,160		10,160		8,170
40003 OVERTIME	27,667	27,030	36,971	35,392		30,000		28,500		30,000
400047 MAINTENANCE-TEMP HELP	43,375	52,826	49,520	47,946		37,795		33,500		47,000
400048 CLUB HOUSE-TEMP HELP	83,255	77,956	69,066	65,572		80,500		80,350		72,500
40005 HOLIDAY PAY	4,101	2,373	4,626	7,235		5,000		4,500		5,000
40006 DIFFERENTIAL PAY	421	248	376	384		1,000		650		1,000
40008 MEAL REIMBURSEMENT	377	377	1,365	572		1,500		1,250		1,500
<b>Personnel</b>	<b>569,883</b>	<b>524,268</b>	<b>524,304</b>	<b>562,617</b>		<b>577,245</b>		<b>570,200</b>		<b>567,834</b>
41014 OPERATING SUPPLIES	88,822	90,561	94,989	71,250		85,000		77,500		87,000
41016 UNIFORMS/SAFETY SHOES	1,362	3,177	2,420	1,651		2,950		2,500		2,950
41017 SMALL TOOLS	2,411	1,560	2,404	114		2,150		1,000		2,150
41020 GOLF MERCHANDISE	36,366	41,911	34,377	28,246		37,000		34,250		37,000
41023 GASOLINE	37,733	36,054	43,205	26,852		30,000		25,000		30,000
<b>Materials &amp; Supplies</b>	<b>166,694</b>	<b>173,263</b>	<b>177,395</b>	<b>128,113</b>		<b>157,100</b>		<b>140,250</b>		<b>159,100</b>
42040 ADVERTISING AND PRINTING	12,488	11,231	7,258	3,002		8,000		6,000		9,000
42044 ELECTRIC	31,350	26,318	35,835	31,935		34,500		32,000		32,000
42046 HEATING OIL	15,680	20,060	24,434	14,258		24,000		18,000		22,000
42047 DEPARTMENT CONTRACTS	116,779	116,879	124,535	117,204		120,325		117,000		103,525
42048 BANK SERVICE CHARGE	17,463	17,768	19,211	19,774		19,000		17,750		20,000
420481 BANK DISCOUNT	-	-	-	-		500		100		500
42049 REFUNDS	-	-	800	-		2,000		250		500
42054 RENTALS	494	983	613	685		1,000		850		1,000
42055 PROFESSIONAL SERVICES	2,550	2,593	2,659	2,685		4,200		3,000		4,200
42060 OTHER EXPENSES	10,758	10,667	12,252	10,937		13,750		12,250		13,750
42064 EQUIPMENT MAINTENANCE	26,972	27,963	30,419	19,872		30,000		25,000		30,000
42065 PLANT MAINTENANCE	20,852	32,272	12,956	19,281		26,725		21,500		26,900
42074.1 O & E MMO	17,540	54,678	54,678	54,678		-		-		-
42075 PENSIONS-PMRS MMO	106,820	163,044	163,044	163,044		163,044		163,044		163,044
42077 GENERAL FUND CHARGES	155,000	150,000	150,000	150,000		150,000		75,000		150,000
42085 MEDICAL INSURANCE	103,000	110,000	120,000	136,090		136,090		136,090		136,090
42086 WORKMEN'S COMPENSATION	8,000	8,160	8,160	8,160		8,160		8,160		8,160
42087 SOCIAL SECURITY	45,000	42,120	42,300	42,300		43,850		43,850		43,850
42090 UNFORESEEN CONTINGENCY	-	-	-	-		199		-		2,047
42091 BOND REDEMPTION	60,000	63,000	66,000	68,000		71,000		71,000		-
42092 COUPON INTEREST	12,989	10,613	8,104	5,504		2,812		2,812		-
<b>Purchased Services</b>	<b>763,735</b>	<b>868,349</b>	<b>883,258</b>	<b>867,409</b>		<b>859,155</b>		<b>753,656</b>		<b>766,566</b>
43099 EQUIPMENT	2,693	12,240	-	-		6,500		6,500		1,500
<b>Equipment</b>	<b>2,693</b>	<b>12,240</b>	<b>-</b>	<b>-</b>		<b>6,500</b>		<b>6,500</b>		<b>1,500</b>
<b>Total</b>	<b>1,503,005</b>	<b>1,578,120</b>	<b>1,584,957</b>	<b>1,558,139</b>		<b>1,600,000</b>		<b>1,470,606</b>		<b>1,495,000</b>

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

2017 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	47,000	MAINTENANCE--TEMP. HELP ASSIST WITH THE DAILY OPERATION OF BOTH GOLF COURSES: 18,000 - BALL PICKERS 29,000 - GROUNDS MAINTENANCE
400048	72,500	CLUB HOUSE---TEMP. HELP ASSIST WITH THE DAILY OPERATION OF BOTH GOLF COURSES: 16,500 - STARTERS 38,000 - CASHIERS 9,000 - RANGERS 9,000 - CART ATTENDANTS
40005	5,000	HOLIDAY PAY 5,000 - THIS AMOUNT COVERS 12 HOLIDAYS 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	87,000	OPERATING SUPPLIES 5,000 - DRIVING RANGE BALLS 500 - PENCILS 50 - MERCHANDISE BAGS 450 - POSTAGE AND SHIPPING ITEMS 500 - JANITORIAL SUPPLIES 5,000 - GRASS SEED 35,000 - FUNGICIDES 8,500 - INSECTICIDES 8,000 - HERBICIDES 4,000 - SURFACTANTS 15,000 - FERTILIZERS 3,000 - MISCELLANEOUS COURSE SUPPLIES -- MARKERS FOR FAIRWAYS AND TEES, BUNKER RAKES, FLAGS, FLAGPOLES, CUPS, ETC. INCREASE DUE TO COURSE OPTIMIZATION AND INCREASED USE OF COURSE 2,000 - PAPER PRODUCTS - CUPS, TOILET PAPER, TOWELS, ETC.
41016	2,950	UNIFORMS/SAFETY SHOES 770 - SAFETY SHOES 880 - UNIFORMS 300 - RAIN GEAR

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		1,000 - STAFF SHIRTS
41017	2,150	SMALL TOOLS
		500 - SPECIALTY TOOLS FOR MAINTENANCE AND MECHANICAL WORK ON GOLF COURSE EQUIPMENT.
		250 - ROTARY MOWERS
		750 - MISC. EQUIPMENT (TO REPLACE EQUIPMENT THAT BREAKS IN SEASON)
		250 - POLE PRUNNER
		400 - POWER TOOLS
41020	37,000	GOLF MERCHANDISE
		32,250 - PURCHASE OF MERCHANDISE FOR RESALE AT THE DUE TO INCREASED COURSE USE (LARGER POOL OF CUSTOMERS) GOLF COURSE CLUBHOUSE.
		250 - GRIPS (REGRIIP CLUBS)
		1,000 - HANDICAP FEES
		500 - GIFT CARDS
		1,000 - TEES
		2,000 - RENTAL CLUBS
41023	30,000	GASOLINE
		30,000 - BASED ON ESTIMATED USAGE
42040	9,000	ADVERTISING AND PRINTING
		500 - RESIDENT CARDS/LAMINATING POUCHES
		7,000 - ADVERTISING, SPECIAL EVENTS, ETC.
		1,500 - SCORECARDS
42044	32,000	ELECTRIC
		32,000 - BASED ON ESTIMATED USAGE
42046	22,000	HEATING OIL
		22,000 - BASED ON ESTIMATED USAGE AND COST INCREASE
42047	103,525	DEPARTMENT CONTRACTS
		60,600 - LEASE PURCHASE FOR 72 GOLF CARTS
		2,000 - INTERNET WEBSITE
		2,400 - FORE RESERVATIONS SOFTWARE/COMPUTER UPGRADES
		2,500 - PORT-A-JOHN RENTALS
		2,500 - ALARM MONITORING
		3,100 - GPS SERVICE PLAN IRRIGATION COMPUTER
		16,925 - JACOBSEN HR-9016 MOWER YEAR 3 OF 5
		8,500 - 2016 EQUIPMENT LEASE YEAR 1 OF 3
		5,000 - CONTRACT RENOVATIONS (OVERSEED FAIRWAYS AND DEEP TIN GREENS)
42048	20,000	BANK SERVICE CHARGE
		20,000 - FOR CHARGE CARD SYSTEM.
420481	500	BANK DISCOUNT
		500 - FOR CHARGE CARD SYSTEM.

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42049	500	REFUNDS 500 - REFUND OF FEES DUE TO UNFORESEEN EMERGENCIES.
42054	1,000	RENTALS 1,000 - RENTAL OF EQUIPMENT FOR MAINTENANCE PROJECTS AT THE GOLF COURSE
42055	4,200	PROFESSIONAL SERVICES 4,200 - ANNUAL AUDIT, EAP, AND OTHER PROFESSIONAL SERVICES.
42060	13,750	OTHER EXPENSES 1,000 - PESTICIDE UPDATE TRAINING 1,000 - MEMBERSHIP GCSAA, PTGA, PGA, PGSA 700 - TURFGRASS MEETINGS 500 - TOURNAMENTS (TROPHIES, PLAQUES) 200 - CITY DIRECTORY 9,000 - CONCESSION FEES 1,300 - SAFETY SUPPLIES 50 - NATIONAL CONFERENCE
42064	30,000	EQUIPMENT MAINTENANCE 25,000 - REPAIR OF GOLF COURSE EQUIPMENT, TRIPLEXES, FAIRWAY MOWERS, SPRAYERS, TRACTORS, ROUGH UNITS, AERIFIERS, SEEDERS, TRIM MOWERS, ETC. ALL EQUIPMENT IS OVERHAULED IN THE OFF SEASON -- NOVEMBER THROUGH MARCH. 5,000 - UNFORESEEN MAJOR REPAIRS
42065	26,900	PLANT MAINTENANCE 2,000 - CLUBHOUSE REPAIRS AND MAINTENANCE 2,500 - TOP DRESSING TO FILL AERATION HOLES, MONTHLY TOP DRESSING TO MAINTAIN CONSISTANT GREENS. 4,000 - IRRIGATION SUPPLIES 2,000 - MATS FOR DRIVING RANGE, NEED TO KEEP NEW ONES COMING IN -- ALWAYS IN USE 2,500 - TREE PLANTING, CARE AND ANNUAL FLOWERS 2,000 - WEATHER CENTER FOR LATEST WEATHER CONDITIONS 2,000 - NETTING REPAIRS/REPLACEMENT 1,900 - UNFORESEEN MAINTENANCE REPAIRS 1,000 - DIVOT MIX 2,000 - SAND & DRAINAGE MATERIALS FOR BUNKERS 3,000 - MISC. MAINTENANCE SUPPLIES, PAINT, LUMBER, ETC. 2,000 - OVERLAY CART PATHS TO IMPROVE AREAS AROUND THE GREENS, TEES, AND PARKING LOTS.
42075	163,044	PENSIONS - P.M.R.S. MMO 163,044 - PENSIONS - P.M.R.S. MMO AND DEBT SERVICE.
42077	150,000	GENERAL FUND CHARGES 150,000 - GENERAL FUND CHARGES
42085	136,090	MEDICAL INSURANCE 136,090 - MEDICAL INSURANCE

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42086	8,160	WORKMEN'S COMPENSATION 8,160 - WORKMEN'S COMP
42087	43,850	SOCIAL SECURITY 43,850 - SOCIAL SECURITY
42090	2,047	UNFORESEEN CONTINGENCY 2,047 - GOLF CONTINGENCY
43099	1,500	EQUIPMENT 1,500 - NEW PULL CARTS

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

	<u>2012</u> <u>Actual</u>	<u>2013</u> <u>Actual</u>	<u>2014</u> <u>Actual</u>	<u>2015</u> <u>Actual</u>	<u>2016</u> <u>Budget w/</u> <u>Transfers</u>	<u>2016</u> <u>Actual &amp;</u> <u>Estimated</u>	<u>2017</u> <u>Final</u> <u>Budget</u>
<b>REVENUES:</b>							
<b>Operating Revenues</b>							
34002 State Allocation	1,424,831	1,399,095	1,506,774	1,657,030	1,939,278	1,939,278	1,939,278
34004 Maintenance Turnback	8,480	8,480	8,480	8,480	8,840	8,840	8,840
308901 Cash Bal (Carryover from PY)	-	2,405	-	-	365,887	365,887	188,174
<b>Total Operating Revenues</b>	<u>1,433,311</u>	<u>1,409,980</u>	<u>1,515,254</u>	<u>1,665,510</u>	<u>2,314,005</u>	<u>2,314,005</u>	<u>2,136,292</u>
<b>Investment Interest</b>							
308501 Investment Income	2,287	1,946	1,574	1,532	-	1,952	-
<b>Total Investment Interest</b>	<u>2,287</u>	<u>1,946</u>	<u>1,574</u>	<u>1,532</u>	<u>-</u>	<u>1,952</u>	<u>-</u>
<b>TOTAL LIQUID FUELS FUND REVENUES</b>	<u><u>1,435,598</u></u>	<u><u>1,411,926</u></u>	<u><u>1,516,828</u></u>	<u><u>1,667,042</u></u>	<u><u>2,314,005</u></u>	<u><u>2,315,957</u></u>	<u><u>2,136,292</u></u>
<b>EXPENDITURES:</b>							
Liquid Fuels	1,134,514	1,473,596	1,781,864	1,468,613	2,314,005	2,049,281	2,136,292
<b>TOTAL LIQUID FUELS FUND EXPENDITURES</b>	<u><u>1,134,514</u></u>	<u><u>1,473,596</u></u>	<u><u>1,781,864</u></u>	<u><u>1,468,613</u></u>	<u><u>2,314,005</u></u>	<u><u>2,049,281</u></u>	<u><u>2,136,292</u></u>

## BUREAU DETAIL

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**Bureau:** Liquid Fuels

**No:** 005A

**Department:** Liquid Fuels

**No:** 005A

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### **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.

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### **Goals and Objectives:**

- To provide safe, accessible roadways through street overlay and maintenance programs.
  - To improve and maintain our winter operations, storm sewer, and leaf collection systems using our AVL System.
  - Maintain the vegetation growth along city roadways.
  - Improve paving and patching programs to extend the life of City roadways.
  - Repair, maintenance, and replacement of storm sewer system serving streets.
- 

### **Prior Year Achievements:**

- Supported and funded all street maintenance and operation activities including Streets Bureau equipment and fleet.
  - Conducted CI Events to improve:
    - Snow/Salt/Brine Operations
    - Sweeper and Leaf Operations
    - Storm Sewer Operations
  - Collected over 20,000 cubic yards of leaves during the 2015 leaf collection operation.
  - Maintained storm sewers – cleaning and flushing of over 150 basins throughout the City.
  - Paved over 11,865 feet of roadway and scratched 10,000 feet in 2016 through the in-house paving program.
  - Improved brine operation by using a deicing additive (GEOMELT 55 BEET JUICE).
  - Acquired additional leaf loader to improve our leaf collection program.
  - Acquired tact machine to continue to improve our paving program and road maintenance.
  - Installed two (2) 5000 gallon holding tanks to save money on deicing additives, by buying in bulk loads.
  - New paver added to Road Maintenance Program to increase repairs made on roadways; 2015 – 500 tons by hand and 2016 – 1,750 tons by paver.
  - New salt storage structure was built in 2016 with an improved capacity of 4,100 tons that will allow us to store an increased amount of salt needed for adequate winter operations.
  - 2016 – pot hole truck was able to fill approximately 70 pot holes per day which reduced response time average – 8,400 per season.
  - New pole barn installed over brine tanks to keep tanks heated so lines will not freeze during operations.
-



**CITY OF BETHLEHEM  
BUREAU BUDGET  
RESOURCE REQUIREMENTS**

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

	2012	2013	2014	2015	2016	2016	2017	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget	
<b>Personnel Detail</b>	Number of Permanent Positions				#	Salaries	#	Salaries
	-	-	-	-	-	-	-	
<b>Total Positions</b>	-	-	-	-	-	-	-	
<b>Account Detail</b>								
55001 SNOW AND ICE REMOVAL	37,526	164,050	326,484	236,870	185,000	185,000	185,000	
55003 ROAD MAINTENANCE	395,915	384,502	398,694	392,077	400,000	400,000	400,000	
55004 SNOW REMOVAL OPER SUPPLY	135,232	239,574	379,623	387,092	156,738	156,738	300,000	
55005 ROAD MAINT OPER SUPPLIES	164,376	110,130	115,326	102,615	119,350	119,350	120,000	
55007 HAND TOOLS	4,342	1,618	4,845	1,857	5,000	5,000	5,000	
55008 REPAIRS TOOLS & MACHINERY	58,040	79,926	111,071	160,996	110,650	110,650	110,000	
55011 CURB RAMPS	10,000	10,000	10,000	-	10,000	10,000	10,000	
55014 CONTRACT SNOW REMOVAL	-	-	197,738	-	143,262	143,262	100	
55015 W LAUREL ST SW IMPROVE	-	-	-	-	78,750	-	78,750	
55016 STREET OVERLAYS	54,436	419,438	187,627	20,112	653,780	556,606	277,542	
55022 STREET SIGNS	9,520	9,517	6,378	6,826	10,000	10,000	10,000	
55031 LINDEN ST SS REPLACEMENT	8,445	-	-	-	88,800	-	88,800	
55046 W BROAD ST SS IMPROVEMENT	-	-	-	-	-	-	200,000	
55050 BANK SERVICE CHARGES	248	280	273	177	500	500	500	
55099 EQUIPMENT	256,434	54,561	43,805	159,991	352,175	352,175	350,600	
<b>Total</b> LIQUID FUELS	1,134,514	1,473,596	1,781,864	1,468,613	2,314,005	2,049,281	2,136,292	

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
55001	185,000	SNOW AND ICE REMOVAL 185,000 - ACCOUNT TO COVER OVERTIME FOR REMOVING SNOW AND ICE FROM STREETS AND BRIDGES. NO LABOR CAN BE CHARGED TO THIS ACCOUNT WHEN SNOW AND ICE IS REMOVED FROM FROM SIDEWALKS AND PARKING LOTS.
55003	400,000	ROAD MAINTENANCE 400,000 - ACCOUNT TO COVER REGULAR LABOR FOR REPAIRS TO STREETS, BRIDGES, AND OTHER PUBLIC WORKS INFRA-STRUCTURE ALLOWED UNDER LIQUID FUELS (SIX WEEKS OF PAYROLL).
55004	300,000	SNOW REMOVAL OPER SUPPLY 300,000 - ACCOUNT TO CHARGE THE PURCHASE OF SALT, LIQUID CALCIUM, AND OTHER MATERIALS USED FOR SNOW AND ICE REMOVAL ON STREETS AND BRIDGES BASED ON APPROXIMATE (ANNUAL ANTICIPATED USAGE OF 4,500 TONS OF SALT AT \$55.95 PLUS LIQUID CALCIUM COSTS). THE PURCHASE OF SUCH MATERIALS FOR USE ON SIDEWALKS AND PARKING LOTS CANNOT BE CHARGED TO THIS ACCOUNT.
55005	120,000	ROAD MAINT OPER SUPPLIES 120,000 - PURCHASE OF ROADWAY SUPPLIES SUCH AS BLACKTOP PATCH MATERIALS, GUARD RAILS, SWEEPER SUPPLIES, CRACK FILLER, ETC. WHEN USED ONLY ON STREETS. ALSO USED TO PURCHASE SAND AND CONCRETE FOR SINKHOLE REPAIRS.
55007	5,000	HAND TOOLS 5,000 - PURCHASE OF SMALL TOOLS RELATED TO AND USED FOR THE REPAIR, MAINTENANCE AND CONSTRUCTION OF STREETS AND CATCH BASINS IN THE STREET. ALSO TO PURCHASE ELECTRIC HAND TOOLS FOR STREET REPAIR. THIS ACCOUNT WILL INCLUDE ALL ELECTRIC DRILLS OR ANY OTHER TOOLS NEEDED FOR BASIN OR STREET REPAIRS.
55008	110,000	REPAIRS TOOLS & MACHINERY 110,000 - ACCOUNT TO CHARGE THE PURCHASE OF REPAIR PARTS, CONTRACT MAINTENANCE, ETC. TO EQUIPMENT, TOOLS AND MACHINERY USED IN ROAD REPAIR AND CONSTRUCTION. THIS ACCOUNT WILL ALSO COVER REPAIRS TO DAMAGED EQUIPMENT DUE TO ACCIDENTS, CUTTING BLADES ON LOADERS, REPAIRS NEEDED FOR PAVER, THE COST OF SIDE BROOMS AND MAIN BROOMS FOR SWEEPERS, AND MILLING MACHINE NEEDS.
55011	10,000	CURB RAMPS 10,000 - ACCOUNT TO CHARGE THE COST TO REPAIR AND CONSTRUCT HANDICAP CURB CUTS AS REQUIRED BY THE ADA ACT.
55014	100	CONTRACT SNOW REMOVAL 100 - ACCOUNT TO CHARGE CONTRACT SNOW AND ICE REMOVAL. THE AMOUNT SHOWN WILL NOT PROVIDE FOR SUCH WORK BUT IS ONLY THERE TO KEEP THE LINE ITEM OPEN FOR QUICK

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		TRANSFER OF FUNDS WHEN NEEDED.
55015	78,750	W LAUREL ST SW IMPROVE 78,750 - NEW STORM SEWER TO CONNECT THE EXISTING SYSTEM AT MORAVIAN HILLSIDE TOWNHOUSES, ALONG WEST LAUREL STREET, AND ALONG AND ACROSS MAUCH CHUNK ROAD TO THE MONOCACY CREEK. THE EXISTING SYSTEM CURRENTLY DISCHARGES TO THE SURFACE OF WEST LAUREL STREET AND FREQUENTLY CAUSES FLOODING BY DAMPER DESIGN. MORAVIAN COLLEGE HAS PREVIOUSLY COMMITTED TO PAY FOR THE DESIGN AND 65% OF CONSTRUCTION COSTS. MORAVIAN COLLEGE PURCHASED THE DAMPER DESIGN PROPERTY IN 2016 AND THIS STORM SEWER IMPROVEMENTS PROJECT WILL NOW BE COMPLETED IN CONJUNCTION WITH THE DEVELOPMENT OF THAT PROPERTY IN 2017.
55016	277,542	STREET OVERLAYS 277,542 - ACCOUNT TO COVER THE COST OF BLACK TOP MATERIALS FOR IN-HOUSE PAVING AND POSSIBLE CONTRACTED STREET OVERLAYS.
55022	10,000	STREET SIGNS 10,000 - THIS BUDGET ITEM IS PRIMARILY TO COVER ANNUAL REPLACEMENT AND MAINTENANCE OF STREET SIGNS. MAINTENANCE OF DOWNTOWN HISTORIC BETHLEHEM STREET SIGNS, AND NEW STATE REGULATIONS ON STREET NAME SIGNS.
55031	88,800	LINDEN ST S.S. REPLACE 88,800 - LINDEN STREET SS REPLACEMENT (FINAL PHASE): TO REPLACE STORMWATER LINES ON THE WEST SIDE OF LINDEN STREET APPROXIMATELY 250' NORTH OF EAST BOULEVARD TO SANTEE MILL ROAD (1,150' OF PIPE). TOTAL ANTICIPATED CONSTRUCTION COST IS \$250,000 WITH \$161,200 FUNDED FROM 2015 BOND AND \$88,800 FROM THIS LIQUID FUELS FUND.
55046	200,000	W BROAD ST SS IMPROVEMENT 200,000 - THIS PROJECT IS FOR THE REPLACEMENT OF AN OLD SECTION OF STORM SEWER THAT FREQUENTLY CLOGS REQUIRING SIGNIFICANT REGULAR MAINTENANCE AND FREQUENTLY BACK UPS CAUSING TEMPORARY SHALLOW STREET FLOODING.
55050	500	BANK SERVICE CHARGES 500 - CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNTING FEES.
55099	350,600	EQUIPMENT 70,000 - 2017 GMC PICK-UP TRUCK: THIS WILL REPLACE UNIT #172 A 2006 FORD PICK-UP TRUCK USED FOR PLOWING AND ROAD MAINTENANCE WORK. THE FRAME IS RUSTED AND IN NEED OF REPLACEMENT. 70,000 - 2017 GMC PICK-UP TRUCK: THIS WILL REPLACE UNIT #169 A 2002 CHEVY PICK-UP TRUCK

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

2017 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		USED FOR PLOWING AND ROAD MAINTENANCE WORK. THE FRAME IS RUSTED AND IN NEED OF REPLACEMENT.
	195,000 -	2017 MACK MEDIUM DUMP TRUCK (SINGLE AXLE): THIS WILL REPLACE UNIT #170 A 2002 CHEVY MEDIUM DUMP TRUCK THAT IS USED FOR PLOWING/SALTING/PAVING/TREE CLEAN UP AND TO PULL LEAF LOADERS. EXISTING UNIT IS SEVERLY RUSTED.
	15,600 -	2017 MARATHON TPS250T TACK DISTRIBUTOR: THIS UNIT IS USED FOR PAVING STREETS. IT SPRAYS A BONDING AGENT ON ROADS PRIOR TO PAVING.

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

	<b>2017 Final Budget</b>
<b>REVENUES:</b>	
<b>Operating Revenues</b>	
308901 Cash Balance	78,123
30917 Dedicated Tax Cash Account	146,224
35006 Escrow	76,843
35008 2015 Bond Issue	1,091,529
35009 DEP Grant - Monocacy Park	219,789
35011 Recreation Fac Fund	250,000
35017 High St Bridge-DCNR	180,000
35018 High St Bridge-PCT1	960,000
35019 High St Bridge-Norfolk Southern	60,000
35022 2009 Note	78,610
35023 2013 Bond	611,863
35024 Signage Contribution	90,500
35025 3rd & 4th Street - Federal	400,000
35027 PENNDOT - New Street	80,000
35029 NC Gaming Grant	325,000
35031 911 Dedicated Tax	430,000
35032 911 Cash Account	97,593
35033 2017 Bond Issue	6,326,000
35034 Greenway Contributions	200,000
35035 PennDOT - ARLE Program	99,333
35048 Lynn Avenue Bridge Grant	5,087,250
35055 Growing Greener Grant	64,282
35058 TAP Grant	65,500
35060 Signage - Lehigh University	50,000
35061 NC Open Space Initiative	300,761
35063 Main St/Streetscape Contributions	129,437
35066 Signage - Discover Lehigh Valley	50,000
35069 Moravian College - Laurel St	146,250
35072 DEP - Monocacy Watershed	150,000
35074 DCNR - Greenway Plaza	100,000
35076 DCNR - Greenway	200,000
35080 DCNR - Greenway to Saucon Park	450,000
35081 Lehigh - Greenway Plaza	100,000
35083 DCNR - Footbridge	200,000
35087 Eastern Gateway Lighting - State	225,000
35088 Multimodal - W Broad Street	200,000
<b>TOTAL NON-UTILITY CAPITAL FUND REVENUES</b>	<b><u>19,319,887</u></b>
<b>EXPENDITURES BY BUDGET UNIT:</b>	
62009 2009 Note	78,610
62011 2011 Bond	146,224
62013 2013 Bond	611,863
62015 2015 Bond	1,091,529
62017 2017 Bond	6,326,000
69999 Other Revenue	11,065,661
<b>TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES</b>	<b><u>19,319,887</u></b>
<b>EXPENDITURES BY CATEGORY:</b>	
Public Safety	1,807,593
Public Works	16,369,746
Recreation	472,267
Administration	320,281
Community & Economic Development	350,000
<b>TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES</b>	<b><u>19,319,887</u></b>

**CITY OF BETHLEHEM  
2017 NON-UTILITY CAPITAL IMPROVEMENT PLAN**

	2017 Bond	2015 Bond	2013 Bond	2011 Bond	2009 Note	Fed, State & Local Grants	Cash/ Misc	Other Funds	Total
<b>Public Safety</b>									
911 Phone Equipment Replacement				91,000			430,000		521,000
Ambulance Replace/Remount Plan	135,000								135,000
Body Cameras for Police Officers	75,000								75,000
CAD/RMS Replacement							97,593		97,593
Fire Apparatus Replacement Program	595,000								595,000
In Car Dash Cameras	88,000								88,000
Self-Contained Breathing Apparatus	296,000								296,000
<b>Total Public Safety</b>	<b>1,189,000</b>	<b>-</b>	<b>-</b>	<b>91,000</b>	<b>-</b>	<b>-</b>	<b>527,593</b>	<b>-</b>	<b>1,807,593</b>
<b>Public Works - Traffic</b>									
Isolated Intersections	400,000								400,000
Traffic Safety Improvements	100,000	51,121							151,121
<b>Total Public Works - Traffic</b>	<b>500,000</b>	<b>51,121</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>551,121</b>
<b>Public Works - Streets</b>									
Broad St Crosswalks	125,000	24,419							149,419
City Hall Complex Parking Lay-bys Reconst.	140,000								140,000
E. 5th Street Improvements			121,208					100,000	221,208
Lehigh Way	120,000								120,000
New St - 3rd St to 4th St						80,000			80,000
Street Overlays	1,000,000	150,973					12,473	620,015	1,783,461
Streets Caterpillar Backhoe Loader	116,000								116,000
Streets Leaf Loader-ODB Extreme Vac	76,000								76,000
Streets Mack Heavy Duty Medium Dump Truck	195,000							195,000	390,000
Third & Fourth St Streetscape/Sidewalks						400,000			400,000
W Garrison St Reconstruction-Main to N New	145,000								145,000
<b>Total Public Works - Streets</b>	<b>1,917,000</b>	<b>175,392</b>	<b>121,208</b>	<b>-</b>	<b>-</b>	<b>480,000</b>	<b>12,473</b>	<b>915,015</b>	<b>3,621,088</b>
<b>Public Works - Storm Sewers</b>									
Creek Road Culvert		76,350							76,350
Linden St Storm Sewer Upgrade/Replacement		161,200	34,720					88,800	284,720
Miscellaneous Drainage Structures	175,000	30,938					65,650		271,588
Stefko Drainage Swale						64,282			64,282
W Laurel St to Monocacy Creek							146,250	78,750	225,000
<b>Total Public Works - Storm Sewers</b>	<b>175,000</b>	<b>268,488</b>	<b>34,720</b>	<b>-</b>	<b>-</b>	<b>64,282</b>	<b>211,900</b>	<b>167,550</b>	<b>921,940</b>
<b>Public Works - Facilities</b>									
City Center Improvements	200,000	87,526							287,526
Facility Capital Improvement Plan		40,394	6,200						46,594
Fire House Improvements	90,000	26,935							116,935
Mechanical System Upgrades	125,000	31,126							156,126
Roof/Safety/and Code Requirements	75,000	17,638							92,638
<b>Total Public Works - Facilities</b>	<b>490,000</b>	<b>203,619</b>	<b>6,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>699,819</b>
<b>Public Works - Grounds</b>									
Eastern Gateway						225,000	100,000		325,000
Greenway-Hobart Street Connection						250,000			250,000
Greenway - Plaza Development						100,000	100,000		200,000
Greenway/Saucon Park Ball Fields Connection			350,000			450,000	150,000		950,000
Grounds Capital Improvement Plan	300,000	100,642		7,379				165,690	573,711
Monocacy Creek Watershed Assessment						150,000			150,000
Monocacy Park Improvement (Illick's Mill)						310,550			310,550
Northampton/Lehigh Footbridge						410,000			410,000
South Bethlehem Greenway	75,000		40,000		66,174	200,000	200,000		581,174
Vehicles/Equipment - Acquisition/Replacement	195,000								195,000
<b>Total Public Works - Grounds</b>	<b>570,000</b>	<b>100,642</b>	<b>390,000</b>	<b>7,379</b>	<b>66,174</b>	<b>2,095,550</b>	<b>550,000</b>	<b>165,690</b>	<b>3,945,435</b>
<b>Public Works - Other Projects</b>									
Aerial Bucket Truck for Electrical Bureau	150,000								150,000
Bridge Repairs	140,000	140,000	49,223						329,223
Citywide Wayfinding Signage	100,000					75,000	190,500		365,500
Geographic Information System		80,000	10,512						90,512
High Street Bridge						1,140,000	60,000		1,200,000
Lynn Avenue Bridge						5,087,250		218,748	5,305,998
Main Street Streetscape							129,437		129,437
Pedestrian Improvements						99,333			99,333
Shared Lane Markings						65,500			65,500
Storage Tanks							28,661		28,661
Tree Replacement							48,182		48,182
W Broad St Lighting - 3rd Ave to 5th Ave	85,000					200,000			285,000
<b>Total Public Works - Other Projects</b>	<b>475,000</b>	<b>220,000</b>	<b>59,735</b>	<b>-</b>	<b>-</b>	<b>6,667,083</b>	<b>456,780</b>	<b>218,748</b>	<b>8,097,346</b>
<b>Recreation</b>									
General Pool Improvement	300,000	72,267							372,267
Municipal Ice Rink	100,000								100,000
<b>Total Recreation</b>	<b>400,000</b>	<b>72,267</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>472,267</b>
<b>Administration</b>									
IT Improvement Plan	260,000			47,845	12,436				320,281
<b>Total Administration</b>	<b>260,000</b>	<b>-</b>	<b>-</b>	<b>47,845</b>	<b>12,436</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>320,281</b>
<b>Community &amp; Economic Development</b>									
Blighted Property Acquisition	350,000							237,850	587,850
<b>Total Community &amp; Economic Development</b>	<b>350,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>237,850</b>	<b>587,850</b>
<b>Total Non-Utility Capital (Net Other Funds)</b>	<b>6,326,000</b>	<b>1,091,529</b>	<b>611,863</b>	<b>146,224</b>	<b>78,610</b>	<b>9,306,915</b>	<b>1,758,746</b>	<b>-</b>	<b>19,319,887</b>

# 2017 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

## PUBLIC SAFETY

### 911 Phone Equipment Replacement

**\$521,000**

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

**Funding Source:**

2011 Bond - Dedicated Tax	91,000
911 Dedicated Tax	<u>430,000</u>
	521,000

### Ambulance Replacement/Remount Plan

**\$135,000**

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

**Funding Source:**

2017 Bond	135,000
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### Body Cameras - Police

**\$75,000**

This proposal would cover the purchase of 125 body cameras for 125 uniform patrol officers and some specialized Officers. The average price of a police body camera ranges from \$750.00 to \$1500 each. This proposal is for \$150,000 over a four year funding period. This \$37,500 per year investment would be a program to outfit all uniform Officers with body cameras and certain specialized units. Federal, State and Local Grant funds would also be applied for and utilized along with funding from this proposal. Gaming Grants could also be utilized during those four years.

**Funding Source:**

2017 Bond	75,000
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### CAD/RMS Replacement

**\$97,593**

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

**Funding Source:**

911 Fund - Cash	97,593
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# 2017 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

## Fire Apparatus Replacement Program

**\$595,000**

The Bethlehem Fire Department has purchased a new Ladder Tower Aerial Truck. This vehicle replaced an aging 1997 Sutphen Aerial Tower that has exceeded its useful service life, and was in constant need of repair. The tower was delivered in August of 2016. The manufacturing company is Pierce Fire Apparatus, Ohio. This ladder tower should serve the residents and businesses in the City of Bethlehem for the next 15-20 years. Two remaining lease payment are to be made in 2017 and 2018.

**Funding Source:**

2017 Bond 595,000

## In Car Dash Cameras

**\$88,000**

This proposal supports a two phase program to purchase and re-introduce in car camera systems and then to introduce body cameras. Of the two systems, the first phase would be the purchase of in car camera systems and a secure server. The second phase would be the purchase of body cameras. These two phases would greatly enhance public safety and policing, and bring the police department back in line with national accepted and recommended standard from the Department of Justice. Federal, State and Local Grant funds would also be applied for and utilized along with funding from this proposal. Gaming Grants could also be utilized during those five years. Whatever grant funds or outside source funds that could be obtained would be utilized before budgeted funds.

The department currently has (34) Police Vehicles that are utilized for patrol purposes.

Estimated project costs for those (34) police vehicles include, camera units for (30) police cruisers, camera units for (4) Police Motorcycles, all hardware, wireless video transfer and networking, licensing and warranties, software maintenance and CLOUD-share, installation and tech services.

**Funding Source:**

2017 Bond 88,000

## Self-Contained Breathing Apparatus

**\$296,000**

The Bethlehem Fire Department will need to replace the entire Self-Contained Breathing Apparatus System [S.C.B.A.] which will be reaching the end of its service life. The target date to replace the S.C.B.A. would be at the end of 2019. The Bethlehem Fire Department the Bethlehem Haz Mat Team, Bethlehem Police Swat Unit and the Bethlehem Water Bureau will also be included in this upgrade. In addition to the air-packs, a new compressed air filling station would be required to meet the needs of the "next-generation" S.C.B.A. The new air pack system would also include a Personal Accountability System [P.A.S.S.] that would monitor firefighters and their air supply while doing interior firefighting. The estimated cost for this system would be \$887,900 spread over 3 years

**Funding Source:**

2017 Bond 296,000

## PUBLIC WORKS – STREETS

### Isolated Intersections

**\$400,000**

Install new or upgrade existing signals at various locations. Each intersection costs between \$150,000 and \$180,000. Proposed potential new signal locations include East Boulevard & Linden Street, Butztown Road & Easton Avenue, Linden Street & Elmhurst Avenue, and Third Avenue & Union Boulevard. Needed upgrade locations include Goepf and Center Streets, Goepf and New Streets, Goepf and Main Streets, Broad and Linden Streets, Market and Center Streets, Market and New Streets, Center and Church Streets and Linden and Geopp Streets. Design and construction of the new traffic signals at the intersections of Broad Street & Linden Street and Broad Street & Center Street will be completed in 2017 at an estimated cost of \$160,000 each for construction and \$40,000 for design. Design work for the new traffic signals at the intersections of Linden & Goepf Streets and Main & Goepf Streets will be completed in 2018.

**Funding Source:**

2017 Bond 400,000



# 2017 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

## Traffic Safety Improvements

**\$151,121**

Replacement of outdated traffic controllers and cabinets at various locations for our 128 signalized intersections and flashers. Purchase of video detection cameras to replace damaged or broken in-roadway traffic loop detection is also budgeted under this item.

**Funding Source:**

2017 Bond	100,000
2015 Bond	<u>51,121</u>
	151,121

## PUBLIC WORKS – STREETS

### Broad Street Crosswalks

**\$149,419**

Remove and replace in-kind existing degraded brick crosswalks and ADA curb ramps along Broad Street in the Downtown Historic District at Broad and New Streets. The crosswalks to be replaced include: both north-south crossings of Broad Street at the intersection of New Street along with mid-block north-south crossings of Broad Street just west and east of that intersection. Bids for crosswalks came in much higher than anticipated which resulted in a change in planned work. One crosswalk will be completed in 2016. \$25,000 will be carried over to 2017, another crosswalk will be completed in 2017, and two more in 2018.

**Funding Source:**

2017 Bond	125,000
2015 Bond	<u>24,419</u>
	149,419

### City Hall Complex Parking Lay-Bys

**\$140,000**

Reconstruction of deteriorated Granite block Lay-bys on New Street (east side of City Center). This project was done in phases. The final phase is currently projected to occur in 2017.

**Funding Source:**

2017 Bond	140,000
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### E. 5<sup>th</sup> Street Improvements

**\$121,208**

Replace curb, sidewalks, overlay and remove some street trees. Water service lines were completed in 2016. The project was designed in-house, bid and awarded in 2016 and construction began in 2016 as well with funding carried over to 2017 to complete construction.

**Funding Source:**

2013 Bond	121,208
CDBG	<u>100,000</u>
	221,208

### Lehigh Way

**\$120,000**

This project is for reconstruction of portions of Lehigh Way to address long standing drainage issues.

**Funding Source:**

2017 Bond	120,000
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# 2017 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

## **New Street – 3<sup>rd</sup> Street to 4<sup>th</sup> Street** **\$80,000**

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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. This work has been postponed due to ongoing construction and excavation by the ongoing development along New Street.

**Funding Source:**

State 80,000

## **Street Overlays** **\$1,163,446**

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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:**

2017 Bond	1,000,000
2015 Bond	150,973
Cash Balance	12,473
Liquid Fuels	277,542
CDBG	<u>342,473</u>
	1,783,461

## **Streets – Caterpillar Backhoe Loader** **\$116,000**

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This purchase will replace the 2004 Cat 420D Backhoe/Unit #743 used for repairs to sinkholes, trenches, major and minor road repairs, maintaining detention ponds, etc. This unit is in poor condition and is needed to improve and maintain roads throughout the city.

**Funding Source:**

2017 Bond 116,000

## **Streets – Leaf Loader ODB Extreme Vac** **\$76,000**

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This is a plan for the periodic replacement of our leaf loaders as needed based on their age and condition. The current cost estimate of each loader is \$76,000. The one planned in 2017 is a 1998 American loader, one in 2019 is a 2000 American loader, and one in 2020 is a 2005 Giant Vac.

**Funding Source**

2017 Bond 76,000

## **Streets – Mack Heavy Duty Medium Dump Truck** **\$195,000**

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These purchases will replace Unit #158/1998 Chevy dump truck/Unit #170/2002 Chevy dump truck, and Unit #196/2001 Chevy dump truck that are used for plowing, pulling leaf loaders, cleanup, and assisting with the paving operations. The current units are in poor condition and need to be replaced. Two are planned for replacement in 2017 and one in 2019.

**Funding Source**

2017 Bond	195,000
Liquid Fuels	<u>195,000</u>
	390,000

# 2017 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

## Third & Fourth Street Streetscape/Sidewalks

**\$400,000**

This project is to renew/upgrade the streetscape on selected sections of Third and Fourth Streets from Hayes Street to Wyandotte Street. The work would include repair/replacement of brick and concrete sidewalk in deficient areas, curb, street furniture, and trees. The project is to be completed in three phases which are: Phase I - Fourth Street from Hayes to Adams, Phase II - Fourth Street from Adams to Wyandotte, and Phase III – Third Street from Buchanan to Wyandotte. A TAP grant in the amount of \$400,000 was received for Phase I. Some sidewalk and curb ramp improvements have or will be completed by developers along 3<sup>rd</sup> Street. Phase I was designed in-house, permitted, and will be bid and construction will begin in 2016. The grant is being carried over to 2017 to complete work and make payments.

**Funding Source:**

Federal (Phase I) 400,000

## W. Garrison St. Reconstruction – Main to N. New Street

**\$145,000**

Reconstruction of W. Garrison Street to alleviate crowning and badly settled gutter flowlines on this concrete surface road. Fix numerous utility trenches, mill and overlay and replace water service lines. Water service line work will be budgeted separately.

**Funding Source:**

2017 Bond 145,000

## PUBLIC WORKS – STORM SEWERS

### Creek Road Culvert

**\$76,350**

The Creek Road Culvert project is to replace the existing deteriorated culvert along Creek Road north of Friedensville Road. The culvert has been damaged by repeated flooding and the roadway is often overtopped during storms. In addition, the existing culvert is narrow, allowing only a single lane to cross. The replacement culvert will be sized to allow two lanes of traffic and reduce flooding of the road. The guiderail also needs to be upgraded to meet current safety standards. The culvert replacement project was bid in 2015 but the bids came in significantly above the available funding. We completed repairs to address the most urgent issues, including guiderail and concrete deterioration in 2015, and defer the full replacement of the culvert until 2020 due to the interim improvements.

**Funding Source:**

2015 Bond 76,350

### Linden Street Storm Sewer Upgrade/Replacement

**\$195,920**

Replacement of the existing stormwater system providing service to Linden Street between East Boulevard and Santee Mill Road. This system is comprised of the original CMP installed by PennDOT in conjunction with the roadway, which is severely corroded and beginning to collapse in some areas. Since most of this system exists underneath Linden Street, roadway collapse has been a concern and has already occurred in a couple areas along this trunkline. This system will continue to cause problems, specifically reduced service capacity and roadway collapse due to pipe failure, unless addressed and replaced within the next few years. This project will be done in phases due to funding constraints. Phase I will begin on the east side of Linden Street approximately 500' south of East Boulevard and continue north to a point 250' north of East Blvd. Phase II will begin where Phase I ends and cross over to the west side of Linden Street. From there the work continues 1150' north ending at the northwest intersection of Santee Mill Road. Phase I was completed in 2014 and Phase II (final) was designed in-house, permitted, and will begin construction in 2016 and be completed in 2017.

**Funding Source:**

2015 Bond	161,200
2013 Bond	34,720
Liquid Fuels	<u>88,800</u>
	284,720

# 2017 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

## Miscellaneous Drainage Structures

**\$271,588**

These funds are used to make repairs to catch basins, headwalls, culverts, pipes, etc. throughout the City's extensive storm sewer system. We will also replace storm sewer at Santee Mill Road (\$12,000), and at Keim Street (\$65,000). The Santee Mill Road project is for the replacement of a deteriorated section of pipe. The Keim Street project is to extend the storm sewer from Barbara Street to drain Keim Street.

**Funding Source:**

2075 Bond	175,000
2015 Bond	30,938
Cash	<u>65,650</u>
	271,588

## Stefko Drainage Swale

**\$64,282**

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 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. Most engineering was completed in 2016 with planned construction work in 2019 and 2020. Once the design is finalized, we will seek grant funding for the construction.

**Funding Source:**

State (Growing Greener)	64,282
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## W. Laurel Street to Monocacy Creek

**\$146,250**

This project is for a new storm sewer to connect the existing system at Moravian Hillside Townhouses, along West Laurel Street, along and across Mauch Chunk Road to the Monocacy Creek. The existing system currently discharges to the surface of West Laurel Street and frequently causes flooding by Damper Design. Moravian College has previously committed to pay for the design and 65% of construction costs. Moravian College purchased the Damper Design property in 2016 and this Storm Sewer Improvements project will now be completed in conjunction with the development of that property in 2017.

**Funding Source:**

Moravian College	146,250
Liquid Fuels	<u>78,750</u>
	225,000

## PUBLIC WORKS – FACILITIES

### City Center Improvements

**\$287,526**

Funding to support already identified and unexpected major necessary capital improvements to the City Center over the 2-year bond issue. Currently identified improvements include garage floor resurfacing, exterior improvements to sidewalks and steps, railings, landscaping, new windows on ground floor for the Police Department, water fountain replacements, HVAC component replacement, building security upgrades, replacement of asbestos floor tiles, and replacement of pavers on the plaza.

**Funding Source:**

2017 Bond	200,000
2015 Bond	<u>87,526</u>
	287,526

# 2017 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

## Facility Capital Improvement Plan

**\$46,594**

Funding to cover a comprehensive evaluation (in-house/consultant as necessary) of City facilities and preparation of a plan identifying any needed major improvements, modifications, or change in use. Funding to cover some of the identified improvements as a result of the evaluation and already identified needs such as the engineering/planning/design for a new Grounds Maintenance facility to replace the Quonset huts.

### Funding Source:

2015 Bond	40,394
2013 Bond	<u>6,200</u>
	46,594

## Fire House Improvements

**\$116,935**

Improvements/renovations to interior/exterior of the City's Fire Houses as identified during the course of the 2-year bond issue focusing on functional concerns of the facilities and energy efficiency improvements. Work already identified/known includes the installation of an emergency generator at several north-side Fire Stations, replacing/upgrading heating/cooling/ventilation systems, paving, replacement of doors/windows, other facility interior/exterior improvements and renovations, and purchases for living areas.

### Funding Source:

2017 Bond	90,000
2015 Bond	<u>26,935</u>
	116,935

## Mechanical System Upgrades

**\$156,126**

Upgrades/improvements/replacements of mechanical systems to improve reliability and energy efficiency of systems/facilities not covered under the Energy Savings Performance Contract. Projects may include replace HVAC, refurbish/modernize chillers, air handlers, heat exchangers, cooling towers, pumps, boilers, pneumatic controls, air filters, and condenser/water pumps/motors at City-owned facilities. Funding is also to cover unforeseen repairs to facilities/equipment to extend the life of a capital asset and as other projects may become necessary. Current immediate projects include: Motors for fan coil units; new fan coil units/controls in DCED and Health; Police ductless split/heat pump system in CSI and Detective Areas, and installation of second Lochinvar boiler in City Hall.

### Funding Source:

2017 Bond	125,000
2015 Bond	<u>31,126</u>
	156,126

## Roof/Safety/Code Improvements

**\$92,638**

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

### Funding Source:

2017 Bond	75,000
2015 Bond	<u>17,638</u>
	92,638

# 2017 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

## PUBLIC WORKS – GROUNDS

### **Eastern Gateway** **\$325,000**

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Grant funds are utilized for development of physical improvements along both 4<sup>th</sup> Street and the Route 412 corridor.

**Funding Source:**

State	225,000
Rec Fees	<u>100,000</u>
	325,000

### **Greenway – Hobart Street Connection** **\$250,000**

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Complete construction of Greenway connection to Hobart Street and Daly Avenue, along with storm water improvements. This project was originally part of Phase 3 and was bid in 2016. Construction is expected to be completed early in 2017.

**Funding Source:**

NC Gaming Grant	250,000
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### **Greenway – Plaza Development** **\$200,000**

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Grant funds were received for an additional plaza area along the greenway. It will be an active area for children located behind Holy Infancy School and Boys & Girls Club.

**Funding Source:**

State - DCNR	100,000
Lehigh University	<u>100,000</u>
	200,000

### **Greenway/Saucon Park Ball Fields Connection** **\$950,000**

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This project provides for an extension of the Greenway to the ball fields at the north end of Saucon Park off of Millside Drive, along with storm water improvements. Design was completed in 2016 and permitting will be completed early in 2017. Construction is anticipated in 2017.

**Funding Source:**

2013 Bond	350,000
State	450,000
Rec Fees	<u>150,000</u>
	950,000

### **Grounds Capital Improvement Plan** **\$408,021**

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Funding is to cover a comprehensive evaluation of the City's Parks and Recreation system. Plan outcome is to identify needed capital improvements as well as recommendations as to best use of facilities. Funding is also to cover some of the needs identified as a result of this plan as well as already identified needs such as improvements and renovations to athletic fields (grading, aerating, topsoil, and backstops), tennis court resurfacing, landscaping, tree removal/replacements, playground equipment, fencing, lighting, signage, parking lot improvements, pathway improvements, pavilion improvements, parks buildings, and equipment.

**Funding Source:**

2017 Bond	300,000
2015 Bond	100,642
2011 Bond	7,379
CDBG	<u>165,690</u>
	573,711

# 2017 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

## Monocacy Creek Watershed Assessment

**\$150,000**

Conduct an analysis of the Monocacy Creek watershed and establish current baseline data that will allow for understanding of current flooding/water quality issues within the watershed and City of Bethlehem and identify strategies for watershed restoration. The use of this grant has been modified and approved and LVPC was awarded a contract to prepare an updated Monocacy Creek Act 167 plan. Tasks include data collection, watershed modeling, update of water quality standards and stormwater management plan, along with public meetings prior to adoption of the updated plan.

**Funding Source:**

State 150,000

## Monocacy Park Improvement (Illick's Mill)

**\$310,550**

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 to improve aquatic and riparian habitat.

**Funding Source:**

State 219,789  
NC Open Space Grant 90,761  
310,550

## Northampton/Lehigh Footbridge

**\$410,000**

This project is to replace the wood deck/steel supported pedestrian bridge crossing the Monocacy Creek in Johnston Park adjacent to the Main Street ramp. An iron bridge was acquired to replace this bridge. Re-evaluation and engineering design must be completed prior to construction. Grants have been received from Northampton County and DCNR to cover engineering and construction costs.

**Funding Source:**

NC Open Space Grant 210,000  
DCNR 200,000  
410,000

## South Bethlehem Greenway

**\$581,174**

Continue design and construction of a linear park with various amenities along the greenway such as extension of the trail southward to Saucon Park. Phase 4 design and permitting was completed in 2016. Construction began in 2016 and will be completed in 2017.

**Funding Source:**

2017 Bond 75,000  
2013 Bond 40,000  
2008 Note 66,174  
DCNR 200,000  
Contributions 200,000  
581,174

## Vehicles/Equipment – Acquisition/Replacement

**\$195,000**

Purchases for 2017 include a small dump truck with plow and spreader to replace a 2005 Chevy dump truck (Unit 94) which has severe corrosion to the frame, and a front end loader with rock and tree auger attachments which would be an addition to the fleet and eventually replace a 2008 Case loader.

**Funding Source:**

2017 Bond 195,000

# 2017 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

## PUBLIC WORKS – OTHER PROJECTS

### Aerial Bucket Truck – Electrical Bureau \$150,000

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In 2014 we began phasing in the replacement of the Electrical Bureau's four (4) 42-foot bucket trucks (estimated cost of \$140,000-\$160,000 per truck), which have exceeded their 10-year recommended replacement intervals. These vehicles are used daily and are developing signs of failure, stress, and increased maintenance costs. Due to safety and reliability concerns, these vehicles need to be replaced at a much higher frequency compared to most fleet vehicles. One is planned for replacement in 2017 and one in 2019.

**Funding Source:**

2017 Bond	150,000
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### Bridge Repairs \$329,223

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The project is for repair of nine (9) bridges the City is responsible for maintaining. Two of our bridges are going through the design process to be 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. Fire Lane Bridge improvements (\$140,000) have been designed and permitted and construction will be completed in 2017.

**Funding Source:**

2017 Bond	140,000
2015 Bond	140,000
2013 Bond	<u>49,223</u>
	329,223

### Citywide Wayfinding Signage \$365,500

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A comprehensive effort to install a network of wayfinding signage is underway in both downtown areas and at several gateway entrances to the City. This project is proposed to brand Bethlehem and also to provide improved wayfinding for tourists and visitors. The wayfinding program is the outcome of a public design process that took place over the last eighteen months and included a steering committee and several public meetings. A phase I of the project was bid and is expected to be installed in late 2016. A phase II is being prepared for bid and is expected to be installed in early 2017. Additional funds are needed to complete installation of the overall project and replace and enhance the program as the project progresses. This project is widely supported by the public. Operating costs will be affected long term, but the signs are designed with durability and efficient maintenance in mind.

**Funding Source:**

2017 Bond	100,000
NC Gaming Grant	75,000
Lehigh University	50,000
Discover LV	50,000
Contributions	<u>90,500</u>
	365,500



# 2017 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

## Geographic Information System

**\$90,512**

This project is the development of a 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. Additional tasks for future phases are being considered. Currently, GIS data is being migrated to the local government model. Once complete, updates to the storm sewer layer can be completed.

### Funding Source:

2015 Bond	80,000
2013 Bond	<u>10,512</u>
	90,512

## High Street Bridge

**\$1,200,000**

Provide for the engineering and replacement of the structurally deficient wooden bridge over a former Norfolk Southern line. The bridge was closed to all traffic on 6/16/11, which combined with the previous closing of the Seidersville Road Bridge equates to the residents along Ravena Street having only one point of access to their residences: the intersection of Ravena and Fire Lane Road. Final design has been completed and we are awaiting final approvals from PennDOT. The City has successfully had the bridge placed on the TIP for construction funding to replace the structure with a new 2-lane bridge meeting current standards. This also preserves future recreational access beneath the structure. Norfolk Southern will be responsible for a portion of the replacement costs per agreement, specifically preliminary and final design engineering efforts. The let date is currently set for September 2016 with construction expected to begin in winter and be completed in 2017.

### Funding Source:

Federal	960,000
State	180,000
Norfolk Southern	<u>60,000</u>
	1,200,000

## Lynn Avenue Bridge

**\$5,087,250**

Remove and replace structurally deficient bridge. The scope is a single span that will span the existing LVRM track and a portion of the greenway. Final design was completed December 31, 2014. Delays have occurred with the acquisition of the necessary easements due to the death of a property owner and subsequent set up of the estate. A let date is currently set for 2016 and construction is anticipated to begin in late 2016 and be completed in 2017.

### Funding Source:

Federal	4,284,000
State	803,250
CDBG	<u>218,748</u>
	5,305,998

## Main Street Streetscapes

**\$129,437**

This project is to repair in-kind most to all sidewalks on Main Street from Church to Broad Streets, replace trees, and relocate and upgrade all utilities to underground. Project is complete with payments to carry over to 2017.

### Funding Source:

Contributions	129,437
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# 2017 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

## **Pedestrian Improvements**

**\$99,333**

The City was awarded a Department of Transportation's ARLE Grant to be used towards pedestrian improvements around Liberty High School. The scope of work includes the reduction of one eastbound travel lane on Elizabeth Avenue, upgraded handicap ramps, upgraded pavement markings and signage, and the installation of flashing warning devices. The warning devices will be placed both on Elizabeth Avenue and Linden Street to warn drivers of the multiple crosswalks accessing the school.

**Funding Source:**

State (ARLE Grant) 99,333

## **Shared Lane Markings**

**\$65,500**

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

**Funding Source:**

Federal (TAP Grant) 65,500

## **Storage Tanks**

**\$28,661**

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 Street, and Wild Creek Reservoir. Progress of project depends on DEP review/feedback approvals and monitoring results. The City has achieved closure of the Golf Course Barn UST, Wild Creek Reservoir UST, and Rodgers Street ship UST. We have bid out the Municipal Garage case through USTIF and we are under contract. USTIF will pay 85% of the costs directly to the consultant for the Municipal Garage.

**Funding Source:**

Escrow 28,661

## **Tree Replacement**

**\$48,182**

Initiative to address some of the deficiencies in our City's urban forest within the core business areas. The Downtown Tree Removal & Replacement project will assist property owners in some of these areas with the removal of dead or declining street trees and plant new trees to replace them. In locations where street trees are missing but stumps remain from storm damage, accidents, vandalism, or other unknown causes, the stumps will be ground out and new trees planted. The target areas are: Broad Street between 3<sup>rd</sup> Avenue and Center Street; 3<sup>rd</sup> Street and 4<sup>th</sup> Street between Brodhead Avenue and Taylor Street; Main Street between Church Street and West North Street. The planned work will be scheduled to coincide with the next appropriate planting season.

**Funding Source:**

Developer Contributions 48,182

## **W. Broad Street Lighting – 3<sup>rd</sup> Ave. to 5<sup>th</sup> Ave.**

**\$285,000**

A Multimodal Transportation Fund Grant was applied for and received for this work. This project is for the installation of street lights along West Broad Street from 3<sup>rd</sup> Avenue to 5<sup>th</sup> Avenue (application was for 3<sup>rd</sup> Avenue to 8<sup>th</sup> Avenue, but award of grant was not in full and project was scaled back). This is a continuation of previous work from 1<sup>st</sup> Avenue to 3<sup>rd</sup> Avenue completed as a part of the Elm Street Program.

**Funding Source:**

2017 Bond 85,000  
State 200,000  
285,000

# 2017 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

## Recreation

### General Pool Improvement

**\$372,267**

Funding is to cover a comprehensive evaluation of the City's pool system. Following analysis and plan development, improvements/renovations will be allocated to pools, bathhouses, filter systems and related buildings. Other unforeseen repairs/improvements to facilities/equipment to extend the life of a capital asset.

**Funding Source:**

2017 Bond	300,000
2015 Bond	<u>72,267</u>
	372,267

### Municipal Ice Rink

**\$100,000**

Improvements/emergency repairs/ purchases of equipment as needed for operations and capital upgrades to extend the life of a capital asset. 2017 – Plan to replace the Zamboni unit.

**Funding Source:**

2017 Bond	100,000
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## ADMINISTRATION

### IT Improvement Plan

**\$320,281**

By the end of 2016 we will have completed the complete upgrade of the New World Public Safety System as well as the SunGard Finance+ and Community+ applications. The items listed below are requested in order to improve Mobile Networking capabilities as well as designing system interfaces to address duplication of data across systems.

Field Network Reporting Applications

As part of the SunGard upgraded all applications will be running in a browser based language and will now be mobile device friendly. This will allow us to explore applications that can be run on mobile devices out in the field without having to rely on bulky laptops. In addition, there are 3<sup>rd</sup> party vendors who partner with SunGard to provide field applications which will interface with our newly upgraded versions of software.

TraCS to New World Interface

TraCS is a Police Digital Citation System which is being championed by the state of PA. It will allow us to take advantage of digital technology to process Citations and eliminate all manual data entry. However, an interface will need to be written which will transfer the data collected in the field into our current New World system so we will not have to search (2) different systems for Citation information.

SunGard C+ to New World Interface

Currently our Inspectors collect information found while out in the field and this information is entered into our SunGard C+ applications. However, there currently is no automated method to transfer this information from the SunGard C+ application into the New World system. Therefore, this is being done manually which is not timely and causes errors. A well designed interface will update the information in a much timelier manner and eliminate human intervention and errors.

Virtual Cloud Hardware Upgrade/Replacement

As of today, our virtual hardware components are around 3 years old. In addition, all of our servers will be running in our virtual environment by the end of the year. With so much being expected of our virtual environment I believe it would be wise to replace our hardware about every 5-7 years in order to take advantage of newer faster technology improvements.

**Funding Source:**

2017 Bond	260,000
2011 Bond	47,845
2008 Note	<u>12,436</u>
	320,281

# 2017 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

## COMMUNITY & ECONOMIC DEVELOPMENT

### **Blighted Property Acquisition**

**\$350,000**

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

#### **Funding Source:**

2017 Bond	350,000
CDBG	<u>237,850</u>
	587,850

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

	<u><b>2017 Final Budget</b></u>
<b>REVENUES:</b>	
308901 Cash	1,712,471
37005 Bond Redemption and Improvement	900,000
37012 2014 Bond Issue	417,893
37013 DSIC	75,000
39805 Capital Appropriations	<u>1,326,595</u>
<b>TOTAL WATER CAPITAL FUND REVENUES</b>	<b><u><u>4,431,959</u></u></b>
<b>EXPENDITURES:</b>	
770016 5 Million Gallon Northeast Standpipe Engineering	95,451
77002 Distribution Systems Extension	40,000
77003 Service Lines New/Renewal	100,000
77004 Metering	100,000
77005 Replace, Relocate, Rehabilitate Distribution System	718,625
77006 Fire Hydrant New/Renewal	170,000
77009 SS Pump Station Eng/Const	710,000
77015 0.5 MG SE Tank Engineering	27,305
77016 Emergency Repair Transmission Mains	15,000
77017 East Allen/Shady Lane Well Pump Station	152,198
77023 Fire Pump Station Engineering	59,100
77025 5th and William Street Pump Station Eng/Const.	27,445
77026 Sidewalk/Trench Restoration	105,000
77028 Rt. 512 Extension for EAT Engineering	115,868
77029 Rt. 412 Main Replacement	300,000
77032 SCADA System Upgrade	80,000
77033 Wild Creek Spillway Repair	27,761
77034 WTP Chlorination Alternatives Design/Construction	1
77035 Replace WTP Flocculator Assemblies	275,000
77036 Commercial & Industrial Meter Replacement	120,000
77037 AMR/AMI Meter Conversion Phase II	230,000
77038 Replace WTP Air Blowers	1
77039 Master Meters/Pits/Appurtenances	1
77040 Fixed Asset Repairs	10,000
77042 2 MG SE Storage Tank Modifications	1
77045 5 MG SW Tank Engineering	353,912
77050 Replacement of Filtration Plant Boiler	1
77084 Security Enhancements	50,000
77096 Penn Forest Dam SCADA	150,000
77099 Equip. Water Maint.	198,000
770991 Equip. Collection & Treatment	90,000
770992 Equip. Water Laboratory	7,000
770993 Equip. Meter Shop	27,653
770996 Equip. WTR. Filtration	52,635
770997 Equip. Utility Billing	1
770999 Equip. Tech. Support	<u>24,000</u>
<b>TOTAL WATER CAPITAL FUND EXPENDITURES</b>	<b><u><u>4,431,959</u></u></b>

# 2017 WATER CAPITAL PROJECT DETAIL

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## 5 Million Gallon Northeast Standpipe Engineering

007A-770016

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

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## Distribution System Extensions

007A-77002

The extension of the distribution system and the routine expansion of the distribution mains to serve customers.

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## Service Lines New/Renewal

007A-77003

Pipe, fittings and material for repair/replacement of service lines. These lines are installed from the main to the curb line and are generally ¾" in size, but can be as large as 4". Also includes tapping sleeves and valves for fire lines and other supplies.

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## Metering

007A-77004

This is an annual project for replacement of older residential and small commercial property meters. Meters range from 5/8" to 1" in size.

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## Replace, Relocate, Rehabilitate Distribution System

007A-77005

This is an annual project. Replacement, relocation or rehabilitation of water distribution system based on Long Term Infrastructure Improvement Plan or emergencies.

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## 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.

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## SS Pump Station Eng/Construction

007A-77009

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

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## 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.

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## Emergency Repair Transmission Mains

007A-77016

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

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## East Allen/Shady Ln Well Pump Station

007A-77017

Design, Bid, construction administration and construct pump house and water storage tank to meet PA DEP 4 log rule, for disinfection treatment of ground water supplies. To complete construction started in 2016 and pay balance of cost.

# 2017 WATER CAPITAL PROJECT DETAIL

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## **Fire Pump Station Engineering/Replacement**

**007A-77023**

Design, replace pumps, motors, control centers, piping, valves, electrical work, miscellaneous items, install emergency generator/transfer switch, bidding and construction management. Engineering design in 2017 with construction to follow in 2018.

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## **5<sup>th</sup> and William St. Pump Station**

**007A-77025**

To replace pumps, motors, control centers, piping, valves, gas engine, electrical work, generator/transfer switch, miscellaneous items and construction management. To pay balance of cost upon resolution of pumping capacity.

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## **Sidewalk/Trench Restoration**

**007A-77026**

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

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## **Route 512 Extension for East Allen Township**

**007A-77028**

Design and bid phase for extending water distribution main on Route 512 in East Allen Township, pumping station, one highway crossing, railroad and stream crossing and permitting. Construction planned for 2018.

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## **Route 412 Main Replacement**

**007A-77029**

Replacement of water distribution infrastructure as part of the Route 412 roadway reconstruction performed by Penn DOT contractor. To be billed by Penn DOT one year after completion. Anticipated payment in 2017.

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## **SCADA System Upgrade**

**007A-77032**

This is an annual project to perform software updates, server upgrades, replacement instrumentation, SCADA conversions, and SCADA migration to WTP. In particular, upgrades to 5 MG SE tank SCADA, upgrades to Weil Street pumping station SCADA, conversion of problem RTU's to cellular communication.

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## **Wild Creek Spillway Repair**

**007A-77033**

Repairs to Wild Creek spillway where concrete is spalling and deteriorating at joints. Includes construction and inspection services. Construction complete. To pay balance of engineering and construction costs.

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## **Chlorine Gas Alternatives Design/Construction**

**007A-77034**

Design alternative to chlorine gas at the Water Filtration Plant based on results of alternatives study in 2017 and construction in 2018.

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## **Replace Flocculator Assemblies**

**007A-77035**

To fabricate, remove and replace WTP flocculator shafts, babbitts, gears, chains, collars and hubs. All are corroded, misaligned, slipping and need to be replaced. Partial replacement in 2017.

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## **Commercial and Industrial Meter Replacement**

**007A-77036**

This is an annual project. It is to provide for replacement of old high usage meters in commercial, industrial, public and institutional buildings and pits and for meter bypasses and fire lines. Meters range from 1 ½" to 8" in size.

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## **AMR/AMI Conversion Phase II**

**007A-77037**

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

# 2017 WATER CAPITAL PROJECT DETAIL

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**Replace Air Blowers at WTP** **007A-77038**

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To replace two (2) air blowers at WTP which are 22 years old and have reached end of useful life.

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**Master Meters/Pits/Appurtenances** **007A-77039**

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To maintain master meters in meter pits with piping and for our bulk service customers to monitor flows and for accurate billing purposes.

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**Fixed Asset Repair** **007A-77040**

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Repairs or replacements (\$5,000 or more) to the utility's fixed assets which may include buildings, computer equipment, computer software, intangible assets, land, leasehold improvements, machinery, and vehicles. Equipment repairs (\$5,000 or more) including but not limited to pumps, generators and other process control equipment needed to maintain good working order and/or to restore the equipment to its previous condition should be posted to this account.

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**2 MG SW Reservoir Engineering** **007A-77042**

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

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**5 MG SW Tank Engineering** **007A-77045**

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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.

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**Replacement of Filtration Plant Boiler** **007A-77050**

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

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**Security Enhancements** **007A-77084**

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To design and install security enhancements identified as a result of a security study assessment of the water system.

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

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

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

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

Main tapping and stopping unit  
Sullivan-Palatek air compressor  
Leak detection equipment  
Vehicle Lease - Two (2) 2015 Ford Utility SUV vehicles (year 3 of 4)  
Vehicle Lease – One (1) 2016 GMC 3500 HD Utility Body Crew Truck (year 2 of 4)  
Vehicle Lease – One (1) 2017 Mack Dump Truck (year 1 of 4)

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

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

One (1) full size ¾ ton crew cab pickup with 8 foot bed to replace aging unit 284 model year 2000.  
One (1) Front end wheel loader New Holland model W806S or equivalent. Replaces 1987 Dresser 510B which is increasingly difficult to attain parts for.



# 2017 WATER CAPITAL PROJECT DETAIL

## **Equipment – Laboratory Services**

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**007A-770992**

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

Hach PhotonMaster to monitor organics/biofilm in storage tanks and distribution system.

## **Equipment – Meter Shop**

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**007A-770993**

Vehicle lease – Meter repair van (year 2 of 3)  
Purchase one (1) Meter Reader vehicle

## **Equipment – Water Filtration**

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**007A-770996**

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

Update Simplex Fire Alarm System including installation, labor, materials, and testing.  
One (1) Replacement recycle water pump which will replace one of three obsolete units needing frequent repairs.  
Five (5) effluent actuator assemblies.

## **Equipment – Utility Billing**

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**007A-770997**

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

## **Equipment – Technical Support**

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**007A-770999**

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

Emergency power transfer switch gear for East Allen Township well sites.

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

	<b>2017 Final Budget</b>
<b>REVENUES:</b>	
308901 Cash Balance	592,363
32113 Tapping Fees	150,000
32118 2013 Pennvest Loan	2,634,997
32121 LNT Act 537 Appropriation	1,956,979
39805 Capital Appropriations	<u>1,140,932</u>
<b>TOTAL SEWER CAPITAL FUND REVENUES</b>	<b><u><u>6,475,271</u></u></b>
 <b>EXPENDITURES:</b>	
88001 Sewer Laterals New/Renewal	5,000
88002 Collection System New/Renewal	100,000
880022 W Intermediate Clrfr Drive	150,000
880024 Fine Bar Scrns-Detrtus Rm	600,000
880031 RAS Pump	20,000
880034 Security Enhancements	20,000
880035 Sludge/Gas/Flow Meters Digest.	10,000
88004 Inflow/Infiltration Mitigation	28,000
88007 ACT 537 Collection System	60,000
88008 Chlorinator/Tot Res Anal	10,000
88011 New Dewatering Facility	2,634,997
88016 Sewer Maintenance Equipment	25,000
88017 Centrate Side Stream Treatment System	75,000
88018 Rt. 412 Sewer Relocation Costs	190,000
88019 Fixed Asset Repair	9,293
88073 SCADA system Upgrades	50,000
88113 Grit Conveyor System Upgrade	50,000
88114 Odor Control	1
88120 WWT Equipment	70,000
88121 WWT Laboratory Equipment	16,000
88131 Sewer Department Vehicles	200,000
88136 Facilities Improvement	75,000
88145 Pump Station #1 Pumps	20,000
88146 Raw Sewage Pumps	50,000
88149 Primary Digester 2 Upgrades	1,956,979
88153 Aeration Tank Mixers Platform Upgrade	1
88154 Non-Potable Water System Upgrade	<u>50,000</u>
<b>TOTAL SEWER CAPITAL FUND EXPENDITURES</b>	<b><u><u>6,475,271</u></u></b>

# 2017 SEWER CAPITAL PROJECT DETAIL

<b>Sewer Laterals – New/Renewal</b>	<b>008A-88001</b>
To construct and repair sewer laterals as required throughout the collection system.	
<b>Collection System New/Renewal</b>	<b>008A-88002</b>
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.	
<b>West Intermediate Clarifier Drive</b>	<b>008A-880022</b>
Replacement of clarifier drive and electrical system originally installed in 1976 and is nearing the end of its useful life.	
<b>Fine Bar Screens – Detritus Room</b>	<b>008A-880024</b>
Upgrade and repair of bar screens. Removing more screenings will greatly benefit downstream process.	
<b>Return Activated Sludge Pump Recondition</b>	<b>008A-880031</b>
Replacement of return activated sludge pumps in pump house #1 originally installed in 1976 and is nearing the end of its useful life.	
<b>Security Enhancements</b>	<b>008A-880034</b>
Design and install security enhancements identified as a result of a security study of the wastewater system.	
<b>Sludge/Gas/Flow Meters</b>	<b>008A-880035</b>
Installation of sludge and gas and plant flow meters as needed.	
<b>Infiltration/Inflow Correction</b>	<b>008A-88004</b>
To investigate, seal, and chemically treat leaking sewer mains and to locate and eliminate storm drain connections, and parts/repairs to the meter equipment to determine flows in the system. The overall purpose is to reduce the excessive non-waste-water flow to the treatment plant which occurs during heavy rain fall. Ensures compliance with federal and state rules governing SSO'S and CSO'S.	
<b>Act 537 Collection System Improvements</b>	<b>008A-88007</b>
Act 537 collection system improvements. Plan for sewer main replacement/upgrades at Fifth and Pierce Streets.	
<b>Chlorinator/Total Residuals Analyzer</b>	<b>008A-88008</b>
Replacement of current chlorination control system, including analyzers and related instrumentation.	
<b>New Dewatering Facility</b>	<b>008A-88011</b>
Design and installation of new solids dewatering facility. To replace belt filter presses which are past their useful life and to improve efficiency and reduce recurring costs for sludge disposal.	
<b>Sewer Maintenance Equipment</b>	<b>008A-88016</b>
The following is the list of equipment requested by the Sewer Maintenance Bureau:	
CCTV camera equipment	
Replacement lift pump and equipment	

# 2017 SEWER CAPITAL PROJECT DETAIL

## **Centrate Side Stream Treatment system**

**008A-88017**

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

## **Rt. 412 Sewer Relocation Costs**

**008A-88018**

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

## **Fixed Asset Repair**

**008A-88019**

Repairs or replacements (\$5,000 or more) to the utility's fixed assets which may include buildings, computer equipment, computer software, intangible assets, land, leasehold improvements, machinery, and vehicles. Equipment repairs (\$5,000 or more) including but not limited to pumps, generators and other process control equipment needed to maintain good working order and/or to restore the equipment to its previous condition should be posted to this account.

## **SCADA System Upgrades**

**008A-88073**

Annual project for hardware and software upgrades for the SCADA system.

## **Grit Conveyor System Upgrade**

**008A-88113**

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

## **Odor Control**

**008A-88114**

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

## **WWTP Equipment**

**008A-88120**

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

Penn Valley Pumps – Exchange two (2) failing pumps for new units.  
Hot Water Heat Exchanger - Replace existing heat exchanger unit that's failing and insulated with asbestos  
New lawn mower - Current unit failed.  
Process monitoring analyzers that will allow real-time monitoring of plant conditions.

## **WWTP Laboratory Equipment**

**008A-88121**

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

Two (2) ISCO samplers for MIPP sampling  
Hot Air drying oven – for compliance monitoring

## **Sewer Department Vehicles**

**008A-88131**

Vehicles for Wastewater Treatment Plant and Utility Maintenance Bureaus.

Replacement body for unit #302 – dump truck  
Vehicle Lease - 2015 Backhoe year 3 of 4  
¾ ton puck up truck with plow  
Bobcat front end loader  
WWTP utility maintenance cart

# 2017 SEWER CAPITAL PROJECT DETAIL

<b>Facilities Improvement</b>	<b>008A-88136</b>
<hr/>	
Annual project to make repairs/upgrades to the Wastewater Treatment Plant facilities: HVAC and electrical system, locker rooms, building/roof, fence, and other non-process equipment.	
<b>Pump Station #1 Pumps</b>	<b>008A-88145</b>
<hr/>	
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.	
<b>Raw Sewage Pumps</b>	<b>008A-88146</b>
<hr/>	
These pumps ensure that all flows received by the treatment plant are lifted from the wet well in the headworks to downstream treatment processes. These pumps must be reliable during the high flows caused by wet weather. The purpose of this project is to rehabilitate three of the six influent pumps and upgrade motor controls to more current technology, as funding becomes available.	
<b>Primary Digester 2 Upgrades</b>	<b>008A-88149</b>
<hr/>	
Demolition and installation of new roof. Completion of mixing, heating and related improvements in order to place all three primary digesters in service.	
<b>Aeration Tank Mixers Platform Upgrade</b>	<b>008A-88153</b>
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Stabilization of mixer platforms due to vibration caused by harmonic resonance.	
<b>Non-Potable Water System Upgrade</b>	<b>008A-88154</b>
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Design and upgrade of non-potable water system. Pumps and controls are not compatible with current and future needs.	

**CITY OF BETHLEHEM  
2017 COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>Total</u>
<b>CDBG Funding</b>						
9-1-1 Center				2,455		2,455
ADA Improvements			8,500			8,500
Bethlehem Emergency Shelter					100,000	100,000
Blight Remediation				137,850	100,000	237,850
CACLV Financial - Counseling			7,438			7,438
CADC - Micro Enterprise				60,000	45,000	105,000
CD Consulting			8,078	35,000	35,000	78,078
Curb Ramps			46,702			46,702
Deconversion					75,000	75,000
East 5th Street Project			100,000			100,000
Eastern Gateway SS	13,659					13,659
Economic Development Retail Study				25,000		25,000
Embrace Your Dreams			1,493			1,493
Health Bureau		3,419	3,168	5,000		11,587
Hispanic Center of the LV				50,000	75,000	125,000
Holy Family Manor					10,000	10,000
Housing Rehab-Grants & Loans	34,724	174,960				209,684
Housing Rehab-Delivery Costs		57	9,834			9,891
LVCIL/ADA Counseling				6,383	20,000	26,383
Lehigh Valley Community Land Trust				14,900		14,900
Lynn Ave Bridge	5,748	38,000	175,000			218,748
Moravian Development				178,750		178,750
New Bethany Ministries			15,065	40,000	20,000	75,065
NHS of the Lehigh Valley		7,934				7,934
North Penn Legal Services				14,203	20,000	34,203
Police Overtime	6,429				75,000	81,429
Program Administration				30,647	120,000	150,647
Public Works Engineering					10,000	10,000
Redevelopment Authority					10,000	10,000
Rising Tide			17,401			17,401
Salvation Army				7,366		7,366
ShareCare					8,000	8,000
SS Parks/Playgrounds	16,846	2,351	22,248	24,245	100,000	165,690
SS Recreation Coordinator					33,370	33,370
Street Landscaping/Trees			21,500			21,500
Street Overlays				47,473	295,000	342,473
YMCA				40,000	30,000	70,000
YWCA					10,000	10,000
<b>Total CDBG Funding</b>	<b><u>77,406</u></b>	<b><u>226,721</u></b>	<b><u>436,427</u></b>	<b><u>719,272</u></b>	<b><u>1,191,370</u></b>	<b><u>2,651,196</u></b>

**CITY OF BETHLEHEM  
2017 COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>Total</u>
<b>HOME Funding</b>						
Alliance for Building Communities			117,671			117,671
Habitat for Humanity			100,000			100,000
Home Program Admin Expenses			931	18,114	40,000	59,045
Housing Rehab-Grants & Loans		114,539				114,539
Lehigh Valley Community Land Trust				100,000	125,000	225,000
Moravian Development Corp			8,239			8,239
New Bethany Ministries				100,000	100,000	200,000
Victory House	29,385					29,385
YMCA				69,273	50,000	119,273
<b>Total HOME Funding</b>	<u><u>29,385</u></u>	<u><u>114,539</u></u>	<u><u>226,841</u></u>	<u><u>287,387</u></u>	<u><u>315,000</u></u>	<u><u>973,152</u></u>

**Total Community Development Block Grants** 2,651,196

**Total Home Investment Partnership Grants** 973,152

3,624,348



## CDBG PROJECT DETAIL

<b>9-1-1 Center</b>	<b>\$2,455</b>
Replacement of five cameras on the South Side.	
<b>ADA Improvements</b>	<b>\$8,500</b>
Improvements to City owned facilities for ADA compliance.	
<b>Bethlehem Emergency Shelter</b>	<b>\$100,000</b>
Funding to support architectural and engineering work on a single site shelter location.	
<b>Blight Remediation</b>	<b>\$237,850</b>
Funds for blight remediation activities including acquisition, appraisals, or technical assistance.	
<b>CACLV Financial Counseling</b>	<b>\$7,438</b>
Funding to support housing counseling program.	
<b>CADCB-Microenterprise</b>	<b>\$105,000</b>
Funding to support façade and weatherization programs through South Side Vision.	
<b>CD Consulting</b>	<b>\$78,078</b>
Professional services relating to the drafting, implementation of the annual action plan along with ongoing compliance.	
<b>Curb Ramps</b>	<b>\$46,702</b>
Installation of ADA compliant ramps.	
<b>Deconversion</b>	<b>\$75,000</b>
Funding to support the deconversion of multi-unit structures into single family homes.	
<b>East Fifth Street Project</b>	<b>\$100,000</b>
Funds for East Fifth Street overlays.	
<b>Eastern Gateway Study</b>	<b>\$13,659</b>
Partial funding to support a planning study.	

## CDBG PROJECT DETAIL

<b>Economic Development Retail Study</b>	<b>\$25,000</b>
Partial payment for a contract for services to conduct a needs assessment of the downtown retail environment.	
<b>Embrace Your Dreams</b>	<b>\$1,493</b>
Funds for The First Tee and the First Serve youth programs.	
<b>Health Bureau</b>	<b>\$11,587</b>
Funding to support dental services for low/moderate income residents.	
<b>Hispanic Center of the Lehigh Valley</b>	<b>\$125,000</b>
Funding to support the rehabilitation of 520 and 502 W. Fourth Street and funds to support senior center programming.	
<b>Holy Family Manor</b>	<b>\$10,000</b>
Replacement of air conditioners in residential units.	
<b>Housing Rehabilitation-Grants and Loans</b>	<b>\$209,684</b>
Rehabilitation funds for low/moderate income residents.	
<b>Housing Rehabilitation-Staff Delivery Costs</b>	<b>\$9,891</b>
Administrative costs for the housing rehabilitation program.	
<b>Lehigh Valley Center for Independent Living</b>	<b>\$26,383</b>
Support of the PLACE program, which assists disabled City residents obtain suitable housing.	
<b>Lehigh Valley Community Land Trust</b>	<b>\$14,900</b>
Funding for streetscape improvements along Hayes Street.	
<b>Lynn Avenue Bridge</b>	<b>\$218,748</b>
Funds to construct the Lynn Avenue bridge in South Bethlehem.	
<b>Moravian Development Corporation</b>	<b>\$178,750</b>
Renovation of Senior Center restrooms to ADA compliant facilities.	

## CDBG PROJECT DETAIL

<b>New Bethany Ministries</b>	<b>\$75,065</b>
Support for the Social Security Representative Payee Program administered by New Bethany and funding for facility renovations and improvements.	
<b>NHS of the Lehigh Valley</b>	<b>\$7,934</b>
Funds for HOOP program administration.	
<b>North Penn Legal Services</b>	<b>\$34,203</b>
Support of fair housing services for City residents and trainings for City property owners.	
<b>Police Overtime/Drug Surveillance</b>	<b>\$81,429</b>
Funds to support police activity and crime prevention in low/moderate income neighborhoods.	
<b>Program Administration</b>	<b>\$150,647</b>
Reimbursement to the General Fund for staff costs and operating costs associated with management of CDBG/Home Programs implementation.	
<b>Public Works-Engineering</b>	<b>\$10,000</b>
Salary support for plan review and inspections.	
<b>Redevelopment Authority</b>	<b>\$10,000</b>
Payment for loan program administrative support.	
<b>Rising Tide</b>	<b>\$17,401</b>
Administrative support of the City's economic development loan funds.	
<b>Salvation Army</b>	<b>\$7,366</b>
Support for the Rental Assistance Program.	
<b>ShareCare</b>	<b>\$8,000</b>
Operational support for elderly assistance programs.	
<b>Southside Parks/Playgrounds</b>	<b>\$165,690</b>
Funding for park, playground, and pool improvements.	

## CDBG PROJECT DETAIL

<b>Southside Recreation Coordinator</b>	<b>\$33,370</b>
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Salary support of the Southside Parks & Recreation Coordinator.	
<b>Street Landscaping/Trees</b>	<b>\$21,500</b>
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Tree planting in low/moderate income neighborhoods.	
<b>Street Overlays</b>	<b>\$342,473</b>
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Funding for street reconstruction, curb cuts, and related improvements.	
<b>YMCA</b>	<b>\$70,000</b>
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Costs related to replacement of all internal water pipes in the facility and other critical infrastructure.	
<b>YWCA</b>	<b>\$10,000</b>
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Funding for the TechGYRLS program.	
<b>TOTAL CDBG FUNDS</b>	<b><u>\$2,651,196</u></b>

## HOME PROJECT DETAIL

<b>Alliance for Building Communities</b>	<b>\$117,671</b>
Funding for the creation of low/moderate income housing.	
<b>Habitat for Humanity</b>	<b>\$120,000</b>
Rehabilitation and construction funds for new owner occupied housing.	
<b>Home Program Administrative Expenses</b>	<b>\$59,045</b>
Administration of the HOME Program.	
<b>Housing Rehabilitation</b>	<b>\$114,539</b>
Funds for correction of code violations in low/moderate homes.	
<b>Lehigh Valley Community Land Trust</b>	<b>\$225,000</b>
Funding for the renovation of one affordable home.	
<b>Moravian Development Corporation</b>	<b>\$8,239</b>
Funds for HVAC reconstruction at Moravian House II.	
<b>New Bethany Ministries</b>	<b>\$200,000</b>
Funding for renovations of transitional housing units.	
<b>Victory House</b>	<b>\$29,385</b>
Funds for rehabilitation of transitional housing HVAC system.	
<b>YMCA</b>	<b>\$119,273</b>
Funding for the replacement of split heat/air units in the transitional housing/SRO facility.	
<b>TOTAL HOME FUNDS</b>	<b><u>\$973,152</u></b>

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