



**CITY OF BETHLEHEM
2018 OPERATING &
CAPITAL BUDGETS**

**CITY OF BETHLEHEM
2018
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**CITY OF BETHLEHEM
CASH BALANCE ANALYSIS
2018 BUDGET**

	General Fund	9-1-1 Fund	Water Fund	Sewer Fund	Golf Fund	Liquid Fuels Fund
Cash Balance (Deficit) - 12/31/16*	\$ 7,818,758	\$1,341,176	\$ 3,232,306	\$ 2,069,188	\$ 22,836	\$ 483,212
2017 Actual & Estimated Revenues	73,600,820	3,468,500	22,092,000	15,728,550	1,362,000	2,525,207
2017 Actual & Estimated Expenditures	(72,795,823)	(3,373,200)	(21,733,153)	(15,435,948)	(1,358,128)	(1,932,250)
Estimated Cash Balance (Deficit) - 12/31/17	\$ 8,623,755	\$1,436,476	\$ 3,591,153	\$ 2,361,790	\$ 26,708	\$1,076,169
2018 Estimated Revenues						
Real Estate Taxes	\$27,425,859	\$ -	\$ -	\$ -	\$ -	\$ -
Act 511 Taxes	14,040,000	-	-	-	-	-
City Licenses & Permits	2,771,800	-	-	-	-	-
Fines & Forfeits	365,000	-	-	-	-	-
Grants & Gifts	7,641,814	-	-	-	-	-
Departmental Earnings (Charges for Service)	6,916,500	1,970,000	21,250,000	15,138,294	1,495,000	-
Municipal Recreation	625,000	-	-	-	-	-
General Fund Charges	3,899,527	-	-	-	-	-
Returns & Allowances	1,996,500	-	-	-	-	-
Miscellaneous Revenues	693,000	-	-	-	-	-
Other Operating Revenues	9,825,000	1,485,000	-	831,706	-	-
Intergovernmental	-	-	-	-	-	2,523,241
Total 2018 Estimated Revenues	\$76,200,000	\$3,455,000	\$21,250,000	\$15,970,000	\$1,495,000	\$2,523,241
2018 Expenditure Appropriations						
Personnel Costs	\$55,892,091	\$1,466,161	\$ 4,099,273	\$ 3,668,615	\$ 580,986	\$ 585,000
Materials & Supplies	1,501,827	11,800	456,795	549,700	153,350	420,000
Purchased Services	9,069,013	1,588,604	6,567,494	7,931,443	609,164	1,163,241
Equipment	664,512	-	134,580	105,700	1,500	355,000
Long-Term Debt	7,532,654	388,435	8,926,026	2,028,847	-	-
Civic Expenses	1,539,903	-	-	-	-	-
General Fund Charges	-	-	1,065,832	1,685,695	150,000	-
Total 2018 Expenditure Appropriations	\$76,200,000	\$3,455,000	\$21,250,000	\$15,970,000	\$1,495,000	\$2,523,241
Estimated Cash Balance (Deficit) - 12/31/18	\$ 8,623,755	\$1,436,476	\$ 3,591,153	\$ 2,361,790	\$ 26,708	\$1,076,169

* Source: City's audited general purpose financial statements

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

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget w/ Transfers	2017 Actual & Estimated	2018 Final Budget
REVENUES:							
Real Estate Taxes							
30011 Real Estate - Current	22,473,767	22,589,003	24,192,952	25,041,798	25,643,693	25,390,000	26,825,859
30050 Real Estate - Prior	667,833	680,606	668,082	665,570	600,000	590,000	600,000
Total Real Estate Taxes	23,141,600	23,269,609	24,861,034	25,707,368	26,243,693	25,980,000	27,425,859
Act 511 Taxes							
30102 Earned Income Taxes	7,541,467	7,323,981	7,506,100	8,360,238	7,992,000	8,500,000	8,800,000
30103 Deed Transfer Tax	921,592	994,057	1,261,332	1,110,001	1,089,500	1,115,000	1,140,000
30106 Local Services Tax	1,584,028	1,579,347	1,675,644	1,763,276	1,705,000	1,780,000	1,800,000
30108 Mercantile Tax	1,874,557	1,930,246	2,201,246	2,536,745	2,210,000	2,320,000	2,300,000
Total Act 511 Taxes	11,921,644	11,827,631	12,644,322	13,770,260	12,996,500	13,715,000	14,040,000
City Licenses & Permits							
30201 City Licenses	33,205	27,736	30,855	26,485	34,000	28,000	30,000
30221 Permits	1,585,237	1,464,982	1,463,628	1,501,224	1,600,000	1,575,000	1,600,000
30234 Liquor Licenses	30,450	-	-	32,800	32,800	30,000	32,800
30235 CATV Franchise	969,532	1,000,750	1,039,354	1,033,706	1,110,000	1,028,000	1,015,000
30236 Mercantile & Business Privilege	61,630	80,699	82,068	92,181	83,500	94,000	94,000
Total City Licenses & Permits	2,680,054	2,574,167	2,615,905	2,686,396	2,860,300	2,755,000	2,771,800
Fines & Forfeits							
30301 Magistrate Fines	455,041	439,426	422,018	366,782	420,000	365,000	365,000
Total Fines & Forfeits	455,041	439,426	422,018	366,782	420,000	365,000	365,000

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

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget w/ Transfers	2017 Actual & Estimated	2018 Final Budget
Grants & Gifts							
30401 Utility Tax Reimbursement	40,532	44,390	40,839	42,143	42,200	40,700	42,200
30402 City Health	939,931	1,039,433	904,624	1,206,999	1,788,606	1,210,000	1,850,000
30403 County Bridge Aid	40,586	46,482	35,518	61,235	47,500	45,000	48,450
30404 Spur Route Lighting	57,748	54,805	58,597	52,315	30,000	29,500	30,600
30409 Comm Development Reimb	430,787	380,700	404,128	364,484	350,000	348,000	345,000
30410 Lieu of Taxes	68,565	70,336	72,410	79,167	72,500	79,000	80,000
30412 Urban Forestry Grant	15,000	-	-	-	-	-	-
30413 Recycling - Performance Grant	365,463	543,857	391,858	291,212	300,000	212,697	210,000
30414 Recycling - DEP Equipment	-	-	-	-	203,000	199,442	-
30415 Seat Belt Highway	18,491	19,628	10,086	33,336	17,300	17,338	17,300
30417 Bethlehem Housing Authority	382,662	338,212	410,354	397,438	375,000	375,000	375,000
30420 State Subsidy-Pension	3,235,671	3,225,942	3,352,314	3,661,579	3,695,000	3,854,133	3,992,500
30421 Lehigh Co Auto Theft Task Force	99,915	103,529	105,025	114,252	95,000	95,000	95,000
30422 DUI Overtime Grant	40,093	59,580	27,587	73,403	50,000	77,888	50,000
30424 Northampton Co Drug Task Force	9,496	4,135	211	9,965	20,000	10,000	15,000
30425 Law Enforcement Grant	-	-	-	-	50,310	23,328	-
30428 PEMA Reimbursement	163,620	-	-	-	-	-	-
30429 Energy Rebates	-	125,684	96,306	-	-	-	-
30436 Police Grant/MPOETC	-	-	32,250	-	16,500	10,000	18,000
30440 Bullet Proof Vest	9,533	2,153	-	-	11,000	10,500	15,000
30443 FBI Funding-Overtime	54,790	48,088	34,511	19,641	25,000	20,000	25,000
30448 DEA-Task Force	17,995	15,365	14,771	18,875	18,000	17,750	18,000
30451 NC - Revitalization Grant	-	-	-	-	150,000	100,000	188,464
30453 Lehigh University	-	-	100,000	107,500	100,000	100,000	100,000
30455 Bioterrorism Grant	161,984	182,346	129,335	129,226	-	75,839	-
30456 Redevelopment Authority	-	-	-	-	50,000	-	50,000
30457 Keystone Communities	-	-	-	-	25,000	-	25,000
30463 Liquor Control Board Grant	-	46,031	54,820	17,423	20,000	20,000	17,500
30464 Enterprise Zone Mgr - DCED	-	19,500	-	58,500	50,000	50,000	-
30466 Vision 2014 Grant	-	-	-	7,500	-	-	-
30469 Police SRO	37,004	78,630	85,808	41,625	-	-	20,000
30470 Police JAG	104,690	13,699	14,541	-	20,000	55,239	-
30472 COPS Grant	-	141,733	158,900	212,256	-	-	-
30477 SAFER Grant	183,555	380,490	106,535	-	-	-	-
30478 PA DCED - Fire	13,098	13,330	-	13,790	13,800	14,625	13,800
Total Grants & Gifts	6,491,209	6,998,078	6,641,328	7,013,864	7,635,716	7,090,979	7,641,814

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

	2013	2014	2015	2016	2017	2017	2018
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget
Departmental Earnings							
30501 Rents, Right of Way	91,813	90,848	93,321	107,125	100,000	102,500	100,000
30503 Sundry Health	70,380	73,783	79,291	84,978	103,525	85,000	138,000
30503L Food Licenses	124,120	132,370	125,646	122,248	159,725	132,000	132,000
30504 Street/Survey/Engineer Charges	5,045	33,623	5,475	8,396	30,000	32,000	30,000
30507 Garage Rentals	12,495	13,965	14,920	16,380	15,000	16,000	16,000
30509 Roster Duty Charges	445,315	479,844	471,901	449,049	488,000	450,000	490,000
30512 Misc Police/Fire/EMS	418,023	321,905	274,509	294,253	332,000	300,000	305,000
30514 Special Event OT - Police	229,618	266,446	192,254	246,271	135,250	140,000	138,000
30517 Zoning & Inspection Fees	34,376	38,429	34,862	38,205	40,000	36,000	40,000
30518 Planning Fees	21,680	23,380	50,980	70,740	50,000	45,000	50,000
30519 Ambulance Fees	2,863,197	2,917,579	2,789,005	3,026,827	2,905,000	2,870,000	2,890,000
30520 Recycling	1,807,958	1,813,373	1,820,044	2,091,786	2,118,500	2,100,000	2,118,500
30520A Recycling-Sale of Materials	348,067	290,400	170,636	143,592	200,000	175,000	175,000
30520B Recycling-Miscellaneous	4,832	6,111	9,349	10,549	8,000	8,500	8,000
30520C Recycling-Compost	47,233	49,328	39,408	37,040	40,000	35,000	40,000
30520P Delinquent Recycling	9,235	11,920	13,166	16,701	8,500	9,500	8,500
30522 Communication Rental Income	(15,066)	248,064	219,994	222,003	250,000	235,000	237,500
Total Departmental Earnings	6,518,321	6,811,368	6,404,761	6,986,143	6,983,500	6,771,500	6,916,500
Municipal Recreation							
30601 Municipal Enterprise	150,000	150,000	150,000	150,000	150,000	50,000	150,000
30602 Self-Sustaining Activity	4,240	16,045	24,690	3,735	20,000	3,500	5,000
30603 Recreation Fees	77,599	73,714	99,195	87,578	90,000	88,000	90,000
30604 Swimming Fees	145,767	134,112	140,112	136,740	145,000	125,134	115,000
30605 Skating Rink	225,504	280,409	262,629	226,738	285,000	243,500	265,000
Total Municipal Recreation	603,110	654,280	676,626	604,791	690,000	510,134	625,000
General Fund Charges							
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	54,750	53,847	44,920	39,715	52,000	35,000	40,000
30706 Treasurer's Office	58,240	48,405	83,570	79,830	80,000	78,000	80,000
30707 Bethlehem Public Library	117,673	105,536	120,018	119,489	125,580	125,580	128,000
30710 School District	184,471	194,176	195,139	233,585	425,000	410,000	425,000
30713 Bethlehem Parking Authority	375,003	502,085	500,004	500,000	500,000	500,000	475,000
30714 BPA - Parking Lot Acquisition	1,200,000	-	-	-	-	-	-
30715 Transfer from Water Fund	689,542	-	-	-	-	-	-
30711 Miscellaneous	218	366	-	-	2,500	-	-
Total General Fund Charges	5,431,424	3,655,942	3,695,178	3,724,146	3,936,607	3,900,107	3,899,527
Returns & Allowances							
30800 Returns & Allowances	361,131	1,235,300	393,958	392,590	375,000	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	112,146	110,246	115,340	120,000	122,500	120,000	121,500
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
Total Returns & Allowances	1,973,277	2,845,546	2,009,298	2,012,590	1,997,500	1,945,000	1,996,500

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

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget w/ Transfers	2017 Actual & Estimated	2018 Final Budget
Investment Interest							
30850 Investment Interest	-	-	-	46,719	40,000	80,000	100,000
Total Investment Interest	-	-	-	46,719	40,000	80,000	100,000
Miscellaneous Revenues							
30900 Miscellaneous Revenues	54,947	38,463	58,926	85,687	85,000	65,000	85,000
30904 Escrow	-	-	25,431	-	60,000	58,000	-
309041 Escrow-SLCSRA	-	-	125,000	-	25,100	25,100	-
30908 Sundry	56,540	19,494	3,591	15,179	-	-	-
30909 Sale of Property	-	-	-	69,000	150,000	-	-
30914 First Responder's Fee	215,358	419,095	388,418	595,071	508,000	520,000	508,000
30918 9-1-1 Administrative Fee	5,501	5,501	2,746	-	-	-	-
30920 Suburban Stakeholder's Agreement	294,668	-	-	-	-	-	-
30923 Fleet Repair Reimbursement	4,235	2,275	-	-	-	-	-
30926 Insurance Proceeds	53,524	5,458	-	-	-	-	-
30927 Host Fee	9,510,984	9,444,824	9,996,288	9,812,039	9,825,000	9,820,000	9,825,000
Total Miscellaneous Revenues	10,195,757	9,935,110	10,600,400	10,576,976	10,653,100	10,488,100	10,418,000
TOTAL GENERAL FUND REVENUES	69,411,437	69,011,157	70,570,870	73,496,035	74,456,916	73,600,820	76,200,000

EXPENDITURES BY BUREAU:

Elected Officials	890,280	905,850	896,541	964,826	989,684	980,547	1,037,762
Administration	1,754,016	1,762,226	1,663,670	1,739,427	1,987,006	1,905,836	1,930,728
Community & Econ Development	5,072,046	4,854,997	4,688,297	4,984,803	6,005,231	5,628,874	6,181,988
Recreation	831,949	846,062	820,766	721,906	786,369	747,794	760,324
Public Works	8,241,951	8,960,953	8,977,879	9,246,428	9,589,782	9,269,543	9,700,778
Police	13,949,173	14,450,405	15,665,026	15,921,353	16,030,219	15,856,049	16,063,823
Fire	10,233,978	10,447,493	10,098,330	11,204,558	10,914,842	10,899,482	11,182,670
General Expenses	19,122,315	15,776,171	20,179,724	19,587,118	20,859,195	20,550,936	21,525,981
Civic Expenses	1,387,827	1,403,112	1,387,864	1,431,096	1,479,388	1,455,013	1,539,903
Debt Service	7,480,138	7,429,786	5,388,080	5,558,150	5,815,200	5,501,749	6,276,043
TOTAL GENERAL FUND EXPENDITURES	68,963,673	66,837,055	69,766,177	71,359,665	74,456,916	72,795,823	76,200,000

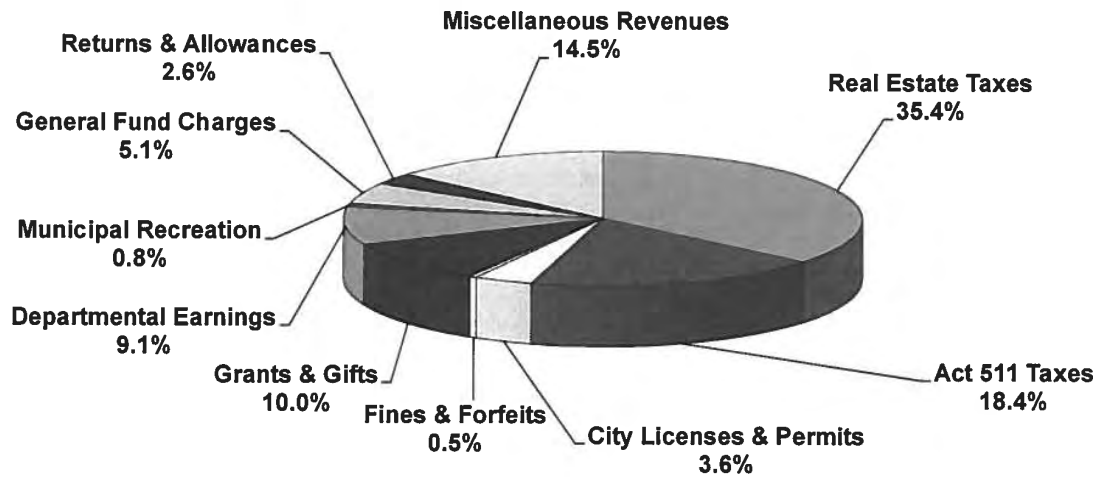
EXPENDITURES BY CATEGORY:

Personnel Costs	49,256,966	47,954,860	51,860,691	54,129,754	54,834,707	54,316,962	55,892,091
Materials & Supplies	1,537,993	1,650,237	1,252,976	1,210,944	1,482,864	1,266,060	1,501,827
Purchased Services	8,584,655	7,075,903	8,124,232	7,341,976	8,827,973	8,253,373	9,069,013
Equipment	460,641	576,753	447,567	494,163	756,704	744,101	664,512
Long-Term Debt	7,735,591	8,176,190	6,692,847	6,752,032	7,073,765	6,760,314	7,532,654
Civic Expenses	1,387,827	1,403,112	1,387,864	1,431,096	1,480,903	1,455,013	1,539,903
TOTAL GENERAL FUND EXPENDITURES	68,963,673	66,837,055	69,766,177	71,359,665	74,456,916	72,795,823	76,200,000

**CITY OF BETHLEHEM
GENERAL FUND
REVENUE SUMMARY**

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget w/ Transfers	2017 Actual & Estimated	2018 Final Budget
Real Estate Taxes	\$23,141,600	\$23,269,609	\$24,861,034	\$25,707,368	\$26,243,693	\$25,980,000	\$27,425,859
Act 511 Taxes	11,921,644	11,827,631	12,644,322	13,770,260	12,996,500	13,715,000	14,040,000
City Licenses & Permits	2,680,054	2,574,167	2,615,905	2,686,396	2,860,300	2,755,000	2,771,800
Fines & Forfeits	455,041	439,426	422,018	366,782	420,000	365,000	365,000
Grants & Gifts	6,491,209	6,998,078	6,641,328	7,013,864	7,635,716	7,090,979	7,641,814
Departmental Earnings	6,518,321	6,811,368	6,404,761	6,986,143	6,983,500	6,771,500	6,916,500
Municipal Recreation	603,110	654,280	676,626	604,791	690,000	510,134	625,000
General Fund Charges	5,431,424	3,655,942	3,695,178	3,724,146	3,936,607	3,900,107	3,899,527
Returns & Allowances	1,973,277	2,845,546	2,009,298	2,012,590	1,997,500	1,945,000	1,996,500
Investment Interest	-	-	-	46,719	40,000	80,000	100,000
Miscellaneous Revenues	10,195,757	9,935,110	10,600,400	10,576,976	10,653,100	10,488,100	10,418,000
Total Revenues	\$69,411,437	\$69,011,157	\$70,570,870	\$73,496,035	\$74,456,916	\$73,600,820	\$76,200,000

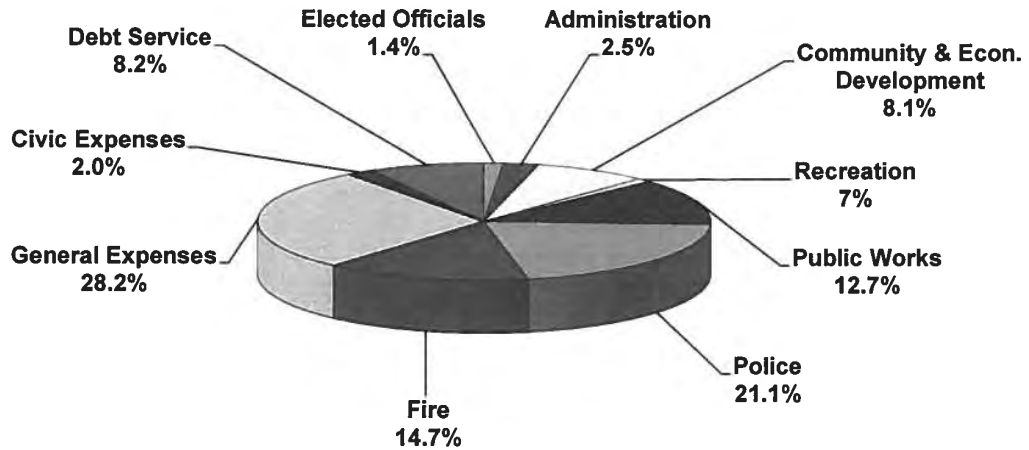
General Fund Revenues



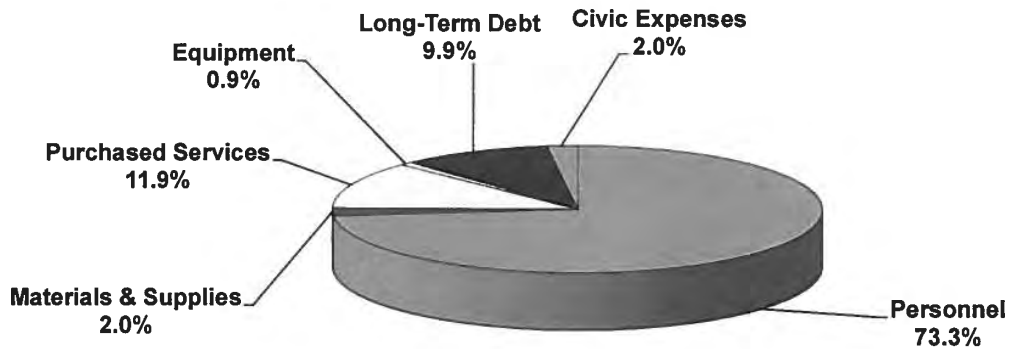
**CITY OF BETHLEHEM
GENERAL FUND
BUREAU RESOURCE SUMMARY**

Bureau	Personnel	Materials & Supplies	Purchased Services	Equipment	Long-Term Debt	Civic Expenses	Total
0101 Council	\$ 237,893	\$ -	\$ 62,025	\$ -	\$ -	\$ -	\$ 299,918
0102 Mayor	222,591	1,000	5,000	-	-	-	228,591
0103 Controller	202,620	600	4,000	-	-	-	207,220
0104 Treasurer	1,800	-	-	-	-	-	1,800
0105 Law	287,233	-	13,000	-	-	-	300,233
Elected Officials	952,137	1,600	84,025	-	-	-	1,037,762
0201 Administration	205,782	-	39,800	-	-	-	245,582
0202 Information Services	283,090	3,000	267,700	73,900	-	-	627,690
0203 Financial Services	403,962	1,000	3,300	-	-	-	408,262
0205 Purchasing	143,077	2,000	15,400	-	-	-	160,477
0206 Taxes	97,168	-	66,500	-	-	-	163,668
0207 Human Resources	258,524	6,525	60,000	-	-	-	325,049
Administration	1,391,603	12,525	452,700	73,900	-	-	1,930,728
0301 Administration	463,418	550	6,010	-	-	-	469,978
0302 Health	1,278,356	4,500	610,139	-	-	-	1,892,995
0303 Code Enforcement	456,366	5,980	12,055	6,450	-	-	480,851
0304 Community Development	296,753	1,760	270,500	-	-	-	569,013
0305 Planning & Zoning	258,637	1,000	154,150	-	-	-	413,787
0307 Recycling	578,223	46,790	1,403,504	26,000	-	-	2,054,517
0309 Housing Inspections	283,491	6,806	4,100	6,450	-	-	300,847
Community & Econ. Development	3,615,244	67,386	2,460,458	38,900	-	-	6,181,988
0406 Recreation	636,224	86,800	37,300	-	-	-	760,324
Recreation	636,224	86,800	37,300	-	-	-	760,324
0501 Administration	235,734	1,540	1,900	-	-	-	239,174
0502 Engineering	861,791	15,300	40,100	17,600	-	-	934,791
0503 Streets	1,188,069	106,885	56,030	-	-	-	1,350,984
050301 Urban Forestry	76,285	1,900	30,300	-	-	-	108,485
0504 Mechanical Maintenance	759,624	66,100	441,200	6,000	-	-	1,272,924
0505 Electrical Maintenance	537,361	45,000	1,289,741	53,045	377,350	-	2,302,497
0506 Traffic Maintenance	215,348	48,080	1,200	5,000	-	-	269,628
0507 Facilities	883,562	58,365	886,652	30,590	-	-	1,859,169
0508 Grounds Maintenance	1,142,432	51,844	73,700	95,150	-	-	1,363,126
Public Works	5,900,206	395,014	2,820,823	207,385	377,350	-	9,700,778
0601 Police	13,387,255	526,212	225,250	218,927	-	-	14,357,644
0602 Communications	2,142	3,750	1,486,000	-	-	-	1,491,892
0603 Records Room	208,022	4,600	1,665	-	-	-	214,287
Police	13,597,419	534,562	1,712,915	218,927	-	-	16,063,823
0701 Fire	8,388,468	260,050	132,550	38,500	-	-	8,819,568
0702 EMS	2,057,320	93,890	124,992	86,900	-	-	2,363,102
Fire	10,445,788	353,940	257,542	125,400	-	-	11,182,670
0801 General Expenses	19,353,470	50,000	1,243,250	-	879,261	-	21,525,981
General Expenses	19,353,470	50,000	1,243,250	-	879,261	-	21,525,981
0901 Civic Expenses	-	-	-	-	-	1,539,903	1,539,903
Civic Expenses	-	-	-	-	-	1,539,903	1,539,903
1001 Debt Service	-	-	-	-	6,276,043	-	6,276,043
Debt Service	-	-	-	-	6,276,043	-	6,276,043
TOTAL GENERAL FUND	\$ 55,892,091	\$ 1,501,827	\$ 9,069,013	\$ 664,512	\$ 7,532,654	\$ 1,539,903	\$ 76,200,000

General Fund Expenditures By Department

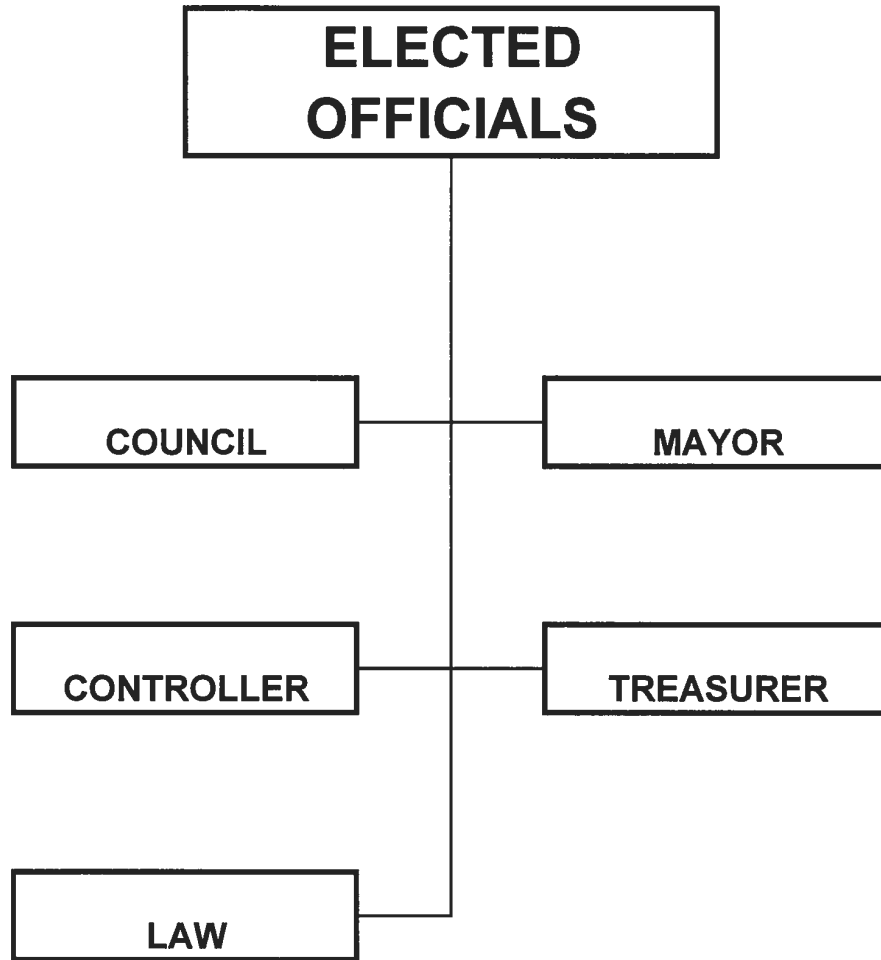


General Fund Expenditures By Category



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

Bureau	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget w/ Transfers	2017 Actual & Estimated	2018 Final Budget
0101 Council	10	10	10	10	10	10	10
0102 Mayor	3	3	3	3	3	3	3
0103 Controller	3	3	3	3	3	3	3
0104 Treasurer	1	1	1	1	1	1	1
0105 Law	5	5	5	5	5	5	5
Elected Officials	22	22	22	22	22	22	22
0201 Administration	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	2	2	2
0206 Taxes	3	3	1	1	2	2	1
0207 Human Resources	3	3	3	3	4	4	3
Administration	21	21	19	19	20	20	18
0301 Administration	7	7	7	7	7	7	7
0302 Health	8	8	8	8	8	8	8
0303 Code Enforcement	6	6	6	6	6	6	6
0304 Community Development	2	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	-	-	-	-	-	-	-
0309 Housing Inspections	3	3	2	2	2	2	2
Community & Econ. Development	32	32	31	31	31	31	31
0401 Administration	3	3	3	3	-	-	-
0406 Recreation	3	3	3	3	6	6	6
Recreation	6	6	6	6	6	6	6
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	13	13	12	12	12
0508 Grounds Maintenance	22	22	22	21	19	19	19
Public Works	101	101	100	99	96	96	96
0601 Police	149	154	154	154	154	154	154
0602 Communications	-	-	-	-	-	-	-
0603 Records Room	5	5	5	5	4	4	4
Police	154	159	159	159	158	158	158
0701 Fire	112	113	111	110	110	110	110
0702 EMS	24	24	23	23	23	23	23
Fire	136	137	134	133	133	133	133
TOTAL GENERAL FUND	472	478	471	469	466	466	464



BUREAU DETAIL

Bureau: Council

No: 0101

Department: Elected Officials

No: 0010

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Conducted 20 Committee Meetings
 - Adopted more than 33 Ordinances and over 200 Resolutions.
 - Adopted Ordinances to set the salaries for the Mayor, Controller, City Council, and Treasurer for the next four years.
 - Adopted Ordinances related to LERTA expanding boundaries on the north side of Bethlehem, and the south side LERTA continuation and boundary expansion.
 - Amended Article 1161 to include regulations pertaining to running bamboo.
 - Established Ordinance requiring ethics training for City Council Members.
 - Authorized the 2017 General Obligation Bond for the refunding of General Obligation Bonds, and providing for the City Capital Improvement projects, the Sewer Improvement project, and Land Acquisition project.
 - Authorized various Intermunicipal Agreements between the City of Bethlehem and other municipalities for bulk sanitary sewerage treatment service, billing and collection services, and water service.
 - Amended the Zoning Ordinance of the City to include definitions and regulations for medical marijuana, and to clarify regulations pertaining to hospitals, behavioral health facilities and psychiatric facilities.
 - Adopted Ordinance to amend Article 117 – Officers and Employees to include restrictions on acceptance of gifts.
 - Adopted Ordinance to refinance the 2011 Guaranteed Lease Revenue Bond to realize an estimate savings of \$700,000 over 2018 and 2019.
 - Initiated discussions with the Administration to establish a Financial Incentive Reporting program for the various tax incentive programs.
 - Established the Northside 2027 advisory committee in conjunction with the Administration to receive neighborhood recommendations for improvements in the new LERTA district.
 - Amended the Rules of Council, Rule 8 to redefine the responsibilities of Parks and Public Property Committee and the Public Works Committee.
 - Adopted Resolutions to establish a Climate Action Working Group, a Social Media Working Group, and an Open Data Working Group.
 - Adopted a Resolution to amend the procedures for the Sale of City Owned Property and for Gifts of Real Estate.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2013	2014	2015	2016	2017	2017	2018			
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget			
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries		
		#	Salaries	#	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	23,091	1	23,091	1	23,553
N020	City Clerk	1	1	1	1	1	65,776	1	65,776	1	67,092
2304	Assistant City Clerk	1	1	1	1	1	57,939	1	57,939	1	59,098
Total Positions		10	10	10	10	10	197,006	10	197,006	10	199,943
Account Detail											
40001	SALARIES	195,011	198,460	185,032	198,211	197,006	197,006	199,943			
40002	LONGEVITY	1,440	1,520	-	-	-	-	-			
40003	OVERTIME	-	751	-	281	350	300	150			
40004	TEMPORARY HELP	9,405	16,725	26,915	24,228	37,802	35,000	37,800			
Personnel		205,856	217,456	211,947	222,720	235,158	232,306	237,893			
42040	ADVERTISING AND PRINTING	3,472	3,512	7,162	5,515	5,000	4,850	5,000			
42055	PROFESSIONAL SERVICES	51,384	46,924	38,420	53,300	48,200	47,500	51,590			
42060	OTHER EXPENSES	1,770	2,733	2,926	2,350	6,585	5,000	4,935			
42064	EQUIPMENT MAINTENANCE	499	499	499	-	500	250	500			
Purchased Services		57,125	53,668	49,007	61,165	60,285	57,600	62,025			
Total	CITY COUNCIL	262,981	271,124	260,954	283,885	295,443	289,906	299,918			

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	150	OVERTIME 150 - ASSISTANT CITY CLERK OVERTIME FOR AFTER HOURS MEETINGS
40004	37,800	TEMPORARY HELP 37,800 - OFFICE ASSISTANT IN CITY CLERK'S OFFICE
42040	5,000	ADVERTISING AND PRINTING 5,000 - LEGAL ADVERTISEMENTS
42055	51,590	PROFESSIONAL SERVICES 48,090 - ANNUAL AUDITS 400 - COUNTY RECORDERS' FEES 100 - LAW LIBRARY FILING FEES 3,000 - MICROFILMING/DIGITIZING
42060	4,935	OTHER EXPENSES 140 - EXPRESS TIMES 210 - MORNING CALL 2,000 - 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-CRANBERRY TOWNSHIP 150 - EAC - MISCELLANEOUS EXPENSES
42064	500	EQUIPMENT MAINTENANCE 500 - SOFTWARE MAINTENANCE - CLERKS INDEX

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BUREAU DETAIL

Bureau: Mayor

No: 0102

Department: Elected Officials

No: 0010

Bureau Description:

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

Goals and Objectives:

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

- Bond rating increase from A to A+ with a stable outlook (9/27/17).
 - Health Bureau Accreditation through the Public Health Accreditation Board.
 - \$250K grant from the Commonwealth Financing Authority for sewer collection system improvements on the South Side (Pierce St.).
 - \$250K BB&T Economic Growth Fund grant for blight remediation.
 - High Street Bridge rededication (9/25/17)
 - New 35M office building on Southside Bethlehem with St. Luke's/Lehigh University as anchors. Gateway at Greenway Park.
 - Initiated "Take Me Home" program.
 - In-dash cameras for Police cruisers.
 - Held 3 Dare to Care community walks, town meetings.
 - Distributed over 1800 fire/smoke detectors through twelve Dare to Care community walks.
 - Worked with Business Administrator and Financial Advisory Committee to update the 5 year financial plan.
 - Cut the ribbon for a new home for the Bethlehem Police Mounted Unit.
 - Lehigh Valley Hospital-Muhlenberg Campus Expansion: Family Health Pavillion, 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 opened.
 - Investments/development in Bethlehem – Greenway Commons Development, Silk Mill, Armory Development, Gateway at Greenway Park, Benner, St. Luke's/Lehigh University Development, Wilbur Mansion Project, Chelsea Commons, Kirkland Village expansion.
 - Promoted the pothole and graffiti hotlines.
 - Strengthened policy on blighted properties.
 - New parking garage in South Bethlehem – 17.7M.
 - Launched the Bethlehem Police Internet Crimes Against Children Unit.
 - Supported Mayor's Against Illegal Guns.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2013	2014	2015	2016	2017	2017	2018	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget	
Personnel Detail		Number of Permanent Positions				#	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 61,059	1 61,059	1 62,281	
C073	Mayors Secretary	1	1	1	1	1 38,937	1 38,937	1 39,810	
Total Positions		3	3	3	3	3 190,496	3 190,496	3 192,591	
Account Detail									
40001	SALARIES	186,506	187,237	183,025	190,724	190,496	190,496	192,496	
40002	LONGEVITY	240	-	-	-	-	-	95	
40004	TEMPORARY HELP	-	-	-	-	1,500	1,350	30,000	
Personnel		186,746	187,237	183,025	190,724	191,996	191,846	222,591	
41013	OFFICE EXPENSE	273	296	458	599	1,000	850	1,000	
41023	GASOLINE	1,776	202	-	-	-	-	-	
Materials & Supplies		2,049	498	458	599	1,000	850	1,000	
42060	OTHER EXPENSES	3,277	2,192	3,419	3,151	3,000	2,900	3,500	
420607	CITY EVENTS	1,460	344	399	215	1,500	1,200	1,500	
Purchased Services		4,737	2,536	3,818	3,366	4,500	4,100	5,000	
Total	MAYOR	193,532	190,271	187,301	194,689	197,496	196,796	228,591	

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	30,000	TEMPORARY HELP 30,000 - PART-TIME POSITION 25 HOURS/WEEK
41013	1,000	OFFICE EXPENSE 1,000 - 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

Bureau: Controller

No: 0103

Department: Elected Officials

No: 0010

Bureau Description:

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

Goals and Objectives:

- Ensure that all Contracts and Purchase Orders precede the transactional commitment and check for availability of city funds.
 - Continue review of Pension Investment policies, manager insurance coverage and fee structures.
 - Review of Petty Cash and other cash handling procedures for compliance and suggested improvements.
 - Continue oversight and review of outstanding Miscellaneous Accounts Receivables.
 - Continue to review casino revenue collections and compare to the 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.
 - Collaborate with the Administration to establish updated policies and procedures for travel, travel advances, capital purchases and other needed areas.
-

Prior Year Achievements:

- Attended City Council and Committee meetings as appropriate.
 - Served on city-wide committees, task forces and the Pension Board.
 - Continued to track confirming Purchase Orders 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, resulting in more uniform procedures and timely collections of insurance claims for damaged city property.
 - 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 – 24 through 9/30/17.
 - 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.
 - 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 2016 bills paid in 2017 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.
 - Spearheaded the O&E Pension annuitization process including: preparing the RFP, evaluating, recommending and negotiating with the appropriate broker and recommending the best annuity proposal to the Pension Board.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2013	2014	2015	2016	2017	2017	2018	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries
		#	Salaries	#	Salaries	#	Salaries	#	Salaries
N035	Controller	1	1	1	1	1	49,000	1	49,000
2801	Deputy City Controller	1	1	1	1	1	75,493	1	77,087
C062	Account Clerk II	1	1	1	1	1	48,934	1	49,883
	Total Positions	3	3	3	3	3	173,427	3	173,427
Account Detail									
40001	SALARIES	155,118	157,490	160,634	172,845	171,432	171,432	174,355	
40002	LONGEVITY	1,040	1,200	1,360	1,805	1,995	1,995	1,615	
40004	TEMPORARY HELP	14,783	15,734	17,594	21,046	25,350	24,000	26,650	
	Personnel	170,941	174,424	179,588	195,696	198,777	197,427	202,620	
41013	OFFICE EXPENSE	59	541	-	267	600	450	600	
	Materials & Supplies	59	541	-	267	600	450	600	
42032	TRAINING/CONT. EDUCATION	1,013	1,198	242	114	1,500	1,250	1,500	
42060	OTHER EXPENSES	358	302	131	185	2,500	1,500	2,500	
	Purchased Services	1,371	1,500	373	299	4,000	2,750	4,000	
Total	CONTROLLER	172,371	176,465	179,961	196,262	203,377	200,627	207,220	

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	26,650	TEMPORARY HELP 26,650 - PART TIME POSITION, DAYS FOR STAFF ABSENCES
41013	600	OFFICE EXPENSE 600 - MISCELLANEOUS OFFICE SUPPLIES, PRINTER SUPPLIES, ETC
42032	1,500	TRAINING/CONTINUING ED. 1,500 - GFOA-PA, LOCAL AUDITOR/CONTROLLER'S CONFERENCES
42060	2,500	OTHER EXPENSES 300 - REFERENCE BOOKS/REPRINTS 500 - EQUIPMENT REPAIRS 600 - LOCAL MILEAGE 500 - PROFESSIONAL DUES 600 - MISCELLANEOUS FURNITURE, OTHER ITEMS

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BUREAU DETAIL

Bureau: Treasurer

No: 0104

Department: Elected Officials

No: 0010

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0104 TREASURER**

		2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget w/ Transfers	2017 Actual & Estimated	2018 Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries
N040	Treasurer	1	1	1	1	1 1,800	1 1,800	1 1,800	
	Total Positions	1	1	1	1	1 1,800	1 1,800	1 1,800	
Account Detail									
40001	SALARIES	1,300	1,300	1,300	1,800	1,800	1,800	1,800	
	Personnel	1,300	1,300	1,300	1,800	1,800	1,800	1,800	
Total	TREASURER	1,300	1,300	1,300	1,800	1,800	1,800	1,800	

BUREAU DETAIL

Bureau: Law

No: 0105

Department: Elected Officials

No: 0010

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

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

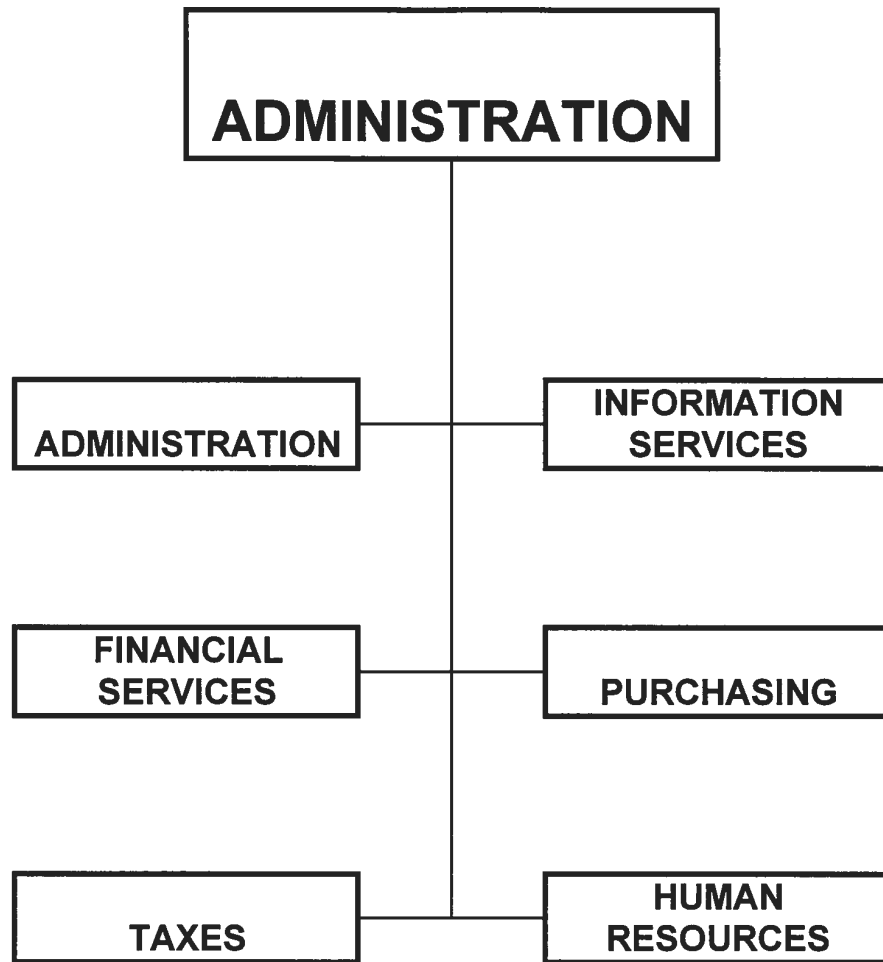
**FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0105 LAW**

		2013	2014	2015	2016	2017	2017	2018	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries
N045	Solicitor	1	1	1	1	1 56,000	1 56,000	1 57,120	
N050	Assistant Solicitor	2	2	2	2	2 108,705	2 108,705	2 110,879	
2504	Paralegal	1	1	1	1	1 66,751	1 66,751	1 68,044	
2401	Legal Assistant	1	1	1	1	1 48,112	1 48,112	1 51,190	
Total Positions		5	5	5	5	5 279,568	5 279,568	5 287,233	
Account Detail									
40001	SALARIES	249,932	252,883	253,903	273,828	277,478	277,478	285,143	
40002	LONGEVITY	1,680	1,760	1,760	2,090	2,090	2,090	2,090	
Personnel		251,612	254,643	255,663	275,918	279,568	279,568	287,233	
42060	OTHER EXPENSES	8,484	12,047	11,362	12,272	12,000	11,850	13,000	
Purchased Services		8,484	12,047	11,362	12,272	12,000	11,850	13,000	
Total	LAW	260,096	266,690	267,025	288,190	291,568	291,418	300,233	

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42060	13,000	OTHER EXPENSES 13,000 - 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

Bureau: Administration

No: 0201

Department: Administration

No: 0020

Bureau Description:

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

Goals and Objectives:

- Implement Open Data platform in order to provide data access and analytical capability to the public and management, thereby improving transparency.
 - Minimize check printing and other non-value added activities through ACH vendor payments.
 - Implement templates and Sharepoint workflow all professional service and goods contracts, thereby reducing the legal intervention required.
 - Develop the storm water program in order to help fund the city's infrastructure upgrades within the storm system and ensure compliance to MS-4.
 - Transition 911 operations to Northampton County while implementing a consolidated, efficient non-emergency call center within the scope of existing dedicated tax funding.
 - Implement all approved recommendations of the Compensation Study.
 - Improve data integrity so to increase Act 511 tax collection.
-

Prior Year Achievements:

- Financial improvement activities resulted in a \$12.5MM unassigned fund balance in the General Fund. Accordingly, received a credit rating upgrade from A to A+ from S&P.
 - Advance refunded the city 2011A bonds, a portion of the 2013A bonds, and the 2010C note for a savings of \$1,244,198 in 2017.
 - Generated \$275,000 favorable swing in all accounts based on the change in banking relationship to TD Bank. Reduced incoming mail volume by 120,000 incoming mail pieces by offloading utility bill receipts to TD Bank. Implementation by end of year.
 - Held (2) optimization workshops with Superion aimed at improving unit/parcel definition in our system as well as refining the permitting process. Parcels with a complete lack of unit definition have been reduced by 50% at this time. (2) working groups have been established to focus on these issues.
 - Performed a necessary upgrade to our ERP system by advancing to Finance Plus 5.1, Community Plus 9.1, which involved a transition from our familiar Informix Environment to an MS-SQL environment.
 - Through mobilization of the entire organization, optimized the identification and collection of rightful Business Privilege revenue
 - Aligned with Penonni Engineering to package and market our entire energy purchases into one RFP in a manner that positioned Bethlehem volume optimally.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget w/ Transfers	2017 Actual & Estimated	2018 Final Budget			
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N055	Business Administrator	1	1	1	1	1	105,411	1	105,411	1	107,550
3301	Director of Budget & Finance	1	1	1	1	1	96,226	1	96,226	1	98,232
Total Positions		2	2	2	2	2	201,637	2	201,637	2	205,782
Account Detail											
40001	SALARIES	176,795	192,720	189,435	202,623	200,972	200,972	205,022			
40002	LONGEVITY	240	320	400	570	665	665	760			
Personnel		177,035	193,040	189,835	203,193	201,637	201,637	205,782			
42036	COMMUNICATIONS	35,600	35,312	33,862	34,411	38,000	37,500	38,000			
42047	DEPARTMENT CONTRACTS	2,064	2,460	2,335	3,004	-	-	-			
42060	OTHER EXPENSES	1,574	1,030	2,036	813	1,800	1,750	1,800			
Purchased Services		39,238	38,802	38,233	38,228	39,800	39,250	39,800			
Total	ADMINISTRATION	216,273	231,842	228,068	241,421	241,437	240,887	245,582			

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

2018 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 (35)
		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

Bureau: Information Services **No:** 0202

Department: Administration

No: 0020

Bureau Description:

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

Goals and Objectives:

- Assist HR in implementing Employee Access Center and Employee Time Sheets.
- Explore automating IT processes like Utility Billing, Alarm Billing, Direct Deposit, Personnel Budgeting, UB Shutoff and Delinquent Notices, RE Audit Notices, etc.
- Implement Tower Reads for Utility Billing
- Implement ACH Vendor Payments.
- Implement P-Card Application.
- Integration of Workflow processing into all CommunityPLUS and FinancePLUS applications.
- Assist with CAD transition to Northampton County.
- Allow for additional online payments (Miscellaneous Bills, Permits, Alarm Bills).
- Purchase and Implement Business License Application.
- Continue Optimization work in Parcels/Unit and Permits.
- Redesign UB Rapid Alert System to integrate to GIS and automate updating process.

Prior Year Achievements:

- Completed all remaining work from 5.1 and 9.1 upgrades.
 - Held training sessions and implemented (5) new Superior applications: HR Benefits (ACA), Employee Access Center, Employee Time Sheets, Personnel Budgeting and P-Card Interface.
 - Held Optimization Sessions in Parcels/Units and Permitting.
 - Modified process and software to accommodate Radio Read (Phase II).
 - Modified process and software to accommodate TD Bank transactions.
 - Submitted and tested Superior MOD for Utility Bill changes (DCIS and ATTN fields).
 - Began working to accept online Permit applications and payments.
 - Participated in Comp Study process and Focus Group discussions.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017		2017		2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3501 Computer Systems Mgr	1	1	1	1	1	103,779	1	103,779	1	105,910
2919 Network Manager	1	1	1	1	1	79,858	1	79,858	1	81,525
2821 Econ Dev Site & GIS Mgr	1	1	1	1	1	75,778	1	75,778	1	77,372
2722 IS Programmer	1	1	1	1	1	71,918	1	71,918	1	73,435
Total Positions	4	4	4	4	4	331,333	4	331,333	4	338,242
2821 25% Allocated to 20015						(18,945)		(18,945)		(19,343)
2821 25% Allocated to 3001						(18,945)		(18,945)		(19,343)
2722 33% Allocated to 20015						(23,731)		(23,731)		(24,233)
2722 33% Allocated to 3001						(23,731)		(23,731)		(24,233)
						245,981		245,981		251,090
Account Detail										
40001 SALARIES	219,365	223,752	228,226	243,476		242,125		242,125		246,968
40002 LONGEVITY	2,334	2,562	2,789	3,576		3,856		3,856		4,122
40004 TEMPORARY HELP	30,640	-	-	-		20,000		18,900		32,000
Personnel	252,339	226,314	231,015	247,052		265,981		264,881		283,090
41014 OPERATING SUPPLIES	12,822	3,918	2,431	2,946		2,995		2,450		3,000
Materials & Supplies	12,822	3,918	2,431	2,946		2,995		2,450		3,000
42032 TRAINING/CONT. EDUCATION	2,410	160	-	15,305		26,000		20,000		25,000
42047 DEPARTMENT CONTRACTS	121,538	135,302	110,692	118,424		175,200		150,000		197,700
42055 PROFESSIONAL SERVICES	3,325	30,592	30,351	27,361		35,000		30,000		35,000
42064 EQUIPMENT MAINTENANCE	7,817	6,904	2,518	8,000		10,000		7,500		10,000
Purchased Services	135,090	172,958	143,561	169,090		246,200		207,500		267,700
43099 EQUIPMENT	68,630	111,649	82,212	47,391		72,000		63,500		73,900
Equipment	68,630	111,649	82,212	47,391		72,000		63,500		73,900
Total	468,881	514,839	459,219	466,479		587,176		538,331		627,690

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	32,000	TEMPORARY HELP 64,000 - FULL-TIME CONTRACT PROGRAMMER -16,000 - LESS: 25% CHARGED TO WATER FUND -16,000 - LESS: 25% CHARGED TO SEWER FUND
41014	3,000	OPERATING SUPPLIES 500 - IT PRINTER/PLOTTER SUPPLIES 1,000 - CLOSET UPS UNITS 1,000 - NETWORK CABLE SUPPLIES 500 - IT TOOLS, SUPPLIES, COMPUTER ROOM MODS, ETC.
42032	25,000	TRAINING/CONTINUING ED. 10,000 - IT STAFF TRAINING (MS SQL, ESRI, HTML, ETC.) 15,000 - SUPERION USER TRAINING
42047	197,700	DEPARTMENT CONTRACTS NETWORK CONTRACTS AND MAINTENANCE 55,000 - ETHERPOINT SERVICES 200 - DOMAIN REGISTRATIONS 3,500 - CODE ENFORCEMENT/FIRE INSPECTOR WIRELESS 1,000 - ADMIN ARSENAL 1,500 - SSL CERTIFICATES (WEB SERVER & MAIL SERVER) 10,000 - REPLACEMENT FIREWALL SOLUTION SOFTWARE MAINTENANCE 130,000 - FINANCIAL APPLICATION SOFTWARE MAINTENANCE 19,000 - GIS ESRI MAINTENANCE 1,000 - MANAGER PLUS (CITY GARAGE) 4,500 - MCAFEE MAINTENANCE 6,000 - VIRTUAL - VMWARE MAINTENANCE 5,000 - VIRTUAL - VEEM BACKUP MAINTENANCE 500 - WEBSITE MAILING LIST SOFTWARE 2,500 - ADOBE & DREAMWEAVER LICENSE RENEWAL 8,000 - HARDWARE MAINTENANCE 30,000 - OPEN DATA PROJECT -40,000 - CHARGED TO WATER FUND -40,000 - CHARGED TO SEWER FUND
42055	35,000	PROFESSIONAL SERVICES 15,000 - WEBSITE SUPPORT AND UPDATES 30,000 - WEBSITE PROJECTS/DEVELOPEMENT -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	73,900	EQUIPMENT 5,000 - NETWORK COMPONENTS 20,000 - USER MS OFFICE LICENSES 35,000 - UPGRADE OF SLOWEST CPUS 8,900 - DEPT REQUEST - FIRE DEPT - (2) TOUGHBOOKS 5,000 - DEPT REQUEST - PUBLIC WORKS (3 PCS AND 1 LAPTOP)

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BUREAU DETAIL

Bureau: Financial Services

No: 0203

Department: Administration

No: 0020

Bureau Description:

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

Goals and Objectives:

- Evaluate and implement the use of electronic bill presentation for utility bills, reducing the cost and volume of mail.
- Minimize check printing and other non-value added activities through ACH vendor payments. (75% payments through ACH)
- Streamline the process for P-card purchases to reduce non-value added time and ensure better financial controls within our system.
- Through the 2017 reduction of mail volume (utility receipts), increase the value-add of Financial Services personnel through auditing, past due reporting and collections, and further internal education.

Prior Year Achievements:

- Generated \$275,000 favorable swing in all accounts based on the change in banking relationship to TD Bank.
 - Took advantage of TD lockbox services for the receipt and transaction of utility bill payments, thereby significantly reducing incoming mail volume by 120,000 and allowing more value-add tasks done by staff.
 - Updated standard operating procedures to reflect the changes created by the major upgrade to Finance Plus and Community Plus.
 - Eliminated all manual checks and manual journal entries associated with various revenue and expense types (escrow, medical, and ambulance refunds). Transactions are all now system generated which provides a more accurate accounting of the activity.
 - Streamlined utility collection of Final bills which helped eliminate the need for additional research and the issuance of a refund check.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget w/ Transfers	2017 Actual & Estimated	2018 Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries
3503	Director of Fin Services	1	1	1	1	1	103,589	1	103,589
2822	Financial Ops Accountant	1	1	1	1	1	75,018	1	75,018
2723	Mgr Accounts Payable	1	1	1	1	1	71,723	1	71,723
2105	Admin. Support Assistant	1	1	1	1	1	46,147	1	46,147
C062	Account Clerk II	2	2	2	2	2	96,062	2	96,062
Total Positions		6	6	6	6	6	392,539	6	392,539
Account Detail									
40001	SALARIES	323,822	321,678	346,662	384,648	389,119	389,119	400,162	
40002	LONGEVITY	3,360	1,520	2,080	2,850	3,420	3,420	3,800	
40004	TEMPORARY HELP	14,127	-	-	-	-	-	-	
Personnel		341,309	323,198	348,742	387,498	392,539	392,539	403,962	
41013	OFFICE EXPENSE	424	558	528	395	1,000	950	1,000	
Materials & Supplies		424	558	528	395	1,000	950	1,000	
42048	BANK SERVICE CHARGE	227	455	-	14	1,000	500	1,000	
42060	OTHER EXPENSES	1,876	2,077	2,353	2,643	3,500	2,500	2,300	
Purchased Services		2,103	2,532	2,353	2,657	4,500	3,000	3,300	
Total	FINANCIAL SERVICES	343,836	326,288	351,623	390,550	398,039	396,489	408,262	

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	1,000	OFFICE EXPENSE 1,000 - ENVELOPES, BANKER BOXES, OFFICE SUPPLIES, MISCELLANEOUS SUPPLIES NOT NORMALLY STOCKED
42048	1,000	BANK SERVICE CHARGE 1,000 - DEPOSIT BOOKS, MANUAL CHECKS, DEPOSIT BAGS, MISC BANKING SUPPLIES
42060	2,300	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

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BUREAU DETAIL

Bureau: Purchasing

No: 0205

Department: Administration

No: 0020

Bureau Description:

This bureau ensures the most strategic, efficient and compliant sourcing methods are used for the procurement of goods and services for the City of Bethlehem. 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 and prepares and reviews bid specifications. This bureau leverages purchases city wide with preferred vendors to reduce costs and create efficiency across all City departments. This bureau encumbers all City obligations upon proper authorization and verification by the respective bureaus, and is also responsible for the disposition of all surplus materials.

Goals and Objectives:

- Streamline Pcard purchases to reduce non-value added time and ensure better financial controls within our system.
 - Implement templates and SharePoint workflow to all goods and services and professional contracts, thereby reducing the legal intervention required.
 - Classify all active vendors with NIGP codes to aid in strategic vendor selection, thus leveraging purchases to reduce costs.
 - Implement electronic PO approval workflow in Finance+ to reduce non-value added time and ensure better financial controls.
-

Prior Year Achievements:

- Consolidated all energy purchases city-wide with expected savings of \$400K across all funds.
 - Implemented auto-generating requisition numbers in Finance+ which eliminated manual intervention and non-value added work.
 - Implemented construction contract workflow in SharePoint which not only automated the workflow electronically, but reduced contract execution time by 75%.
 - Implemented new uniform rental program with expected savings of \$7,300 annually.
 - Assigned NIGP commodity codes to all Purchase Order line items to allow for further commodity and vendor consolidation.
 - Initiated vendor clean-up in Finance+ which encompassed reviewing 8,269 vendor records and determining active vs non-active status.
 - Reduced Superior annual maintenance costs by \$12,000 after conducting invoice and service level audit.
 - Organized two (2) Superior optimization workshops In Community+ for Units & Parcels and Permitting.
 - Created additional on-line ordering portals (Stotz & Fatzinger, Minuteman and VE Ralph) to continuously streamline requisition to pay process, reducing non-value added work and ensuring better financial controls.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2013	2014	2015	2016	2017		2017		2018	
		Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3202	Purchasing Director	1	1	1	1	1	91,028	1	91,028	1	92,849
2407	Supv of Print/Mail Oper	1	1	1	1	-	-	-	-	-	-
C065	Secretary II	1	1	1	1	1	48,458	1	48,458	1	49,978
Total Positions		3	3	3	3	2	139,486	2	139,486	2	142,827
Account Detail											
40001	SALARIES	178,765	182,231	178,628	201,741		138,536		138,536		141,782
40002	LONGEVITY	3,680	3,840	4,000	2,945		950		950		1,045
40003	OVERTIME	-	-	-	760		250		250		250
Personnel		182,445	186,071	182,628	205,446		139,736		139,736		143,077
41013	OFFICE EXPENSE	15,027	15,074	14,242	12,283		2,000		1,500		2,000
41016	UNIFORMS/SAFETY SHOES	257	367	85	107		-		-		-
Materials & Supplies		15,284	15,441	14,327	12,390		2,000		1,500		2,000
42032	TRAINING/CONT. EDUCATION	-	-	-	1,848		2,000		1,500		2,000
42040	ADVERTISING AND PRINTING	5,582	4,741	5,371	6,109		7,000		6,850		7,000
42047	DEPARTMENT CONTRACTS	10,020	8,522	7,831	7,102		4,000		3,500		4,000
42060	OTHER EXPENSES	1,027	5,674	3,377	1,501		2,400		2,000		2,400
Purchased Services		16,629	18,937	16,579	16,560		15,400		13,850		15,400
Total	PURCHASING	214,358	220,449	213,534	234,396		157,136		155,086		160,477

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

2018 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 SHAREPOINT TRAINING
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/SHAREPOINT 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

Bureau: Taxes

No: 0206

Department: Administration

No: 0020

Bureau Description:

This Bureau administers the City Real Estate Tax and assists Tri-State Financial Group with the collection of the Business Privilege and Mercantile Tax in accordance with appropriate enabling legislation. Significant activities include Taxpayer assistance, City Real Estate billing, file maintenance and receipt reconciliation. This Bureau also reconciles and audits bi-monthly collections of Business Privilege from Tri-State Financial. This Bureau also includes tax law research and a review of current statutory law and court cases to ensure compliance with current changes in legislation.

Goals and Objectives:

- Utilize usage data entered in C+ in order to ensure businesses are compliant with tax obligations.
 - Enhance COGNOS reporting of various analysis of the City of Bethlehem database system.
-

Prior Year Achievements:

- Created and generated new COGNOS reports regarding Tax Incentivized Zones and in-city assessed base tracking.
 - Supported third party collection agencies for the purpose of collection of Act 511 taxes and associated licenses (Mercantile, BP Licensing, EIT, LST) through analysis of city ownership, residency, and occupancy data to ensure the collections of tax revenue.
 - Reported new deed transfers to Keystone Collections Group electronically.
 - Expanded the visibility of BPL throughout the organization.
 - Had the highest collection of Business Privilege and mercantile tax for the third 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.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2013	2014	2015	2016	2017		2017		2018	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2802	Senior Tax Auditor	1	1	-	-	-	-	-	-	-	-
2602	Tax Auditor	1	1	1	1	1	69,713	1	69,713	1	71,168
2407	Tax Technician/Mail Room	-	-	-	-	1	63,649	1	63,649	-	-
C063	Tax Clerk	1	1	-	-	-	-	-	-	-	-
Total Positions		3	3	1	1	2	133,362	2	133,362	1	71,168
Account Detail											
40001	SALARIES	170,032	153,542	64,100	68,562	129,562	129,562	129,562	129,562	69,363	
40002	LONGEVITY	3,680	2,960	1,280	1,615	3,800	3,800	3,800	3,800	1,805	
40004	TEMPORARY HELP	40,688	-	-	-	-	-	-	-	26,000	
Personnel		214,400	156,502	65,380	70,177	133,362	133,362	133,362	133,362	97,168	
41025	POSTAGE	2,735	1,357	1,096	-	-	-	-	-	-	
Materials & Supplies		2,735	1,357	1,096	-	-	-	-	-	-	
42040	ADVERTISING AND PRINTING	26	12	535	-	1,000	1,000	1,000	1,000	1,000	
42055	PROFESSIONAL SERVICES	46,763	56,646	61,214	48,046	64,500	64,250	64,250	64,250	64,500	
42060	OTHER EXPENSES	952	437	262	746	1,000	650	650	650	1,000	
Purchased Services		47,741	57,095	62,011	48,792	66,500	65,900	65,900	65,900	66,500	
Total	TAXES	264,876	214,954	128,487	118,969	199,862	199,262	199,262	199,262	163,668	

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	26,000	TEMPORARY HELP 26,000 - PART-TIME POSITION 25 HOURS/WEEK
42040	1,000	ADVERTISING AND PRINTING 1,000 - ENVELOPES & FORMS RULES AND REGULATIONS TAXPAYER BILL OF RIGHTS - DISCLOSURE STATEMENTS
42055	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

Bureau: Human Resources

No: 0207

Department: Administration

No: 0020

Bureau Description:

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

Goals and Objectives:

- Implement recommendations of compensation study to decrease internal and external pay equity of non-union employees in order to maintain high quality employees and reduce turnover.
- Implement HR benefits, employee portal, and payroll modules in order to increase efficiency and provide employees with improved access to information and resources.

Prior Year Achievements:

- Completed compensation study for all non-union employees.
 - Facilitated update of City Civil Service Rules to comply with legal updates and improve hiring and promotion processes for Police and Fire Departments.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

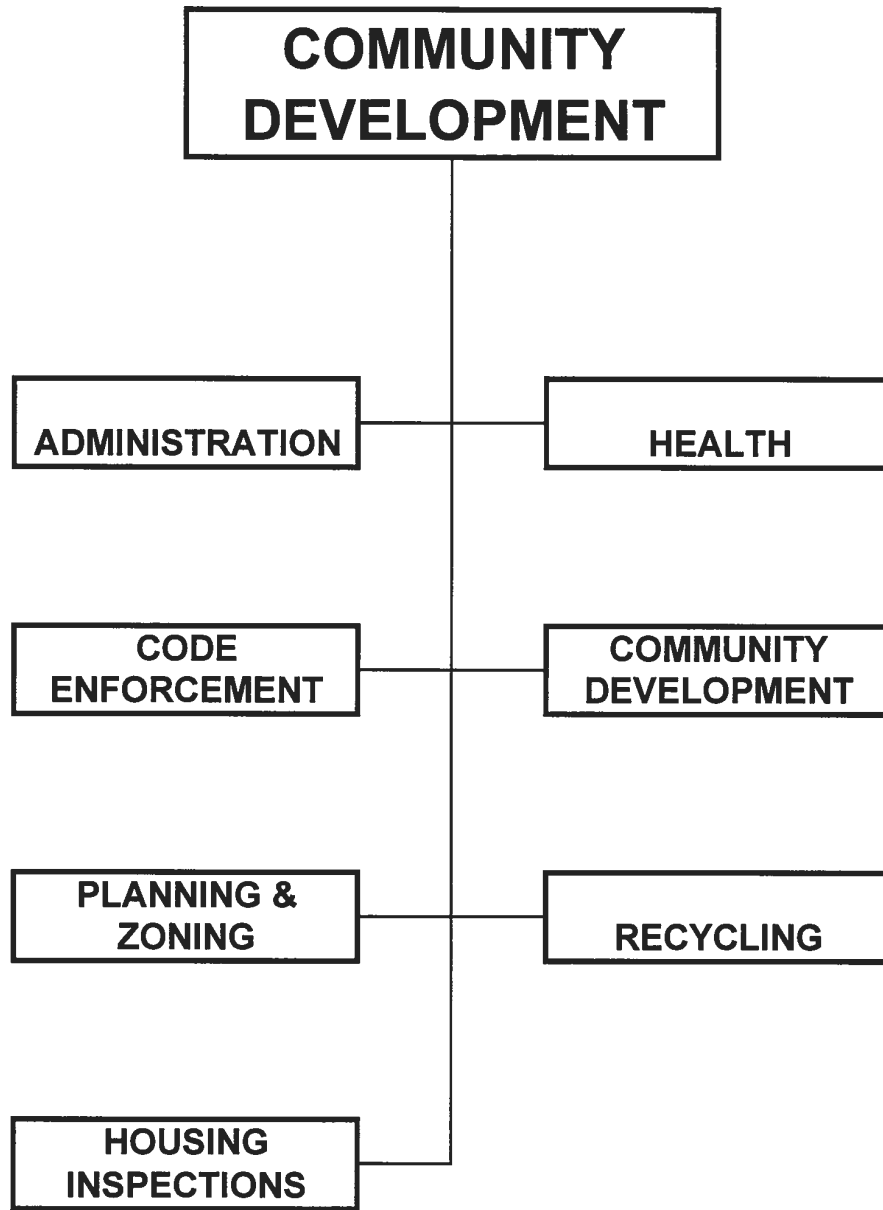
**FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0207 HUMAN RESOURCES**

		2013	2014	2015	2016	2017		2017		2018	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3202	Director of HR	1	1	1	1	1	91,978	1	91,978	1	93,894
2610	Compensation Coordinator	1	1	1	1	1	46,341	1	46,341	1	67,267
2612	Compliance Officer	-	-	-	-	1	68,003	1	68,003	1	69,363
2400	Benefits Coordinator	1	1	1	1	1	62,509	1	62,509	-	-
Total Positions		3	3	3	3	4	268,831	4	268,831	3	230,524
Account Detail											
40001	SALARIES	157,702	157,405	187,471	171,303		266,931		266,931		229,479
40002	LONGEVITY	480	1,120	1,280	1,710		1,900		1,900		1,045
40004	TEMPORARY HELP	39,149	39,842	41,254	60,869		-		-		26,000
40011	EDUCATION INCENTIVE BONUS	300	-	-	-		2,000		1,250		2,000
Personnel		197,631	198,367	230,005	233,882		270,831		270,081		258,524
41013	OFFICE EXPENSE	4,124	1,383	3,500	3,753		7,525		5,000		6,525
Materials & Supplies		4,124	1,383	3,500	3,753		7,525		5,000		6,525
42032	TRAINING/CONT. EDUCATION	10,366	16,350	13,882	12,400		18,500		17,000		18,500
42055	PROFESSIONAL SERVICES	-	-	-	-		65,000		45,000		-
42060	OTHER EXPENSES	1,009	1,187	1,115	662		1,500		1,200		1,500
42067	RECRUITING & TESTING	32,662	36,567	34,237	36,915		40,000		37,500		40,000
Purchased Services		44,037	54,104	49,234	49,977		125,000		100,700		60,000
Total	HUMAN RESOURCES	245,792	253,854	282,739	287,612		403,356		375,781		325,049

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	26,000	TEMPORARY HELP 26,000 - PART-TIME POSITION 25 HOURS/WEEK
40011	2,000	EDUCATION INCENT BONUS 2,000 - EDUCATION INCENTIVE BONUS FOR NON-UNIFORMED PERSONNEL.
41013	6,525	OFFICE EXPENSE 200 - PRINTING - EMPLOYEE HANDBOOK, UNION CONTRACT 250 - MANDATORY LABOR LAW POSTERS 6,000 - 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
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

Bureau: Administration

No: 0301

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

Bureau Description:

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

Goals and Objectives:

- To plan and direct the various bureaus of the Community and Economic Development Department in a manner, which produces measurable productivity increases and increased citizen satisfaction with services.
- To work with the State to secure new funding for various redevelopment projects.
- To continue to develop new programs and initiatives to spur redevelopment in the City's neighborhoods and business districts.
- To compile program performance reports for state and federal agencies.
- To continue monitoring state and federal legislation.

Prior Year Achievements:

- Departmental achievements are summarized in the various bureaus that follow.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017		2017		2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N060 Dir Comm & Econ Dev	1	1	1	1	1	101,019	1	101,019	1	103,039
N070 Deputy Dir Comm Dev	-	-	1	1	1	83,105	1	83,105	1	84,767
2906 Housing & CD Planner	1	1	-	-	-	-	-	-	-	-
2724 Business Manager	1	1	1	1	1	71,343	1	71,343	1	72,865
C072 Departmental Secretary	1	1	1	1	1	50,122	1	50,122	1	51,706
C065 Secretary II	3	3	3	3	3	146,134	3	146,134	3	150,791
Total Positions	7	7	7	7	7	451,723	7	451,723	7	463,168
Account Detail										
40001 SALARIES	381,532	394,751	381,944	448,598		447,638		447,638		458,513
40002 LONGEVITY	2,160	2,800	2,240	3,800		4,085		4,085		4,655
40003 OVERTIME	49	-	-	-		250		100		250
40004 TEMPORARY HELP	-	-	3,955	-		-		-		-
Personnel	383,741	397,551	388,139	452,398		451,973		451,823		463,418
41013 OFFICE EXPENSE	159	342	380	133		550		300		550
41025 POSTAGE	669	612	673	-		-		-		-
Materials & Supplies	828	954	1,053	133		550		300		550
42032 TRAINING/CONT. EDUCATION	637	-	33	-		4,000		2,000		4,000
42060 OTHER EXPENSES	1,308	1,774	1,320	725		2,010		1,700		2,010
Purchased Services	1,945	1,774	1,353	725		6,010		3,700		6,010
Total ADMINISTRATION	386,514	400,279	390,545	453,256		458,533		455,823		469,978

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

2018 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

Bureau: Health

No: 0302

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

Bureau Description:

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

Goals and Objectives:

- 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.
- Focus on the priority areas outlined in the health bureau's strategic plan: housing, heroin/opioid use, mental health, revenues, clinic efficiency and effectiveness, and chronic disease risk factors.
- Increase adult immunization rates.
- Improve breastfeeding rates through a partnership with a local health care system.
- Integrate additional health information technology interfaces for access to shared client records to improve efficiency of encounters and investigations.
- Complete a joint strategic plan with the Bethlehem Area School District aimed at improving health outcomes for students.
- Adopt a Complete Streets policy with the goal of enabling safe access on Bethlehem streets for pedestrians, bicyclists, motorists and transit riders of all ages and abilities.

Prior Year Achievements:

- Met the national standards of the public health accreditation board and become an accredited health department.
 - Received Project Public Health Ready recognition.
 - Received Bicycle Friendly Community status from the American League of Bicyclists.
 - Awarded funding to address three priorities in the health bureau's strategic plan: chronic disease risk factors, heroin and opioid use and Healthy Homes.
 - Credentialed with all Medicaid managed care plans and most private insurers which allows for additional billing.
 - Implemented depression screenings and referral protocols into clinics to improve access to care for those with mental health issues.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017	2017	2018
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget
	Number of Permanent Positions				# Salaries	# Salaries	# Salaries
N065 Health Bureau Director	1	1	1	1	1 88,903	1 88,903	1 90,681
3031 Dir of EMV Health Prog	1	1	1	1	1 83,888	1 83,888	1 85,634
3030 Dir Chronic/Disease Ed Pr	1	1	1	1	1 84,173	1 84,173	1 85,919
3003 Dir of MCH Prog/Nursing	1	1	1	1	1 84,078	1 84,078	1 85,824
2721 Sanitarian	1	1	1	1	1 68,098	1 68,098	1 69,553
M107 Environmental Health Tech	1	1	1	1	1 56,569	1 56,569	1 58,307
C084 Office Manager	1	1	1	1	1 53,851	1 53,851	1 55,504
C068 Health Secretary	1	1	1	1	1 34,224	1 34,224	1 37,431
Total Positions	8	8	8	8	8 553,784	8 553,784	8 568,853
Account Detail							
40001 SALARIES	468,403	497,332	500,867	539,067	545,709	545,709	560,208
40002 LONGEVITY	6,640	7,120	5,920	7,490	8,075	8,075	8,645
40003 OVERTIME	123	-	-	-	-	-	-
40004 TEMPORARY HELP	471,951	479,698	470,845	521,946	564,761	560,000	709,503
Personnel	947,117	984,150	977,632	1,068,503	1,118,545	1,113,784	1,278,356
41013 OFFICE EXPENSE	690	865	752	629	800	750	800
41014 OPERATING SUPPLIES	1,389	1,400	1,376	-	1,550	1,375	1,350
41016 UNIFORMS/SAFETY SHOES	103	209	308	313	590	585	750
41023 GASOLINE	2,821	2,599	1,424	1,021	1,600	1,300	1,600
41025 POSTAGE	3,321	2,636	2,291	-	-	-	-
Materials & Supplies	8,324	7,709	6,151	1,963	4,540	4,010	4,500
42032 TRAINING/CONT. EDUCATION	1,463	659	1,237	1,545	1,500	1,450	2,000
42040 ADVERTISING AND PRINTING	879	742	844	831	1,000	850	1,000
42060 OTHER EXPENSES	21,138	25,623	18,724	32,651	11,600	7,000	11,600
42070 CLINIC SERVICE	62,275	52,669	53,708	65,879	71,400	45,000	71,200
42171 HEALTHY HOMES	2,338	-	-	-	-	-	-
42172 PEDIATRIC OUTREACH	6,484	7,484	6,507	7,091	13,480	12,000	11,050
42172E MCH INITIATIVE	-	3,674	7,500	792	11,540	5,000	7,000
42174 FOOD SAFETY	-	5,955	7,941	4,841	5,800	4,000	5,500
42175 LEAD HAZARD	88,084	152,275	77,289	5,260	114,375	50,000	204,840
42176 AIDS PROGRAM	4,104	1,773	429	295	400	350	400
42177 IMMUNIZATION OUTREACH	17,102	13,043	12,317	9,634	13,400	7,500	3,664
42177E IMMUNIZATIONS EDU PRGM	-	-	-	-	577	250	577
42178 INJURY PREVENTION GRANT	26,670	8,673	-	-	-	-	-
42180 OPANAC	-	-	-	-	69,136	35,000	68,733
42181 HEALTHY WOMEN 50+	92,374	63,414	30,585	-	80,000	50,000	80,000
42185 TB PROGRAM	8,661	4,640	349	301	1,860	1,000	1,270
42186 DIABETES - NACCHO GRANT	993	-	-	-	-	-	-
42187E ELECTRONIC HEALTH RECORD	-	-	2,295	7,359	10,000	8,500	10,000
42190 HEALTH-HIGHWAY SAFETY PGM	-	3,238	2,889	3,032	4,714	3,500	5,303
42190E CHRONIC DISEASE HLTH EDU	-	35	3,204	6,052	34,950	33,500	61,000
42192 TOBACCO PROGRAM	-	225	-	-	58,228	52,000	-
42193 PUBLIC HEALTH PREAREDNESS	34,788	53,448	38,534	63,281	35,278	33,500	65,002
Purchased Services	367,353	397,570	264,352	208,844	539,238	350,400	610,139
Total HEALTH	1,322,794	1,389,429	1,248,135	1,279,310	1,662,323	1,468,194	1,892,995

* - Expense account is 100% grant reimbursed.

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	709,503	TEMPORARY HELP 140,857 - PUBLIC HEALTH PREPAREDNESS/MEDICAL RESERVE CORP** 83,846 - MATERNAL CHILD HEALTH ** 107,406 - HIV/AIDS PROGRAM ** 3,262 - TB PROGRAM OUTREACH ** 86,856 - IMMUNIZATION PROGRAM ** 22,275 - LEAD HAZARD CONTROL HEALTHY HOMES** 138,232 - SAFE AND HEALTHY COMMUNITIES** 48,387 - ENVIRONMENTAL HEALTH SUPPORT 52,940 - HIGHWAY SAFETY** 6,000 - HEALTHY WOMAN** 19,442 - MATERNAL FAMILY HEALTH SERVICES**
41013	800	OFFICE EXPENSE 800 - OFFICE SUPPLIES THAT ARE NOT NORMALLY STOCKED BY THE PURCHASING BUREAU
41014	1,350	OPERATING SUPPLIES 100 - POOL TESTING CHEMICALS 700 - DOSIMETRY BADGES & AREA MONITOR-REQUIRED 300 - SOLID WASTE/NUISANCE ABATEMENT SUPPLIES 250 - ENVIRONMENTAL INSPECTION SUPPLIES
41016	750	UNIFORMS/SAFETY SHOES 650 - SAFETY SHOES ENVIRONMENTAL STAFF 100 - INSPECTION/HOME VISIT UNIFORM
41023	1,600	GASOLINE 1,600 - GAS FOR CAR NOS.541, 05, 16, 454 AT \$2.00/GALLON
42032	2,000	TRAINING/CONTINUING ED. 2,000 - APHA ANNUAL MEETING (DIRECTOR, PROGRAM DIRECTORS FOOD AND DRUG MEETING AND CONFERENCES ENVIRONMENTAL VARIOUS REQUIRED CERTIFICATIONS, TRAININGS, ETC.)
42040	1,000	ADVERTISING AND PRINTING 1,000 - ADVERTISING/PROMOTING SERVICES AND HEALTH INFORMATION ALERTS VIA VARIOUS MEDIA, AND OTHER RECRUITMENT EXPENSES
42060	11,600	OTHER EXPENSES 300 - APHA /ACHI/NACCHO MEMBERSHIPS (BUREAU) 6,000 - NUISANCE ABATEMENT(ENVIRONMENTAL HEALTH) 500 - MILEAGE(DIRECTOR, PROGRAM DIRECTORS, NURSES, AND SECRETARIES) 800 - XEROX MAINTENANCE FEES 4,000 - ACCREDITATION FEES
42070	71,200	CLINIC SERVICE 1,000 - ASTHMA/DENTAL CLINIC SUPPLIES 3,000 - STD CLINIC SUPPLIES 2,000 - TB TESTING SUPPLIES, X-RAYS/LAB TESTS 10,000 - FEE FOR SERVICE VACCINE

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		15,000 - INFLUENZA AND PNEUMOCOCCAL VACCINES
		2,000 - STD CLINIC MEDICATIONS/LAB TESTS
		1,000 - TB CLINIC MEDICATIONS
		30,000 - PHYSICIAN/NURSE PRACTITIONER SERVICES/NURSING/ MALPRACTICE
		3,000 - CLINIC SITE ITEMS: ANTIBACTERIAL SOAP, BULLETIN BOARD SIGNS, CHARTS, AND CHART HANGERS
		200 - LABORATORY LICENSE FEES
		3,000 - WOMEN'S CLINIC SUPPLIES/MEDICATIONS: CONTRACEPTIVES, SPECULUMS, TABLE PAPER AND GERMICIDAL CLEANER
		1,000 - NICOTINE REPLACEMENT THERAPY
42172	11,050	PEDIATRIC OUTREACH
		1,450 - CONSULTANT-SEALANTS/IBCLC SUPPORT**
		3,600 - OFFICE SUPPLIES AND, EDUCATION**
		1,500 - TRAVEL**
		4,500 - OTHER COSTS, PRINTING, TECHNOLOGY COSTS**
42172E	7,000	MCH INITIATIVE
		2,000 - SUPPLIES**
		1,000 - TRAVEL**
		4,000 - OTHER COSTS-CRIBS FOR KIDS, BREASTFEEDING COALITION**
42174	5,500	FOOD SAFETY
		5,500 - TRAINING**
42175	204,840	LEAD HAZARD
		198,399 - SUBCONTRACT SERVICES**
		1,175 - SUPPLIES**
		5,266 - TRAINING AND TRAVEL**
42176	400	AIDS PROGRAM
		400 - TRAVEL/TRAINING **
42177	3,664	IMMUNIZATION OUTREACH
		2,500 - CONSULTANT-LVIC**
		332 - SUPPLIES-CLINIC, OFFICE, COMPUTER, PROMOTIONAL**
		332 - TRAVEL, TRAINING, MILEAGE, LODGING **
		500 - OTHER COSTS-ADVERTISING, LICENSING, MAINTENANCE**
42177E	577	IMMUNIZATIONS EDU PRGM
		577 - OTHER COSTS-OUTREACH, EDUCATIONAL ACTIVITIES**
42180	68,733	OPANAC
		41,508 - SUPPLIES**
		5,875 - TRAVEL**
		21,350 - OTHER COSTS-EDUCATIONAL MATERIALS, PRINTING, COPYING**
42181	80,000	HEALTHY WOMEN 50+
		80,000 - SUBCONTRACT SERVICES**
42185	1,270	TB PROGRAM

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		70 - SUPPLIES-CLINIC, PATIENT SERVICES**
		800 - TRAVEL**
		400 - OTHER COSTS-PRINTING, COMMUNICATION, TECHNOLOGY**
42187E	10,000	ELECTRONIC HEALTH RECORDS
		10,000 - ELECTRONIC HEALTH RECORDS**
42190	5,303	HEALTH-HIGHWAY SAFTEY PGM
		1,113 - SUPPLIES-OFFICE, PRINTING, COPYING**
		4,190 - TRAVEL-CONFERENCES, MILEAGE**
42190E	61,000	CHRONIC DISEASE HLTH EDU
		6,000 - SUPPLIES**
		55,000 - OTHER COSTS-EDUCATIONAL MATERIALS AND SUPPLIES RELATED TO CHRONIC DISEASE AND DIABETES, PLAYGROUND MATERIALS**
42193	65,002	PUBLIC HEALTH PREPARED
		34,794 - SUPPLIES**
		4,150 - TRAVEL**
		26,058 - OTHER COSTS**

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BUREAU DETAIL

Bureau: Code Enforcement **No:** 0303

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

Bureau Description:

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

Goals and Objectives:

- To provide efficient and effective enforcement of Article 1701 of the City's Codified Ordinances.
 - 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 2017, 2,426 permits issued, resulting in 4,639 inspections, for an estimated construction cost of \$135,228,047.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017		2017		2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3117 Chief Building Inspector	1	1	1	1	1	87,849	1	87,849	1	89,676
2718 Building/Housing Inspector	2	2	2	2	2	144,491	2	144,491	2	147,535
2711 Mechanical Inspector	1	1	1	1	1	71,818	1	71,818	1	73,340
2708 Electrical Inspector	1	1	1	1	1	71,913	1	71,913	1	73,435
2408 Permit Coordinator	1	1	1	1	1	63,649	1	63,649	1	64,880
Total Positions	6	6	6	6	6	439,720	6	439,720	6	448,866
Account Detail										
40001 SALARIES	387,097	394,839	408,657	437,107		433,545		433,545		442,216
40002 LONGEVITY	3,600	4,000	4,400	5,670		6,175		6,175		6,650
40004 TEMPORARY HELP	-	-	-	-		-		-		7,500
Personnel	390,697	398,839	413,057	442,777		439,720		439,720		456,366
41014 OPERATING SUPPLIES	1,384	815	1,360	1,165		930		850		930
41016 UNIFORMS/SAFETY SHOES	110	333	571	230		650		600		650
41023 GASOLINE	5,149	4,438	3,857	2,769		4,400		3,500		4,400
41025 POSTAGE	500	600	450	-		-		-		-
Materials & Supplies	7,143	6,186	6,238	4,164		5,980		4,950		5,980
42032 TRAINING/CONT. EDUCATION	2,755	1,731	1,095	2,169		5,400		2,400		5,640
42040 ADVERTISING AND PRINTING	690	426	436	429		1,000		750		1,000
42055 PROFESSIONAL SERVICES	-	-	150	-		2,200		500		2,200
42060 OTHER EXPENSES	1,616	770	1,973	2,179		3,000		2,200		3,215
Purchased Services	5,061	2,927	3,654	4,777		11,600		5,850		12,055
43099 EQUIPMENT	-	6,372	6,122	12,697		12,650		12,650		6,450
Equipment	-	6,372	6,122	12,697		12,650		12,650		6,450
Total	402,901	414,324	429,071	464,415		469,950		463,170		480,851

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	7,500	TEMPORARY HELP 7,500 - CONTRACT TO ALLOW ONE-MONTH TRANSITION FOR CHIEF BUILDING INSPECTOR.
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	5,640	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 1,200 - PENNBOC REGION II EDUCATION MEETING - 24 @ \$50.00/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	3,215	OTHER EXPENSES 240 - ICC DUES 180 - BUSINESS CARDS. 425 - PENNBOC BUILDING OFFICIALS DUES, 5 @ \$85.00/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 - 2018 CODE BOOKS
43099	6,450	EQUIPMENT 6,450 - VEHICLE LEASE TO REPLACE VEHICLE #446 YEAR 3 OF 3.

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BUREAU DETAIL

Bureau: Community Development No: 0304

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

Bureau Description:

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

Goals and Objectives:

- Effectively administer the City's CDBG and HOME awards, including ensuring compliance of both the City and all sub recipients with program requirements.
- Provide a housing rehabilitation program utilizing CDBG and HOME funding to City of Bethlehem homeowners who want to rehabilitate their property, bring them into City code compliance and remediate lead hazards.
- Strengthen the City's low to moderate income neighborhoods by providing funding for infrastructure improvements and public service programs.
- Continue to address student housing, the regulated rental process and other housing concerns.
- 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.
- Implement solutions to combat and prevent blight throughout the city.
- Administer the City's Business Development and Retention Efforts.
- Attract talent and technology to Bethlehem through resources offered through the KIZ.
- Effectively market the KIZ to graduating students at Lehigh Valley colleges & universities.
- Retain and Expand Primary KIZ Partners.
- Maintain Pi occupancy.
- Continue to market the LERTA program in order to renovate blighted and underutilized properties.

Prior Year Achievements:

- Awarded \$1,269,581 in CDBG program funds.
- Awarded \$342,803 in HOME program funds.
- Administered CDBG and HOME programs.
- Began the oversight of a city wide blight analysis and the generation of a comprehensive blight mitigation plan.
- Obtained public and private grant funding for bureau and departmental projects.
- 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 27 housing rehabilitation cases by end of 2017.
- Four Enterprise Zone Tax Credit applications were submitted and one was approved for a total of \$200,000.
- Facilitated 9 KIZ Tax Credit Applications totaling \$537,292.
- Awarded \$92,500 in Technology Transfer Grants.
- Awarded \$8,750 in Student Internship Grants.
- Awarded \$2,500 in Lehigh TE Capstone Program Grants.
- Developed the first stand-alone website through Wix for the KIZ. www.southsidebethlehemkiz.com
- Named as the #1 KIZ in the Commonwealth by Sheri Collins, Deputy Secretary of the PA DCED.
- Approved 4 Southside LERTA Applications.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017		2017		2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2906 Housing & CD Planner	-	-	1	1	1	78,623	1	78,623	1	80,195
2607 Bus Ret & Attract Officer	1	1	-	-	-	-	-	-	-	-
2605 Rehab Finance Specialist	1	1	1	1	1	57,269	1	57,269	1	64,567
Total Positions	2	2	2	2	2	135,892	2	135,892	2	144,762
Account Detail										
40001 SALARIES	70,870	94,244	113,730	133,524		135,892		135,892		144,667
40002 LONGEVITY	1,520	1,600	-	-		-		-		95
40004 TEMPORARY HELP	60,828	44,982	76,638	101,899		162,538		120,000		151,991
Personnel	133,218	140,826	190,368	235,423		298,430		255,892		296,753
41014 OPERATING SUPPLIES	193	282	458	101		1,500		500		1,500
41016 UNIFORMS/SAFETY SHOES	-	-	94	-		-		-		260
41025 POSTAGE	800	500	400	-		-		-		-
Materials & Supplies	993	782	952	101		1,500		500		1,760
42032 TRAINING/CONT. EDUCATION	430	-	7	1,350		2,950		2,750		2,000
42040 ADVERTISING AND PRINTING	7,602	97	-	829		2,050		1,500		2,000
42047 DEPARTMENT CONTRACTS	77,300	83,900	75,000	85,829		244,000		200,000		244,000
42060 OTHER EXPENSES	4,116	10,598	2,306	4,016		6,750		6,250		15,000
42064 EQUIPMENT MAINTENANCE	9,066	8,021	9,777	2,132		8,000		7,500		7,500
Purchased Services	98,514	102,616	87,090	94,156		263,750		218,000		270,500
Total	COMMUNITY DEVELOPMENT	232,725	244,224	278,410	329,680	563,680		474,392		569,013

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	151,991	TEMPORARY HELP 53,760 - ECONOMIC DEVELOPMENT COORDINATOR 49,767 - REHAB TECH SPECIALIST 48,464 - BUSINESS DEVELOPMENT AND RETENTION SPECIALIST
41014	1,500	OPERATING SUPPLIES 1,500 - OPERATING SUPPLIES
41016	260	UNIFORMS/SAFETY SHOES 260 - UNIFORMS AND SAFETY SHOES
42032	2,000	TRAINING/CONTINUING ED. 2,000 - TRAINING/CONTINUING EDUCATION
42040	2,000	ADVERTISING AND PRINTING 2,000 - ADVERTISING AND PRINTING
42047	244,000	DEPARTMENT CONTRACTS 75,000 - MARKETING 40,000 - BUSINESS DEVELOPMENT AND RETENTION CONTRACT 4,000 - HISTORIC PRESERVATION OFFICER 75,000 - BLIGHT ANALYSIS 50,000 - FACADE IMPROVEMENT PROGRAM-FUNDED THROUGH CIPP GRANT
42060	15,000	OTHER EXPENSES 5,000 - FEES ASSOCIATED WITH COMMUNITY DEVELOPMENT ACTIVITIES 5,000 - ECONOMIC DEVELOPMENT ACTIVITIES 5,000 - ENTERPRISE ZONE AUDIT
42064	7,500	EQUIPMENT MAINTENANCE 1,500 - BUSINESS DEVELOPMENT RESEARCH DATABASES 6,000 - BUREAU SOFTWARE

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BUREAU DETAIL

Bureau: Planning & Zoning

No: 0305

Department: Community & Econ Dev

No: 0030

Bureau Description:

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

Goals and Objectives:

- Continue to facilitate and manage the Planning and Zoning review process so that it continues to be efficient, thorough and detailed and protects the overall goals and objectives of the comprehensive plan.
 - Continue with implementation of master planning efforts such as 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.
 - Finalize updated subdivision and land development ordinance.
 - Coordinate efforts with other departments and additional partners to implement long term plan recommendations.
 - Enforce and implement policies and provisions included in Zoning Ordinance.
 - Continue pursuit of funds for implementation of the wayfinding and signage program.
 - Implement Regional Trail Feasibility study related to South Bethlehem Greenway and other Reginal trails in and around Bethlehem.
 - Finalize Phase 5 of Greenway.
 - Complete Greenway construction projects such as connection to Hobart Street and Greenway Plazas.
 - Implement construction of Gateway improvements at Eastern Gateway area.
 - Continue pursuit of funds for Memorial Pool, Monocacy Way and other park and open space funds.
 - Assist with development and completion of the Parks Master Plan Study.
 - Assist with development and completion of the Memorial Pool Complex Master Plan.
 - Participate in the completion and implementation of the Comprehensive Parking Study currently underway.
-

Prior Year Achievements:

- Continue to work with Planning Commission, Zoning Hearing Board, Historic Commission and HARB.
 - Complete development of wayfinding program, install Phase 2. .
 - Review and management of land development and subdivision plans.
 - Researched and drafted zoning amendments.
 - Participated in the Southside Vision Development Committee Hayes Street.
 - Prepared draft updates for various sections of SALDO, addressing procedures, development standards and required improvement.
 - Completed Phase 4 of the Greenway and began Phase 5 design.
 - Manage Capital Plan review with various departments.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget w/ Transfers		2017 Actual & Estimated		2018 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail										
	Number of Permanent Positions									
N075 Dir of Planning & Zoning	1	1	1	1	1	90,150	1	90,150	1	91,953
3004 Assistant Planning Dir	1	1	1	1	1	83,698	1	83,698	1	85,444
2907 Zoning Officer	1	1	1	1	1	79,573	1	79,573	1	81,240
Total Positions	3	3	3	3	3	253,421	3	253,421	3	258,637
Account Detail										
40001 SALARIES	223,004	228,892	236,903	252,808		251,331		251,331		256,357
40002 LONGEVITY	1,120	1,280	1,440	1,900		2,090		2,090		2,280
Personnel	224,124	230,172	238,343	254,708		253,421		253,421		258,637
41013 OFFICE EXPENSE	765	384	113	290		500		400		500
41014 OPERATING SUPPLIES	332	-	58	675		500		250		500
41025 POSTAGE	706	704	1,017	-		-		-		-
Materials & Supplies	1,803	1,088	1,188	965		1,000		650		1,000
42030 HEARING BOARD EXPENSES	42,184	22,557	35,525	37,631		48,360		40,000		51,800
42032 TRAINING/CONT. EDUCATION	1,961	2,383	938	1,847		2,500		2,000		2,500
42040 ADVERTISING AND PRINTING	5,901	3,566	6,872	6,485		8,500		6,500		8,500
42047 DEPARTMENT CONTRACTS	26,400	30,475	27,575	30,125		35,400		32,000		89,600
42060 OTHER EXPENSES	2,321	2,259	1,913	1,173		1,750		1,750		1,750
Purchased Services	78,767	61,240	72,823	77,261		96,510		82,250		154,150
Total	304,694	292,500	312,354	332,934		350,931		336,321		413,787

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	500	OFFICE EXPENSE 500 - OFFICE SUPPLIES
41014	500	OPERATING SUPPLIES 500 - MISCELLANOUS OPERATING SUPPLIES
42030	51,800	HEARING BOARD EXPENSES 2,000 - ZHB MEMBERS - 16 MEETINGS @ \$125/MEETING 42,000 - LEGAL FEES 7,500 - 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	89,600	DEPARTMENT CONTRACTS 30,600 - HISTORIC AND ARCHITECTURAL CONSULTING CONTRACT 9,000 - CONSULTANT FOR UPDATED SALDO 50,000 - NORTHSIDE 2027 PLANNING
42060	1,750	OTHER EXPENSES 1,100 - PROFESSIONAL MEMBERSHIPS 500 - MILEAGE AND TRAVEL COSTS 150 - LITERATURE, PUBLICATIONS, SUBSCRIPTIONS

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BUREAU DETAIL

Bureau: Recycling

No: 0307

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

Bureau Description:

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

Goals and Objectives:

- To continue a Joint E-Waste collection program with Northampton County.
 - To continue to oversee a successful Zone waste collection program.
 - Bid new Recycling contract.
 - Get bid for 150 downtown recycling containers.
-

Prior Year Achievements:

- Reduced greenhouse emissions by 15,000 metric tons of carbon equivalents.
 - Oversaw joint compost venture at the yard-waste facility.
 - Held joint e-waste collection event with Northampton County.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017		2017		2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3026 Director of Recycling	1	1	1	1	1	82,558	1	82,558	1	84,304
M136 Rec Maint/Op Specialist	1	1	1	1	1	64,615	1	64,615	1	66,466
M116 Rec Truck Driver/ Equip Op	1	1	1	1	1	59,456	1	59,456	1	61,183
Total Positions	3	3	3	3	3	206,629	3	206,629	3	211,953
Account Detail										
40001 SALARIES	180,394	183,247	180,626	212,396		202,449		202,449		207,678
40002 LONGEVITY	4,720	4,880	3,360	4,085		4,180		4,180		4,275
40003 OVERTIME	39,303	44,477	46,014	47,900		44,393		44,350		46,500
40004 TEMPORARY HELP	323,354	318,675	290,192	286,780		303,201		293,000		311,550
40005 HOLIDAY PAY	3,859	2,903	4,606	3,726		6,716		4,500		6,920
40006 DIFFERENTIAL PAY	117	161	174	193		262		250		300
40008 MEAL REIMBURSEMENT	857	1,131	1,131	1,300		1,000		1,000		1,000
Personnel	552,604	555,474	526,103	556,380		562,201		549,729		578,223
41013 OFFICE EXPENSE	1,053	982	6	78		1,000		1,000		1,000
41014 OPERATING SUPPLIES	4,246	3,551	316	3,734		2,800		2,700		3,000
41016 UNIFORMS/SAFETY SHOES	2,541	3,124	3,014	2,374		3,790		3,000		3,790
41023 GASOLINE	41,674	38,549	34,025	28,237		37,500		30,000		39,000
41025 POSTAGE	20,925	10,656	1,250	-		-		-		-
Materials & Supplies	70,439	56,862	38,611	34,423		45,090		36,700		46,790
42032 TRAINING/CONT. EDUCATION	6,424	212	-	-		250		100		250
42038 EQUIPMENT REPAIRS-FLEET	13,581	16,672	32,758	19,742		31,325		20,000		39,825
42040 ADVERTISING AND PRINTING	9,180	6,261	1,109	1,152		6,230		4,000		6,500
42047 DEPARTMENT CONTRACTS	1,242,217	1,127,920	1,119,582	1,153,328		1,267,026		1,267,026		1,289,904
42054 RENTALS	3,727	3,489	3,947	3,628		5,500		4,000		6,050
42055 PROFESSIONAL SERVICES	-	-	-	-		750		500		750
42060 OTHER EXPENSES	31,378	21,889	35,974	35,382		16,900		15,000		24,225
42064 EQUIPMENT MAINTENANCE	50,501	21,877	5,351	9,014		14,000		1,000		15,000
42065 PLANT MAINTENANCE	163,445	20,477	9,894	7,287		25,070		24,000		21,000
Purchased Services	1,520,453	1,218,797	1,208,615	1,229,533		1,367,051		1,335,626		1,403,504
43099 EQUIPMENT	6,375	-	-	19,005		240,500		236,860		26,000
Equipment	6,375	-	-	19,005		240,500		236,860		26,000
Total RECYCLING	2,149,871	1,831,133	1,773,329	1,839,341		2,214,842		2,158,915		2,054,517

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	46,500	OVERTIME 46,500 - RECYCLING/COMPOST CENTER OVERTIME
40004	311,550	TEMPORARY HELP 80,900 - PART-TIME OFFICE STAFF 113,250 - DROP-OFF STAFF 57,750 - SHREDDING STAFF 59,650 - COMPOST STAFF
40005	6,920	HOLIDAY PAY 6,920 - RECYCLING CENTER/COMPOST CENTER
40006	300	DIFFERENTIAL PAY 300 - RECYCLING CENTER/COMPOST CENTER
40008	1,000	MEAL REIMBURSEMENT 1,000 - RECYCLING/COMPOST MEALS
41013	1,000	OFFICE EXPENSE 1,000 - OFFICE SUPPLIES
41014	3,000	OPERATING SUPPLIES 2,000 - BALING WIRE 1,000 - GENERAL SUPPLIES
41016	3,790	UNIFORMS/SAFETY SHOES 3,400 - STAFF CLOTHING 390 - SAFETY SHOES
41023	39,000	GASOLINE 1,000 - TRUCK #23 31,000 - HEAVY EQUIPMENT 3,000 - OIL/LUBRICANTS 4,000 - ENFORCEMENT CARS
42032	250	TRAINING/CONTINUING ED. 250 - ATTENDANCE AT VARIOUS CONFERENCES/CERTIFICATIONS
42038	39,825	EQUIPMENT REPAIRS - FLEET 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 16,000 - 8 TIRES FOR 2 FRONT END LOADERS 825 - 4 TIRES FOR SKID LOADER
42040	6,500	ADVERTISING AND PRINTING 3,000 - BROCHURES 3,500 - MISC. EDUCATIONAL PRINTING
42047	1,289,904	DEPARTMENT CONTRACTS 1,143,470 - RVD CURBSIDE 12 MONTHS 39,000 - VICTORY GARDENS 107,434 - COUGLES

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42054	6,050	RENTALS 6,050 - SERVICE BATHROOM TCRC
42055	750	PROFESSIONAL SERVICES 750 - AUDIT SERVICES
42060	24,225	OTHER EXPENSES 800 - COMMERCIAL CONTAINERS 5,000 - RESIDENTIAL CONTAINER 2,000 - 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 1,125 - OFFICE SUPPLIES 1,000 - E-CYCLE
42064	15,000	EQUIPMENT MAINTENANCE 7,500 - COMPACTORS/BALER/SHREDDER 7,500 - SANDBLAST/PAINT CONTAINERS
42065	21,000	PLANT MAINTENANCE 5,000 - ROADWORK 8,000 - TCRC-SITE WORK 8,000 - COMPOST CENTER SITE WORK
43099	26,000	EQUIPMENT 17,000 - VEHICLE LEASE TO REPLACE VEHICLE #23 YEAR 3 OF 3 7,600 - 40 CYD ROLL OFF CONTAINER 1,400 - BROOM REPLACEMENT FOR SKID STEER

BUREAU DETAIL

Bureau: Housing Inspections **No:** 0309

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

Bureau Description:

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

Goals and Objectives:

- To continue our aggressive approach in handling complaints and abating them in a timely manner.
 - Incorporate new community plus update to improve operation of bureau.
 - Continue to improve number of Certificate of Occupancy's issued.
-

Prior Year Achievements:

- Estimate of inspections – 4,600
 - Estimate of complaints – 602
 - Increased issuance of Certificate of Occupancy over 30% in the last three years for rental properties.
 - Increased issuance of Certificate of Occupancy over 30% in the last three years for regulated rental units.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017		2017		2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3101 Chief Housing Inspector	1	1	-	-	-	-	-	-	-	-
2700 Senior Housing Inspector	1	1	1	1	-	-	-	-	1	73,055
2601 Housing Inspector	1	1	1	1	2	128,841	2	128,841	1	67,966
Total Positions	3	3	2	2	2	128,841	2	128,841	2	141,021
Account Detail										
40001 SALARIES	200,528	201,043	131,347	139,159	126,846	126,846	126,846	126,846	140,736	
40002 LONGEVITY	2,000	2,160	1,360	1,805	1,995	1,995	1,995	1,995	285	
40003 OVERTIME	221	-	-	-	-	-	-	-	-	
40004 TEMPORARY HELP	51,673	65,147	116,896	134,628	139,675	130,000	130,000	130,000	142,470	
Personnel	254,422	268,350	249,603	275,592	268,516	258,841	258,841	258,841	283,491	
41013 OFFICE EXPENSE	2,124	2,111	953	621	656	500	500	500	656	
41014 OPERATING SUPPLIES	4,674	3,665	-	765	3,000	2,000	2,000	2,000	3,000	
41016 UNIFORMS/SAFETY SHOES	848	435	288	494	650	500	500	500	650	
41023 GASOLINE	5,159	4,774	2,031	1,615	2,500	1,750	1,750	1,750	2,500	
41025 POSTAGE	3,257	1,800	850	-	-	-	-	-	-	
Materials & Supplies	16,062	12,785	4,122	3,495	6,806	4,750	4,750	4,750	6,806	
42032 TRAINING/CONT. EDUCATION	833	900	1,029	180	2,000	1,200	1,200	1,200	2,000	
42047 DEPARTMENT CONTRACTS	-	-	-	-	-	-	-	-	900	
42060 OTHER EXPENSES	1,230	1,073	1,699	25	1,200	1,000	1,000	1,000	1,200	
Purchased Services	2,063	1,973	2,728	205	3,200	2,200	2,200	2,200	4,100	
43099 EQUIPMENT	-	-	-	6,575	6,450	6,268	6,268	6,268	6,450	
Equipment	-	-	-	6,575	6,450	6,268	6,268	6,268	6,450	
Total HOUSING INSPECTIONS	272,547	283,108	256,453	285,867	284,972	272,059	272,059	272,059	300,847	

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	142,470	TEMPORARY HELP 34,950 - RENTAL PROJECT MANAGER 53,760 - HOUSING INSPECTOR - LEHIGH UNIVERSITY FUNDED 53,760 - HOUSING INSPECTOR - LEHIGH UNIVERSITY FUNDED
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.
42047	900	DEPARTMENT CONTRACTS 900 - STENOGRAPHER FOR BLIGHTED PROPERTY REVIEW
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 3 OF 3

RECREATION

RECREATION

BUREAU DETAIL

Bureau: Administration

No: 0401

Department: Parks & Public Property

No: 0040

Bureau Description:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017		2017		2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N080 Dir Parks/Public Property	1	1	1	1	-	-	-	-	-	-
2807 Dept Business Manager	1	1	1	1	-	-	-	-	-	-
C072 Departmental Secretary	1	1	1	1	-	-	-	-	-	-
Total Positions	3	3	3	3	-	-	-	-	-	-
Account Detail										
40001 SALARIES	200,023	206,230	199,131	81,007	-	-	-	-	-	-
40002 LONGEVITY	1,680	1,840	400	570	-	-	-	-	-	-
40004 TEMPORARY HELP	27,964	26,023	31,928	33,099	-	-	-	-	-	-
Personnel	229,667	234,093	231,459	114,676	-	-	-	-	-	-
41013 OFFICE EXPENSE	1,037	3,540	1,210	1,428	-	-	-	-	-	-
41016 UNIFORMS/SAFETY SHOES	454	246	130	107	-	-	-	-	-	-
41023 GASOLINE	2,198	2,046	1,023	254	-	-	-	-	-	-
Materials & Supplies	3,689	5,832	2,363	1,789	-	-	-	-	-	-
42032 TRAINING/CONT. EDUCATION	971	1,316	794	100	-	-	-	-	-	-
42047 DEPARTMENT CONTRACTS	2,072	3,635	3,775	2,318	-	-	-	-	-	-
42060 OTHER EXPENSES	762	620	748	297	-	-	-	-	-	-
Purchased Services	3,805	5,571	5,317	2,715	-	-	-	-	-	-
43099 EQUIPMENT	52,423	52,423	52,423	52,423	-	-	-	-	-	-
Equipment	52,423	52,423	52,423	52,423	-	-	-	-	-	-
Total ADMINISTRATION	289,584	297,919	291,562	171,603	-	-	-	-	-	-

BUREAU DETAIL

Bureau: Recreation

No: 0406

Department: Recreation

No: 0040

Bureau Description:

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

Goals and Objectives:

- 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 provide input and implement the Design of a Master Plan for Monocacy Park and Feasibility Study for Memorial Pool with URDC .
- To award the contract for the City Wide Neighborhood parks Master Site Design Project as a result of the Comprehensive Parks and Pools Study.
- To upgrade /renovate the Yosko Pool Building.
- To partner with the BASD to conduct a Lifeguard Training Class to ensure there will be sufficient trained guards to staff the City pools.
- To increase After-School programming at more locations in the BASD.

Prior Year Achievements:

- Installed new Playground Equipment at Elmwood, Martin Luther King, Sand Island and Bayard Park.
 - Completed Comprehensive Pools and Parks Study and awarded contract to URDC for the Monocacy Park Master Plan and Memorial Pool Feasibility Study.
 - Re-dedicated the refurbished Jonathan Taylor Monument at the Rose Garden.
 - Partnered with CACLV to successfully host a Family Festival at McNamara Park.
 - Renovated Stark Pool's Filter Room and Bathhouse.
 - Partnered with the Bethlehem Rotary Club in establishing Centennial Park, located across from the Icehouse on Sand Island, as their 100 year Anniversary Project.
 - Significantly increased BASD Elementary School participation in the annual Halloween Parade.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0040 RECREATION BUREAU
BUREAU 0406 RECREATION

Personnel Detail	2013	2014	2015	2016	2017		2017		2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3008 Recreation Director	1	1	1	1	1	79,513	1	79,513	1	86,299
2300 Recreation Coordinator	1	1	1	1	1	58,887	1	58,887	1	60,156
M114 Maintenance Worker III	-	-	-	-	1	58,126	1	58,126	1	59,948
M092 Maintenance Worker II	-	-	-	-	1	53,889	1	53,889	1	55,544
M072 Maintenance Worker I	-	-	-	-	1	37,150	1	37,150	1	40,430
C082 Account Clerk II	1	1	1	1	1	48,174	1	48,174	1	49,693
Total Positions	3	3	3	3	6	335,739	6	335,739	6	352,070
Allocated from 004A						<u>39,380</u>		<u>39,380</u>		<u>43,154</u>
						375,119		375,119		395,224
Account Detail										
40001 SALARIES	186,022	190,685	177,967	227,921		370,274		370,274		389,999
40002 LONGEVITY	3,200	3,280	3,360	2,170		4,845		4,845		5,225
40003 OVERTIME	7,837	8,050	1,012	9,601		34,000		32,000		40,000
40004 TEMPORARY HELP	253,950	235,390	229,838	197,415		235,850		210,000		200,000
40006 DIFFERENTIAL PAY	79	139	26	20		750		750		700
40008 MEAL REIMBURSEMENT	52	104	39	-		400		350		300
Personnel	451,140	437,648	412,242	437,127		646,119		618,219		636,224
41013 OFFICE EXPENSE	364	329	257	300		950		800		700
41014 OPERATING SUPPLIES	27,924	38,555	44,554	42,200		47,050		44,000		41,250
41016 UNIFORMS/SAFETY SHOES	-	-	-	-		850		500		850
41017 SMALL TOOLS	-	-	-	-		1,150		1,150		1,500
41021 CHEMICALS	40,499	41,136	40,714	44,088		46,500		43,500		40,000
41023 GASOLINE	697	1,044	1,575	262		2,500		2,100		2,500
Materials & Supplies	69,484	81,064	87,100	86,850		99,000		92,050		86,800
42032 TRAINING/CONT. EDUCATION	120	-	-	-		1,100		1,000		2,000
42040 ADVERTISING AND PRINTING	1,400	1,676	1,279	957		2,200		1,950		1,500
42047 DEPARTMENT CONTRACTS	8,649	10,000	5,000	5,000		5,000		5,000		5,000
42049 REFUNDS	355	450	-	-		825		825		1,000
42060 OTHER EXPENSES	1,488	2,639	11,112	4,922		15,500		12,500		12,800
42063 SPECIAL PROGRAMS	9,729	14,666	12,471	15,447		16,625		16,250		15,000
Purchased Services	21,741	29,431	29,862	26,326		41,250		37,525		37,300
Total RECREATION	542,365	548,143	529,204	550,303		786,369		747,794		760,324

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

2018 BUDGET REQUEST JUSTIFICATION

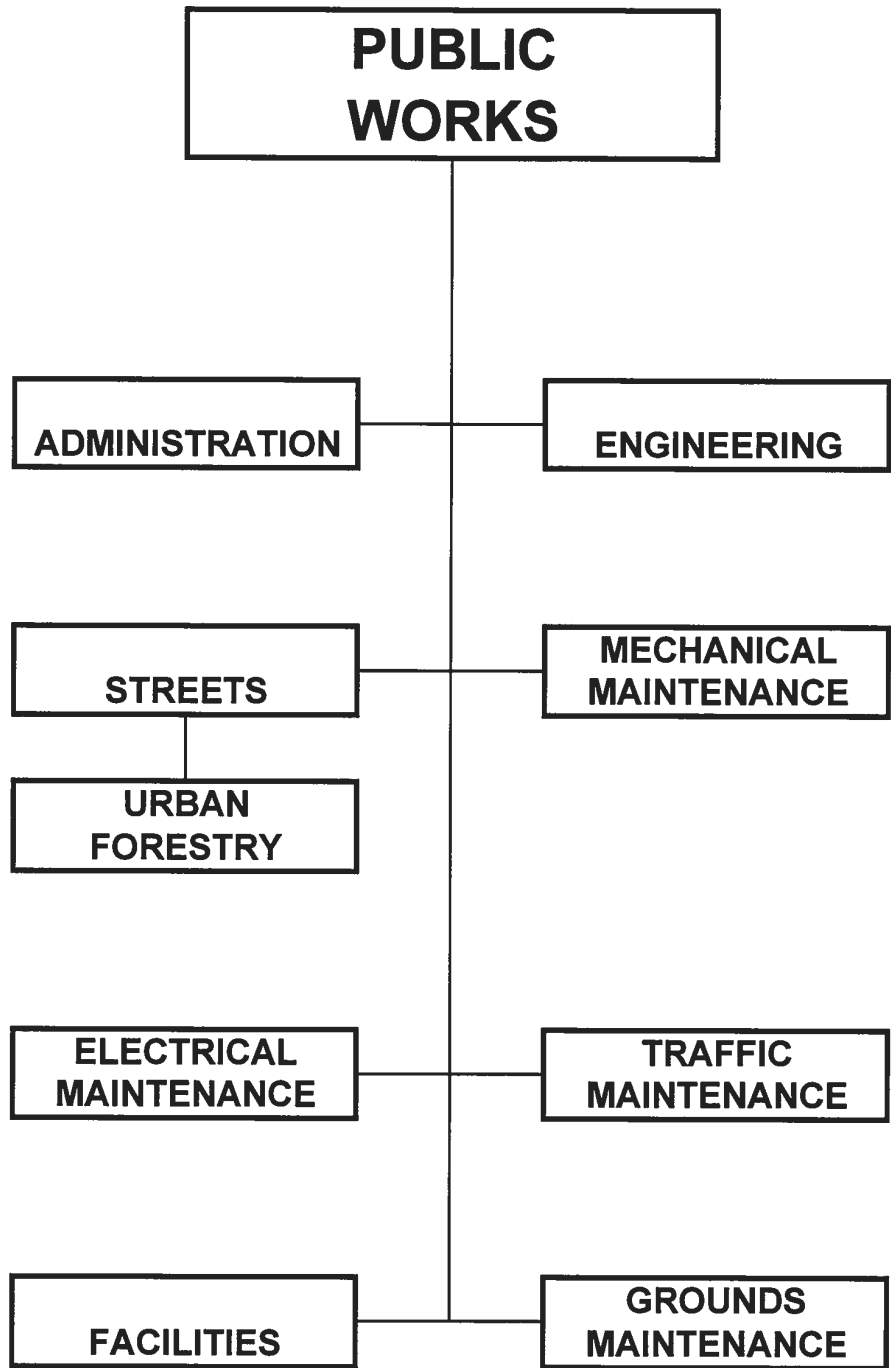
ACCOUNT	AMOUNT	DESCRIPTION
40003	40,000	OVERTIME 40,000 - HOURS WORKED AT ICE RINK - EVENINGS, WEEKENDS, AND HOLIDAYS.
40004	200,000	TEMPORARY HELP TEMPORARY SEASONAL HELP PROVIDED BY HIGH SCHOOL AND COLLEGE AGE STUDENTS FOR VARIOUS CITY RECREATIONAL AMENITIES. WORKERS START AT MINIMUM WAGE. 120,000 - -POOLS (LIFEGUARDS, CASHIERS, LESSONS, ETC) 20,000 - -PLAYGROUNDS (GUARDS) 18,000 - -SAND ISLAND (CASHIERS, LESSONS, ETC) 4,000 - -SOFTBALL AND BASKETBALL (REFEREES) 34,000 - -ICE RINK (CASHIERS, GUARDS, LESSONS, ETC) 1,000 - -AFTER SCHOOL COORDINATOR 1,000 - -MOVIES IN THE PARK 2,000 - -SEASONAL MAINTENANCE WORKER
40006	700	DIFFERENTIAL PAY 700 - DIFFERENTIAL PAY
40008	300	MEAL REIMBURSEMENT 300 - REIMBURSEMENT FOR MEALS IN ACCORDANCE WITH UNION CONTRACT.
41013	700	OFFICE EXPENSE 300 - SUPPLIES NOT AVAILABLE FROM STOCK INVENTORY. 400 - LAMINATING POUCHES
41014	41,250	OPERATING SUPPLIES 750 - TENNIS/SOFTBALL TROPHIES. 2,500 - LIFEGUARD SWIMSUITS, WHISTLES, STAFF SHIRTS 750 - ARTS AND CRAFTS SUPPLIES 1,000 - ATHLETIC EQUIPMENT 1,750 - ICE SKATING SUPPLIES 2,700 - FIRST AID SUPPLIES 4,500 - POOL SUPPLIES 1,000 - EASTER EGG HUNT 10,000 - POOL PAINT 5,800 - SKATES 3,300 - SAND ISLAND TENNIS COURTS - TOP DRESSING, TAPES, ETC. 2,000 - PROPANE FOR ZAMBONI 1,700 - ATHLETIC FIELD PAINT 3,500 - PLAYGROUND SAFETY SURFACE
41016	850	UNIFORMS/SAFETY SHOES 250 - T-SHIRTS 400 - SAFETY SHOES 200 - SWEATSHIRTS
41017	1,500	SMALL TOOLS 1,500 - SMALL TOOLS
41021	40,000	CHEMICALS

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		40,000 - POOL/RINK CHEMICALS, TEST KITS, SUPPLIES, AND WATER TESTING.
41023	2,500	GASOLINE 2,500 - GASOLINE BASED ON ESTIMATED USAGE.
42032	2,000	TRAINING/CONTINUING ED. 900 - PESTICIDE LICENSES (POOLS) 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	1,000	REFUNDS 1,000 - REFUNDS FOR CLASS REGISTRATION CANCELLATIONS (I.E. SWIMMING LESSONS) AFTER PAYMENT HAS ALREADY BEEN DEPOSITED.
42060	12,800	OTHER EXPENSES 500 - REIMBURSEMENT GAS 500 - NRPA AND PRPS MEMBERSHIP 6,000 - MAINTENANCE FOR ZAMBONI 3,000 - ASCP, SESAC AND BMI MUSIC LICENSES 300 - GOLF CART RENTAL - APRIL TO SEPT. 1,800 - ROSTER DUTY FOR ICE RINK 700 - PORT-A-LET RENTAL
42063	15,000	SPECIAL PROGRAMS 200 - BASKETBALL PLAY-OFF OFFICIALS (SUMMER/WINTER) 1,000 - SOFTBALL PLAYOFF OFFICIALS 800 - CPR TRAINING/CERTIFICATION 900 - LIFEGUARD TRAINING 2,100 - POOL/ICE RINK/PLAYGROUND 2,000 - TENNIS LEAGUE 2,000 - YOUTH RECREATION PROGRAMS 6,000 - MOVIES IN THE PARK AND UPKEEP OF EQUIPMENT

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BUREAU DETAIL

Bureau: Administration

No: 0501

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

- To manage and monitor activities and budgets in the Department of Public Works in an efficient, cost effective and proactive manner.
 - To streamline operations, control costs, and maintain or improve the level of services throughout the department.
 - To develop innovative techniques and keep up with changing conditions or technologies to aid in accomplishing the stated goals and objectives.
 - To reorganize and provide continuing training to the various Public Works bureaus, as appropriate, and assist in meeting the goals and objectives.
 - Seek and pursue grant opportunities for various functions/projects.
 - Continue to reduce/eliminate confirming invoices through the use of PCards, blankets and/or purchase orders.
-

Prior Years Achievements:

- Implemented a vehicle tracking system (AVL) to improve safety, productivity, and efficiencies of various field operations such as snow plowing, street sweeping, storm sewer maintenance, leaf collection, and Christmas lighting decorations. Completed and updated (on a as needed basis) basic services operation plans (street sweeping, snow operations, storm sewer maintenance, and leaf collection plans) utilizing the AVL system to better monitor, track, and improve efficiency in providing said basic services.
 - Implemented and maintains a road management program for the resurfacing of all City streets. Expanded, improved, and continuing to improve 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.
 - Maintained and improved services in the various bureaus and completed new programs such as pre-wetting of road surfaces to improve snow/ice operations in the Bureau of Streets, additional traffic calming techniques in the Bureau of Traffic Maintenance, and tree inventory and database program in Urban Forestry. Continuing to evaluate various de-icing materials to reduce costs, improve service and reduce environmental impact.
 - Completed the purchase of the City's nearly 8,000 street lights and implemented a state of the art internet based reporting system to maintain the same in the Bureau of Electrical Maintenance. Continue to monitor the improved effectiveness of maintenance cost savings of this project.
 - Completed upgrade of all non-decorative street lights (over 5000) to LEDs.
 - Continue to develop a city-wide geographic information system (GIS), and the completion of numerous other critical engineering and construction projects.
 - Played key role and participated in numerous CI programs and continue to strategize new procedures to improve productivity, cut costs, and increase revenue.
 - Awarded Growing Greener grant for improvements to the Stefko Blvd Swale and currently working on design of improvement.
 - Conducted a comprehensive facilities evaluation to asses deficiencies, identify need, and program needed capital improvements into the 5-Year Capital Improvements Plan.
 - Completed the replacement of the Lynn Avenue Bridge, High Street Bridge, and the Waterworks Pedestrian Bridge over the Monocacy Creek.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2013	2014	2015	2016	2017		2017		2018	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N085	Dir Pub Wks/City Engineer	1	1	1	1	1	103,167	1	103,167	1	105,230
2807	Dept Business Manager	1	1	1	1	1	77,013	1	77,013	1	78,512
C072	Departmental Secretary	1	1	1	1	1	50,408	1	50,408	1	51,992
Total Positions		3	3	3	3	3	230,588	3	230,588	3	235,734
Account Detail											
40001	SALARIES	191,336	200,577	213,487	230,095		227,738		227,738		232,789
40002	LONGEVITY	1,760	1,920	2,080	2,660		2,850		2,850		2,945
Personnel		193,096	202,497	215,567	232,755		230,588		230,588		235,734
41013	OFFICE EXPENSE	700	507	453	609		600		500		600
41023	GASOLINE	987	1,067	621	442		850		650		940
Materials & Supplies		1,687	1,574	1,074	1,051		1,450		1,150		1,540
42032	TRAINING/CONT. EDUCATION	1,154	626	319	538		1,350		1,000		1,350
42060	OTHER EXPENSES	518	426	598	426		550		525		550
Purchased Services		1,672	1,052	917	964		1,900		1,525		1,900
Total	ADMINISTRATION	196,455	205,123	217,558	234,770		233,938		233,263		239,174

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	600	OFFICE EXPENSE 600 - SUPPLIES (FOR STAFF MEETINGS, RECORD KEEPING, ETC.) THAT ARE NOT NORMALLY STOCKED IN PURCHASING.
41023	940	GASOLINE 940 - FOR DIRECTOR'S VEHICLE TO RESPOND TO CITY BUSINESS 24/7 INCLUDING SNOW PLOWING OPERATIONS. BASED ON ANNUAL USAGE OF 470 GALLONS @ \$2.00 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

Bureau: Engineering

No: 0502

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Completed the design and/or construction or oversight of design and construction of numerous projects, which included digester/waste activated sludge improvements, 5th & William pump station improvements, primary digester 2 upgrades, dewatering improvements, and other water and sewer capital projects.
 - Completed construction and contract administration of the Citywide Wayfinding Signage, 5th 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 construction of the Lynn Avenue Bridge and High Street Bridge replacements.
 - Completed review of numerous site development plans including Lehigh Dormitory, Majestic, LVIP 7, Lehigh Plaza Apartments and HOP plans.
 - Ongoing NPDES Phase II stormwater permitting efforts including annual reports to PA DEP.
 - Completed review and coordination with Penn DOT on the construction of the Route 412 Widening and the Fahy Bridge.
 - Completed construction of South Bethlehem Greenway Phase IV.
 - Administered bridge maintenance program which included improvements to the Fire Lane Bridge.
 - Completed design of South Bethlehem Greenway Connection to Saucon Park Ballfields (Phase V).
 - Completed construction of Fourth Street Pedestrian Improvements/Sidewalks.
 - Completed the Monocacy Creek Act 167 Plan update.
 - Completed construction of the Monocacy Creek Improvements at Illick's Mill.
 - Completed construction of the South Bethlehem Greenway – Hobart Street connection.
 - Completed construction of the Eastern Gateway Improvements at 4th & William Streets.
 - Completed replacement of Broad Street Crosswalks.
 - Completed construction of Pierce Street Sanitary Sewer Replacement.
 - Completed replacement of the Waterworks Pedestrian Bridge over the Monocacy Creek.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2013	2014	2015	2016	2017		2017		2018	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N100	Dep Director/Chief Eng	1	1	1	1	1	95,132	1	95,132	1	97,035
2908	Section Engineer	1	1	1	1	1	78,623	1	78,623	1	80,195
2809	Project Engineer	2	2	2	2	2	150,702	2	150,702	2	153,889
2511	Design Asst-Chief of Surv	1	1	1	1	1	66,751	1	66,751	1	68,044
2503	Design Assistant	2	2	2	2	2	131,982	2	131,982	2	134,759
2404	Engineering Assistant	5	5	5	5	5	310,833	5	310,833	5	317,369
Total Positions		12	12	12	12	12	834,023	12	834,023	12	851,291
Account Detail											
40001	SALARIES	735,615	721,075	747,548	829,867		825,378		825,378		841,886
40002	LONGEVITY	9,040	5,920	6,320	7,980		8,645		8,645		9,405
40003	OVERTIME	11,570	16,722	4,415	12,312		10,000		8,750		10,000
40004	TEMPORARY HELP	-	-	-	-		500		-		500
Personnel		756,225	743,717	758,283	850,159		844,523		842,773		861,791
41014	OPERATING SUPPLIES	4,311	3,752	3,049	3,440		4,800		4,000		4,800
41016	UNIFORMS/SAFETY SHOES	1,194	1,569	1,310	2,094		2,028		1,600		2,440
41023	GASOLINE	9,367	10,998	6,690	5,972		7,250		6,450		8,060
Materials & Supplies		14,872	16,319	11,049	11,506		14,078		12,050		15,300
42032	TRAINING/CONT. EDUCATION	339	108	157	73		250		150		250
42047	DEPARTMENT CONTRACTS	500	28,976	14,212	9,113		74,500		74,100		25,000
42060	OTHER EXPENSES	3,954	8,110	3,849	5,504		11,800		7,500		11,800
42064	EQUIPMENT MAINTENANCE	1,450	1,450	2,605	1,155		3,050		2,000		3,050
Purchased Services		6,243	38,644	20,823	15,845		89,600		83,750		40,100
43099	EQUIPMENT	36,075	9,242	17,039	7,547		15,148		14,448		17,600
Equipment		36,075	9,242	17,039	7,547		15,148		14,448		17,600
Total	ENGINEERING	813,415	807,922	807,194	885,057		963,349		953,021		934,791

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	10,000	OVERTIME 10,000 - BASED ON ANTICIPATED CONSTRUCTION ACTIVITY IN 2018. 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. WE ANTICIPATE SIGNIFICANT OVERTIME FOR SEVERAL LARGE PROJECTS IN 2018 (MAJESTIC, LVIP 7, EASTON ROAD, GREENWAY COMMONS, LEHIGH DOMITORY, 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.
41016	2,440	UNIFORMS/SAFETY SHOES 2,440 - FIVE (5) T-SHIRTS/TWO (2) SWEATSHIRTS TO BE PURCHASED FOR SURVEYORS AND INSPECTORS. ALL EMPLOYEES ARE ELIGIBLE FOR SAFETY SHOES IN 2018.
41023	8,060	GASOLINE 8,060 - BASED ON ANNUAL USAGE OF 4,030 GALLONS (10 VEHICLES) AT \$2.00 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.
42047	25,000	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

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		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 A \$500 ANNUAL FEE.
	15,000	- FOR REPLACEMENT OF DEFICIENT SIDEWALKS THAT PROPERTY OWNERS DO NOT REPLACE (EVENTUAL REIMBURSEMENT TO THE CITY IS ANTICIPATED).
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 - AUTOCAD UPGRADES.
		4,000 - VERIZON CHARGE FOR DATA PACKAGES FOR 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	17,600	EQUIPMENT
		7,600 - SECOND YEAR LEASE OF A 2017 FORD FUSION (3-YEARS).
		10,000 - FIRST YEAR LEASE OF A 2018 EXPLORER FOR AN INSPECTOR TO REPLACE A 2007 FORD CROWN VICTORIA THAT REQUIRES FREQUENT MAINTENANCE.

BUREAU DETAIL

Bureau: Streets

No: 0503

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

- Provide services to city residents including:
 - Leaf Collection
 - Manage snow and ice
 - Street sweeping
 - Street paving
 - General cleanup activities
 - Maintain storm sewers, city storm sewer detention basins, and swales
 - Streamline and continuously improve on leaf collection and snow removal with the City's new AVL tracking system managing operation. Complete/update the Leaf Collection, Street Sweeping, Storm Sewer Maintenance, and Snow Operations Plans using AVL information to improve accountability, procedures, and efficiencies.
 - With a new street cleaning program in place (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. In 2017 we paved and scratched approximately 18,461 linear feet of roadway (3.5 miles).
 - Acquired and deployed spray patch truck to improve road maintenance operations, filling over 8,000 pot holes.
 - 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 30,000 cubic yards of leaves during the 2016 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.
 - Maintained an in-house tree trimming program in support of street sweeping activities.
 - 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 small paver used for road maintenance. Increased tonnage from 500 in 2015 tons to 1,750 tons in 2016.
 - 2017 In-House Paving Program placed over 7,800 tons of macadam, paved 16,796 feet of roadway and scratched 1,665 feet.
 - Cut cost and improved service with the purchase of a truck mount street sweeper.
 - Improved the brine operation by using a deicing additive (GEOMELT 55 BEET JUICE) and AGG4 Ice Melt.
 - Installed two (2) – 5,000 gallon holding tanks for de-icing additives and rebuilt brine maker.
 - In 2017, we added a truck mounted leaf loader that allows us to do our pre-season pickup with one man instead of four men.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017		2017		2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3206 Superintendent of Streets	1	1	1	1	1	92,168	1	92,168	1	94,084
2402 Foreman	2	2	2	2	2	127,297	2	127,297	2	128,335
M114 Maintenance Worker III	9	9	9	9	9	524,848	9	524,848	9	540,100
M092 Maintenance Worker II	13	13	13	13	13	670,619	13	670,619	13	639,750
M072 Maintenance Worker I	2	2	2	2	2	71,258	2	71,258	2	71,400
Total Positions	27	27	27	27	27	1,486,190	27	1,486,190	27	1,473,669
Allocated to 005A						(400,000)		(400,000)		(400,000)
						1,086,190		1,086,190		1,073,669
Account Detail										
40001 SALARIES	871,587	883,572	956,539	1,034,500		1,061,205		1,061,205		1,056,759
40002 LONGEVITY	16,880	18,168	17,760	24,245		24,985		24,985		16,910
40003 OVERTIME	74,557	80,961	78,050	73,364		81,000		80,000		85,000
40004 TEMPORARY HELP	18,138	11,474	8,814	11,767		17,400		12,000		19,200
40006 DIFFERENTIAL PAY	3,341	4,271	3,139	2,203		4,200		3,850		4,200
40008 MEAL REIMBURSEMENT	4,433	10,556	6,175	4,407		6,000		5,700		6,000
Personnel	988,936	1,009,002	1,070,477	1,150,486		1,194,790		1,187,740		1,188,069
41014 OPERATING SUPPLIES	15,272	30,027	17,403	51,677		16,000		14,500		16,000
41016 UNIFORMS/SAFETY SHOES	4,589	4,807	5,313	6,324		7,254		6,500		7,385
41023 GASOLINE	93,440	133,937	83,326	51,327		84,000		70,000		83,500
Materials & Supplies	113,301	168,771	106,042	109,328		107,254		91,000		106,885
42031 UNIFORM RENTAL	824	739	684	962		885		800		-
42033 TRAINING AND SAFETY	6,850	2,251	1,738	2,252		3,850		3,200		3,850
42047 DEPARTMENT CONTRACTS	16,638	24,779	12,271	23,855		20,000		18,000		25,100
42060 OTHER EXPENSES	3,448	5,704	5,329	5,765		6,080		5,900		6,080
42060A BUSINESS DIST STREETScape	1,421	2,618	2,935	10,028		10,000		7,800		20,000
42064 EQUIPMENT MAINTENANCE	-	768	298	324		1,000		1,000		1,000
Purchased Services	29,181	36,859	23,255	43,186		41,815		36,700		56,030
43099 EQUIPMENT	2,411	3,441	-	36,934		18,100		12,500		-
Equipment	2,411	3,441	-	36,934		18,100		12,500		-
Total	1,133,829	1,218,073	1,199,774	1,339,934		1,361,959		1,327,940		1,350,984

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	85,000	OVERTIME 85,000 - ACCOUNT IS USED FOR STAND BY & EMERGENCY CALLOUTS, MUSIKFEST PREPARATION & CLEAN UP, CELTIC CLASSIC PREPARATION & CLEAN-UP, SUMMER STORM RESPONSE & CLEAN UP, LEAF COLLECTION & OTHER EVENTS. THIS ACCOUNT IS ALSO USED FOR CLEANING STORM DRAINS ON THE HILL-TO-HILL BRIDGE WHICH IS REIMBURSED BY THE COUNTIES. INCREASE DUE TO RAISE FOR EMPLOYEES IN 2018 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) TO SIX (6) 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 THESE 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 2017 MISSED A SIGNIFICANT AMOUNT OF TIME FOR WORK NEEDED DUE TO VARIOUS REASONS.
40006	4,200	DIFFERENTIAL PAY 4,200 - ACCOUNT COVERS MIDDLE SHIFT AND NIGHT SHIFT EMPLOYEES FOR 2018. THIS ALSO INCLUDES WORK PERFORMED DURING SPECIAL EVENTS AND OPERATIONS.
40008	6,000	MEAL REIMBURSEMENT 6,000 - MEAL REIMBURSEMENT FOR SHIFTS EXCEEDING 10 HOURS OR MORE.
41014	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	7,385	UNIFORMS/SAFETY SHOES 7,385 - REQUIRED BY UNION AGREEMENT. NEEDED TO COVER COST OF SHOES AND UNIFORMS FOR 2018. THIS AMOUNT WILL COVER 27 EMPLOYEES FOR UNIFORMS AND WORK SHOES. THIS WAS INCREASED SLIGHTLY TO COVER SUPERVISORS SHIRTS.
41023	83,500	GASOLINE 83,500 - TO OPERATE STREET'S VEHICLES AND HEAVY EQUIPMENT. APPROXIMATELY 35,000 GALLONS OF DIESEL AT \$2.10 PER

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		GALLON (\$73,500) AND 5,000 GALLONS OF REGULAR/PREMIUM GASOLINE AT \$2.00 PER GALLON (\$10,000).
42033	3,850	<p>TRAINING AND SAFETY</p> <p>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.</p> <p>50 - CPR CLASSES FOR TEN (10) EMPLOYEES AT \$5/PERSON.</p> <p>800 - PESTICIDE LICENSE FOR FOUR (4) EMPLOYEES TO TREAT IN THE PUBLIC RIGHT OF WAY.</p>
42047	25,100	<p>DEPARTMENT CONTRACTS</p> <p>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.</p> <p>5,100 - 50% OF CONTRACTED CLEANING COSTS FOR THE STEFKO COMPLEX.</p>
42060	6,080	<p>OTHER EXPENSES</p> <p>2,500 - OFFICE SUPPLIES, UNEXPECTED EXPENSES, TRAVEL EXPENSES.</p> <p>2,400 - VERIZON AIR CARD EXPENSES FOR USE TO ACCESS AVL SYSTEM.</p> <p>700 - DEP WASTE HAULING PERMIT.</p> <p>480 - CDL REIMBURSEMENT.</p>
42060A	20,000	<p>BUSINESS DIST STREETScape</p> <p>20,000 - THIS ACCOUNT WILL COVER COST OF REPAIRS, MAINTENANCE, OR REPLACEMENT OF BENCHES, FLOWER URNS, BOLLARDS, TREE TRIMMING, SLATES, ETC. FOR SIDEWALK REPLACEMENT/ REPAIR AND ANY OTHER EXPENSES THAT ARE NEEDED TO ASSIST PROPERTY OWNERS TO MAINTAIN THE BUSINESS DISTRICT'S STREETScape IN THE CITY OF BETHLEHEM.</p>
42064	1,000	<p>EQUIPMENT MAINTENANCE</p> <p>1,000 - SMALL TOOL PARTS AND REPAIRS SUCH AS CHAIN SAWS, JACK-HAMMERS, AIR TOOLS, TAMPERS, WEED WACKERS ETC.</p>

BUREAU DETAIL

Bureau: Urban Forestry

No: 050301

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

- Manage and maintain the urban forest to include: the review of land development plans for adherence to SALDO and Zoning ordinances, investigation of citizen concerns, oversight of pruning, removal, planting, and treatment activities on public property, testing, licensing, and monitoring of tree contractors.
- 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 alternatives 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 The Rose Garden Reimagined.
- Advise and assist interested citizens in the formation of a tree board or commission.

Prior Year Achievements:

- Fulfilled the requirements to maintain, for the 24th year, Bethlehem's Tree City USA status. Also qualified for a Tree City USA Growth Award for the 9th consecutive year in recognition of environmental improvement and achievements in education and public relations, partnerships, planning and management, and tree planting and maintenance.
 - Continued enforcement of the revised street tree ordinance to conform to changes in the 3rd class City Code and remain abreast of current arboricultural practices. The revised ordinance addresses deficiencies concerning definitions, property owner responsibilities, tree replacements, permitting, licensing applications, public nuisances, emergency work, and owner liability.
 - Encouraged community interest in forestry through an all-day Arbor Day celebration at Marvine Elementary School that included tree related activities including bird house painting, tree art, making bird feeders and games.
 - Enlisted the help of local licensed tree contractor and ISA Certified Arborist with Joshua Tree to demonstrate safe, proper tree-climbing techniques to students and teachers at Arbor Day. Joshua Tree provided two (2) climbing stations with additional personnel and equipment. The additional station doubles the amount of students that can climb allowing us to reach out to schools with larger classes.
 - Completed CEU's to maintain Arborist Certification with the International Society of Arboriculture.
 - Completed credits to maintain Pesticide Applicator Certification with the Pennsylvania Department of Agriculture.
 - Attended the 52nd Annual Penn-Del Shade Tree Symposium for continuing education and industry updates.
 - Directed, designed, and managed 2017 Hayes Street Tree Removal and Sidewalk Project within the 500, 600, and 700 blocks. Dead, dying, and poorly structured trees are to be removed, and existing trees to remain are to be pruned. Tree well locations were re-evaluated and enlarged or repaired as needed. Worked closely with the Community Action Development Corporation of Bethlehem in the planning stage to develop and define the scope of the project for presentation to the Southside Vision Steering Committee.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2013	2014	2015	2016	2017	2017	2018
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# Salaries	# Salaries
2715	Forester	1	1	1	1	1 71,913	1 71,913	1 73,435
	Total Positions	1	1	1	1	1 71,913	1 71,913	1 73,435
Account Detail								
40001	SALARIES	62,642	64,974	67,248	71,929	71,343	71,343	72,770
40002	LONGEVITY	160	240	320	475	570	570	665
40004	TEMPORARY HELP	2,773	2,229	2,719	2,614	2,850	2,350	2,850
	Personnel	65,575	67,443	70,287	75,018	74,763	74,263	76,285
41014	OPERATING SUPPLIES	649	1,639	1,352	1,603	1,900	1,650	1,900
	Materials & Supplies	649	1,639	1,352	1,603	1,900	1,650	1,900
42047	DEPARTMENT CONTRACTS	5,180	7,905	6,150	4,850	8,000	8,000	10,000
4204707	NUISANCE ABATEMENTS	7,580	8,282	9,990	12,695	19,000	13,500	19,000
42060	OTHER EXPENSES	833	752	887	1,142	1,300	1,150	1,300
	Purchased Services	13,593	16,939	17,027	18,687	28,300	22,650	30,300
Total	URBAN FORESTRY	79,817	86,021	88,666	95,308	104,963	98,563	108,485

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

2018 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. THE AVERAGE HOURLY RATE IS \$7.50 PER HOUR.
41014	1,900	OPERATING SUPPLIES 1,900 - SEEDLINGS, EDUCATIONAL MATERIALS FOR ARBOR DAY, SMALL TOOLS, TREE INVENTORY SUPPLIES, URBAN FORESTRY BROCHURES, ETC. ALSO TO COVER COSTS ASSOCIATED WITH REPAIR/REPLACEMENT OF TREE GRATES IN THE DOWNTOWN AREAS.
42047	10,000	DEPARTMENT CONTRACTS 5,000 - PRUNING OF TREES FOR STREET OVERLAY AND STREET CLEANING PROGRAMS. FUNDING IS BASED ON ANTICIPATED NEED FROM OTHER BUREAUS. 5,000 - WEED CONTROL AND TREE TRIMMING FOR THE STAR SITE AND FLOOD CONTROL STATION IS EVALUATED YEARLY. FUNDING IS BASED ON THE ARMY CORP. OF ENGINEER'S MAINTENANCE REQUIREMENTS FOR THE FLOOD CONTROL STATION AND ANTICIPATED NEED AT THE STAR SITE. FUNDING IN 2017 WAS INSUFFICIENT.
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. DUE TO BUDGET CONSTRAINTS, CONTINUING EDUCATION AND SEMINARS HAVE BEEN KEPT TO A MINIMUM.

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BUREAU DETAIL

Bureau: Mechanical Maintenance

No: 0504

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Conducted over 700 state inspections.
 - Maintained all emergency equipment cost effectively.
 - Installed radio, computer systems, and cameras in new police vehicles.
 - Maintained safe reliable fleet.
 - Maintained and repaired snow plows and ice treatment equipment.
 - Increased training opportunities for mechanics.
 - Upgraded our Fuel Management System.
 - Enlarged two (2) garage bay doors to improve service to our fleet, specifically working on higher profile vehicles.
 - Vehicle cleaning was moved in-house to improve fleet service while eliminating the need to outsource this service which has been difficult.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017		2017		2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3001 Fleet Manager	1	1	1	1	1	84,553	1	84,553	1	86,299
2807 Auto Mechanic Foreman	1	1	1	1	1	70,093	1	70,093	1	71,453
M137 Automotive Mechanic	8	8	8	8	8	486,826	8	486,826	8	510,849
C062 Account Clerk II	1	1	1	1	1	49,598	1	49,598	1	51,023
Total Positions	11	11	11	11	11	691,070	11	691,070	11	719,624
Account Detail										
40001 SALARIES	570,264	588,936	634,800	701,055		675,585		675,585		705,564
40002 LONGEVITY	11,120	11,440	11,920	14,805		15,485		15,485		14,060
40003 OVERTIME	21,575	31,762	28,275	30,762		27,000		26,000		27,000
40004 TEMPORARY HELP	-	-	-	-		10,000		7,000		10,000
40006 DIFFERENTIAL PAY	970	1,300	1,072	1,759		1,700		1,700		2,000
40008 MEAL REIMBURSEMENT	390	1,794	780	728		1,000		850		1,000
Personnel	604,319	635,232	676,847	749,109		730,770		726,620		759,624
41014 OPERATING SUPPLIES	1,595	2,319	2,263	1,863		22,800		20,000		2,800
41016 UNIFORMS/SAFETY SHOES	1,591	1,658	1,588	1,497		1,600		1,500		1,600
41017 SMALL TOOLS	6,750	6,755	5,640	5,390		7,000		5,500		7,000
41023 GASOLINE	45,878	39,864	24,285	21,111		27,000		24,000		29,700
41024 LUBRICANTS	22,613	25,061	25,194	17,742		25,000		20,000		25,000
Materials & Supplies	78,427	75,657	58,970	47,603		83,400		71,000		66,100
42031 UNIFORM RENTAL	5,110	4,295	3,374	3,971		5,000		4,000		5,000
42033 TRAINING AND SAFETY	1,103	1,220	2,008	1,103		3,500		2,750		3,500
42038 EQUIPMENT REPAIRS - FLEET	314,165	372,625	453,911	419,215		410,000		408,500		415,000
42039R EQUIPMENT REPAIRS - REIMB	6,122	-	-	-		-		-		-
42047 DEPARTMENT CONTRACTS	2,105	2,262	2,554	3,235		2,880		2,600		2,800
42060 OTHER EXPENSES	1,419	1,600	3,163	2,707		3,500		2,950		3,500
42064 EQUIPMENT MAINTENANCE	8,915	12,254	8,093	7,846		10,500		10,000		11,400
Purchased Services	338,939	394,256	473,103	438,077		435,380		430,800		441,200
43099 EQUIPMENT	18,555	9,277	1,799	23,643		15,120		12,250		6,000
Equipment	18,555	9,277	1,799	23,643		15,120		12,250		6,000
Total	MECHANICAL MAINTENANCE	1,040,240	1,114,422	1,210,719	1,258,432	1,264,670		1,240,670		1,272,924

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

2018 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. 2017 WINTER WAS MILD AND HENCE LESS OVERTIME WAS USED.
40004	10,000	TEMPORARY HELP 10,000 - PART TIME EMPLOYEE FOR FOUR (4) HOURS PER DAY, FIVE (5) DAYS A WEEK TO PROVIDE CLEANING SERVICES TO FLEET VEHICLES. RATE OF \$10.00 PER HOUR FOR FOUR (4) HOURS PER DAY.
40006	2,000	DIFFERENTIAL PAY 2,000 - TO COVER MIDDLE SHIFT AND NIGHT HOURS WORKED BY THE STAFF DURING EMERGENCIES IN ACCORDANCE WITH THE UNION CONTRACT. INCREASE TO REFLECT ACTUAL PAST USAGE.
40008	1,000	MEAL REIMBURSEMENT 1,000 - REIMBURSEMENT FOR MEALS DURING EXTENDED WORK HOURS IN ACCORDANCE WITH THE UNION CONTRACT. USED LESS IN 2017 DUE TO LIGHT WINTER.
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	29,700	GASOLINE 29,700 - BASED ON ESTIMATED USAGE AND ANTICIPATED PRICE. GAS USAGE FOR THE LIBRARY AND PARKING AUTHORITY ARE ALSO CHARGED TO THIS ACCOUNT AND REIMBURSEMENT IS MADE TO THE GENERAL FUND. USAGE IS 14,000 GALLONS AT AN AVERAGE COST OF \$2.10 PER GALLON FOR DIESEL IN 2018. DIESEL EMISSION FLUID THAT IS NOW RE-

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		QUIRED ON 2010 AND NEWER MODEL VEHICLES IS ALSO TAKEN FROM THIS ACCOUNT. AMOUNT EQUALS 2017 USAGE AT 2018 ESTIMATED COSTS.
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.
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 2018 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	415,000	EQUIPMENT REPAIRS - FLEET 415,000 - 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 2017 AND ANTICIPATED COST OF PARTS AND SERVICES IN 2018. 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	2,800	DEPARTMENT CONTRACTS 2,800 - SAFETY KLEEN PARTS WASHER/SERVICE CONTRACT.
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.

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42064	11,400	EQUIPMENT MAINTENANCE
	8,150	- FOR REPAIRS TO ALL SHOP EQUIPMENT, COMPRESSOR, JACKS, LIFTS FOR INSPECTIONS, AND REPAIRS. UPDATES FOR SHOPKEY AND SCANNER, SERVICE FRONT END MACHINE, TOW TRUCK CABLES, AND ACCESSORIES. ALSO INCLUDES FUEL PUMP REPAIRS AND UNDERGROUND STORAGE TANK REGULATION FEES. SLIGHT INCREASE DUE TO THREE (3) YEAR UST INSPECTION DUE.
	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.
43099	6,000	EQUIPMENT
	6,000	- EMISSION TESTING MACHINE REQUIRED BY PENN DOT IN IN 2018,

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BUREAU DETAIL

Bureau: Electrical Maintenance **No:** 0505

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

- To 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 implement solutions.
- Manage and maintain all communications systems.

Prior Year Achievements:

- Monitored and reviewed cost savings for LED traffic signal lamps installation project, City wide Streetlight Acquisition Project, and the LED Street Light Upgrade Project.
- Continued to improve the City's Christmas lighting decorations utilizing new power sources as part of the streetscape improvement projects, new City Hall decorations, artificial trees, and pole wraps.
- Worked with Penn DOT and traffic engineering companies to implement a Traffic Signal Management (TSM) and Traffic Responsive System (TRS) plan for our traffic signals on 3rd Street, 4th Street, Daly Avenue, Broadway and SR 412. Plan is to improve traffic flows due to casino traffic, other development traffic, and SR 412 improvements.
- 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. Replacing with new current versions as per factory recall.
- Upgraded all Victorian lights between North & Broad on Main Street to new LED fixtures and will continue as funds allow.
- Installed 21 additional lighted stars on 4th Street and will add 22 new stars this season on 3rd Street for Christmas decorations.
- Replacing City Hall pole trees with illuminated garland wraps on Church Street.
- Continue adding artificial trees as budget allows.
- Added 50 3ft wreaths on south side city gateway area.
- Installed new video surveillance systems at Salt Dome – Stefko Complex – Star Site and ten (10) traffic signals with remote IP connections.
- Began upgrading electrical services at Johnston Park – Handwork Plotz and Fest Plotz to increase reliability and appearance during festivals.
- Developed a program to reduce the time it takes to repair portable Police and Fire radios.
- Began formal Motorola System Training for Technicians and Foremen.
- Worked with management on city wide power purchasing. A large savings was realized by this effort.
- Upgraded city traffic signal U.P.S. (uninterrupted power supply) to monitor, record and text when power is lost. This reports the amount of run time before the signal will go dark. This allows us time to get a generator installed at the signal. This has been completed on Wyandotte Street, 3rd Street, 4th Street and 412.
- 80% completed shop reorganization to reduce time looking for materials and being able to pre-order materials before we deplete stock.
- Researching and designing fiber optic interconnect on north side intersections to monitor and coordinate signal operations.
- Installed tactics on south side intersections, laptop and city network to better monitor and remote operate signals on the south side. This system will expand to the north side intersections as soon as possible depending on interconnect fiber availability.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017		2017		2018	
	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	83,033	1	83,033	1	84,779
2713 Electrical Foreman	1	1	1	1	1	72,483	1	72,483	1	73,150
2712 Electronics Tech II	1	1	1	1	1	71,628	1	71,628	1	72,770
2411 Electronics Tech I	1	1	1	1	1	61,559	1	61,559	1	51,092
M131 Electrician II	4	4	4	4	4	212,744	4	212,744	4	229,320
Total Positions	8	8	8	8	8	501,447	8	501,447	8	511,111
Account Detail										
40001 SALARIES	467,677	483,164	499,246	464,590		499,262		499,262		509,781
40002 LONGEVITY	2,880	3,280	3,840	2,090		2,185		2,185		1,330
40003 OVERTIME	26,450	20,908	22,484	27,104		26,000		26,000		26,000
40006 DIFFERENTIAL PAY	52	31	24	27		50		50		50
40008 MEAL REIMBURSEMENT	299	39	-	39		200		180		200
Personnel	497,358	507,422	525,594	493,850		527,697		527,677		537,361
41014 OPERATING SUPPLIES	6,599	32,323	15,168	22,346		28,100		24,500		30,000
41016 UNIFORMS/SAFETY SHOES	1,375	1,486	1,339	1,311		2,000		1,350		2,000
41017 SMALL TOOLS	1,629	759	821	1,969		2,000		1,000		2,000
41023 GASOLINE	16,480	16,471	9,515	6,369		11,000		7,000		11,000
Materials & Supplies	26,083	51,039	26,843	31,995		43,100		33,850		45,000
42033 TRAINING AND SAFETY	5,056	4,222	4,541	2,946		6,000		5,800		6,000
42041 STREET LIGHTING	976,723	1,318,729	1,325,959	1,120,964		1,310,490		1,250,000		1,320,014
42041A FESTIVAL SERVICES	19,761	15,818	17,008	23,078		26,000		24,000		26,000
42041B SLCSRA EXPENDITURES	74,265	66,008	125,496	61,583		100,000		75,000		100,000
42042 CHRISTMAS LIGHTING	8,184	23,968	38,594	20,355		30,000		25,500		35,000
42043 TRAFFIC SIGNAL CURRENT	36,048	36,754	38,738	52,461		45,000		45,000		47,000
42047 DEPARTMENT CONTRACTS	103,295	113,252	106,291	114,283		107,682		102,500		108,977
42056 STREET LIGHTING MAINT	392	-	-	-		1,000		500		1,000
42060 OTHER EXPENSES	695	368	341	133		1,000		500		1,000
42064 EQUIPMENT MAINTENANCE	11,980	19,652	16,345	19,899		21,675		17,000		22,000
42140 PPL FEES	-	-	-	-		-		-		100
Purchased Services	1,236,399	1,598,771	1,673,313	1,415,702		1,648,847		1,545,800		1,667,091
43099 EQUIPMENT	21,869	44,976	11,719	-		33,725		27,100		53,045
Equipment	21,869	44,976	11,719	-		33,725		27,100		53,045
Total	ELECTRICAL MAINTENANCE	1,781,709	2,202,208	2,237,469	1,941,547	2,253,369		2,134,427		2,302,497

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

2018 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	30,000	OPERATING SUPPLIES 7,600 - TRAFFIC SIGNAL SUPPLIES AND UPGRADES: LAMPS, CONTACTS, NUMEROUS RELAYS, CABLE, STRAND, SIGNAL BRACKETS, DETECTOR UNITS, TIME CLOCKS, PAINTS, 3M MATERIAL, SOLID STATE LOAD-RELAYS, TRAFFIC LIGHT DISPLAYS, SIGN BRACKETS, BREAKERS, VISORS, LIGHTING SURGE ARRESTORS, VARIOUS TAPES 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 2018. 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. 10,400 - MISCELLANEOUS REPLACEMENT PARTS FOR VIDEO SYSTEMS, REPAIRS TO ELECTRICAL SYSTEM AND EQUIPMENT: POWER PANELS, BREAKERS, LAMPS, WIRE, CONDUIT AND RELATED EQUIPMENT, FUSES, STARTERS, SWITCHES, 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

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		2,000 - SAFETY SHOES (8). SWEATSHIRTS AND TEE-SHIRTS PER UNION CONTRACT. ALSO RAIN SUITS AND RAIN BOOTS AS NEEDED FOR EXISTING AND NEWLY HIRED EMPLOYEES IN 2018.
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 2017 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, BOTTLED WATER AND SAFETY VESTS). RADIO TRAINING COURSE WAS NOT ATTENDED IN 2016 DUE TO WORKLOAD.
42041	1,320,014	STREET LIGHTING
		1,320,014 - 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, \$1,768,036 FOR 2017 AND \$1,875,336 FOR 2018. 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

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		WHICH DEMONSTRATES THE BENEFITS/SAVINGS OF THIS PROJECT AND MORE IMPORTANTLY PAY FOR CAPITAL IMPROVEMENTS, ADDITIONS, REPAIRS AND/OR REPLACEMENTS TO THE INFRASTRUCTURE. INCLUDES ANTICIPATED 10% INCREASE IN ELECTRIC DISTRIBUTION AND TRANSMISSION RATE OR 3% INCREASE OF ENTIRE POWER BILL IN 2018. INCREASE FOR 2018 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. WE ARE ALSO CURRENTLY UPGRADING THE FESTIVAL ELECTRICAL SERVICES AND THESE FUNDS WILL BE USED FOR THAT WORK.
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. THIS ACCOUNT IS ALSO USED TO PURCHASE REPLACEMENT TRAFFIC SIGNAL POLES DUE TO ACCIDENTS. STREET LIGHT POLE REPLACEMENT COSTS DUE TO KNOCK DOWNS SUCH AS ON 412 HAVE BEEN SUBSTANTIAL.
42042	35,000	CHRISTMAS LIGHTING
	35,000	- BASED ON ESTIMATED USAGE OF POWER AND MATERIALS FOR CHRISTMAS LIGHTING AND MUSIC. POWER - \$10,000, MATERIALS - \$25,000. ALSO FUNDS BUCKET TRUCK RENTALS DURING CHRISTMAS LIGHTING INSTALLATION. WILL CONTINUE THE REPLACEMENT OF LIVE TREES WITH ARTIFICIAL TREES AND ALSO TO PURCHASE NEW LED ROAD CROSSINGS BANNERS.
42043	47,000	TRAFFIC SIGNAL CURRENT
	47,000	- 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 (2018

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2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		WOULD HAVE BEEN \$145,493 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 2018.
42047	108,977	DEPARTMENT CONTRACTS
	89,632 -	PROFESSIONAL SERVICE AGREEMENTS FOR FACTORY TECHNICIANS TO CORRECT PROBLEMS BEYOND IN-HOUSE STAFF CAPABILITIES FOR THE RADIO EQUIPMENT, BACK UP POWER GENERATORS, RADIO ROOM AIR CONDITIONING SYSTEMS, (3 MICROWAVE SITES)/ 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 IS ALSO INCLUDED AND IS NECESSARY FOR MOTOROLA TECHNICAL SUPPORT. PUBLIC WORKS PORTION IS \$89,632 AND 9-1-1 PORTION 001.42027505 WILL COVER \$51,800. PUBLIC WORKS WILL ALSO COVER THE COST FOR THE 18GHZ MICROWAVES, THE 5.8 MHZDSS/THE FIREHOUSE WAN NETWORK AND SOFTWARE UPGRADE.
	1,645 -	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.
	4,100 -	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. THE T-1 LINES WILL BE RETAINED AS A REDUNDANT PATH AND THE MICROWAVE LINKS HAVE BEEN RE-ESTABLISHED AS A COST EFFECTIVE FAIL-SAFE MEASURE FOR THE RADIO SYSTEM AND ARE BEING USED FOR THE CITY DATA NETWORK. LET'S THINK WIRELESS: THIS IS A MAINTENANCE AGREEMENT FOR THE MICROWAVE LINKS THAT CONNECT CITY HALL TO SOUTH MOUNTAIN AND SOUTH MOUNTAIN TO GARRISON STREET. THESE MICROWAVE LINKS CARRY CITY DATA AND RADIO TRAFFIC. CITY HAD THREE (3) YEAR MAINTENANCE AGREEMENT WHEN INSTALLATION TOOK PLACE WHICH HAS NOW EXPIRED. CONTRACT IS \$11,000 AND IS PAID THROUGH THE 9-1-1 FUND.
42056	1,000	GENERAL LIGHTING MAINT.

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		1,000 - LIGHTS AROUND THE CITY GARAGE, SAUCON POOL, SOUTH MOUNTAIN PARKING LOTS, SAND ISLAND, AND MISCELLANEOUS EXTERIOR BUILDING LIGHTING.
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).
42064	22,000	EQUIPMENT MAINTENANCE
		22,000 - COVERS COST FOR REPAIRS TO EQUIPMENT SUCH AS TRUCKS, BUCKET TRUCKS, UNINTERRUPTABLE POWER SUPPLY BATTERY FAILURES, UPS, ANNUAL A.N.S.I. INSPECTIONS FOR BUCKET TRUCKS, ETC. IN THE BUREAU. REPAIRS TO ELECTRICAL BUCKET TRUCKS AND RELATED EQUIPMENT SUCH AS GENERATORS, MOTORS, HYDRAULIC SYSTEMS AND TOOLS. REPAIRS AND UPGRADES TO EMERGENCY MANAGEMENT CENTER, CITY ELECTRICAL RELATED EQUIPMENT INCLUDING COMPUTERS, TRAFFIC SIGNAL EQUIPMENT AND BENCH REPAIRS TO MOBILE AND PORTABLE RADIOS. ALSO STORM DAMAGE, ACCIDENT DAMAGE AND LIGHTING DAMAGE. INCREASE DUE TO THE ADDITION OF UPS(S) IN TRAFFIC SIGNAL CABINETS AND MAINTAINENANCE COSTS ON AGING BUCKET TRUCKS.
43099	53,045	EQUIPMENT
		17,500 - SECOND YEAR OF A 3-YEAR LEASE FOR A 2017 GMC EXTENDED CAB PICKUP TRUCK THAT REPLACED UNIT #346.
		10,500 - SECOND YEAR OF A 3-YEAR LEASE FOR A 2017 FORD EXPLORER THAT REPLACED UNIT #341.
		11,450 - THE REPLACEMENT OF UNIT #341, A 1996 CHEVY 4X4 SERVICE VEHICLE WITH A 2018 FORD EXPLORER. THIS IS A 3-YEAR LEASE FOR A TOTAL PRICE OF \$30,200. UNIT #341 HAS PASSED THE AVERAGE (10) YEAR DUTY CYCLE FOR THIS TYPE OF SERVICE VEHICLE. VEHICLE IS UNABLE TO PASS PA INSPECTION DUE TO STRUCTURAL CONCERNS (RUST ON THE BODY AND CHASSIS).
		2,000 - RADIO SYSTEM POWER SUPPLY: THE ELECTRICAL BUREAU IS LOOKING TO ADD (1) ADDITIONAL POWER SUPPLY TO OUR STOCK OF PARTS FOR THE TRUNKING RADIO SYSTEM. THE SYSTEM CURRENTLY HAS (27) POWER SUPPLIES IN USE AND WE HAVE (1) SPARE UNIT. IN 2017 WE LOST (3) POWER SUPPLIES TO FAILURE AND HAD TO SEND THEM OUT FOR REPAIR. DURING THAT TIME WE INSTALLED A SPARE POWER SUPPLY LEAVING US WITHOUT A SPARE UNTIL THE REPAIRED UNIT COMES BACK. THE AVERAGE REPAIR TIME IS (3) TO (4) WEEKS. THE ADDITIONAL POWER SUPPLY WILL LIMIT OUR LIABILITY AND EXPOSURE TO A PORTION OF THE RADIO SYSTEM GOING OFF LINE AND COMPROMISING IT'S OPERATION.
		7,195 - ELECTRICAL SERVICE VEHICLE PLOW ATTACHMENT: NEW PLOW AND AVL FOR OUR EXISTING 2012 SERVICE TRUCK

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		#345. THIS TRUCK IS CURRENTLY USED BY THE BUREAU FOREMAN AND WILL BE REPURPOSED TO THE DEPARTMENT AS A SERVICE TRUCK TO BE SHARED BY THE ELECTRICIANS AND ELECTRONIC TECHNICIANS AS NEEDED AND USED FOR THE SNOW PLOWING OPERATIONS.
	2,400 -	NETWORK SYSTEM TESTER: EQUIPMENT TO TEST THE PROPERTIES OF THE DATA, VIDEO, TELECOM AND FIBER OPTIC SYSTEM THE CITY HAS AND MAINTAINS. THIS TOOL IS USED TO TROUBLESHOOT PROBLEMS ALLOWING THE IN-HOUSE STAFF TO MAINTAIN THE CITY NETWORKS. THIS TOOL WILL BE USED BETWEEN (10) AND (20) TIMES PER YEAR REDUCING TIME SPENT TRYING TO DETERMINE WHERE THE PROBLEMS ARE ON BUILDING WIRING, AND MULTIPLE CONNECTIONS. THIS CAN AND WILL BE USED BY THE ELECTRICAL BUREAU AS WELL AS THE IT STAFF TO KEEP THE INFORMATION HIGHWAY RUNNING AS EFFICIENTLY AS POSSIBLE AND RESTORE AS QUICKLY AS POSSIBLE WHEN WE HAVE A FAILURE.
	2,000 -	WATCHDOG MONITOR SYSTEM: THIS IS A SYSTEM THAT WE WILL INSTALL AT THE "PRIME" RADIO SITE AT SOUTH MOUNTAIN THAT WILL MONITOR ENVIROMENTAL CONDITIONS AT THE SITE WHICH IS CRITICAL FOR THE RADIO SYSTEM. CURRENTLY WE DO NOT HAVE A WAY TO MONITOR IF THE TEMPERATURE IN THE EQUIPMENT ROOM IS RISING ABOVE THE SAFE THERSHOLD FOR THE EQUIPMENT. THIS SYSTEM WILL GIVE US A COUPLE OF HOURS OF ADVANCED WARNING SO WE CAN REACT BEFORE IT EFFECTS THE OPERATION OR COMPLETE FAILURE OF THE RADIO SYSTEM. WE HAVE HAD A SYSTEM SHUTDOWN (3) YEARS AGO WHEN THE AC UNIT FAILED AND WE DID NOT KNOW UNTIL WE STARTED TO HAVE EQUIPMENT TURN OFF FROM OVERHEATING. THE RADIO SYSTEM IS CRITICAL FOR PUBLIC SAFETY AND WE NEED TO ENSURE ITS UNITERRUPTED OPERATION.

BUREAU DETAIL

Bureau: Traffic Maintenance **No:** 0506

Department: Public Works

No: 0050

Bureau Description:

This bureau conducts all line painting, sign work, and traffic control throughout the City in addition to coordinating and setting up traffic control for over 70 events each year. This bureau also reviews land development plans, manages traffic safety improvement projects, conducts traffic evaluations, and works with the public and contractors on a daily basis.

Goals and Objectives:

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

Prior Year Achievements:

- Coordinated routes, traffic control planning and setup/takedown for over 70 events throughout the year, including Runner's World, Musikfest and many others.
 - Continue to coordinate with Penn DOT and contractor on the Fahy Bridge, SR 3011, and Hill-to-Hill Bridge Construction Projects to reduce traffic flow impact 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.
 - Worked with countless contractors on street closings.
 - Completed the Shared Lane Markings Project which included the installation of over 100 plastic markings within the cities of Bethlehem, Allentown, and Easton.
 - Managing the traffic signal replacement project at the intersection of Broad & Center and Broad & Main.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017		2017		2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Final Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2824 Traffic Coord/Design Asst	1	1	1	1	1	75,208	1	75,208	1	76,802
M117 Traffic Technician	2	2	2	2	2	118,913	2	118,913	2	122,366
Total Positions	3	3	3	3	3	194,121	3	194,121	3	199,168
Account Detail										
40001 SALARIES	160,194	166,684	178,547	191,651		189,656		189,656		194,608
40002 LONGEVITY	3,200	3,280	3,440	4,275		4,465		4,465		4,560
40003 OVERTIME	4,585	6,453	6,378	7,708		7,500		7,000		7,500
40004 TEMPORARY HELP	7,404	8,406	7,499	6,944		10,120		9,965		8,320
40006 DIFFERENTIAL PAY	34	43	45	36		100		75		100
40008 MEAL REIMBURSEMENT	78	208	104	117		260		150		260
Personnel	175,495	185,074	196,013	210,731		212,101		211,311		215,348
41014 OPERATING SUPPLIES	32,861	37,318	24,499	37,264		44,150		39,500		42,650
41016 UNIFORMS/SAFETY SHOES	351	504	397	531		600		500		600
41023 GASOLINE	5,276	4,954	4,564	2,442		4,600		3,000		4,830
Materials & Supplies	38,488	42,776	29,460	40,237		49,350		43,000		48,080
42033 TRAINING AND SAFETY	642	-	35	79		300		100		200
42054 RENTALS	895	250	450	150		650		500		800
42060 OTHER EXPENSES	57	2	40	-		200		100		200
Purchased Services	1,594	252	525	229		1,150		700		1,200
43099 EQUIPMENT	7,420	7,420	-	16,644		5,200		4,865		5,000
Equipment	7,420	7,420	-	16,644		5,200		4,865		5,000
Total	222,997	235,522	225,998	267,841		267,801		259,876		269,628

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

2018 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	42,650	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. 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. 9,000 - 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). INCREASE DUE TO AN INCREASE IN IN-HOUSE PAVING, REQUIRING ADDITIONAL PLASTIC TO BE PURCHASED AND INSTALLED. 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

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		SIGNS ALONG CITY STREETS. ANNUALLY SIGNS ARE REPLACED AS NEEDED. THIS ACCOUNT IS ALSO USED TO CHARGE REPAIRS TO OUR PAINT EQUIPMENT THAT IS DIRECTLY RELATED TO THE PAINTING OPERATION, I.E. HOSES, REGULATORS, VALVES, AND TO PURCHASE TOOLS THAT ARE USED TO MAKE REPAIR OF EQUIPMENT, AND ERECT/REMOVE TRAFFIC CONTROL DEVICES.
41016	600	UNIFORMS/SAFETY SHOES 600 - SHIRTS, SHOES, AND SWEATSHIRTS ARE APPROXIMATELY \$300 PER EMPLOYEE IN 2018.
41023	4,830	GASOLINE 4,830 - ESTIMATED GASOLINE USAGE FOR VEHICLES AND EQUIPMENT IS 2,300 GALLONS AT AN AVERAGE OF (DIESEL/REGULAR) \$2.10 PER GALLON.
42033	200	TRAINING AND SAFETY 200 - ATTEND SEMINARS TO IMPROVE SKILLS AND MAINTAIN PROPER KNOWLEDGE OF TRAFFIC MANAGEMENT, DESIGN, AND IMPLEMENTATION (ASSUMES 1 TO 2 SEMINARS DEPENDING ON LOCATION). PURCHASE OF EDUCATIONAL MATERIALS THAT WILL COVER NEW TECHNOLOGY, TRAFFIC CALMING APPLICATIONS AND OTHER TRAFFIC RELATED TOPICS. COSTS ARE KEPT TO A MINIMUM THROUGH USE OF LOCAL FREE EDUCATIONAL PROGRAMS. ALSO INCLUDED ARE SAFETY VESTS FOR FULLTIME EMPLOYEES AND SUMMER HELP.
42054	800	RENTALS 800 - RENTAL OF TRAFFIC CONTROL SIGNS AND BARRICADES PERIODICALLY USED BUT NOT FEASIBLE OR APPROPRIATE TO PURCHASE AND MAINTAIN IN-HOUSE. ADDITIONAL FUNDING REQUIRED FOR TRAFFIC CONTROL DEVICES DUE TO EXTRA SECURITY MEASURES AT EVENTS, PER EMERGENCY MANAGEMENT.
42060	200	OTHER EXPENSES 200 - THIS ACCOUNT IS FOR THE PURCHASE OF MISC. ITEMS SUCH AS CDL RENEWALS AND MEMBERSHIP DUES.
43099	5,000	EQUIPMENT 5,000 - GRAPHTEC 24" CUTTER, UPGRADE TO SIGN LAB PROGRAM AND NEW COMPUTER. THIS EQUIPMENT WILL REPLACE THE EXISTING 20+ YEAR OLD CUTTER IN THE SIGN LAB. COMPUTER IS NEEDED TO SUPPORT NEW CUTTER. SIGNLAB IS USED BY TRAFFIC MAINTENANCE AND STREETS BUREAU. CUTTER IS SO OUTDATED THAT NO OTHER COMPUTER IS AVAILABLE TO RUN IT, SHOULD IT FAIL.

BUREAU DETAIL

Bureau: Facilities

No: 0507

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Worked with Engineering to conduct a comprehensive facilities evaluation and incorporated it into the 5-Year Capital Plan.
 - Remodeled Police Desk Sergeant's Room.
 - Replaced all logs on the south side of the DAR House.
 - Replaced flooring and blinds on the 2nd Floor of the Administration Building.
 - Sealed and recharged Chiller #2.
 - Installed new boiler at Grounds Maintenance Facility.
 - Renovated the Stark Pool bathrooms including addition of ADA access.
 - Built new filter room at Stark Pool.
 - Renovated interior and exterior of the portable band shell.
 - Re-painted all City swimming pools.
 - Performed routine maintenance and upkeep at all City facilities.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017		2017		2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3008 Bldg Maint Superintendent	1	1	1	1	1	84,648	1	84,648	1	86,299
M144 Bldg Maint & Pool Tech	1	1	1	1	1	67,444	1	67,444	1	69,378
M133 Engineer Mechanic	1	1	2	2	2	129,230	2	129,230	2	132,932
M114 Maintenance Worker III	6	6	7	7	6	348,554	6	348,554	6	353,706
M110 Building Technician	1	1	-	-	-	-	-	-	-	-
M092 Maintenance Worker II	1	1	-	-	-	-	-	-	-	-
M072 Maintenance Worker I	2	2	1	1	1	44,460	1	44,460	1	47,623
M051 Custodian I	1	1	1	1	1	45,585	1	45,585	1	47,032
Total Positions	14	14	13	13	12	719,921	12	719,921	12	736,970
Account Detail										
40001 SALARIES	699,818	661,823	666,982	759,176		703,961		703,961		721,390
40002 LONGEVITY	15,520	16,080	11,120	15,660		15,960		15,960		15,580
40003 OVERTIME	64,024	74,712	95,518	83,443		75,000		61,000		75,000
40004 TEMPORARY HELP	42,510	45,467	45,168	53,476		67,128		55,000		69,142
40006 DIFFERENTIAL PAY	1,051	1,328	1,410	1,412		1,250		1,000		1,250
40008 MEAL REIMBURSEMENT	975	1,313	1,222	819		1,200		750		1,200
Personnel	823,898	800,723	821,420	913,986		864,499		837,671		883,562
41014 OPERATING SUPPLIES	55,567	59,300	50,975	57,461		37,415		35,000		40,975
41016 UNIFORMS/SAFETY SHOES	2,321	2,311	1,956	2,939		2,629		2,000		3,190
41017 SMALL TOOLS	3,892	3,051	3,922	5,558		4,000		3,750		5,000
41023 GASOLINE	16,367	15,691	8,399	7,264		8,500		7,500		9,200
Materials & Supplies	78,147	80,353	65,252	73,222		52,544		48,250		58,365
42033 TRAINING AND SAFETY	270	495	575	900		2,000		1,700		2,500
42044 ELECTRIC	532,297	528,876	527,190	572,804		553,580		550,000		514,037
42045 GAS	139,612	159,067	134,501	95,594		141,495		120,000		103,900
42046 HEATING OIL	40,479	58,442	33,401	21,566		45,000		28,000		47,040
42047 DEPARTMENT CONTRACTS	80,878	108,202	103,359	120,439		141,620		125,000		163,575
42060 OTHER EXPENSES	417	406	212	116		500		250		500
42064 EQUIPMENT MAINTENANCE	1,820	2,738	1,175	2,489		3,000		2,850		3,500
42065 PLANT MAINTENANCE	46,373	51,620	46,559	52,965		53,150		48,150		51,600
Purchased Services	842,146	909,846	846,972	866,873		940,345		875,950		886,652
43099 EQUIPMENT	-	3,084	23,407	36,616		36,365		35,500		30,590
Equipment	-	3,084	23,407	36,616		36,365		35,500		30,590
Total	1,744,191	1,794,006	1,757,051	1,890,697		1,893,753		1,797,371		1,859,169

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	75,000	OVERTIME 75,000 - SCHEDULED WORK SUCH AS SNOW REMOVAL FROM CITY FACILITIES, AND CALL OUTS FOR PERSONNEL ASSIGNED TO CITY CENTER, ICE RINK, SWIMMING POOLS, PARK FACILITIES, AND CLEANING OF POLICE SUB-STATIONS.
40004	69,142	TEMPORARY HELP 69,142 - ASSIGNMENT OF FOUR PART TIME CUSTODIAL HELP 4 @ \$11.27 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	40,975	OPERATING SUPPLIES 3,150 - PLUMBING/HARDWARE SUPPLIES. 3,150 - FREON #22 AND #12 CYLINDERS. 1,000 - PAINTING SUPPLIES (BRUSHES, POLES, ETC). 2,000 - CLEANING TOOLS. 14,700 - CLEANING PRODUCTS. 3,750 - LAMPS AND BALLASTS. 5,000 - MISC. ITEMS SUCH AS AIR/VENT COIL CLEANER, HOSES REFRIGERANT, PUMP COUPLERS, OXYGEN, GREASE OIL BELTS, ETC AND ACETYLENE REFILLS FOR TORCH TANKS COIL CLEANER, AND MOTOR CONTROL PARTS. 1,400 - HALOGEN LIGHTS FOR MUNICIPAL GARAGE. 6,825 - FAN COIL FILTERS AND CLIMATE CHANGER FILTERS.
41016	3,190	UNIFORMS/SAFETY SHOES 992 - T-SHIRTS FOR (10) FULL TIME AND (4) PART TIME EMPLOYEES. 768 - SWEATSHIRTS FOR (10) FULL TIME AND (4) PART TIME EMPLOYEES. 1,430 - SHOES FOR (11) FULL TIME EMPLOYEES.
41017	5,000	SMALL TOOLS 5,000 - MISCELLANEOUS TOOLS, INCREASE DUE TO INCREASED COSTS.
41023	9,200	GASOLINE BASED ON ESTIMATED USAGE. 5,000 - GASOLINE, 2,500 GALLONS @ \$2.00. 4,200 - DIESEL, 2,000 GALLONS @ \$2.10.
42033	2,500	TRAINING AND SAFETY 250 - SAFETY LITERATURE, TRAINING, EQUIPMENT/SUPPLIES. 300 - BLOOD BORNE PATHOGEN VACCINE. 1,950 - CERTIFICATION CLASSES, CDL CLASS A, ETC. SLIGHT IN-

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		CREASE DUE TO PRICE INCREASES.
42044	514,037	ELECTRIC
		3,500 - BUILDING MAINTENANCE BARN
		127,000 - CITY CENTER COMPLEX
		9,500 - ELECTRICAL BUREAU
		24,000 - FIRE STATIONS
		32,000 - PARKS/PLAYGROUNDS
		30,000 - MUNICIPAL SERVICE CENTER
		6,500 - PARKS MAINTENANCE BARN
		6,500 - POLICE SUBSTATIONS
		25,000 - POOLS AND RINK
		9,000 - SAND ISLAND
		10,000 - RECYCLING
		3,500 - GREENWAY LIGHTS (100) AND ELECTRICAL FOR SPECIAL EVENTS
		4,000 - RADIO TRANSMISSION TOWER (SOUTH MOUNTAIN)
		223,537 - ENERGY UPGRADE CONTRACT
42045	103,900	GAS
		BASED ON 2017 USAGE
		10,000 - PARKS MAINTENANCE
		5,000 - ICE HOUSE
		10,000 - STEFKO BRAZING MACHINE
		10,000 - MUNICIPAL SERVICE CENTER
		40,000 - CITY CENTER
		3,000 - LINCOLN FIRE
		5,500 - NORTH CENTRAL FIRE
		4,500 - MEMORIAL FIRE
		4,500 - NORTHWEST FIRE
		3,300 - SCHWEDER FIRE
		6,500 - DEWBERRY EMS
		1,000 - YOSKO
		200 - WILLIAMS STREET PUMP
		400 - CITY LINE PUMP
42046	47,040	HEATING OIL
		7,000 - CONTINGENCY FOR EXTREME WEATHER
		5,000 - BUILDINGS SHOP
		5,000 - DAR HOUSE
		11,000 - ICE RINK
		7,000 - MEMORIAL POOL
		7,000 - ELECTRICAL BUREAU
		3,040 - MILL BUILDING
		2,000 - GOLF COURSE BARN
		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

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		2013 40,478
		2014 58,442
		2015 33,401
		2016 59,500
42047	163,575	DEPARTMENT CONTRACTS
		48,200 - CITY CENTER ENERGY SYSTEM MAINTENANCE (HT LYONS).
		13,000 - ELEVATOR MAINTENANCE (SCHINDLER).
		4,500 - PEST CONTROL (EHRlich).
		4,000 - SECURITY SYSTEMS MAINTENANCE (FOR POLICE).
		5,500 - SERVICE FIRE EXTINGUISHERS INSPECTION/SUPPRESSION SYSTEMS (KISTLER).
		1,200 - SERVICE AND CHEMICALS FOR COOLING WATER TREATMENT AT ICE HOUSE (PROASYS).
		5,500 - WATER TESTING AND CHEMICAL TREATMENT FOR COOLING TOWERS/HEATING SYSTEMS AT CITY CENTER (US WATER).
		6,825 - ANNUAL BOILER MAINTENANCE AT CITY CENTER (HT LYONS).
		3,500 - SPRINKLER TRIP TEST AND FIRE PUMP TEST (CITY CENTER GARAGE, ICE HOUSE) (WAYMAN).
		4,500 - TRANE SERVICE ON TWO CHILLERS AT CITY CENTER (HT LYONS).
		1,500 - GARAGE & ICE HOUSE SPRINKLER SYSTEM - REPAIR AS NEEDED.
		4,000 - PREVENTIVE MAINTENANCE OF ELECTRICAL SWITCH GEAR AT CITY CENTER (ALBARELL).
		3,500 - EDDY CURRENT TEST-CONDENSER & EVAPORATOR TUBES FOR CC CHILLERS.
		1,100 - SERVICE CONTRACT FOR ELECTRIC DOOR ACTUATORS AT CITY CENTER (ADS).
		5,350 - FIRE ALARM TESTING AT CITY CENTER (CSI).
		5,000 - CLEANING OF VENTILATION SYSTEMS AT FIRE HOUSES (AIR CLEANING).
		2,800 - ELECTRICAL HAZARD DETECTION SERVICE FOR CITY CENTER ELECTRICAL DISTRIBUTION SYSTEM.
		5,000 - UNDERGROUND STORAGE TANKS INDEMINIFICATION/REGISTRATION /INSPECTION.
		400 - MUNICIPAL GARAGE SECURITY MONITORING.
		14,700 - ICE RINK MAINTENANCE (HT LYONS).
		4,000 - PREVENTIVE MAINTENANCE FOR ELECTRIC DISTRIBUTION SYSTEM AT CITY CENTER (ALBARELL).
		2,000 - ALARM SERVICE FOR ICE HOUSE FIRE PROTECTION INSPECTION AND AIR TEST (ABE).
		17,500 - PAPER PRODUCTS SUPPLY CONTRACT (UNIFIRST).
42060	500	OTHER EXPENSES
		500 - UNFORESEEN EXPENSES.
42064	3,500	EQUIPMENT MAINTENANCE
		3,500 - REPAIRS AND REPLACEMENT PARTS TO EQUIPMENT UTILIZED FOR MAINTENANCE PURPOSES. INCREASE DUE TO INCREASED COSTS ON EQUIPMENT MAINTENANCE ITEMS.
42065	51,600	PLANT MAINTENANCE
		1,000 - CEILING TILE.

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		1,000 - BUILDING MATERIALS (PLYWOOD, FRAME LUMBER, WHITE PINE).
		2,000 - HBI REPAIRS/RENOVATIONS.
		1,100 - ELEVATOR CODE REQUIREMENTS.
		5,000 - BOILER MAINTENANCE/CHEMICALS.
		5,000 - REPLACE APPROX 150 PLAZA PAVERS (UNSAFE).
		4,000 - FAN COIL REPLACEMENT MOTORS FOR CITY CENTER BUILD- ING A.
		6,500 - UNCLOG DRAIN SYSTEMS.
		10,000 - ICE RINK FACILITY REPAIRS
		4,000 - WINDOW REPAIRS/REPLACEMENTS,
		12,000 - UNFORESEEN MAINTENANCE.
43099	30,590	EQUIPMENT
		18,865 - ONE UTILITY TRUCK W/PLOW AND LIFT GATE TO REPLACE UNIT #82. YEAR (1) OF (3) LEASE.
		11,725 - NEW STAKE BODY WITH PLOW PACKAGE PAYMENT YEAR (3) OF (4).

BUREAU DETAIL

Bureau: Grounds Maintenance **No:** 0508

Department: Public Works

No: 0050

Bureau Description:

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

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 support work.

Prior Year Achievements:

- 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.
 - 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.
 - Assisted Streets Bureau by completing 50% percent of leaf removal operations.
 - Assisted Streets Bureau 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.
 - Regraded and re-seeded 6,000 square feet of damaged ground at Burnside Plantation.
 - Repairs to Memorial Pool deck.
 - Replacement of two (2) Mechanical Bureau garage/bay doors.
 - Installed new sidewalk at 11th & Spring Streets.
 - Poured 40' of sidewalk on east side of City Hall garage.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017		2017		2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3009 Superintendent of Maint	1	1	1	1	1	84,458	1	84,458	1	86,204
2608 Stone Mason	1	1	1	1	1	70,093	1	70,093	1	71,453
2402 Foreman	1	1	1	1	1	63,649	1	63,649	1	64,880
M114 Maintenance Worker III	6	6	6	6	6	352,843	6	352,843	6	363,677
M092 Maintenance Worker II	9	9	9	9	8	367,970	8	367,970	8	416,376
M072 Maintenance Worker I	4	4	4	4	2	83,399	2	83,399	2	70,242
Total Positions	22	22	22	22	19	1,022,412	19	1,022,412	19	1,072,832
Account Detail										
40001 SALARIES	1,022,440	1,067,781	1,044,302	1,122,999		1,003,697		1,003,697		1,051,267
40002 LONGEVITY	13,680	15,520	14,800	20,285		18,715		18,715		21,565
40003 OVERTIME	30,792	51,122	56,317	51,499		46,500		46,500		46,500
40004 TEMPORARY HELP	20,448	18,624	9,905	14,329		18,000		16,500		18,000
40006 DIFFERENTIAL PAY	941	1,767	1,260	1,094		2,100		2,000		2,100
40008 MEAL REIMBURSEMENT	1,950	4,381	2,834	2,249		3,000		3,000		3,000
Personnel	1,090,251	1,159,195	1,129,418	1,212,455		1,092,012		1,090,412		1,142,432
41014 OPERATING SUPPLIES	14,469	9,873	18,369	9,785		13,300		11,500		12,000
41016 UNIFORMS/SAFETY SHOES	3,048	4,169	4,149	4,821		5,508		4,000		5,194
41017 SMALL TOOLS	958	1,211	4,876	3,204		2,000		1,000		2,000
41023 GASOLINE	45,031	59,287	31,331	21,051		30,760		27,500		32,650
Materials & Supplies	63,506	74,540	58,725	38,861		51,568		44,000		51,844
42032 TRAINING/CONT. EDUCATION	2,773	130	176	160		2,800		1,000		1,500
42047 DEPARTMENT CONTRACTS	9,807	11,285	3,506	3,564		22,200		17,000		27,500
42054 RENTALS	1,494	1,359	534	392		1,500		1,000		3,500
42060 OTHER EXPENSES	21,320	20,189	20,532	19,347		1,200		1,000		1,200
42064 EQUIPMENT MAINTENANCE	17,579	15,279	6,907	13,197		14,500		13,500		16,500
42065 PLANT MAINTENANCE	21,585	15,679	13,652	20,866		19,200		19,000		23,500
Purchased Services	74,558	63,921	45,307	57,526		61,400		52,500		73,700
43099 EQUIPMENT	983	-	-	24,000		41,000		37,500		95,150
Equipment	983	-	-	24,000		41,000		37,500		95,150
Total	1,229,298	1,297,656	1,233,450	1,332,842		1,245,980		1,224,412		1,363,126

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

2018 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, GRASS MOWING, LEAF PICKUP, SERVICES TO SPECIAL EVENTS, WEEKEND GARBAGE PICK UP IN NORTH AND SOUTH DOWNTOWN AREAS, AND OTHER GROUNDS MAINTENANCE ACTIVITIES AS NEEDED.
40004	18,000	TEMPORARY HELP 18,000 - FIVE (5) TO SIX (6) 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 MAKE EVERY EFFORT TO START SEASONAL EMPLOYEES EARLY IN THE SEASON AND KEEP THEM LATER TO ASSIST WITH THE MAINTENANCE OF OVER 110 PROPERTIES DEPENDING ON THEIR AVAILABILITY. WE HAVE BEEN ENCOUNTERING DIFFICULTIES KEEPING SEASONAL EMPLOYEES FOR THE DURATION NEEDED AND MAY HIRE MORE AND KEEP FOR LESS TIME TO ADDRESS PEAK WORKLOAD DEMANDS.
40006	2,100	DIFFERENTIAL PAY 2,100 - 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	12,000	OPERATING SUPPLIES FUNDS FOR 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.). 1,000 - PAINT AND SUPPLIES FOR PLAYGROUND FACILITIES TO COVER GRAFFITI, PLAYGROUND EQUIPMENT, ETC. 1,800 - CONCRETE. 900 - (3) PUSH MOWERS. 600 - (2) HAND BLOWERS. 1,200 - (6) STRING TRIMMERS. 400 - MISCELLANEOUS SUPPLIES.
41016	5,194	UNIFORMS/SAFETY SHOES 1,440 - T-SHIRTS (18 PEOPLE) PER NEXT YEAR'S COSTS. 1,152 - SWEATSHIRTS (18 PEOPLE) PER NEXT YEAR'S COSTS. 2,470 - SHOES (19 PEOPLE) PER NEXT YEAR'S COSTS. 132 - SUPERVISORS' POLOS (TWO PEOPLE).
41017	2,000	SMALL TOOLS

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

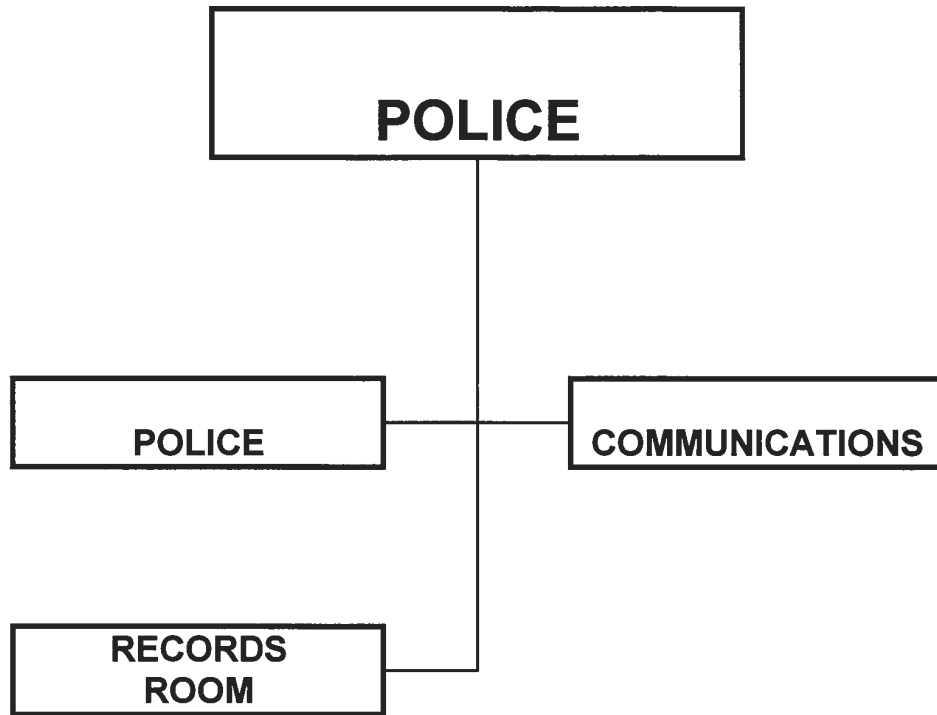
2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		2,000 - MISCELLANEOUS TOOLS FOR OPERATIONS/MAINTENANCE FUNCTIONS.
41023	32,650	GASOLINE BASED ON PAST ESTIMATED USAGE. 6,400 - GASOLINE (3,200 GALLONS) X \$2.00. 26,250 - DIESEL (12,500 GALLONS) X \$2.10.
42032	1,500	TRAINING/CONTINUING ED. 1,500 - EMPLOYEE TRAINING, PESTICIDE SPRAYING CERTIFICATION, EDUCATIONAL SEMINARS, HEAVY EQUIPMENT TRAINING, PLAYGROUND SAFETY INSPECTION CERTIFICATION. CDL CLASS A TRAINING (NONE EXPECTED IN 2018).
42047	27,500	DEPARTMENT CONTRACTS 27,500 - LANDFILL TIPPING FEES. INCREASE REFLECTS MORE GARBAGE PICKUP, INCLUDING WEEKENDS.
42054	3,500	RENTALS 3,500 - RENTAL OF EQUIPMENT NOT AVAILABLE IN CITY AND TEMPORARY FENCING FOR SAUCON PARK.
42060	1,200	OTHER EXPENSES 700 - SUBSCRIPTIONS, CDL REIMBURSEMENT. 500 - WATER COOLER DELIVERY.
42064	16,500	EQUIPMENT MAINTENANCE SERVICES AND PARTS FOR MAINTENANCE OF EQUIPMENT NEEDED FOR PARKS MAINTENANCE ACTIVITIES: 9,500 - TRACTORS/MOWERS. 2,000 - CULTIVATORS/TRIMMERS. 1,500 - JACKHAMMERS, CHAIN SAWS, HEDGE TRIMMERS, ETC. 3,500 - MISCELLANEOUS PARTS/REPAIRS TO OTHER EQUIPMENT. SLIGHT INCREASE DUE TO INCREASED COST FOR REPAIRS.
42065	23,500	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. 8,500 - TREE REMOVAL, PRUNING, AND REPLACEMENTS AT CITY FACILITIES.
43099	95,150	EQUIPMENT 7,800 - VEHICLE LEASE - JEEP WRANGLER (YEAR 3 OF 4) 12,100 - VEHICLE LEASE - GMC SIERRA (YEAR 3 OF 4) 10,000 - LEASE FOR TWO (2) ZERO-TURN MOWERS (YEAR 2 OF 4) 12,500 - ONE (1) SIERRA OR COLORADO SERIES PICK-UP TRUCK: THIS TRUCK WOULD BE FOR SUPERVISOR USE, ALLOWING UNIT #090 (CURRENTLY BEING USED BY THE GROUNDS FOREMAN)

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		TO BE PUT BACK INTO THE DAILY WORK FLEET AND REPLACE OUR 2003 CHEVROLET PICK-UP TRUCK (UNIT #085). 1ST YEAR OF A (3) YEAR LEASE.
	18,000 -	ONE 2500 OR 3500 SERIES PICK-UP TRUCK WITH CREW OR DOUBLE CAB AND PLOW PACKAGE: THIS VEHICLE WOULD REPLACE UNIT #101 WHICH WILL BE GIVEN TO THE THE RECREATION DEPARTMENT. USED FOR SNOW, MOWING, AND LEAF OPERATIONS THROUGHOUT THE YEAR. 1ST YEAR OF A (3) YEAR LEASE.
	19,250 -	LIFT/BUCKET ASSEMBLY FOR SERVICE 3 BUCKET TRUCK: NEW ASSEMBLY NEEDED FOR UNIT #343. THIS UNIT GETS USED EXTENSIVELY FOR TREE PRUNING/REMOVAL AND VARIOUS OTHER PROJECTS THROUGHOUT THE YEAR. CRUCIAL TO GROUNDS MAINTENANCE OPERATIONS. 1ST YEAR OF A (3) YEAR LEASE.
	15,500 -	4052 JOHN DEERE COMPACT LOADER WITH LOADER BUCKET: NEW TRACTOR/LOADER WILL REPLACE OUR CURRENT 2007 JD LOADER (UNIT #624) WHICH HOUSES A FRONT END BUCKET, HARLEY RAKE, AND FORKLIFT ATTACHMENTS. NEEDED FOR GROUNDS/LANDSCAPE MAINTENANCE (HARLY RAKE), LOADING/ UNLOADING DELIVERIES, HEAVY EQUIPMENT, AND SALT BOXES. 1ST YEAR OF A (3) YEAR LEASE.



BUREAU DETAIL

Bureau: Police

No: 0601

Department: Police

No: 0060

Bureau Description:

The Bethlehem Police Department is a 24 hour a day, seven day a week city service that includes Patrol, Investigation, Supervisory and Management functions. The Department provides the City with day to day police services. The Police Department is structured using a Community Police philosophy and is committed to community and police partnerships. The Police Department serves a resident population of approximately 75,000 to 80,000 people, plus a Casino Complex, multiple Industrial Parks and Universities, which add an estimated additional population of approximately 20,000 people. Our service population daily is 100,000 people.

Goals and Objectives:

- Continue to lower Part 1 Crimes (violent crime) and Part II crime through the use of forensics, technology, training, multiple agency cooperation, camera coordination, our community policing philosophy and basic police procedures.
- Continuation of the Beat Program on the north and south side of the City in business districts.
- Continue to improve working conditions in the police department, improve AC/heat air systems in Patrol & Processing area.
- Implementation of a new security plan for City Hall and all City employees in cooperation with Mayor's Office, EM and HR.
- Full scale implementation of the BPAIR Program with the Health Bureau to combat the growing opioid addiction epidemic.
- Re-deploying a full time Animal Control Officer, working with the Health Bureau, for enforcement & investigation of animal issues, & the construction of an Animal Kennel Facility for stray dogs, feral cats & other animal complaints.
- Move forward with Emergency Management and BFD on joint plans for the construction of a Public Safety Storage Building next to Company 5 on Easton Ave., for storage of specialized Public Safety Vehicles and equipment.
- Opening of a joint Southside Substation with Lehigh University Police in the area of Fourth and New Streets.
- Update and modernize the current Police Website and Facebook page to make it more user friendly and accessible to post daily crime prevention and video information for citizens.
- Full implementation of video dash cameras in all City Patrol vehicles and training of all personnel on their usage.
- Continue to enhance our partnership with the community by expanding Block Watch programs, joint policing with Lehigh Police around campus, continue expanded deployment of the Mounted Unit, continue our cooperative effort with BASD of SROs to Middle and High Schools, increased Crime Prevention programs, continue the Beat Cop Program, Bike Patrol Programs, and enhance the City's camera system thru partnerships with private entities.

Prior Year Achievements:

- In 2017, we created the BPD ICAC Unit (Internet Crimes against Children) to combat Crimes against Children on the Internet and child abuse. This new Unit is part of 61 coordinated ICAC Task Force Units from around the nation.
 - Through Friends of the Bethlehem Mounted Unit, we were able to construct and open an updated facility for our Mounted Officers and Mounted Unit. This facility was no expense to taxpayers. The facility will provide proper shelter and care for our Mounted Unit and also a community area for meetings and events.
 - Enlargement of our Junior & Adult Citizen Police Academy programs as part of our continuous implementation & move forward with Community Policing initiatives
 - 2017 was our first full year of our Naloxone Program with EMS which jointly saved over 100 lives.
 - Modernization of the Desk Sergeant area to make it more user friendly and updating of equipment in that area.
 - The re-deployment of the Mounted Unit to additional areas throughout the City to work alongside with the Beat Officer Program, & Joint Bike Program in creating a visible police presence in business districts, the Greenway and other areas in the City.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017		2017		2018	
	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	103,190	1	103,190	1	105,156
N105 Deputy Police Chief	1	1	1	1	1	98,135	1	98,135	1	100,000
P441 Captain	2	2	2	3	3	287,212	3	287,212	3	281,606
P431 Lieutenant	8	8	8	6	6	612,116	6	612,116	6	525,613
P421 Detective/Sergeant	22	22	22	22	22	1,797,177	22	1,797,177	23	1,880,531
P401 Police Officer	115	120	120	120	120	8,487,083	120	8,487,083	120	8,401,849
Total Positions	149	154	154	153	153	11,384,913	153	11,384,913	154	11,294,755
Vacancy Factor						<u>(100,000)</u>		<u>(100,000)</u>		<u>(100,000)</u>
						11,284,913		11,284,913		11,194,755
Account Detail										
40001 SALARIES	9,304,223	9,738,479	10,144,762	10,867,945		10,858,613		10,858,613		10,766,155
40002 LONGEVITY	425,925	413,150	399,400	418,800		426,300		426,300		428,600
4000383 FBI OVERTIME	57,952	39,640	38,249	25,032		18,000		16,500		18,000
4000384 LCB O/T GRANT-LEHIGH	13,162	21,272	26,405	16,839		20,000		17,500		20,000
4000390 DEA-TASK FORCE OVERTIME	21,448	17,961	13,633	21,219		18,000		15,000		18,000
4000391 TASK FORCE OVERTIME	8,229	6,196	349	11,742		20,000		12,500		20,000
4000392 GENERAL OVERTIME	202,613	225,159	252,140	240,882		205,000		300,000		230,000
4000393 CDBG OVERTIME	(48,695)	9,285	1,500	11,547		75,000		25,000		57,000
4000394 DUI OVERTIME	28,777	47,491	33,164	34,265		37,320		35,000		40,000
4000395 MUSIKFEST OVERTIME	125,337	130,996	133,474	133,692		140,000		142,875		140,000
4000396 SPECIAL EVENT OVERTIME	191,324	201,491	168,906	53,059		135,000		65,000		135,000
4000398 SEAT BELT HIGHWAY SAFETY	17,133	20,047	13,712	15,570		17,300		16,000		17,000
4000399 LV AUTO THEFT TASK O/T	10,009	15,436	10,029	15,785		16,000		12,500		16,000
40004 TEMPORARY HELP	302,108	290,702	286,189	296,827		323,500		305,000		330,500
40005 HOLIDAY PAY	543,444	571,082	585,869	667,814		640,000		625,000		640,000
40006 DIFFERENTIAL PAY	52,200	54,255	53,471	54,963		56,500		55,000		56,500
40007 ROSTER DUTY	142,681	131,335	138,544	335,902		200,000		200,000		200,000
40011 EDUCATION INCENT BONUS	75,003	53,796	72,947	77,296		84,500		79,500		84,500
40012 HEARING TIME	160,840	161,903	154,039	149,318		164,850		155,000		170,000
Personnel	11,633,713	12,149,676	12,526,782	13,448,497		13,455,883		13,362,288		13,387,255

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget w/ Transfers	2017 Actual & Estimated	2018 Final Budget
41014 OPERATING SUPPLIES	96,434	46,738	60,618	63,628	57,271	48,000	69,212
41016 UNIFORMS/SAFETY SHOES	163,016	148,727	132,984	137,058	173,200	155,000	152,900
41018 IDENTIFICATION	19,592	17,859	23,658	23,549	21,435	20,000	45,100
41019 RECRUITMENT EXP-GRANT	12,900	43,000	8,600	17,200	26,000	25,800	36,000
41023 GASOLINE	234,168	210,520	141,996	122,363	152,000	128,000	150,000
41025 POSTAGE	3,606	3,826	4,107	-	-	-	-
41026 MUNITIONS	-	65,097	74,630	67,871	68,500	68,300	73,000
Materials & Supplies	529,716	535,767	446,593	431,669	498,406	445,100	526,212
42032 TRAINING/CONT. EDUCATION	22,502	13,920	19,671	21,444	30,500	28,500	25,000
42047 DEPARTMENT CONTRACTS	87,906	74,430	96,955	83,089	117,235	100,000	143,100
420472 CALEA/PLEAC ACCREDIT	8,521	5,170	5,291	6,872	6,550	6,270	6,550
42049 REFUNDS	20	45	227	138	500	250	500
42060 OTHER EXPENSES	13,465	13,412	12,567	19,561	20,415	18,000	18,600
42064 EQUIPMENT MAINTENANCE	21,086	16,573	6,998	12,262	8,500	8,500	10,000
42165 DUI GRANT	528	1,019	928	1,346	4,180	4,000	1,500
42166 JAG-JUSTICE ASSIST GRANT	70,450	44,466	21,702	26,480	20,000	19,090	20,000
42167 JUSTICE ASSIST GRANT-ARRA	15,570	-	-	-	-	-	-
Purchased Services	240,048	169,035	164,339	171,192	207,880	184,610	225,250
43099 EQUIPMENT	208,965	256,074	194,707	122,249	168,126	166,480	218,927
Equipment	208,965	256,074	194,707	122,249	168,126	166,480	218,927
Total	12,612,442	13,110,552	13,332,421	14,173,607	14,330,295	14,158,478	14,357,644

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

2018 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	230,000	GENERAL OVERTIME 200,000 - OVERTIME - SERVICING LATE CALLS, SHIFT SUPPLEMENT, AND OTHER UNEXPECTED EVENTS. 30,000 - SAUCON PARK/ILLICK'S MILL OVERTIME
4000393	57,000	C.D.B.G. OVERTIME 57,000 - FY2018 - 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	17,000	SEAT BELT HIGHWAY SAFE-OT 17,000 - 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	330,500	TEMPORARY HELP 302,000 - 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

2018 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	69,212	OPERATING SUPPLIES 25,000 - EQUIPMENT UNIFORM ACCESSORIES, LEATHER GEAR PROTECTIVE EQUIPMENT, GLOVES, RESPIRATORS, FLARES AND OTHER EQUIPMENT/HARDWARE 6,946 - DUTY HOLSTERS, MSA MILL. MASK & FILTERS 12,500 - DESKTOP COMPUTERS HAVE BEEN IDENTIFIED AS NEEDING TO BE REPLACED 8,000 - 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) 2,000 - SECURITY BADGES/PRINT CARTRIDGES, ETC.
41016	152,900	UNIFORMS/SAFETY SHOES 64,000 - UNIFORMS AND EQUIPMENT ALLOWANCE 11,400 - CLOTHING ALLOWANCE 19 X \$600 40,500 - UNIFORM MAINTENANCE 135 X \$300 11,000 - TACTICAL BODY ARMOR AND UNIFORMS 26,000 - SOFT BODY ARMOR - \$15,000.00 REIMBURSED THRU THE EDWARD BRYNE MEM. BULLET PROOF VEST GRANT PROGRAM
41018	45,100	IDENTIFICATION 17,000 - FORENSIC SERVICES SUPPLIES 3,400 - FORENSIC CERTIFICATIONS/TRAINING 1,200 - AFIS OPERATOR FOR THREE DETECTIVES 500 - 3M PARTICULATE RESPIRATORS 3,000 - 3M DISPOSAL CHEM. PROTECTIVE COVERALLS 20,000 - ONE TRUNARC HANDHELD NARCOTIC ANALYZER
41019	36,000	RECRUITMENT EXPENSE 36,000 - POLICE ACADEMY FOR EIGHT OFFICERS AT \$4,500 PER OFFICER *PARTIAL REIMBURSEMENT PER OFFICER BY MPOTC
41023	150,000	GASOLINE

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		150,000 - GASOLINE FOR ALL POLICE VEHICLES
41026	73,000	MUNITIONS
		MUNITIONS
		50,000 - FIREARMS AMMUNITION FOR TRAINING AND QUALIFICATION
		3,000 - LESS LETHAL
		20,000 - TASER UPGRADE AND REPLACEMENT COMPONENTS
42032	25,000	TRAINING/CONTINUING ED.
		25,000 - TRAINING AND CONTINUING EDUCATION
42047	143,100	DEPARTMENT CONTRACTS
		THIS ACCOUNT COVERS THE FOLLOWING:
		2,500 - 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
		11,750 - PPL CAMERA ELECTRICAL COSTS AND POLE RENTAL
		2,000 - GEOGRAPHIT AVL MAINTENANCE AGREEMENT
		3,000 - POLYGRAPH MAINTENANCE AGREEMENT
		5,100 - AFIS MAINTENANCE AGREEMENT
		5,000 - PROGRESSIVE K-9 (1250X4)
		400 - MAGLOCLEN MEMBERSHIP
		18,500 - STRAY ANIMALS, RABIES TESTING, AND VETERINARIAN FEES
		23,100 - POSS UPDATE
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	18,600	OTHER EXPENSES
		12,000 - OTHER EXPENSES
		THIS ACCOUNT COVERS THE EXPENSES NOT COVERED BY ANY OTHER ACCOUNT
		5,000 - EXTRADITION/PRISONER TRANSPORT COSTS
		500 - SRO JUNIOR POLICE ACADEMY PROGRAM
		500 - BPD CIVILIAN POLICE ACADEMY PROGRAM
		600 - CPR CERT.& FIRST AID CERT.
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

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	20,000	- JAG GRANT 100% REIMBURSED FUNDS
		*USING 2016 AMOUNT AS ESTIMATE FOR BUDGET REASONS
43099	218,927	EQUIPMENT
	29,831	- 2016 LEASE PAYMENT - 3RD INSTALLMENT OF 3 YR. LEASE FOR 3 UTILITY INTERCEPTORS
	57,366	- 2017 LEASE PAYMENT - 2ND INSTALLMENT OF 3 YR. LEASE FOR 6 UTILITY INTERCEPTORS
	58,732	- 2018 LEASE PAYMENT - 1ST INSTALLMENT OF 3 YR. LEASE FOR 6 UTILITY INTERCEPTORS
		POLICE VEHICLE EQUIPMENT
	52,998	- EQUIPMENT TO UPFIT (6) NEW POLICE VEHICLES
	20,000	- ONE TRUNARC HANDHELD NARCOTIC ANALYZER

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BUREAU DETAIL

Bureau: Communications

No: 0602

Department: Police

No: 0060

Bureau Description:

This Bureau is a twenty-four hour seven day a week E-9-1-1 emergency communications center that serves the City of Bethlehem providing service to 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.

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.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0602 COMMUNICATIONS**

	2013	2014	2015	2016	2017		2018			
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget			
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-	-	-
Account Detail										
4000394 DUI OVERTIME	90	-	-	675	1,150	1,150	2,142			
Personnel	90	-	-	675	1,150	1,150	2,142			
41016 UNIFORMS/SAFETY SHOES	3,089	2,619	3,012	3,066	3,750	3,400	3,750			
Materials & Supplies	3,089	2,619	3,012	3,066	3,750	3,400	3,750			
42060 OTHER EXPENSES	1,208	-	108	-	1,000	500	1,000			
420772 TRANSFERS TO 9-1-1	1,100,000	1,100,000	2,085,000	1,485,000	1,485,000	1,485,000	1,485,000			
Purchased Services	1,101,208	1,100,000	2,085,108	1,485,000	1,486,000	1,485,500	1,486,000			
Total	1,104,387	1,102,619	2,088,120	1,488,741	1,490,900	1,490,050	1,491,892			

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
4000394	2,142	D.U.I. OVERTIME 2,142 - 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

Bureau: Records Room

No: 0603

Department: Police

No: 0060

Bureau Description:

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

Goals and Objectives:

- To accurately process and file all police records and to support various areas within the police department.
 - Upgrade and improve our current POSS (Scheduling System) to include OT/Roster job notifications, staffing & payroll, including an interface with the City's Sunguard payroll system.
 - Phase out the microfilming of paperwork and continue the scanning of that paperwork for archive reasons.
 - Continue with the training of all Record Room personnel on the New World RMS relative to their duties in the Record Room.
-

Prior Year Achievements:

- Worked on the improvement of the performance of billing and accounts receivable to ensure that all debts are properly collected.
 - Worked on the updating of the Alarm Registration database to ensure proper registration and billing for false alarm activations.
 - Worked on Court Orders of Expungement in order to keep up to date.
 - 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**

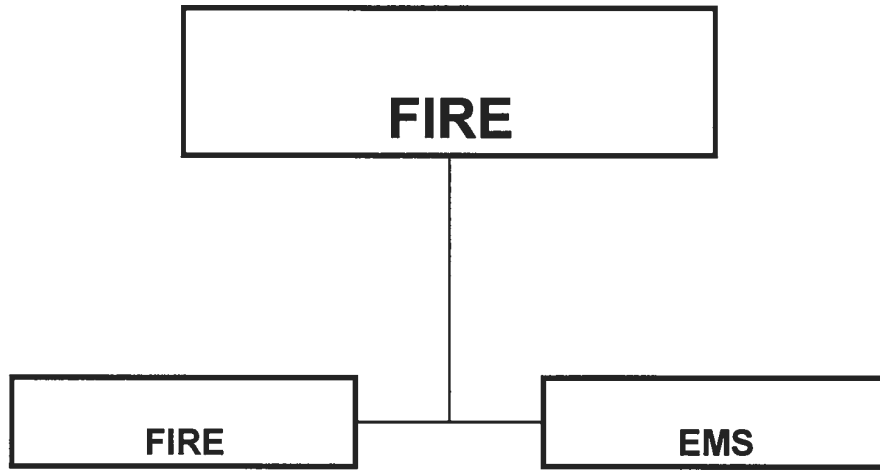
FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0603 RECORDS ROOM

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget w/ Transfers		2017 Actual & Estimated		2018 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail										
	Number of Permanent Positions									
C081 Admin Aide Record Room	1	1	1	1	1	54,041	1	54,041	1	55,599
C07E Departmental Secretary	1	1	1	1	1	51,357	1	51,357	1	52,941
C065 Secretary II	3	3	3	3	2	97,961	2	97,961	2	99,482
Total Positions	5	5	5	5	4	203,359	4	203,359	4	208,022
Account Detail										
40001 SALARIES	218,526	222,807	230,461	246,481		196,614		196,614		202,512
40002 LONGEVITY	5,440	5,680	5,920	7,315		6,745		6,745		5,510
Personnel	223,966	228,487	236,381	253,796		203,359		203,359		208,022
41013 OFFICE EXPENSE	4,189	3,723	1,987	481		4,000		2,500		4,600
Materials & Supplies	4,189	3,723	1,987	481		4,000		2,500		4,600
42032 TRAINING/CONT. EDUCATION	-	596	-	-		-		-		-
42047 DEPARTMENT CONTRACTS	4,189	4,428	6,117	4,728		1,665		1,662		1,665
Purchased Services	4,189	5,024	6,117	4,728		1,665		1,662		1,665
Total	232,344	237,234	244,485	259,005		209,024		207,521		214,287

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	4,600	OFFICE EXPENSE
		2,000 - DUPLICATING
		1,500 - TONER CARTRIDGES
		500 - MISC. OFFICE SUPPLIES
		600 - NOTARY RE-CERTIFICATION, REGISTRATION & INSURANCE
42047	1,665	DEPARTMENT CONTRACTS
		1,665 - READER/PRINTER CONTRACT



BUREAU DETAIL

Bureau: Fire

No: 0701

Department: Fire

No: 0070

Bureau Description:

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

Goals and Objectives:

- To provide fire and life safety inspections to every commercial property.
 - To continue to mitigate incidents within the City of Bethlehem and provide life safety and property conservation to the community.
 - To continue fire safety education to school age children through school public relation programs and fire drills.
 - Install an additional 500 smoke detectors within the City of Bethlehem through Mayor's Dare to Care Program and individual requests.
 - Continue to support the Burn Prevention Foundation's juvenile fire setter program
 - Investigate every fire incident through the Office of the Fire Marshal.
 - Hire additional firefighters for the Allentown Fire Academy in March of 2018.
 - Place in service newly purchased Self Contained Breathing Apparatus for all fire companies.
 - Provide fire department services to all special events held throughout the City of Bethlehem.
 - Seek recertification of our state recognized Hazardous Materials Response Team.
 - Continue working with Northampton County Emergency Management towards 911 consolidations.
-

Prior Year Achievements:

- Awarded a federal FEMA grant to purchase all new SCBA and supporting equipment for the department.
 - Placed in service a 2017 Polaris UTV
 - Responded to over 5,000 calls for service.
 - Recertified three of our hazardous Device Technicians
 - Conducted over 1,800 annual fire inspections for business and festivals within the City of Bethlehem to ensure compliance with local codes and ordinances.
 - Partnered with the Red Cross and installed over 400 smoke detectors in local residences.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0070 FIRE
BUREAU 0701 FIRE

Personnel Detail	2013	2014	2015	2016	2017		2017		2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N095 Fire Chief	1	1	1	1	1	102,354	1	102,354	1	101,902
N110 Deputy Fire Chief	1	1	1	1	1	97,567	1	97,567	1	99,420
F441 Assistant Chief	4	4	4	4	4	335,541	4	335,541	4	330,641
F433 Captain Haz/Mat/Insp	1	1	-	-	-	-	-	-	-	-
F432 Captain-Charge of Train	1	1	1	1	1	78,619	1	78,619	1	78,619
F431 Captain	4	4	4	4	5	392,218	5	392,218	5	392,510
F423 Lieutenant Inspector	4	4	5	5	4	308,854	4	308,854	4	312,050
F421 Lieutenant	12	12	12	12	12	884,193	12	884,193	12	880,608
F402 Inspector	1	1	-	-	-	-	-	-	-	-
F401 Firefighter	82	82	80	80	80	5,297,188	80	5,297,188	80	5,311,668
2720 Business Manager	-	-	1	1	1	59,028	1	59,028	1	66,584
C072 Departmental Secretary	1	1	1	1	1	50,882	1	50,882	1	52,466
Total Positions	112	112	110	110	110	7,606,444	110	7,606,444	110	7,626,468
Vacancy Factor						(50,000)		(50,000)		(50,000)
						7,556,444		7,556,444		7,576,468
Account Detail										
40001 SALARIES	6,682,929	6,827,919	6,739,531	7,465,170		7,228,299		7,228,299		7,229,119
40002 LONGEVITY	334,310	330,590	293,589	307,188		328,145		328,145		347,349
40003 OVERTIME	154,488	178,235	149,343	374,845		200,000		300,000		275,000
4000371 SPECIAL TEAM DRILLS OT	17,970	13,769	28,803	13,027		20,000		15,000		25,000
40004 TEMPORARY HELP	35,504	-	-	-		-		-		-
40005 HOLIDAY PAY	355,511	359,057	352,224	393,007		375,000		370,000		386,000
40006 DIFFERENTIAL PAY	56,119	56,234	57,554	57,065		58,500		55,000		58,500
40007 ROSTER DUTY	38,446	34,550	50,310	40,360		48,000		43,500		49,500
40011 EDUCATION INCENT BONUS	14,370	11,863	15,904	18,792		17,000		16,000		18,000
Personnel	7,689,647	7,812,217	7,687,258	8,669,454		8,274,944		8,355,944		8,388,468
41014 OPERATING SUPPLIES	60,552	73,146	70,238	31,437		63,375		45,000		73,150
41016 UNIFORMS/SAFETY SHOES	124,130	140,928	64,407	108,447		125,750		110,000		146,900
41023 GASOLINE	57,575	59,978	34,437	24,886		39,000		34,000		40,000
Materials & Supplies	242,257	274,052	169,082	164,770		228,125		189,000		260,050
42032 TRAINING/CONT. EDUCATION	47,452	53,010	17,180	34,497		34,430		30,000		85,600
42036 COMMUNICATIONS	1,962	1,693	1,320	891		3,000		1,500		3,000
42038 EQUIPMENT REPAIRS-FLEET	2,607	47	-	-		1,000		500		2,900
42047 DEPARTMENT CONTRACTS	11,145	3,709	3,399	5,171		3,500		3,300		5,600
42060 OTHER EXPENSES	12,741	11,569	4,941	12,460		13,400		12,000		9,650
42064 EQUIPMENT MAINTENANCE	16,206	19,015	16,853	13,569		20,800		18,000		25,800
Purchased Services	92,113	89,043	43,693	66,588		76,130		65,300		132,550
43099 EQUIPMENT	25,148	23,213	9,494	9,750		10,545		10,545		38,500
Equipment	25,148	23,213	9,494	9,750		10,545		10,545		38,500
Total	8,049,165	8,198,525	7,909,527	8,910,562		8,589,744		8,620,789		8,819,568

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	275,000	OVERTIME 275,000 - LOST MAN HOURS ARE SOMETIMES REPLACED AS A RESULT OF SICKNESS, INJURIES SUSTAINED WHILE ON DUTY, 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	25,000	SPECIAL TEAM DRILLS OT 25,000 - SPECIAL OPERATIONS TEAMS - DRILLS OVERTIME REQUIRED TRAINING FOR THE WATER RESCUE TEAM, THE HAZARDOUS MATERIALS TEAM, AND THE BOMB SQUAD. BOMB SQUAD TRAINING FOR DRILLS, MOCK SCENARIOS AND OTHER ADVANCED EQUIPMENT PRACTICES 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	386,000	HOLIDAY PAY 386,000 - 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	49,500	ROSTER DUTY 49,500 - THIS WILL COVER THE SERVICES BY OFF-DUTY FIRE DEPARTMENT MEMBERS AT FUNCTIONS WHERE THEIR PRESENCE IS REQUIRED FOR THE SAFETY OF THE PUBLIC. THIS ACCOUNT IS RETURNED TO THE GENERAL FUND AS INCOME.
40011	18,000	EDUCATION INCENT BONUS 18,000 - PERSONNEL ARE AWARDED A BONUS FOR ACHIEVING EITHER AN ASSOCIATE OR BACHELORS DEGREE. PAYMENT FOR THIS EDUCATIONAL INCENTIVE IS FUNDED THROUGH THIS ACCOUNT.

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41014	73,150	OPERATING SUPPLIES
	2,500	- NOZZLES AND WATER FLOW APPLIANCES THAT CANNOT BE REPAIRED
	10,000	- HOSES AND ACCESORIES FOR THE REPLACEMENT OF A HOSE THAT FAILS THE REQUIRED ANNUAL SERVICE TEST OR IS DAMAGED AT A FIRE INCIDENT
	1,200	- ELECTRICAL APPLIANCES & HANDLIGHTS FOR REPAIR AND REPLACEMENT OF ELECTRICAL CORDS, ADAPTORS AND HANDLIGHTS
	3,000	- 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 1500 SPARE PARTS FOR THE REPAIR OF SCBA UNITS AND MASKS. 1000 REPLACEMENT DAMAGED SCBA MASKS
	4,900	- ROPE AND RESCUE EQUIPMENT NEEDED TO REPLACE AND UPDATE EXISTING EQUIPMENT. THIS INCLUDES REPEL HARNESSSES, BELTS, CARABINERS WEBBING AND PULLEYS.
	500	- FIRE EXTINGUISHERS
	250	- RECIPROCATING SAW BLADES
	3,600	- RADIOS AND COMPUTER SUPPLIES 2100- MICROPHONE AND EARPHONE REPLACEMENT 1500 - REPLACEMENT OF COMPUTER HARDWARE
	6,800	- BOMB SQUAD OPERATING SUPPLIES 3300. - TOOLS 500. - X-RAY SUPPLIES 3000 - DISRUPTION SUPPLIES

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	8,100	- HAZARDOUS MATERIALS TEAM OPERATING SUPPLIES 2600 - SPILL CONTAINMENT 1600 - CHEMICAL IDENTIFICATION SUPPLIES 950 - MITIGATION SUPPLIES 950 - DECONTAMINATION SUPPLIES 2000 - RESPIRATOR CARTRIDGES
	3,000	- RESCUE TOOLS REPLACEMENT OF DAMAGED TOOLS AND EQUIPMENT USED FOR RESCUE WORK
	3,500	- RIVER RESCUE TEAM OPERATING SUPPLIES REPLACEMENT AND MAINTENANCE OF RIVER RESCUE EQUIPMENT
	7,100	- Q.R.S. MATERIALS AND SUPPLIES FOR EMS CALLS
	4,400	- FIRE INVESTIGATIVE TEAM OPERATING SUPPLIES 300- HELMET LAMPS 600 - LIGHTING EQUIPMENT 1700 - PPE\ SAFETY SUPPLIES 1000 - DECONTAMINATION SUPPLIES 600 - HAND TOOLS 200 - FIRE EXTINGUISHERS
	3,400	- 5 GAS METER REPLACEMENT
	2,800	- KNOX BOX KEY SECURES COMPLETE THE INSTALLATION OF MOUNTS THAT SECURE DEPARTMENT KNOX BOX KEYS
41016	146,900	UNIFORMS/SAFETY SHOES
	54,600	- UNIFORMS ALL PERSONNEL ARE PROVIDED WITH WORK UNIFORMS THAT CONFORM TO NFPA STANDARD 1975 ON STATION WORK UNIFORMS FOR FIREFIGHTERS.
	3,800	- CLASS A UNIFORMS FOR NEW FIREFIGHTERS - JACKET, TROUSER SHIRT, TIE, HAT, HAT BADGE, AND UNIFORM HAT 6 @ \$630
	3,500	- BADGES, HAT SHIELDS, COLLAR INSIGNIAS AND SHOULDER PATCHES.
	5,500	- UNIFORMS FOR 6 NEW FIREFIGHTERS.
	18,000	- BUNKER GEAR FOR 6 NEW FIREFIGHTERS
	55,000	- BUNKER GEAR ALL BUNKER GEAR HAS A 10 YEAR SERVICE LIFE 25 FIREFIGHTERS HAVE GEAR MADE IN 2009 OR BEFORE ALL PERSONNEL ARE PROVIDED WITH BUNKER GEAR TO ASSURE THEIR SAFETY DURING EMERGENCY INCIDENTS. BUNKER GEAR INCLUDES - COATS, PANTS, HELMETS, HOODS,

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		GLOVES, AND EYE PROTECTION. PROTECTIVE CLOTHING CONFORMS TO THE STANDARDS AS OUTLINED IN NFPA 1971,1972, AND 1973.
	3,000 -	PROTECTIVE GEAR FOR THE MEMBERS OF THE WATER RESCUE TEAM. THIS WILL REPLACE GEAR THAT HAS BECOME WORN OR OBSOLETE.
	3,500 -	CLEANING AND REPAIR OF TURNOUTS, AS REQUIRED BY OSHA AND NFPA STANDARDS.
41023	40,000	GASOLINE
	36,000 -	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	85,600	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.
	36,000 -	COST OF SIX (6) NEW FIREFIGHTERS TO ATTEND THE ALLENTOWN FIRE ACADEMY @ \$6,000 PER RECRUIT DUE TO RETIREMENTS
	1,500 -	PURCHASE OF BOOKS FOR PERSONNEL ATTENDING LOCAL COMMUNITY COLLEGE IN RELATION TO THEIR ASSOCIATE DEGREE IN FIRE TECHNOLOGY. THESE BOOKS ARE RETURNED TO THE DEPARTMENT UPON COMPLETION OF THE COURSES AND ARE MADE AVAILABLE TO ALL DEPARTMENT PERSONNEL.
	3,000 -	THE TRAINING AND REFRESHER COURSE FOR DEPARTMENT PERSONNEL FOR FIRST RESPONDER RECERTIFICATION. THIS WILL BE IN ADDITION TO THE CPR TRAINING CONDUCTED YEARLY. OUTSIDE INSTRUCTORS MUST BE BROUGHT IN FOR THE TRAINING OF PERSONNEL. ALSO, THIS MONEY WILL BE USED TO UPGRADE FIRE PERSONNEL TO EMERGENCY MEDICAL TECHNICIANS, (EMT'S), AND TRAINING THE TRAINER COURSES IN EMS.
	1,100 -	THE UPGRADING OF HAZARDOUS MATERIALS REFERENCE MANUALS SO THAT UPDATED INFORMATION IS AVAILABLE TO EMERGENCY PERSONNEL. WITH THE DAILY ADDITION OF CHEMICALS AND MATERIALS, THESE REFERENCE MANUALS MUST BE UPDATED

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		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
	3,000	- REPLACING OUTDATED FIRE DEPARTMENT TRAINING MANUALS
	5,000	- ATTENDANCE OF HAZ-MAT TEAM MEMBERS TO OUTSIDE SCHOOLS
	2,000	- ATTENDANCE OF WATER RESCUE TEAM MEMBERS TO ATTEND OUTSIDE SCHOOLS
	3,000	- OFFICE SUPPLIES FOR TRAINING
	10,000	- FIRE INVESTIGATORS AND FIRE INSPECTORS TRAINING FOR RE-CERTIFICATIONS
42036	3,000	COMMUNICATIONS
	3,000	- WIRELESS AIRCARD SERVICE FOR HAZ-MAT, BOMB SQUAD, AND INSPECTIONS
42038	2,900	EQUIPMENT REPAIRS - FLEET
	2,400	- SNOW CHAINS FOR ENGINES
	500	- POLARUS UTV UPGRADE
42047	5,600	DEPARTMENT CONTRACTS
	3,800	- 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.
	1,800	- ANNUAL CALIBRATION AND CERTIFICATION OF SCBA MASK FIT TESTING BY MANUFACTURER (3 YR CONTRACT)
42060	9,650	OTHER EXPENSES

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	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.
	2,000	- 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.
	650	- 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.
	550	- XRAY REGISTRATION FOR BOMB SQUAD AND DEP EXPLOSIVE STORAGE LICENSE
42064	25,800	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.
	2,000	- HYDROSTATIC TESTING, MAINTENANCE AND RECHARGING OF PORTABLE FIRE EXTINGUISHERS
	6,000	- ANNUAL TESTING OF SCBA AND FACEPIECES
	500	- NOZZLE REPAIR KITS
	2,900	- THE SERVICE AND PREVENTIVE MAINTENANCE OF HYDRAULIC OPERATED TOOLS.
	500	- ROUTINE MAINTENANCE ON ALL EXERCISE EQUIPMENT WHICH INCLUDES CHANGING CABLES, BELTS, LUBRICATION ETC.

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		3,000 - MAINTENANCE FOR BREATHING AIR-COMPRESSOR. INCLUDES EMERGENCY SERVICING, ROUTINE AND ANNUAL MAINTENANCE
		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.
		2,000 - PARTS FOR THE REPAIR AND MAINTENANCE OF FIRE HOSE.
43099	38,500	EQUIPMENT
		9,500 - 2ND YEAR OF A 3 YEAR LEASE OF A FORD EXPLORER FOR THE INSPECTIONS DEPARTMENT
		16,500 - 1ST YEAR OF A 3 YEAR LEASE ON A 2018 PICKUP TRUCK TO REPLACE TRUCK #1 AT THE MEMORIAL FIRE STATION
		12,500 - 1ST YEAR OF A 3 YEAR LEASE ON A FORD EXPLORER TO REPLACE THE FIRE CHIEF VEHICLE

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BUREAU DETAIL

Bureau: EMS

No: 0702

Department: Fire

No: 0070

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Provided EMS responses to over 11,500 calls.
 - Mutual Aid EMS responded to approximately 663 calls.
 - Transported over 9424 patients to area hospitals.
 - Maintained a fleet of eight State Certified BLS/ALS ambulances and 2 BLS/ALS Tahoe Supervisor vehicles.
 - Replaced a 2007 ambulance with > 100,000 miles with a new 2017 TraumaHawk AEV ambulance.
 - Continued streamlining the EMS Billing system while maintaining the claim turn-around time to under 10 days.
 - Deployed the Bethlehem EMS Bike Team to Musikfest, Celtic Classic, VIA and Runner's World marathons.
 - Hosted Pennsylvania Deputy Secretary of Health Ray Barishansky for National EMS Week ceremony.
 - Received the Gold Plus 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, Moravian College 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).
 - Participate on the Northampton County Heroin and Opioid Task Force.
 - Participate on the Northampton County Child Death Review Team.
 - 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.
 - 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 Health Network, 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.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017		2017		2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3208 EMS Director	1	1	1	1	1	93,118	1	93,118	1	94,939
3025 Assistant EMS Director	1	1	-	-	-	-	-	-	-	-
2912 Paramedic Supervisor	2	2	2	2	2	158,670	2	158,670	2	162,005
E141 Paramedic	20	20	20	20	20	1,264,470	20	1,264,470	20	1,303,794
Total Positions	24	24	23	23	23	1,516,258	23	1,516,258	23	1,560,738
Account Detail										
40001 SALARIES	1,422,063	1,454,941	1,392,468	1,474,693		1,499,063		1,499,063		1,542,688
40002 LONGEVITY	15,520	16,960	12,880	15,770		17,195		17,195		18,050
40003 OVERTIME	161,892	83,900	108,804	125,722		153,421		100,000		158,015
40004 TEMPORARY HELP	153,449	203,381	243,766	219,780		152,103		195,000		152,853
40005 HOLIDAY PAY	83,332	87,588	86,646	89,606		90,000		90,000		92,700
40006 DIFFERENTIAL PAY	5,794	7,457	7,309	8,275		8,760		8,300		9,023
40007 ROSTER DUTY	92,570	112,726	84,443	100,712		77,536		75,000		80,991
40008 MEAL REIMBURSEMENT	2,678	1,641	2,028	2,359		3,000		2,500		3,000
Personnel	1,937,298	1,968,594	1,938,344	2,036,917		2,001,078		1,987,058		2,057,320
41014 OPERATING SUPPLIES	47,277	51,773	45,704	38,150		44,000		40,000		44,000
41016 UNIFORMS/SAFETY SHOES	17,241	15,661	15,264	15,445		16,158		15,500		18,890
41023 GASOLINE	43,785	44,110	29,055	21,971		31,000		24,000		31,000
Materials & Supplies	108,303	111,544	90,023	75,566		91,158		79,500		93,890
42032 TRAINING/CONT. EDUCATION	1,578	804	1,813	1,475		3,500		2,000		3,500
420381 EQUIP REPAIRS-AMBULANCE	1,689	13,480	4,049	726		1,500		1,000		1,500
42047 DEPARTMENT CONTRACTS	117,020	99,329	100,721	94,706		112,007		100,000		112,092
42060 OTHER EXPENSES	7,138	5,635	5,208	5,917		6,900		5,500		7,900
Purchased Services	127,425	119,248	111,791	102,824		123,907		108,500		124,992
43099 EQUIPMENT	11,787	49,582	48,645	78,689		108,955		103,635		86,900
Equipment	11,787	49,582	48,645	78,689		108,955		103,635		86,900
Total EMS	2,184,813	2,248,968	2,188,803	2,293,996		2,325,098		2,278,693		2,363,102

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	158,015	OVERTIME 104,746 - OVERTIME HOURS TO FILL OPEN SHIFTS WHEN (20) PARAMEDICS ARE ON VACATION, P-DAYS, SICK LEAVE, AND BIRTHDAY HOLIDAY (2222 HOURS X \$47.14) 22,628 - OVERTIME HOURS FOR (5) PARAMEDICS TO TRAIN WITH POLICE EMERGENCY RESPONSE TEAM (TEMS) (480 HOURS X \$47.14) 14,142 - OVERTIME HOURS TO FILL OPEN SHIFTS FOR (20) PARAMEDICS FOR TRAINING, DRILLS, PUBLIC RELATIONS EVENTS, STAFF MEETINGS (300 HOURS X \$47.14) 16,499 - OVERTIME HOURS TO COMPLETE REQUIRED PATIENT CARE REPORT FOR LATE CALLS AT END OF WORK SHIFT 350 HOURS X \$47.14)
40004	152,853	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) 38,210 - CONTRACTED ADMINISTRATIVE ASSISTANT/BILLING CLERK (\$18.37/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	92,700	HOLIDAY PAY 92,700 - 12 PAID HOLIDAYS FOR 22 FULL-TIME PARAMEDICS AS PER UNION CONTRACT.
40006	9,023	DIFFERENTIAL PAY 9,023 - SHIFT DIFFERENTIAL PAY FOR NIGHTSHIFT HOURS BETWEEN 6 PM AND 6 AM AS PER UNION CONTRACT.
40007	80,991	ROSTER DUTY 2,829 - REIMBURSABLE BY AGREEMENT: CELTIC CLASSIC AMBULANCE STAND-BY 60 HOURS AT \$47.14 / HOUR 1,980 - REIMBURSABLE BY AGREEMENT: BASD STADIUM FOOTBALL GAME AMBULANCE STAND-BYS 42 HOURS AT \$47.14 / HOUR 14,142 - REIMBURSABLE BY AGREEMENT: MUSIKFEST AMBULANCE STAND-BY 300 HOURS AT \$47.14 / HOUR 1,886 - REIMBURSEMENT BY AGREEMENT: MISCELLANIOUS STAND-BY REQUESTS 40 HOURS AT \$47.14 / HOUR 8,486 - RUNNERS WORLD RACE WEEKEND 180 HOURS AT \$47.14 / HOUR 45,255 - SANDS EVENT CENTER (SMG)

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		960 HOURS AT \$47.14 / HOUR
	2,263	- SANDS CASINO RESORT
		48 HOURS AT \$47.14 / HOUR
	1,886	- 5K RACES
		40 HOURS AT \$47.14 / HOUR
	1,132	- BECAHI VARSITY FOOTBALL
		24 HOURS AT \$47.14 / HOUR
	1,132	- MORAVIAN COLLEGE VARISTY FOOTBALL
		24 HOURS AT 47.14 / 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	18,890	UNIFORMS/SAFETY SHOES
	4,400	- HEAVY TURNOUT GEAR
	2,000	- BADGES, EMBLEMS, PATCHES, ETC.
	4,750	- OUTERWEAR - RAINWEAR, COATS, JACKETS.
	2,990	- STEEL TIP SAFETY SHOES FOR 24 PARAMEDICS AS PER UNION CONTRACT AT \$130 PER PAIR OF SHOES.
	4,750	- UNIFORM PANTS
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.

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		500 - EVOC, HAZMAT AND BIOHAZARD TRAINING.
420381	1,500	EQUIP. REPRS.-AMBULANCE 1,500 - MINOR REPAIRS, COSMETIC, AND APPEARANCE ITEMS FOR AMBULANCES.
42047	112,092	DEPARTMENT CONTRACTS 13,100 - SERVICE CONTRACT WITH MEDTRONIC/PHYSIO CONTROL FOR CARDIAC MONITORS. 4,600 - MEDPRO SERVICE CONTRACT FOR STRETCHERS. 5,000 - MEDCOM SERVICE FEES FOR MEDICAL COMMAND. 675 - PENNSYLVANIA AMBULANCE ASSOCIATION FEES. 62,317 - 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, CAD, AND EKG IMPORT 5,000 - PROFESSIONAL SERVICE AGREEMENT WITH PAGE WOLFBERG AND WIRTH LLC
42060	7,900	OTHER EXPENSES 2,500 - STATIONARY SUPPLIES, PRINTER CARTRIDGES, ETC. 1,000 - REPAIR AND MAINTENANCE OF SMALL HAND TOOLS, RESCUE EQUIPMENT, AND VEHICLE MAINTENANCE ITEMS. 1,500 - MAINTENANCE AND CLEANING ITEMS FOR THE STATION AND AMBULANCES 900 - TRAINING MANUALS, JOURNALS, TAPES, SOFTWARE, ETC. 2,000 - BUILDING, APPLIANCE, FURNITURE REPAIR OR REPLACEMENT.
43099	86,900	EQUIPMENT 35,000 - PURCHASE OF ONE (1) LIFEPAK 15 CARDIAC MONITOR FOR UNIT 1061, REPLACING THE LAST AGING LIFEPAK 12 19,310 - BODY ARMOR FOR 23 FULL-TIME PARAMEDICS. INCLUDING (1) CARRIER, (1) VEST, (1) SHOCKPLATE, ARMOR SKIN (2), SHIRTS (3). 19,590 - BODY ARMOR 29 PART-TIME PARAMEDICS, (EMPLOYEE WILL PAY \$275 TOWARDS COST OF VEST, CARRIER, AND SHOCK PLATE), 1 ARMOR SKIN, 1 SHIRT 13,000 - (10) AED REPLACEMENTS FOR POLICE AND FIRE.

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BUREAU DETAIL

Bureau: General Expenses

No: 0801

Department: General Fund

No: 0080

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017	2017	2018
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget
	Number of Permanent Positions				# Salaries	# Salaries	# Salaries
	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-
Account Detail							
41013 OFFICE EXPENSE	4,121	5,740	6,729	4,022	20,000	17,500	20,000
41025 POSTAGE	14,896	7,166	6,665	21,431	28,300	28,000	30,000
Materials & Supplies	19,017	12,906	13,394	25,453	48,300	45,500	50,000
42036 COMMUNICATIONS	49,942	73,059	101,755	218,075	215,000	212,000	210,000
42047 DEPARTMENT CONTRACTS	-	36,140	39,994	28,824	120,000	110,000	120,000
42049 REFUNDS	290	220	-	-	4,000	2,000	4,000
42051 VACANCY FACTOR	-	-	-	-	(100,000)	-	-
42055 PROFESSIONAL SERVICES	245,373	116,893	265,770	98,750	175,000	170,000	200,000
42058 UNEMPLOYMENT COMPENSATION	41,524	58,888	6,934	23,764	30,000	30,000	30,000
42059 HEART & LUNG ACT	-	-	-	-	1,000	500	1,000
42064 EQUIPMENT MAINTENANCE	493	279	-	-	2,000	1,000	2,000
42068 TRANSFER TO NON-UTILITY	1,200,000	-	-	-	-	-	-
42071 PRIOR YEAR ENCUMBRANCES	21,004	24,630	5,875	2,535	11,195	6,625	14,500
42072 PENSIONS-POLICEMEN	3,494,690	3,520,610	4,298,925	4,430,587	4,463,427	4,463,427	4,515,210
42073 PENSIONS-FIRE	2,245,105	2,223,040	2,683,110	2,550,742	2,595,844	2,595,844	2,668,509
42074 PENSIONS-O&E	552,036	540,969	199,054	-	-	-	-
42075 PENSIONS-PMRS MMO	1,886,301	-	1,110,832	1,172,182	1,172,225	1,172,225	1,187,912
420751 DEF CONTRIB PLAN MATCH	177,313	175,807	180,144	203,861	200,000	198,500	215,000
42076 TRUST PAYMENTS	4,500	6,300	4,775	5,925	8,000	7,000	8,000
420771 LANDFILL TRANSFER	142,678	318,629	878,292	882,632	879,820	879,815	879,261
42079 CONTINUOUS IMPROVEMENT	212	113	-	-	5,000	2,500	-
420802 CITY INSURANCE PACKAGE	610,051	467,042	554,806	564,748	700,000	678,000	684,750
42084 GROUP LIFE INSURANCE	69,380	74,444	77,965	77,178	78,500	75,000	78,500
420841 LONG TERM DISABILITY INS	19,822	19,886	19,336	19,150	30,000	25,000	25,000
42085 MEDICAL INSURANCE	5,579,565	5,564,331	7,006,848	6,464,806	7,543,979	7,250,000	7,375,000
42086 WORKMEN'S COMPENSATION	1,336,021	1,114,607	1,244,095	1,296,916	1,079,800	1,050,000	1,183,000
42087 SOCIAL SECURITY	1,275,735	1,308,658	1,349,028	1,403,538	1,430,105	1,428,000	1,465,000
42088 ACCUMULATED SICK LEAVE	151,263	118,686	125,675	117,452	150,000	143,000	155,000
42090 UNFORSEEN CONTINGENCY	-	34	13,117	-	16,000	5,000	454,339
Purchased Services	19,103,298	15,763,265	20,166,330	19,561,665	20,810,895	20,505,436	21,475,981
Total GENERAL EXPENSES	19,122,315	15,776,171	20,179,724	19,587,118	20,859,195	20,550,936	21,525,981

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41013	20,000	OFFICE EXPENSE 20,000 - COVERS OFFICE SUPPLIES, PAPER AND ENVELOPES.
41025	30,000	POSTAGE 30,000 - POSTAGE FOR GENERAL FUND
42036	210,000	COMMUNICATIONS 210,000 - 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.
42055	200,000	PROFESSIONAL SERVICES 200,000 - 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 2018.
42072	4,515,210	PENSIONS - POLICEMEN 4,515,210 - MMO CONTRIBUTION REQUIRED BY ACT 205
42073	2,668,509	PENSIONS - FIRE 2,668,509 - MMO CONTRIBUTION REQUIRED BY ACT 205
42075	1,187,912	PENSIONS - P.M.R.S. MMO 1,187,912 - MMO CONTRIBUTION REQUIRED BY ACT 205 AND DEBT SERVICE.
420771	879,261	LANDFILL TRANSFER 879,261 - FUNDS NEEDED TO PAY LANDFILL DEBT SERVICE.
42088	155,000	ACCUMULATED SICK LEAVE 155,000 - PROVIDE FOR RETIREES UNUSED SICK DAYS COMPENSATION AND PAYMENT FOR UNUSED SICK DAYS FOR ACTIVE EMPLOYEES PER CONTRACT AGREEMENT.
42090	454,339	UNFORESEEN CONTINGENCY 454,339 - THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN AT THE TIME OF BUDGET PREPARATION

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BUREAU DETAIL

Bureau: Civic Expenses

No: 0901

Department: General Fund

No: 0090

Bureau Description:

This bureau provides City contributions to various local civic agencies.

Goals and Objectives:

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

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL
DEPT 0090 GENERAL FUND
BUREAU 0901 CIVIC EXPENSES**

	2013	2014	2015	2016	2017	2017	2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget	
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-
Account Detail								
95004 MEMORIAL DAY DECOR	900	900	-	900	900	900	900	
95005 PA LEAGUE OF CITIES	29,393	29,393	28,943	28,943	29,400	29,010	29,400	
95006 FOURTH OF JULY	31,000	31,000	31,800	31,800	32,000	32,000	32,000	
95007 LIBRARY	1,277,000	1,277,082	1,277,082	1,315,934	1,315,934	1,315,934	1,315,934	
95008 HALLOWEEN PARADE	10,865	11,659	11,370	10,850	12,000	11,500	12,000	
95009 FINE ARTS COMMISSION	5,400	5,400	5,400	5,400	7,400	7,400	12,400	
95010 MUSIC FUND	28,000	27,986	28,000	28,000	28,000	28,000	28,000	
95012 DOWNTOWN INITIATIVE	-	-	-	-	48,485	25,000	50,000	
95013 NORTHSIDE 2027	-	-	-	-	-	-	50,000	
95020 SISTER CITY	-	14,423	-	4,000	-	-	4,000	
95022 US CONFERENCE OF MAYORS	5,269	5,269	5,269	5,269	5,269	5,269	5,269	
Civic Expenses	1,387,827	1,403,112	1,387,864	1,431,096	1,479,388	1,455,013	1,539,903	
Total CIVIC EXPENSES	1,387,827	1,403,112	1,387,864	1,431,096	1,479,388	1,455,013	1,539,903	

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
95009	12,400	FINE ARTS COMMISSION 7,400 - ANNUAL ALLOCATION 5,000 - ONE-TIME ALLOCATION FOR RESTORATION OF ART WORK
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. ALSO, INCLUDES EVALUATING AS TO WHETHER TO PERFORM A STUDY FOR NORTHSIDE AND SOUTHSIDE BUSINESS DISTRICTS AND PHYSICAL IMPROVEMENTS IN THE DOWNTOWN.

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BUREAU DETAIL

Bureau: Debt Service

No: 1001

Department: General Fund

No: 0100

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

**FUND 001 GENERAL
DEPT 0100 GENERAL FUND
BUREAU 1001 DEBT SERVICE**

	2013	2014	2015	2016	2017	2017	2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget	
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-
Account Detail								
42091 BOND REDEMPTION	3,509,000	3,465,000	1,976,000	2,002,000	2,560,000	2,560,000	3,155,000	
42092 COUPON INTEREST	3,971,138	3,964,786	3,412,080	3,556,150	3,255,200	2,941,749	3,121,043	
Purchased Services	7,480,138	7,429,786	5,388,080	5,558,150	5,815,200	5,501,749	6,276,043	
Total DEBT SERVICE	7,480,138	7,429,786	5,388,080	5,558,150	5,815,200	5,501,749	6,276,043	

Schedule of Payment of Bond & Note Indebtedness

	Series of 2010 C		Series of 2011 B		Series of 2013 A		Series of 2013 B		Series of 2014 A		Series of 2014 B		Series of 2014 C	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2018	1,370,000	128,155	5,000	440,375	245,000	143,959	620,000	259,261	250,000	48,300	990,000	965,944	1,055,000	1,084,876
2019	1,415,000	79,520	5,000	440,050	250,000	139,059	640,000	241,770	250,000	43,300	1,025,000	939,699	1,085,000	1,056,908
2020	825,000	29,288	5,000	439,725	255,000	134,059	660,000	221,214	265,000	35,800	1,295,000	909,452	1,115,000	1,024,889
2021			5,000	439,400	265,000	128,576	680,000	198,364	15,000	25,200	1,320,000	868,025	1,150,000	989,220
2022			5,000	439,075	265,000	122,216	710,000	172,232	325,000	24,900	1,305,000	822,234	1,190,000	949,327
2023			5,000	438,750	275,000	115,459	740,000	143,527	630,000	17,588	1,055,000	774,497	1,235,000	905,797
2024			5,000	438,425	285,000	107,759	770,000	112,128	105,000	2,625	1,095,000	733,795	1,280,000	858,150
2025			5,000	438,100	290,000	99,209	805,000	76,377			1,140,000	689,907	1,335,000	806,848
2026			5,000	437,775	295,000	90,509	840,000	39,001			1,190,000	641,936	1,390,000	750,671
2027			5,000	437,450	310,000	81,290					1,245,000	587,101	1,455,000	686,620
2028			905,000	437,125	320,000	71,603					1,300,000	529,731	1,520,000	619,574
2029			1,520,000	378,300	330,000	61,203					1,360,000	469,827	1,590,000	549,532
2030			1,505,000	279,500	335,000	50,065					1,430,000	401,882	1,670,000	470,096
2031			1,600,000	181,675	355,000	38,675					1,500,000	330,439	1,755,000	386,662
2032			1,195,000	77,675	370,000	26,250					1,570,000	255,499	1,840,000	298,983
2033					380,000	13,300					1,655,000	174,707	1,935,000	204,296
2034											1,740,000	89,540	2,035,000	104,721
	<u>3,610,000</u>	<u>236,963</u>	<u>6,775,000</u>	<u>5,743,400</u>	<u>4,825,000</u>	<u>1,423,189</u>	<u>6,465,000</u>	<u>1,463,874</u>	<u>1,840,000</u>	<u>197,713</u>	<u>22,215,000</u>	<u>10,184,214</u>	<u>24,635,000</u>	<u>11,747,170</u>

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

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

Series 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.

<u>Series of 2015 A</u>		<u>Series of 2015 B</u>		<u>Series of 2017 A</u>		<u>Series of 2017 B</u>		<u>Series of 2017 D</u>		<u>Series of 2017 E</u>		<u>Total</u>
<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	
30,000	143,813	325,000	52,350	185,000	322,318	35,000	185,839	40,000	7,525	5,000	734,815	9,672,530
35,000	143,363	330,000	45,850	190,000	320,190	125,000	185,139	160,000	6,850	5,000	734,760	9,891,458
35,000	142,663	340,000	39,250	190,000	316,390	125,000	182,639	165,000	3,865	955,000	734,700	10,443,933
35,000	141,963	345,000	32,450	195,000	312,590	295,000	180,139			2,135,000	686,950	10,442,878
35,000	141,132	350,000	25,550	200,000	306,740	310,000	168,339			2,000,000	580,200	10,446,945
35,000	140,300	360,000	17,675	205,000	301,740	320,000	155,939			2,090,000	480,200	10,441,470
825,000	139,469	365,000	9,125	210,000	296,359	335,000	143,139			1,950,000	375,700	10,441,675
955,000	118,844			220,000	290,059	345,000	129,739			2,430,000	278,200	10,452,283
1,235,000	93,775			225,000	283,459	360,000	115,939			2,305,000	156,700	10,454,765
1,275,000	59,813			230,000	277,272	370,000	106,039			3,230,000	104,838	10,460,423
690,000	21,583			1,275,000	270,372	380,000	94,939			1,125,000	28,125	9,588,031
				1,960,000	232,122	395,000	83,539					8,929,523
				1,885,000	171,362	405,000	71,294					8,674,198
				1,940,000	112,455	420,000	58,638					8,678,544
				1,550,000	50,375	430,000	45,198					7,708,979
						445,000	31,223					4,838,526
						460,000	15,870					4,445,132
<u>5,185,000</u>	<u>1,286,898</u>	<u>2,415,000</u>	<u>222,250</u>	<u>10,660,000</u>	<u>3,863,803</u>	<u>5,555,000</u>	<u>1,953,591</u>	<u>365,000</u>	<u>18,240</u>	<u>18,230,000</u>	<u>4,895,188</u>	<u>156,011,293</u>

Debt Service

Bureau 1001	<u>2017</u>	<u>2018</u>
Series C of 2010		
Principal	1,155,000	1,370,000
Interest	180,606	128,155
Bethlehem Authority Guaranteed Lease Revenue Bond Series A of 2011		
Principal	-	-
Interest	516,285	-
Series B of 2011		
Principal	5,000	5,000
Interest	440,700	440,375
Series A of 2013		
Principal	-	245,000
Interest	146,359	143,959
Series A of 2014		
Principal	5,000	250,000
Interest	48,350	48,300
Series B of 2014		
Principal	965,000	990,000
Interest	983,517	965,944
Series A of 2015		
Principal	30,000	30,000
Interest	144,158	143,813
Series A of 2017		
Principal	-	185,000
Interest	210,401	322,318
Series B of 2017		
Principal	-	35,000
Interest	121,311	185,839
Series D of 2017		
Principal	-	40,000
Interest	4,912	7,525
Series E of 2017		
Principal	500,000	5,000
Interest	45,150	734,815
	<u>5,501,749</u>	<u>6,276,043</u>
Bureau 0801- Landfill Transfer		
Series B of 2013		
Principal	605,000	620,000
Interest	274,815	259,261
	<u>879,815</u>	<u>879,261</u>
Bureau 0505 - Street Lighting		
Series B of 2015		
Principal	320,000	325,000
Interest	58,750	52,350
	<u>378,750</u>	<u>377,350</u>
Bureau 0801- PMRS MMO		
Series C of 2014		
Principal	1,035,000	1,055,000
Interest	1,103,723	1,084,876
	<u>2,138,723</u>	<u>2,139,876</u>
Total General Fund	<u>8,899,037</u>	<u>9,672,530</u>

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

	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget w/ Transfers</u>	<u>2017 Actual & Estimated</u>	<u>2018 Final Budget</u>
REVENUES:							
Departmental Earnings							
30521 9-1-1 Revenue	550,076	508,950	357,925	2,457,969	1,950,000	1,975,000	1,970,000
30523 Wireless 9-1-1 Revenue	1,878,317	1,512,267	1,520,272	-	-	-	-
30524 VOIP 9-1-1 Revenue	3,851	4,020	3,075	-	-	-	-
Total Departmental Earnings	<u>2,432,244</u>	<u>2,025,237</u>	<u>1,881,272</u>	<u>2,457,969</u>	<u>1,950,000</u>	<u>1,975,000</u>	<u>1,970,000</u>
Other Revenues							
30911 Transfers from General Fund	1,100,000	1,100,000	2,085,000	1,055,000	1,485,000	1,485,000	1,485,000
Total Other Revenues	<u>1,100,000</u>	<u>1,100,000</u>	<u>2,085,000</u>	<u>1,055,000</u>	<u>1,485,000</u>	<u>1,485,000</u>	<u>1,485,000</u>
Investment Interest							
30850 Investment Interest	-	-	1,546	4,767	-	8,500	-
Total Investment Interest	<u>-</u>	<u>-</u>	<u>1,546</u>	<u>4,767</u>	<u>-</u>	<u>8,500</u>	<u>-</u>
TOTAL 9-1-1 FUND REVENUES	<u>3,532,244</u>	<u>3,125,237</u>	<u>3,967,818</u>	<u>3,517,736</u>	<u>3,435,000</u>	<u>3,468,500</u>	<u>3,455,000</u>
EXPENDITURES BY CATEGORY:							
Personnel Costs	1,269,748	1,315,633	1,331,037	1,423,070	1,529,873	1,523,323	1,466,161
Materials & Supplies	8,191	7,085	1,522	1,749	14,900	12,700	11,800
Purchased Services	1,543,339	1,673,560	1,675,387	1,980,824	1,890,227	1,837,177	1,977,039
Equipment	185,150	395,990	226,449	-	-	-	-
TOTAL 9-1-1 FUND EXPENDITURES	<u>3,006,428</u>	<u>3,392,268</u>	<u>3,234,395</u>	<u>3,405,643</u>	<u>3,435,000</u>	<u>3,373,200</u>	<u>3,455,000</u>

BUREAU DETAIL

Bureau: 9-1-1 System

No: 001.1A

Department: 9-1-1 System

No: 001.1A

Bureau Description:

The 9-1-1 Bureau is responsible for the receipt of all calls from citizens and the subsequent dispatch for all public safety related matters including but not limited to emergency and non-emergency calls for Police, Fire & EMS.

The 9-1-1 Center is also responsible for maintaining the city wide camera system and coordinates all emergency communications for City related services.

Certain expenditures in this bureau are eligible for reimbursement under the Act 12 of the 9-1-1 Program.

Goals and Objectives:

- Consolidation with Northampton County 9-1-1 Center.
 - Staff a certified translator in the 9-1-1 Center.
 - Continue training on New CAD-POLICE-FIRE software.
 - Stabilization of the existing staff prior to consolidation with Northampton County.
 - Initiate joint CPE initiative with Allentown & Northampton County as part of larger N.E. regional initiative.
 - Participate in 9-1-1 NECORE to explore cost saving measures through sharing of 9-1-1 processes.
 - Work with the City of Bethlehem H.R. Department on future job descriptions for Public Safety Center.
 - Work on Dispatch Policies and integration into Northampton County System.
 - Maintain full staffing of personnel so that the 9-1-1 Center is not forced to consolidate prior to July 1, 2019.
 - Keep City Administration, City Council Members and Communication Center Staff informed on consolidation.
-

Prior Year Achievements:

- Secured a Deputy Director Position for 911, Emergency Management & Special Events.
 - Hired & retained 5 new employees to replace retired and transferred employees.
 - Launched Strategic Plan Study with Lehigh/Northampton & Allentown on possibility of a Regional 9-1-1 Center.
 - Continue work on new Public Safety Center with a "311-like" component.
 - 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.
 - Working with PEMA for funding into July 2019, Act #12.
-

**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	2013	2014	2015	2016	2017		2017		2018	
	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	1	65,035	1	65,035	1	73,265
2510 Deputy Dir. 9-1-1/EMC	-	-	-	-	-	-	-	-	1	53,288
P421 Sergeant/Deputy Dir.	-	-	-	1	1	82,702	1	82,702	-	-
2819 Public Safety Tech Spec	1	1	1	1	1	75,588	1	75,588	1	77,182
2509 QA Training Supervisor	1	1	1	-	-	-	-	-	-	-
2405 Comm Supervisor	4	4	4	4	4	263,365	4	263,365	4	256,574
07CD Comm Specialist	16	16	16	16	16	846,683	16	846,683	16	812,152
Total Positions	23	23	23	23	23	1,333,373	23	1,333,373	23	1,272,461
Account Detail										
40001 SALARIES	1,081,687	1,120,554	1,132,226	1,249,650		1,307,083		1,307,083		1,259,826
40002 LONGEVITY	17,650	13,040	14,400	18,240		26,290		26,290		12,635
40003 OVERTIME	9,929	9,811	32,581	26,344		62,000		60,000		58,000
40004 TEMPORARY HELP	97,392	105,262	82,712	54,765		60,000		57,500		60,000
40005 HOLIDAY PAY	51,623	55,464	56,160	60,365		60,000		58,000		60,000
40006 DIFFERENTIAL PAY	9,855	10,241	9,981	11,106		11,500		11,450		11,700
40008 MEAL REIMBURSEMENT	1,612	1,261	2,977	2,600		3,000		3,000		4,000
Personnel	1,269,748	1,315,633	1,331,037	1,423,070		1,529,873		1,523,323		1,466,161
41013 OFFICE EXPENSE	1,107	1,356	1,468	740		2,900		2,700		1,800
41014505 OPER SUPPLIES-ELECT MAINT	7,084	5,729	54	1,009		12,000		10,000		10,000
Materials & Supplies	8,191	7,085	1,522	1,749		14,900		12,700		11,800
42032602 TRAIN/CONT ED-COMM CENTER	7,505	3,536	7,443	7,389		14,900		10,000		17,000
42036601 COMMUNICATE-POLICE	37,456	37,367	31,681	31,012		40,000		35,750		40,000
42036801 COMMUNICATE-GENERAL	87,287	77,907	75,710	76,148		118,600		110,000		118,600
42047202 DEPT CONTRACT-INFO SRVCS	67,768	67,495	84,545	155,273		206,500		198,250		206,500
42047505 DEPT CONTRACT-ELECT MAINT	127,892	187,508	187,508	178,948		187,600		185,000		187,729
42055801 PROFESSIONAL FEES	62,660	68,470	62,780	33,450		4,500		4,000		4,500
42060505 OTHER EXP-ELECT MAINT	130	321	321	137		500		250		500
42064602 EQUIP MAINT-COMM CENTER	2,456	14,060	7,281	1,384		19,000		18,000		12,000
42075 PENSIONS-PMRS MMO	259,371	269,447	269,447	269,447		269,447		269,447		269,447
42083 TRANSFER TO NON-UTILITY	-	-	-	273,000		-		-		75,000
42085 MEDICAL INSURANCE	397,000	451,000	451,000	451,000		451,000		451,000		451,000
42086 WORKMEN'S COMPENSATION	3,215	3,215	3,215	3,215		3,215		3,215		3,215
42087 SOCIAL SECURITY	99,480	102,910	107,065	116,250		118,000		118,000		117,000
42090 UNFORESEEN CONTINGENCY	-	-	-	40		72,700		50,000		86,113
42091 BOND REDEMPTION	269,000	278,000	288,000	298,000		309,000		309,000		340,000
42092 COUPON INTEREST	116,618	106,823	96,645	86,131		75,265		75,265		48,435
42191 ADMINISTRATIVE FEE	5,501	5,501	2,746	-		-		-		-
Purchased Services	1,543,339	1,673,560	1,675,387	1,980,824		1,890,227		1,837,177		1,977,039
43099602 EQUIP-COMM CENTER SHARED	108,050	364,490	219,624	-		-		-		-
43099603 EQUIP-COMM CENTER-ACT 56	77,100	31,500	6,825	-		-		-		-
Equipment	185,150	395,990	226,449	-		-		-		-
Total 9-1-1 SYSTEM	3,006,428	3,392,268	3,234,395	3,405,643		3,435,000		3,373,200		3,455,000

Schedule of Payment of Bond Indebtedness

	Series A of 2005		Series of 2007		Total
	Principal	Interest	Principal	Interest	
2018	20,000	2,380	320,000	46,055	388,435
2019	20,000	1,600	328,000	37,319	386,919
2020	20,000	800	337,000	28,365	386,165
2021			346,000	19,165	365,165
2022			356,000	9,719	365,719
	<u>60,000</u>	<u>4,780</u>	<u>1,687,000</u>	<u>140,622</u>	<u>1,892,402</u>

Debt Service

Accounts 42091 & 42092

	<u>2017</u>	<u>2018</u>
Series A of 2005		
Principal	15,000	20,000
Interest	2,958	2,380
Series of 2007		
Principal	294,000	320,000
Interest	<u>72,307</u>	<u>46,055</u>
	<u>384,265</u>	<u>388,435</u>

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	58,000	OVERTIME 58,000 - 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	60,000	TEMPORARY HELP 60,000 - 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 2018 AND INCLUDES THE COST OF PAYING TIME AND ONE-HALF TO THE COMMUNICATION SPECIALISTS SCHEDULED TO WORK ON THESE HOLIDAYS.
40006	11,700	DIFFERENTIAL PAY 11,700 - 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	4,000	MEAL REIMBURSEMENT 4,000 - 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. EMERGENCY COMMAND POST @ SPECIAL EVENTS
41013	1,800	OFFICE EXPENSE 1,800 - INK, ,TONER, POSTAGE, COPY PAPER
41014505	10,000	OPER.SUPPLIES-ELECT MAINT 10,000 - RADIO SUPPLIES: MIC ASSEMBLIES, VARIOUS RADIO MODULES, ANTENNAS, CABLE, NUMEROUS ELECTRICAL COMPONENTS, SOLDER AND P.A. MATERIALS. TOWER ANTENNA INSTALLATION. CONSOLES.
42032602	17,000	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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		2,000 - CONFERENCES, AND IN HOUSE TRAINING. TRAINING FOR EOC
		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 - 9IMS SOFTWARE MAINTENANCE & UPDATES
		50,000 - NATIONAL PRIORITY - PROQA
42047505	187,729	DEPT CNTRCT-ELECT MAINT.
		176,729 - 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
		11,000 - MICROWAVE LINK MAINTENANCE - LET'S THINK WIRELESS
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

2018 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
42083	75,000	TRANSFER TO NON-UTILITY 75,000 - TRANSFER TO NON-UTILITY FOR TRUNKING SYSTEM RADIOS.
42090	86,113	UNFORESEEN CONTINGENCY 86,113 - ITEMS THAT COULD NOT BE FORESEEN AT TIME OF BUDGET PREPARATION. THIS INCLUDES POTENTIAL EXPENSES DUE TO 9-1-1 CONSOLIDATION.
42091	340,000	BOND REDEMPTION 340,000 - PRINCIPAL PAYMENT ON OUTSTANDING DEBT.
42092	48,435	COUPON INTEREST 48,435 - INTEREST PAYMENT ON OUTSTANDING DEBT.

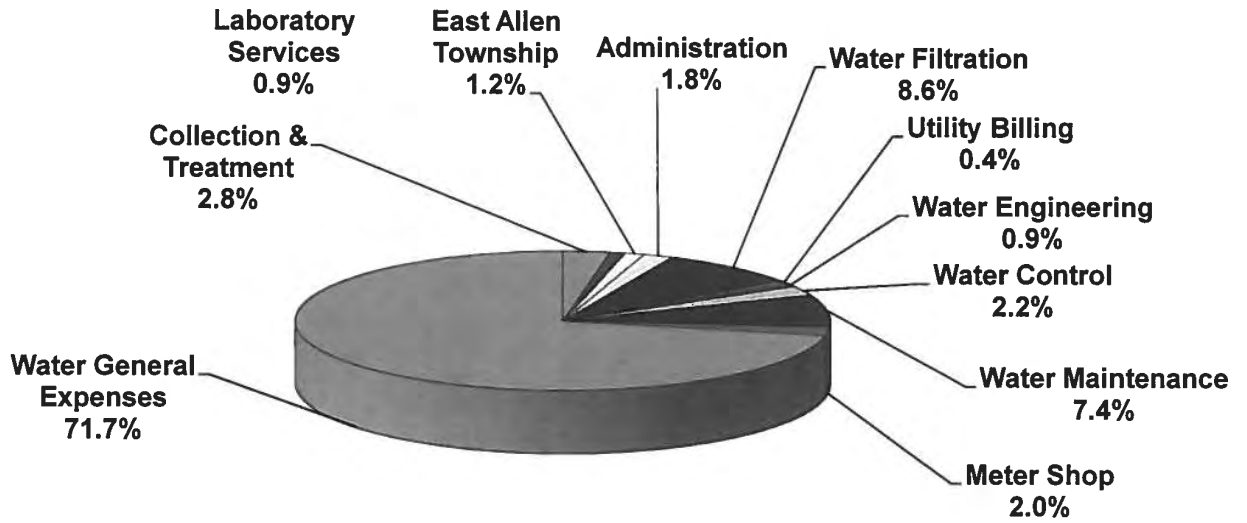
**CITY OF BETHLEHEM
WATER FUND
FUND ANALYSIS SUMMARY**

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget w/ Transfers	2017 Actual & Estimated	2018 Final Budget
REVENUES:							
Sale of Water							
31001A Residential	12,208,105	12,347,126	12,736,608	12,873,616	12,744,439	12,450,000	12,850,966
31001B Commercial	2,526,107	2,761,063	2,886,964	2,943,652	2,885,462	2,880,000	2,907,474
31001C Industrial	1,185,673	1,281,716	1,323,382	1,701,782	1,560,209	1,600,000	1,646,824
31001D Institutional	1,066,906	1,090,719	1,164,020	1,306,070	1,253,982	1,225,000	1,272,139
31001E Public	16,246	128,998	117,483	135,479	123,347	120,000	138,287
31004 Salisbury Township	4,206	4,236	4,303	4,394	4,505	4,000	4,100
31005 East Allen Township	85,872	39,708	97	58	-	-	1
31006 Utilities Inc	219,719	229,493	278,943	240,837	256,844	235,000	249,002
31007 Upper Saucon	72,224	130,278	53,286	(142,260)	40,258	37,500	40,162
31008 Lower Saucon	506,710	552,817	558,304	562,368	542,051	550,000	582,045
31009 Fire Protection	717,021	737,098	762,989	788,396	768,403	770,000	802,000
31011 Penalty on Delinquents	81,217	109,860	131,388	135,545	75,000	85,000	75,000
31014 Building Permit Water	13,004	21,556	29,579	6,332	10,000	10,500	15,000
31016 Fire Hydrant Water Use	548,064	572,380	582,834	583,555	575,000	570,000	585,000
31017 Penalty - Fire Protection	6,731	7,485	2,472	6,660	5,000	4,000	1,000
31050D Delinquent Water	322	-	6	151	-	-	-
Total Sale of Water	19,258,127	20,014,533	20,632,658	21,146,635	20,844,500	20,541,000	21,169,000
Other Operating Revenues							
308901 Cash Balance	1,740,500	-	-	-	1,400,000	1,400,000	-
31101 Water Main Assessment	-	-	4,289	-	-	-	-
31103 Permits & Materials	44,914	26,912	29,053	42,290	25,000	40,000	25,000
31105 Expense Returns	58,803	-	-	-	-	-	-
31106 Miscellaneous	69,148	47,606	53,544	33,301	30,000	93,500	35,000
31108 Backflow	-	100	-	-	500	-	500
31109 Dist System Improve Charge	-	-	-	-	75,000	-	500
Total Other Operating Revenues	1,913,365	74,618	86,886	75,591	1,530,500	1,533,500	61,000
Investment Interest							
308501 Investment Income	-	-	535	8,143	-	17,500	20,000
Total Investment Interest	-	-	535	8,143	-	17,500	20,000
TOTAL WATER FUND REVENUES	21,171,492	20,089,151	20,720,079	21,230,369	22,375,000	22,092,000	21,250,000
EXPENDITURES BY BUREAU/DIVISION:							
Collection & Treatment	454,711	474,760	459,345	466,638	555,490	511,515	593,421
Laboratory Services	141,327	136,709	158,172	157,111	177,696	164,526	200,300
East Allen Township	154,127	187,454	177,814	193,838	256,760	220,500	249,110
Administration	323,513	299,302	311,138	322,399	381,710	361,680	378,951
Water Filtration	1,506,571	1,533,136	1,417,842	1,483,542	1,822,440	1,639,500	1,827,782
Utility Billing	81,264	69,512	72,480	81,097	110,345	85,365	89,004
Water Engineering	159,731	214,564	191,470	192,656	218,780	213,380	201,499
Water Control	728,182	404,125	407,433	446,926	458,266	441,916	465,605
Water Maintenance	1,373,693	1,317,262	1,292,531	1,331,602	1,543,089	1,447,022	1,574,663
Meter Shop	414,122	374,923	362,970	397,551	417,526	406,041	432,818
Water General Expenses	14,100,637	14,249,410	14,249,541	14,656,593	16,432,898	16,241,708	15,236,847
TOTAL WATER FUND EXPENDITURES	19,437,878	19,261,157	19,100,736	19,729,953	22,375,000	21,733,153	21,250,000
EXPENDITURES BY CATEGORY:							
Personnel Costs	4,026,378	3,606,061	3,618,800	3,850,890	3,947,330	3,904,150	4,099,273
Materials & Supplies	398,464	378,784	320,491	258,921	416,415	329,525	456,795
Purchased Services	15,013,036	15,276,312	15,161,445	15,620,142	17,893,610	17,392,478	16,559,352
Equipment	-	-	-	-	117,645	107,000	134,580
TOTAL WATER FUND EXPENDITURES	19,437,878	19,261,157	19,100,736	19,729,953	22,375,000	21,733,153	21,250,000

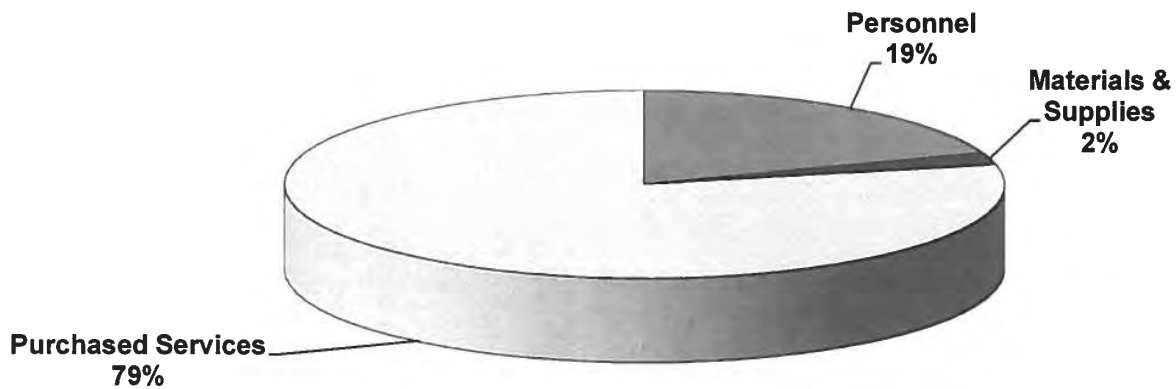
**CITY OF BETHLEHEM
WATER FUND
BUREAU/DIVISION RESOURCE SUMMARY**

<u>Bureau/Divison</u>	<u>Personnel</u>	<u>Materials & Supplies</u>	<u>Purchased Services</u>	<u>Equipment</u>	<u>Total</u>
20011 Collection & Treatment	\$ 395,326	\$ 27,700	\$ 163,995	\$ 6,400	\$ 593,421
20012 Laboratory Services	153,200	11,400	28,200	7,500	200,300
20014 East Allen Township	-	17,410	231,700	-	249,110
20015 Administration	287,631	1,360	80,660	9,300	378,951
20016 Water Filtration	1,094,752	276,480	436,020	20,530	1,827,782
20017 Utility Billing	82,544	3,000	-	3,460	89,004
20018 Water Engineering	136,499	-	65,000	-	201,499
20019 Water Control	396,445	2,910	57,810	8,440	465,605
Supply & Treatment	2,546,397	340,260	1,063,385	55,630	4,005,672
20022 Utility Maintenance	1,153,383	96,830	252,450	72,000	1,574,663
20023 Meter Shop	399,493	15,375	11,000	6,950	432,818
Water Maintenance	1,552,876	112,205	263,450	78,950	2,007,481
2006 Water General Expenses	-	4,330	15,232,517	-	15,236,847
Water General Expenses	-	4,330	15,232,517	-	15,236,847
TOTAL WATER FUND	<u>\$ 4,099,273</u>	<u>\$ 456,795</u>	<u>\$ 16,559,352</u>	<u>\$ 134,580</u>	<u>\$ 21,250,000</u>

Water Fund Expenditures by Bureau/Division



Water Fund Expenditures by Category



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

Bureau/Divison	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget w/ Transfers	2017 Actual & Estimated	2018 Final Budget
20011 Collection System	6	6	6	6	6	6	6
20012 Laboratory Services	2	3	3	3	3	3	3
20014 East Allen Township	-	-	-	-	-	-	-
20015 Administration	4	4	4	4	4	4	4
20016 Water Filtration	14	14	14	15	15	15	15
20017 Utility Billing	4	3	3	3	3	3	3
20018 Water Engineering	2	2	2	2	2	2	2
20019 Water Control	9	6	6	6	6	6	6
Supply & Treatment	41	38	38	39	39	39	39
20022 Utility Maintenance	24	27	27	26	26	26	26
20023 Meter Shop	8	7	7	7	7	7	7
Water Maintenance	32	34	34	33	33	33	33
TOTAL WATER FUND	73	72	72	72	72	72	72

Debt Service

Bureau 2006

	<u>2017</u>	<u>2018</u>
Account 42093 PennVest Reimbursement		
Principal	1,358,995	346,591
Interest	<u>34,773</u>	<u>1,851</u>
	<u>1,393,768</u>	<u>348,442</u>
Account 42094 Lease Rental		
Series of 2014		
Principal	4,550,000	5,400,000
Interest	<u>2,504,050</u>	<u>2,276,550</u>
	7,054,050	7,676,550
5% Coverage	352,703	383,828
Credit	<u>(132,000)</u>	<u>-</u>
	<u>7,274,753</u>	<u>8,060,378</u>
1998 Capital Appreciation Bond		
Principal	-	151,747
Interest	<u>-</u>	<u>273,254</u>
	-	425,001
5% Coverage	<u>-</u>	<u>21,250</u>
	<u>-</u>	<u>446,251</u>
	<u>7,274,753</u>	<u>8,506,629</u>
Account 42095 2007 G.O Note		
Principal	57,000	62,000
Interest	<u>14,053</u>	<u>8,954</u>
	<u>71,053</u>	<u>70,954</u>

Schedule of Payment of Bond & Note Indebtedness

	1998 PennVest Note		1998 Capital Appreciation Bond		2007 GO Note	
	Principal	Interest	Principal	Interest	Principal	Interest
2018	346,591	1,851	151,747	273,254	62,000	8,954
2019			456,513	918,487	64,000	7,262
2020			437,344	957,656	66,000	5,515
2021			419,547	990,453	67,000	3,713
2022			2,038,880	5,166,120	69,000	1,884
2023			1,941,153	5,288,847		
2024			1,835,213	5,414,787		
2025			1,746,838	5,528,163		
2026			1,662,661	5,637,339		
2027			1,581,392	5,738,608		
2028			1,240,878	4,809,122		
2029						
2030						
2031						
2032						
Totals	346,591	1,851	13,512,166	40,722,835	328,000	27,328

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

2014 Guaranteed Water Revenue Bonds		Total
<u>Principal</u>	<u>Interest</u>	
5,400,000	2,276,550	8,520,947
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>49,490,000</u>	<u>18,748,525</u>	<u>123,177,296</u>

BUREAU DETAIL

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

Division Description:

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

Goals and Objectives:

- Continue to cut and remove brush and stickers growing up through the fence at Wild Creek. Once completed, start on the fence around Penn Forest.
- Replace fence posts in problem areas at Penn Forest. Some of these places are hard to get to and may require brush cutting first.
- Clear brush from the downstream slopes at Penn Forest, transmission line south to the Blue Mountain, and banks around Wild Creek intake.
- Train the two new employees in woodland fire suppression.
- Remark and cut (if necessary) as much boundary line as time allows.

Prior Year Achievements:

- Oversaw installation of SCADA system upgrades at Penn Forest and Wild Creek.
 - Repaired hole in Penn Forest concrete spillway.
 - Seven windows replaced in Wild Creek Building.
 - Cut several areas of Japanese knotweed (an invasive species) to prevent regrowth in the spring and will treat with herbicide.
 - Cleared brush, trees, and grass from several miles of fire lanes, around drains, spillways, and retention ponds.
 - Repaired half mile of fire lane between Hell-Hollow Road and Cross Run (graded lane with clean fill).
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2013	2014	2015	2016	2017		2017		2018	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2826	Chief Watershed Op	1	1	1	1	1	84,648	1	84,648	1	78,257
M128	WSR Maint Worker III	1	1	1	1	1	61,932	1	61,932	1	63,245
M114	Maintenance Worker III	1	1	1	1	1	58,886	1	58,886	1	60,328
M112	Automotive Mechanic	1	1	1	1	1	59,456	1	59,456	1	61,183
M092	Maintenance Worker II	2	2	2	2	2	95,593	2	95,593	2	110,138
Total Positions		6	6	6	6	6	360,515	6	360,515	6	373,151
Account Detail											
40001	SALARIES	326,316	332,341	344,812	328,099		351,585		351,585		364,601
40002	LONGEVITY	8,400	8,720	8,960	8,740		8,930		8,930		8,550
40003	OVERTIME	17,868	19,933	21,460	27,406		22,000		21,000		22,000
40006	DIFFERENTIAL PAY	2	-	-	-		25		-		25
40008	MEAL REIMBURSEMENT	39	-	13	104		150		100		150
Personnel		352,625	360,994	375,245	364,349		382,690		381,615		395,326
41014	OPERATING SUPPLIES	3,669	6,361	2,384	2,005		9,125		6,800		6,000
41016	UNIFORMS/SAFETY SHOES	745	1,186	770	1,013		920		800		1,600
41021	CHEMICALS	-	-	-	-		100		-		100
41023	GASOLINE	18,012	19,485	11,953	8,317		20,000		10,000		20,000
Materials & Supplies		22,426	27,032	15,107	11,335		30,145		17,600		27,700
42031	UNIFORM RENTAL	2,241	2,057	1,758	2,034		2,150		2,050		2,150
42036	COMMUNICATIONS	2,576	2,650	2,594	2,563		4,000		3,250		3,000
42044	ELECTRIC	10,318	9,792	10,039	9,295		12,300		11,000		10,000
42046	HEATING OIL	4,938	7,524	4,548	2,479		9,360		6,000		10,000
42047	DEPARTMENT CONTRACTS	45,702	56,458	43,763	60,085		83,500		70,000		114,395
42054	RENTALS	210	210	-	-		1,345		500		550
42060	OTHER EXPENSES	1,056	770	749	1,465		3,000		2,000		2,000
42064	EQUIPMENT MAINTENANCE	8,541	6,422	4,035	8,578		12,000		10,000		13,500
42065	PLANT MAINTENANCE	4,078	851	1,507	4,455		15,000		7,500		8,400
Purchased Services		79,660	86,734	68,993	90,954		142,655		112,300		163,995
43099	EQUIPMENT	-	-	-	-		-		-		6,400
Equipment		-	-	-	-		-		-		6,400
Total	COLLECTION & TREATMENT	454,711	474,760	459,345	466,638		555,490		511,515		593,421

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

2018 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	6,000	OPERATING SUPPLIES 6,000 - 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, LUMBER, METAL STOCK, IRON FABRICATION, HOSES, AND MISC SUPPLIES, COLD/HOT PATCH, BAGGED CEMENT, PERSONAL PROTECTION EQUIPMENT, LAB SUPPLIES, ASPHALT CRACK SEALER, ROAD REPAIR STONE AND MISC ITEMS/TOOLS.
41016	1,600	UNIFORMS/SAFETY SHOES 1,600 - 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	3,000	COMMUNICATIONS 3,000 - TELEPHONE SERVICE FOR WILD CREEK AND DEDICATED CIRCUIT FOR WTP FOR KMNO4 COMMUNICATIONS.
42044	10,000	ELECTRIC 10,000 - 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	10,000	HEATING OIL 10,000 - 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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42047	114,395	DEPARTMENT CONTRACTS 114,395 - 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), EVALUATE P.F. ADAS SYSTEM REPLACEMENT, BOILER SERVICING, USGS CONTRACT, ANNUAL DAM INSPECTIONS/REPORTS, INSTRUMENTATION REPORT AS REQUIRED BY PA DEP, DAM INSPECTION WORK PLAN, FULL INCREMENTAL BREACH ANALYSIS AND NEW INUNDATION MAPPING, AND DAM EMERGENCY ACTION PLANS UPDATES.
42054	550	RENTALS 550 - HAULING OF HEAVY EQUIPMENT TO AND FROM TUNKHANNOCK, SEPTIC TANK CLEANING, RENTAL OF PRESSURE WASHER AND PAINT SPRAYER FOR STORAGE BUILDING PAINTING.
42060	2,000	OTHER EXPENSES 2,000 - GARBAGE COLLECTION FEE, MAPS, FLAGS, CDL REIMBURSEMENTS, COOLER RENTAL, BOAT LICENSE, SAMPLING LICENSE, DEBRIS AND SCRAP TIRE/METAL DISPOSAL, TRUCK WASTE HAULING LICENSE, MISC. ITEMS, BOTTLED WATER, OFFICE SUPPLIES, BOOTS AND RAINGEAR.
42064	13,500	EQUIPMENT MAINTENANCE 13,500 - 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	8,400	PLANT MAINTENANCE 8,400 - 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. CHEMICAL PRETREATMENT BUILDING. REPAIRS TO POLE BUILDING
43099	6,400	EQUIPMENT 6,400 - TWO DEHUMIDIFIERS; 2017 CARRY OVER RADIO

BUREAU DETAIL

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

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

Division Description:

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

Goals and Objectives:

- Update the City's comprehensive compliance plan.
- 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.

Prior Year Achievements:

- Trained our new water lab sampling/lab technician, increasing his responsibilities to include certified lab analyses.
 - Implemented sampling/analyses of all EAT well systems in house which eliminated the costs associated with outside lab testing.
 - Implemented a plan to identify/locate lead service lines in our distribution system.
-

**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	2013	2014	2015	2016	2017		2017		2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3209 Water Quality Manager	1	1	1	1	1	93,118	1	93,118	1	94,939
2725 Laboratory Technician	1	1	1	1	1	73,148	1	73,148	1	74,670
2714 Microbiologist	-	1	1	1	1	59,033	1	59,033	1	68,389
Total Positions	2	3	3	3	3	225,299	3	225,299	3	237,998
3209 50% Allocated to 3004						(46,559)		(46,559)		(47,469)
2714 50% Allocated to 3004						(36,575)		(36,575)		(34,194)
2725 50% Allocated to 3004						(29,514)		(29,514)		(37,335)
						<u>112,651</u>		<u>112,651</u>		<u>119,000</u>
Account Detail										
40001 SALARIES	72,382	97,371	101,665	110,097		110,699		110,699		116,055
40002 LONGEVITY	1,480	1,520	1,560	1,892		1,952		1,952		2,945
40004 TEMPORARY HELP	43,495	17,621	15,678	20,754		25,500		20,000		34,200
Personnel	117,357	116,512	118,903	132,743		138,151		132,651		153,200
41014 OPERATING SUPPLIES	6,636	5,901	8,427	4,455		10,995		7,500		10,000
41016 UNIFORMS/SAFETY SHOES	95	-	100	120		500		375		400
41023 GASOLINE	1,112	668	428	486		1,800		750		1,000
Materials & Supplies	7,843	6,569	8,955	5,061		13,295		8,625		11,400
42031 UNIFORM RENTAL	-	-	-	-		-		-		200
42047 DEPARTMENT CONTRACTS	9,687	11,394	25,409	15,703		19,250		18,000		21,000
42060 OTHER EXPENSES	6,440	2,234	4,905	3,604		5,000		4,750		5,000
42064 EQUIPMENT MAINTENANCE	-	-	-	-		2,000		500		2,000
Purchased Services	16,127	13,628	30,314	19,307		26,250		23,250		28,200
43099 EQUIPMENT	-	-	-	-		-		-		7,500
Equipment	-	-	-	-		-		-		7,500
Total LABORATORY SERVICES	141,327	136,709	158,172	157,111		177,696		164,526		200,300

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	34,200	TEMPORARY HELP 34,200 - PART-TIME SAMPLER/LAB TECHNICIAN PART-TIME WATER/WASTEWATER LAB INTERN TO BE SPLIT 50/50 BETWEEN FUNDS.
41014	10,000	OPERATING SUPPLIES 10,000 - ANALYTICAL CHEMICALS, GLASSWARE, PLASTIC WARE, CRYPTO ANALYSIS KITS, FILTERS, PADS, OFFICE SUPPLIES, BACT ID KITS. CONTINUED REDUCTION IN SPENDING DUE TO CONTINUOUS IMPROVEMENT INITIATIVES.
41016	400	UNIFORMS/SAFETY SHOES 400 - SAFETY SHOES AND SHIRTS FOR LAB EMPLOYEES.
41023	1,000	GASOLINE 1,000 - REGULAR GASOLINE. BASED ON 2016 USAGE AND WEEKLY WATERSHED MONITORING.
42031	200	UNIFORM RENTAL 200 - LAB COAT RENTAL
42047	21,000	DEPARTMENT CONTRACTS 21,000 - MONITORING FOR SDWA. QA/QC SAMPLES. LAGOON RESIDUALS AND GROUNDWATER MONITORING. UCMR4 MONITORING CHEMICAL WASTE CLEAN UP
42060	5,000	OTHER EXPENSES 5,000 - STATE LAB CERTIFICATION FEES. MEMBERSHIP FEES FOR PAEL AND AWWA. TRAVEL EXPENSES/OFFICE SUPPLIES. SAFE PARTNERSHIP ANNUAL FEE.
42064	2,000	EQUIPMENT MAINTENANCE 2,000 - PREVENTIVE MAINTENANCE ON LABROTORY EQUIPMENT.
43099	7,500	EQUIPMENT 7,500 - TURBIDIMETER, SPECTROPHOTOMETER, REFRIGERATOR WITH FREEZER

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BUREAU DETAIL

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

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

Division Description:

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

Goals and Objectives:

- Install blow-offs/hydrants at all well pump systems to allow for more effective flushing of the distribution system to help improve water quality.

Prior Year Achievements:

- Installed transfer switches on (3) three well stations to continually serve customers during power outages
 - New Shady Lane well house on-line.
 - Replaced faulty pumps at East Allen Gardens and Country Squire well systems.
 - 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**

	2013	2014	2015	2016	2017	2017	2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget	
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-
Account Detail								
41014 OPERATING SUPPLIES	833	357	584	263	13,740	8,000	13,740	
41021 CHEMICALS	-	1,830	1,220	1,250	3,200	2,500	3,270	
41023 GASOLINE	123	201	175	31	400	250	400	
Materials & Supplies	956	2,388	1,979	1,544	17,340	10,750	17,410	
42036 COMMUNICATIONS	190	1,004	954	938	2,050	1,250	2,050	
42044 ELECTRIC	4,463	12,330	15,320	11,726	19,200	16,500	16,000	
42047 DEPARTMENT CONTRACTS	18,945	68,009	47,230	50,251	55,250	52,000	56,250	
42060 OTHER EXPENSES	78,648	95,075	97,664	113,059	132,920	120,000	127,400	
42064 EQUIPMENT MAINTENANCE	925	8,648	14,667	16,320	30,000	20,000	30,000	
42091 BOND REDEMPTION	50,000	-	-	-	-	-	-	
Purchased Services	153,171	185,066	175,835	192,294	239,420	209,750	231,700	
Total	EAST ALLEN TOWNSHIP	154,127	187,454	177,814	193,838	256,760	220,500	249,110

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

2018 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	3,270	CHEMICALS 3,270 - 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	16,000	ELECTRIC 16,000 - ELECTRIC SERVICE FOR WELL HOUSES AND AIRPORT ROAD PUMP STATION.
42047	56,250	DEPARTMENT CONTRACTS 36,000 - SYSTEM OPERATOR FOR WELL SYSTEMS, RT. 512 SYSTEM AND AIRPORT ROAD PUMP STATION (2014 AND 2015) 1,000 - GENERATOR SERVICE FOR AIRPORT ROAD PUMP STATION. 9,000 - LAWN MOWING/PLOWING AT FACILITIES AND EMPTY LOT AND 250 - SPRING CLEAN UP. 10,000 - LABORATORY TESTING
42060	127,400	OTHER EXPENSES 107,318 - PURCHASED WATER FROM BATH BOROUGH AUTHORITY FOR RT. 512 SYSTEM. 6,564 - QUARTERLY METER CHARGE 13,518 - PERMIT WELL #3
42064	30,000	EQUIPMENT MAINTENANCE 30,000 - EQUIPMENT MAINTENANCE FOR ALL SYSTEM FACILITIES.

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BUREAU DETAIL

Bureau: Supply & Treatment
Division: Administration

No: 2001
No: 20015

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

Division Description:

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

Goals and Objectives:

- Close out 2013 Pennvest Loan for the completion of the Biosolids Dewatering and Effluent Pump Station Improvements project.
 - Engage engineering consultant to evaluate trend on flow and organic loading at the Wastewater Treatment Plant. This will begin the process of planning for the next major plant upgrade project as per the Act 537 Plan.
 - Apply for and implement the Distribution System Improvement Charge (DSIC).
-

Prior Year Achievements:

- Executed new water service inter-municipal agreement with Upper Saucon Township.
 - Executed new sewer service inter-municipal agreement with East Allen Township.
 - Established substantial routine annual capital appropriations from the water and sewer operating fund.
 - Obtained a \$5 million bond to fund sewer capital projects.
 - Awarded for the ninth 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.
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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**

		2013	2014	2015	2016	2017		2017		2018	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Actual & Estimated	Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N125	Dir Water/Sewer Resource	1	1	1	1	1	101,019	1	101,019	1	103,039
3203	Water Supply/Treat Sup	1	1	1	1	1	93,118	1	93,118	1	94,939
3015	Commercial Ops Manager	1	1	1	1	1	82,938	1	82,938	1	84,684
2807	Dept Business Manager	1	1	1	1	1	77,014	1	77,014	1	78,512
Total Positions		4	4	4	4	4	354,089	4	354,089	4	361,174
2831	25% Allocated from 0202						18,945		18,945		19,343
2722	33% Allocated from 0202						23,731		23,731		24,233
N125	50% Allocated to 3001						(50,510)		(50,510)		(51,520)
3015	50% Allocated to 3001						(41,469)		(41,469)		(42,343)
2807	50% Allocated to 3001						(38,506)		(38,506)		(39,256)
							<u>266,280</u>		<u>266,280</u>		<u>271,631</u>
Account Detail											
40001	SALARIES	228,237	226,226	242,485	263,970		262,553		262,553		267,802
40002	LONGEVITY	2,993	2,839	2,966	3,620		3,727		3,727		3,829
40004	TEMPORARY HELP	-	-	-	-		-		-		16,000
Personnel		231,230	229,065	245,451	267,590		266,280		266,280		287,631
41014	OPERATING SUPPLIES	7,969	2,398	1,674	229		1,350		1,000		700
41016	UNIFORMS/SAFETY SHOES	-	108	-	-		130		-		130
41023	GASOLINE	665	974	393	272		750		400		530
Materials & Supplies		8,634	3,480	2,067	501		2,230		1,400		1,360
42032	TRAINING/CONT. EDUCATION	12,372	6,090	8,033	5,201		15,000		10,000		15,000
42036	COMMUNICATIONS	5,100	1,023	-	-		-		-		-
42047	DEPARTMENT CONTRACTS	57,141	50,967	47,777	44,215		70,970		60,000		45,300
42060	OTHER EXPENSES	9,036	8,677	7,810	4,892		19,930		17,000		20,360
Purchased Services		83,649	66,757	63,620	54,308		105,900		87,000		80,660
43099	EQUIPMENT	-	-	-	-		7,300		7,000		9,300
Equipment		-	-	-	-		7,300		7,000		9,300
Total	ADMINISTRATION	323,513	299,302	311,138	322,399		381,710		361,680		378,951

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	16,000	TEMPORARY HELP 16,000 - 25% OF THE FULL TIME CONTRACT PROGRAMMERS SALARY
41014	700	OPERATING SUPPLIES 700 - OFFICE SUPPLIES
41016	130	UNIFORMS/SAFETY SHOES 130 - SAFETY SHOES FOR ONE (1) EMPLOYEE.
41023	530	GASOLINE 530 - 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	45,300	DEPARTMENT CONTRACTS 42,000 - SUPERION LLC ANNUAL SOFTWARE MAINTENANCE, 3,300 - XEROX MACHINE LEASE FOR 4TH FLOOR AND PRINTER NETWORK CHARGE.
42060	20,360	OTHER EXPENSES 20,360 - PA CODE UPDATES, MEMBERSHIPS TO VARIOUS TECHNICAL ASSOCIATIONS, PA DEP STORAGE TANK REGISTRATION, CAPACITY AND INDEMNIFICATION FUND, BOOKS, PERIODICALS, STANDARDS AND VIDEOS, BOILER CERTIFICATION FEES, MISC ITEMS, HIGHWAY OCCUPANCY PERMIT FEES, NEWSPAPER ADS, PROFILE SURVEYS. OPERATOR CERTIFICATION ANNUAL SERVICE FEE. PA DEP NPDES ANNUAL PERMIT FEE. DRBC WATER WITHDRAWAL ANNUAL FEE, WATER CONSUMPTION FEE FOR HECKTOWN ROAD-ESWA
43099	9,300	EQUIPMENT 9,300 - UPGRADE AGING HARDWARE AND SOFTWARE AS NEEDED, ONE (1) PORTABLE APX 900 RADIO TO REPLACE OBSOLETE UNIT.

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BUREAU DETAIL

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

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

Division Description:

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

Goals and Objectives:

- Continue maintenance training program for Filtration Plant Operators and Relief Operators.
- Coordinate with PPL on Filtration Plant primary power feed pole replacement.
- Replace heating system boiler and pumps.
- Replace all flocculator unit components.
- Conduct cost benefit evaluation of disinfection system alternatives.
 - Currently using gaseous chlorine.

Prior Year Achievements:

- Conducted maintenance training program for Filtration Plant Operators and Relief Operators.
 - Evaluated emergency generator load capacity and cleaned fuel storage tanks.
 - Robotic cleanout of filter influent flume solids.
 - Calibrated protection relays in electrical substation to current PPL standards.
 - Coordinated with PPL to reduce power interruptions by PPL adjusting grid protection relays, cut back foliage and install animal control devices.
 - Replaced heating system circulator motors, unit heating fan motors and thermostats.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017		2017		2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Actual & Estimated	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3021 Filtration Operation Sup	1	1	1	1	1	84,458	1	84,458	1	86,204
2812 Filtration Maint Sup	1	1	1	1	1	61,034	1	61,034	1	67,754
M142 Operator III	6	6	6	7	6	388,697	6	388,697	6	381,059
M132 Electronics Repair Man	1	1	1	1	1	64,235	1	64,235	1	66,181
M103 Relief Operator I	5	5	5	5	6	318,556	6	318,556	6	323,894
Total Positions	14	14	14	15	15	916,980	15	916,980	15	925,092
Account Detail										
40001 SALARIES	774,692	780,072	772,728	836,267		903,585		903,585		915,117
40002 LONGEVITY	16,400	14,560	11,440	12,525		13,395		13,395		9,975
40003 OVERTIME	109,411	94,409	94,013	84,516		83,000		83,000		120,000
40005 HOLIDAY PAY	33,700	34,957	34,344	38,167		40,540		40,000		41,850
40006 DIFFERENTIAL PAY	4,752	5,068	5,074	5,490		5,540		5,250		5,540
40008 MEAL REIMBURSEMENT	2,457	1,833	1,898	1,755		2,100		2,100		2,270
Personnel	941,412	930,899	919,497	978,720		1,048,160		1,047,330		1,094,752
41014 OPERATING SUPPLIES	14,548	12,419	18,901	23,137		29,700		25,000		26,640
41016 UNIFORMS/SAFETY SHOES	2,296	2,428	2,459	2,850		3,830		3,000		3,830
41021 CHEMICALS	178,327	204,211	177,917	141,729		196,400		170,000		244,420
41023 GASOLINE	2,466	2,664	1,934	1,173		1,960		1,800		1,590
Materials & Supplies	197,637	221,722	201,211	168,889		231,890		199,800		276,480
42044 ELECTRIC	75,597	75,813	76,743	76,061		77,020		77,020		68,000
42046 HEATING OIL	86,567	88,430	41,222	29,012		81,000		40,000		54,000
42047 DEPARTMENT CONTRACTS	173,759	183,156	144,346	171,143		286,870		200,000		239,360
42054 RENTALS	-	-	-	4,289		6,700		4,500		5,770
42060 OTHER EXPENSES	1,304	2,125	1,349	1,517		1,900		1,800		1,910
42064 EQUIPMENT MAINTENANCE	30,295	30,991	33,474	53,846		74,100		55,000		48,830
42065 PLANT MAINTENANCE	-	-	-	65		7,100		7,050		18,150
Purchased Services	367,522	380,515	297,134	335,933		534,690		385,370		436,020
43099 EQUIPMENT	-	-	-	-		7,700		7,000		20,530
Equipment	-	-	-	-		7,700		7,000		20,530
Total WATER FILTRATION	1,506,571	1,533,136	1,417,842	1,483,542		1,822,440		1,639,500		1,827,782

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	120,000	OVERTIME 120,000 - TO PROVIDE COVERAGE FOR SICK, VACATION, OTHER LEAVES, PERSONAL HOLIDAYS, AND STANDBY.
40005	41,850	HOLIDAY PAY 41,850 - 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	2,270	MEAL REIMBURSEMENT 2,270 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	26,640	OPERATING SUPPLIES 26,640 - LABORATORY SUPPLIES, OFFICE SUPPLIES, ELECTRODES AND PROBES, MAINTENANCE SUPPLIES, MISC GREASE, OIL, ETC., SMALL TOOLS, CIRCULAR CHARTS, SENSORS, ROCK SALT, RAGS, SMALL TOOLS, DEHUMIDIFIERS, CHAIN HOISTS AND MISCELLANEOUS ITEMS, MATS/SOAPS/TOWELS/TOILET ROLLS, FAX MACHINE PARTS, PORTABLE HEATERS.
41016	3,830	UNIFORMS/SAFETY SHOES 3,830 - T-SHIRTS, SWEATSHIRTS, AND SAFETY SHOES PER CONTRACT.
41021	244,420	CHEMICALS 244,420 - 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	1,590	GASOLINE 1,590 - GASOLINE AND DIESEL FUEL FOR TWO (2) TRUCKS AND EQUIPMENT.
42044	68,000	ELECTRIC 68,000 - ELECTRIC SERVICE FOR CARBON BUILDING, FILTRATION PLANT, GARAGE, RECYCLING CHAMBER, METER CHAMBER AND GROUNDS LIGHTING, INCLUDING ACT 129 PHASE 3 COMPLIANCE RIDER, STORM DAMAGE EXPENSE RIDER, SMART METER RIDER, AND DSIC.
42046	54,000	HEATING OIL 54,000 - HEATING OIL FOR FILTRATION PLANT, GARAGE AND EMERGENCY GENERATOR.
42047	239,360	DEPARTMENT CONTRACTS 79,040 - SERVICE CONTRACTS ON HVAC EQUIPMENT,

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		CHLORINATION EQUIPMENT, FIRE ALARM/SECURITY SYSTEM, 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, AIR-PAK SERVICE, AND VENTURI CALIBRATION,
	26,100 -	FLUME CLEANING.
	134,220 -	REMOVAL, TRANSPORTATION AND PROCESSING OF LAGOON RESIDUALS (2017 RETAINAGE AND 2018 CONTRACT).
42054	5,770	RENTALS
	5,770 -	SEPTIC TANK CLEANING, SAND MOUND CLEANING, LARGE GENERATOR RENTAL FOR PPL POWER FEED MAINTENANCE.
42060	1,910	OTHER EXPENSES
	1,910 -	GARBAGE COLLECTION FEE, CDL REIMBURSEMENTS MISC ITEMS, BOAT LICENSE, PAGERS, MISCELLANEOUS LANDSCAPING TO REPLACE DEAD TREES AND SHRUBS.
42064	48,830	EQUIPMENT MAINTENANCE
	48,830 -	REPAIR PARTS FOR PUMPS, CHEMICAL FEEDERS AND OTHER EQUIPMENT, UNFORESEEN REPAIRS, MAINTENANCE OF PICKUP TRUCKS, REPAIR, REPLACE AND TESTING OF MOTORS, SCADA AND UPS MAINTENANCE, COMPRESSOR MAINTENANCE, EMERGENCY GENERATOR REPAIR PARTS/LABOR, SUMP PUMPS, TEN (10) HVAC THERMOSTATS.
42065	18,150	PLANT MAINTENANCE
	18,150 -	JANITORIAL SUPPLIES AND LAGOON ROAD REPAIRS.
43099	20,530	EQUIPMENT
	20,530 -	PORTABLE RADIOS TO COORDINATE WITH 911 SYSTEM, CARRYOVER FOR RADIOS PURCHASED IN 2017, ONE (1) SAMPLE PUMP TO REPLACE WORN OUT UNIT, ONE (1) LAB TURBIDIMETER TO REPLACE UNIT WITH NO SPARE PARTS AVAILABLE, ONE (1) TRASH PUMP TO REPLACE OBSOLETE UNIT, BELL/GOSSET CIRCULATOR PUMP HVAC MODEL 625T, SIEMENS 192-841, TWO (2) SUMP PUMPS.

BUREAU DETAIL

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

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

Division Description:

This division serves as the initial contact for 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.

Goals and Objectives:

- Review database to implement accuracy of account information as well as collection of data such as emergency contact information.
 - Update division policies and procedures for consistency and compliance.
 - Pursue outstanding accounts receivable utilizing a third party collection agency.
 - Coordinate and manage billing and payments related to new inter municipal agreements.
-

Prior Year Achievements:

- Improve customer satisfaction by implementing the use of auto attendant to direct callers for response efficiency and by providing bilingual customer service representation.
 - Pursued delinquent customers to reduce the number of accounts and increase cash flow.
 - Reduced rework by reformatting the Landlord Tenant agreement letter and including on the City website.
 - Reduced annual costs associated with WSR Emergency notification system by \$4,378 through implementation of new software and pricing structure.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2013	2014	2015	2016	2017		2017		2018	
		Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget		
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2301	Customer Service Supvr	1	1	1	1	1	60,692	1	60,692	1	61,961
C061	Customer Service Rep	3	2	2	2	2	96,538	2	96,538	2	83,128
Total Positions		4	3	3	3	3	157,230	3	157,230	3	145,089
2301	50% Allocated to 3001						(30,347)		(30,347)		(30,981)
C061	50% Allocated to 3001						(48,268)		(48,268)		(41,564)
							78,615		78,615		72,544
Account Detail											
40001	SALARIES	79,944	66,796	70,921	77,365		76,857		76,857		70,881
40002	LONGEVITY	1,320	2,488	1,240	1,600		1,758		1,758		1,663
40003	OVERTIME	-	228	-	-		450		250		10,000
40004	TEMPORARY HELP	-	-	-	-		20,800		-		-
Personnel		81,264	69,512	72,161	78,965		99,865		78,865		82,544
41014	OPERATING SUPPLIES	-	-	182	746		1,700		1,500		3,000
Materials & Supplies		-	-	182	746		1,700		1,500		3,000
42036	COMMUNICATIONS	-	-	137	1,386		5,000		1,500		-
Purchased Services		-	-	137	1,386		5,000		1,500		-
43099	EQUIPMENT	-	-	-	-		3,780		3,500		3,460
Equipment		-	-	-	-		3,780		3,500		3,460
Total	UTILITY BILLING	81,264	69,512	72,480	81,097		110,345		85,365		89,004

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	10,000	OVERTIME 10,000 - TO PROCESS SHERIFF SALES, LIENS AND OTHER MISCELLANEOUS WORK.
41014	3,000	OPERATING SUPPLIES 3,000 - OFFICE SUPPLIES, COPIER/PRINTER FEES, SUPPLIES FOR THIRD PARTY COLLECTION.
43099	3,460	EQUIPMENT 3,460 - DESKTOP PC COMPUTERS, MONITORS, OTHER OFFICE EQUIPMENT. CARRYOVER FROM 2017 FOR THE PURCHASE OF A PORTABLE RADIO TO COORDINATE WITH 911 SYSTEM WHICH MAY NOT BE RECEIVED UNTIL 2018

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BUREAU DETAIL

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

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

Division Description:

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

Goals and Objectives:

- Install 16" check valve on 5 MG SW tank to prevent backflow.
 - Install 2700 feet of 8" water line on Troxell Street between Hoover Avenue and Catasauqua Road in Hanover Township, Lehigh County.
 - Install two rail and stream crossings on Rt. 512 and on Jacksonville Road in preparation of the larges Rt. 512 water main extension project.
 - Install 500 feet of 30" bypass main in conjunction with the FedEx project. This bypass in needed to protect existing infrastructure from potential conflict with storm structures.
 - Replace service laterals on Garrison Street between Main Street and New Street to support road reconstruction project.
-

Prior Year Achievements:

- Replaced 2600 feet of 8" water main on East Goepp Street between New and Maple Streets.
 - Eliminated a dead end connection on Hoover Avenue by installing 700 feet of 8" water line between Ulster and Tacoma Streets in Hanover Township, Lehigh County.
 - Installed 161 feet of 20" bypass main at the South Side Reservoir to isolate the 5 MG SW tank for future repair.
 - Improved fire flows on Benner Avenue and Cherry Street in Fountain Hill.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

		2013	2014	2015	2016	2017		2017		2018	
		Actual	Actual	Actual	Actual	Budget w/ Transfers		Actual & Estimated		Final Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2504	Design Assistant	1	1	1	1	1	66,751	1	66,751	1	68,044
2402	Engineering Aide	1	1	1	1	1	62,129	1	62,129	1	63,455
Total Positions		2	2	2	2	2	128,880	2	128,880	2	131,499
Account Detail											
40001	SALARIES	95,330	114,851	118,974	127,257		126,220		126,220		128,744
40002	LONGEVITY	1,680	1,840	2,000	2,565		2,660		2,660		2,755
40003	OVERTIME	11,394	5,013	6,249	4,068		5,000		4,500		5,000
Personnel		108,404	121,704	127,223	133,890		133,880		133,380		136,499
42055	PROFESSIONAL SERVICES	51,327	92,860	64,247	58,766		84,900		80,000		65,000
Purchased Services		51,327	92,860	64,247	58,766		84,900		80,000		65,000
Total	WATER ENGINEERING	159,731	214,564	191,470	192,656		218,780		213,380		201,499

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

2018 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

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

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

Division Description:

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

Goals and Objectives:

- Upgrade SCADA controls for the South Side Pump Station.
 - Update PA One Call SOP.
 - Continue to update valve records in GIS from paper records.
 - Update service line records in GIS from paper records.
 - Continue customer service lateral material input into GIS.
-

Prior Year Achievements:

- Converted 5 MG SE tank SCADA system from radio to cellular communication.
 - Update SOPs for fire hydrant service notification, emergency notification to critical facilities, streetlight/pole complaints and Wild Creek emergency call out procedures.
 - Commenced customer service lateral material input into GIS.
 - Completed testing of 5th and William pump station to fill 2 MG SW reservoir.
 - Updated valve records in GIS from paper records.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget w/ Transfers		2017 Actual & Estimated		2018 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail										
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3014 Water Dist/Control Sup	1	1	1	1	1	84,648	1	84,648	1	69,610
M141 Utility Maint Mechanic II	1	-	-	-	-	-	-	-	-	-
M123 Utility Maint Mechanic I	2	-	-	-	-	-	-	-	-	-
M115 Control Oper Permit Off	1	1	1	1	1	58,506	1	58,506	1	60,328
M105 Water Dist Cont Oper	4	4	4	4	4	225,230	4	225,230	4	232,182
Total Positions	9	6	6	6	6	368,384	6	368,384	6	362,120
3014 10% Allocated to 3002						(8,465)		(8,465)		(6,961)
M115 10% Allocated to 3002						(5,851)		(5,851)		(6,033)
M105 10% Allocated to 3002						(22,522)		(22,522)		(23,221)
						331,546		331,546		325,905
Account Detail										
40001 SALARIES	434,116	304,455	308,729	343,343		323,765		323,765		319,578
40002 LONGEVITY	9,288	6,584	5,832	7,254		7,781		7,781		6,327
40003 OVERTIME	63,714	30,612	27,118	44,015		44,600		42,000		51,960
40005 HOLIDAY PAY	12,247	12,819	13,790	12,093		14,480		12,500		14,560
40006 DIFFERENTIAL PAY	2,247	2,237	2,244	2,443		2,770		2,600		2,770
40008 MEAL REIMBURSEMENT	1,405	780	842	1,304		1,070		1,070		1,250
Personnel	523,017	357,487	358,555	410,452		394,466		389,716		396,445
41014 OPERATING SUPPLIES	5,946	395	319	512		1,400		1,200		1,540
41016 UNIFORMS/SAFETY SHOES	1,131	705	600	375		720		400		1,370
41023 GASOLINE	7,589	1,318	21	-		-		-		-
Materials & Supplies	14,666	2,418	940	887		2,120		1,600		2,910
42036 COMMUNICATIONS	2,336	6,000	6,000	4,500		10,080		6,000		8,890
42044 ELECTRIC	142,273	-	-	-		-		-		-
42045 GAS	121	-	-	-		-		-		-
42047 DEPARTMENT CONTRACTS	32,867	37,872	39,563	30,817		41,860		37,500		46,140
42054 RENTALS	-	-	-	-		100		-		100
42060 OTHER EXPENSES	898	348	150	270		790		500		500
42064 EQUIPMENT MAINTENANCE	12,004	-	2,225	-		1,230		1,000		2,080
42065 PLANT MAINTENANCE	-	-	-	-		100		100		100
Purchased Services	190,499	44,220	47,938	35,587		54,160		45,100		57,810
43099 EQUIPMENT	-	-	-	-		7,520		5,500		8,440
Equipment	-	-	-	-		7,520		5,500		8,440
Total WATER CONTROL	728,182	404,125	407,433	446,926		458,266		441,916		465,605

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	51,960	OVERTIME 51,960 - TO PROVIDE COVERAGE FOR SICK, VACATION, PERSONAL DAYS, OTHER LEAVES FOR CONTROL ROOM. STAND BY PAY FOR CONTROL ROOM.
40005	14,560	HOLIDAY PAY 14,560 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS.
40006	2,770	DIFFERENTIAL PAY 2,770 - DIFFERENTIAL PAY PER CONTRACT.
40008	1,250	MEAL REIMBURSEMENT 1,250 - MEAL REIMBURSEMENT PER CONTRACT.
41014	1,540	OPERATING SUPPLIES 1,540 - COMPUTER, OFFICE AND MISCELLANEOUS SUPPLIES, MATS/SOAP/TOWELS/TOILET ROLLS, FAX MACHINE PARTS.
41016	1,370	UNIFORMS/SAFETY SHOES 1,370 - TO PURCHASE UNIFORMS AND SAFETY SHOES PER CONTRACT.
42036	8,890	COMMUNICATIONS 8,890 - TWO (2) T1 LINE CIRCUITS FOR SCADA SYSTEM, CELLULAR MODEM DATA PLAN FOR WATER CONTROL AND PENN FOREST SCADA SYSTEMS, VPN ON PUBLIC INTERNET FOR WILD CREEK TO CONTROL ROOM.
42047	46,140	DEPARTMENT CONTRACTS 46,140 - 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	500	OTHER EXPENSES 500 - OTHER MISCELLANEOUS ITEMS, CDL REIMBURSEMENTS, MAPS, KEYS.
42064	2,080	EQUIPMENT MAINTENANCE 2,080 - REPLACEMENT PARTS FOR FAX MACHINE AND OTHER MISCELLANEOUS EQUIPMENT, SPARE SCADA MODEM, SPARE SCADA ETHERNET SWITCH, SCADA UPS BATTERY BACK PACK REPLACEMENT.
42065	100	PLANT MAINTENANCE 100 - JANITORIAL SUPPLIES.
43099	8,440	EQUIPMENT

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
	8,440	- ONE (1) REPLACEMENT DESK CHAIR, CARRYOVER FOR RADIOS PURCHASED IN 2017, BASE RADIOS WITH DESKTOP MICROPHONES TO COORDINATE WITH 911 SYSTEM. TWO (2) SECURITY CAMERAS, DVR, MONITOR.

BUREAU DETAIL

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

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

Division Description:

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

Goals and Objectives:

- Replace 2,700 LF of water main and service laterals.
- Award engineering services to design rebuild of Fire Pump Station (South Mountain).
- Complete construction phase of Southside Pump Station replacement project.

Prior Year Achievements:

- Installed security and safety enhancements at remote sites.
 - Extended water main approx. 800LF to complete loop on Hoover St in Hanover Twp Lehigh Cty.
 - Installed 20" by-pass at Southside Reservoir in order to be able to take 5mg SW tank out of service for inspections/rehabilitation.
 - Extended water main and installed water service for new BPD Mounted Unit facility.
 - Installed (6) new valves in the water distribution system to allow for strategic control during both preventative maintenance and emergency repair activities.
 - Leak detected (61.7) miles of water main; discovered (14) leaks in City system; (1) on homeowner's side.
 - Rebuilt 6" PRV at LVIP3; rebuilt control valve at Fire Pump Station.
-

**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	2013	2014	2015	2016	2017		2017		2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3204 Water Superintendent	1	1	1	1	1	93,118	1	93,118	1	94,939
3014 Utility Maint Supervisor	1	2	2	2	2	169,296	2	169,296	2	147,493
2402 Foreman	1	-	-	-	-	-	-	-	-	-
M141 Utility Maint Mechanic II	-	1	1	1	1	67,444	1	67,444	1	69,378
M123 Utility Maint Mechanic I	-	2	2	2	2	122,723	2	122,723	2	126,491
M114 Maintenance Worker III	11	11	11	11	11	640,192	11	640,192	11	642,049
M092 Maintenance Worker II	10	10	10	9	9	421,572	9	421,572	9	433,162
Total Positions	24	27	27	26	26	1,514,345	26	1,514,345	26	1,513,512
3204 50% Allocated to 3002						(46,559)		(46,559)		(47,469)
3014 50% Allocated to 3002						(84,648)		(84,648)		(73,652)
M141 50% Allocated to 3002						(33,722)		(33,722)		(34,689)
M123 50% Allocated to 3002						(61,361)		(61,361)		(63,246)
M114 50% Allocated to 3002						(320,096)		(320,096)		(320,074)
M092 50% Allocated to 3002						(210,786)		(210,786)		(216,592)
3019 50% Allocated from 3002						42,324		42,324		43,150
M123 50% Allocated from 3002						30,491		30,491		56,927
M114 50% Allocated from 3002						84,444		84,444		88,247
M092 50% Allocated from 3002						71,290		71,290		77,244
						985,722		985,722		1,023,358
Account Detail										
40001 SALARIES	1,181,270	929,869	944,108	981,817		970,902		970,902		1,009,066
40002 LONGEVITY	16,480	15,000	13,600	15,770		14,820		14,820		14,292
40003 OVERTIME	85,922	111,768	96,870	100,116		110,000		103,000		110,000
40004 TEMPORARY HELP	-	3,840	-	-		-		-		15,000
40006 DIFFERENTIAL PAY	1,328	1,686	1,437	1,420		1,675		1,500		1,675
40008 MEAL REIMBURSEMENT	2,132	3,711	3,361	3,250		3,350		3,300		3,350
Personnel	1,287,132	1,065,874	1,059,376	1,102,373		1,100,747		1,093,522		1,153,383
41014 OPERATING SUPPLIES	16,376	19,157	23,764	20,090		23,600		22,500		25,000
41016 UNIFORMS/SAFETY SHOES	4,238	4,630	4,400	5,227		7,530		5,000		7,530
41021 CHEMICALS	-	1,152	-	-		2,700		1,500		2,800
41023 GASOLINE	60,177	74,837	48,000	33,875		61,500		44,000		61,500
Materials & Supplies	80,791	99,776	76,164	59,192		95,330		73,000		96,830
42031 UNIFORM RENTAL	-	-	-	-		3,230		-		-
42044 ELECTRIC	-	122,853	118,146	132,501		143,000		135,000		123,000
42045 GAS	-	128	87	-		-		-		-
42047 DEPARTMENT CONTRACTS	-	12,544	25,338	11,372		64,082		30,000		60,000
42054 RENTALS	-	6,084	1,996	6,638		12,000		7,000		18,500
42060 OTHER EXPENSES	2,475	1,969	4,114	4,875		10,500		10,500		16,750
42064 EQUIPMENT MAINTENANCE	3,295	7,933	6,848	13,151		20,700		15,000		12,500
42065 PLANT MAINTENANCE	-	101	462	1,500		6,500		3,000		21,700
Purchased Services	5,770	151,612	156,991	170,037		260,012		200,500		252,450
43099 EQUIPMENT	-	-	-	-		87,000		80,000		72,000
Equipment	-	-	-	-		87,000		80,000		72,000
Total	1,373,693	1,317,262	1,292,531	1,331,602		1,543,089		1,447,022		1,574,663

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

2018 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.
40004	15,000	TEMPORARY HELP 15,000 - TEMPORARY HELP AS NEEDED.
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	25,000	OPERATING SUPPLIES 25,000 - 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, T-SHIRTS AND SWEATSHIRTS FOR ALL BUREAU EMPLOYEES.
41021	2,800	CHEMICALS 2,800 - DECHLOR TABS, CALCIUM HYPOCHLORITE AND SODIUM HYPOCHLORITE
41023	61,500	GASOLINE 61,500 - REGULAR GASOLINE AND DIESEL FUEL.
42044	123,000	ELECTRIC 123,000 - ELECTRIC USAGE AT PUMPING STATIONS, STORAGE TANKS AND SCADA SYSTEM LOCATIONS.
42047	60,000	DEPARTMENT CONTRACTS 16,115 - LANDFILL DUMPING FEES 5,000 - ASPHALT/CONCRETE EXCAVATION WASTE 6,230 - VEGETATION CONTROL 6,000 - INFRAED INSPECTION - MCC'S, PANEL AND TRANSFORMER AT SOUTHSIDE PUMP STATION 6,000 - PREVENTIVE MAINTENANCE ON ELECTRICAL EQUIPMENT AT SOUTHSIDE PUMP STATION 900 - GAS DETECTOR CALIBRATIONS (2) AND SENSOR REPLACEMENT 7,960 - EMERSON ONSITE SERVICES - 5 DAYS FOR EMERGENCIES

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		1,575 - I WATER ANNUAL SOFTWARE SUPPORT
		1,600 - ANNUAL MAINTENANCE FOR GENERATOR AT 5TH AND WILLIAM AND SOUTH SIDE RESERVOIR
		7,500 - JANITORIAL SERVICES MUNICIPAL SERVICE CENTER
		1,120 - MONTHLY PRINTER CONTRACT
42054	18,500	RENTALS
		18,500 - RENTAL EQUIPMENT AS REQUIRED BY BUREAU
42060	16,750	OTHER EXPENSES
		16,750 - 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	12,500	EQUIPMENT MAINTENANCE
		12,500 - MISCELLANEOUS EQUIPMENT REPAIRS, PARTS, LABOR AND TECHNICAL SUPPORT.
42065	21,700	PLANT MAINTENANCE
		21,700 - MAINTENANCE OF PHYSICAL BUILDINGS, PURCHASE PRE-FABRICATED CONCRETE BLOCKS TO BUILD STORAGE BINS TO STOCK EXCAVATION MATERIALS AT DIFFERENT LOCATIONS,
43099	72,000	EQUIPMENT
		72,000 - 1/2" DRIVE HEAVY DUTY IMPACT WRENCH, 1/2" DEEP WELL SOCKETS SET, HEAVY DUTY GRINDER, HYDRANT DIFFUSER, SCADA SYSTEM COMPONENTS (CONTROL BOARDS, SURGE SUPPRESSORS, (6) SCADA RADIO KITS, (5) ROSEMOUNT PRESSURE TRANSMITTERS - 0-200PSI, (2) ROSEMOUNT LEVEL TRANSMITTERS - 0-240 IN H2O, MUELLER B-101 DRILLING AND TAPPING MACHINE, STIHL TS 420 14" CUT OFF SAW, PNEUMATIC 60LB BREAKER HAMMER TAMCO#PB60 (W/ACC), SCHONSTEDT "MAGGIE" MAGNETIC LOCATOR, (1) SOLIDS DEWATERING PUMP W/ HOSE AND COUPLERS, PANASONIC TOUGH PAD COMPUTER TABLETS/LAPTOPS, (4) MOBILE 2WAY RADIOS FOR VEHICLES, (1) PORTABLE 2WAY RADIO, ARIENS SNOBLOWER, YAGI ANTENNA, WACKER GROUND POUNDER (TRENCH COMPACTOR), CHIPPING HAMMER W/ ACCESSORIES, STIHL BACK PACK BACK PACK BLOWER, STIHL CHAINSAW, UTILITY TRAILER, CARRY OVER OF 2017 RADIO PURCHASE NOT RECEIVED UNTIL 2018.

BUREAU DETAIL

Bureau: Utility Maintenance
Division: Meter Shop

No: 2002
No: 20023

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

Division Description:

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

Goals and Objectives:

- Complete and implement conversion to AMI technology to support Water Demand Study, Phase I and Phase II of AMR/AMI project.
- Collect and compile data necessary for the Water Demand Study.
- Actively replace small/large stopped and aged meters to increase revenue and offset future installation costs.

Prior Year Achievements

- Converted MIPP customers from touch read to automated meter reading related to Phase I of the AMR/AMI Project. Coordinated and managed the installation of meters for Phase II as well as conversion of approx. 25% of Phase II customers from touch read to AMR technology.
 - Actively replaced small/large stopped and aged meters to increase revenue and offset future installation costs.
 - Strategic planning for upcoming Water Demand Study.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget w/ Transfers		2017 Actual & Estimated		2018 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
Personnel Detail										
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2505 Meter Supervisor	1	1	1	1	1	58,697	1	58,697	1	59,871
M102 Meter Repairman	3	2	2	2	2	114,087	2	114,087	2	115,664
M081 Meter Reader	4	4	4	4	4	213,154	4	213,154	4	218,824
Total Positions	8	7	7	7	7	385,938	7	385,938	7	394,359
2505 5% Allocated to 3002						(2,935)		(2,935)		(2,994)
M102 5% Allocated to 3002						(5,704)		(5,704)		(5,660)
M081 5% Allocated to 3002						(10,658)		(10,658)		(11,412)
						366,641		366,641		374,293
Account Detail										
40001 SALARIES	363,476	328,794	324,816	363,399		357,616		357,616		367,781
40002 LONGEVITY	10,336	10,492	7,192	7,643		9,025		9,025		6,512
40003 OVERTIME	10,090	14,634	10,379	10,737		16,250		14,000		25,000
40006 DIFFERENTIAL PAY	10	32	2	4		100		50		100
40008 MEAL REIMBURSEMENT	25	62	-	25		100		100		100
Personnel	383,937	354,014	342,389	381,808		383,091		380,791		399,493
41014 OPERATING SUPPLIES	5,506	238	2,964	1,671		3,500		3,200		3,500
41016 UNIFORMS/SAFETY SHOES	1,570	1,618	1,213	1,528		1,775		1,550		1,875
41023 GASOLINE	12,453	10,367	7,054	5,402		14,000		8,000		10,000
Materials & Supplies	19,529	12,223	11,231	8,601		19,275		12,750		15,375
42047 DEPARTMENT CONTRACTS	10,602	8,686	8,860	7,072		10,200		8,000		9,000
42060 OTHER EXPENSES	54	-	490	70		615		500		1,000
42064 EQUIPMENT MAINTENANCE	-	-	-	-		-		-		1,000
Purchased Services	10,656	8,686	9,350	7,142		10,815		8,500		11,000
43099 EQUIPMENT	-	-	-	-		4,345		4,000		6,950
Equipment	-	-	-	-		4,345		4,000		6,950
Total	METER SHOP	414,122	374,923	362,970	397,551	417,526		406,041		432,818

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	25,000	OVERTIME 25,000 - STAND-BY PAY FOR METER REPAIRMEN AND OVERTIME FOR LEAKING, FROZEN OR BLOCKED METERS.
40006	100	DIFFERENTIAL PAY 100 - TO PROVIDE FOR SHIFT DIFFERENTIAL PER THE UNION CONTRACT.
40008	100	MEAL REIMBURSEMENT 100 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	3,500	OPERATING SUPPLIES 3,500 - SMALL METER PARTS, COMPRESSION FITTINGS, COUPLINGS, MISC. (PAINT, GREASE, ETC.), DOG REPELLENT, AND OFFICE SUPPLIES.
41016	1,875	UNIFORMS/SAFETY SHOES 1,875 - T-SHIRTS, SWEATSHIRTS AND SAFETY SHOES FOR SEVEN (7) EMPLOYEES.
41023	10,000	GASOLINE 10,000 - GASOLINE
42047	9,000	DEPARTMENT CONTRACTS 9,000 - TOUCHREAD SOFTWARE MAINTENANCE PROGRAM, SERVICE CONTRACT FOR ONE (1) GAS DETECTOR, BULK METER CALIBRATIONS, CALIBRATIONS OF SHOP TEST TANKS, TEST METERS OF HIGH CONSUMPTION CUSTOMERS, COPIER/PRINTER COSTS.
42060	1,000	OTHER EXPENSES 1,000 - CDL REIMBURSEMENTS, BOOKS, PORTABLE RADIO BATTERIES AND PROFESSIONAL MEMBERSHIPS FEES.
42064	1,000	EQUIPMENT MAINTENANCE 1,000 - REPAIRS TO METER SHOP EQUIPMENT
43099	6,950	EQUIPMENT 6,950 - LADDERS, SMALL TOOLS ETC. CARRYOVER FROM 2017 FOR THE PURCHASE OF A PORTABLE RADIO WHICH MAY NOT BE RECEIVED UNTIL 2018.

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BUREAU DETAIL

Bureau: General Expenses **No:** 2006

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

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

	2013	2014	2015	2016	2017	2017	2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget	
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-
Account Detail								
41025 POSTAGE	45,982	3,176	2,655	2,165	3,090	2,500	4,330	
Materials & Supplies	45,982	3,176	2,655	2,165	3,090	2,500	4,330	
42036 COMMUNICATIONS	10,041	9,914	7,954	8,104	13,790	10,000	10,590	
42048 BANK SERVICE CHARGE	-	-	201	-	500	250	500	
42050 TAXES	46,453	47,017	47,017	47,584	48,600	47,585	47,590	
42055 PROFESSIONAL SERVICES	145,667	341,252	412,200	226,132	355,950	280,000	490,000	
42074 PENSIONS-O&E MMO	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	735,548	629,750	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	140,000	237,400	275,000	300,000	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	1,698,000	1,580,500	1,580,500	1,580,500	1,580,500	1,580,500	1,580,500	
42086 WORKMEN'S COMPENSATION	158,517	135,717	135,717	135,717	135,717	135,717	135,717	
42087 SOCIAL SECURITY	315,602	274,400	290,000	304,200	310,000	310,000	315,000	
42089 TRANSFER TO GENERAL FUND	39,622	-	-	-	-	-	-	
42090 UNFORESEEN CONTINGENCY	-	-	-	-	8,000	-	2,737	
42091.1 NOTE PAYABLE	1,103,579	1,205,930	-	-	-	-	-	
42091.2 LOC INTEREST EXPENSE	100,836	116,964	-	-	-	-	-	
42093 PENNVEST LOAN	1,393,767	1,393,767	1,393,767	1,391,795	1,393,768	1,393,768	348,442	
42094 LEASE RENTAL	6,341,371	6,448,644	7,263,934	7,255,764	7,274,753	7,274,753	8,506,630	
42095 2007 G.O. LOAN	70,615	69,942	70,809	71,060	71,053	71,053	70,954	
42097 CAPITAL APPROPRIATIONS-DSIC	-	-	-	-	75,000	-	1	
42098 CAPITAL APPROPRIATIONS	-	-	385,000	1,197,990	2,726,595	2,700,000	1,288,274	
Purchased Services	14,054,655	14,246,234	14,246,886	14,654,428	16,429,808	16,239,208	15,232,517	
Total	WATER GENERAL EXPENSES	14,100,637	14,249,410	14,249,541	14,656,593	16,432,898	16,241,708	15,236,847

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41025	4,330	POSTAGE 3,090 - POSTAGE FOR USPS AND UPS.
42036	10,590	COMMUNICATIONS 10,590 - VERIZON CELL PHONES AND PLANS FOR ALL WATER DEPARTMENT BUREAUS. VERIZON AIR CARD WIRELESS CONNECTION CHARGES FOR FIELD LAPTOP PCS FOR WATER DEPARTMENT BUREAUS.
42048	500	BANK SERVICE CHARGE 500 - BANK FEES INCLUDING MANUAL CHECKS AND DEPOSIT BOOKS.
42050	47,590	TAXES 47,590 - TO MAKE PAYMENTS IN LIEU OF TAXES TO CARBON AND MONROE COUNTIES AND LEHIGH TOWNSHIP.
42055	490,000	PROFESSIONAL SERVICES 490,000 - LABOR ATTORNEY/LEGAL SERVICES, MAXIMUS - INDIRECT COST ALLOCATION STUDY, MAHER DUESSEL, FLEX SYSTEM PLAN ADMINISTRATOR, CONRAD SIEGEL AC, PREFERRED EAP. PROFESSIONAL SERVICES FOR WEBSITE ADMINISTRATION. TEMPORARY IT SUPPORT FOR AMI/AMR PROJECT. LEVEL ONE BILLING & MAILING CONTRACT & POSTAGE. GFVR CONSULTANTS - UPDATE CAPITAL VALUE/DEPRECIATION/RETIREMENTS FOR PA PUC ANNUAL REPORT. GFVR CONSULTANTS - DEVELOP TARIFF, FORMULA & TESTIMONY FOR 2018 DSIC FILING. GFVR CONSULTANTS - PERFORM DEMAND STUDY. PA PUC ATTORNEY FEES. SCADA CONSULTANT FOR FUTURE UGRADES. CHLORINE GAS ALTERNATIVES STUDY. GEODECISIONS NOTIFY AGREEMENT. WEISS SCHANTZ AG - ROAD OPENING PERMITS WIMS DATA MANAGEMENT SOFTWARE FOR WATER FILTRATION AND DRINKING WATER LAB. ITRCO QUARTERLY VIBRATION ANALYSES
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.

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42078	300,000	BETHLEHEM AUTHORITY OPEXP 300,000 - ESTIMATED ADMINISTRATIVE EXPENSES OF THE BETHLEHEM AUTHORITY.
420802	140,000	CITY INSURANCE PACKAGE 140,000 - BUILDING CONTENTS AND LIABILITY INSURANCE.
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	315,000	SOCIAL SECURITY 315,000 - SOCIAL SECURITY.
42090	2,737	UNFORESEEN CONTINGENCY 2,737 - THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN AT THE TIME OF BUDGET PREPARATION
42093	348,442	PENNVEST LOAN 348,442 - 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	8,506,630	LEASE RENTAL 8,506,630 - FUNDS REQUIRED BY THE LEASE AGREEMENT WITH THE BETHLEHEM AUTHORITY FOR THE 2014 GUARANTEED WATER REVENUE BONDS AND 1998 CAPITAL APPRECIATION BOND.
42095	70,954	2007 G.O. LOAN 70,954 - FUNDS REQUIRED TO MAKE PRINCIPAL AND INTEREST PAYMENTS ON THE 2007 GENERAL OBLIGATION LOAN
42097	1	CAP APPROPRIATION - DSIC 1 - DISTRIBUTION SYSTEM IMPROVEMENT CHARGE USED FOR THE UPGRADE OR REPLACEMENT OF AGING INFRASTRUCTURE
42098	1,288,274	CAPITAL APPROPRIATION 1,288,274 - CONTRIBUTION TOWARDS WATER CAPITAL PROJECTS.

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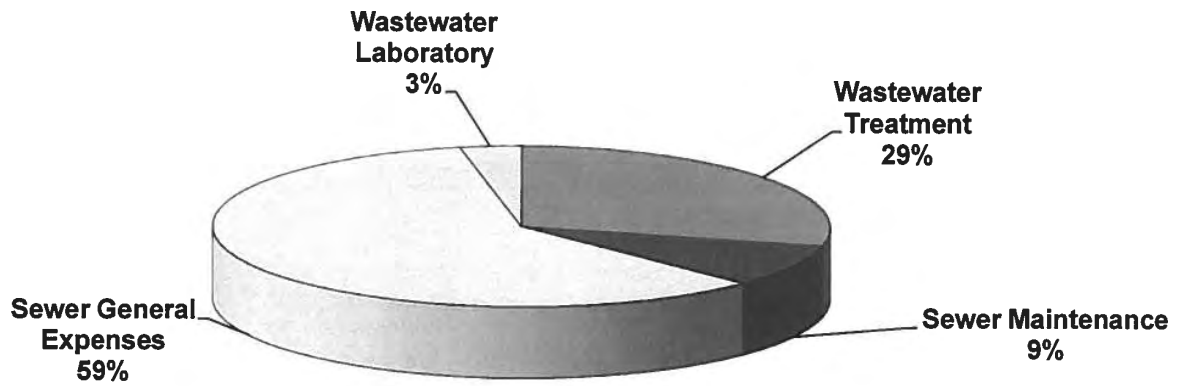
**CITY OF BETHLEHEM
SEWER FUND
FUND ANALYSIS SUMMARY**

	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget w/ Transfers</u>	<u>2017 Actual & Estimated</u>	<u>2018 Final Budget</u>
REVENUES:							
Sale of Sewer							
32001A Residential	5,489,080	5,979,488	6,274,520	6,326,986	6,930,606	6,550,000	6,824,619
32001B Commercial	856,643	988,962	1,053,206	1,050,941	1,147,631	1,125,000	1,145,518
32001C Industrial	598,152	709,494	701,284	672,208	708,243	675,000	611,645
32001D Institutional	519,429	576,124	603,158	701,025	752,550	730,000	785,885
32001E Public	2,172	2,482	2,395	2,493	2,700	2,700	2,761
32003 MIPP Sampling/Surcharge	955,698	896,033	1,390,977	1,349,889	1,000,000	1,300,000	1,250,000
32003F MIPP Fines	6,600	800	3,500	15,600	-	2,000	2,500
32007 Industrial Sewer Rental	21,458	22,093	24,860	30,116	22,500	22,000	22,500
32008 Fountain Hill	492,012	386,966	397,133	380,877	463,555	390,000	362,513
32009 Hellertown	488,844	468,255	496,577	489,985	469,514	490,000	498,818
32010 Allentown	11,578	9,075	11,043	11,011	11,166	11,000	10,514
32011 Salisbury Township	147,641	177,646	145,771	147,181	172,285	140,000	119,990
32012 Freemansburg	125,441	102,929	112,325	117,578	121,354	120,000	124,319
32013 Bethlehem Township	1,153,976	1,143,371	1,135,387	1,567,935	1,425,403	1,455,000	1,508,341
32014 Hanover Township (L. Cnty)	72,967	63,807	70,317	68,392	90,014	75,000	67,415
32014NA HN Residential	970,056	1,060,269	1,149,136	1,163,766	1,105,957	1,175,000	1,199,167
32014NB HN Commercial	220,893	251,237	263,870	274,477	288,318	280,000	247,700
32014NC HN Industrial	47,338	48,383	59,092	65,812	80,323	78,000	74,974
32014ND HN Institutional	36,715	38,735	44,742	55,595	50,186	55,000	58,367
32014NE HN Public	1,099	1,262	1,350	1,346	1,375	1,350	1,481
32015 Lower Saucon Township	134,906	139,337	125,246	150,825	146,241	155,000	154,517
32016 Lower Nazareth Township	-	-	-	22,759	5,000	3,000	9,750
32050 Delinquent Sewer Penalty	35,628	50,892	60,318	65,156	50,000	45,000	35,000
Total Sale of Sewer	12,388,326	13,117,640	14,126,207	14,731,953	15,044,921	14,880,050	15,118,294
Other Operating Revenues							
32106 Debt Service Contributions	559,173	574,516	682,542	777,128	778,079	829,200	829,205
32109 Sundry	2,369	2,380	491	3,855	2,000	1,300	1
32112 Permits	3,650	3,150	8,550	4,750	5,000	2,000	2,500
Total Other Operating Revenues	565,192	580,046	691,583	785,733	785,079	832,500	831,706
Investment Interest							
308501 Investment Income	-	-	535	11,993	-	16,000	20,000
Total Investment Interest	-	-	535	11,993	-	16,000	20,000
TOTAL SEWER FUND REVENUES	12,953,518	13,697,686	14,818,325	15,529,679	15,830,000	15,728,550	15,970,000
EXPENDITURES BY BUREAU:							
Wastewater Treatment	4,445,319	4,629,425	4,580,610	4,832,300	4,950,688	4,747,938	4,590,715
Sewer Maintenance	633,509	1,065,012	1,071,256	1,152,134	1,330,496	1,293,656	1,370,698
Sewer General Expenses	6,524,895	7,330,645	7,578,303	8,235,041	9,026,060	8,921,848	9,497,435
Wastewater Laboratory	404,378	430,983	443,686	464,846	522,756	472,506	511,152
TOTAL SEWER FUND EXPENDITURES	12,008,101	13,456,065	13,673,855	14,684,321	15,830,000	15,435,948	15,970,000
EXPENDITURES BY CATEGORY:							
Personnel Costs	2,647,479	3,034,467	3,089,657	3,511,272	3,588,000	3,569,300	3,668,615
Materials & Supplies	745,926	755,362	649,987	748,424	619,000	546,450	549,700
Purchased Services	8,614,696	9,666,236	9,934,211	10,424,625	11,565,800	11,273,198	11,645,985
Equipment	-	-	-	-	57,200	47,000	105,700
TOTAL SEWER FUND EXPENDITURES	12,008,101	13,456,065	13,673,855	14,684,321	15,830,000	15,435,948	15,970,000

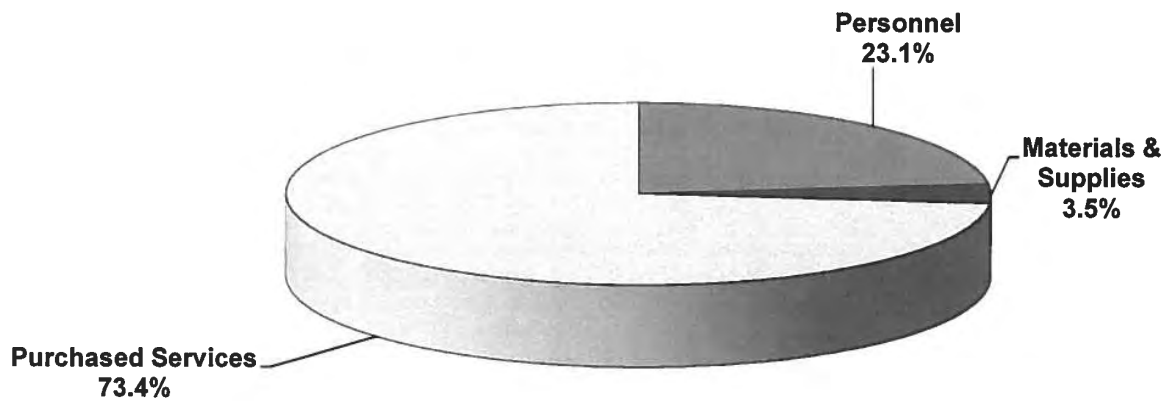
**CITY OF BETHLEHEM
SEWER FUND
BUREAU RESOURCE SUMMARY**

<u>Bureau</u>	<u>Personnel</u>	<u>Materials & Supplies</u>	<u>Purchased Services</u>	<u>Equipment</u>	<u>Total</u>
3001 Wastewater Treatment	\$ 2,117,715	\$ 475,000	\$ 1,948,000	\$ 50,000	\$ 4,590,715
3002 Sewer Maintenance	1,191,248	42,700	87,050	49,700	1,370,698
3003 Sewer General Expenses	-	1,500	9,495,935	-	9,497,435
3004 Wastewater Laboratory	359,652	30,500	115,000	6,000	511,152
TOTAL SEWER FUND	\$ 3,668,615	\$ 549,700	\$ 11,645,985	\$ 105,700	\$ 15,970,000

Sewer Fund Expenditures by Bureau



Sewer Fund Expenditures by Category



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

Bureau	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget w/ Transfers	2017 Actual & Estimated	2018 Final Budget
3001 Wastewater Treatment	28	27	27	27	27	27	26
3002 Utility Maintenance	8	8	8	8	8	8	9
3004 Wastewater Laboratory	3	3	3	3	3	3	3
TOTAL SEWER FUND	39	38	38	38	38	38	38

Debt Service

Bureau 3003

	<u>2017</u>	<u>2018</u>
Accounts 42091 & 42092		
Series A of 2005		
Principal	110,000	115,000
Interest	18,520	14,285
Series of 2012		
Principal	295,000	300,000
Interest	150,264	146,208
Series B of 2015		
Principal	245,000	140,000
Interest	7,700	2,800
Series C of 2017		
Principal	-	5,000
Interest	-	172,234
	<u>826,484</u>	<u>895,527</u>
Account 42093		
2012 Pennvest		
Principal	424,512	425,043
Interest	122,042	115,730
2013 Pennvest		
Principal	489,440	499,932
Interest	103,106	92,614
	<u>1,139,100</u>	<u>1,133,320</u>

Schedule of Payment for Bond Indebtedness

	Series A of 2005		Series 2012		2012 Pennvest	
	Principal	Interest	Principal	Interest	Principal	Interest
2018	115,000	14,285	300,000	146,208	425,043	115,730
2019	120,000	9,800	305,000	141,708	401,974	181,558
2020	125,000	5,000	310,000	136,370	398,177	206,734
2021			315,000	130,170	410,362	194,549
2022			325,000	123,083	422,919	181,992
2023			330,000	114,958	435,861	169,050
2024			340,000	106,213	449,199	155,712
2025			350,000	96,863	462,945	141,966
2026			360,000	86,887	477,111	127,800
2027			370,000	76,537	491,711	113,200
2028			380,000	65,438	506,758	98,153
2029			390,000	54,037	522,265	82,645
2030			405,000	41,850	538,247	66,664
2031			420,000	28,687	554,718	50,193
2032			430,000	14,512	571,693	33,218
2033					589,187	15,723
2034					200,376	1,261
2035						
2036						
2037						
Totals	360,000	29,085	5,330,000	1,363,520	7,858,546	1,936,148

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		Series C of 2017		Total
Principal	Interest	Principal	Interest	Principal	Interest	
499,932	92,614	140,000	2,800	5,000	172,234	2,028,846
504,954	87,592			200,000	172,134	2,124,719
510,027	82,519			205,000	168,134	2,146,961
505,342	100,920			205,000	163,521	2,024,864
499,239	126,224			215,000	155,321	2,048,779
508,011	117,453			225,000	146,721	2,047,054
516,937	108,527			235,000	137,721	2,049,309
526,019	99,445			245,000	128,321	2,050,559
535,261	90,202			250,000	118,521	2,045,783
544,666	80,798			260,000	111,646	2,048,558
554,236	71,228			265,000	103,846	2,044,659
563,974	61,490			275,000	95,896	2,045,308
573,883	51,581			285,000	87,371	2,049,596
583,966	41,498			290,000	78,465	2,047,527
594,226	31,238			300,000	69,185	2,044,072
604,666	20,798			310,000	59,435	1,599,810
615,290	10,174			320,000	48,740	1,195,842
624,405	1,059			335,000	37,700	998,164
163,932	-			345,000	25,556	534,488
				360,000	13,050	373,050
<u>10,028,966</u>	<u>1,275,361</u>	<u>140,000</u>	<u>2,800</u>	<u>5,130,000</u>	<u>2,093,520</u>	<u>35,547,945</u>

BUREAU DETAIL

Bureau: Wastewater Treatment No: 3001

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

Bureau Description:

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

Goals and Objectives:

- Upgrade Non-Potable Water (NPW) System
 - Replace failing and undersized NPW system that is inadequate to meet current and future needs.
 - Utilize NPW for digester gas compressors, polymer blending, and rags/grit screenings flushing.
 - Reduce dependence on City potable water and its usage.
- Upgrade Preliminary Treatment System
 - Replace failing and undersized rags/grit screenings system that is inadequate to meet current and future needs. Install four (4) new fine bar screens to capture more screenings.
 - Install screenings washer/compactors for drier screenings. Remove organics; reduce odors and lower disposal costs.
 - Reduce and prevent downstream plant issues. Including digester grit accumulation and rag re-agglomeration that causes blockages and reduce digestion capability.
- Bid and award contract for transportation and disposal of Class B biosolids to beneficial use sites.
 - Anticipates substantial cost savings.
- Data Management. Data Management System
 - Review and streamline current sampling and data collection.
 - Develop new data in conjunction with our upgrades.
 - Implement WIMS system and synchronization data with SCADA system.

Prior Year Achievements:

- Biosolids Dewatering Improvements
 - Implement new centrifuge operating and maintenance procedures.
 - Reduce daily operating costs through more efficient polymer usage and drier biosolids for disposal.
 - Centrifuge Polymer – conduct Polymer Performance Testing on several polymers. Received bid prices for the purchase of centrifuge polymer.
 - Beneficial Use of Biosolids – Notice of Intent submitted to PA DEP and General Permit PAG-08-2224 issued for classification of Class B Biosolids.
- Primary Digester No. 2 Project completion
 - Completion of all digester upgrades. Three (3) primary digesters with new mixing and heating systems.
 - New concrete roof for PD2 and new mixing and heating system.
 - Implement digester operating and maintenance procedures. Optimize SCADA pumping of primary sludge and TWAS to digesters.
 - Increase sludge digestion. Improved gas production and biosolids quality.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017		2017		2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Actual	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3205 Wastewater Treatment Sup	1	1	1	1	1	93,118	1	93,118	1	94,939
3029 Chief of Operations WWT	1	1	1	1	1	77,491	1	77,491	1	78,999
2810 WWT Plant Maint Sup	1	1	1	1	1	74,923	1	74,923	1	76,422
M142 Operator III	1	4	7	7	6	358,802	6	358,802	8	531,334
M141 Utility Maint Mechanic II	1	1	1	1	1	67,444	1	67,444	1	69,378
M134 Acting Operating III	6	11	8	7	8	450,445	8	450,445	5	291,122
M132 Electronics Repair Man	1	1	1	2	2	123,159	2	123,159	2	129,322
M126 Plant Op II Ind Samp Tech	2	2	2	2	2	123,768	2	123,768	2	127,441
M125 WWT Plant Operator II	5	-	-	-	-	-	-	-	-	-
M123 Utility Maint Mechanic I	3	3	3	3	3	184,465	3	184,465	3	190,116
M114 Maintenance Worker III	-	-	-	-	-	-	-	-	1	48,379
M106 WWT Plant Operator I	4	-	-	-	-	-	-	-	-	-
M092 Maintenance Worker II	1	1	1	1	1	53,794	1	53,794	-	-
C062 Account Clerk II	1	1	1	1	1	49,503	1	49,503	1	51,023
Total Positions	28	27	27	27	27	1,656,912	27	1,656,912	26	1,688,475
2831 25% Allocated from 0202						18,945		18,945		19,343
2722 33% Allocated from 0202						23,731		23,731		24,233
N125 50% Allocated from 20015						50,510		50,510		51,520
3015 50% Allocated from 20015						41,469		41,469		42,343
2807 50% Allocated from 20015						38,506		38,506		39,256
2301 50% Allocated from 20017						30,347		30,347		30,981
C061 50% Allocated from 20017						48,268		48,268		41,564
						1,908,688		1,908,688		1,937,715
Account Detail										
40001 SALARIES	1,610,170	1,581,119	1,615,142	1,883,719		1,878,218		1,878,218		1,910,467
40002 LONGEVITY	25,513	27,031	21,726	30,194		30,470		30,470		27,248
40003 OVERTIME	119,657	108,041	115,806	135,431		115,000		115,000		130,000
40004 TEMPORARY HELP	-	-	-	-		-		-		16,000
40005 HOLIDAY PAY	21,924	22,342	23,909	27,110		25,000		25,000		25,000
40006 DIFFERENTIAL PAY	6,392	5,311	5,254	5,677		6,000		5,750		6,000
40008 MEAL REIMBURSEMENT	2,587	2,451	2,008	2,574		3,000		2,500		3,000
Personnel	1,786,243	1,746,295	1,783,845	2,084,705		2,057,688		2,056,938		2,117,715
41014 OPERATING SUPPLIES	38,602	37,546	43,429	34,188		79,000		55,000		60,000
41016 UNIFORMS/SAFETY SHOES	3,478	5,842	4,873	4,654		5,000		4,500		5,000
41021 CHEMICALS	588,960	639,282	542,031	651,505		454,300		425,000		400,000
41023 GASOLINE	8,115	13,393	7,769	4,960		10,000		5,500		10,000
Materials & Supplies	639,155	696,063	598,102	695,307		548,300		490,000		475,000
42031 UNIFORM RENTAL	22,694	14,130	8,084	9,172		15,000		10,000		15,000
42033 TRAINING AND SAFETY	17,579	14,623	8,418	3,702		10,000		5,000		10,000
42044 ELECTRIC	634,287	673,231	674,502	655,669		680,000		650,000		575,000
42046 HEATING OIL	19,676	1,664	6,891	-		8,000		5,000		8,000
42047 DEPARTMENT CONTRACTS	1,142,965	1,167,331	1,225,274	1,167,813		1,244,000		1,210,000		900,000
42054 RENTALS	2,682	2,681	2,737	3,208		33,100		30,000		15,000
42060 OTHER EXPENSES	11,877	11,832	13,255	12,603		18,000		14,000		15,000
42062 WATER CONSUMPTION	-	32,208	80,704	-		-		-		100,000
42064 EQUIPMENT MAINTENANCE	115,253	206,469	134,977	161,712		266,185		225,000		250,000
42065 PLANT MAINTENANCE	52,908	62,898	43,821	38,409		62,415		45,000		60,000
Purchased Services	2,019,921	2,187,067	2,198,663	2,052,288		2,336,700		2,194,000		1,948,000
43099 EQUIPMENT	-	-	-	-		8,000		7,000		50,000
Equipment	-	-	-	-		8,000		7,000		50,000
Total	WASTEWATER TREATMENT	4,445,319	4,629,425	4,580,610	4,832,300	4,950,688		4,747,938		4,590,715

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	130,000	OVERTIME 130,000 - TO PROVIDE SHIFT COVERAGE FOR VACATIONS, OTHER LEAVE AND WORK AS NEEDED PER THE UNION CONTRACT.
40004	16,000	TEMPORARY HELP 16,000 - 25% OF THE FULL TIME CONTRACT PROGRAMMERS SALARY
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	60,000	OPERATING SUPPLIES 60,000 - MAINTENANCE/OPERATING SUPPLIES AS REQUIRED TO OPERATE THE PLANT.
41016	5,000	UNIFORMS/SAFETY SHOES 5,000 - TO PURCHASE SAFETY SHOES AND SHIRTS FOR EMPLOYEES PER UNION CONTRACT.
41021	400,000	CHEMICALS 400,000 - ALKALINITY PRODUCTS, CHLORINE, POLYMER, MAGNESIUM HYDROXIDE, AND OTHER PLANT CHEMICALS.
41023	10,000	GASOLINE 10,000 - GASOLINE/DIESEL FOR VEHICLES, EQUIPMENT AND 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 - OPERATOR CERTIFICATION TRAINING AND CONTINUING EDUCATION, SEMINARS, CLASSES AND TRAINING MATERIALS. SAFETY PRODUCTS SUCH AS GAS MONITORS, SAFETY SIGNS, PLACARDS AND OTHER ITEMS.
42044	575,000	ELECTRIC 575,000 - TO PAY FOR ALL ELECTRIC POWER IN THE PLANT.
42046	8,000	HEATING OIL 8,000 - HEATING OIL FOR PLANT BUILDINGS AND DIGESTERS. NEEDED AS BACKUP FOR BIO-METHANE GAS.

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42047	900,000	DEPARTMENT CONTRACTS 900,000 - BIOSOLIDS MANAGEMENT SERVICES, BACKUP BIOSOLIDS MANAGEMENT SERVICES, GRIT AND RAG DISPOSAL, CITY WIDE HVAC CONTRACT, SCADA SOFTWARE SUPPORT; MONTHLY XEROX LEASE, IMPRESSION CHARGE, AND NETWORK CHARGE, AND SUPERION SOFTWARE MAINTENANCE CONTRACT.
42054	15,000	RENTALS 15,000 - FOR RENTAL EQUIPMENT WHEN NEEDED FOR REPAIRS WHEN CITY DOESN'T HAVE SUITABLE EQUIPMENT.
42060	15,000	OTHER EXPENSES 15,000 - PA BULLETIN, WATER ENV. DUES, EPQCPA DUES, CDL REIMBURSEMENTS AS PER UNION CONTRACT, ANNUAL COMMONWEALTH OF PENNSYLVANIA FEES AND PERMIT CHARGES, BOILER/ELEVATOR INSPECTIONS, WEIGH MASTER LICENSES; UNDERGROUND STORAGE TANK FEES, ETC., OFFICE SUPPLIES AND OTHER MISC EXPENSES.
42062	100,000	WATER CONSUMPTION 100,000 - WATER USAGE FOR PLANT BASED ON ANNUAL CONSUMPTION.
42064	250,000	EQUIPMENT MAINTENANCE 250,000 - MAINTENANCE AND REPAIR INCLUDING PARTS AND LABOR FOR ALL WASTEWATER TREATMENT PLANT EQUIPMENT, ELECTRONICS, VEHICLES, AND FACILITY.
42065	60,000	PLANT MAINTENANCE 60,000 - INSECT AND VEGETATION CONTROL, GRASS CUTTING EQUIPMENT, PAINT, LUMBER, SHRUBBERY, AND MISC BUILDING MAINTENANCE AND REPAIRS.
43099	50,000	EQUIPMENT 50,000 - COMPUTER HARDWARE/SOFTWARE, SAMPLER PARTS AND SUPPLIES, TOOLS, CART TOOL BOXES, CENTRIFUGE TOOL CABINET, CAT LOADER LIGHT MATERIAL BUCKET, DEWATERING BUILDING PIPE INSULATION, OFFICE AC UNITS, JWC GRINDER MUFFIN MONSTER, SUMP PUMPS, PUMP HOUSE NO. 1 SCUM PUMP MIXER, MAG HYDROXIDE PUMP, BOLLARD POST COVERS, HOSE, PVC SCHEDULE 80 PIPE, PLANT REFRIGERATORS, ELECTRIC PALLET JACK.

BUREAU DETAIL

Bureau: Utility Maintenance **No:** 3002

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

Bureau Description:

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

Goals and Objectives:

- Clear access to manholes along swales and rights-of-way and inspect for I+I; Seal the 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 twenty (20) miles of the sanitary sewer collection system annually.
- Train personnel and begin to perform sanitary sewer main "cure in place" spot repairs in-house.

Prior Year Achievements:

- Installed 200+ manhole inserts to remediate inflow and infiltration issues. .
 - Utilized mobile CCTV unit to inspect (8) eight miles of the sanitary sewer collection system.
 - Approximately 300 LF of sanitary sewer main replaced.
 - Installed transfer switch at Langhorne Lift Station
 - Repaired faulty bubbler system at Airport Rd Lift Station.
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**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017		2017		2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	Final Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3019 Utility Maint Supervisor	1	1	1	1	1	84,648	1	84,648	1	86,299
M141 Utility Maint Mechanic II	1	-	-	-	-	-	-	-	-	-
M123 Utility Maint Mechanic I	-	1	1	1	1	60,982	1	60,982	2	113,854
M114 Maintenance Worker III	3	3	3	3	3	168,888	3	168,888	3	176,497
M092 Maintenance Worker II	2	3	3	3	3	142,580	3	142,580	3	154,486
M072 Maintenance Worker I	1	-	-	-	-	-	-	-	-	-
Total Positions	8	8	8	8	8	457,098	8	457,098	9	531,136
3019 50% Allocated to 20022						(42,324)		(42,324)		(43,150)
M123 50% Allocated to 20022						(30,491)		(30,491)		(56,927)
M114 50% Allocated to 20022						(84,444)		(84,444)		(88,247)
M092 50% Allocated to 20022						(71,290)		(71,290)		(77,244)
3014 10% Allocated from 20019						8,465		8,465		6,961
M115 10% Allocated from 20019						5,851		5,851		6,033
M105 10% Allocated from 20019						22,522		22,522		23,221
3204 50% Allocated from 20022						46,559		46,559		47,469
3014 50% Allocated from 20022						84,648		84,648		73,652
M141 50% Allocated from 20022						33,722		33,722		34,689
M123 50% Allocated from 20022						61,361		61,361		63,246
M114 50% Allocated from 20022						320,096		320,096		320,074
M092 50% Allocated from 20022						210,786		210,786		216,592
2505 5% Allocated from 20023						2,935		2,935		2,994
M102 5% Allocated from 20023						5,704		5,704		5,660
M081 5% Allocated from 20023						10,658		10,658		11,412
						1,041,856		1,041,856		1,077,571
Account Detail										
40001 SALARIES	492,801	854,310	864,472	942,492		1,025,696		1,025,696		1,063,898
40002 LONGEVITY	10,216	14,676	11,456	13,113		16,160		16,160		13,673
40003 OVERTIME	49,947	96,488	95,535	104,139		110,000		105,000		105,000
40005 HOLIDAY PAY	1,329	1,867	1,532	2,398		3,325		2,500		3,325
40006 DIFFERENTIAL PAY	496	1,608	1,571	1,688		1,725		1,650		1,812
40008 MEAL REIMBURSEMENT	884	3,522	3,279	3,390		2,850		2,850		3,540
Personnel	555,673	972,471	977,845	1,067,220		1,159,756		1,153,856		1,191,248
41014 OPERATING SUPPLIES	10,443	7,652	9,434	13,621		13,300		12,500		14,000
41016 UNIFORMS/SAFETY SHOES	1,123	2,100	1,876	2,732		2,000		1,500		2,200
41017 SMALL TOOLS	130	-	-	-		-		-		-
41021 CHEMICALS	-	-	-	-		2,000		-		5,000
41023 GASOLINE	15,381	20,882	14,498	10,810		21,500		15,000		21,500
Materials & Supplies	27,077	30,634	25,808	27,163		38,800		29,000		42,700
42031 UNIFORM RENTAL	2,920	1,628	2,351	2,754		3,110		2,850		3,150
42033 TRAINING AND SAFETY	1,598	1,613	527	2,130		7,900		4,000		9,200
42044 ELECTRIC	3,140	3,325	4,122	4,720		5,350		4,250		4,600
42045 GAS	199	191	250	192		490		400		300
42047 DEPARTMENT CONTRACTS	27,351	41,131	35,526	35,889		50,900		45,000		38,400
42054 RENTALS	-	-	-	-		2,800		2,550		8,000
42060 OTHER EXPENSES	1,135	555	622	936		1,930		1,500		2,300
42064 EQUIPMENT MAINTENANCE	12,592	10,938	24,205	10,819		15,460		14,500		20,000
42065 PLANT MAINTENANCE	1,824	2,526	-	311		1,000		750		1,100
Purchased Services	50,759	61,907	67,603	57,751		88,940		75,800		87,050
43099 EQUIPMENT	-	-	-	-		43,000		35,000		49,700
Equipment	-	-	-	-		43,000		35,000		49,700
Total	633,509	1,065,012	1,071,256	1,152,134		1,330,496		1,293,656		1,370,698

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	105,000	OVERTIME 105,000 - 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	1,812	DIFFERENTIAL PAY 1,812 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT FOR WORK DURING NON-STANDARD HOURS.
40008	3,540	MEAL REIMBURSEMENT 3,540 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT.
41014	14,000	OPERATING SUPPLIES 14,000 - DAILY OPERATING SUPPLIES USED IN CONJUNCTION WITH THE EMERGENCY RESPONSE/CONSTRUCTION, PLANNED MAINTENANCE AND TECHNICAL ACTIVITIES. ITEMS INCLUDING BUT NOT LIMITED TO TOOLS, CONCRETE, BRICK AND MASONRY SUPPLIES, FASTENERS, MARKING PAINT, MANHOLE RISERS, CASTINGS, INDUSTRIAL GASES, OFFICE SUPPLIES, ETC.
41016	2,200	UNIFORMS/SAFETY SHOES 2,200 - SAFETY SHOES, T-SHIRTS AND SWEATSHIRTS FOR ALL BUREAU EMPLOYEES.
41021	5,000	CHEMICALS 5,000 - JET POWER II DEGREASER AND ROOT GROWTH INHIBITOR.
41023	21,500	GASOLINE 21,500 - REGULAR GASOLINE AND DIESEL FUEL.
42031	3,150	UNIFORM RENTAL 3,150 - WEEKLY UNIFORM RENTAL.
42033	9,200	TRAINING AND SAFETY 9,200 - PROVIDE FUNDING FOR PURCHASE OF SAFETY EQUIPMENT, TRAINING, MANUALS, AND CALIBRATE GAS CHECKERS.
42044	4,600	ELECTRIC 4,600 - FUNDING TO PAY FOR ELECTRIC POWER FOR OPERATING FIVE (5) PUMPING STATIONS.
42045	300	GAS 300 - 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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42047	38,400	DEPARTMENT CONTRACTS 38,400 - LANDFILL DUMPING FEES, AIRPORT ROAD GENERATOR MAINTENANCE; CUES LICENSE SOFTWARE UPGRADE/SUPPORT, CUES GRANITENET SOFTWARE AND SERVICES, ASHPAHLT AND CONCRETE DISPOSAL FEES, BALANCE FLOW MONITORING EQUIPMENT LEASE.
42054	8,000	RENTALS 8,000 - RENTAL EQUIPMENT AS REQUIRED BY BUREAU
42060	2,300	OTHER EXPENSES 2,300 - PETTY CASH AND OTHER MISCELLANEOUS ITEMS INCLUDING VACCINATIONS, CDL REIMBURSEMENTS, NORFOLK SOUTHERN LEASE AGREEMENTS, PA DEP WASTE HAULING LICENSES, MAP BOOKS, KEYS, AND OFFICE SUPPLIES.
42064	20,000	EQUIPMENT MAINTENANCE 20,000 - MISCELLANEOUS EQUIPMENT REPAIRS, PARTS, LABOR AND TECHNICAL SUPPORT.
42065	1,100	PLANT MAINTENANCE 1,100 - VEGETATION CONTROL FOR PUMP STATIONS, MISCELLANEOUS REPAIRS TO FACILITIES, ASPHALT FOR APPLEBUTTER ROAD AND AIRPORT ROAD STATIONS.
43099	49,700	EQUIPMENT 49,700 - NOZZLES FOR SEWER JET FLUSHER, PROBES FOR FLOW METERS, MAGNETIC LINE LOCATORS (2), GAS DETECTOR, PORTABLE FLOW METERS TO REPLACE CONTRACT METERS, PORTABLE RADIO REPLACEMENT (911 COORDINATION), MOBILE RADIO REPLACEMENT VEHICLES (911 COORDINATION), CARRYOVER FROM 2017 RADIO PURCHASE MAY NOT RECEIVE UNTIL 2018,

BUREAU DETAIL

Bureau: General Expenses **No:** 3003

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

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

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

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

Personnel Detail	2013	2014	2015	2016	2017	2017	2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget	
	Number of Permanent Positions				# Salaries	# Salaries	# Salaries	
	-	-	-	-	-	-	-	
Total Positions	-	-	-	-	-	-	-	
Account Detail								
41025 POSTAGE	54,518	952	1,375	1,197	1,500	1,450	1,500	
Materials & Supplies	54,518	952	1,375	1,197	1,500	1,450	1,500	
42036 COMMUNICATIONS	4,908	4,424	3,358	2,088	2,000	2,000	2,000	
42048 BANK SERVICE CHARGE	-	-	201	-	300	200	300	
42055 PROFESSIONAL SERVICES	72,700	106,864	98,357	98,039	250,000	150,000	365,000	
42060 OTHER EXPENSES	-	-	-	10,895	2,000	1,000	-	
42074 PENSIONS-O&E MMO	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	635,548	731,270	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	1,113,000	1,456,500	1,456,500	1,456,500	1,456,500	1,456,500	1,456,500	
42086 WORKMEN'S COMPENSATION	149,417	172,217	172,217	172,217	172,217	172,217	172,217	
42087 SOCIAL SECURITY	205,100	255,680	265,000	276,500	285,000	285,000	290,000	
42090 UNFORESEEN CONTINGENCY	-	-	-	-	3,062	-	2,246	
42091 BOND REDEMPTION	775,000	1,051,997	775,000	795,000	650,000	650,000	560,000	
42092 COUPON INTEREST	276,313	339,468	213,774	188,111	176,484	176,484	335,527	
42093 PENNVEST LOAN	-	-	562,953	823,335	1,139,100	1,139,100	1,133,320	
42098 CAPITAL APPROPRIATION	27,118	-	87,025	664,194	1,140,932	1,140,932	1,431,860	
Purchased Services	6,470,377	7,329,693	7,576,928	8,233,844	9,024,560	8,920,398	9,495,935	
Total	SEWER GENERAL EXPENSES	6,524,895	7,330,645	7,578,303	8,235,041	9,026,060	8,921,848	9,497,435

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
41025	1,500	POSTAGE 1,500 - POSTAGE
42036	2,000	COMMUNICATIONS 2,000 - VERIZON WIRELESS MOBILE PHONES
42048	300	BANK SERVICE CHARGE 300 - SERVICE CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNT FEES.
42055	365,000	PROFESSIONAL SERVICES 365,000 - LABOR ATTORNEY/LEGAL SERVICES, MAXIMUS - INDIRECT COST ALLOCATION STUDY, MAHER DUESSEL, FLEX SYSTEM PLAN ADMINISTRATOR, CONRAD SIEGEL AC, PREFERRED EAP. PROFESSIONAL SERVICES FOR WEBSITE ADMINISTRATION. LEVEL ONE BILLING & MAILING CONTRACT & POSTAGE. ELECTRICAL EQUIPMENT VIBRATION AND THERMAL SCANNING. ENGINEERING SUPPORT (CAPITAL IMPROVEMENT). WWTP AIR PERMIT SUPPORT. M.I.P.P. PRETREATMENT CONSULTING SERVICES AND EMERGENCY RESPONSE PLAN WIMS INFORMATION MANAGEMENT SYSTEM. BIOSOLIDS SUPPORT, ANNUAL REPORT. DISINFECTION ALTERNATIVES EVALUATION STUDY. WWTP PLANT CAPACITY STUDY (PLANNING MODULES). WWTP DIKE STABILIZATION STUDY SCADA CONSULTANT. LINKO MIPP SOFTWARE.
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

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42087	290,000	SOCIAL SECURITY 290,000 - SOCIAL SECURITY
42090	2,246	UNFORESEEN CONTINGENCY 2,246 - THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN AT THE TIME OF BUDGET PREPARATION.
42091	560,000	BOND REDEMPTION 560,000 - PRINCIPAL PAYMENT ON OUTSTANDING DEBT
42092	335,527	COUPON INTEREST 335,527 - INTEREST PAYMENT ON OUTSTANDING DEBT.
42093	1,133,320	PENNVEST LOAN 1,133,320 - PENNVEST PRINCIPAL AND INTEREST PAYMENT FOR WWTP UPGRADES.
42098	1,431,860	CAPITAL APPROPRIATION 1,431,860 - CONTRIBUTION TOWARD SEWER CAPITAL PROJECTS AND EQUIPMENT PURCHASES.

BUREAU DETAIL

Bureau: Wastewater Laboratory **No:** 3004

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

Bureau Description:

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

Goals and Objectives:

- Cross train WW lab 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 a Lab Information Management System to track and trend data.
- Initiate the implementation of a FOG (Fats, Oils and Grease) ordinance.

Prior Year Achievements:

- Streamlined quarterly MIPP surcharge process.
 - Successfully completed a field audit and inspection by the PA DEP.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017		2017		2018		
	Actual	Actual	Actual	Actual	Budget w/ Transfers	#	Actual & Estimated	#	Final Budget	#	Salaries
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries	
3032 MIPP Coord/QC Coord	1	1	1	1	1	84,996	1	84,996	1	76,067	
2815 Plant Chemist	1	1	1	1	1	77,059	1	77,059	1	78,417	
2725 Lab Technician	1	1	1	1	1	63,146	1	63,146	1	51,970	
Total Positions	3	3	3	3	3	225,201	3	225,201	3	206,454	
3209 50% Allocated from 20012						46,768		46,768		47,469	
2714 50% Allocated from 20012						36,685		36,685		34,194	
2725 50% Allocated from 20012						28,244		28,244		37,335	
						336,898		336,898		325,452	
Account Detail											
40001 SALARIES	266,427	294,945	307,113	335,384		328,023		328,023		320,512	
40002 LONGEVITY	5,880	6,080	6,280	7,688		7,933		7,933		4,940	
40003 OVERTIME	1,439	1,262	1,953	122		5,000		2,500		-	
40004 TEMPORARY HELP	28,997	11,747	10,452	13,836		25,500		17,500		34,200	
40005 HOLIDAY PAY	2,774	1,572	2,169	2,317		4,000		2,500		-	
40006 DIFFERENTIAL PAY	7	17	-	-		50		25		-	
40008 MEAL REIMBURSEMENT	39	78	-	-		50		25		-	
Personnel	305,563	315,701	327,967	359,347		370,556		358,506		359,652	
41014 OPERATING SUPPLIES	22,399	25,490	22,849	22,946		26,900		24,000		27,000	
41016 UNIFORMS/SAFETY SHOES	423	357	406	600		1,000		500		1,000	
41023 GASOLINE	2,354	1,866	1,447	1,211		2,500		1,500		2,500	
Materials & Supplies	25,176	27,713	24,702	24,757		30,400		26,000		30,500	
42031 UNIFORM RENTAL	254	259	202	243		1,000		500		500	
42033 TRAINING AND SAFETY	1,027	1,364	553	526		3,000		1,500		3,000	
42055 PROFESSIONAL SERVICES	70,335	76,145	84,657	73,956		103,000		75,000		103,000	
42060 OTHER EXPENSES	2,023	2,116	2,619	2,100		4,100		3,000		4,000	
42064 EQUIPMENT MAINTENANCE	-	7,685	2,986	3,917		4,500		3,000		4,500	
Purchased Services	73,639	87,569	91,017	80,742		115,600		83,000		115,000	
43099 EQUIPMENT	-	-	-	-		6,200		5,000		6,000	
Equipment	-	-	-	-		6,200		5,000		6,000	
Total	404,378	430,983	443,686	464,846		522,756		472,506		511,152	

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40004	34,200	TEMPORARY HELP 34,200 - PART TIME SAMPLER/LAB TECHNICIAN PART TIME LAB INTERN FOR WATER AND WASTEWATER SPLIT 50/50 BETWEEN FUNDS.
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
42031	500	UNIFORM RENTAL 500 - 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 103,000 - MIPP PROGRAM SAMPLING AND ANALYSIS. PLANT SAMPLING FOR NPDES. MISCELLANEOUS SAMPLING. 50% OF ANNNUAL SC ENGINEERING CONTRACT.
42060	4,000	OTHER EXPENSES 4,000 - LAB CERTIFICATIONS, OFFICE SUPPLIES, MISC MEMBERSHIP RENEWALS- PAAEL/WEF/WWOAP
42064	4,500	EQUIPMENT MAINTENANCE 4,500 - MAINTAIN AND REPAIR LABORATORY EQUIPMENT INCLUDING LAB INSTRUMENTATION, REFRIGERATORS, INCUBATOR AND DRYING OVENS AND QC CALIBRATIONS.
43099	6,000	EQUIPMENT 6,000 - DRYING OVEN, REFRIGERATOR, DESSICATOR, AND BALANCE

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

	<u>2013</u> <u>Actual</u>	<u>2014</u> <u>Actual</u>	<u>2015</u> <u>Actual</u>	<u>2016</u> <u>Actual</u>	<u>2017</u> <u>Budget w/</u> <u>Transfers</u>	<u>2017</u> <u>Actual &</u> <u>Estimated</u>	<u>2018</u> <u>Final</u> <u>Budget</u>
REVENUES:							
Operating Revenues							
33001 Golf Course Fees	856,488	834,323	865,212	843,275	895,000	830,000	900,000
33003 Golf Cart Rentals	318,230	321,381	340,066	330,096	345,000	325,000	340,000
33004 Golf Merchandise Sales	47,673	45,589	51,025	44,727	65,000	55,000	65,000
33006 Driving Range	128,919	119,282	117,895	97,949	130,000	105,000	130,000
33007 Restaurant	45,143	48,713	36,283	39,459	35,000	36,500	35,000
33009 Vending Commission	10,352	11,461	10,178	10,294	15,000	10,000	15,000
33011 Miscellaneous	300	295	296	267	10,000	500	10,000
Total Operating Revenues	1,407,105	1,381,044	1,420,955	1,366,067	1,495,000	1,362,000	1,495,000
TOTAL GOLF FUND REVENUES	<u>1,407,105</u>	<u>1,381,044</u>	<u>1,420,955</u>	<u>1,366,067</u>	<u>1,495,000</u>	<u>1,362,000</u>	<u>1,495,000</u>
EXPENDITURES BY CATEGORY:							
Personnel Costs	524,268	524,304	562,617	567,587	567,834	558,984	580,986
Materials & Supplies	173,263	177,395	128,113	118,816	157,990	141,750	153,350
Purchased Services	868,349	883,258	867,409	800,609	767,676	656,394	759,164
Equipment	12,240	-	-	1,119	1,500	1,000	1,500
TOTAL GOLF FUND EXPENDITURES	<u>1,578,120</u>	<u>1,584,957</u>	<u>1,558,139</u>	<u>1,488,131</u>	<u>1,495,000</u>	<u>1,358,128</u>	<u>1,495,000</u>

BUREAU DETAIL

Bureau: Golf Course

No: 004A

Department: Golf Fund

No: 004A

Bureau Description:

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

Goals and Objectives:

- To promote patronage of the municipal golf course by maintaining it in peak condition and producing revenues that exceed expenses.
 - To provide quality recreation efficiently and in a cost-effective manner.
 - To continuously adjust to market conditions that increase sales and meet the needs of the patrons.
 - To promote our driving range and upgrade our practice facilities on the Executive course.
 - Continue to provide the best customer service.
 - Continue to grow our Outing/Tournament rounds.
 - Continue to grow Bethlehem branded merchandise in the pro shop and try to capture custom equipment sales away from big box retailers.
-

Prior Year Achievements:

- Maintained a strong market share of patrons in the Lehigh Valley Golf Market.
 - 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 10% over.
 - Continued and grew Traditions of America retirement community league along with a year ending tournament.
 - Cleared out trees in front of golf course to enhance the entrance of the facility.
 - Continued our marketing strategy with, Lehigh Valley Iron Pigs, Clipper Magazine, Arts Quest and WLEV.
 - Voted for four consecutive years, Best Golf Course to work on your game by Lehigh Valley Style Magazine.
 - Use of social media as an additional marketing tool.
 - Continued new initiatives to reduce mowing with new growth regulators and natural areas improving the aesthetics of the course.
 - Continued to grow our Women's and Jr's golf programs, resulting in the first State Champion in the Lehigh Valley in over 30 years.
 - 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 wet summer.
 - Renovated / addressed several bunkers to alleviate drainage problems and improve playing conditions.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017	2017	2018	
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries
	#	Salaries	#	Salaries	#	Salaries	#	Salaries
3005 Golf Course Superintend	1	1	1	1	1	84,458	1	84,458
2403 Golf Clubhouse Manager	1	1	1	1	1	62,129	1	62,129
2101 Assist Manager	1	1	1	1	1	50,406	1	50,406
M141 Golf Course Lead Tech	1	1	1	1	1	66,494	1	66,494
M092 Maintenance Worker II	3	3	3	3	3	152,137	3	152,137
M072 Maintenance Worker I	1	1	1	1	1	34,590	1	34,590
Total Positions	8	8	8	8	8	450,214	8	450,214
3209 Allocated to 0406						(39,380)		(39,380)
						410,834		410,834
								423,986
Account Detail								
40001 SALARIES	355,778	357,420	396,236	401,981		402,664		415,341
40002 LONGEVITY	7,680	4,960	9,280	10,160		8,170		8,645
40003 OVERTIME	27,030	36,971	35,392	32,123		30,000		30,000
400047 MAINTENANCE-TEMP HELP	52,826	49,520	47,946	26,246		47,000		47,000
400048 CLUB HOUSE-TEMP HELP	77,956	69,066	65,572	93,016		72,500		72,500
40005 HOLIDAY PAY	2,373	4,626	7,235	2,952		5,000		5,000
40006 DIFFERENTIAL PAY	248	376	384	355		1,000		1,000
40008 MEAL REIMBURSEMENT	377	1,365	572	754		1,500		1,500
Personnel	524,268	524,304	562,617	567,587		567,834		558,984
41014 OPERATING SUPPLIES	90,561	94,989	71,250	67,654		85,890		86,000
41016 UNIFORMS/SAFETY SHOES	3,177	2,420	1,651	403		2,950		2,950
41017 SMALL TOOLS	1,560	2,404	114	521		2,150		1,750
41020 GOLF MERCHANDISE	41,911	34,377	28,246	27,092		37,000		32,650
41023 GASOLINE	36,054	43,205	26,852	23,146		30,000		30,000
Materials & Supplies	173,263	177,395	128,113	118,816		157,990		141,750
42040 ADVERTISING AND PRINTING	11,231	7,258	3,002	3,983		9,000		9,000
42044 ELECTRIC	26,318	35,835	31,935	23,602		31,500		30,000
42046 HEATING OIL	20,060	24,434	14,258	8,252		22,000		22,000
42047 DEPARTMENT CONTRACTS	116,879	124,535	117,204	116,718		103,525		102,525
42048 BANK SERVICE CHARGE	17,768	19,211	19,774	20,888		20,000		20,000
420481 BANK DISCOUNT	-	-	-	-		500		500
42049 REFUNDS	-	800	-	-		500		500
42054 RENTALS	983	613	685	883		1,000		750
42055 PROFESSIONAL SERVICES	2,593	2,659	2,685	2,690		4,200		3,000
42060 OTHER EXPENSES	10,667	12,252	10,937	10,186		13,750		13,750
42064 EQUIPMENT MAINTENANCE	27,963	30,419	19,872	21,350		31,610		28,000
42065 PLANT MAINTENANCE	32,272	12,956	19,281	17,101		26,900		25,000
42074.1 O & E MMO	54,678	54,678	54,678	-		-		-
42075 PENSIONS-PMRS MMO	163,044	163,044	163,044	163,044		163,044		163,044
42077 GENERAL FUND CHARGES	150,000	150,000	150,000	150,000		150,000		75,000
42085 MEDICAL INSURANCE	110,000	120,000	136,090	136,090		136,090		136,090
42086 WORKMEN'S COMPENSATION	8,160	8,160	8,160	8,160		8,160		8,160
42087 SOCIAL SECURITY	42,120	42,300	42,300	43,850		43,850		43,850
42090 UNFORESEEN CONTINGENCY	-	-	-	-		2,047		-
42091 BOND REDEMPTION	63,000	66,000	68,000	71,000		-		-
42092 COUPON INTEREST	10,613	8,104	5,504	2,812		-		-
Purchased Services	868,349	883,258	867,409	800,609		767,676		656,394
43099 EQUIPMENT	12,240	-	-	1,119		1,500		1,000
Equipment	12,240	-	-	1,119		1,500		1,000
Total	GOLF COURSE	1,578,120	1,584,957	1,558,139	1,488,131	1,495,000	1,358,128	1,495,000

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

2018 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	86,000	OPERATING SUPPLIES 5,000 - DRIVING RANGE BALLS 500 - PENCILS 50 - MERCHANDISE BAGS 450 - POSTAGE AND SHIPPING ITEMS 500 - JANITORIAL SUPPLIES 4,000 - 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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		1,000 - STAFF SHIRTS
41017	1,750	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
41020	32,650	GOLF MERCHANDISE
		30,000 - PURCHASE OF MERCHANDISE FOR RESALE AT THE DUE TO INCREASED COURSE USE (LARGER POOL OF CUSTOMERS) GOLF COURSE CLUBHOUSE.
		150 - GRIPS (REGRIIP CLUBS)
		1,000 - HANDICAP FEES
		500 - GIFT CARDS
		1,000 - TEES
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	30,000	ELECTRIC
		30,000 - BASED ON ESTIMATED USAGE
42046	22,000	HEATING OIL
		22,000 - BASED ON ESTIMATED USAGE AND COST INCREASE
42047	102,525	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
		4,000 - 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.
42049	500	REFUNDS
		500 - REFUND OF FEES DUE TO UNFORESEEN EMERGENCIES.

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
42054	750	RENTALS 750 - 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	20,000	PLANT MAINTENANCE 1,000 - CLUBHOUSE REPAIRS AND MAINTENANCE 2,500 - TOP DRESSING TO FILL AERATION HOLES, MONTHLY TOP DRESSING TO MAINTAIN CONSISTANT GREENS. 2,000 - IRRIGATION SUPPLIES 2,000 - MATS FOR DRIVING RANGE, NEED TO KEEP NEW ONES COMING IN -- ALWAYS IN USE 1,000 - TREE PLANTING, CARE AND ANNUAL FLOWERS 2,000 - WEATHER CENTER FOR LATEST WEATHER CONDITIONS 2,000 - NETTING REPAIRS/REPLACEMENT 1,000 - UNFORESEEN MAINTENANCE REPAIRS 500 - DIVOT MIX 2,000 - SAND & DRAINAGE MATERIALS FOR BUNKERS 2,500 - MISC. MAINTENANCE SUPPLIES, PAINT, LUMBER, ETC. 1,500 - 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
42086	8,160	WORKMEN'S COMPENSATION

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
		8,160 - WORKMEN'S COMP
42087	44,500	SOCIAL SECURITY 44,500 - SOCIAL SECURITY
42090	4,145	UNFORESEEN CONTINGENCY 4,145 - 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>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget w/ Transfers</u>	<u>2017 Actual & Estimated</u>	<u>2018 Final Budget</u>
REVENUES:							
Operating Revenues							
34002 State Allocation	1,399,095	1,506,774	1,657,030	1,939,278	2,026,655	2,026,655	2,091,594
34004 Maintenance Turnback	8,480	8,480	8,480	8,840	8,840	8,840	8,840
308901 Cash Bal (Carryover from PY)	2,405	-	-	-	483,212	483,212	422,807
Total Operating Revenues	<u>1,409,980</u>	<u>1,515,254</u>	<u>1,665,510</u>	<u>1,948,118</u>	<u>2,518,707</u>	<u>2,518,707</u>	<u>2,523,241</u>
Investment Interest							
308501 Investment Income	1,946	1,574	1,532	2,353	-	6,500	-
Total Investment Interest	<u>1,946</u>	<u>1,574</u>	<u>1,532</u>	<u>2,353</u>	<u>-</u>	<u>6,500</u>	<u>-</u>
TOTAL LIQUID FUELS FUND REVENUES	<u><u>1,411,926</u></u>	<u><u>1,516,828</u></u>	<u><u>1,667,042</u></u>	<u><u>1,950,471</u></u>	<u><u>2,518,707</u></u>	<u><u>2,525,207</u></u>	<u><u>2,523,241</u></u>
EXPENDITURES:							
Liquid Fuels	1,473,596	1,781,864	1,468,613	1,833,146	2,518,707	1,932,250	2,523,241
TOTAL LIQUID FUELS FUND EXPENDITURES	<u><u>1,473,596</u></u>	<u><u>1,781,864</u></u>	<u><u>1,468,613</u></u>	<u><u>1,833,146</u></u>	<u><u>2,518,707</u></u>	<u><u>1,932,250</u></u>	<u><u>2,523,241</u></u>

BUREAU DETAIL

Bureau: Liquid Fuels

No: 005A

Department: Liquid Fuels

No: 005A

Bureau Description:

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

Goals and Objectives:

- 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 30,000 cubic yards of leaves during the 2016 leaf collection operation.
 - Maintained storm sewers – cleaning and flushing of over 150 basins throughout the City.
 - Paved over 16,796 feet of roadway and scratched 1,665 feet in 2017 through the in-house paving program.
 - 2017 In-House Paving Program placed over 7,800 tons of macadam, paved 16,796 feet of roadway and scratched 1,665 feet.
 - 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 small paver added to Road Maintenance Program to increase repairs made on roadways; 2015 – 500 tons by hand and 2016 – 1,750 tons by small 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.
 - 2017 – 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.
 - In 2017 we added a truck mounted leaf loader that allows us to do our preseason pick up with one (1) man instead of four (4) men.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2013	2014	2015	2016	2017	2017	2018
	Actual	Actual	Actual	Actual	Budget w/ Transfers	Actual & Estimated	Final Budget
	Number of Permanent Positions				# Salaries	# Salaries	# Salaries
	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-
Account Detail							
55001 SNOW AND ICE REMOVAL	164,050	326,484	236,870	171,445	185,000	150,000	185,000
55003 ROAD MAINTENANCE	384,502	398,694	392,077	389,956	400,000	390,000	400,000
55004 SNOW REMOVAL OPER SUPPLY	239,574	379,623	387,092	92,897	300,000	250,000	300,000
55005 ROAD MAINT OPER SUPPLIES	110,130	115,326	102,615	130,739	120,000	110,000	120,000
55007 HAND TOOLS	1,618	4,845	1,857	3,226	5,000	3,500	5,000
55008 REPAIRS TOOLS & MACHINERY	79,926	111,071	160,996	108,105	141,100	135,000	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	100	-	100
55015 W LAUREL ST SW IMPROVE	-	-	-	-	78,750	-	78,750
55016 STREET OVERLAYS	419,438	187,627	20,112	444,815	649,957	550,000	560,091
55017 STANFORD ROAD - SS EXT	-	-	-	-	-	-	100,000
55022 STREET SIGNS	9,517	6,378	6,826	6,858	10,000	8,500	10,000
55031 LINDEN ST SS REPLACEMENT	-	-	-	-	88,800	-	88,800
55046 W BROAD ST SS IMPROVEMENT	-	-	-	-	200,000	-	200,000
55050 BANK SERVICE CHARGES	280	273	177	-	500	250	500
55099 EQUIPMENT	54,561	43,805	159,991	331,843	329,500	325,000	355,000
Total LIQUID FUELS	1,473,596	1,781,864	1,468,613	1,833,146	2,518,707	1,932,250	2,523,241

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
55001	185,000	SNOW AND ICE REMOVAL 185,000 - ACCOUNT TO COVER OVERTIME FOR REMOVING SNOW AND ICE FROM STREETS AND BRIDGES. NO LABOR CAN BE CHARGED TO THIS ACCOUNT WHEN SNOW AND ICE IS REMOVED FROM SIDEWALKS AND PARKING LOTS.
55003	400,000	ROAD MAINTENANCE 400,000 - ACCOUNT TO COVER REGULAR LABOR FOR REPAIRS TO STREETS, BRIDGES, AND OTHER PUBLIC WORKS INFRA-STRUCTURE ALLOWED UNDER LIQUID FUELS (SIX WEEKS OF PAYROLL).
55004	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 PER TON 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

2018 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 2018.
55016	560,091	STREET OVERLAYS 560,091 - ACCOUNT TO COVER THE COST OF BLACK TOP MATERIALS FOR IN-HOUSE PAVING AND POSSIBLE CONTRACTED STREET OVERLAYS. ALMOST 400,000 IS CARRYOVER FROM 2017 INTO 2018 (NEW STREET PAVING).
55017	100,000	STANFORD ROAD - SS EXT 100,000 - THIS PROJECT IS TO EXTEND THE STORM SEWER ALONG STANFORD ROAD WEST OF RALSTON ROAD TO DRAIN THE LOW STREET AREAS THAT HAVE PONDED WATER DURING HEAVY RAIN EVENTS.
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 FREQUENT BACK UPS CAUSING TEMPORARY SHALLOW STREET FLOODING.
55050	500	BANK SERVICE CHARGES 500 - CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNTING FEES.

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

2018 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
55099	355,000	EQUIPMENT
	53,000	- 2018 GMC PICK-UP TRUCK: THIS WILL REPLACE UNIT #197 A 2002 CHEVY PICK-UP TRUCK USED FOR PLOWING AND ROAD MAINTENANCE WORK. THE FRAME IS RUSTED OUT AND IN NEED OF REPLACEMENT.
	212,000	- 2018 P385B WEILER TRACK ASPHALT PAVER: THIS WILL REPLACE OUR 2011 LEEBOY 8816B TRACK PAVER UNIT #729. OVER THE LAST (3) YEARS THIS UNIT HAS NOT BEEN RELIABLE AND NEEDS TO BE REPLACED TO CONTINUE OUR IN-HOUSE PAVING PROGRAM.
	47,000	- 2018 GMC CANYON PICK-UP TRUCK: THIS WILL REPLACE UNIT #174 A 2006 FORD EXPLORER THAT IS IN POOR CONDITION.
	28,000	- 2018 FORK TRUCK: THIS IS TO REPLACE THE CURRENT FORK TRUCK IN STREETS THAT IS OVER 30 YEARS OLD. THIS UNIT IS USED FOR INSTALLING SALT SPREADERS AND PLOWS. IT IS ALSO USED TO UNLOAD SUPPLIES FROM TRACTOR TRAILERS.
	15,000	- 2018 SWEEPER HOPPER & BRUSH HOG ATTACHMENTS: THESE ARE ATTACHMENTS FOR OUR BOBCAT UNIT #712 THAT WILL BE USED FOR OUR MILLING OPERATIONS TO CUT DOWN ON MAINTENANCE EXPENSES ON OUR STREET SWEEPERS.

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

**2018
Final
Budget**

REVENUES:

Operating Revenues

308901	Cash Balance	12,473
35006	Escrow	113,687
35008	2015 Bond Issue	292,200
35011	Recreation Fac Fund	166,350
35023	2013 Bond	280,000
35024	Signage Contribution	121,335
35026	Memorial Pool Complex	2,500,000
35027	PENNDOT - New Street	80,000
35029	NC Gaming Grant	192,292
35032	911 Cash Account	371,000
35033	2017 Bond Issue	3,717,854
35035	PennDOT - ARLE Program	93,792
35048	Lynn Avenue Bridge Grant	712,500
35055	Growing Greener Grant	20,027
35058	TAP Grant	65,500
35060	Signage - Lehigh University	6,555
35069	Moravian College - Laurel St	146,250
35074	DCNR - Greenway Plaza	100,000
35077	AFG/FEMA - Fire Equipment	285,000
35080	DCNR - Greenway to Saucon Park	420,619
35081	Lehigh - Greenway Plaza	100,000
35087	Eastern Gateway Lighting - State	164,596
35088	Multimodal - W Broad Street	200,000

TOTAL NON-UTILITY CAPITAL FUND REVENUES

10,162,030

EXPENDITURES BY BUDGET UNIT:

62013	2013 Bond	280,000
62015	2015 Bond	292,200
62017	2017 Bond	3,717,854
69999	Other Revenue	5,871,976

TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES

10,162,030

EXPENDITURES BY CATEGORY:

Public Safety	955,086
Public Works	5,592,670
Recreation	3,009,000
Administration	255,274
Community & Economic Development	350,000

TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES

10,162,030

**CITY OF BETHLEHEM
2018 NON-UTILITY CAPITAL IMPROVEMENT PLAN**

	2017 Bond	2015 Bond	2013 Bond	Fed, State & Local Grants	Cash/ Misc	Other Funds	Total
Public Safety							
Fire Apparatus Replacement Program	299,086						299,086
Self-Contained Breathing Apparatus				285,000	296,000		581,000
Trunking System Radios					75,000		75,000
Total Public Safety	299,086	-	-	285,000	371,000	-	955,086
Public Works - Traffic							
Isolated Intersections	388,896						388,896
Traffic Safety Improvements	70,000						70,000
Total Public Works - Traffic	458,896	-	-	-	-	-	458,896
Public Works - Streets							
City Hall Complex Parking Lay-Bys	140,000						140,000
Lehigh Way	60,000						60,000
New Street - 3rd Street to 4th Street				80,000			80,000
Street Overlays	474,135				12,473	1,245,786	1,732,394
W. Garrison St Reconstruct.-Main to N New St.	145,000						145,000
Total Public Works - Streets	819,135	-	-	80,000	12,473	1,245,786	2,157,394
Public Works - Storm Sewers							
Linden St Storm Sewer Upgrade/Replacement		161,200				88,800	250,000
Miscellaneous Drainage Structure	118,650						118,650
Stefko Drainage Swale				20,027			20,027
W Laurel St to Monocacy Creek				146,250		78,750	225,000
Total Public Works - Storm Sewers	118,650	161,200	-	166,277	-	167,550	613,677
Public Works - Facilities							
City Center Improvements	162,102						162,102
Fire House Improvements	90,000						90,000
Mechanical System Upgrades	125,000						125,000
Roof/Safety/Code Improvement	75,000						75,000
Total Public Works - Facilities	452,102	-	-	-	-	-	452,102
Public Works - Grounds							
Eastern Gateway				164,596	16,350		180,946
Greenway-Hobart Street Connection				192,292			192,292
Greenway - Plaza Development				200,000			200,000
Greenway/Saucon Park Ball Fields Connection			280,000	420,619	150,000		850,619
Grounds Capital Improvement Plan	55,711					245,439	301,150
South Bethlehem Greenway	75,000						75,000
Total Public Works - Grounds	130,711	-	280,000	977,507	166,350	245,439	1,800,007
Public Works - Other Projects							
Animal Shelter					76,500		76,500
Bridge Repairs	140,000	51,000					191,000
Citywide Wayfinding Signage	100,000			6,555	121,335		227,890
Geographic Information System		80,000					80,000
Lynn Avenue Bridge				712,500		160,843	873,343
Pedestrian Improvements				93,792			93,792
Shared Lane Marking				65,500			65,500
Storage Tanks					28,206		28,206
Tree Replacement					8,981		8,981
W. Broad St Lighting-3rd Ave to 5th Ave	85,000			200,000			285,000
Total Public Works - Other Projects	325,000	131,000	-	1,078,347	235,022	160,843	1,930,212
Recreation							
General Pool Improvement	146,000						146,000
Memorial Pool Complex Improvement	87,000				2,500,000		2,587,000
Municipal Ice Rink	100,000						100,000
Park System Master Plan	176,000						176,000
Total Recreation	509,000	-	-	-	2,500,000	-	3,009,000
Administration							
IT Improvement Plan	255,274						255,274
Total Administration	255,274	-	-	-	-	-	255,274
Community & Economic Development							
Blighted Property Acquisition	350,000					200,000	550,000
Total Community & Economic Development	350,000	-	-	-	-	200,000	550,000
Total Non-Utility Capital (Net Other Funds)	3,717,854	292,200	280,000	2,587,131	3,284,845	-	10,162,030

2018 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PUBLIC SAFETY

Fire Apparatus Replacement Program

\$299,086

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 299,086

Self-Contained Breathing Apparatus

\$581,000

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 Hazmat 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:

911-Cash 296,000
FEMA Grant 285,000
581,000

Trunking System Radios

\$75,000

This project is to replace all the radios and the new radios acquired will be equipped as to be able to function on any system in anticipation of the mandated consolidation of 911. The acquisition will be phased and the radios taken out of service in 2019 will be "cannibalized" until the rest of the radios are acquired in 2021.

Funding Source:

911-Cash 75,000

PUBLIC WORKS – TRAFFIC

Isolated Intersections

\$388,896

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 Goepf Streets. Design and construction of the new traffic signals at the intersections of Broad & Main Streets and Broad & Center Streets (Broad & Linden was replaced with Broad & Main which delayed design and permitting completion in 2017) will be completed in 2018 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 if funding is available.

Funding Source:

2017 Bond 388,896

2018 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Traffic Safety Improvements **\$70,000**

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

Funding Source:

2017 Bond 70,000

PUBLIC WORKS – STREETS

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 was projected to occur in 2017 but only received one bid which was too high. Project will be re-bid and construction will take place in 2018.

Funding Source:

2017 Bond 140,000

Lehigh Way **\$60,000**

This project is for reconstruction of portions of Lehigh Way to address long standing drainage issues and pavement deterioration. Design and bidding completed in 2017 with construction in 2017 & 2018.

Funding Source:

2017 Bond 60,000

New Street – 3rd Street to 4th Street **\$80,000**

This project is for improvements to this section of roadway in connection with a turnback to the city from Penn DOT. In exchange for the turnback, the city will receive payment for the repairs/improvements needed to bring the road up to acceptable condition. The work would include mill and overlay, trench and base repair, upgraded curb ramps, and new pavement markings. 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 **\$486,608**

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. \$310,978 in 2017 Bond and \$138,850 in Liquid Fuels are carryovers from 2017 already planned work.

Funding Source:

2017 Bond	474,135
Cash Balance	12,473
Liquid Fuels	560,091
CDBG	<u>685,695</u>
	1,732,394

2018 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

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. This project will be bid in 2017 with construction in the spring of 2018.

Funding Source:
2017 Bond 145,000

PUBLIC WORKS – STORM SEWERS

Linden Street Storm Sewer Upgrade/Replacement **\$ 161,200**

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 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 bid in 2017 and will be completed in 2018.

Funding Source:
2015 Bond 161,200
Liquid Fuels 88,800
250,000

Miscellaneous Drainage Structures **\$118,650**

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. Eleven inlets were repaired under the 2017 catch basin repair project.

Funding Source:
2017 Bond 118,650

Stefko Drainage Swale **\$20,027**

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) 20,027

2018 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

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 2018.

Funding Source:

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

PUBLIC WORKS – FACILITIES

City Center Improvements

\$162,102

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 exterior improvements to sidewalks and steps, railings, landscaping, new windows on ground floor for the Police Department, HVAC component replacements, building security upgrades, replacement of asbestos floor tiles, and replacement of pavers on the plaza.

Funding Source:

2017 Bond	162,102
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Fire House Improvements

\$90,000

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
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Mechanical System Upgrades

\$125,000

Upgrades/improvements/replacements of mechanical systems to improve reliability and energy efficiency of systems/facilities. 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, air handling unit upgrades, water pump replacements, and VFD installations.

Funding Source:

2017 Bond	125,000
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2018 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Roof/Safety/Code Improvements

\$75,000

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
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PUBLIC WORKS – GROUNDS

Eastern Gateway

\$180,946

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

Funding Source:

State	164,596
Rec Fees	<u>16,350</u>
	180,946

Greenway – Hobart Street Connection

\$192,292

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	192,292
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Greenway – Plaza Development

\$200,000

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

\$850,619

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 was completed in 2017. Construction is anticipated in 2018.

Funding Source:

2013 Bond	280,000
State	420,619
Rec Fees	<u>150,000</u>
	850,619

2018 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Grounds Capital Improvement Plan

\$55,711

Funding in this item is to cover smaller capital project needs already identified such as improvements and renovations to athletic fields (grading, aerating, topsoil, and backstops), tennis court resurfacing, landscaping, tree removal/replacements, playground equipment, fencing, lighting, signage, parking lot improvements, sidewalk replacements, pathway improvements, pavilion improvements, parks buildings, and equipment.

Funding Source:

2017 Bond	55,711
CDBG	<u>245,439</u>
	301,150

South Bethlehem Greenway

\$96,775

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
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PUBLIC WORKS – OTHER PROJECTS

Animal Shelter

\$76,500

Pennsylvania state law requires municipal and state police officers and state dog wardens to "seize and detain any dog which is found running at large, either upon the public streets or highways of the Commonwealth, or upon the property of a person other than the owner of the dog, and unaccompanied by the owner or keeper." Until a few years ago, most municipalities took their stray dogs to nearby private animal shelters at little or no cost, even though shelters were under no legal obligation to accept them. In 2012, the Center for Animal Health and Welfare, Northampton County's animal shelter, became a no-kill facility and terminated contracts with local municipalities for stray dog services. After multiple attempts to improve the current system, it appears that building a facility in Bethlehem to hold stray dogs is the best solution. A City-owned kennel would eliminate fees currently paid to shelters, decrease the time officers spend locating and traveling to shelters and bring the City into compliance as a licensed kennel. The City will construct a 20'x30' pole building with pre-fabricated kennels and dog runs with the capacity to hold 10 dogs. The kennel will be constructed behind the Compost Center on Schoenersville Road. The design is complete and additional fundraising is underway.

Funding Source:

Escrow - Donations	76,500
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Bridge Repairs

\$191,000

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 completed in 2017. Additional projects are being evaluated for 2018.

Funding Source:

2017 Bond	140,000
2015 Bond	<u>51,000</u>
	191,000

2018 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Citywide Wayfinding Signage

\$227,890

A comprehensive effort to install a network of wayfinding signage is underway in both downtown areas and at several gateway entrances to the City. This project brands Bethlehem and provides improved wayfinding for tourists and visitors. Phase I was completed in early 2017 and Phase II is currently in design. Additional funds are needed to complete installation of the overall project and replace and enhance the program as the project progresses. 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
Lehigh University	6,555
Contributions	<u>121,335</u>
	227,890

Geographic Information System

\$80,000

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. 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
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Lynn Avenue Bridge

\$712,500

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. This project is nearing completion of construction in 2017 with some payments occurring in 2018.

Funding Source:

Federal	600,000
State	112,500
CDBG	<u>160,843</u>
	873,343

Pedestrian Improvements

\$93,792

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. Plans were sent to PennDOT for review. They provided comments and revised plans were submitted in October 2017. The project will be bid late in 2017 with construction in 2018.

Funding Source:

State (ARLE Grant)	93,792
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2018 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

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. The installation of all markings is complete. Payment is being processed through PennDOT.

Funding Source:

Federal (TAP Grant) 65,500

Storage Tanks

\$28,206

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. Additional groundwater and soil sampling has been completed for the Municipal Garage underground storage tank. A Remedial Action Closure Report was submitted to PADEP on 8/31/2017. We are awaiting their response.

Funding Source:

Escrow 28,206

Tree Replacement

\$8,981

Initiative to address some of the deficiencies in the City that will assist property owners 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.

Funding Source:

Developer Contributions 8,981

W. Broad Street Lighting – 3rd Ave. to 5th Ave.

\$285,000

A Multimodal Transportation Fund Grant was applied for and received for this work. This project is for the installation of decorative street lights along West Broad Street from 3rd Avenue to 5th Avenue (application was for 3rd Avenue to 8th Avenue, but award of grant was not in full and project was scaled back). This is a continuation of previous work from 1st Avenue to 3rd Avenue completed as a part of the Elm Street Program. Design was completed in 2017 and construction will be in 2018.

Funding Source:

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

2018 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Recreation

General Pool Improvement **\$146,000**

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 146,000

Memorial Pool Complex Improvements **\$2,587,000**

The City will undergo a Master Plan and Feasibility Study for the substantial upgrade and improvement of this pool complex. Design costs are reflected in 2018 and construction costs are reflected in outlying years.

Funding Source:

2017 Bond 87,000
Other 2,500,000
2,587,000

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. Plan to replace the Zamboni unit.

Funding Source:

2017 Bond 100,000

Parks System Master Plan **\$176,000**

As a follow-up to the recently completed inventory of all park facilities, the Recreation Bureau is initiating a Parks System Master Plan in 2018. The Plan will review the entire parks system including usage and need and will provide specific recommendations for future park renovations, development and investments.

Funding Source:

2017 Bond 176,000

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

	2018 Final Budget
REVENUES:	
308501 Investment Income	10,000
308901 Cash	2,015,637
37005 Bond Redemption and Improvement	1,000,000
37013 DSIC	1
39805 Capital Appropriations	1,288,274
TOTAL WATER CAPITAL FUND REVENUES	<u>4,313,912</u>
EXPENDITURES:	
770016 5 Million Gallon Northeast Standpipe Engineering	95,451
77002 Distribution Systems Extension	100,000
77003 Service Lines New/Renewal	200,000
77004 Metering	120,000
77005 Replace, Relocate, Rehabilitate Distribution System	1,199,189
77006 Fire Hydrant New/Renewal	178,720
77009 SS Pump Station Eng/Const	635,720
77015 0.5 MG SE Tank Engineering	29,500
77016 Emergency Repair Transmission Mains	15,000
77017 East Allen/Shady Lane Well Pump Station	1
77023 Fire Pump Station Engineering	1
77025 5th and William Street Pump Station Eng/Const.	1
77026 Sidewalk/Trench Restoration	105,000
77028 Rt. 512 Extension for EAT Engineering	330,000
77029 Rt. 412 Main Replacement	1
77032 SCADA System Upgrade	30,000
77033 Wild Creek Spillway Repair	1
77034 WTP Chlorination Alternatives Design/Construction	1
77035 Replace WTP Flocculator Assemblies	275,000
77036 Commercial & Industrial Meter Replacement	100,000
77037 AMR/AMI Meter Conversion Phase II	275,000
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	1
77050 Replacement of Filtration Plant Boiler	75,000
77084 Security Enhancements	50,000
77096 Penn Forest Dam SCADA	131,670
77099 Equip. Water Maint.	105,400
770991 Equip. Collection & Treatment	41,250
770992 Equip. Water Laboratory	1
770993 Equip. Meter Shop	42,000
770996 Equip. WTR. Filtration	160,000
770997 Equip. Utility Billing	1
770999 Equip. Tech. Support	10,000
TOTAL WATER CAPITAL FUND EXPENDITURES	<u>4,313,912</u>

2018 WATER CAPITAL PROJECT DETAIL

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.

Distribution System Extensions

007A-77002

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

Service Lines New/Renewal

007A-77003

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

Metering

007A-77004

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

Replace, Relocate, Rehabilitate Distribution System

007A-77005

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

Fire Hydrant - New/Renewal

007A-77006

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

SS Pump Station Eng/Construction

007A-77009

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

0.5 MG SE Tank Engineering

007A-77015

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

Emergency Repair Transmission Mains

007A-77016

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

East Allen/Shady Ln Well Pump Station

007A-77017

Design, Bid, construction administration and construct pump house and water storage tank to meet PA DEP 4 log rule, for disinfection treatment of ground water supplies. Project substantially complete in 2017.

2018 WATER CAPITAL PROJECT DETAIL

Fire Pump Station Engineering/Replacement	007A-77023
Design, replace pumps, motors, control centers, piping, valves, electrical work, miscellaneous items, install emergency generator/transfer switch, bidding and construction management. Engineering and construction to be scheduled following completion of the SS Pump Station.	
5th and William St. Pump Station	007A-77025
To replace pumps, motors, control centers, piping, valves, gas engine, electrical work, generator/transfer switch, miscellaneous items and construction management. Project substantially complete in 2017.	
Sidewalk/Trench Restoration	007A-77026
This is an annual project which includes trench, curb and sidewalk restoration following water line repairs.	
Route 512 Extension for East Allen Township	007A-77028
Design, permitting and bid phase for extending water distribution main on Route 512 in East Allen Township. Construction of railroad and stream crossings planned for 2018.	
Route 412 Main Replacement	007A-77029
Replacement of water distribution infrastructure as part of the Route 412 roadway reconstruction performed by Penn DOT contractor. Project substantially complete in 2017.	
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 RTU's to cellular communication.	
Wild Creek Spillway Repair	007A-77033
Repairs to Wild Creek spillway where concrete is spalling and deteriorating at joints. Includes construction and inspection services. Project substantially complete in 2017.	
Chlorine Gas Alternatives Design/Construction	007A-77034
Design alternative to chlorine gas at the Water Filtration Plant based on results of alternatives study planned for 2018.	
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.	
Commercial and Industrial Meter Replacement	007A-77036
This is an annual project. It is to provide for replacement of old high usage meters in commercial, industrial, public and institutional buildings and pits and for meter bypasses and fire lines. Meters range from 1 ½" to 8" in size.	
AMR/AMI Conversion Phase II	007A-77037
Phase II Strategic Plan to replace/upgrade customer meters for conversion to Automatic Meter Reading (AMR)/Advanced Metering Infrastructure (AMI) technology.	

2018 WATER CAPITAL PROJECT DETAIL

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

To replace two (2) air blowers at WTP which are 23 years old and have reached end of useful life.

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

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

Fixed Asset Repair **007A-77040**

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.

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

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

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

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.

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

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

Security Enhancements **007A-77084**

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

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

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

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

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

Vehicle Leases:

Two (2) 2015 Ford Utility SUV vehicles (year 4 of 4)
One (1) 2016 GMC 3500 HD Utility Body Crew Truck (year 3 of 4)
One (1) 2017 Mack Dump Truck (year 1 of 4)

Leak detection equipment

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

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

Vehicle Leases:

One (1) Front end loader (year 2 of 3)

2018 WATER CAPITAL PROJECT DETAIL

Equipment – Laboratory Services

007A-770992

No capital purchases planned for 2018.

Equipment – Meter Shop

007A-770993

Vehicle lease:

One (1) Meter repair van (year 3 of 3)
One (1) new SUV lease (year 1 of 3)
One (1) new vehicle lease (year 1 of 3)

One handheld reader unit

Equipment – Water Filtration

007A-770996

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

Replace five (5) effluent actuator assemblies
Replace up to eight (8) rinse valve actuator assemblies
Replace one (1) actuator for 30-inch limitorque flow control valve
Replace one (1) recycle water pump
Flocculator rehabilitation including gearboxes and drive sprockets
One (1) mixed water air vent and installation

Equipment – Utility Billing

007A-770997

No capital purchases planned for 2018.

Equipment – Technical Support

007A-770999

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

Emergency pressure, level and flow transmitters

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

	2018 Final Budget
REVENUES:	
30850 Investment Interest	10,000
308901 Cash Balance	1,566,978
32113 Tapping Fees	150,000
32118 2013 Pennvest Loan	538,821
32121 LNT Act 537 Appropriation	102,080
32122 2017 Bond Issue	5,006,823
32123 PA Small Water & Sewer Grant	250,000
39805 Capital Appropriations	1,431,860
TOTAL SEWER CAPITAL FUND REVENUES	<u>9,056,562</u>
 EXPENDITURES:	
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	1,000,000
880031 RAS Pump	1
880034 Security Enhancements	20,000
880035 Sludge/Gas/Flow Meters Digest.	1
88004 Inflow/Infiltration Mitigation	35,000
88007 ACT 537 Collection System	1,000,000
88008 Chlorinator/Tot Res Anal	15,000
88010 WWTP Dike Stabilization	100,000
88011 New Dewatering Facility	888,821
88012 WWTP Electrical Sub-Stations Replacement	750,000
88013 Gravity Thickener Upgrades	100,000
88016 Sewer Maintenance Equipment	40,000
88017 Centrate Side Stream Treatment System	500,000
88018 Rt. 412 Sewer Relocation Costs	1
88019 Fixed Asset Repair	50,000
88073 SCADA system Upgrades	75,000
88113 Grit Conveyor System Upgrade	75,000
88114 Odor Control	1
88120 WWT Equipment	200,000
88121 WWT Laboratory Equipment	1
88123 West influent Pump Room	1,700,000
88125 Cogeneration System	400,000
88126 Primary Clarifier Scum Pits	250,000
88127 WWTP Control Bldg Renovations	600,000
88131 Sewer Department Vehicles	63,200
88136 Facilities Improvement	212,455
88145 Pump Station #1 Pumps	50,000
88146 Raw Sewage Pumps	50,000
88149 Primary Digester 2 Upgrades	102,080
88153 Aeration Tank Mixers Platform Upgrade	1
88154 Non-Potable Water System Upgrade	525,000
TOTAL SEWER CAPITAL FUND EXPENDITURES	<u>9,056,562</u>

2018 SEWER CAPITAL PROJECT DETAIL

Sewer Laterals – New/Renewal**008A-88001**

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

Collection System New/Renewal**008A-88002**

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

West Intermediate Clarifier Drive**008A-880022**

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

Fine Bar Screens – Detritus Room**008A-880024**

Design and construction services to replace bar screens, washer/compactor, and screw conveyor. Improved screening at head end of plant will greatly benefit downstream process.

Return Activated Sludge Pump Recondition**008A-880031**

Replacement of return activated sludge pumps in pump house #1 originally installed in 1976 and is nearing the end of its useful life. Project substantially complete in 2017.

Security Enhancements**008A-880034**

Design and install security enhancements identified as a result of a security study of the wastewater system.

Sludge/Gas/Flow Meters**008A-880035**

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

Infiltration/Inflow Correction**008A-88004**

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

Act 537 Collection System Improvements**008A-88007**

Act 537 collection system improvements. Plan for sewer main replacement/upgrades at Fifth and Pierce Streets, and Founder's Way in Bethlehem.

Chlorinator/Total Residuals Analyzer**008A-88008**

Replacement of chlorination equipment, including analyzers and related instrumentation as needed.

WWTP Dike Stabilization**008A-88010**

Evaluation and repair of dike surrounding the Wastewater Treatment Plant to mitigate erosion, control growth of vegetation, and stabilize soils.

New Dewatering Facility**008A-88011**

Design and installation of new solids dewatering facility. To replace belt filter presses which are past their useful life and to improve efficiency and reduce recurring costs for sludge disposal. Project substantially complete in 2017. Closeout phase in 2018.

2018 SEWER CAPITAL PROJECT DETAIL

WWTP Electrical Substation Replacement **008A-88012**

Electrical substations No. 1 and No. 2 have reached the end of their useful life. Design and construction services to replace this electrical gear.

Gravity Thickener Upgrades **008A-88013**

Design and construction service to upgrade the gravity thickener mechanical equipment, meters, sensors, and controls.

Sewer Maintenance Equipment **008A-88016**

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

CCTV camera equipment
Replacement lift pump and equipment
Perma-liner kit for sewer repairs

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. Project substantially complete in 2017.

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.

2018 SEWER CAPITAL PROJECT DETAIL

WWTP Equipment

008A-88120

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

Hot water heat exchanger as replacement of existing heat exchanger which is failing.
Lawn mower to replace inoperable unit
Process monitoring analyzers to allow real-time monitoring of plant conditions.
Two (2) ISCO refrigerated samplers which replace two broken units.
CEM smart microwave moisture analyzer to determine the percentage of dry biosolids – replaces broken unit.
Portable jet flusher for cleaning digester, centrate and other lines which can become clogged.
Scissor high lift for maintenance in dewatering building.
Hoist and trolley replacement for moving chlorine cylinders in and out of building.
Motor driven pump, piping, controls for aeration tank recirculation to aid in denitrification.

WWTP Laboratory Equipment

008A-88121

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

No capital purchases planned for 2018.

West Influent Pump Room

008A-88123

Design and construction services to overhaul pumps, valves, piping and motor controls in the west influent pump room. All equipment has exceeded its useful life.

Cogeneration System

008A-88125

Design for a cogeneration system that will take advantage of increased production of biogas from digesters. A cogeneration system will burn the biogas in an engine for plant heating and electricity production.

Primary Clarifier Scum Pits

008A-88126

Design and construction of clarifier scum pit pumps, valves, and controls to allow automatic transfer of sludge to the digester.

WWTP Control Bldg Renovations

008A-88127

Design and construction service to renovate the main control building offices, labs, locker rooms, and other work spaces.

Sewer Department Vehicles

008A-88131

Vehicles for Wastewater Treatment Plant and Utility Maintenance Bureaus.

Replacement body for unit #302 – dump truck
Golf cart

Facilities Improvement

008A-88136

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

Pump Station #1 Pumps

008A-88145

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

2018 SEWER CAPITAL PROJECT DETAIL

Raw Sewage Pumps

008A-88146

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

Primary Digester 2 Upgrades

008A-88149

Demolition and installation of new roof. Completion of mixing, heating and related improvements in order to place all three primary digesters in service. Project substantially complete in 2017, closeout in 2018.

Aeration Tank Mixers Platform Upgrade

008A-88153

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

Non-Potable Water System Upgrade

008A-88154

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

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**CITY OF BETHLEHEM
2018 COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>Total</u>
CDBG Funding							
Bethlehem Emergency Shelter					100,000		100,000
Blight Remediation					100,000	100,000	200,000
CADC - Micro Enterprise				51,055	45,000		96,055
CD Consulting				20,381	35,000	30,000	85,381
Deconversion					75,000		75,000
East 5th Street Project			11,670				11,670
Eastern Gateway SS	10,902						10,902
Economic Development Retail Study				25,000			25,000
Embrace Your Dreams						5,000	5,000
Health Bureau		3,411	3,168	4,867			11,446
Hispanic Center of the LV				50,000	75,000	10,000	135,000
Hoga Crea						33,000	33,000
Holy Family Manor					10,000		10,000
Housing Rehab-Grants & Loans		122,108					122,108
Housing Rehab-Delivery Costs			6,141			125,000	131,141
LVCIL/ADA Counseling					20,000	17,500	37,500
Lynn Ave Bridge	1,594	16,061	143,188				160,843
Moravian Development				10,886		75,000	85,886
New Bethany Ministries				40,000	20,000	25,000	85,000
North Penn Legal Services				8,707	20,000	17,500	46,207
Police Overtime			12,167		75,000	57,000	144,167
Program Administration				5,852	188,916	165,000	359,768
Public Facilities - Health						70,000	70,000
Public Works Engineering					10,000	10,000	20,000
Redevelopment Authority					10,000	10,000	20,000
ShareCare					10,000	10,000	20,000
SS Parks/Playgrounds	13,141	863	7,190	24,245	100,000	100,000	245,439
SS Park Programs						15,000	15,000
SS Recreation Coordinator					33,370		33,370
Street Landscaping/Trees			370				370
Street Overlays				93,400	302,295	290,000	685,695
Victory House						29,500	29,500
YMCA				29,914	30,000		59,914
YWCA					10,000	7,500	17,500
Total CDBG Funding	25,637	142,443	183,894	364,307	1,269,581	1,202,000	3,187,862

**CITY OF BETHLEHEM
2018 COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>Total</u>
HOME Funding						
East End Properties					90,000	90,000
Habitat for Humanity		78,848			125,000	203,848
Home Program Admin Expenses			12,062	34,280		46,342
Housing Rehab-Grants & Loans	69,946					69,946
Lehigh Valley Community Land Trust			141,817	125,000	100,000	366,817
Moravian Development Corp				33,523		33,523
New Bethany Ministries			59,925	100,000		159,925
YMCA			69,273	50,000		119,273
Total HOME Funding	<u>69,946</u>	<u>78,848</u>	<u>283,077</u>	<u>342,803</u>	<u>315,000</u>	<u>1,089,674</u>

Total Community Development Block Grants	3,187,862
Total Home Investment Partnership Grants	<u>1,089,674</u>
	<u>4,277,536</u>

CDBG PROJECT DETAIL

Bethlehem Emergency Shelter	\$100,000
Funding to support architectural and engineering work on a single site shelter location.	
Blight Remediation	\$200,000
Funds for blight remediation activities including acquisition, appraisals, or technical assistance.	
CADCB- South Side Vision	\$96,055
Funding to support façade programs through South Side Vision.	
CD Consulting	\$85,381
Professional services relating to the drafting, implementation of the annual action plan along with ongoing compliance.	
Deconversion	\$75,000
Funding to support the deconversion of multi-unit structures into single family homes.	
East Fifth Street Project	\$11,670
Funds for East Fifth Street overlays.	
Eastern Gateway Study	\$10,902
Funds for East Fifth Street overlays.	
Economic Development Retail Study	\$25,000
Partial payment for a contract for services to conduct a needs assessment of the downtown retail environment.	
Embrace Your Dreams	\$5,000
Funds for The First Tee and the First Serve youth programs.	
Health Bureau	\$11,446
Funding to support dental services for low/moderate income residents.	
Hispanic Center of the Lehigh Valley	\$135,000
Funding to support the rehabilitation of 520 and 502 W. Fourth Street and funds to support senior center programming.	

CDBG PROJECT DETAIL

Hoga Crea	\$33,000
Support for drug/alcohol counselor.	
Holy Family Manor	\$10,000
Replacement of air conditioners in residential units.	
Housing Rehabilitation-Grants and Loans	\$122,108
Rehabilitation funds for low/moderate income residents.	
Housing Rehabilitation-Staff Delivery Costs	\$131,141
Administrative costs for the housing rehabilitation program.	
Lehigh Valley Center for Independent Living	\$37,500
Support of the PLACE program, which assists disabled City residents obtain suitable housing.	
Lynn Avenue Bridge	\$160,843
Funds to construct the Lynn Avenue bridge in South Bethlehem.	
Moravian Development Corporation	\$85,886
Renovation of senior housing facilities.	
New Bethany Ministries	\$85,000
Support for the Social Security Representative Payee Program administered by New Bethany.	
North Penn Legal Services	\$46,207
Support of fair housing services for City residents and trainings for City property owners.	
Police Overtime/Drug Surveillance	\$144,167
Funds to support police activity and crime prevention in low/moderate income neighborhoods.	
Program Administration	\$359,768
Reimbursement to the General Fund for staff costs, operating costs and planning studies associated with management of CDBG/Home Programs and their implementation.	

CDBG PROJECT DETAIL

Public Facilities – Health	\$70,000
Installation of playground at City Hall Plaza and other capital improvements.	
Public Works-Engineering	\$20,000
Salary support for plan review and inspections.	
Redevelopment Authority	\$20,000
Payment for loan program administrative support.	
ShareCare	\$20,000
Operational support for elderly assistance programs.	
Southside Parks/Playgrounds	\$245,439
Funding for park, playground, and pool improvements.	
Southside Parks Programs	\$15,000
Funding for southside park programs.	
Southside Recreation Coordinator	\$33,370
Salary support of the Southside Parks & Recreation Coordinator.	
Street Landscaping/Trees	\$370
Tree planting in low/moderate income neighborhoods.	
Street Overlays	\$685,695
Funding for street reconstruction, curb cuts, and related improvements.	
Victory House	\$29,500
Shelter facility upgrades	
YMCA	\$54,914
Costs related to replacement of all internal water pipes in the facility and other critical infrastructure.	

CDBG PROJECT DETAIL

YWCA

\$17,500

Funding for the TechGYRLS program.

TOTAL CDBG FUNDS

\$3,187,862

HOME PROJECT DETAIL

East End Properties	\$90,000
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Creation of affordable housing units.	
Habitat for Humanity	\$203,848
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Rehabilitation and construction funds for new owner occupied housing.	
Home Program Administrative Expenses	\$46,342
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Administration of the HOME Program.	
Housing Rehabilitation	\$69,946
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Funds for correction of code violations in low/moderate homes.	
Lehigh Valley Community Land Trust	\$366,817
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Funding for the renovation of one affordable home.	
Moravian Development Corporation	\$33,523
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Funds for unit rehabilitation at Moravian House I.	
New Bethany Ministries	\$159,925
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Funding for renovations of transitional housing units.	
YMCA	\$119,273
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Funding for the rehabilitation of housing units in the transitional housing/SRO facility.	
TOTAL HOME FUNDS	<u>\$1,089,674</u>

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