



**CITY OF BETHLEHEM
2021 OPERATING &
CAPITAL BUDGETS**

**CITY OF BETHLEHEM
2021
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**CITY OF BETHLEHEM
CASH BALANCE ANALYSIS
2021 BUDGET**

| | General Fund | Water Fund | Sewer Fund | Golf Fund | Liquid Fuels Fund | Storm Water Fund |
|--|----------------------------|----------------------------|----------------------------|--------------------------|---------------------------|------------------------|
| Cash Balance (Deficit) - 12/31/19* | \$ 15,025,343 | \$ 4,186,490 | \$ 6,026,415 | \$ 906,906 | \$ 1,060,615 | \$ - |
| 2020 Actual & Estimated Revenues | 76,306,777 | 20,897,950 | 17,527,013 | 2,160,562 | 3,190,036 | - |
| 2020 Actual & Estimated Expenditures | <u>(76,850,312)</u> | <u>(20,712,506)</u> | <u>(17,331,955)</u> | <u>(2,093,240)</u> | <u>(2,593,622)</u> | <u>-</u> |
| Estimated Cash Balance (Deficit) - 12/31/20 | \$ 14,481,808 | \$ 4,371,934 | \$ 6,221,473 | \$ 974,228 | \$ 1,657,029 | \$ - |
| 2021 Budgeted Revenues | | | | | | |
| Real Estate Taxes | \$32,069,835 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Act 511 Taxes | 14,800,000 | - | - | - | - | - |
| City Licenses & Permits | 3,277,800 | - | - | - | - | - |
| Fines & Forfeits | 400,000 | - | - | - | - | - |
| Grants & Gifts | 11,775,778 | - | - | - | - | - |
| Departmental Earnings (Charges for Service) | 6,762,000 | 21,044,350 | 16,611,938 | 1,398,000 | - | 3,022,165 |
| Municipal Recreation | 635,000 | - | - | - | - | - |
| General Fund Charges | 4,226,837 | - | - | - | - | - |
| Returns & Allowances | 2,342,750 | - | - | - | - | - |
| Miscellaneous Revenues | 1,585,000 | - | - | - | - | - |
| Other Operating Revenues | 9,525,000 | 610,650 | 828,062 | - | - | - |
| Intergovernmental | - | - | - | - | 2,339,688 | - |
| Total 2021 Budgeted Revenues | \$87,400,000 | \$21,655,000 | \$17,440,000 | \$1,398,000 | \$2,339,688 | \$3,022,165 |
| 2021 Budgeted Expenditures | | | | | | |
| Personnel Costs | \$62,657,090 | \$ 4,092,087 | \$ 4,299,130 | \$ 526,829 | \$ 585,000 | \$ 132,169 |
| Materials & Supplies | 1,529,218 | 493,305 | 710,720 | 200,450 | 450,000 | 7,074 |
| Purchased Services | 12,451,790 | 7,064,810 | 8,930,088 | 392,796 | 888,344 | 1,155,170 |
| Equipment | 554,509 | 97,800 | 158,200 | - | 416,344 | 1,363,442 |
| Long-Term Debt | 8,603,819 | 8,841,166 | 1,656,167 | 127,925 | - | - |
| Civic Expenses | 1,603,574 | - | - | - | - | - |
| General Fund Charges | - | 1,065,832 | 1,685,695 | 150,000 | - | 364,310 |
| Total 2021 Estimated Expenditures | \$87,400,000 | \$21,655,000 | \$17,440,000 | \$1,398,000 | \$2,339,688 | \$3,022,165 |
| Estimated Cash Balance (Deficit) - 12/31/21 | <u>\$14,481,808</u> | <u>\$ 4,371,934</u> | <u>\$ 6,221,473</u> | <u>\$ 974,228</u> | <u>\$1,657,029</u> | <u>\$ -</u> |

* Source: City's audited general purpose financial statements

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

| | <u>2016 Actual</u> | <u>2017 Actual</u> | <u>2018 Actual</u> | <u>2019 Actual</u> | <u>2020 Budget w/ Transfers</u> | <u>2020 Actual & Estimated</u> | <u>2021 Final Budget</u> |
|--|------------------------|------------------------|------------------------|------------------------|---|--|----------------------------------|
| REVENUES: | | | | | | | |
| Real Estate Taxes | | | | | | | |
| 30011 Real Estate - Current | 25,041,798 | 25,329,686 | 26,230,756 | 27,885,954 | 28,119,381 | 28,100,000 | 31,469,835 |
| 30050 Real Estate - Prior | 665,570 | 650,956 | 686,553 | 652,086 | 600,000 | 600,000 | 600,000 |
| Total Real Estate Taxes | 25,707,368 | 25,980,642 | 26,917,309 | 28,538,040 | 28,719,381 | 28,700,000 | 32,069,835 |
| Act 511 Taxes | | | | | | | |
| 30102 Earned Income Taxes | 8,360,238 | 8,586,982 | 8,663,901 | 9,096,596 | 9,200,000 | 8,975,000 | 9,200,000 |
| 30103 Deed Transfer Tax | 1,110,001 | 1,468,122 | 1,664,417 | 1,926,006 | 1,440,000 | 1,500,000 | 1,500,000 |
| 30106 Local Services Tax | 1,763,276 | 1,800,216 | 1,795,867 | 1,768,201 | 1,815,000 | 1,770,000 | 1,800,000 |
| 30108 Mercantile Tax | 2,536,745 | 2,437,489 | 2,462,399 | 2,557,175 | 2,525,000 | 2,525,000 | 2,300,000 |
| Total Act 511 Taxes | 13,770,260 | 14,292,809 | 14,586,584 | 15,347,978 | 14,980,000 | 14,770,000 | 14,800,000 |
| City Licenses & Permits | | | | | | | |
| 30201 City Licenses | 26,485 | 26,642 | 23,260 | 25,000 | 30,000 | 25,000 | 30,000 |
| 30221 Permits | 1,501,224 | 1,652,308 | 1,784,088 | 1,457,223 | 1,200,000 | 985,000 | 1,200,000 |
| 30231 Housing | - | - | - | 603,255 | 1,000,000 | 665,000 | 1,000,000 |
| 30234 Liquor Licenses | 32,800 | - | 70,135 | 24,800 | 32,800 | 25,600 | 32,800 |
| 30235 CATV Franchise | 1,033,706 | 1,011,022 | 905,938 | 981,842 | 900,000 | 910,000 | 900,000 |
| 30236 Mercantile & Business Privilege | 92,181 | 105,077 | 127,432 | 120,473 | 115,000 | 113,000 | 115,000 |
| Total City Licenses & Permits | 2,686,396 | 2,795,049 | 2,910,853 | 3,212,593 | 3,277,800 | 2,723,600 | 3,277,800 |
| Fines & Forfeits | | | | | | | |
| 30301 Magistrate Fines | 366,782 | 378,721 | 386,048 | 445,880 | 390,000 | 395,000 | 400,000 |
| Total Fines & Forfeits | 366,782 | 378,721 | 386,048 | 445,880 | 390,000 | 395,000 | 400,000 |

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

| | 2016 | 2017 | 2018 | 2019 | 2020 | 2020 | 2021 |
|--|------------------|------------------|------------------|------------------|--------------------------------|-----------------------------------|-------------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Final Budget |
| Grants & Gifts | | | | | | | |
| 30401 Utility Tax Reimbursement | 42,143 | 40,658 | 41,171 | 38,176 | 40,000 | 42,000 | 40,000 |
| 30402 City Health | 1,336,225 | 882,131 | 1,546,431 | 1,731,711 | 2,230,900 | 1,850,000 | 2,376,000 |
| 30403 County Bridge Aid | 61,235 | 55,042 | 41,915 | 49,475 | 55,000 | 50,000 | 55,000 |
| 30404 Spur Route Lighting | 52,315 | 38,918 | - | 5,080 | 25,000 | 5,000 | 5,000 |
| 30405 CARES Act | - | - | - | - | - | - | 3,659,078 |
| 30409 Comm Development Reimb | 364,484 | 273,435 | 326,607 | 381,148 | 335,000 | 330,000 | 335,000 |
| 30410 Lieu of Taxes | 79,167 | 82,263 | 86,138 | 93,939 | 85,000 | 90,000 | 90,000 |
| 30411 BEDCO | - | - | 2,000 | - | - | - | - |
| 30413 Recycling - Performance Grant | 291,212 | 212,697 | 181,252 | 180,483 | 180,000 | 180,000 | 180,000 |
| 30414 Recycling - DEP Equipment | - | 199,442 | - | 371,743 | - | - | - |
| 30415 Seat Belt Highway | 33,336 | 18,489 | 21,360 | 17,351 | 17,300 | 17,000 | - |
| 30416 BRIA | - | - | 11,503 | - | 46,768 | 35,000 | 47,700 |
| 30417 Bethlehem Housing Authority | 397,438 | 307,807 | 264,625 | 436,887 | 375,000 | 375,000 | 375,000 |
| 30420 State Subsidy-Pension | 3,661,579 | 3,854,133 | 3,887,769 | 4,157,845 | 4,280,000 | 4,012,900 | 4,200,000 |
| 30421 Lehigh Co Auto Theft Task Force | 114,252 | 101,689 | 105,205 | 115,503 | 95,000 | 100,000 | 95,000 |
| 30422 DUI Overtime Grant | 73,403 | 56,316 | 36,099 | 32,808 | 25,000 | 25,000 | 45,000 |
| 30424 Northampton Co Drug Task Force | 9,965 | 3,284 | 4,811 | 3,151 | 15,000 | 4,000 | 15,000 |
| 30425 Law Enforcement Grant | - | 23,430 | 24,491 | - | - | - | - |
| 30436 Police Grant/MPOETC | - | 47,509 | 72,193 | 163,580 | 50,000 | 106,500 | 50,000 |
| 30440 Bullet Proof Vest | - | 29,988 | 12,693 | 17,569 | 10,000 | 15,000 | 10,000 |
| 30443 FBI Funding-Overtime | 19,641 | - | 38,092 | 16,236 | 25,000 | 20,000 | 20,000 |
| 30448 DEA-Task Force | 18,875 | 16,717 | 18,281 | 19,659 | 18,000 | 15,000 | 18,000 |
| 30450 PA Historical & Museum | - | - | - | - | 22,000 | - | 22,000 |
| 30451 NC - Revitalization Grant | - | 70,000 | 89,650 | 53,362 | 70,000 | 50,000 | 34,000 |
| 30453 Lehigh University | 107,500 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | - |
| 30456 Redevelopment Authority | - | 25,000 | 25,000 | - | - | - | - |
| 30457 Keystone Communities | - | - | 25,000 | - | - | - | - |
| 30458 Assistance to Firefighters Grant | - | - | - | 28,888 | - | - | - |
| 30459 DCED - Municipal Assistance | - | - | 43,231 | - | - | - | - |
| 30463 Liquor Control Board Grant | 17,423 | 11,670 | - | 10,700 | - | 5,200 | - |
| 30464 Enterprise Zone Mgr - DCED | 58,500 | - | 22,028 | - | - | - | - |
| 30465 Hotel Tax Grant | - | - | - | - | 50,000 | 30,000 | 50,000 |
| 30466 Southside Vision | 7,500 | - | - | - | - | - | - |
| 30469 Police SRO | 41,625 | - | - | - | - | - | - |
| 30470 Police JAG | - | 74,509 | 25,963 | 14,954 | 45,319 | 45,000 | 41,000 |
| 30472 COPS Grant | 212,256 | - | - | - | - | - | - |
| 30478 PA DCED - Fire | 13,790 | 14,625 | 14,910 | - | 13,500 | 12,800 | 13,000 |
| Total Grants & Gifts | 7,013,864 | 6,539,752 | 7,068,418 | 8,040,248 | 8,208,787 | 7,515,400 | 11,775,778 |

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

| | <u>2016 Actual</u> | <u>2017 Actual</u> | <u>2018 Actual</u> | <u>2019 Actual</u> | <u>2020 Budget w/ Transfers</u> | <u>2020 Actual & Estimated</u> | <u>2021 Final Budget</u> |
|---------------------------------------|------------------------|------------------------|------------------------|------------------------|---|--|----------------------------------|
| Departmental Earnings | | | | | | | |
| 30501 Rents, Right of Way | 107,125 | 110,632 | 109,560 | 130,101 | 100,000 | 100,000 | 100,000 |
| 30503 Sundry Health | 84,978 | 36,730 | 63,442 | 45,873 | 64,000 | 45,000 | 50,000 |
| 30503L Food Licenses | 122,248 | 164,695 | 162,039 | 156,569 | 160,000 | 155,000 | 160,000 |
| 30504 Street/Survey/Engineer Charges | 8,396 | 32,295 | 7,012 | 6,066 | 25,000 | 10,000 | 10,000 |
| 30507 Garage Rentals | 16,380 | 17,233 | 16,803 | 16,690 | 17,000 | 17,000 | 17,000 |
| 30509 Roster Duty Charges | 449,049 | 544,026 | 622,780 | 613,534 | 450,000 | 215,000 | 450,000 |
| 30512 Misc Police/Fire/EMS | 294,253 | 323,659 | 320,771 | 349,959 | 305,000 | 250,000 | 310,000 |
| 30514 Special Event OT - Police | 246,271 | 143,264 | 39,405 | 57,751 | 50,000 | 5,000 | 50,000 |
| 30517 Zoning & Inspection Fees | 38,205 | 34,844 | 38,040 | 79,295 | 40,000 | 52,000 | 55,000 |
| 30518 Planning Fees | 70,740 | 36,820 | 54,000 | 17,400 | 50,000 | 15,000 | 50,000 |
| 30519 Ambulance Fees | 3,026,827 | 2,957,897 | 2,787,653 | 3,259,530 | 3,025,000 | 2,550,000 | 3,010,000 |
| 30520 Recycling | 2,091,786 | 2,135,175 | 2,073,288 | 2,132,067 | 2,118,500 | 2,118,500 | 2,118,500 |
| 30520A Recycling-Sale of Materials | 143,592 | 179,018 | 162,365 | 104,795 | 150,000 | 50,000 | 100,000 |
| 30520B Recycling-Miscellaneous | 10,549 | 8,133 | 11,814 | 6,325 | 8,000 | 6,000 | 8,000 |
| 30520C Recycling-Compost | 37,040 | 33,368 | 34,520 | 32,973 | 40,000 | 30,000 | 40,000 |
| 30520P Delinquent Recycling | 16,701 | 11,994 | 17,515 | 11,938 | 8,500 | 11,000 | 8,500 |
| 30522 Communication Rental Income | 222,003 | 221,172 | 222,702 | 218,482 | 225,000 | 220,000 | 225,000 |
| Total Departmental Earnings | 6,986,143 | 6,990,955 | 6,743,709 | 7,239,348 | 6,836,000 | 5,849,500 | 6,762,000 |
| Municipal Recreation | | | | | | | |
| 30601 Municipal Enterprise | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| 30602 Self-Sustaining Activity | 3,735 | 2,785 | 8,369 | 3,160 | 5,000 | 2,000 | 5,000 |
| 30603 Recreation Fees | 87,578 | 93,107 | 75,637 | 94,395 | 90,000 | 10,000 | 90,000 |
| 30604 Swimming Fees | 136,740 | 123,627 | 97,817 | 122,819 | 140,000 | - | 140,000 |
| 30605 Skating Rink | 226,738 | 244,082 | 240,025 | 235,084 | 250,000 | 225,000 | 250,000 |
| Total Municipal Recreation | 604,791 | 613,601 | 571,848 | 605,458 | 635,000 | 387,000 | 635,000 |
| 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 | 39,715 | 43,188 | 49,161 | 57,070 | 45,000 | 40,000 | 45,000 |
| 30705 Operations for Storm Water | - | - | - | - | 182,155 | - | 364,310 |
| 30706 Treasurer's Office | 79,830 | 75,780 | 81,755 | 84,855 | 80,000 | 85,000 | 80,000 |
| 30707 Bethlehem Public Library | 119,489 | 128,138 | 132,179 | 133,826 | 133,000 | 133,000 | 136,000 |
| 30710 School District | 233,585 | 361,914 | 474,103 | 467,704 | 425,000 | 420,000 | 450,000 |
| 30713 Bethlehem Parking Authority | 500,000 | 500,000 | 475,000 | 450,000 | 425,000 | 425,000 | 400,000 |
| Total General Fund Charges | 3,724,146 | 3,860,547 | 3,963,725 | 3,944,982 | 4,041,682 | 3,854,527 | 4,226,837 |
| Returns & Allowances | | | | | | | |
| 30800 Returns & Allowances | 392,590 | 255,833 | 302,019 | 216,723 | 375,000 | 200,000 | 375,000 |
| 30807 Northampton County - 9-1-1 | - | - | - | - | 341,750 | 341,750 | 341,750 |
| 30820 Sewer - Landfill Payment | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 |
| 30840 Festival Reimbursement | 120,000 | 120,000 | 121,500 | 123,000 | 123,000 | - | 126,000 |
| 30880 Pension Debt Reimbursement | 1,100,000 | 1,100,000 | 1,100,000 | 1,100,000 | 1,100,000 | 1,100,000 | 1,100,000 |
| Total Returns & Allowances | 2,012,590 | 1,875,833 | 1,923,519 | 1,839,723 | 2,339,750 | 2,041,750 | 2,342,750 |

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

| | <u>2016 Actual</u> | <u>2017 Actual</u> | <u>2018 Actual</u> | <u>2019 Actual</u> | <u>2020 Budget w/ Transfers</u> | <u>2020 Actual & Estimated</u> | <u>2021 Final Budget</u> |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---|--|----------------------------------|
| Investment Interest | | | | | | | |
| 30850 Investment Interest | 46,719 | 104,022 | 328,407 | 465,946 | 450,000 | 300,000 | 275,000 |
| Total Investment Interest | 46,719 | 104,022 | 328,407 | 465,946 | 450,000 | 300,000 | 275,000 |
| Miscellaneous Revenues | | | | | | | |
| 308901 Cash Balance | - | - | - | - | - | - | 1,000,000 |
| 30900 Miscellaneous Revenues | 100,866 | 65,780 | 85,771 | 67,554 | 85,000 | 70,000 | 85,000 |
| 30909 Sale of Property | 69,000 | - | - | - | - | - | - |
| 30914 First Responder's Fee | 595,071 | 506,787 | 394,208 | 474,255 | 475,000 | 200,000 | 225,000 |
| 30927 Host Fee | 9,812,039 | 9,751,426 | 9,745,781 | 9,779,202 | 9,825,000 | 9,500,000 | 9,525,000 |
| Total Miscellaneous Revenues | 10,576,976 | 10,323,993 | 10,225,760 | 10,321,011 | 10,385,000 | 9,770,000 | 10,835,000 |
| TOTAL GENERAL FUND REVENUES | <u>73,496,035</u> | <u>73,755,924</u> | <u>75,626,180</u> | <u>80,001,207</u> | <u>80,263,400</u> | <u>76,306,777</u> | <u>87,400,000</u> |

EXPENDITURES BY BUREAU:

| | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Elected Officials | 964,326 | 981,294 | 1,000,666 | 1,041,751 | 1,071,223 | 1,047,818 | 1,096,201 |
| Administration | 1,739,427 | 1,804,803 | 1,794,910 | 1,807,388 | 2,059,810 | 2,035,635 | 2,051,075 |
| Community & Econ Development | 4,984,803 | 5,460,265 | 5,729,806 | 6,421,943 | 7,361,927 | 6,674,364 | 11,284,246 |
| Public Works | 9,968,334 | 9,701,777 | 10,009,847 | 10,499,200 | 10,616,647 | 10,008,350 | 10,649,263 |
| Police | 15,921,353 | 15,721,802 | 15,647,354 | 16,112,689 | 16,182,027 | 15,677,024 | 16,500,231 |
| Fire | 11,204,558 | 10,641,440 | 10,840,295 | 11,447,468 | 11,711,269 | 11,499,273 | 11,886,571 |
| General Expenses | 19,587,118 | 18,963,065 | 19,665,729 | 24,652,973 | 22,905,603 | 21,613,574 | 24,980,834 |
| Civic Expenses | 1,431,096 | 1,459,356 | 1,520,230 | 1,549,241 | 1,639,974 | 1,579,354 | 1,603,574 |
| Debt Service | 5,558,150 | 5,370,152 | 6,271,964 | 6,266,229 | 6,714,920 | 6,714,920 | 7,348,005 |
| TOTAL GENERAL FUND EXPENDITURES | <u>71,359,165</u> | <u>70,103,954</u> | <u>72,480,801</u> | <u>79,798,882</u> | <u>80,263,400</u> | <u>76,850,312</u> | <u>87,400,000</u> |

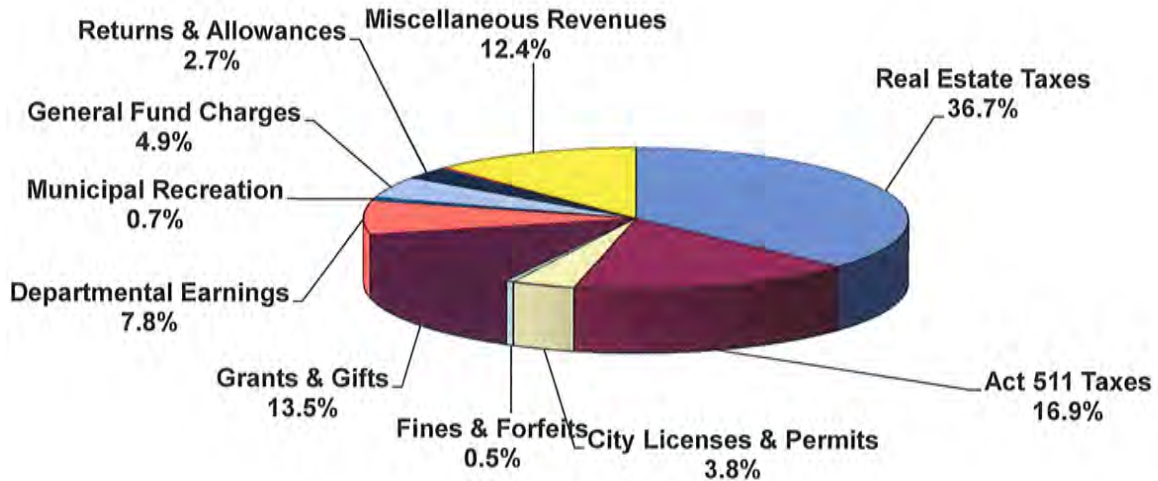
EXPENDITURES BY CATEGORY:

| | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Personnel Costs | 54,129,354 | 52,069,114 | 52,916,816 | 57,532,236 | 59,717,181 | 57,305,126 | 62,657,090 |
| Materials & Supplies | 1,210,544 | 1,296,890 | 1,497,463 | 1,495,356 | 1,519,180 | 1,341,645 | 1,529,218 |
| Purchased Services | 7,341,976 | 7,899,579 | 8,412,804 | 10,781,463 | 8,687,269 | 7,965,453 | 12,451,790 |
| Equipment | 494,163 | 750,298 | 604,913 | 916,737 | 726,212 | 685,150 | 554,509 |
| Long-Term Debt | 6,752,032 | 6,628,717 | 7,528,575 | 7,523,849 | 7,973,584 | 7,973,584 | 8,603,819 |
| Civic Expenses | 1,431,096 | 1,459,356 | 1,520,230 | 1,549,241 | 1,639,974 | 1,579,354 | 1,603,574 |
| TOTAL GENERAL FUND EXPENDITURES | <u>71,359,165</u> | <u>70,103,954</u> | <u>72,480,801</u> | <u>79,798,882</u> | <u>80,263,400</u> | <u>76,850,312</u> | <u>87,400,000</u> |

**CITY OF BETHLEHEM
GENERAL FUND
REVENUE SUMMARY**

| | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Actual | 2020 Budget w/ Transfers | 2020 Actual & Estimated | 2021 Final Budget |
|-------------------------|---------------------|---------------------|---------------------|---------------------|--------------------------------|-------------------------------|-------------------------|
| Real Estate Taxes | \$25,707,368 | \$25,980,642 | \$26,917,309 | \$28,538,040 | \$28,719,381 | \$28,700,000 | \$32,069,835 |
| Act 511 Taxes | 13,770,260 | 14,292,809 | 14,586,584 | 15,347,978 | 14,980,000 | 14,770,000 | 14,800,000 |
| City Licenses & Permits | 2,686,396 | 2,795,049 | 2,910,853 | 3,212,593 | 3,277,800 | 2,723,600 | 3,277,800 |
| Fines & Forfeits | 366,782 | 378,721 | 386,048 | 445,880 | 390,000 | 395,000 | 400,000 |
| Grants & Gifts | 7,013,864 | 6,539,752 | 7,068,418 | 8,040,248 | 8,208,787 | 7,515,400 | 11,775,778 |
| Departmental Earnings | 6,986,143 | 6,990,955 | 6,743,709 | 7,239,348 | 6,836,000 | 5,849,500 | 6,762,000 |
| Municipal Recreation | 604,791 | 613,601 | 571,848 | 605,458 | 635,000 | 387,000 | 635,000 |
| General Fund Charges | 3,724,146 | 3,860,547 | 3,963,725 | 3,944,982 | 4,041,682 | 3,854,527 | 4,226,837 |
| Returns & Allowances | 2,012,590 | 1,875,833 | 1,923,519 | 1,839,723 | 2,339,750 | 2,041,750 | 2,342,750 |
| Investment Interest | 46,719 | 104,022 | 328,407 | 465,946 | 450,000 | 300,000 | 275,000 |
| Miscellaneous Revenues | 10,576,976 | 10,323,993 | 10,225,760 | 10,321,011 | 10,385,000 | 9,770,000 | 10,835,000 |
| Total Revenues | \$73,496,035 | \$73,755,924 | \$75,626,180 | \$80,001,207 | \$80,263,400 | \$76,306,777 | \$87,400,000 |

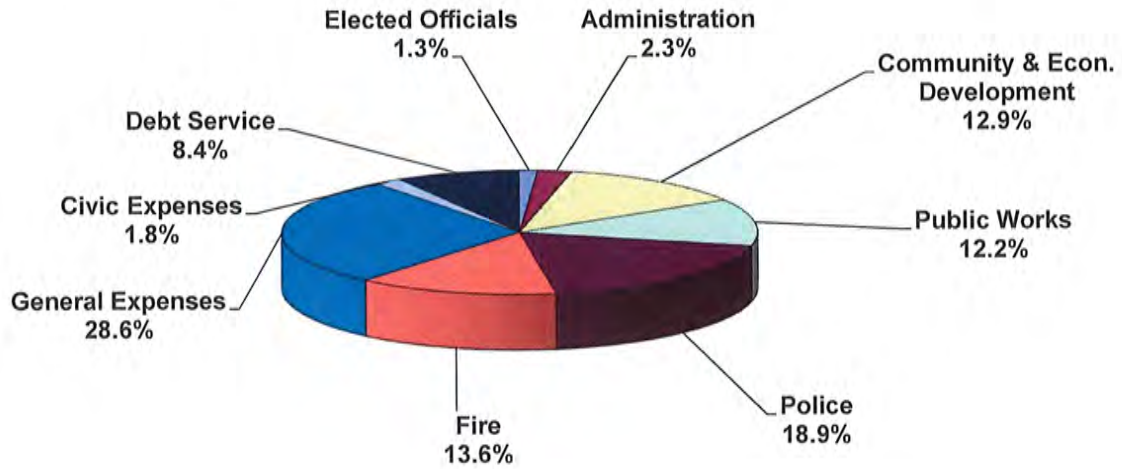
General Fund Revenues



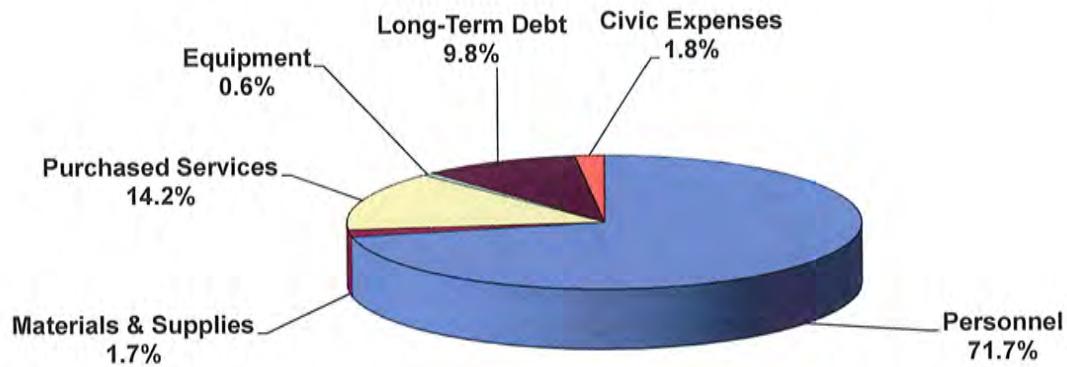
**CITY OF BETHLEHEM
GENERAL FUND
BUREAU RESOURCE SUMMARY**

| Bureau | | Personnel | Materials & Supplies | Purchased Services | Equipment | Long-Term Debt | Civic Expenses | Total |
|--|------------------------|----------------------|-------------------------------------|-------------------------------|-------------------|---------------------------|---------------------------|----------------------|
| 0101 | Council | \$ 223,075 | \$ - | \$ 14,075 | \$ - | \$ - | \$ - | \$ 237,150 |
| 0102 | Mayor | 258,804 | 500 | 4,000 | - | - | - | 263,304 |
| 0103 | Controller | 232,486 | 600 | 2,050 | - | - | - | 235,136 |
| 0104 | Treasurer | 2,200 | - | - | - | - | - | 2,200 |
| 0105 | Law | 349,411 | - | 9,000 | - | - | - | 358,411 |
| Elected Officials | | 1,065,976 | 1,100 | 29,125 | - | - | - | 1,096,201 |
| 0201 | Administration | 218,035 | - | 39,000 | - | - | - | 257,035 |
| 0202 | Information Services | 264,298 | 6,000 | 352,500 | 44,800 | - | - | 667,598 |
| 0203 | Financial Services | 428,259 | 1,000 | 2,600 | - | - | - | 431,859 |
| 0205 | Purchasing | 154,611 | 1,100 | 14,500 | - | - | - | 170,211 |
| 0206 | Taxes | 105,395 | - | 69,000 | - | - | - | 174,395 |
| 0207 | Human Resources | 275,977 | 2,000 | 72,000 | - | - | - | 349,977 |
| Administration | | 1,446,575 | 10,100 | 549,600 | 44,800 | - | - | 2,051,075 |
| 0301 | Administration | 528,446 | 300 | 6,000 | - | - | - | 534,746 |
| 0302 | Health | 1,716,334 | 4,200 | 4,752,275 | - | - | - | 6,472,809 |
| 0303 | Code Enforcement | 471,810 | 5,850 | 29,000 | - | - | - | 506,660 |
| 0304 | Community Development | 325,340 | 1,100 | 148,397 | - | - | - | 474,837 |
| 0305 | Planning & Zoning | 276,990 | 1,175 | 202,750 | - | - | - | 480,915 |
| 0307 | Recycling | 615,908 | 49,910 | 1,578,616 | 42,580 | - | - | 2,287,014 |
| 0309 | Housing Inspections | 485,955 | 10,910 | 14,400 | 16,000 | - | - | 527,265 |
| Community & Econ. Development | | 4,420,783 | 73,445 | 6,731,438 | 58,580 | - | - | 11,284,246 |
| 0501 | Administration | 248,079 | 1,220 | 1,800 | - | - | - | 251,099 |
| 0502 | Engineering | 914,981 | 15,688 | 35,350 | 22,200 | - | - | 988,219 |
| 0503 | Streets | 923,448 | 112,343 | 50,660 | 6,300 | - | - | 1,092,751 |
| 050301 | Urban Forestry | 78,743 | 2,759 | 28,800 | 6,450 | - | - | 116,752 |
| 0504 | Mechanical Maintenance | 826,938 | 76,400 | 506,922 | 22,650 | - | - | 1,432,910 |
| 0505 | Electrical Maintenance | 623,058 | 51,350 | 1,166,035 | 15,500 | 377,450 | - | 2,233,393 |
| 0506 | Traffic Maintenance | 237,708 | 50,368 | 1,850 | 29,050 | - | - | 318,976 |
| 0507 | Facilities | 1,021,340 | 121,520 | 1,065,866 | 819 | - | - | 2,209,545 |
| 0508 | Grounds Maintenance | 1,254,174 | 61,660 | 73,700 | 97,300 | - | - | 1,486,834 |
| 0509 | Recreation | 457,987 | 23,847 | 36,950 | - | - | - | 518,784 |
| Public Works | | 6,586,456 | 517,155 | 2,967,933 | 200,269 | 377,450 | - | 10,649,263 |
| 0601 | Police | 14,555,844 | 555,300 | 303,436 | 195,560 | - | - | 15,610,140 |
| 0602 | Service Center | 625,107 | 1,800 | 35,500 | - | - | - | 662,407 |
| 0603 | Records Room | 223,714 | 2,100 | 1,870 | - | - | - | 227,684 |
| Police | | 15,404,665 | 559,200 | 340,806 | 195,560 | - | - | 16,500,231 |
| 0701 | Fire | 9,052,613 | 210,900 | 109,550 | 35,500 | - | - | 9,408,563 |
| 0702 | EMS | 2,217,018 | 105,318 | 135,872 | 19,800 | - | - | 2,478,008 |
| Fire | | 11,269,631 | 316,218 | 245,422 | 55,300 | - | - | 11,886,571 |
| 0801 | General Expenses | 22,463,004 | 52,000 | 1,587,466 | - | 878,364 | - | 24,980,834 |
| General Expenses | | 22,463,004 | 52,000 | 1,587,466 | - | 878,364 | - | 24,980,834 |
| 0901 | Civic Expenses | - | - | - | - | - | 1,603,574 | 1,603,574 |
| Civic Expenses | | - | - | - | - | - | 1,603,574 | 1,603,574 |
| 1001 | Debt Service | - | - | - | - | 7,348,005 | - | 7,348,005 |
| Debt Service | | - | - | - | - | 7,348,005 | - | 7,348,005 |
| TOTAL GENERAL FUND | | \$ 62,657,090 | \$ 1,529,218 | \$ 12,451,790 | \$ 554,509 | \$ 8,603,819 | \$ 1,603,574 | \$ 87,400,000 |

General Fund Expenditures By Department



General Fund Expenditures By Category



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

| Bureau | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Actual | 2020 Budget w/ Transfers | 2020 Actual & Estimated | 2021 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 | 5 |
| 0203 Financial Services | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| 0205 Purchasing | 3 | 2 | 2 | 2 | 2 | 2 | 2 |
| 0206 Taxes | 1 | 2 | 1 | 1 | 1 | 1 | 1 |
| 0207 Human Resources | 3 | 4 | 3 | 3 | 3 | 3 | 3 |
| Administration | 19 | 20 | 18 | 18 | 18 | 18 | 19 |
| 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 |
| 0309 Housing Inspections | 2 | 2 | 2 | 2 | 5 | 5 | 5 |
| Community & Econ. Development | 31 | 31 | 31 | 31 | 34 | 34 | 34 |
| 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 | 13 | 12 | 12 | 13 | 13 | 13 | 13 |
| 0508 Grounds Maintenance | 21 | 19 | 19 | 21 | 21 | 21 | 21 |
| 0509 Recreation | 6 | 6 | 6 | 3 | 3 | 3 | 3 |
| Public Works | 105 | 102 | 102 | 102 | 102 | 102 | 102 |
| 0601 Police | 154 | 154 | 154 | 154 | 154 | 154 | 154 |
| 0602 Service Center | - | - | - | - | 15 | 15 | 13 |
| 0603 Records Room | 5 | 4 | 4 | 4 | 4 | 4 | 4 |
| Police | 159 | 158 | 158 | 158 | 173 | 173 | 171 |
| 0701 Fire | 110 | 110 | 110 | 110 | 110 | 110 | 106 |
| 0702 EMS | 23 | 23 | 23 | 23 | 23 | 23 | 23 |
| Fire | 133 | 133 | 133 | 133 | 133 | 133 | 129 |
| TOTAL GENERAL FUND | 469 | 466 | 464 | 464 | 482 | 482 | 477 |

**ELECTED
OFFICIALS**

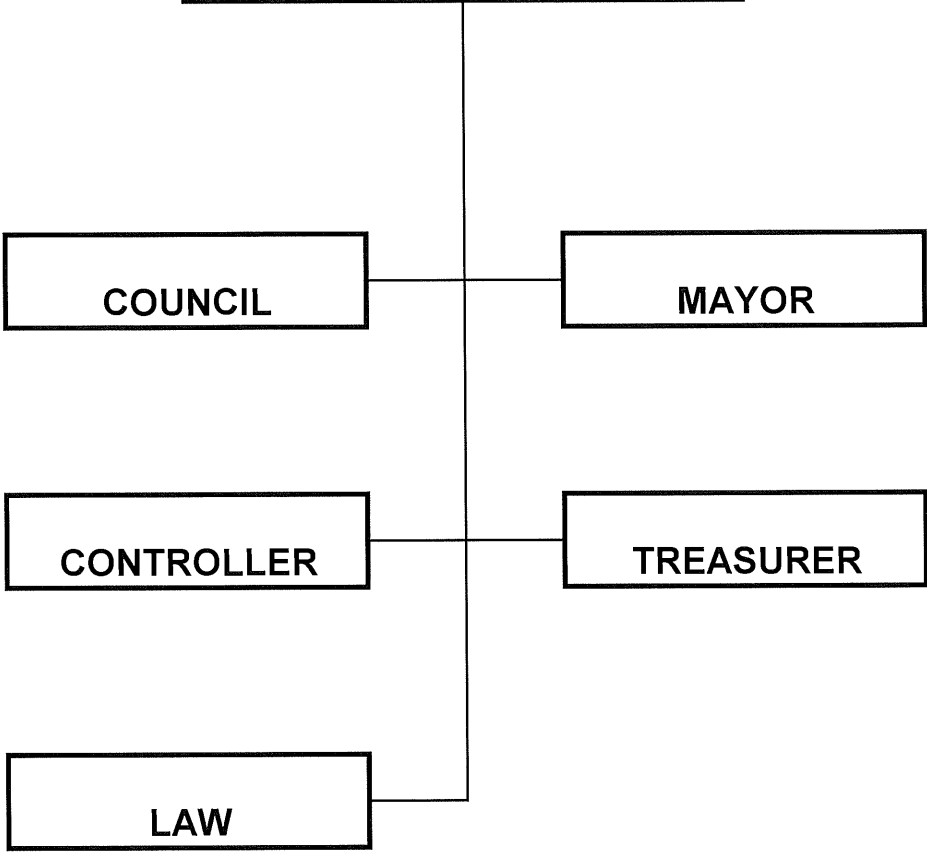
COUNCIL

MAYOR

CONTROLLER

TREASURER

LAW



BUREAU DETAIL

Bureau: Council

No: 0101

Department: Elected Officials

No: 0010

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Conducted 23 regular City Council meetings.
 - Conducted 12 Committee meetings.
 - Adopted more than 20 ordinances and more than 225 resolutions.
 - Increased transparency by live streaming Council meetings and posting meeting audio files and videos.
 - Authorized City to receive funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act.
 - Conducted Public Safety Committee meetings on police use of force policies and enforcement statistics, marijuana possession enforcement, and the Community Engagement Initiative.
 - Conducted Human Resources and Environment Committee meeting on proposed gender wage equality law.
 - Conducted Financial Accountability Incentive Reporting (FAIR) hearing to evaluate effectiveness of economic development incentives and increase financial transparency.
 - Considered multiple zoning map amendments and zoning text amendments.
 - Authorized municipal bond and debt issuance transactions.
 - Authorized Redevelopment Assistance Capital grants, H2O PA grant, and other grants.
 - Reviewed and approved several inter-municipal liquor license transfers.
 - Reviewed and approved proposed budget adjustments.
 - Authorized contract requests, certificates of appropriateness, and use permit agreements.
 - Approved Community Development Block Grant/HOME allocations.
 - Amended Article 531 (Parking Generally) in connection with parking violations
 - Amended Article 533 (Parking Meters) in connection with meter rates.
 - Established Article 1738 (Residential Rental Units and Inspections).
 - Adopted resolution in connection with providing residents and businesses with economic support in response to the COVID-19 health emergency.
 - Adopted Resolution urging United States Congress to enact the Energy Innovation and Carbon Dividend Act.
 - Conducted City Council ethics training.
 - Adopted Resolution urging investigation of harmful business practices of online food delivery applications.
 - Adopted Resolution supporting establishment of the Community Engagement Initiative concerning ongoing discussion of social justice and equity issues.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0101 COUNCIL

| Personnel Detail | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Actual | 2020 Budget w/ Transfers | | 2020 Actual & Estimated | | 2021 Final Budget | |
|--------------------------------|----------------|----------------|----------------|----------------|--------------------------------|----------------|-------------------------------|----------------|-------------------------|----------------|
| | | | | | Number of Permanent Positions | | # | Salaries | # | Salaries |
| NC Council President | 1 | 1 | 1 | 1 | 1 | 7,600 | 1 | 7,600 | 1 | 7,600 |
| NC Councilperson | 6 | 6 | 6 | 6 | 6 | 42,600 | 6 | 42,600 | 6 | 42,600 |
| NC Attorney for Council | 1 | 1 | 1 | 1 | 1 | 24,498 | 1 | 24,498 | 1 | 24,987 |
| NC City Clerk | 1 | 1 | 1 | 1 | 1 | 71,177 | 1 | 71,177 | 1 | 72,601 |
| TAMS Assistant City Clerk | 1 | 1 | 1 | 1 | 1 | 63,517 | 1 | 63,517 | 1 | 64,787 |
| Total Positions | 10 | 10 | 10 | 10 | 10 | 209,392 | 10 | 209,392 | 10 | 212,575 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 198,211 | 197,007 | 198,935 | 204,886 | | 209,392 | | 209,392 | | 212,575 |
| 40002 LONGEVITY | - | - | - | 100 | | - | | - | | - |
| 40003 OVERTIME | 281 | 290 | 568 | - | | 500 | | 250 | | 500 |
| 40004 TEMPORARY HELP | 24,228 | 33,038 | 36,875 | 18,060 | | 11,000 | | 2,500 | | 10,000 |
| Personnel | 222,720 | 230,335 | 236,378 | 223,046 | | 220,892 | | 212,142 | | 223,075 |
| 42040 ADVERTISING AND PRINTING | 5,515 | 4,802 | 6,410 | 2,888 | | 10,000 | | 10,000 | | 8,000 |
| 42055 PROFESSIONAL SERVICES | 53,300 | 47,050 | 48,390 | 52,884 | | 2,640 | | 2,500 | | 2,640 |
| 42060 OTHER EXPENSES | 2,350 | 3,426 | 1,588 | 2,205 | | 2,935 | | 2,500 | | 2,935 |
| 42064 EQUIPMENT MAINTENANCE | - | - | - | 499 | | 500 | | 500 | | 500 |
| Purchased Services | 61,165 | 55,278 | 56,388 | 58,476 | | 16,075 | | 15,500 | | 14,075 |
| Total | 283,885 | 285,613 | 292,766 | 281,522 | | 236,967 | | 227,642 | | 237,150 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 40003 | 500 | OVERTIME 500 - ASSISTANT CITY CLERK OVERTIME FOR AFTER HOURS MEETINGS |
| 40004 | 10,000 | TEMPORARY HELP 10,000 - TEMPORARY HELP FOR CLERK'S OFFICE |
| 42040 | 8,000 | ADVERTISING AND PRINTING 8,000 - LEGAL ADVERTISEMENTS |
| 42055 | 2,640 | PROFESSIONAL SERVICES 400 - COUNTY RECORDERS' FEES 240 - LAW LIBRARY FILING FEES 2,000 - MICROFILMING/DIGITIZING |
| 42060 | 2,935 | OTHER EXPENSES 140 - EXPRESS TIMES 210 - MORNING CALL 1,000 - 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 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 building/strengthening community partnerships.
 - To focus on Quality of Life/Quality Neighborhood issues.
-

Prior Year Achievements:

- Worked with departments to mitigate the impact of COVID-19 within City Hall and throughout the community.
 - Engaged the residents of Bethlehem and provided COVID information (protocols, counts, regulations through website, video, two "Ask the Mayor" virtual community meetings and social media) throughout the pandemic.
 - Supported over 100 qualifying local businesses with \$2,000 grants through the Small Business Economic Relief Fund.
 - Supported local businesses with parklets and road closures to increase outdoor dining capacity during pandemic.
 - Swore in Bethlehem's first female Police Chief, Michelle Kott.
 - Released four Police policies/reports regarding: Use of Force, Use of Force Directive, BPD Citizen and Police Interaction, and Policing in the City of Bethlehem/Operational Statistics 2019.
 - Created and released two seasonal Bethlehem Newsletters.
 - Partnered with ArtsQuest for the first ever virtual Musikfest.
 - Worked closely with ArtsQuest, Chamber and DBA to re-imagine/repurpose Christkindlmarkt, including an earlier start date in compliance with COVID regulations.
 - Ribbon cutting for new playground equipment on the Greenway.
 - Ribbon cutting for Venture X.
 - Began implementation of the rental registration program in Zone 1 including the inspection process.
 - Integrated City Water Control into the Bethlehem Service Center.
 - Encouraged and promoted resident participation in the U.S. 2020 CENSUS.
 - New 2020 Pierce Rescue Engine for the Fire Department.
 - Received a new horse for the Police Mounted Unit.
 - Completed construction of Memorial pool, set to reopen in the Spring of 2021.
 - Completed major changes to Municipal Golf Course resulting in increased revenue.
 - Promoted the pothole and graffiti hotlines.
 - Participant in the NAACP Community Advisory Board.
 - Continued with the implementation of the Northside 2027 program.
 - Health Bureau Accreditation through the Public Health Accreditation Board.
 - Water Filtration Plant 12th consecutive AWOP award.
 - Continued to improve the City's website.
 - Supported Mayor's Against Illegal Guns.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0102 MAYOR

| | | 2016 | 2017 | 2018 | 2019 | 2020 | 2020 | 2021 | | | |
|---------------------------------|------------------------|--------------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------|-----------------|----------|-----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Final Budget | | | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| NC | Mayor | 1 | 1 | 1 | 1 | 1 | 90,500 | 1 | 90,500 | 1 | 90,500 |
| NC | Chief of Staff | 1 | 1 | 1 | 1 | 1 | 65,437 | 1 | 65,437 | 1 | 66,746 |
| TAMS | Assistant to the Mayor | 1 | 1 | 1 | 1 | 1 | 57,982 | 1 | 57,982 | 1 | 64,788 |
| Total Positions | | 3 | 3 | 3 | 3 | 3 | 213,919 | 3 | 213,919 | 3 | 222,034 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 190,724 | 189,907 | 188,013 | 201,787 | 213,919 | 213,919 | 222,034 | | | |
| 40002 | LONGEVITY | - | - | 95 | - | - | - | - | | | |
| 40004 | TEMPORARY HELP | - | 1,350 | 17,668 | 24,841 | 36,050 | 36,050 | 36,770 | | | |
| Personnel | | 190,724 | 191,257 | 205,776 | 226,628 | 249,969 | 249,969 | 258,804 | | | |
| 41013 | OFFICE EXPENSE | 599 | 616 | 484 | 722 | 500 | 450 | 500 | | | |
| Materials & Supplies | | 599 | 616 | 484 | 722 | 500 | 450 | 500 | | | |
| 42060 | OTHER EXPENSES | 3,151 | 2,502 | 1,915 | 3,505 | 3,500 | 3,400 | 3,500 | | | |
| 420607 | CITY EVENTS | 215 | 166 | 1,039 | 1,092 | 500 | 450 | 500 | | | |
| Purchased Services | | 3,366 | 2,668 | 2,954 | 4,597 | 4,000 | 3,850 | 4,000 | | | |
| Total | MAYOR | 194,689 | 194,541 | 209,214 | 231,947 | 254,469 | 254,269 | 263,304 | | | |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 40004 | 36,770 | TEMPORARY HELP 36,770 - EXECUTIVE ASSISTANT TO THE MAYOR |
| 41013 | 500 | OFFICE EXPENSE 500 - PURCHASE OF OFFICE SUPPLIES THAT ARE NOT NORMALLY STOCKED BY THE PURCHASING BUREAU |
| 42060 | 3,500 | OTHER EXPENSES 2,335 - CONFERENCES 365 - SUBSCRIPTIONS 800 - GIFTS |
| 420607 | 500 | CITY EVENTS 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 2021 budget.
 - Continue monitoring of guidelines and usage for Purchasing Cards (P-Cards).
 - Follow-up with City Administration regarding the Independent CPA's audit recommendations as to procedure changes and compliance.
 - Prepare and distribute to Council and the Administration a quarterly financial review on many of the topics listed above. This report is also made public on the city website.
 - Collaborate with the Administration to establish updated policies and procedures for travel, travel advances, capital purchases and other needed areas.
-

Prior Year Achievements:

- Attended City Council and Committee meetings as appropriate.
 - Served on city-wide committees, task forces and the Pension Board.
 - Continued to track confirming Purchase Orders for the Purchasing Council and the Quarterly Reports.
 - Reviewed Miscellaneous Accounts Receivable and other A/R as needed, resulting in more uniform procedures and timely collections.
 - 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 – 17 to 9/25/20.
 - 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 Requisition and Contracting processes.
 - 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 other pertinent information.
 - Questioned several contracts and Purchase Orders regarding appropriate timing and costs. Some of these contract/purchase orders were withdrawn or redone.
 - Continued to assist the Financial Services Bureau and Purchasing to streamline processes and payments.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0103 CONTROLLER

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|--------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------|----------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| NC | Controller | 1 | 1 | 1 | 1 | 1 | 49,000 | 1 | 49,000 | 1 | 49,000 |
| TAMS | Deputy City Controller | 1 | 1 | 1 | 1 | 1 | 81,976 | 1 | 81,976 | 1 | 83,698 |
| TAMS | Account Clerk II | 1 | 1 | 1 | 1 | 1 | 57,982 | 1 | 57,982 | 1 | 64,788 |
| Total Positions | | 3 | 3 | 3 | 3 | 3 | 188,958 | 3 | 188,958 | 3 | 197,486 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 172,845 | 184,144 | 173,804 | 178,116 | | 188,058 | | 188,058 | | 196,486 |
| 40002 | LONGEVITY | 1,805 | 1,425 | 665 | 800 | | 900 | | 900 | | 1,000 |
| 40004 | TEMPORARY HELP | 21,046 | 22,980 | 23,892 | 26,420 | | 29,500 | | 29,500 | | 35,000 |
| Personnel | | 195,696 | 208,549 | 198,361 | 205,336 | | 218,458 | | 218,458 | | 232,486 |
| 41013 | OFFICE EXPENSE | 267 | 54 | 68 | 207 | | 600 | | 400 | | 600 |
| Materials & Supplies | | 267 | 54 | 68 | 207 | | 600 | | 400 | | 600 |
| 42032 | TRAINING/CONT. EDUCATION | 114 | 1,156 | - | 1,169 | | 1,500 | | 1,200 | | 1,500 |
| 42060 | OTHER EXPENSES | 185 | 248 | 141 | 388 | | 500 | | 400 | | 550 |
| Purchased Services | | 299 | 1,404 | 141 | 1,557 | | 2,000 | | 1,600 | | 2,050 |
| Total | CONTROLLER | 196,262 | 210,007 | 198,570 | 207,100 | | 221,058 | | 220,458 | | 235,136 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 40004 | 35,000 | TEMPORARY HELP 30,500 - PART TIME POSITION, ADDITIONAL FOR STAFF ABSENCES 4,500 - CONTRACT FOR DEPUTY AFTER RETIREMENT ~ 100 HRS. |
| 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 | 550 | OTHER EXPENSES 50 - REFERENCE BOOKS/REPRINTS 100 - EQUIPMENT REPAIRS 100 - LOCAL MILEAGE 150 - PROFESSIONAL DUES 150 - 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

| | | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Actual | 2020 Budget w/ Transfers | 2020 Actual & Estimated | 2021 Final Budget | | | |
|-------------------------|------------------------|-------------------------------|----------------|----------------|----------------|--------------------------------|-------------------------------|-------------------------|----------|---|----------|
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| NC | Treasurer | 1 | 1 | 1 | 1 | 1 | 2,200 | 1 | 2,200 | 1 | 2,200 |
| | Total Positions | 1 | 1 | 1 | 1 | 1 | 2,200 | 1 | 2,200 | 1 | 2,200 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 1,300 | 1,800 | 1,800 | 1,800 | 2,200 | 2,200 | 2,200 | | | |
| | Personnel | 1,300 | 1,800 | 1,800 | 1,800 | 2,200 | 2,200 | 2,200 | | | |
| Total | TREASURER | 1,300 | 1,800 | 1,800 | 1,800 | 2,200 | 2,200 | 2,200 | | | |

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0105 LAW

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------|---------------------|-------------------------------|----------------|----------------|----------------|------------------------|----------------|-----------------------|----------------|-----------------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | | Actual & Estimated | | Final Budget | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| NC | Solicitor | 1 | 1 | 1 | 1 | 1 | 60,599 | 1 | 60,599 | 1 | 61,811 |
| NC | Assistant Solicitor | 2 | 2 | 2 | 2 | 2 | 117,631 | 2 | 117,631 | 2 | 119,984 |
| TAMS | Paralegal | 1 | 1 | 1 | 1 | 1 | 72,171 | 1 | 72,171 | 1 | 73,570 |
| TAMS | Legal Assistant | 1 | 1 | 1 | 1 | 1 | 64,848 | 1 | 64,848 | 1 | 68,046 |
| Total Positions | | 5 | 5 | 5 | 5 | 5 | 315,249 | 5 | 315,249 | 5 | 323,411 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 273,828 | 276,898 | 285,143 | 298,359 | 313,049 | | 313,049 | | 321,111 | |
| 40002 | LONGEVITY | 2,090 | 2,090 | 2,090 | 2,200 | 2,200 | | 2,200 | | 2,300 | |
| 40004 | TEMPORARY HELP | - | - | - | 11,500 | 32,280 | | 20,000 | | 26,000 | |
| Personnel | | 275,918 | 278,988 | 287,233 | 312,059 | 347,529 | | 335,249 | | 349,411 | |
| 42060 | OTHER EXPENSES | 12,272 | 10,345 | 11,083 | 7,323 | 9,000 | | 8,000 | | 9,000 | |
| Purchased Services | | 12,272 | 10,345 | 11,083 | 7,323 | 9,000 | | 8,000 | | 9,000 | |
| Total | LAW | 288,190 | 289,333 | 298,316 | 319,382 | 356,529 | | 343,249 | | 358,411 | |

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 two paralegals. The Solicitor also supervises the City's Right to Know Officer who is assigned to the Law Bureau. Retained counsel is selected on merit when special expertise is required. There continues to be an increase in the demand upon the Law Bureau for service, including but not limited to litigation defense, litigation prosecution, contract preparation and review, and legal advice and counsel, 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.
-

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 42060 | 9,000 | OTHER EXPENSES 9,000 - THIS ALLOCATION COVERS LEGAL PERIODICAL SUBSCRIPTIONS; MISCELLANEOUS OFFICE EQUIPMENT, REPAIR AND/OR REPLACEMENT; MUNICIPAL/LEGAL SEMINAR FEES; LEGAL SPECIFIC PAPER AND STATIONERY SUPPLIES NOT STOCKED OR AVAILABLE THROUGH THE PURCHASING DEPARTMENT; AND COMPUTER SUPPLIES/SOFTWARE, PRINTER AND FAX SUPPLIES. |

ADMINISTRATION

ADMINISTRATION

INFORMATION
SERVICES

FINANCIAL
SERVICES

PURCHASING

TAXES

HUMAN
RESOURCES

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:

- Support Public Works Department with introduction of Storm Water Program.
 - Continue to assist RDA with sustainability plans post-TIF.
 - Continue to assist BPA with strategic financial and project planning, both strained due to the pandemic.
 - Execute remaining capital projects at the golf complex (pro shop moved down).
 - Complete reorganization of IS Bureau to provide depth in programming and networking.
 - Develop new App.
 - Implement employee portal module.
 - Improve grant process that ensures the City is in compliance with grant agreements (SEFA).
 - Improve data integrity to increase the Act 511 tax collection.
 - Improve unit/parcel definition in our system as well as refine the permitting process.
-

Prior Year Achievements:

- Planned and responded to pandemic caused by COVID-19 to keep organization safe, functional, sustainable.
 - Managed 2 COVID GNP grants (both NorCo): \$15K for PPE and \$15K for laptops.
 - Managed 2 COVID CRBG grants: \$1.94 NorCo and \$326K LehCo for planning and response to COVID-19.
 - Assisted RDA with the completion of the TIF and sustainability plans post-TIF.
 - Assisted BPA with strategic financial and project planning, both strained due to the pandemic.
 - Golf course posted record revenues in May through September (August #1 all-time, May #2 all-time).
 - Completed total bunker renovations over winter and total cart path renovations in fall.
 - IS implemented City wide Cybersecurity plan including testing and awareness training.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0201 ADMINISTRATION

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------|------------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------|----------------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| NC | Business Administrator | 1 | 1 | 1 | 1 | 1 | 109,273 | 1 | 109,273 | 1 | 111,459 |
| TAMS | Director of Budget & Finance | 1 | 1 | 1 | 1 | 1 | 104,408 | 1 | 104,408 | 1 | 106,576 |
| Total Positions | | 2 | 2 | 2 | 2 | 2 | 213,681 | 2 | 213,681 | 2 | 218,035 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 202,623 | 201,002 | 211,339 | 206,486 | 212,681 | | 212,681 | | 216,935 | |
| 40002 | LONGEVITY | 570 | 665 | 760 | 900 | 1,000 | | 1,000 | | 1,100 | |
| Personnel | | 203,193 | 201,667 | 212,099 | 207,386 | 213,681 | | 213,681 | | 218,035 | |
| 42036 | COMMUNICATIONS | 34,411 | 34,596 | 32,738 | 32,786 | 36,000 | | 34,500 | | 36,000 | |
| 42047 | DEPARTMENT CONTRACTS | 3,004 | - | - | - | - | | - | | - | |
| 42060 | OTHER EXPENSES | 813 | 2,516 | 2,519 | 2,832 | 3,000 | | 3,000 | | 3,000 | |
| Purchased Services | | 38,228 | 37,112 | 35,257 | 35,618 | 39,000 | | 37,500 | | 39,000 | |
| Total | ADMINISTRATION | 241,421 | 238,779 | 247,356 | 243,004 | 252,681 | | 251,181 | | 257,035 | |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 42036 | 36,000 | COMMUNICATIONS |
| | 36,000 | - CELL PHONES FOR ALL CITY DEPARTMENTS |
| | | 0202 - INFORMATION SERVICES (2) |
| | | 0302 - HEALTH (1) |
| | | 0303 - CODE ENFORCEMENT (4) |
| | | 0305 - PLANNING (1) |
| | | 0307 - RECYCLING (2) |
| | | 0309 - HOUSING INSPECTIONS (6) |
| | | 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 (30) |
| | | 0701 - FIRE (13) |
| | | REPLACEMENT PHONES, BATTERIES, CHARGERS, BELT CLIPS |
| 42060 | 3,000 | OTHER EXPENSES |
| | 3,000 | - 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:

- Migrate Exchange from 2010 to 2013 (Mail and Calendar).
 - Expand and upgrade City Wi-Fi Capabilities.
 - Provide support for Police Transition from New World to Mark43 Software.
 - Assist with Selection and Integration of new City APP with Existing City Systems and Service Center.
 - Continue to provide support for Storm Water Project.
 - Redesign and automate Alarm Billing process.
 - Develop City-wide roadmap for GIS project expansion.
 - Configure and implement Employee Access Center for secure online access of Employee Information.
-

Prior Year Achievements:

- Upgrades to Infrastructure Include: Virtual Servers, Main Switches, ASA Firewall, VPNs and Microwave Links.
 - COVID Projects Include: Remote VPN Access, Remote Meetings, Conference Room/City Hall AVI capabilities.
 - Purchased, built and deployed numerous laptops for employees during COVID outbreak.
 - Implemented City Wide Phishing/Cybersecurity plan including testing and awareness training.
 - Implemented Encrypted Email Functionality.
 - Implemented Phish-Alert Button into Outlook to allow users to alert IT of possible Phishing Attacks.
 - Completed all IT related tasks in support of Utility Bill Tower Read project.
 - Provided Wood PLC with Parcel Data and Exception Analysis in support of the Storm Water project.
 - Retrofitted new Rental License project into existing applications.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0202 INFORMATION SERVICES

| Personnel Detail | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------|-----------------|-----------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Final Budget | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS Computer Systems Mgr | 1 | 1 | 1 | 1 | 1 | 109,134 | 1 | 109,134 | - | - |
| TAMS Network Manager | 1 | 1 | 1 | 1 | 1 | 86,679 | 1 | 86,679 | 1 | 92,825 |
| TAMS Network Engineer | - | - | - | - | - | - | - | - | 1 | 69,672 |
| TAMS Programming Manager | 1 | 1 | 1 | 1 | 1 | 85,979 | 1 | 85,979 | 1 | 92,125 |
| TAMS Programmer | - | - | - | - | - | - | - | - | 1 | 69,672 |
| TAMS GIS Manager | 1 | 1 | 1 | 1 | 1 | 82,276 | 1 | 82,276 | 1 | 72,512 |
| Total Positions | 4 | 4 | 4 | 4 | 4 | 364,068 | 4 | 364,068 | 5 | 396,806 |
| TAMS 25% Allocated to 20015 GIS Manager | | | | | | (20,569) | | (20,569) | | (18,128) |
| TAMS 25% Allocated to 3001 GIS Manager | | | | | | (20,569) | | (20,569) | | (18,128) |
| TAMS 33% Allocated to 20015 Programming Manager | | | | | | (28,376) | | (28,376) | | (30,708) |
| TAMS 33% Allocated to 3001 Programming Manager | | | | | | (28,376) | | (28,376) | | (30,708) |
| TAMS 25% Allocated to 20015 Programmer | | | | | | - | | - | | (17,418) |
| TAMS 25% Allocated to 3001 Programmer | | | | | | - | | - | | (17,418) |
| | | | | | | <u>266,178</u> | | <u>266,178</u> | | <u>264,298</u> |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 243,476 | 242,125 | 246,444 | 262,350 | | 259,878 | | 259,878 | | 262,258 |
| 40002 LONGEVITY | 3,576 | 3,851 | 4,121 | 4,522 | | 6,300 | | 6,300 | | 2,040 |
| 40004 TEMPORARY HELP | - | 18,215 | 31,999 | 32,960 | | 33,949 | | 33,949 | | - |
| Personnel | 247,052 | 264,191 | 282,564 | 299,832 | | 300,127 | | 300,127 | | 264,298 |
| 41014 OPERATING SUPPLIES | 2,946 | 1,085 | 2,791 | 1,862 | | 3,000 | | 2,500 | | 6,000 |
| Materials & Supplies | 2,946 | 1,085 | 2,791 | 1,862 | | 3,000 | | 2,500 | | 6,000 |
| 42032 TRAINING/CONT. EDUCATION | 15,305 | 10,121 | 2,869 | 9,080 | | 10,000 | | 8,000 | | 5,000 |
| 42047 DEPARTMENT CONTRACTS | 118,424 | 144,974 | 116,463 | 131,581 | | 327,600 | | 320,000 | | 335,500 |
| 42055 PROFESSIONAL SERVICES | 27,361 | 28,230 | 65,539 | 19,750 | | 2,000 | | 1,000 | | 2,000 |
| 42064 EQUIPMENT MAINTENANCE | 8,000 | 4,045 | 7,107 | 13,935 | | 10,000 | | 8,500 | | 10,000 |
| Purchased Services | 169,090 | 187,370 | 191,978 | 174,346 | | 349,600 | | 337,500 | | 352,500 |
| 43099 EQUIPMENT | 47,391 | 50,493 | 53,466 | 42,586 | | 45,000 | | 45,000 | | 44,800 |
| Equipment | 47,391 | 50,493 | 53,466 | 42,586 | | 45,000 | | 45,000 | | 44,800 |
| Total | 466,479 | 503,139 | 530,799 | 518,626 | | 697,727 | | 685,127 | | 667,598 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 41014 | 6,000 | OPERATING SUPPLIES 1,000 - NETWORK CABLE SUPPLIES 1,000 - IT TOOLS, SUPPLIES, COMPUTER ROOM MODS, ETC. 2,500 - REPLACE ALL CLOSET UPS UNITS (3 YRS) 1,500 - REPLACE BATTERIES IN MAIN COMPUTER ROOM UPS (3 YRS) |
| 42032 | 5,000 | TRAINING/CONTINUING ED. 5,000 - IT STAFF TRAINING (MS SQL, ESRI, HTML, ETC.) |
| 42047 | 335,500 | DEPARTMENT CONTRACTS 125,000 - FINANCIAL APPLICATION SOFTWARE MAINTENANCE 45,000 - ETHERPOINT SERVICES 10,000 - VERIZON WIRELESS - CODE ENFORCE/FIRE INSP/IPADS 30,000 - KSA&D WEBSITE SUPPORT AND DEVELOPMENT 2,000 - COMPUTER EQUIPMENT RECYCLING 50,000 - GIS ESRI ANNUAL MAINTENANCE 6,000 - ESRI UPGRADES (SQL SERVER 2012 TO 2019) 6,000 - VEEAM BACKUP ANNUAL MAINTENANCE 1,500 - ADMIN ARSENAL ANNUAL MAINTENANCE 8,000 - CISCO ASA LICENSE RENEWAL (3 YR) 13,000 - BARACUDA ADVANCED WEB/EMAIL FILTERING 7,500 - TYLER NETMOTION ANNUAL MAINTENANCE 61,000 - TYLER RMS MAINTENANCE 500 - DOMAIN REGISTRATION 6,500 - MCAFEE LICENSES 8,000 - VMWARE ANNUAL MAINTENANCE 2,500 - GLOBALSIGN SSL CERTIFICATES 500 - WEBSITE CONSTANT CONTACTS 1,500 - ADOBE ANNUAL LICENSES 25,000 - OPENGOV ANNUAL MAINTENANCE 8,000 - SERVER HARDWARE MAINTENANCE 8,000 - NETWORK WIDE CYBER SECURITY SCANNING & TESTING -45,000 - CHARGED TO WATER FUND -45,000 - CHARGED TO SEWER FUND |
| 42055 | 2,000 | PROFESSIONAL SERVICES 12,000 - IT 3RD PARTY SUPPORT -5,000 - CHARGED TO WATER FUND -5,000 - CHARGED TO SEWER FUND |
| 42064 | 10,000 | EQUIPMENT MAINTENANCE 10,000 - HARDWARE/SOFTWARE REPAIR/REPLACEMENT COMPONENTS |
| 43099 | 44,800 | EQUIPMENT 5,000 - NETWORK COMPONENTS 20,000 - UPGRADE OF SLOWEST CPUS 15,000 - DEPT REQUEST - FIRE - (4) CF54 MDTs 4,800 - DEPT REQUEST - STREETS - (2) FOREMAN CPU REPLACEMENT |

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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:

- Properly report CARES Act Funding so the City is compliant with the rules and regulations so penalties are avoided.
- Update the preparation of Tax Certifications so it becomes a more efficient activity so time can be spent on more value added activities.
- Look at alternative payment methods that will provide our customers with alternative payment solutions that are more convenient and user-friendly.

Prior Year Achievements:

- Took over the responsibility of preparing the Schedule of Expenditures of Federal Awards (SEFA). Completed and submitted a report that was reviewed by Maher Duessel and deemed accurate.
 - Provided excellent service to our residents during the Coronavirus pandemic. Payment processing was not interrupted while City Hall was closed to the public. Receipts were recorded accurately even when the payment due date changed. This adjustment created many receipting challenges.
 - Implemented procedures that would assist with the adoption of GASB 84 (Fiduciary Activity).
 - Enrolled in TD Bank's ACH Fraud Control and TD Positive Pay Services. ACH Fraud Control services provided effective tools to control the ACH transactions that are posted to the City's bank accounts. Positive Pay Services assisted in the detection of certain types of check fraud prior to final payment.
 - The reporting of delinquent tax was modified so tax certification process could be streamlined. The change ensured that collection of the revenue is realized.
 - Received CARES Act funding accounting training.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0203 FINANCIAL SERVICES

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|---------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------|----------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS | Director of Fin Services | 1 | 1 | 1 | 1 | 1 | 109,134 | 1 | 109,134 | 1 | 109,134 |
| TAMS | Financial Ops Accountant | 1 | 1 | 1 | 1 | 1 | 81,476 | 1 | 81,476 | 1 | 83,198 |
| TAMS | Mgr Accounts Payable | 1 | 1 | 1 | 1 | 1 | 75,653 | 1 | 75,653 | 1 | 75,859 |
| TAMS | Admin. Support Assistant | 1 | 1 | 1 | 1 | 1 | 49,978 | 1 | 49,978 | 1 | 53,493 |
| SEIU | Account Clerk II | 2 | 2 | 2 | 2 | 2 | 104,319 | 2 | 104,319 | 2 | 106,575 |
| Total Positions | | 6 | 6 | 6 | 6 | 6 | 420,560 | 6 | 420,560 | 6 | 428,259 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 384,648 | 383,636 | 392,485 | 402,003 | | 415,760 | | 415,760 | | 423,059 |
| 40002 | LONGEVITY | 2,850 | 3,230 | 3,800 | 4,300 | | 4,800 | | 4,800 | | 5,200 |
| Personnel | | 387,498 | 386,866 | 396,285 | 406,303 | | 420,560 | | 420,560 | | 428,259 |
| 41013 | OFFICE EXPENSE | 395 | 917 | 506 | 479 | | 1,000 | | 750 | | 1,000 |
| Materials & Supplies | | 395 | 917 | 506 | 479 | | 1,000 | | 750 | | 1,000 |
| 42048 | BANK SERVICE CHARGE | 14 | - | 125 | - | | 1,000 | | 500 | | 1,000 |
| 42060 | OTHER EXPENSES | 2,643 | 1,028 | 863 | 5,797 | | 1,600 | | 1,200 | | 1,600 |
| Purchased Services | | 2,657 | 1,028 | 988 | 5,797 | | 2,600 | | 1,700 | | 2,600 |
| Total | FINANCIAL SERVICES | 390,550 | 388,811 | 397,779 | 412,579 | | 424,160 | | 423,010 | | 431,859 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 41013 | 1,000 | OFFICE EXPENSE 1,000 - OFFICE SUPPLIES THAT ARE NORMALLY NOT STOCKED IN PURCHASING BUREAU |
| 42048 | 1,000 | BANK SERVICE CHARGE 1,000 - DEPOSIT BOOKS, MANUAL CHECKS, DEPOSIT BAGS, MISC BANKING SUPPLIES |
| 42060 | 1,600 | OTHER EXPENSES 1,600 - EQUIPMENT PARTS AND REPAIRS NOT COVERED BY MAINTENANCE AGREEMENTS GOVERNMENT FINANCE OFFICERS ASSOCIATION DUES CONTINUING PROFESSIONAL EDUCATION EXPENSES, CPA 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:

- Continue to source approved Covid-19 PPE equipment and supplies to ensure adequate stock levels for all City employees.
- Develop and implement Goods and Services contract workflow in SharePoint which will automate tasks and reduce contract execution turnaround time
- Update Procurement Card policies and procedures and develop new employee manual.
- Continue vendor credit checks prior to on-boarding vendors and continue vendor monitoring throughout active life of vendor.
- Conduct vehicle and equipment surplus auctions.
- Assist Right to Know Officer in evaluating redaction software.

Prior Year Achievements:

- Strategic purchasing initiatives including but not limited to maintenance agreements, co-operative purchasing alliances, preferred vendor partnerships, energy, etc.
 - Conducted vehicle and equipment auctions resulting in salvage value of \$43,000.
 - Implemented new vendor credit check process utilizing CreditSafe in which Purchasing does credit/fraud analysis on every potential vendor prior to adding to City's approved vendor list.
 - Implemented new on-line quoting tool, GovQuote, to enable requisitioners to quickly obtain quotes from approved government vendors.
 - Developed and implemented a vehicle lease checklist that streamlines process between Fleet Manager, Legal Bureau and Purchasing.
 - Developed and implemented contract renewal letters which are now issued by Purchasing Bureau, thus eliminating the need for Legal Bureau to prepare contract amendments.
 - Implemented electronic workflow in SharePoint for Professional Service Contracts thus reducing contract turnaround time.
 - Assumed responsibility for updating and managing Purchasing website.
 - Continued as President of Lehigh Valley Cooperative Purchasing Council and member of Pennsylvania Public Purchasing Association.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0205 PURCHASING

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|--------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------|----------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS | Purchasing Director | 1 | 1 | 1 | 1 | 1 | 98,703 | 1 | 98,703 | 1 | 100,773 |
| TAMS | Supv of Print/Mail Oper | 1 | - | - | - | - | - | - | - | - | - |
| SEIU | Secretary II | 1 | 1 | 1 | 1 | 1 | 52,710 | 1 | 52,710 | 1 | 53,838 |
| Total Positions | | 3 | 2 | 2 | 2 | 2 | 151,413 | 2 | 151,413 | 2 | 154,611 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 201,741 | 138,536 | 141,782 | 145,546 | | 149,913 | | 149,913 | | 152,911 |
| 40002 | LONGEVITY | 2,945 | 950 | 1,045 | 1,300 | | 1,500 | | 1,500 | | 1,700 |
| 40003 | OVERTIME | 760 | 201 | 715 | 38 | | - | | - | | - |
| Personnel | | 205,446 | 139,687 | 143,542 | 146,884 | | 151,413 | | 151,413 | | 154,611 |
| 41013 | OFFICE EXPENSE | 12,283 | 1,052 | 330 | 898 | | 1,100 | | 1,000 | | 1,100 |
| 41016 | UNIFORMS/SAFETY SHOES | 107 | - | - | - | | - | | - | | - |
| Materials & Supplies | | 12,390 | 1,052 | 330 | 898 | | 1,100 | | 1,000 | | 1,100 |
| 42032 | TRAINING/CONT. EDUCATION | 1,848 | 865 | 1,225 | 1,567 | | 1,500 | | 1,000 | | 1,500 |
| 42040 | ADVERTISING AND PRINTING | 6,109 | 6,526 | 4,350 | 3,029 | | 7,000 | | 6,000 | | 7,000 |
| 42047 | DEPARTMENT CONTRACTS | 7,102 | 3,969 | 4,799 | 3,994 | | 5,000 | | 3,500 | | 5,000 |
| 42060 | OTHER EXPENSES | 1,501 | 1,600 | 739 | 515 | | 1,000 | | 550 | | 1,000 |
| Purchased Services | | 16,560 | 12,960 | 11,113 | 9,105 | | 14,500 | | 11,050 | | 14,500 |
| Total | PURCHASING | 234,396 | 153,699 | 154,985 | 156,887 | | 167,013 | | 163,463 | | 170,211 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 41013 | 1,100 | OFFICE EXPENSE 1,100 - PURCHASING OFFICE SUPPLIES - MISCELLANEOUS |
| 42032 | 1,500 | TRAINING/CONTINUING ED. 500 - PROFESSIONAL DEVELOPMENT/CONTINUING EDUCATION/ 600 - CONFERENCE FEES/LODGING 200 - NIGP, PAPP, LVCPC, NAPW DUES & MEMBERSHIPS 200 - SHAREPOINT TRAINING |
| 42040 | 7,000 | ADVERTISING AND PRINTING 7,000 - LEGAL ADS FOR BIDS |
| 42047 | 5,000 | DEPARTMENT CONTRACTS LEASE/PURCHASE AGREEMENTS: 3,000 - NEOPOST IN 700 1,500 - MAINTENANCE AGREEMENTS/SHAREPOINT 500 - MISCELLANEOUS |
| 42060 | 1,000 | OTHER EXPENSES 1,000 - MISCELLANEOUS ITEMS |

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BUREAU DETAIL

Bureau: Taxes

No: 0206

Department: Administration

No: 0020

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Assisted with creating and designing the Tax Bureau website.
 - Created and generated new COGNOS reporting identifying rental properties within the City. Results were audited and turned over for collections for BP Licensing.
 - Generated COGNOS reports regarding Tax Incentivized Zones and in-city assessed base tracking.
 - Generated COGNOS reporting in order to continue to identify unit/parcel Information of in-city parcels of Lot Use, Last CO Date, Usage Class, and Unit Class data entered in CommunityPLUS.
 - 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.
 - Audited and assisted in processing Entity Consolidation in CommunityPLUS.
 - Electronically reported new deed transfers to Keystone Collections Group.
 - Expanded the visibility of BPL throughout the organization.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0206 TAXES

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------|--------------------------|-------------------------------|---------|---------|---------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|-----------------|
| | | 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 |
| TAMS | Tax Auditor | 1 | 1 | 1 | 1 | 1 | 75,687 | 1 | 75,687 | 1 | 77,259 |
| TAMS | Tax Technician/Mail Room | - | 1 | - | - | - | - | - | - | - | - |
| Total Positions | | 1 | 2 | 1 | 1 | 1 | 75,687 | 1 | 75,687 | 1 | 77,259 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 68,562 | 129,562 | 76,490 | 71,444 | 73,587 | 73,587 | 75,059 | | | |
| 40002 | LONGEVITY | 1,615 | 3,800 | 1,805 | 2,000 | 2,100 | 2,100 | 2,200 | | | |
| 40004 | TEMPORARY HELP | - | - | 21,660 | 25,755 | 27,584 | 27,584 | 28,136 | | | |
| Personnel | | 70,177 | 133,362 | 99,955 | 99,199 | 103,271 | 103,271 | 105,395 | | | |
| 42040 | ADVERTISING AND PRINTING | - | - | - | - | 1,000 | 500 | 1,000 | | | |
| 42055 | PROFESSIONAL SERVICES | 48,046 | 65,611 | 64,744 | 69,253 | 67,000 | 66,250 | 67,000 | | | |
| 42060 | OTHER EXPENSES | 746 | 87 | 776 | 530 | 1,000 | 650 | 1,000 | | | |
| Purchased Services | | 48,792 | 65,698 | 65,520 | 69,783 | 69,000 | 67,400 | 69,000 | | | |
| Total | TAXES | 118,969 | 199,060 | 165,475 | 168,982 | 172,271 | 170,671 | 174,395 | | | |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40004 | 28,136 | TEMPORARY HELP 28,136 - PART-TIME POSITION 25 HOURS/WEEK |
| 42040 | 1,000 | ADVERTISING AND PRINTING 1,000 - ENVELOPES & FORMS RULES AND REGULATIONS TAXPAYER BILL OF RIGHTS - DISCLOSURE STATEMENTS |
| 42055 | 67,000 | PROFESSIONAL SERVICES 65,000 - TRI-STATE FINANCIAL GROUP CONTRACT CHARGES 2,000 - NORTHAMPTON COUNTY TCC ASSESSMENT |
| 42060 | 1,000 | OTHER EXPENSES 1,000 - MISCELLANEOUS OFFICE EXPENSES, TRAVEL COSTS, AND OTHER UNFORESEEN EXPENSES. |

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BUREAU DETAIL

Bureau: Human Resources

No: 0207

Department: Administration

No: 0020

Bureau Description:

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

Goals and Objectives:

- Create and implement annual training for all employees to serve as reminder of current City policies and notification of policy changes.
- Establish training program and resource guide for all supervisors to ensure consistent application of City policies and procedures.
- Implement employee portal module in order to eliminate need for printing of direct deposit vouchers and provide employees with improved access to information and resources.

Prior Year Achievements:

- Contributed to City's response to COVID-19 pandemic by creating, updating, and training employees on new policies and procedures created to ensure the safety of employees and continuity of City services; assisting in distribution of PPE and cleaning supplies for each bureau; continuing to monitor cleaning efforts at all City work areas; and assisting in the coordination of personnel cost saving efforts including the hiring freeze, furloughs, and response to Unemployment Compensation claims.
 - Administered City's retirement incentive program in an effort to reduce personnel costs for 2021 budget.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0207 HUMAN RESOURCES

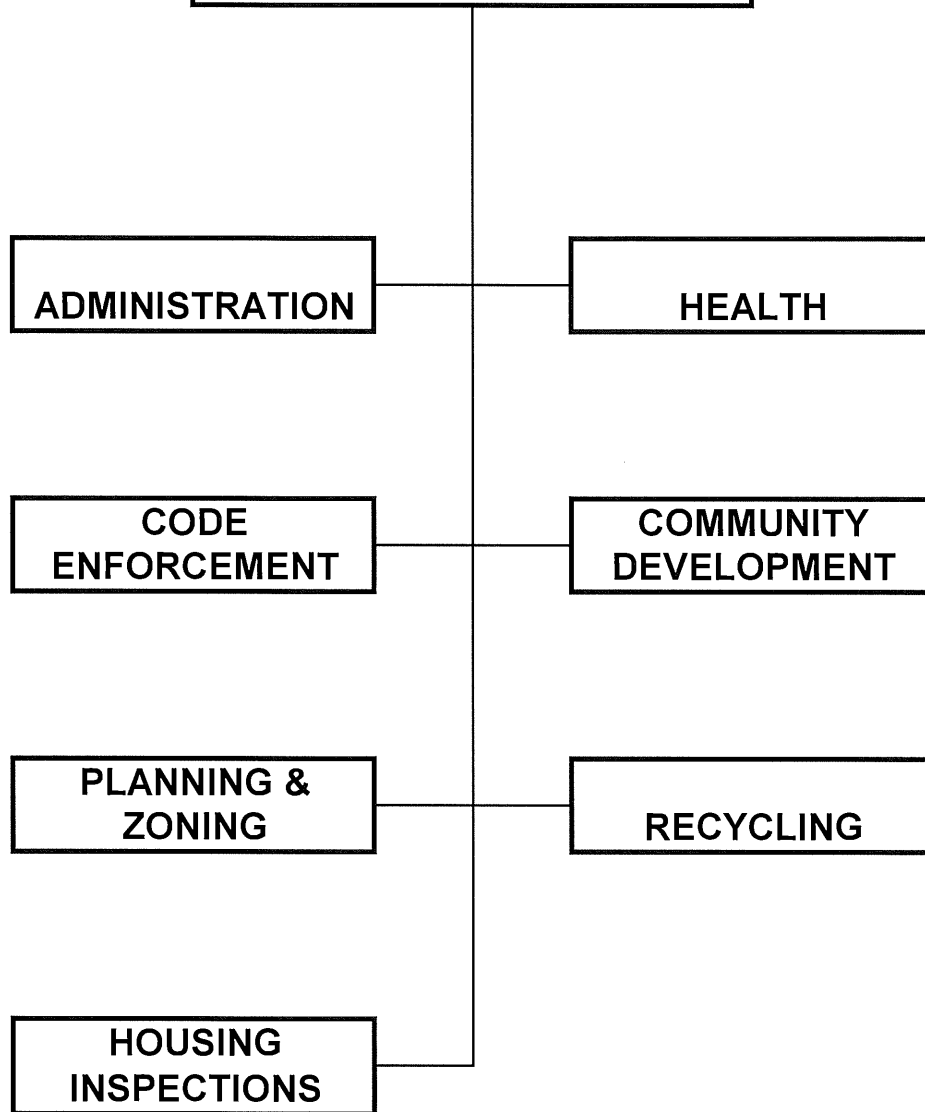
| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|---------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------|----------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS | Director of HR | 1 | 1 | 1 | 1 | 1 | 104,708 | 1 | 104,708 | 1 | 106,877 |
| TAMS | Compliance Officer | - | 1 | 1 | 1 | 1 | 73,587 | 1 | 73,587 | 1 | 75,159 |
| TAMS | Compensation Coordinator | 1 | 1 | 1 | 1 | 1 | 73,587 | 1 | 73,587 | 1 | 75,059 |
| TAMS | Benefits Coordinator | 1 | 1 | - | - | - | - | - | - | - | - |
| Total Positions | | 3 | 4 | 3 | 3 | 3 | 251,882 | 3 | 251,882 | 3 | 257,095 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 171,303 | 259,275 | 235,422 | 238,522 | | 250,582 | | 250,582 | | 255,595 |
| 40002 | LONGEVITY | 1,710 | 1,900 | 1,045 | 1,200 | | 1,300 | | 1,300 | | 1,500 |
| 40004 | TEMPORARY HELP | 60,869 | 865 | 12,860 | 14,492 | | 16,551 | | 16,551 | | 16,882 |
| 40011 | EDUCATION INCENTIVE BONUS | - | - | - | - | | 2,000 | | 2,000 | | 2,000 |
| Personnel | | 233,882 | 262,040 | 249,327 | 254,214 | | 270,433 | | 270,433 | | 275,977 |
| 41013 | OFFICE EXPENSE | 3,753 | 1,281 | 1,007 | 1,020 | | 3,525 | | 3,000 | | 2,000 |
| Materials & Supplies | | 3,753 | 1,281 | 1,007 | 1,020 | | 3,525 | | 3,000 | | 2,000 |
| 42032 | TRAINING/CONT. EDUCATION | 12,400 | 14,166 | 1,080 | - | | 15,500 | | 15,500 | | 15,500 |
| 42055 | PROFESSIONAL SERVICES | - | 18,087 | - | - | | - | | - | | - |
| 42060 | OTHER EXPENSES | 662 | 1,044 | 1,019 | 904 | | 1,500 | | 1,250 | | 1,500 |
| 42067 | RECRUITING & TESTING | 36,915 | 24,697 | 46,083 | 51,172 | | 55,000 | | 52,000 | | 55,000 |
| Purchased Services | | 49,977 | 57,994 | 48,182 | 52,076 | | 72,000 | | 68,750 | | 72,000 |
| Total | HUMAN RESOURCES | 287,612 | 321,315 | 298,516 | 307,310 | | 345,958 | | 342,183 | | 349,977 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 40004 | 16,882 | TEMPORARY HELP 16,882 - PART-TIME POSITION 15 HOURS/WEEK |
| 40011 | 2,000 | EDUCATION INCENT BONUS 2,000 - EDUCATION INCENTIVE BONUS FOR NON-UNIFORMED PERSONNEL. |
| 41013 | 2,000 | OFFICE EXPENSE 200 - PRINTING - EMPLOYEE HANDBOOK, UNION CONTRACT 200 - MANDATORY LABOR LAW POSTERS 1,500 - FORMS PRINTING - W2, 1095 C, AND ENVELOPES 100 - ORIENTATION MATERIALS |
| 42032 | 15,500 | TRAINING/CONTINUING ED. 1,500 - GENERAL HR TRAINING 600 - BENEFITS/PAYROLL TRAINING 200 - PROFESSIONALISM/ER TRAINING 200 - SAFETY/WELLNESS TRAINING 13,000 - CLASS A COMMERCIAL DRIVER'S LICENSE |
| 42060 | 1,500 | OTHER EXPENSES 700 - MEMBERSHIPS 450 - LOCAL ASSOCIATION MEETINGS 150 - MILEAGE REIMBURSEMENT 200 - MISCELLANEOUS ITEMS |
| 42067 | 55,000 | RECRUITING & TESTING 25,000 - POLICE PROMOTIONAL TESTING 10,000 - FIRE PROMOTIONAL TESTING 20,000 - EMPLOYMENT ADVERTISING |

COMMUNITY DEVELOPMENT



BUREAU DETAIL

Bureau: Administration

No: 0301

Department: Community & Econ Dev

No: 0030

Bureau Description:

This bureau provides for the planning, directing, supervising, and monitoring of programs and activities within the Department of Community and Economic Development to include the bureaus of Health, Code Enforcement, Housing Rehabilitation, Planning & Zoning, Recycling, 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 serve as a liaison to various business groups.
 - To compile program performance reports for state and federal agencies.
 - To continue monitoring state and federal legislation.
 - To ensure that the bureaus of DCED are working cooperatively toward citywide objectives and priorities.
 - To administer the Bethlehem Economic Development Corporation and the Bethlehem Revitalization and Improvement Authority.
-

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|--------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|-----------------|
| | | 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 |
| NC | Dir Comm & Econ Dev | 1 | 1 | 1 | 1 | 1 | 109,315 | 1 | 109,315 | 1 | 111,501 |
| NC | Deputy Dir Comm Dev | 1 | 1 | 1 | 1 | 1 | 89,930 | 1 | 89,930 | 1 | 91,728 |
| TAMS | Business Manager | 1 | 1 | 1 | 1 | 1 | 58,672 | 1 | 58,672 | 1 | 62,943 |
| SEIU | Departmental Secretary | 1 | 1 | 1 | 1 | 1 | 54,524 | 1 | 54,524 | 1 | 55,698 |
| SEIU | Secretary II | 3 | 3 | 3 | 3 | 3 | 158,628 | 3 | 158,628 | 3 | 162,013 |
| Total Positions | | 7 | 7 | 7 | 7 | 7 | 471,069 | 7 | 471,069 | 7 | 483,883 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 448,598 | 447,278 | 457,727 | 491,966 | | 465,469 | | 465,469 | | 477,783 |
| 40002 | LONGEVITY | 3,800 | 4,180 | 3,610 | 5,100 | | 5,600 | | 5,600 | | 6,100 |
| 40003 | OVERTIME | - | 164 | - | - | | 250 | | 100 | | 250 |
| 40004 | TEMPORARY HELP | - | - | - | - | | 43,444 | | 33,000 | | 44,313 |
| Personnel | | 452,398 | 451,622 | 461,337 | 497,066 | | 514,763 | | 504,169 | | 528,446 |
| 41013 | OFFICE EXPENSE | 133 | 34 | 103 | 286 | | 300 | | 250 | | 300 |
| Materials & Supplies | | 133 | 34 | 103 | 286 | | 300 | | 250 | | 300 |
| 42032 | TRAINING/CONT. EDUCATION | - | 1,721 | 3,924 | 711 | | 4,000 | | 2,000 | | 4,000 |
| 42060 | OTHER EXPENSES | 725 | 1,585 | 1,489 | 1,809 | | 2,000 | | 1,500 | | 2,000 |
| Purchased Services | | 725 | 3,306 | 5,413 | 2,520 | | 6,000 | | 3,500 | | 6,000 |
| Total | ADMINISTRATION | 453,256 | 454,962 | 466,853 | 499,872 | | 521,063 | | 507,919 | | 534,746 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40003 | 250 | OVERTIME 250 - SECRETARIAL OVERTIME FOR AFTER HOURS MEETINGS AND SPECIAL REPORTS. |
| 40004 | 44,313 | TEMPORARY HELP 44,313 - FINANCIAL ASSISTANT |
| 41013 | 300 | OFFICE EXPENSE 300 - PURCHASE OF OFFICE SUPPLIES |
| 42032 | 4,000 | TRAINING/CONTINUING ED. 4,000 - TRAINING/CONTINUING ED. |
| 42060 | 2,000 | OTHER EXPENSES 590 - MEETING EXPENSES 600 - TRAVEL/MILEAGE 90 - BUSINESS CARDS 220 - OTHER MISCELLANEOUS EXPENSES 500 - DUES |

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BUREAU DETAIL

Bureau: Health

No: 0302

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

Bureau Description:

This bureau directs the development and implementation of public health services in the City. This entails assuring that all high quality public health services are delivered in accordance with current public health practice standards and statutes 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.
- Create a community advisory committee to advise and make recommendations to the health bureau on matters relating to the development and implementation of public health services and to serve as a forum for the exchange of views and information between community members and local public health officials.
- Mitigate and enhance jurisdictional resiliency and recovery from COVID-19.
- Utilize geographical information systems to streamline data collection and analysis.
- Implement a focused campaign on the most common risk factors in food facilities based on 2020 violation review.
- Work with local partners to obtain continued funding for lead and healthy homes projects as well as training contractors to work in a lead-safe manner.
- Implement operational billing processes to improve revenue to support the health bureau.
- Implement quality improvement initiatives aimed at improving health inequities.
- Improve service delivery and health outcomes using data from performance management, customer satisfaction surveys, after action reports, accreditation gaps and employee input.
- Promote healthy behaviors that reduce chronic diseases.

Prior Year Achievements:

- Completed an agency-wide strategic plan.
 - Addressed COVID-19 through investigations, surveillance, community awareness, education, mitigation and recovery efforts.
 - Utilized Lead and Healthy Homes funding to improve the housing stock of 24 homes.
 - Trained over 30 contractors in lead abatement and lead safe work practices.
 - Conducted surveillance, inspection and abatement of public health nuisance complaints involving solid waste, high grass and weeds, standing pools of water and animal concerns.
 - Created a second play activity zone for adults and children at L.G. Stewart Park.
 - Through the Vision Zero Initiative, continued to improve mobility for all modes of travel.
 - Utilized the performance management system to identify quality improvement initiatives.
 - Implemented community surveys for feedback on community readiness and stigma related to opioids.
 - Integrated BethleYum at the Farm stand.
 - Expanded family planning services to the local high school using the St. Luke's University Health Network mobile van as a pilot.
 - Began implementation and development of the reflective supervision component with home visiting staff to gauge and ensure the quality of home visiting services.
 - Secured additional funding from DOH Title V to expanded electronic health records to include home visiting templates improving documentation and reporting of home visiting data.
 - Expanded electronic health records to include a HL7 lab interface with a local health network laboratory to improve interoperability of laboratory reporting.
 - Implemented a tele-health platform to provide continuation of clinical services when PH emergency situations occur to ensure adequate access to services for BHB clients.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2016 | 2017 | 2018 | 2019 | 2020 | 2020 | 2021 |
|---------------------------------|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Final Budget |
| | Number of Permanent Positions | | | | # Salaries | # Salaries | # Salaries |
| NC Health Bureau Director | 1 | 1 | 1 | 1 | 1 96,204 | 1 96,204 | 1 98,128 |
| TAMS Dir of EMV Health Prog | 1 | 1 | 1 | 1 | 1 91,038 | 1 91,038 | 1 92,924 |
| TAMS Dir Chronic/Disease Ed Pr | 1 | 1 | 1 | 1 | 1 91,338 | 1 91,338 | 1 93,224 |
| TAMS Dir of MCH Prog/Nursing | 1 | 1 | 1 | 1 | 1 91,238 | 1 91,238 | 1 93,124 |
| TAMS Sanitarian | 1 | 1 | 1 | 1 | 1 73,987 | 1 73,987 | 1 75,559 |
| SEIU Environmental Health Tech | 1 | 1 | 1 | 1 | 1 61,467 | 1 61,467 | 1 62,753 |
| SEIU Office Manager | 1 | 1 | 1 | 1 | 1 58,417 | 1 58,417 | 1 59,541 |
| SEIU Health Secretary | 1 | 1 | 1 | 1 | 1 45,328 | 1 45,328 | 1 50,047 |
| Total Positions | 8 | 8 | 8 | 8 | 8 609,017 | 8 609,017 | 8 625,300 |
| Account Detail | | | | | | | |
| 40001 SALARIES | 539,067 | 546,634 | 560,303 | 578,265 | 598,717 | 598,717 | 614,400 |
| 40002 LONGEVITY | 7,490 | 8,075 | 8,645 | 9,700 | 10,300 | 10,300 | 10,900 |
| 40004 TEMPORARY HELP | 521,946 | 561,859 | 660,991 | 683,565 | 805,992 | 750,000 | 1,091,034 |
| Personnel | 1,068,503 | 1,116,568 | 1,229,939 | 1,271,530 | 1,415,009 | 1,359,017 | 1,716,334 |
| 41013 OFFICE EXPENSE | 629 | 561 | 841 | 568 | 600 | 500 | 500 |
| 41014 OPERATING SUPPLIES | - | 1,382 | 1,743 | 1,182 | 1,350 | 1,000 | 1,350 |
| 41016 UNIFORMS/SAFETY SHOES | 313 | 580 | 324 | 215 | 750 | 500 | 750 |
| 41023 GASOLINE | 1,021 | 1,277 | 1,557 | 1,353 | 1,600 | 1,000 | 1,600 |
| Materials & Supplies | 1,963 | 3,800 | 4,465 | 3,318 | 4,300 | 3,000 | 4,200 |
| 42032 TRAINING/CONT. EDUCATION | 1,545 | 1,436 | 2,195 | 2,005 | 3,000 | 1,000 | 2,500 |
| 42040 ADVERTISING AND PRINTING | 831 | 210 | 807 | 908 | 1,000 | 750 | 1,000 |
| 42060 OTHER EXPENSES | 32,651 | 10,464 | 10,615 | 7,269 | 7,500 | 6,000 | 7,000 |
| 42070 CLINIC SERVICE | 65,879 | 55,662 | 59,451 | 63,855 | 74,200 | 65,000 | 77,000 |
| 42171 LEAD/HEALTHY HOMES | - | - | - | 28,167 | 112,350 | 30,000 | 76,000 |
| 42172 PEDIATRIC OUTREACH | 7,091 | 9,706 | 7,060 | 13,606 | 13,489 | 7,000 | 10,158 |
| 42172E MCH INITIATIVE | 792 | 1,421 | 452 | 687 | 4,400 | 2,000 | 17,925 |
| 42174 FOOD SAFETY | 4,841 | 5,673 | 5,970 | 8,449 | 7,500 | 5,000 | 7,500 |
| 42175 LEAD HAZARD | 5,260 | 12,020 | 99,715 | 438,128 | 549,144 | 445,000 | 534,400 |
| 42176 AIDS PROGRAM | 295 | 370 | 1,132 | 14,399 | 20,557 | 15,000 | 17,212 |
| 42177 IMMUNIZATION OUTREACH | 9,634 | 2,701 | 4,081 | 3,478 | 3,916 | 3,500 | 68,683 |
| 42177E IMMUNIZATIONS EDU PRGM | - | - | 320 | 52 | 947 | 250 | 3,166 |
| 42179 HOME VISITATION PROGRAM | - | - | - | 9,939 | 4,000 | 2,500 | 1,810 |
| 42180 SAFE & HEALTHY COMMUNITY | - | 17,106 | 54,166 | 57,744 | 64,146 | 50,000 | 86,300 |
| 42181 HEALTHY WOMEN 50+ | - | 9,427 | 6,186 | 18,243 | 80,000 | 40,000 | 40,000 |
| 42185 TB PROGRAM | 301 | 1,474 | 1,892 | - | 1,070 | 500 | 3,012 |
| 42187E ELECTRONIC HEALTH RECORD | 7,359 | 7,796 | 10,824 | 9,797 | 20,000 | 18,000 | 24,000 |
| 42188 OPIOID PREVENTION | - | - | - | 8,959 | 122,890 | 50,000 | 127,358 |
| 42190 HEALTH-HIGHWAY SAFETY PGM | 3,032 | 3,596 | 4,735 | 3,154 | 4,530 | 3,000 | 8,200 |
| 42190E CHRONIC DISEASE HLTH EDU | 6,052 | 32,284 | 63,805 | 15,394 | 31,000 | 25,000 | 6,000 |
| 42192 TOBACCO PROGRAM | - | 40,961 | - | - | - | - | - |
| 42193 PUBLIC HEALTH PREAREDNESS | 63,281 | 36,919 | 57,230 | 88,266 | 89,864 | 89,864 | 3,633,051 |
| Purchased Services | 208,844 | 249,226 | 390,636 | 792,499 | 1,215,503 | 859,364 | 4,752,275 |
| Total HEALTH | 1,279,310 | 1,369,594 | 1,625,040 | 2,067,347 | 2,634,812 | 2,221,381 | 6,472,809 |

* - Expense account is 100% grant reimbursed.

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|-----------|---|
| 40004 | 1,091,034 | TEMPORARY HELP 398,025 - PUBLIC HEALTH PREPAREDNESS/MEDICAL RESERVE CORP** 97,567 - MATERNAL CHILD HEALTH** 142,575 - HIV/AIDS PROGRAM** 4,440 - TB PROGRAM OUTREACH** 86,391 - IMMUNIZATION PROGRAM** 63,044 - LEAD HAZARD CONTROL HEALTHY HOMES-HUD** 49,627 - TOBACCO/OPIOID** 13,352 - LEAD HAZARD CONTROL HEALTHY HOMES-PA STATE 49,400 - HIGHWAY SAFETY** 39,100 - HEALTH SUPPORT 111,813 - SAFE AND HEALTHY COMMUNITIES** 35,700 - CDBG-NORTHAMPTON COUNTY |
| 41013 | 500 | OFFICE EXPENSE 500 - OFFICE SUPPLIES THAT ARE NOT NORMALLY STOCKED BY THE PURCHASING BUREAU. |
| 41014 | 1,350 | OPERATING SUPPLIES 100 - POOL TESTING CHEMICALS 750 - DOSIMETRY BADGES & AREA MONITOR-REQUIRED 200 - SOLID WASTE/NUISANCE ABATEMENT SUPPLIES 300 - 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 \$2.07/GALLON |
| 42032 | 2,500 | TRAINING/CONTINUING ED. 2,500 - APHA ANNUAL MEETING (DIRECTOR, PROGRAM DIRECTORS FOOD AND DRUG MEETING AND CONFERENCES ENVIRONMENTAL VARIOUS REQUIRED CERTIFICATIONS, TRAININGS, ETC.) |
| 42040 | 1,000 | ADVERTISING AND PRINTING 1,000 - ADVERTISING/PROMOTING SERVICES AND HEALTH INFORMATION ALERTS VIA VARIOUS MEDIA, AND OTHER RECRUITMENT EXPENSES |
| 42060 | 7,000 | OTHER EXPENSES 500 - APHA /ACHI/NACCHO MEMBERSHIPS (BUREAU) 6,000 - NUISANCE ABATEMENT(ENVIRONMENTAL HEALTH) 500 - MILEAGE(DIRECTOR, PROGRAM DIRECTORS) |
| 42070 | 77,000 | CLINIC SERVICE 1,000 - ASTHMA/DENTAL CLINIC SUPPLIES 4,000 - STD CLINIC SUPPLIES 200 - TB TESTING SUPPLIES, X-RAYS/LAB TESTS 10,000 - FEE FOR SERVICE VACCINE 20,000 - INFLUENZA AND PNEUMOCOCCAL VACCINES 3,000 - STD CLINIC MEDICATIONS/LAB TESTS |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| | | 2,000 - TB CLINIC MEDICATIONS |
| | | 30,000 - PHYSICIAN/NURSE PRACTITIONER SERVICES/NURSING/ MALPRACTICE |
| | | 4,000 - CLINIC SITE ITEMS: ANTIBACTERIAL SOAP, BULLETIN BOARD SIGNS, CHARTS, AND CHART HANGERS |
| | | 800 - LABORATORY LICENSE FEES |
| | | 2,000 - WOMEN'S CLINIC SUPPLIES/MEDICATIONS: CONTRACEPTIVES, SPECULUMS, TABLE PAPER AND GERMICIDAL CLEANER |
| 42171 | 76,000 | LEAD/HEALTHY HOMES-PA HUD |
| | | 2,000 - TRAINING AND TRAVEL** |
| | | 74,000 - SUBCONTRACT SERVICES** |
| 42172 | 10,158 | PEDIATRIC OUTREACH |
| | | 1,844 - SUPPLIES** |
| | | 2,414 - TRAVEL** |
| | | 5,900 - OTHER COSTS** |
| 42172E | 17,925 | MCH INITIATIVE |
| | | 7,925 - SUPPLIES** |
| | | 10,000 - OTHER COSTS** |
| 42174 | 7,500 | FOOD SAFETY |
| | | 4,000 - SUPPLIES** |
| | | 3,500 - TRAVEL** |
| 42175 | 534,400 | LEAD HAZARD |
| | | 448,000 - SUBCONTRACT SERVICES** |
| | | 4,000 - SUPPLIES** |
| | | 10,000 - TRAINING AND TRAVEL** |
| | | 70,000 - OTHER COSTS** |
| | | 2,400 - CONSULTANT |
| 42176 | 17,212 | AIDS PROGRAM |
| | | 500 - SUPPLIES** |
| | | 3,400 - TRAVEL** |
| | | 13,312 - OTHER COSTS** |
| 42177 | 68,683 | IMMUNIZATION OUTREACH |
| | | 31,183 - SUBCONTRACT** |
| | | 2,000 - SUPPLIES** |
| | | 300 - TRAVEL ** |
| | | 35,200 - OTHER COSTS** |
| 42177E | 3,166 | IMMUNIZATIONS EDU PRGM |
| | | 1,166 - SUPPLIES** |
| | | 2,000 - OTHER COSTS** |
| 42179 | 1,810 | HOME VISITATION PROGRAM |
| | | 1,000 - SUPPLIES** |
| | | 810 - TRAVEL** |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|-----------|---|
| 42180 | 86,300 | SAFE & HEALTHY COMMUNITY 41,500 - SUPPLIES** 7,000 - TRAVEL** 31,300 - OTHER COSTS** 6,500 - SUBCONTRACT |
| 42181 | 40,000 | HEALTHY WOMEN 50+ 40,000 - SUBCONTRACT SERVICES** |
| 42185 | 3,012 | TB PROGRAM 200 - SUPPLIES** 712 - TRAVEL** 2,100 - OTHER COSTS** |
| 42187E | 24,000 | ELECTRONIC HEALTH RECORDS 24,000 - OTHER COSTS** |
| 42188 | 127,358 | OPIOID PREVENTION 69,500 - SUBCONTRACT SERVICES** 17,550 - SUPPLIES** 5,800 - TRAVEL** 34,508 - OTHER COSTS** |
| 42190 | 8,200 | HEALTH-HIGHWAY SAFETY PGM 6,600 - TRAVEL** 1,600 - OTHER COSTS** |
| 42190E | 6,000 | CHRONIC DISEASE HLTH EDU 1,000 - TRAVEL** 5,000 - OTHER COSTS** |
| 42193 | 3,633,051 | PUBLIC HEALTH PREPARED 89,480 - SUPPLIES** 20,000 - SUBCONTRACT 7,730 - TRAVEL** 3,515,841 - 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.
- Continue to enforce the 2015 edition of the International Building and Residential Code.
- Actively work to improve on turn-around time from the application date received to permit issue date.
- Incorporate new community plus update to improve operation of bureau.
- Implement technology upgrades to make field inspections more efficient.

Prior Year Achievements:

- Continued to meet state mandated certification requirements for all inspectors.
 - Scored highly on the 5 year Pennsylvania Labor and Industry audit.
 - All permits, reviews, approvals, and inspections logged into community plus.
 - Continue to deny permits to non-compliant property owners through Act 90 of 2010, the Neighborhood Blight Reclamation and Revitalization Act.
 - Continued excellent customer service.
 - Through August 2020, 1,943 permits issued, resulting in 2,397 inspections, for a construction cost of \$233,969,231.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|----------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------|----------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS | Chief Building Inspector | 1 | 1 | 1 | 1 | 1 | 98,503 | 1 | 98,503 | 1 | 100,473 |
| TAMS | Building/Housing Inspector | 2 | 2 | 2 | 2 | 2 | 156,904 | 2 | 156,904 | 2 | 160,192 |
| TAMS | Mechanical Inspector | 1 | 1 | 1 | 1 | 1 | 78,002 | 1 | 78,002 | 1 | 79,646 |
| TAMS | Electrical Inspector | 1 | 1 | 1 | 1 | 1 | 50,736 | 1 | 50,736 | 1 | 61,353 |
| TAMS | Permit Coordinator | 1 | 1 | 1 | 1 | 1 | 68,814 | 1 | 68,814 | 1 | 70,146 |
| Total Positions | | 6 | 6 | 6 | 6 | 6 | 452,959 | 6 | 452,959 | 6 | 471,810 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 437,107 | 433,408 | 451,390 | 394,847 | | 447,459 | | 447,459 | | 466,010 |
| 40002 | LONGEVITY | 5,670 | 6,175 | 6,650 | 6,000 | | 5,500 | | 5,500 | | 5,800 |
| 40004 | TEMPORARY HELP | - | - | 3,941 | 25,078 | | - | | - | | - |
| Personnel | | 442,777 | 439,583 | 461,981 | 425,925 | | 452,959 | | 452,959 | | 471,810 |
| 41014 | OPERATING SUPPLIES | 1,165 | 650 | 258 | 636 | | 930 | | 600 | | 930 |
| 41016 | UNIFORMS/SAFETY SHOES | 230 | 500 | 235 | 375 | | 520 | | 520 | | 520 |
| 41023 | GASOLINE | 2,769 | 3,351 | 3,430 | 3,958 | | 4,400 | | 3,500 | | 4,400 |
| Materials & Supplies | | 4,164 | 4,501 | 3,923 | 4,969 | | 5,850 | | 4,620 | | 5,850 |
| 42032 | TRAINING/CONT. EDUCATION | 2,169 | 935 | 3,663 | 1,682 | | 2,760 | | 2,500 | | 4,000 |
| 42040 | ADVERTISING AND PRINTING | 429 | 617 | 764 | 326 | | 1,000 | | 500 | | 1,000 |
| 42055 | PROFESSIONAL SERVICES | - | - | 1,020 | - | | 13,000 | | 13,000 | | 23,000 |
| 42060 | OTHER EXPENSES | 2,179 | 1,279 | 3,798 | 758 | | 1,000 | | 1,000 | | 1,000 |
| Purchased Services | | 4,777 | 2,831 | 9,245 | 2,766 | | 17,760 | | 17,000 | | 29,000 |
| 43099 | EQUIPMENT | 12,697 | 6,267 | 6,267 | - | | - | | - | | - |
| Equipment | | 12,697 | 6,267 | 6,267 | - | | - | | - | | - |
| Total | CODE ENFORCEMENT | 464,415 | 453,182 | 481,416 | 433,660 | | 476,569 | | 474,579 | | 506,660 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 41014 | 930 | OPERATING SUPPLIES 300 - COMPUTERIZED PERMIT FORMS 630 - MISCELLANEOUS MATERIALS - DUCT TAPE, CAUTION TAPE, |
| 41016 | 520 | UNIFORMS/SAFETY SHOES 520 - 4 PAIR SAFETY SHOES FOR INSPECTORS @ \$130.00/PR. |
| 41023 | 4,400 | GASOLINE 4,400 - FUEL CONSUMPTION FOR BUREAU OF CODE ENFORCEMENT |
| 42032 | 4,000 | TRAINING/CONTINUING ED. 2,000 - CONTINUING EDUCATION TO MAINTAIN STATE CERTIFICATIONS 2,000 - NATIONAL ICC CONFERENCE - 2 INSPECTORS |
| 42040 | 1,000 | ADVERTISING AND PRINTING 1,000 - LEGAL ADVERTISEMENTS FOR THE PLUMBING, ELECTRICAL, AND CODE BOARD OF APPEALS |
| 42055 | 23,000 | PROFESSIONAL SERVICES 23,000 - EMERGENCY 3RD PARTY CERTIFIED INSPECTORS |
| 42060 | 1,000 | OTHER EXPENSES 180 - BUSINESS CARDS. 240 - INTERNATIONAL ELECTRICAL INSPECTORS DUES 430 - REFERENCE BOOKS FOR CERTIFICATION TESTING AND CODE 150 - PABCO MEMBERSHIP DUES 2 @ 75.00 |

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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, LERTAs, Northside 2027 neighborhood and KIZ is also housed in this bureau. Compliance with the city's FAIR Ordinance is accomplished through this bureau. The bureau provides support for other city initiatives in the form of grant writing and program administration where necessary.

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.
- Implement key recommendations from an outline in the Northside 2027 Neighborhood Study.
- Collect and provide all documentation to comply with the FAIR Ordinance.

Prior Year Achievements:

- Administered CDBG and HOME programs.
 - Conducted 2 technical webinars for CDBG funding applicants.
 - Obtained \$238,733 in grant funding for expansion of outdoor dining season.
 - Utilized parklets and road closures to increase dining capacity in response to coronavirus.
 - Provide technical assistance to businesses applying for federal relief funding.
 - Created Small Business Economic Relief Fund providing direct financial assistance to more than 100 downtown businesses.
 - Obtained public and private grant funding, for the bureau and departmental projects.
 - Provided technical assistance to sub-recipients to ensure compliance and more efficient use of funds.
 - Expect to settle 25 housing rehabilitation cases by end of 2020.
 - Two Enterprise Zone Tax Credit applications were submitted and two were approved for a total of \$899,541.
 - Facilitated 8 KIZ Tax Credit Applications totaling \$486,784.
 - Awarded \$60,000 in Technology Transfer Grants.
 - Approved 5 Southside LERTA Applications.
 - Compiled an application in-house and was designated for a 5-year Enterprise Zone designation by the Commonwealth of PA.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|-----------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Actual & Estimated | Final Budget | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS Housing & CD Planner | 1 | 1 | 1 | 1 | 1 | 70,375 | 1 | 70,375 | 1 | 86,781 |
| TAMS Rehab Finance Specialist | 1 | 1 | 1 | 1 | 1 | 71,744 | 1 | 71,744 | 1 | 71,844 |
| Total Positions | 2 | 2 | 2 | 2 | 2 | 142,119 | 2 | 142,119 | 2 | 158,625 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 133,524 | 135,892 | 139,115 | 124,023 | | 141,819 | | 141,819 | | 158,225 |
| 40002 LONGEVITY | - | - | 95 | 300 | | 300 | | 300 | | 400 |
| 40004 TEMPORARY HELP | 101,899 | 105,055 | 131,093 | 127,089 | | 157,456 | | 157,456 | | 166,715 |
| Personnel | 235,423 | 240,947 | 270,303 | 251,412 | | 299,575 | | 299,575 | | 325,340 |
| 41014 OPERATING SUPPLIES | 101 | 753 | 602 | 154 | | 1,100 | | 1,050 | | 1,100 |
| 41016 UNIFORMS/SAFETY SHOES | - | - | 230 | - | | - | | - | | - |
| Materials & Supplies | 101 | 753 | 832 | 154 | | 1,100 | | 1,050 | | 1,100 |
| 42032 TRAINING/CONT. EDUCATION | 1,350 | 2,659 | 2,110 | - | | - | | - | | - |
| 42040 ADVERTISING AND PRINTING | 829 | 1,192 | 1,373 | - | | - | | - | | - |
| 42047 DEPARTMENT CONTRACTS | 85,829 | 199,054 | 168,552 | - | | - | | - | | - |
| 42150 HOUSING INITIATIVES | - | - | - | 2,535 | | 2,140 | | 1,500 | | 2,140 |
| 42151 NORTHSIDE 2027 | - | - | - | 905 | | 1,300 | | 1,000 | | 1,300 |
| 42152 ECONOMIC DEVELOPMENT | - | - | - | 102,366 | | 159,500 | | 159,500 | | 134,957 |
| 42153 BLIGHT PROJECT | - | - | - | 50 | | - | | - | | - |
| 42154 BUSINESS DEVELOP/RETENT | - | - | - | 35,495 | | 30,000 | | 20,000 | | 10,000 |
| 42060 OTHER EXPENSES | 4,016 | 7,804 | 5,438 | - | | - | | - | | - |
| 42064 EQUIPMENT MAINTENANCE | 2,132 | 7,388 | 3,530 | - | | - | | - | | - |
| Purchased Services | 94,156 | 218,097 | 181,003 | 141,351 | | 192,940 | | 182,000 | | 148,397 |
| Total | COMMUNITY DEVELOPMENT | 329,680 | 459,797 | 452,138 | 392,917 | 493,615 | | 482,625 | | 474,837 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 40004 | 166,715 | TEMPORARY HELP 58,175 - ECONOMIC DEVELOPMENT COORDINATOR 53,854 - REHAB TECH SPECIALIST 54,686 - CDBG MONITOR |
| 41014 | 1,100 | OPERATING SUPPLIES 1,100 - OPERATING SUPPLIES |
| 42150 | 2,140 | HOUSING INITIATIVES 750 - MEMBERSHIPS 500 - SUPPLIES 500 - PRINTING/ADVERTISING 390 - SHOES |
| 42151 | 1,300 | NORTHSIDE 2027 800 - MEETING EXPENSES 500 - PRINTING/ADVERTISING |
| 42152 | 134,957 | ECONOMIC DEVELOPMENT 1,000 - PRINTING/ADVERTISING 2,000 - TRAINING 75,000 - MARKETING CONTRACT 500 - SUPPLIES 1,000 - SOFTWARE/OTHER EXPENSES 30,000 - ENTERPRISE ZONE IMPLEMENTATION 24,000 - NORTHAMPTON COUNTY FACADE 1,457 - SALDO |
| 42154 | 10,000 | BUSINESS DEVELOP/RETENT 10,000 - BUSINESS DEVELOPMENT AND RETENTION SUPPORT SERVICES |

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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 while protecting the overall goals and objectives of the comprehensive plan.
 - Research and pursue additional funds and funding sources for Plan implementation.
 - Continue to update the subdivision and land development ordinance.
 - Coordinate efforts with other departments and additional partners to implement long term plan recommendations.
 - Continue to work with the DPW for the completion of Phases 2 and 3 of City Wayfinding Program.
 - Enforce and implement policies and provisions included in Zoning Ordinance.
 - Continue to research amendments and updates to the Zoning Ordinance as appropriate, including provisions for a student overlay zone, parking requirements and other miscellaneous amendments.
-

Prior Year Achievements:

- Continue to work with Planning Commission, Zoning Hearing Board, Historic Commission and HARB.
 - Continue work on Phase 2 of Wayfinding Signs.
 - Review and management of land development and subdivision plans.
 - Researched and drafted zoning amendments, including student overlay provisions.
 - Participated in the Southside Vision Development Committee Activities.
 - Prepared draft updates for various sections of SALDO, addressing procedures, development standards and required improvement.
 - Complete plaza/playground development on Greenway closing related grants.
 - Initiate feasibility study for pedestrian bridge over the Lehigh River.
 - Initiate south side planning study to provide recommendations to coordinate development with historic preservation initiatives.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|------------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|-----------------|
| | | 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 |
| NC | Dir of Planning & Zoning | 1 | 1 | 1 | 1 | 1 | 97,553 | 1 | 97,553 | 1 | 99,504 |
| TAMS | Assistant Planning Dir | 1 | 1 | 1 | 1 | 1 | 90,838 | 1 | 90,838 | 1 | 92,724 |
| TAMS | Zoning Officer | 1 | 1 | 1 | 1 | 1 | 75,747 | 1 | 75,747 | 1 | 84,762 |
| Total Positions | | 3 | 3 | 3 | 3 | 3 | 264,138 | 3 | 264,138 | 3 | 276,990 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 252,808 | 251,331 | 256,357 | 243,500 | | 262,638 | | 262,638 | | 275,390 |
| 40002 | LONGEVITY | 1,900 | 2,090 | 2,280 | 1,400 | | 1,500 | | 1,500 | | 1,600 |
| Personnel | | 254,708 | 253,421 | 258,637 | 244,900 | | 264,138 | | 264,138 | | 276,990 |
| 41013 | OFFICE EXPENSE | 290 | 292 | 153 | 572 | | 675 | | 525 | | 675 |
| 41014 | OPERATING SUPPLIES | 675 | - | - | 349 | | 500 | | 350 | | 500 |
| Materials & Supplies | | 965 | 292 | 153 | 921 | | 1,175 | | 875 | | 1,175 |
| 42030 | HEARING BOARD EXPENSES | 37,631 | 35,180 | 46,091 | 67,533 | | 58,300 | | 57,000 | | 58,300 |
| 42032 | TRAINING/CONT. EDUCATION | 1,847 | 1,774 | 1,237 | 2,028 | | 2,500 | | 1,000 | | 2,500 |
| 42040 | ADVERTISING AND PRINTING | 6,485 | 6,545 | 5,726 | 10,004 | | 10,800 | | 10,500 | | 10,800 |
| 42047 | DEPARTMENT CONTRACTS | 30,125 | 30,817 | 49,131 | 71,719 | | 128,800 | | 95,000 | | 129,400 |
| 42060 | OTHER EXPENSES | 1,173 | 2,456 | 1,539 | 1,788 | | 1,750 | | 1,000 | | 1,750 |
| Purchased Services | | 77,261 | 76,772 | 103,724 | 153,072 | | 202,150 | | 164,500 | | 202,750 |
| Total | PLANNING & ZONING | 332,934 | 330,485 | 362,514 | 398,893 | | 467,463 | | 429,513 | | 480,915 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 41013 | 675 | OFFICE EXPENSE 675 - OFFICE SUPPLIES |
| 41014 | 500 | OPERATING SUPPLIES 500 - MISCELLANEOUS OPERATING SUPPLIES |
| 42030 | 58,300 | HEARING BOARD EXPENSES 3,500 - ZHB MEMBERS - 20 MEETINGS @ \$175/MEETING 47,000 - 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 | 10,800 | ADVERTISING AND PRINTING 10,300 - ZHB LEGAL ADS 500 - HISTORICAL CONSERVATION COMMISSION, HISTORICAL AND ARCHITECTURAL REVIEW BOARD AND PLANNING COMMISSION LEGAL ADS |
| 42047 | 129,400 | DEPARTMENT CONTRACTS 32,400 - HISTORIC AND ARCHITECTURAL CONSULTING CONTRACT 47,000 - CONSULTANT FOR SOUTHSIDE PLANNING 50,000 - GATEWAY SCULPTURES-HOTEL TAX GRANT |
| 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 manages programs for the collection of recyclables and yard waste materials from households, small businesses and City facilities. This bureau also operates the Theis/Cornfeld Recycling Drop-off Center and Bethlehem Yard Waste Facility.

Goals and Objectives:

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

Prior Year Achievements:

- Completed renovations at Bethlehem Yard Waste Facility. Renovations included new concrete pad and bunkers for processing of curbside recycling materials, installed additional ramp for loading recycling materials, fencing upgrades.
 - Processed and removed over 75,000 cubic yards of compost and mulch materials from Bethlehem Yard Waste Facility.
 - Accepted over 2,000 cubic yards of oversize log/wood materials collected from various City of Bethlehem properties.
 - Accepted and processed over 500 pounds of illegally discarded TV sets collected from various City properties.
 - Cross trained Theis/Cornfeld Recycling Center & Bethlehem Yard Waste personnel to work at either facility.
 - Participated in various recycling roundtable events: PA DEP Recycling Roundtable Conference, Penn State-Allentown Recycling Coalition, Recycling Education Initiative with Berks County, City of Reading & Cogle's Recycling.
 - Received over \$180,000 in PA DEP Performance Grant monies.
-

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|-----------|--|
| 40003 | 46,500 | OVERTIME 46,500 - RECYCLING/COMPOST CENTER OVERTIME |
| 40004 | 337,188 | TEMPORARY HELP 72,656 - PART-TIME OFFICE STAFF 181,824 - DROP-OFF/SHREDDING STAFF-TCRC STAFF 82,708 - COMPOST STAFF |
| 40005 | 6,920 | HOLIDAY PAY 6,920 - RECYCLING CENTER/COMPOST CENTER |
| 40006 | 300 | DIFFERENTIAL PAY 300 - RECYCLING CENTER/COMPOST CENTER |
| 40008 | 500 | MEAL REIMBURSEMENT 500 - RECYCLING/COMPOST MEALS |
| 41013 | 1,000 | OFFICE EXPENSE 1,000 - OFFICE SUPPLIES |
| 41014 | 4,000 | OPERATING SUPPLIES 3,500 - BALING WIRE 500 - GENERAL SUPPLIES |
| 41016 | 3,200 | UNIFORMS/SAFETY SHOES 2,940 - STAFF CLOTHING 260 - SAFETY SHOES |
| 41023 | 41,710 | GASOLINE 410 - TRUCK #24 36,500 - HEAVY EQUIPMENT 3,000 - OIL/LUBRICANTS 1,800 - ENFORCEMENT CARS |
| 42032 | 1,500 | TRAINING/CONTINUING ED. 1,500 - COMPOST CERTIFICATIONS |
| 42038 | 40,250 | EQUIPMENT REPAIRS - FLEET 10,000 - 2 ROLL-OFFS, SKID LOADER, 1 PICK-UP TRUCK, 1 CAR, 30,250 - REPAIR & SERVICE FOR 2 FRONT END LOADERS |
| 42040 | 3,515 | ADVERTISING AND PRINTING 1,515 - UPDATED BROCHURES 2,000 - MISC. EDUCATIONAL PRINTING/ANNUAL REPORTS |
| 42047 | 1,485,310 | DEPARTMENT CONTRACTS 1,085,310 - REPUBLIC SERVICES CURBSIDE CONTRACT 50,000 - YARD WASTE GRINDING SERVICES 350,000 - COUGLES CURBSIDE PROCESSING & TRANSPORTATION |
| 42054 | 3,316 | RENTALS 3,316 - SERVICE BATHROOM & SINK TCRC |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 42055 | 500 | PROFESSIONAL SERVICES 500 - AUDIT SERVICES |
| 42060 | 19,225 | OTHER EXPENSES 5,000 - RESIDENTIAL CONTAINER 2,000 - MISCELLANEOUS SIGNS 750 - EARTH BAGS 750 - BOOKS/PERIODICALS 1,900 - PROFESSIONAL ASSOCIATIONS 2,800 - CITY HALL CHARGES 3,000 - LANDFILL CHARGES/OVERSIZE LOGS/TV'S 1,000 - MILEAGE 200 - TOLLS 500 - PETTY CASH 200 - CDL 1,125 - OFFICE SUPPLIES |
| 42064 | 15,000 | EQUIPMENT MAINTENANCE 7,500 - COMPACTORS/BALER/SHREDDER 7,500 - SANDBLAST/PAINT CONTAINERS |
| 42065 | 10,000 | PLANT MAINTENANCE 4,000 - STONE 6,000 - FENCING REPLACEMENT & REPAIRS |
| 43099 | 42,580 | EQUIPMENT 27,930 - 10% DEPOSIT NEW LOADER COST OF \$279,300 14,650 - 10% DEPOSIT FOR COMPACTOR UNITS AND ROLL OFF CONTAINERS |

BUREAU DETAIL

Bureau: Housing Inspections **No:** 0309

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

Bureau Description:

This Bureau of Housing Inspections is responsible to inspect the housing stock of the City of Bethlehem. All residential properties that are used as a rental, a regulated rental, and short term lodging are subject to periodic inspections by the Bureau. These inspections ensure that the housing stock is held to a standard that keeps properties safe, keeps up appearances, increases property values and the quality of life in the neighborhoods are in good health. The Bureau also follows through on property and citizen complaints regarding the conditions of properties.

Goals and Objectives:

- Increase the amount of inspections performed on properties offered for rent to ensure the properties can be safely occupied.
- To continue our aggressive approach in handling complaints and abating them in a timely manner.
- Continue working with the more data-driven code enforcement system that allows for inspections of City properties over a 3 year span.
- Continue enforcing Article 1731.03 which requires all rental properties to be registered annually.
- Continue to progress in the fight on blight throughout the City.
- Continue to improve technology used in field by inspectors to ease inspection process.
- Add additional software to help monitor Regular Rental, Regulated Rental and Short Term Lodging.
- Continue to improve upon the number of Certificates of Occupancy issued.
- Continue enforcement and registration of regulated rental units throughout the City and around the universities.

Prior Year Achievements:

- Began implementation of the 3 year annual rental registration. This included beginning the inspection process for the properties located in zone 1 of this program.
 - At the end of August 2020 there were, 1,191 rental inspections, 1,120 rental re-checks, 1,523 abatements, 705 sales inspections and 316 complaints for a total of 3,332 inspections performed.
 - The department transitioned to tablets and handheld devices for all of the housing inspectors.
 - Increase the number of housing inspectors and support staff to implement the adoption of the new rental program.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|----------------------------|-------------------------------|----------------|----------------|----------------|------------------------|----------------|-----------------------|----------------|-----------------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | | Actual & Estimated | | Final Budget | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS | Senior Housing Inspector | 1 | - | - | - | - | - | - | - | - | - |
| TAMS | Housing Inspector | 1 | 2 | 2 | 2 | 4 | 269,147 | 4 | 269,147 | 4 | 272,735 |
| TAMS | Res. Rental Housing Spec. | - | - | - | - | 1 | 55,136 | 1 | 55,136 | 1 | 58,938 |
| Total Positions | | 2 | 2 | 2 | 2 | 5 | 324,283 | 5 | 324,283 | 5 | 331,673 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 139,159 | 123,072 | 137,329 | 142,888 | 323,783 | | 323,783 | | 330,973 | |
| 40002 | LONGEVITY | 1,805 | 190 | 285 | 400 | 500 | | 500 | | 700 | |
| 40003 | OVERTIME | - | - | 2,646 | - | - | | - | | - | |
| 40004 | TEMPORARY HELP | 134,628 | 128,527 | 142,000 | 142,272 | 151,255 | | 105,000 | | 154,282 | |
| Personnel | | 275,592 | 251,789 | 282,260 | 285,560 | 475,538 | | 429,283 | | 485,955 | |
| 41013 | OFFICE EXPENSE | 621 | 14 | 532 | 616 | 1,000 | | 500 | | 1,000 | |
| 41014 | OPERATING SUPPLIES | 765 | 1,123 | 3,110 | 5,226 | 4,000 | | 2,400 | | 4,000 | |
| 41016 | UNIFORMS/SAFETY SHOES | 494 | 245 | 470 | 450 | 910 | | 700 | | 910 | |
| 41023 | GASOLINE | 1,615 | 1,582 | 2,876 | 2,490 | 5,000 | | 2,000 | | 5,000 | |
| Materials & Supplies | | 3,495 | 2,964 | 6,988 | 8,782 | 10,910 | | 5,600 | | 10,910 | |
| 42032 | TRAINING/CONT. EDUCATION | 180 | 713 | 886 | 790 | 4,000 | | 1,500 | | 4,000 | |
| 42047 | DEPARTMENT CONTRACTS | - | - | 375 | 125 | 8,500 | | 8,000 | | 8,500 | |
| 42060 | OTHER EXPENSES | 25 | 672 | 1,120 | 13,583 | 1,600 | | 1,000 | | 1,900 | |
| Purchased Services | | 205 | 1,385 | 2,381 | 14,498 | 14,100 | | 10,500 | | 14,400 | |
| 43099 | EQUIPMENT | 6,575 | 6,267 | 6,267 | - | 16,000 | | 16,000 | | 16,000 | |
| Equipment | | 6,575 | 6,267 | 6,267 | - | 16,000 | | 16,000 | | 16,000 | |
| Total | HOUSING INSPECTIONS | 285,867 | 262,405 | 297,896 | 308,840 | 516,548 | | 461,383 | | 527,265 | |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| 40004 | 154,282 | TEMPORARY HELP 37,932 - RENTAL PROJECT MANAGER 58,175 - HOUSING INSPECTOR 58,175 - HOUSING INSPECTOR |
| 41013 | 1,000 | OFFICE EXPENSE 1,000 - OFFICE SUPPLIES |
| 41014 | 4,000 | OPERATING SUPPLIES 4,000 - MISCELLANEOUS EQUIPMENT |
| 41016 | 910 | UNIFORMS/SAFETY SHOES 910 - SAFETY SHOES 7 @ 130.00 PER PAIR |
| 41023 | 5,000 | GASOLINE 5,000 - FUEL CONSUMPTION FOR BUREAU OF HOUSING INSPECTION VEHICLES |
| 42032 | 4,000 | TRAINING/CONTINUING ED. 4,000 - PROPERTY MAINTENANCE CODE SEMINARS |
| 42047 | 8,500 | DEPARTMENT CONTRACTS 900 - STENOGRAPHER FOR BLIGHTED PROPERTY REVIEW 7,600 - INSPECTION SOFTWARE |
| 42060 | 1,900 | OTHER EXPENSES 500 - MILEAGE/TRAVEL EXPENSES 300 - FUEL LICENSE FORMS 1,100 - FUEL LICENSE STICKERS |
| 43099 | 16,000 | EQUIPMENT 16,000 - 2 VEHICLE LEASES AT \$8,000 EACH. YEAR 2 OF 3 |

**PUBLIC
WORKS**

ADMINISTRATION

ENGINEERING

STREETS

**MECHANICAL
MAINTENANCE**

**URBAN
FORESTRY**

**ELECTRICAL
MAINTENANCE**

**TRAFFIC
MAINTENANCE**

FACILITIES

**GROUNDS
MAINTENANCE**

RECREATION

BUREAU DETAIL

Bureau: Administration

No: 0501

Department: Public Works

No: 0050

Bureau Description:

This bureau provides for the overall administration of department activities and provides guidance to bureau managers in the management of their respective areas. The bureau administers a variety of annual programs that affect the health, convenience, and comfort of City residents and the community, including engineering, the maintenance and repair of all City streets, bridges, facilities, 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 continually 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.
- Complete the development of the new Storm Water Program.
- Complete the development of the Climate Action Plan to reduce greenhouse gas emissions city wide.
- Complete the oversight of the replacement of the City's Rodgers Street Maintenance Facility.
- Implement a new fleet management and maintenance program to track parts, inventory, fuel usage, and maintenance scheduling. Also install and implement a comprehensive telematics GPS system for more efficient tracking of city vehicles and immediate notification of engine or drive train faults and efficient monitoring of operations.

Prior Years Achievements:

- Due to the significant impacts of COVID-19 and the restrictions of patrons within businesses, Public Works assisted local establishments by setting up parklets, creating temporary street closures, and by closing off parking areas for the businesses to expand. Public Works built, created and permitted many decorative planters used for these closures and outdoor dining in both the North and Southside business districts.
 - Made significant improvements/upgrades to city facilities; replaced two cooling towers at City Hall, replaced fan coils in the Public Safety building, replaced a boiler at the golf course club house, replaced two mini-split HVAC units in the police area, and replaced constant temp hot water pumps at City Hall.
 - Replaced an old inefficient chiller at City Hall with a cutting edge high efficiency smart chiller that will reduce energy costs and usage by 50%.
 - Continued to improve the productivity, and efficiencies of various field operations such as snow plowing, street sweeping, storm sewer maintenance, leaf collection, and Christmas lighting decorations. Completed and updated (on a as needed basis) basic services operation plans (street sweeping, snow operations, storm sewer maintenance, and leaf collection plans) utilizing the AVL system to better monitor, track, and improve efficiency in providing said basic services.
 - Implemented and maintain a road management program for the resurfacing and maintenance 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.
 - 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.
 - Completed upgrade of all non-decorative street lights (over 5000) to LEDs.
 - As a result of COVID-19 we developed a comprehensive cleaning and disinfecting program which includes documentation of all cleaning efforts.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0501 ADMINISTRATION

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|---------------------------|-------------------------------|----------------|----------------|----------------|------------------------|----------------|-----------------------|----------------|-----------------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | | Actual & Estimated | | Final Budget | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| NC | Dir Pub Wks/City Engineer | 1 | 1 | 1 | 1 | 1 | 111,639 | 1 | 111,639 | 1 | 113,872 |
| TAMS | Dept Business Manager | 1 | 1 | 1 | 1 | 1 | 83,276 | 1 | 83,276 | 1 | 81,391 |
| TAMS | Administrative Assistant | 1 | 1 | 1 | 1 | 1 | 49,344 | 1 | 49,344 | 1 | 52,816 |
| Total Positions | | 3 | 3 | 3 | 3 | 3 | 244,259 | 3 | 244,259 | 3 | 248,079 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 230,095 | 224,873 | 216,553 | 232,753 | 242,059 | | 242,059 | | 245,879 | |
| 40002 | LONGEVITY | 2,660 | 2,850 | 2,945 | 2,200 | 2,200 | | 2,200 | | 2,200 | |
| Personnel | | 232,755 | 227,723 | 219,498 | 234,953 | 244,259 | | 244,259 | | 248,079 | |
| 41013 | OFFICE EXPENSE | 609 | 329 | 103 | 263 | 500 | | 300 | | 500 | |
| 41023 | GASOLINE | 442 | 649 | 515 | 374 | 755 | | 450 | | 720 | |
| Materials & Supplies | | 1,051 | 978 | 618 | 637 | 1,255 | | 750 | | 1,220 | |
| 42032 | TRAINING/CONT. EDUCATION | 538 | 933 | 279 | 768 | 1,250 | | 750 | | 1,250 | |
| 42060 | OTHER EXPENSES | 426 | 529 | 195 | 643 | 550 | | 400 | | 550 | |
| Purchased Services | | 964 | 1,462 | 474 | 1,411 | 1,800 | | 1,150 | | 1,800 | |
| Total | ADMINISTRATION | 234,770 | 230,163 | 220,590 | 237,001 | 247,314 | | 246,159 | | 251,099 | |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 41013 | 500 | OFFICE EXPENSE 500 - SUPPLIES (FOR STAFF MEETINGS, RECORD KEEPING, ETC.) THAT ARE NOT NORMALLY STOCKED IN PURCHASING. |
| 41023 | 720 | GASOLINE 720 - FOR DIRECTOR'S VEHICLE TO RESPOND TO CITY BUSINESS 24/7 INCLUDING SNOW PLOWING OPERATIONS. BASED ON PAST ACTUAL USAGE OF 365 GALLONS @ \$1.97 PER GALLON. |
| 42032 | 1,250 | TRAINING/CONTINUING ED. 1,250 - THIS ACCOUNT IS UTILIZED FOR CONTINUING PROFESSIONAL EDUCATION FOR THE DIRECTOR/CITY ENGINEER TO MAINTAIN PROFESSIONAL ENGINEERING LICENSURE PER THE STATE OF PENNSYLVANIA REQUIREMENTS AND CITY ORDINANCE. THIS ACCOUNT IS ALSO TO BE USED BY THE DIRECTOR AND STAFF TO ATTEND CONFERENCES AND SEMINARS SUCH AS LATEST SNOW/ICE REMOVAL TECHNIQUES, CONSTRUCTION MEANS AND METHODS, MANAGEMENT SYSTEMS, ROAD SCHOLAR SEMINARS, WINTER SYMPOSIUM, PA LEAGUE OF CITIES AND MUNICIPALITIES ANNUAL CONVENTION, ETC. MAY COVER ONLY ONE, POSSIBLY TWO SEMINARS DEPENDING ON LOCATION AND COST. COVID-19 RESULTED IN CANCELLATION OF SEMINARS AND HENCE REDUCED EXPENDITURES IN 2020. |
| 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, facilities improvements, 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.
 - Implementation of the Stormwater Program including addition of new staff members, design/management of stormwater capital projects, implementation of the Pollutant Reduction Plan, annual Stormwater MS-4 permitting, stormwater facility inspections, and other related tasks.
 - Complete Climate Action Plan to reduce Greenhouse Gas Emissions City wide.
 - Sidewalk, ADA ramp, and crosswalk improvements on southside streets including Polk, Pierce, Fillmore, and Buchanan. The South Bethlehem Connections project is funded through a Multimodal grant.
 - Construction of improvements to New Street from Third Street to East Morton Street.
 - Storm Sewer improvements at East Boulevard from Boyd Street to Landsdale Avenue.
 - Storm Sewer improvements at West Goepp Street from Masslich Street to New Street.
 - Demolition and replacement of the City's Rodgers Street Maintenance Facility. The existing 1950 quonset huts will be replaced with a modern pole building suited to the City's needs.
 - Construction of a trail connection and amenities from the South Bethlehem Greenway to the Saucon Park Ballfields.
 - Structural and roadway repairs to the South Main Street Bridge over the Monocacy Creek.
 - Replacement of the gasoline and diesel Underground Storage Tanks (UST) at the Municipal Service Center.
 - Sanitary Sewer replacement at Broadway and Brodhead Road from Third Street to Five Points partially funded by an H2O grant.
-

Prior Year Achievements:

- Completed the design and/or construction or oversight of design and construction of several water distribution projects, which included Red Fern Lane, Mud Lane, and Drexel Heights.
 - Completed design and construction of Storage Tank replacement at the Water Filtration Plant and Intake Screen Replacement at Wild Creek.
 - Completed design and construction of the sanitary sewer replacement at Pierce Street.
 - Completed review of numerous site development plans including Westgate Mall Improvements, LVIP 7, Easton Road, CCB Development, Wind Creek Hotel Expansion, 3rd & Polk Parking Garage, and HOP plans.
 - Ongoing NPDES Phase II stormwater permitting efforts including annual reports to PA DEP.
 - Completed Pollutant Reduction Plan, which is integral to the proposed Stormwater Program, and submitted to PA DEP.
 - Completed design and permitting of South Bethlehem Greenway Connection to Saucon Park Ballfields (Phase V).
 - Completed construction of traffic signals at Linden and Elizabeth Sts. and Broad and Elizabeth Sts.
 - Completed construction of the new Memorial Pool.
 - Working on a Climate Action Plan to reduce Greenhouse Gas Emissions Citywide.
 - Completed design, bidding, and construction of improvements to the road and sidewalk at Carlton Avenue.
 - Completed design, bidding, and construction of improvements to the former Water Control Room in the City Center Garage for use as a kennel for stray dogs.
 - Currently designing a Stormwater Pollution and Flood Prevention Program (Stormwater Program) anticipated to be effective January 1, 2021.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0502 ENGINEERING

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|---------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|-----------------|
| | | 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 |
| NC | Dep Director/Chief Eng | 1 | 1 | 1 | 1 | 1 | 102,944 | 1 | 102,944 | 1 | 105,003 |
| TAMS | Section Engineer | 1 | 1 | 1 | 1 | 1 | 84,231 | 1 | 84,231 | 1 | 86,780 |
| TAMS | Project Engineer | 2 | 2 | 2 | 2 | 2 | 163,352 | 2 | 163,352 | 2 | 166,695 |
| TAMS | Design Asst-Chief of Surv | 1 | 1 | 1 | 1 | 1 | 72,171 | 1 | 72,171 | 1 | 73,570 |
| TAMS | Design Assistant | 2 | 2 | 2 | 2 | 2 | 143,242 | 2 | 143,242 | 2 | 133,754 |
| TAMS | Engineering Assistant | 5 | 5 | 5 | 5 | 5 | 326,440 | 5 | 326,440 | 5 | 339,178 |
| Total Positions | | 12 | 12 | 12 | 12 | 12 | 892,380 | 12 | 892,380 | 12 | 904,980 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 829,867 | 825,378 | 832,573 | 829,451 | | 883,480 | | 883,480 | | 897,680 |
| 40002 | LONGEVITY | 7,980 | 8,645 | 9,405 | 10,500 | | 8,900 | | 8,900 | | 7,300 |
| 40003 | OVERTIME | 12,312 | 9,265 | 6,866 | 3,928 | | 10,000 | | 5,000 | | 10,000 |
| 40004 | TEMPORARY HELP | - | - | - | - | | 1 | | - | | 1 |
| Personnel | | 850,159 | 843,288 | 848,844 | 843,879 | | 902,381 | | 897,380 | | 914,981 |
| 41014 | OPERATING SUPPLIES | 3,440 | 3,473 | 2,962 | 4,686 | | 4,800 | | 4,000 | | 4,800 |
| 41016 | UNIFORMS/SAFETY SHOES | 2,094 | 1,454 | 2,133 | 1,446 | | 2,440 | | 2,200 | | 1,585 |
| 41023 | GASOLINE | 5,972 | 7,200 | 9,200 | 8,067 | | 8,342 | | 6,750 | | 9,303 |
| Materials & Supplies | | 11,506 | 12,127 | 14,295 | 14,199 | | 15,582 | | 12,950 | | 15,688 |
| 42032 | TRAINING/CONT. EDUCATION | 73 | 126 | 83 | 118 | | 250 | | 150 | | 250 |
| 42047 | DEPARTMENT CONTRACTS | 9,113 | 74,083 | 2,500 | 21,053 | | 20,000 | | 18,000 | | 20,000 |
| 42060 | OTHER EXPENSES | 5,504 | 10,492 | 8,042 | 12,470 | | 11,800 | | 11,000 | | 12,000 |
| 42064 | EQUIPMENT MAINTENANCE | 1,155 | 1,155 | 1,225 | 1,649 | | 3,100 | | 2,000 | | 3,100 |
| Purchased Services | | 15,845 | 85,856 | 11,850 | 35,290 | | 35,150 | | 31,150 | | 35,350 |
| 43099 | EQUIPMENT | 7,547 | 14,447 | 16,761 | 16,436 | | 21,330 | | 20,000 | | 22,200 |
| Equipment | | 7,547 | 14,447 | 16,761 | 16,436 | | 21,330 | | 20,000 | | 22,200 |
| Total | ENGINEERING | 885,057 | 955,718 | 891,750 | 909,804 | | 974,443 | | 961,480 | | 988,219 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 40003 | 10,000 | OVERTIME 10,000 - BASED ON ANTICIPATED CONSTRUCTION ACTIVITY IN 2021. MOSTLY TO COVER CONSTRUCTION INSPECTION SERVICES AND WARRANTS OF SURVEY DURING PEAK CONSTRUCTION SEASON. CONSTRUCTION SERVICES ARE FOR BOTH CITY PROJECTS AS WELL AS PRIVATE DEVELOPMENTS FOR WHICH SERVICES ARE PAID BY DEVELOPERS INTO OUR GENERAL FUND. WE ANTICIPATE OVERTIME FOR SEVERAL LARGE PROJECTS IN 2021 (LVIP 7, LEHIGH UNIVERSITY FACILITIES, GOLF COURSE IMPROVEMENTS, RODGERS ST. FACILITY REPLACEMENT, CITY CENTER GARAGE, FLOOR IMPROVEMENTS, ETC.). WE CONTINUALLY TRY TO LIMIT OVERTIME USAGE IN ENGINEERING TO THE EXTENT POSSIBLE AND THIS WAS EVEN MORE THE CASE IN 2020 DUE TO COVID-19 RESTRICTIONS. |
| 40004 | 1 | TEMPORARY HELP 1 - 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 SECURE UNPAID INTERNS IN THE PAST. |
| 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 | 1,585 | UNIFORMS/SAFETY SHOES 1,585 - FIVE (5) T-SHIRTS/TWO (2) SWEATSHIRTS TO BE PURCHASED FOR SURVEYORS AND INSPECTORS. ONLY FIELD EMPLOYEES ARE ELIGIBLE FOR SAFETY SHOES IN 2021. |
| 41023 | 9,303 | GASOLINE 9,303 - BASED ON ANNUAL USAGE OF 4,722 GALLONS (10 VEHICLES) AT \$1.97 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. WILL ALSO UTILIZE FUNDING FROM ADMIN SIMILAR ACCOUNT IF AVAILABLE. |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 42047 | 20,000 | DEPARTMENT CONTRACTS |
| | 5,000 | - LINE ITEM FOR UNEXPECTED OUTSIDE CONSULTING AND ENGINEERING WORK DURING THE YEAR. INCLUDES TRAFFIC STUDIES AND IN-HOUSE DESIGN SUPPORT TO ADDRESS ISSUES, UPGRADE OF SIGNALIZED INTERSECTIONS OR NEW INTERSECTIONS, OR IN RESPONSE TO SUBMITTALS OF LAND DEVELOPMENT PLANS. ALSO, ALL EFFORTS TOWARDS PHASE II NPDES STORM WATER PERMITTING SUCH AS ENGINEERING, CATCH BASIN CLEANOUT & REPAIR, TESTING EQUIPMENT (E.G. PUBLIC EVENTS AND GOOD HOUSEKEEPING, ETC.), INCLUDING A \$500 ANNUAL FEE AND TREE TRIMMING NEEDED IN ADVANCE OF OUR OVERLAY PROGRAM. |
| | 15,000 | - FOR REPLACEMENT OF DEFICIENT SIDEWALKS THAT PROPERTY OWNERS DO NOT REPLACE (EVENTUAL REIMBURSEMENT TO THE CITY IS ANTICIPATED). THIS FUNDING LEVEL CURRENTLY ADDRESSES 2 OR 3 PROPERTIES AGAINST A CURRENT DATA-BASE BACKLOG OF 50 TO 60 PROPERTIES. |
| 42060 | 12,000 | OTHER EXPENSES |
| | 300 | - PAINT FOR SURVEY CREW. |
| | 200 | - BATTERIES AND HAND CALCULATORS. |
| | 1,000 | - MISCELLANEOUS FIELD AND OFFICE SUPPLIES. |
| | 350 | - STATIONERY SPECIALTY ITEMS. |
| | 150 | - FIRST AID SUPPLIES INCLUDING POISON IVY IMMUNIZATIONS, SAFETY BULLETINS, ETC. |
| | 6,000 | - AUTOCAD UPGRADES. |
| | 4,000 | - VERIZON CHARGE FOR DATA PACKAGES FOR TABLETS USED FOR FIELD INSPECTIONS AND GIS UPDATES. |
| 42064 | 3,100 | EQUIPMENT MAINTENANCE |
| | 3,100 | - ANNUAL ADJUSTMENT & ACCURACY CHECK FOR TWO (2) EDMS. SERVICE FOR DESK TOP COPIER, PLOTTER, AND LARGE FORMAT PRINTER/SCANNER INCLUDING ANNUAL CONTRACTS. |
| 43099 | 22,200 | EQUIPMENT |
| | 11,000 | - 2ND YR. OF A 3 YR LEASE FOR A 2020 FORD EXPLORER. |
| | 11,200 | - NEW PLAN PLOTTER FOR ENGINEERING BUREAU USE. THE CURRENT PLOTTER IS APPROXIMATELY 9 YEARS OLD AND IS OUT OF SERVICE FREQUENTLY. |

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 basic 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 upgraded vehicle tracking system. Complete/update the Leaf Collection, Street Sweeping, Storm Sewer Maintenance, and Snow Operations Plans to improve accountability, procedures, and efficiencies.
- With a new street cleaning program in place (Street Sweeping Plan), we will be able to maintain city streets in a more efficient and more frequent manner.
- Manage vegetation growth along city roadways.
- Maintain both business districts streetscapes to assist business owners and promote our downtowns.
- Improve paving and patching programs to maintain and extend the life of City roadways.
- Continue to increase in-house paving output through efficiency and quality improvements.

Prior Year Achievements:

- Constructed and placed flower planter boxes throughout the city as part of the COVID-19 outdoor dining plan to assist downtown businesses.
 - 2020 In-House Paving Program-placed 8,764 tons of macadam and paved 23,135 feet of roadway, which equates to 4.38 road miles/13.14 lane miles.
 - 2019 Road Maintenance Repairs-placed 2,407 tons of macadam, 24,839 feet scratched, which equates to 2.5 road miles/4.7 lane miles.
 - Minimal Road Maintenance was done due to COVID-19 as there was not enough manpower to run operations.
 - Added a 2nd truck mount leaf loader to improve leaf collection operation.
 - Installed two (2) – 5,000 gallon holding tanks for de-icing additives and rebuilt brine maker.
 - Installed new pole barn over brine tanks to prevent freezing during the winter and hence improve winter operations.
 - 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 45,000 cubic yards of leaves during the 2019 leaf collection operation.
 - Maintained storm sewers – cleaning and flushing of over 350 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.
 - 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.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0503 STREETS

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|---------------------------|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|------------------|-----------|------------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS | Superintendent of Streets | 1 | 1 | 1 | 1 | 1 | 100,003 | 1 | 100,003 | 1 | 102,073 |
| TAMS | Streets Supervisor | 2 | 2 | 2 | 2 | 2 | 141,976 | 2 | 141,976 | 2 | 151,795 |
| SEIU | Maintenance Worker III | 9 | 9 | 9 | 9 | 9 | 559,734 | 9 | 559,734 | 9 | 571,350 |
| SEIU | Maintenance Worker II | 13 | 13 | 13 | 13 | 13 | 658,459 | 13 | 658,459 | 13 | 691,615 |
| SEIU | Maintenance Worker I | 2 | 2 | 2 | 2 | 2 | 75,571 | 2 | 75,571 | 2 | 76,357 |
| Total Positions | | 27 | 27 | 27 | 27 | 27 | 1,535,743 | 27 | 1,535,743 | 27 | 1,593,190 |
| Allocated to 005A | | | | | | | (400,000) | | (400,000) | | (400,000) |
| Allocated to 012A | | | | | | | (155,231) | | (155,231) | | (391,342) |
| | | | | | | | <u>980,512</u> | | <u>980,512</u> | | <u>801,848</u> |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 1,034,500 | 929,595 | 991,081 | 1,012,636 | | 965,512 | | 965,512 | | 785,748 |
| 40002 | LONGEVITY | 24,245 | 22,420 | 18,145 | 16,100 | | 15,000 | | 15,000 | | 16,100 |
| 40003 | OVERTIME | 73,364 | 74,462 | 73,592 | 79,929 | | 85,000 | | 75,000 | | 85,000 |
| 40004 | TEMPORARY HELP | 11,767 | 5,617 | 5,484 | 20,383 | | 26,400 | | 5,000 | | 26,400 |
| 40006 | DIFFERENTIAL PAY | 2,203 | 3,629 | 3,612 | 3,556 | | 4,200 | | 4,000 | | 4,200 |
| 40008 | MEAL REIMBURSEMENT | 4,407 | 4,043 | 4,498 | 4,069 | | 6,000 | | 3,500 | | 6,000 |
| Personnel | | 1,150,486 | 1,039,766 | 1,096,412 | 1,136,673 | | 1,102,112 | | 1,068,012 | | 923,448 |
| 41014 | OPERATING SUPPLIES | 51,677 | 14,955 | 13,643 | 10,289 | | 17,000 | | 12,500 | | 17,000 |
| 41016 | UNIFORMS/SAFETY SHOES | 6,324 | 4,924 | 7,992 | 6,113 | | 8,015 | | 6,500 | | 8,015 |
| 41023 | GASOLINE | 51,327 | 60,301 | 76,304 | 86,004 | | 86,133 | | 68,000 | | 87,328 |
| Materials & Supplies | | 109,328 | 80,180 | 97,939 | 102,406 | | 111,148 | | 87,000 | | 112,343 |
| 42031 | UNIFORM RENTAL | 962 | 835 | - | - | | - | | - | | - |
| 42033 | TRAINING AND SAFETY | 2,252 | 3,189 | 3,296 | 6,679 | | 3,850 | | 3,000 | | 3,580 |
| 42047 | DEPARTMENT CONTRACTS | 23,855 | 12,945 | 26,799 | 20,173 | | 25,800 | | 22,000 | | 30,000 |
| 42060 | OTHER EXPENSES | 5,765 | 5,604 | 5,443 | 4,518 | | 6,080 | | 4,500 | | 6,080 |
| 42060A | BUSINESS DIST STREETScape | 10,028 | 9,506 | 16,081 | 5,548 | | 10,000 | | 7,500 | | 10,000 |
| 42064 | EQUIPMENT MAINTENANCE | 324 | 994 | 995 | 310 | | 1,000 | | 350 | | 1,000 |
| Purchased Services | | 43,186 | 33,073 | 52,614 | 37,228 | | 46,730 | | 37,350 | | 50,660 |
| 43099 | EQUIPMENT | 36,934 | 16,576 | - | 187,376 | | 10,400 | | 10,400 | | 6,300 |
| Equipment | | 36,934 | 16,576 | - | 187,376 | | 10,400 | | 10,400 | | 6,300 |
| Total | STREETS | 1,339,934 | 1,169,595 | 1,246,965 | 1,463,683 | | 1,270,390 | | 1,202,762 | | 1,092,751 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 40003 | 85,000 | OVERTIME 85,000 - ACCOUNT IS USED FOR STAND BY & EMERGENCY CALLOUTS, MUSIKFEST PREPARATION & CLEAN UP, CELTIC CLASSIC PREPARATION & CLEAN-UP, SUMMER STORM RESPONSE & CLEAN UP, LEAF COLLECTION & OTHER EVENTS. THIS ACCOUNT IS ALSO USED FOR CLEANING STORM DRAINS ON THE HILL-TO-HILL BRIDGE ON THE WEEKEND WHICH IS REIMBURSED BY THE COUNTIES. SIGNIFICANT OVERTIME WAS USED IN 2020 TO BUILD AND SET-UP PLANTERS FOR OUTDOOR DINING. |
| 40004 | 26,400 | TEMPORARY HELP 26,400 - AMOUNT IS BASED ON \$11.00 PER HOUR FOR FIVE (5) EMPLOYEES FOR 12 WEEKS OF WORK. THE SUMMER HELP IS USED TO AUGMENT OUR PAVING ACTIVITIES, CLEAN-UP ACTIVITIES, VEGETATION CONTROL, ERECT STREET SIGNS, AND TO PAINT SIGN POLES. SUMMER HELP HAS BECOME CRITICAL TO OUR IN-HOUSE PAVING AND THESE PERSONEL ARE NEEDED FOR UNSKILLED LABOR ON THE PAVING CREW. DUE TO COVID-19 NO TEMPORARY HELP WAS USED IN 2020. |
| 40006 | 4,200 | DIFFERENTIAL PAY 4,200 - ACCOUNT COVERS MIDDLE SHIFT AND NIGHT SHIFT EMPLOYEES FOR 2021. 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. THIS LINE ITEM WAS NOT USED SIGNIFICANTLY IN 2020 PRIMARILY DUE TO MILD WINTER. |
| 41014 | 17,000 | OPERATING SUPPLIES 17,000 - 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. |
| 41016 | 8,015 | UNIFORMS/SAFETY SHOES 8,015 - REQUIRED BY UNION AGREEMENT. NEEDED TO COVER COST OF SHOES AND UNIFORMS FOR 2021. THIS AMOUNT WILL COVER 27 EMPLOYEES FOR UNIFORMS AND WORK SHOES. PURCHASING IS GIVING EMPLOYEES A CHOICE OF SHIRTS WHICH MAY ESCALATE COSTS. |
| 41023 | 87,328 | GASOLINE 87,328 - TO OPERATE STREET'S VEHICLES AND HEAVY EQUIPMENT. APPROXIMATELY 35,257 GALLONS OF DIESEL AT \$2.05 PER GALLON (\$72,277) AND 7,640 GALLONS OF REGULAR/PREMIUM GASOLINE AT \$1.97 PER GALLON (\$15,051). COVID-19 SLIGHTLY REDUCED USE OF GASOLINE IN THIS BUREAU IN 2020. |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 42033 | 3,580 | TRAINING AND SAFETY 3,000 - SAFETY GLASSES, GLOVES, RESPIRATORS, GOGGLES, RAIN GEAR, HARD HATS, CONES, SIGNS, BARRICADES, ETC. WOOD FOR BARRICADES AND SAFETY SIGNS. 180 - CPR CLASSES FOR TEN (10) EMPLOYEES AT \$18/PERSON. 400 - PESTICIDE LICENSE FOR TWO (2) EMPLOYEES TO TREAT IN THE PUBLIC RIGHT OF WAY. |
| 42047 | 30,000 | DEPARTMENT CONTRACTS 20,000 - ESTIMATED MUNICIPAL WASTE 322 TONS AT \$62.11 PER TON. CLEAN FILL DISPOSAL FROM STREET EXCAVATIONS AND RECYCLED SWEEPER DIRT. WE WILL CONTINUE NOT UTILIZING THE LANDFILL AS MUCH AS POSSIBLE BY USING OTHER SITES IF SUITABLE. 10,000 - 50% OF CONTRACTED CLEANING COSTS FOR THE STEFKO COMPLEX. INCREASE DUE TO COVID-19 AND ADDITIONAL CLEANING. |
| 42060 | 6,080 | OTHER EXPENSES 2,500 - OFFICE SUPPLIES, UNEXPECTED EXPENSES, TRAVEL EXPENSES. 2,400 - VERIZON AIR CARD EXPENSES FOR USE TO ACCESS AVL SYSTEM. 700 - DEP WASTE HAULING PERMITS. 480 - CDL REIMBURSEMENT. |
| 42060A | 10,000 | BUSINESS DIST STREETScape 10,000 - THIS ACCOUNT WILL COVER COST OF REPAIRS, MAINTENANCE, OR REPLACEMENT OF BENCHES, FLOWER URNS, BOLLARDS, TREE TRIMMING, SLATES, ETC. FOR SIDEWALK REPLACEMENT/REPAIR AND ANY OTHER EXPENSES THAT ARE NEEDED TO ASSIST PROPERTY OWNERS TO MAINTAIN THE BUSINESS DISTRICT'S STREETScape IN THE CITY OF BETHLEHEM. |
| 42064 | 1,000 | EQUIPMENT MAINTENANCE 1,000 - SMALL TOOL PARTS AND REPAIRS SUCH AS CHAIN SAWS, JACK-HAMMERS, AIR TOOLS, TAMPERS, WEED WACKERS ETC. |
| 43099 | 6,300 | EQUIPMENT 3,500 - ONE (1) MOBILE UNIT FOR NEW GMC TRUCK. 2,800 - ONE (1) MOBILE RADIO FOR NEW VAC TRUCK LISTED IN THE LIQUID FUELS BUDGET. |

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:

- Maintain and update the citywide Urban Forestry tree inventory GIS database to track and manage this asset that was completed by ArborPro Inc. in 2020.
- 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, and landscape plan reviews.
- Advise and assist interested citizens in the formation of a tree board or commission.
- Northside 2027 Phase II, this project will consist of creating tree wells and planting trees in Northside 2027 territory.
- Update the exam in the City of Bethlehem's Arborist Exam.

Prior Year Achievements:

- ArborPro Inc. was contracted to create a citywide street tree inventory by collecting data concerning the location, size, and condition of street trees throughout the City to create a tree inventory and report which will detail the health and maintenance needs, removal requirements, and areas for tree plantings, as well as the carbon sequester rates and capabilities of such trees. This database will also be used for efficient code enforcement.
- Fulfilled the requirements to maintain, for the 27th year, Bethlehem's Tree City USA status. Also qualified for a Tree City USA Growth Award for the 12th 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.
- Received Tree Vitalize Tree Tenders and Spotted Lantern Fly Training Certificates.
- Completed CEU's to maintain ISA arborist certification and PA Pesticide Applicator certification.
- Worked with the PA Department of Agriculture and the USDA to discuss preventative measures to help control the Spotted Lanternfly.
- Worked with contractors on herbicide applications to the levee area and the Bethlehem Star.
- Pruning of trees for street overlay and street cleaning programs.
- Northside 2027 phase I, this project consisted of removing dead and declining trees, grinding existing tree stumps, and replacement of trees in the Northside 2027 territory.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 050301 URBAN FORESTRY

| | | 2016 | 2017 | 2018 | 2019 | 2020 | 2020 | 2021 | |
|-------------------------|---------------------------------|--------------------------------------|-----------------|----------|-----------------|------------------------|-----------------------|-----------------|-----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Final Budget | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries |
| | | # | Salaries | # | Salaries | # | Salaries | # | Salaries |
| | TAMS Forester | 1 | 1 | 1 | 1 | 1 | 66,438 | 1 | 66,438 |
| | Total Positions | 1 | 1 | 1 | 1 | 1 | 66,438 | 1 | 66,438 |
| Account Detail | | | | | | | | | |
| | 40001 SALARIES | 71,929 | 71,343 | 72,770 | 69,072 | 66,438 | 66,438 | | 74,563 |
| | 40002 LONGEVITY | 475 | 570 | 665 | 800 | - | - | | - |
| | 40004 TEMPORARY HELP | 2,614 | 2,320 | - | - | 4,180 | 4,180 | | 4,180 |
| | Personnel | 75,018 | 74,233 | 73,435 | 69,872 | 70,618 | 70,618 | | 78,743 |
| | 41014 OPERATING SUPPLIES | 1,603 | 1,084 | 1,010 | 829 | 1,900 | 1,000 | | 1,900 |
| | 41016 UNIFORMS/SAFETY SHOES | - | - | - | - | - | - | | 130 |
| | 41023 GASOLINE | - | - | - | - | 753 | 500 | | 729 |
| | Materials & Supplies | 1,603 | 1,084 | 1,010 | 829 | 2,653 | 1,500 | | 2,759 |
| | 42047 DEPARTMENT CONTRACTS | 4,850 | 8,000 | 10,000 | 10,850 | 11,000 | 11,000 | | 12,500 |
| | 4204707 NUISANCE ABATEMENTS | 12,695 | 19,303 | 11,761 | 13,775 | 15,000 | 14,000 | | 15,000 |
| | 42060 OTHER EXPENSES | 1,142 | 780 | 1,297 | 748 | 800 | 800 | | 1,300 |
| | Purchased Services | 18,687 | 28,083 | 23,058 | 25,373 | 26,800 | 25,800 | | 28,800 |
| | 43099 EQUIPMENT | - | - | - | - | 7,200 | 7,200 | | 6,450 |
| | Equipment | - | - | - | - | 7,200 | 7,200 | | 6,450 |
| Total | URBAN FORESTRY | 95,308 | 103,400 | 97,503 | 96,074 | 107,271 | 105,118 | | 116,752 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 40004 | 4,180 | TEMPORARY HELP 4,180 - 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, ASSISTING WITH UPDATING URBAN FORESTRY DATABASE, AND OTHER GENERAL OFFICE DUTIES DURING PEAK SEASON FOR VEGETATION MANAGEMENT ISSUES WITHIN THE CITY. DUE TO COVID-19 AND SHUTDOWNS TEMPORARY HELP WAS NOT PURSUED IN 2020. |
| 41014 | 1,900 | OPERATING SUPPLIES 1,900 - SEEDLINGS, EDUCATIONAL MATERIALS FOR ARBOR DAY, SMALL TOOLS, TREE INVENTORY SUPPLIES, URBAN FORESTRY BROCHURES, ETC. DUE TO BUDGET CONSTRAINTS, PURCHASES HAVE BEEN KEPT TO A MINIMUM. DUE TO COVID-19 ARBOR DAY CELEBRATION WAS CANCELLED AND HENCE LOWER EXPENSES IN 2020. |
| 41016 | 130 | UNIFORMS/SAFETY SHOES 130 - SAFETY SHOES FOR VISITING CONSTRUCTION SITE. |
| 41023 | 729 | GASOLINE 729 - 370 GALLONS AT A COST OF \$1.97 PER GALLON. BASED ON ANTICIPATED USAGE BY CITY FORESTER IN 2020. |
| 42047 | 12,500 | DEPARTMENT CONTRACTS 7,500 - PRUNING OF TREES FOR STREET OVERLAY AND STREET CLEANING PROGRAMS. FUNDING IS BASED ON ANTICIPATED NEED. THE SCOPE OF THE PROJECT FLUCTUATES FROM YEAR TO YEAR. FUNDING OF \$6,000 WAS INSUFFICIENT BASED ON OVERLAY NEEDS IN 2020. 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. |
| 4204707 | 15,000 | NUISANCE ABATEMENTS 15,000 - NUISANCE ABATEMENT PRUNING AND REMOVAL OF HAZARDOUS TREES AND STUMPS PER ARTICLE 910 OF CODIFIED CITY ORDINANCES. FUNDS SPENT UNDER THIS ACTIVITY ARE TYPICALLY EVENTUALLY PAID BACK TO THE CITY BY THE RESPONSIBLE ABUTTING PROPERTY OWNER. THIS ACCOUNT IS USED TO REPLACE TREES WHEN HOMEOWNERS HAVE 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 RECOVER- |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| | | ABLE PER THE NEW ORDINANCE. THIS WORK IS TYPICALLY SCHEDULED FOR THE FALL PLANTING SEASON (OCTOBER, NOVEMBER, AND EARLY DECEMBER). CURRENT LIST FOR NUISANCE ABATEMENT HAS OVER 50 PROPERTIES WITH NEGLECTED WORK AND ADDITIONAL PROPERTIES BEING ADDED EVERY YEAR. |
| 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. AGAIN, DUE TO BUDGET CONSTRAINTS, CONTINUING EDUCATION AND SEMINARS HAVE BEEN KEPT TO A MINIMUM. FUNDS IN THIS ACCOUNT WERE USED TO COVER SHORTFALL IN THE GASOLINE ACCOUNT IN 2020. |
| 43099 | 6,450 | EQUIPMENT 6,450 - 2ND YEAR OF A THREE YEAR LEASE FOR A 2020 FORD FUSION. |

BUREAU DETAIL

Bureau: Mechanical Maintenance

No: 0504

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

- Replace underground storage tanks and update fuel dispensing island.
 - Continue to standardize fleet to save on tool purchases, training, and parts inventory.
 - Prolong the life of vehicles and provide the most cost effective service and repairs.
 - Provide for the safe operation of over 400 vehicles and pieces of equipment in the City's fleet.
 - Continue evaluation of the City's fleet and develop a unit replacement schedule to achieve the most effective use and costs of vehicles.
 - Identify and implement innovative ways to conserve fuel, improve maintenance, and reduce environmental impacts.
 - Improve utilization of the City's fleet.
 - Cost effectively acquire new units for the fleet.
 - Continue to evaluate parts and supply vendors and state contracts to assure we are getting the best possible prices.
 - Replace outdated 12 year old GPS system with a comprehensive modern Fleet Telematics/GPS Tracking system from Geo-Tab.
 - Secure annual subscription for Fleet Management and Maintenance Program (Fleetio) used to track parts, inventory, fuel usage, and maintenance scheduling.
-

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.
 - Spec'd and procured 30 new vehicles and equipment to replace aging units.
 - Upgraded fuel monitoring and leak detection system at Municipal Service Center.
 - Planned and in the process of replacing U.S.T.'s at Municipal Service Center.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0504 MECHANICAL MAINTENANCE

| Personnel Detail | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Actual & Estimated | Final Budget | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS Fleet Manager | 1 | 1 | 1 | 1 | 1 | 91,538 | 1 | 91,538 | 1 | 93,324 |
| TAMS Auto Mechanic Supervisor | 1 | 1 | 1 | 1 | 1 | 75,787 | 1 | 75,787 | 1 | 77,259 |
| SEIU Automotive Mechanic | 8 | 8 | 8 | 8 | 8 | 544,074 | 8 | 544,074 | 8 | 558,067 |
| SEIU Account Clerk II | 1 | 1 | 1 | 1 | 1 | 53,609 | 1 | 53,609 | 1 | 54,638 |
| Total Positions | 11 | 11 | 11 | 11 | 11 | 765,008 | 11 | 765,008 | 11 | 783,288 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 701,055 | 658,907 | 710,133 | 723,681 | | 749,208 | | 749,208 | | 766,888 |
| 40002 LONGEVITY | 14,805 | 13,395 | 14,060 | 15,300 | | 15,800 | | 15,800 | | 16,400 |
| 40003 OVERTIME | 30,762 | 23,502 | 25,539 | 26,050 | | 29,400 | | 24,500 | | 29,400 |
| 40004 TEMPORARY HELP | - | 3,534 | - | 7,555 | | 10,300 | | 9,500 | | 11,050 |
| 40006 DIFFERENTIAL PAY | 1,759 | 1,888 | 1,995 | 1,966 | | 2,200 | | 2,200 | | 2,200 |
| 40008 MEAL REIMBURSEMENT | 728 | 533 | 442 | 767 | | 1,000 | | 750 | | 1,000 |
| Personnel | 749,109 | 701,759 | 752,169 | 775,319 | | 807,908 | | 801,958 | | 826,938 |
| 41014 OPERATING SUPPLIES | 1,863 | 21,230 | 10,231 | 2,224 | | 2,800 | | 2,800 | | 2,800 |
| 41016 UNIFORMS/SAFETY SHOES | 1,497 | 1,399 | 1,528 | 1,706 | | 1,750 | | 1,700 | | 1,750 |
| 41017 SMALL TOOLS | 5,390 | 5,636 | 5,675 | 6,235 | | 7,000 | | 5,500 | | 7,000 |
| 41023 GASOLINE | 21,111 | 24,869 | 33,182 | 34,139 | | 37,400 | | 30,000 | | 34,850 |
| 41024 LUBRICANTS | 17,742 | 23,741 | 24,044 | 30,032 | | 30,000 | | 27,500 | | 30,000 |
| Materials & Supplies | 47,603 | 76,875 | 74,660 | 74,336 | | 78,950 | | 67,500 | | 76,400 |
| 42031 UNIFORM RENTAL | 3,971 | 3,524 | 2,737 | 2,549 | | 3,500 | | 2,750 | | 3,500 |
| 42033 TRAINING AND SAFETY | 1,103 | 1,790 | 2,893 | 2,152 | | 3,500 | | 2,250 | | 3,500 |
| 42038 EQUIPMENT REPAIRS - FLEET | 419,215 | 347,216 | 431,371 | 455,096 | | 430,000 | | 420,000 | | 420,000 |
| 42047 DEPARTMENT CONTRACTS | 3,235 | 2,588 | 2,598 | 2,186 | | 2,900 | | 2,500 | | 65,022 |
| 42060 OTHER EXPENSES | 2,707 | 2,913 | 2,352 | 1,776 | | 3,500 | | 2,500 | | 3,500 |
| 42064 EQUIPMENT MAINTENANCE | 7,846 | 10,044 | 11,065 | 15,645 | | 11,400 | | 10,000 | | 11,400 |
| Purchased Services | 438,077 | 368,075 | 453,016 | 479,404 | | 454,800 | | 440,000 | | 506,922 |
| 43099 EQUIPMENT | 23,643 | 32,926 | - | 5,700 | | 29,100 | | 28,500 | | 22,650 |
| Equipment | 23,643 | 32,926 | - | 5,700 | | 29,100 | | 28,500 | | 22,650 |
| Total | MECHANICAL MAINTENANCE | 1,258,432 | 1,179,635 | 1,279,845 | 1,334,759 | 1,370,758 | | 1,337,958 | | 1,432,910 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40003 | 29,400 | OVERTIME 29,400 - CALL OUTS FOR EMERGENCY BREAK DOWNS AND REPAIRS AND TO MEET PEAK DEMANDS. BUDGET ITEM IS NEEDED TO COVER THE NUMBER OF EMERGENCY CALL OUTS FOR VEHICLE ASSISTANCE AND THE NUMBER OF POLICE IMPOUND CALLS. THIS ACCOUNT IS ALSO UTILIZED FOR SUPPORT OF WINTER OPERATIONS FOR EMERGENCY SERVICES WHICH ARE NOT ELIGIBLE TO BE CHARGED TO THE LIQUID FUELS FUND SUCH AS SUPPORT FOR POLICE, FIRE, AND OTHER EMERGENCY SERVICES. THIS ASSUMES AN AVERAGE WINTER AND CALL-OUTS. AMOUNT REFLECTS 3 YEAR AVERAGE AND ANTICIPATED 2021 PAY INCREASE. EXPENDITURE IN 2020 WAS IMPACTED BY MILD WINTER. |
| 40004 | 11,050 | TEMPORARY HELP 11,050 - PART TIME EMPLOYEE FOR FOUR (4) HOURS PER DAY, FIVE (5) DAYS A WEEK TO PROVIDE CLEANING SERVICES TO FLEET VEHICLES. RATE OF \$10.61 PER HOUR FOR FOUR (4) HOURS PER DAY. POSITION WAS VACANT FOR 6 WEEKS IN 2020 DUE TO COVID-19. INCREASE FROM 2020 TO REFLECT ANTICIPATED PAY RAISE. |
| 40006 | 2,200 | DIFFERENTIAL PAY 2,200 - TO COVER MIDDLE SHIFT AND NIGHT SHIFT HOURS WORKED BY THE STAFF DURING EMERGENCIES IN ACCORDANCE WITH THE UNION CONTRACT. MILD WINTER IMPACTED 2020 SPENDING. |
| 40008 | 1,000 | MEAL REIMBURSEMENT 1,000 - REIMBURSEMENT FOR MEALS DURING EXTENDED WORK HOURS IN ACCORDANCE WITH THE UNION CONTRACT. MILD WINTER GREATLY IMPACTED 2020 SPENDING. |
| 41014 | 2,800 | OPERATING SUPPLIES 2,800 - TO PURCHASE FUEL TICKETS FOR OFF-SITE FUELING, BREATHING MASKS, HAND TOWELS, HAND SOAP, BATTERIES, AIR LINE FILTERS, PAINT BOOTH FILTERS, AND REPAIR ORDER FORMS AND STAND-BY CELL PHONE. |
| 41016 | 1,750 | UNIFORMS/SAFETY SHOES 1,750 - 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 CONTINUALLY NEED ADDITIONAL SMALL TOOLS FOR THE STAFF BASED ON WORKLOAD AND CONSTANTLY CHANGING REQUIREMENTS. |
| 41023 | 34,850 | GASOLINE 34,850 - BASED ON ESTIMATED USAGE AND ANTICIPATED PRICE. GAS USAGE FOR THE LIBRARY AND PARKING AUTHORITY |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| | | ARE ALSO CHARGED TO THIS ACCOUNT AND REIMBURSEMENT IS MADE TO THE GENERAL FUND. DUE TO COVID-19 IN 2020 THE BPD AND LIBRARY WERE CLOSED AND/OR NOT OPERATING YEAR ROUND. USAGE IS 17,000 GALLONS AT AN AVERAGE COST OF \$2.05 PER GALLON FOR DIESEL IN 2020. DIESEL EMISSION FLUID THAT IS NOW REQUIRED ON 2010 AND NEWER MODEL VEHICLES IS ALSO TAKEN FROM THIS ACCOUNT. AMOUNT EQUALS AVERAGE USAGE AT 2021 ESTIMATED COSTS. |
| 41024 | 30,000 | LUBRICANTS 30,000 - TO PURCHASE MOTOR OILS, GEAR OILS, HYDRAULIC OILS, TRANSMISSION FLUIDS, GREASE AND OTHER LUBRICANTS. |
| 42031 | 3,500 | UNIFORM RENTAL 3,500 - FOR UNIFORM RENTAL AND CLEANING. |
| 42033 | 3,500 | TRAINING AND SAFETY 3,500 - TO PURCHASE TECHNICAL MATERIALS (MANUALS AND TRAINING CLASSES) AND SAFETY EQUIPMENT. RECERTIFICATION FOR FIVE (5) MECHANICS DUE IN 2021 AT APPROXIMATELY \$300 PER MECHANIC. FOR FLEET TRAINING SUBSCRIPTIONS, WHICH COVERS UNLIMITED ON-LINE MECHANICS TRAINING AND LIMITED CLASSROOM TRAINING. PROPER TRAINING RESULTS IN MORE IN-HOUSE REPAIRS AND HENCE REDUCES OVERALL REPAIR COSTS. |
| 42038 | 420,000 | EQUIPMENT REPAIRS - FLEET 420,000 - USED TO PURCHASE PARTS TO MAINTAIN THE CITY FLEET AND TO PAY FOR REPAIR SERVICES FROM OUTSIDE VENDORS WHEN NECESSARY. BUDGET REFLECTS AVERAGE AMOUNT SPENT IN THE PAST 5 YEARS AND ANTICIPATED COST OF PARTS AND SERVICES IN 2021. BUREAU CONTINUES TO DO AN OUTSTANDING JOB IN KEEPING COSTS DOWN BY TAKING ON MORE IN-HOUSE REPAIRS. WE CONTINUE TO MAKE ALL EFFORTS TO IMPROVE EFFICIENCY AND REDUCE COSTS WHILE MAINTAINING OUR FLEET IN SERVICABLE ORDER. PAST SURVEYS/EVALUATIONS REVEALED THAT OUR BUREAU MAINTAINS THE THE CITY'S FLEET AT SIGNIFICANTLY LOWER PER UNIT COST ANNUALLY VERSUS NUMEROUS OTHER CITY FLEETS IN PENNSYLVANIA. NEED TO BE COGNIZANT OF THE FACT THAT THE AVERAGE AGE OF UNITS IN OUR FLEET IS ELEVEN (11) YEARS. OLDER HIGHER MILEAGE VEHICLES WILL COST MORE TO REPAIR AND MAINTAIN. THIS ACCOUNT ALSO ALLOW US TO DO MORE EXTENSIVE REPAIR/REBUILD IN-HOUSE, SAVE ON OUTSOURCING, AND REDUCES MORE EXPENSIVE VEHICLE REPLACEMENT COSTS. WE WILL BE UNDER BUDGET IN THIS ACCOUNT DUE TO AN UNUSUALLY MILD WINTER IN 2020 AND THE MOST RECENT 3 YEAR AVERAGE SPENDING LEVEL WAS APPROXIMATELY \$460,000 IN THIS ACCOUNT. |
| 42047 | 65,022 | DEPARTMENT CONTRACTS 2,900 - SAFETY KLEEN PARTS WASHER/SERVICE CONTRACT. |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| | 28,322 | - FLEETIO-ANNUAL SUBSCRIPTION FOR FLEET MANAGEMENT AND MAINTENANCE PROGRAM USED TO TRACK PARTS , INVENTORY, FUEL USAGE, AND MAINTENANCE SCHEDULING. THIS PROGRAM ALSO INTEGRATES WITH OUR GPS SYSTEM, RECEIVING VALUABLE ENGINE DATA DIRECTLY FROM OUR FLEET VEHICLES TO ANTICIPATE POTENTIAL BREAKDOWN AND OFTEN PREVENT MORE COSTLY REPAIRS. |
| | 33,800 | - RUSH/GEO-TAB IS A NEW COMPREHENSIVE FLEET TELEMATICS GPS SYSTEM TO UPGRADE AND REPLACE OUR CURRENT OUTDATED 12 YEAR OLD SYSTEM. THIS WILL PROVIDE REAL TIME TRACKING AND INFORMATION FOR CITY VEHICLES AND EQUIPMENT. THIS SYSTEM WILL IMMEDIATELY NOTIFY US WHEN VEHICLE FAULTS OCCUR IN ENGINES OR DRIVE TRAINS, OFTEN HELPING US AVOID COSTLY REPAIRS. 2021 BUDGET AMOUNT INCLUDES 4TH QUARTER OF 2020. 2020 BUDGET WAS INCREASED TO ADD EQUIPMENT COSTS FOR GPS AND 2 MONTH SUBSCRIPTION FOR FLEET MANAGEMENT SYSTEM. |
| 42060 | 3,500 | OTHER EXPENSES 3,500 - TO PURCHASE OFFICE SUPPLIES, STATE INSPECTION, MEMBERSHIPS, REPAIR MANUALS, REIMBURSEMENT OF CDL LICENSES, TRAVEL EXPENSES, AND GASBOY TECHNICAL SUPPORT. |
| 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. 150 - DEP PERMITS FOR UNDERGROUND STORAGE TANKS. 1,100 - UNDERGROUND STORAGE TANK INDEMIFICATION FUND (INSURANCE AGAINST LEAKAGE). 2,000 - UNFORESEEN EXPENSES FOR REPAIRS AS A RESULT OF ANY INSPECTION OF TANKS AND IS BASED ON THE AVERAGE OF THE PAST FIVE (5) YEARS. |
| 43099 | 22,650 | EQUIPMENT 5,800 - REPLACE TWO (2) MOBILE RADIOS AS PER ELECTRICAL BUREAU GUIDELINES. 1,500 - REPLACE ONE (1) MECHANIC TOOL BOX. 2,500 - HYDRAULIC PORTA-POWER UNIT TO ASSIST IN TRUCK BODY AND FRAME REPAIRS. MANAGER PLUS FEES NO LONGER CHARGED TO THIS ACCOUNT. 12,850 - FIRST PAYMENT ON A 3 YEAR LEASE FOR 2021 GMC TRUCK TO BE USED AS A POOL VEHICLE TO ALLOW FOR TRANSPORT OF TOOLS AND EQUIPMENT WHEN TRUCKS ARE DOWN FOR REPAIRS OR SERVICE. |

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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:

- Eliminate the decorative street lighting contract of \$109,070.00 and preform this work with in-house electrical bureau personal.
- Complete the upgrading of the 178 street lights in the Steel Stacks area using existing electrical bureau personal saving approximately \$100,000.00 in contractor labor.
- Continue upgrading the Christmas decorations. New candles, 100% artificial trees on intersections, new LED lamps city wide and next year the south pole wraps sprays with bows on both 3rd and 4th Streets.
- Manage and maintain the City's street lighting and traffic/transportation signal systems, communication & electronic systems along with the microwave links, all city radios and the city wide VOIP system.
- Provide electrical support to the various festivals and events in the City, Christmas lighting, maintain the electrical support to the various city buildings, projects and facilities.
- Provide cost saving solutions to complex technical issues throughout the City and implement solutions.

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. 5 new candle sets, lighting patterns, artificial trees, Bethlehem stars, pole wraps and sprays and all new LED lamps. The 5 new candle sets we designed and had custom built were funded by a Northampton County Hotel Tax Grant
 - Managed VOIP Phone System, performing all adds, moves, and changes in-house.
 - Installed pole wraps on Main Street from Church Street to Broad Street.
 - Completed the final purchase of artificial Christmas trees. Bethlehem is now 100% artificial trees at the intersections in 2020.
 - Upgrading electrical services at City Hall for the Christmas decorations to increase reliability.
 - Completed 2 more fire stations and the EMS station generator installations so they can operate during prolonged power outages from storms. 1 station left to complete (Easton Rd).
 - Designed and installed a new microwave link system from the Easton Rd fire station to South Mountain for all of their city voice and data connectivity. We also use this link to connect the traffic signals on Easton Ave to the city Tactics system as part of a PennDOT project with no reoccurring annual cellular cost.
 - Upgraded the emergency generator distribution system at city hall to better serve the EOC and/or public health center in the event of a prolonged power outage. Emergency situations can now be run from city hall during prolonged power outages. This project was funded by PEMA
 - We replaced the single pane windows and the 30 year old rubber roof at the electrical bureau at 248 E Garrison
 - Completed the upgrading of 2 downtown traffic signals at Main & Broad St. and Center & Broad St. and are starting the next two at Elizabeth Ave and Broad Street on Linden Street. They will be completed in early 2021.
 - We implemented a new random lighting pattern on the large Christmas trees for better effect. We replaced all the LED Christmas lamps with a new better, brighter LED lamps city wide.
 - Cleaned up and recycled old signal and street light poles at the water tank and star sites
 - Reprogrammed all of the police, fire, EMS and Moravian police portable radios and reprogrammed all their mobile vehicle radios to provide access to each other for interoperable use including the county dispatch center.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0505 ELECTRICAL MAINTENANCE

| Personnel Detail | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|------------------|-----------------------|------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Actual & Estimated | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS City Electrician | 1 | 1 | 1 | 1 | 1 | 90,138 | 1 | 90,138 | 1 | 92,024 |
| TAMS Electrical Supervisor | 1 | 1 | 1 | 1 | 1 | 77,802 | 1 | 77,802 | 1 | 79,446 |
| TAMS Electronics Tech II | 1 | 1 | 1 | 1 | 1 | 75,153 | 1 | 75,153 | 1 | 75,359 |
| TAMS Electronics Tech I | 1 | 1 | 1 | 1 | 1 | 64,627 | 1 | 64,627 | 1 | 68,046 |
| SEIU Electrician II | 4 | 4 | 4 | 4 | 4 | 241,886 | 4 | 241,886 | 4 | 257,483 |
| Total Positions | 8 | 8 | 8 | 8 | 8 | 549,606 | 8 | 549,606 | 8 | 572,358 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 464,590 | 458,699 | 501,756 | 507,703 | | 547,706 | | 547,706 | | 569,858 |
| 40002 LONGEVITY | 2,090 | 1,045 | 1,330 | 1,300 | | 1,900 | | 1,900 | | 2,500 |
| 40003 OVERTIME | 27,104 | 30,085 | 39,997 | 45,955 | | 32,000 | | 31,000 | | 50,000 |
| 40006 DIFFERENTIAL PAY | 27 | 35 | 70 | 111 | | 100 | | 100 | | 500 |
| 40008 MEAL REIMBURSEMENT | 39 | 104 | 208 | 442 | | 200 | | 200 | | 200 |
| Personnel | 493,850 | 489,968 | 543,361 | 555,511 | | 581,906 | | 580,906 | | 623,058 |
| 41014 OPERATING SUPPLIES | 22,346 | 23,401 | 23,564 | 24,959 | | 27,000 | | 25,000 | | 37,000 |
| 41016 UNIFORMS/SAFETY SHOES | 1,311 | 919 | 1,896 | 1,371 | | 2,000 | | 1,850 | | 2,000 |
| 41017 SMALL TOOLS | 1,969 | 257 | 2,456 | 2,089 | | 2,500 | | 2,150 | | 2,500 |
| 41023 GASOLINE | 6,369 | 7,468 | 9,665 | 9,375 | | 10,550 | | 8,000 | | 9,850 |
| Materials & Supplies | 31,995 | 32,045 | 37,581 | 37,794 | | 42,050 | | 37,000 | | 51,350 |
| 42033 TRAINING AND SAFETY | 2,946 | 5,784 | 4,044 | 3,138 | | 3,000 | | 1,800 | | 3,000 |
| 42041 STREET LIGHTING | 1,120,964 | 1,193,046 | 1,232,207 | 1,245,414 | | 1,200,000 | | 1,170,000 | | 1,202,000 |
| 42041A FESTIVAL SERVICES | 23,078 | 21,007 | 32,133 | 12,568 | | 26,000 | | 13,000 | | 23,500 |
| 42041B ST LIGHTS REPAIR/REPLACE | 61,583 | 77,409 | 116,173 | 115,431 | | 150,000 | | 125,000 | | 150,000 |
| 42042 CHRISTMAS LIGHTING | 20,355 | 19,880 | 34,037 | 74,902 | | 35,000 | | 35,000 | | 40,000 |
| 42043 TRAFFIC SIGNAL CURRENT | 52,461 | 54,955 | 57,740 | 57,209 | | 50,000 | | 50,000 | | 50,000 |
| 42047 DEPARTMENT CONTRACTS | 114,283 | 104,100 | 95,895 | 58,780 | | 21,300 | | 20,000 | | 40,985 |
| 42056 STREET LIGHTING MAINT | - | - | 759 | 285 | | 1,000 | | 850 | | 1,000 |
| 42060 OTHER EXPENSES | 133 | - | 548 | 740 | | 1,000 | | 1,000 | | 3,500 |
| 42064 EQUIPMENT MAINTENANCE | 19,899 | 8,102 | 14,310 | 19,481 | | 24,500 | | 20,000 | | 29,500 |
| Purchased Services | 1,415,702 | 1,484,283 | 1,587,846 | 1,587,948 | | 1,511,800 | | 1,436,650 | | 1,543,485 |
| 43099 EQUIPMENT | - | 33,294 | 42,724 | 31,597 | | 20,325 | | 20,250 | | 15,500 |
| Equipment | - | 33,294 | 42,724 | 31,597 | | 20,325 | | 20,250 | | 15,500 |
| Total | ELECTRICAL MAINTENANCE | 1,941,547 | 2,039,590 | 2,211,512 | 2,212,850 | 2,156,081 | | 2,074,806 | | 2,233,393 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40003 | 50,000 | OVERTIME 50,000 - CALLBACKS DUE TO POWER FAILURES, LIGHTNING STORMS, STREETLIGHT KNOCKDOWNS, TRAFFIC SIGNAL FAILURES, MALFUNCTIONING RADIO SYSTEM, AND PA ONE CALLS. COVERS POLES DAMAGED AS A RESULT OF AUTO ACCIDENT, TRAFFIC CONTROLLER FAILURES, CHRISTMAS LIGHTING CEREMONY, AND VARIOUS EVENTS. ALSO, SATURDAY/SUNDAY WORK DUE TO EXTRA CHRISTMAS LIGHTING, MUSIKFEST, CELTICFEST, WEEKEND EVENTS, POSSIBLE BAD WEATHER AND PERFORMING MAINTENANCE ON ALL THE CITY DECORATIVE STREET LIGHT SYSTEM ELIMINATING THE DEPARTMENT CONTRACT AT A COST OF \$109,070 FOR OUTSIDE CONTRACTOR. CONTINUE TO MAKE ALL EFFORTS TO MINIMIZE USE TO EXTENT PRACTICABLE. BUDGET BASED ON USAGE AND TRENDS OVER THE PAST FIVE YEARS (\$36,000 WAS NEEDED IN 2018 AND \$33,000 IN 2019). |
| 40006 | 500 | DIFFERENTIAL PAY 500 - 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 | 37,000 | OPERATING SUPPLIES 6,600 - 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 2021. SUPPLY COSTS HAVE RISEN SIGNIFICANTLY IN 2020. 10,000 - RADIO SUPPLIES: 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 USERS EQUIPMENT AND TOWER SITES. 20,400 - 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 & |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|-----------|---|
| | | EQUIPMENT. INCREASE DUE TO CHANGES IN NATIONAL ELECTRICAL CODE REQUIRING SPECIAL DEVICES TO BE INSTALLED AND MORE COMPUTERS NEEDING SPECIAL CIRCUITS. ADDITIONAL MATERIALS ARE NEEDED TO PERFORM A 25% ANNUAL RELAMP OF THE DECORATIVE STREET LIGHTS ALONG WITH REPLACEMENT BALLASTS, FUSES, LAMPS AND PHOTO CELLS THAT WERE PART OF THE DECORATIVE STREET LIGHTING CONTRACT. THAT CONTRACT HAS BEEN ELIMINATED AND IS NOW PERFORMED BY CITY FORCES. |
| 41016 | 2,000 | UNIFORMS/SAFETY SHOES 2,000 - SAFETY SHOES (8). SWEATSHIRTS AND TEE-SHIRTS PER UNION CONTRACT. ALSO RAIN SUITS AND RAIN BOOTS AS NEEDED FOR EXISTING AND NEWLY HIRED EMPLOYEES. |
| 41017 | 2,500 | SMALL TOOLS 2,500 - REPLACEMENT OF WORN OR BROKEN HAND TOOLS. |
| 41023 | 9,850 | GASOLINE 9,850 - BASED ON 4,800 GALLONS AT AN AVERAGE COST OF \$2.05 PER GALLON. BASED ON 2018, 2019, AND 2020 ANTICIPATED USAGE. USAGE WAS REDUCED IN 2020 DUE TO NO FESTIVALS AND MILD WINTER. |
| 42033 | 3,000 | TRAINING AND SAFETY 3,000 - CONTINUAL TRAINING IS NECESSARY FOR SPECIALIZED RADIO PROGRAMMING ON FEATURES IN THE DIGITAL RADIO SYSTEM, AND USER EQUIPMENT, INCLUDING POLICE BODY BODY CAMERAS. ALSO TRAINING FOR MICROWAVE EQUIPMENT, IP TELEPHONE EQUIPMENT, NEW TRAFFIC CONTROL TECHNOLOGY, APCO SEMINARS, COMPUTER TRAINING AND ELECTRICAL SEMINARS. ADDITIONAL IMSA TRAFFIC SIGNAL TRAINING AND CERTIFICATION CLASSES TO KEEP STAFF CURRENT. PURCHASE OF GENERAL SAFETY ITEMS (GLOVES, EAR AND EYE PROTECTION, CONES, SIGNS, BOTTLED WATER AND SAFETY VESTS). |
| 42041 | 1,202,000 | STREET LIGHTING 1,202,000 - THE CITY'S NEARLY 7,000 STREET LIGHTS AND RELATED INFRASTRUCTURE HAS BEEN PURCHASED FROM PPL. THE CITY HAS BEEN MAINTAINING THIS INFRASTRUCTURE WHOSE INVENTORY HAS BEEN INCREASING SIGNIFICANTLY. THE PURCHASE OF THE INFRASTRUCTURE WAS DONE USING A 20-YEAR BOND ISSUE. A 20-YEAR SCHEDULE ANALYSIS HAD BEEN PROVIDED FOR THIS PROJECT AND CHARGES INCURRED TO PPL WOULD HAVE BEEN \$2,191,611 FOR 2021, 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 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| | | <p>LINE ITEM IS USED AS A REVENUE SOURCE FOR THE SLCSRA EXPENDITURES ACCOUNT WHICH DEMONSTRATES THE BENEFITS/SAVINGS OF THIS PROJECT AND MORE IMPORTANTLY PAY FOR CAPITAL IMPROVEMENTS, ADDITIONS, REPAIRS AND/OR REPLACEMENTS TO THE INFRASTRUCTURE. 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. BUDGET INCLUDES THE 3% PPL INCREASE FOR 2021, ENERGY SAVINGS FROM PREVENTATIVE PROGRAM AND ELIMINATION OF DECORATIVE LIGHTING CONTRACT.</p> |
| 42041A | 23,500 | <p>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). 500 - REPLACEMENT OF FESTIVAL CORDS, LIGHTS, AND PANELS DUE TO AGE AND FAILURE. WE ARE ALSO CURRENTLY UPGRADING THE FESTIVAL ELECTRICAL SERVICES AND THESE FUNDS WILL BE USED FOR THAT WORK. DUE TO COVID-19 ONLY A FEW FESTIVALS WERE HELD IN 2020.</p> |
| 42041B | 150,000 | <p>ST LIGHTS REPAIR/REPLACE 150,000 - ACCOUNT (FORMALLY SLCSEA FUNDED FROM SAVINGS INDICATED IN 42041) TO COVER EXPENSES RELATED TO STREET LIGHTING SUCH AS UNEXPECTED REPAIR COSTS FOR STREET LIGHTING, REPLACEMENT OF DAMAGED LIGHTING, AND OTHER RELATED PROJECTS. THIS ACCOUNT IS ESSENTIALLY FUNDED BY SAVINGS REALIZED BY THE ACQUISITION, SHOPPING OUR ENERGY, AND UPGRADE TO LED 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 ROUTE 412 HAVE BEEN SUBSTANTIAL.</p> |
| 42042 | 40,000 | <p>CHRISTMAS LIGHTING 40,000 - BASED ON ESTIMATED USAGE OF POWER AND MATERIALS FOR CHRISTMAS LIGHTING AND MUSIC. POWER - \$10,000, MATERIALS - \$30,000. ALSO FUNDS BUCKET TRUCK RENTALS DURING CHRISTMAS LIGHTING INSTALLATION. SOUTH SIDE IMPROVEMENTS ARE SCHEDULED FOR 2021 TO PURCHASE NEW DECORATIONS (POLE WRAPS/LIGHTS) TO ENHANCE THE CITY'S DECORATING EFFORTS.</p> |
| 42043 | 50,000 | <p>TRAFFIC SIGNAL CURRENT 50,000 - 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</p> |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| | | COSTS. WE TOOK OUT A LOAN TO PURCHASE LEDS. THIS ACCOUNT USED TO BE BUDGETED AT THE LEVEL (2020 WOULD HAVE BEEN \$158,787 AND SAVINGS WOULD HAVE BEEN PLACED IN AN ESCROW ACCOUNT FOR PURCHASE OF THE NEXT SET OF LEDS) IT WOULD HAVE COST HAD WE REMAINED USING THE OLD LAMPS BUT IS NOW SET TO ONLY COVER THE ACTUAL ENERGY COSTS. THIS COVERS A PPL INCREASE ON TRANSMISSION AND DISTRIBUTION WHICH RESULTS IN A SLIGHT OVERALL INCREASE IN 2021. |
| 42047 | 40,985 | DEPARTMENT CONTRACTS PROFESSIONAL SERVICE AGREEMENTS FOR BACK UP POWER GENERATORS, RADIO ROOM AIR CONDITIONING SYSTEMS, 3 MICROWAVE SITES AND FIRE LAN SYSTEM. 1,722 - EMERGENCY SYSTEMS SERVICE CO. AGREEMENT FOR 3 SITES (WILLIAMS STREET/SOUTH MOUNTAIN/GARRISON STREET). 2,275 - PALMERTON TELEPHONE TOWER RENTAL. 2,325 - MISCELLANEOUS TRAFFIC SIGNAL OUTSIDE SUPPORT SERVICES. 5,188 - SERVICE AGREEMENT TO MAINTAIN THE THREE (3) CITY-OWNED TOWER SITE A/C SYSTEMS (SOUTH MOUNTAIN, WILLIAM ST, AND GARRISON ST.). 29,475 - MAINTENANCE AGREEMENT FOR THE MICROWAVE LINKS THAT CONNECT CITY HALL TO SOUTH MOUNTAIN, SOUTH MOUNTAIN TO GARRISON STREET AND ALL FIRE STATIONS. THESE MICROWAVE LINKS CARRY CITY DATA AND RADIO TRAFFIC. FIRE LANE WAS PART OF THE RADIO MAINTENANCE CONTRACT IN PAST YEARS AT A COST OF \$24,480. NOW COMBINED WITH OTHER MICROWAVE MAINTENANCE A SAVINGS OF \$4,880 FOR THE YEAR IS REALIZED. A SIGNIFICANT PORTION OF THIS COST USED TO BE COVERED BY 911. |
| 42056 | 1,000 | GENERAL LIGHTING MAINT. 1,000 - LIGHTS AROUND THE CITY GARAGE, SAUCON POOL, SOUTH MOUNTAIN PARKING LOTS, SAND ISLAND, AND MISCELLANEOUS EXTERIOR BUILDING LIGHTING. |
| 42060 | 3,500 | OTHER EXPENSES 3,500 - MANUALS, SIGNAL ASSOCIATION MEMBERSHIP, VIDEO TRAINING TAPES AND MISCELLANEOUS EXPENSES. |
| 42064 | 29,500 | EQUIPMENT MAINTENANCE 29,500 - COVERS COST FOR REPAIRS TO EQUIPMENT SUCH AS BUCKET TRUCKS, UNINTERRUPTABLE POWER SUPPLY BATTERY FAILURES, UPS, ANNUAL A.N.S.I. INSPECTIONS FOR BUCKET TRUCKS, ETC. IN THE BUREAU. REPAIRS TO ELECTRICAL BUCKET TRUCKS AND RELATED EQUIPMENT SUCH AS GENERATORS, MOTORS, HYDRAULIC SYSTEMS AND TOOLS. REPAIRS AND UPGRADES TO BETHLEHEM SERVICE CENTER, CITY ELECTRICAL RELATED EQUIPMENT INCLUDING COMPUTERS, TRAFFIC SIGNAL EQUIPMENT AND BENCH REPAIRS TO MOBILE AND PORTABLE RADIOS. ALSO STORM DAMAGE, ACCIDENT DAMAGE AND LIGHTING DAMAGE. THIS ALSO |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 43099 | 15,500 | INCLUDES CALIBRATION OF CONFLICT MONITOR TESTER AND UNDERGROUND LOCATOR REPAIRS WHICH INCREASES THE BUDGET SLIGHTLY. AN ADDITIONAL \$10,000 WAS MOVED FROM A PRIOR ACCOUNT 001.1A-41014505 FOR POLICE, FIRE, AND EMS RADIO REPAIRS. |
| | | EQUIPMENT |
| | | 10,000 - RECONDITIONED FORKLIFT PURCHASE OF A FACTORY RECONDITIONED FORK LIFT FOR USE AT THE ELECTRICAL BUREAU. THIS FORK LIFT WILL BE USED TO LOAD AND UNLOAD STREET LIGHT AND TRAFFIC SIGNAL POLES, TRAFFIC SIGNAL EQUIPMENT, UPS BATTERIES, LARGE SPOOLS OF CABLE, AND OTHER HEAVY ITEMS FROM DELIVERY TRUCKS. THIS FORK LIFT WILL ALSO BE USED TO LOAD THE CHRISTMAS CANDLE BASES ON VEHICLES AND STACK THEM FOR STORAGE AT THE END OF THE SEASON. |
| | | 5,500 - 2 REPLACEMENT MOBILE RADIOS REPLACEMENT VEHICLE RADIOS FOR THE 2019 CHEVY 5500 BUCKET TRUCK (RADIO WAS RECYCLED FROM 2002 FREIGHT-LINER BUCKET TRUCK 3099) AND THE 2008 AWD GMC SERVICE VAN, IF WE REPLACE THE 11 YEAR OLD RADIOS IN THESE VEHICLES WITH NEW EQUIPMENT THEY WILL LAST THE FULL CYCLE OF THE VEHICLES AND WILL GIVE THE SHOP 2 SPARE RADIOS FOR QUICK REPLACEMENT INTO A FRONT LINE SERVICE VEHICLE. THIS WOULD KEEP FRONT LINE VEHICLES IN SERVICE DURING CRITICAL EVENTS SUCH AS SNOW PLOWING, LEAF COLLECTION, AND PAVING OPERATIONS. |

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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 assists the public and contractors on a daily basis throughout the year.

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.
- 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.
- Explore options for mini roundabouts at select intersections.
- Add painted bumpouts at select elementary schools.
- Oversee the completion and construction of the S. New Street Streetscape Project.
- Oversee the PennDOT approval and installation of Phase 2 & 3 Wayfinding Program.

Prior Year Achievements:

- Managing the traffic signal replacement projects at the intersection of Broad & Linden and Elizabeth & Linden.
 - Managing the S. New Street Streetscape Improvement/Beautification Project.
 - Applied for multiple traffic and pedestrian safety improvement grants.
 - Assisted the Recreation Bureau in completing painting at various parks.
 - Assisted in planning and set up of road closures and outdoor dining parklets at the Northside and Southside Business Districts.
 - Due to COVID-19, only 3-4 events have occurred of which we assisted with traffic control.
 - Reviewed and coordinated with many developers to include pedestrian safety and upgrades to pavement markings and signals as part of their planned developments.
 - Coordinated with CTAC and others on pedestrian and bicycle safety issues and worked to mitigate them.
 - Coordinated with 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.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0506 TRAFFIC MAINTENANCE

| Personnel Detail | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|-----------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Actual & Estimated | Final Budget | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS Traffic Coord/Design Asst | 1 | 1 | 1 | 1 | 1 | 85,679 | 1 | 85,679 | 1 | 87,480 |
| SEIU Traffic Technician | 2 | 2 | 2 | 2 | 2 | 128,576 | 2 | 128,576 | 2 | 131,072 |
| Total Positions | 3 | 3 | 3 | 3 | 3 | 214,255 | 3 | 214,255 | 3 | 218,552 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 191,651 | 190,318 | 194,267 | 199,851 | | 209,255 | | 209,255 | | 213,452 |
| 40002 LONGEVITY | 4,275 | 4,465 | 4,560 | 4,900 | | 5,000 | | 5,000 | | 5,100 |
| 40003 OVERTIME | 7,708 | 6,939 | 7,461 | 8,225 | | 7,500 | | 4,000 | | 7,500 |
| 40004 TEMPORARY HELP | 6,944 | 9,965 | 5,684 | 9,680 | | 11,400 | | 10,050 | | 11,400 |
| 40006 DIFFERENTIAL PAY | 36 | 42 | 29 | 32 | | 100 | | 50 | | 100 |
| 40008 MEAL REIMBURSEMENT | 117 | 65 | 39 | 65 | | 260 | | 50 | | 156 |
| Personnel | 210,731 | 211,794 | 212,040 | 222,753 | | 233,515 | | 228,405 | | 237,708 |
| 41014 OPERATING SUPPLIES | 37,264 | 36,420 | 17,636 | 39,034 | | 46,150 | | 44,000 | | 46,150 |
| 41016 UNIFORMS/SAFETY SHOES | 531 | 480 | 582 | 456 | | 600 | | 500 | | 600 |
| 41023 GASOLINE | 2,442 | 3,018 | 3,515 | 2,999 | | 3,798 | | 2,500 | | 3,618 |
| Materials & Supplies | 40,237 | 39,918 | 21,733 | 42,489 | | 50,548 | | 47,000 | | 50,368 |
| 42033 TRAINING AND SAFETY | 79 | 100 | 50 | 20 | | 200 | | 100 | | 150 |
| 42054 RENTALS | 150 | 640 | 2,810 | 1,040 | | 1,500 | | 1,000 | | 1,500 |
| 42060 OTHER EXPENSES | - | 67 | - | 171 | | 200 | | 150 | | 200 |
| Purchased Services | 229 | 807 | 2,860 | 1,231 | | 1,900 | | 1,250 | | 1,850 |
| 43099 EQUIPMENT | 16,644 | 4,865 | 4,028 | - | | 22,700 | | 20,000 | | 29,050 |
| Equipment | 16,644 | 4,865 | 4,028 | - | | 22,700 | | 20,000 | | 29,050 |
| Total | 267,841 | 257,384 | 240,661 | 266,473 | | 308,663 | | 296,655 | | 318,976 |

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

2021 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.). DUE TO COVID-19 NO EVENTS WERE HELD AND OVERTIME WAS MINIMAL IN 2020. |
| 40004 | 11,400 | TEMPORARY HELP 11,400 - SUMMER HELP OF TWO (2) STUDENTS FOR A TOTAL 1040 HRS (520 HR. EACH) FOR APPROX 13 WEEKS. SUMMER HELP IS USED TO SUPPLEMENT SUMMER PAINTING DUTIES, PREPARATION FOR WEEK LEADING INTO MUSIKFEST, SIGN PLACEMENT, BARRICADE DELIVERY, ETC. WORKLOADS ARE PROVING TO EXCEED RESOURCES TO COMPLETE DESIRED WORK. |
| 40006 | 100 | DIFFERENTIAL PAY 100 - DIFFERENTIAL PAY IS NECESSARY DURING MUSIKFEST, SNOW OPERATIONS, 4TH OF JULY, AND DURING CALL-OUTS. 2020 WAS A MILD WINTER. |
| 40008 | 156 | MEAL REIMBURSEMENT 156 - MEAL REIMBURSEMENT IS \$13.00 PER MEAL AND WOULD COVER A TOTAL OF TWENTY (12) MEALS. THIS BUREAU IS CALLED UPON FOR SNOW REMOVAL AS NECESSARY. 2020 WAS A MILD WINTER. |
| 41014 | 46,150 | OPERATING SUPPLIES OPERATING SUPPLIES ARE USED FOR THE PURPOSE OF STREET PAINT, BARRICADES AND MAINTAINING TRAFFIC CONTROL (EITHER PERMANENT OR TEMPORARY) WITH CHANNEL POSTS, SIGNS, PAINT, WOOD, ETC. EACH YEAR NEW SIGNS ARE ERECTED OR UPGRADED AND SIGN IMPROVEMENTS ARE MADE WHILE THE MAINTENANCE DEMANDS AND COSTS CONTINUE TO INCREASE. LINE PAINTING AND THE INSTALLATION AND MAINTENANCE OF CROSSWALKS, STOP BARS, ETC. REQUIRE THE PURCHASE OF PAINT AND PLASTIC. INCREASE DUE TO INCREASED COST AND USE OF SUPPLIES. 9,445 - REPLACEMENT SIGNS (STOP, SPEED LIMIT, ETC.). 11,505 - 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. 10,500 - SCOTCH-LITE SHEETING, PREFORMED PLASTIC, AND HOT PLASTIC FOR MACHINE (DOING MORE CROSSWALKS WITH THERMOPLASTIC TO INCREASE THE LIFE OF APPLICATIONS TO ASSIST IN KEEPING UP WITH FUNCTIONS). INCREASE DUE TO AN INCREASE IN IN-HOUSE PAVING, REQUIRING ADDITIONAL PLASTIC TO BE PURCHASED AND INSTALLED. |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| | | 1,900 - PROPANE, NAPHTHA & REPLACEMENT TANKS. |
| | | 1,600 - PORTABLE STOP SIGNS TO REPLACE OLD OUTDATED SIGNS IN USE. |
| | | 3,300 - REPLACEMENT OF FADED AND DAMAGED STREET CLEANING SIGNS ALONG CITY STREETS. ANNUALLY SIGNS ARE REPLACED 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 2021. |
| 41023 | 3,618 | GASOLINE |
| | | 3,618 - ESTIMATED GASOLINE USAGE FOR VEHICLES AND EQUIPMENT IS 1,800 GALLONS AT AN AVERAGE OF \$2.01 PER GALLON. (DIESEL AT \$2.05 AND REGULAR AT \$1.97). |
| 42033 | 150 | TRAINING AND SAFETY |
| | | 150 - ATTEND SEMINARS TO IMPROVE SKILLS AND MAINTAIN PROPER KNOWLEDGE OF TRAFFIC MANAGEMENT, DESIGN, AND IMPLEMENTATION (ASSUMES 1 TO 2 SEMINARS DEPENDING ON LOCATION). PURCHASE OF EDUCATIONAL MATERIALS THAT WILL COVER NEW TECHNOLOGY, TRAFFIC CALMING APPLICATIONS AND OTHER TRAFFIC RELATED TOPICS. COSTS ARE KEPT TO A MINIMUM THROUGH USE OF LOCAL FREE EDUCATIONAL PROGRAMS. ALSO INCLUDED ARE SAFETY VESTS FOR FULLTIME EMPLOYEES AND SUMMER HELP. |
| 42054 | 1,500 | RENTALS |
| | | 1,500 - RENTAL OF TRAFFIC CONTROL SIGNS AND BARRICADES PERIODICALLY USED BUT NOT FEASIBLE OR APPROPRIATE TO PURCHASE AND MAINTAIN IN-HOUSE. |
| 42060 | 200 | OTHER EXPENSES |
| | | 200 - THIS ACCOUNT IS FOR THE PURCHASE OF MISC. ITEMS SUCH AS CDL RENEWALS AND MEMBERSHIP DUES. |
| 43099 | 29,050 | EQUIPMENT |
| | | 21,550 - SECOND YEAR OF THREE (3) YEAR LEASE, 2020 DODGE RAM 4X4 |
| | | 7,500 - ONE TIME PURCHASE OF NEW PAINT STRIPER FROM SHERWIN WILLIAMS. CURRENT STRIPER IS OVER 10 YEARS OLD, USED DAILY DURING PAINTING SEASON AND WE STARTED HAVING MAINTENANCE ISSUES IN 2020. |

BUREAU DETAIL

Bureau: Facilities

No: 0507

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

- Complete phased improvements at City Hall including Library column repairs, city garage floor repairs, and structural beam repairs in garage.
 - Complete the replacement of the Rodgers Street Facility housing Bureau of Grounds and Traffic Maintenance.
 - Provide a safe, clean, and conducive working environment while ensuring an adequate useful life for City buildings and facilities.
 - Establish cost effective ways and means to maintain over 100 City buildings.
 - Utilize the carpentry, plumbing, and mechanical skills of the bureau employees implementing as much in-house specialty work as possible to keep project costs to a minimum.
 - Complete the floor replacement plan in City Hall.
 - Continuing the daily COVID-19 cleaning of City Hall.
 - HVAC duct work cleaning at various fire houses.
 - Raise 4 condensers onto platforms due to flooding on Sand Island.
 - Update HVAC system at Ice House.
 - Replace underground oil tank at Ice Rink facility.
-

Prior Year Achievements:

- Installed new roof at the DAR House. Stained exterior logs, made 3 new sashes, and painted all windows and doors.
 - Remodeled all of AARP offices. Painted ceiling and walls in all offices, new doors, and installed new floor tile in all offices.
 - Painted the exterior of the Ice House which included windows, doors, front railings, and fire escape. Replaced 2x6 decking on the front porch.
 - Made 25 safety shields throughout the City Hall Complex in response to COVID-19.
 - Replaced (120) 2x10 deck boards on the walk bridge at Sand Island East.
 - Installed a 25 h.p drive motor on the #3 Air conditioning unit climate changer at City Hall.
 - Installed new ductless mini split air conditioning unit in the Police Evidence Room.
 - Installed two (2) new Automatic Temperature Control Compressors at City Hall.
 - Installed two (2) new Constant Temperature pumps for the City Hall heating system.
 - Replaced drywall and painted two (2) Interview Rooms in the Police Department as well as installed new carpet and tile.
 - Installed four (4) new casement windows and installed new siding on the back of the Golf Course Clubhouse.
 - Replaced decking on two (2) walk bridges at Saucon Park.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0507 FACILITIES

| | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|--------------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|------------------|
| | 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 |
| TAMS Bldg Maint Superintendent | 1 | 1 | 1 | 1 | 1 | 91,538 | 1 | 91,538 | 1 | 93,324 |
| SEIU Bldg Maint & Pool Tech | 1 | 1 | 1 | 1 | 1 | 72,899 | 1 | 72,899 | 1 | 74,314 |
| SEIU Engineer Mechanic | 2 | 2 | 2 | 2 | 2 | 139,683 | 2 | 139,683 | 2 | 142,387 |
| SEIU Maintenance Worker III | 7 | 6 | 6 | 7 | 7 | 440,759 | 7 | 440,759 | 7 | 445,507 |
| SEIU Maintenance Worker I | 1 | 1 | 1 | 1 | 1 | 53,943 | 1 | 53,943 | 1 | 55,146 |
| SEIU Custodian I | 1 | 1 | 1 | 1 | 1 | 49,613 | 1 | 49,613 | 1 | 50,690 |
| Total Positions | 13 | 12 | 12 | 13 | 13 | 848,435 | 13 | 848,435 | 13 | 861,368 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 759,176 | 657,531 | 770,589 | 809,132 | | 829,435 | | 829,435 | | 843,468 |
| 40002 LONGEVITY | 15,660 | 14,820 | 15,485 | 18,200 | | 19,000 | | 19,000 | | 17,900 |
| 40003 OVERTIME | 83,443 | 60,787 | 83,818 | 109,926 | | 87,550 | | 85,000 | | 87,550 |
| 40004 TEMPORARY HELP | 53,476 | 49,500 | 34,304 | 44,006 | | 69,368 | | 60,000 | | 69,972 |
| 40006 DIFFERENTIAL PAY | 1,412 | 790 | 808 | 907 | | 1,250 | | 1,250 | | 1,250 |
| 40008 MEAL REIMBURSEMENT | 819 | 156 | 416 | 741 | | 1,200 | | 750 | | 1,200 |
| Personnel | 913,986 | 783,584 | 905,420 | 982,912 | | 1,007,803 | | 995,435 | | 1,021,340 |
| 41014 OPERATING SUPPLIES | 57,461 | 34,857 | 43,456 | 61,067 | | 72,700 | | 70,000 | | 62,700 |
| 41016 UNIFORMS/SAFETY SHOES | 2,939 | 2,079 | 3,693 | 2,800 | | 3,670 | | 3,300 | | 3,810 |
| 41017 SMALL TOOLS | 5,558 | 3,189 | 4,890 | 4,816 | | 5,000 | | 4,000 | | 5,000 |
| 41021 CHEMICALS | - | - | - | - | | 40,000 | | 8,000 | | 40,000 |
| 41023 GASOLINE | 7,264 | 8,077 | 9,395 | 10,750 | | 11,795 | | 7,500 | | 10,010 |
| Materials & Supplies | 73,222 | 48,202 | 61,434 | 79,433 | | 133,165 | | 92,800 | | 121,520 |
| 42033 TRAINING AND SAFETY | 900 | 1,666 | 375 | 997 | | 6,250 | | 3,000 | | 6,250 |
| 42037 STORM WATER FEES | - | - | - | - | | - | | - | | 80,880 |
| 42044 ELECTRIC | 572,804 | 567,481 | 522,594 | 553,209 | | 551,922 | | 540,000 | | 559,310 |
| 42045 GAS | 95,594 | 114,609 | 117,369 | 103,244 | | 118,246 | | 110,000 | | 118,223 |
| 42046 HEATING OIL | 21,566 | 27,260 | 35,079 | 45,406 | | 45,000 | | 40,000 | | 45,000 |
| 42047 DEPARTMENT CONTRACTS | 120,439 | 141,280 | 142,439 | 160,702 | | 178,500 | | 170,000 | | 182,503 |
| 42060 OTHER EXPENSES | 116 | 214 | 227 | 206 | | 500 | | 500 | | 500 |
| 42064 EQUIPMENT MAINTENANCE | 2,489 | 2,734 | 3,432 | 4,163 | | 4,200 | | 3,500 | | 7,200 |
| 42065 PLANT MAINTENANCE | 52,965 | 48,788 | 53,621 | 62,010 | | 61,000 | | 58,000 | | 66,000 |
| Purchased Services | 866,873 | 904,032 | 875,136 | 929,937 | | 965,618 | | 925,000 | | 1,065,866 |
| 43099 EQUIPMENT | 36,616 | 30,589 | 31,233 | 30,234 | | 5,855 | | 5,800 | | 819 |
| Equipment | 36,616 | 30,589 | 31,233 | 30,234 | | 5,855 | | 5,800 | | 819 |
| Total | 1,890,697 | 1,766,407 | 1,873,223 | 2,022,516 | | 2,112,441 | | 2,019,035 | | 2,209,545 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40003 | 87,550 | OVERTIME 87,550 - 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. STAFFING OF ICE RINK DURING SEASON IS ALSO PAID BY THIS ACCOUNT. INCREASE DUE TO UNION CONTRACT. DUE TO COVID-19 AND POOL CLOSURES, OVERTIME USE WAS DOWN IN 2020. |
| 40004 | 69,972 | TEMPORARY HELP 69,972 - ASSIGNMENT OF FOUR PART TIME CUSTODIAL HELP 4 @ \$11.60 HR X 29 HRS/WK X 52 WKS BASED ON HR SCHEDULE. DUE TO OPEN POSITION, CUSTODIAL STAFF WAS NOT AT FULL CAPACITY IN 2020. |
| 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. THIS ITEM NOT SIGNIFICANTLY USED IN 2020 DUE TO MILD WINTER. |
| 41014 | 62,700 | OPERATING SUPPLIES 4,000 - PLUMBING/HARDWARE SUPPLIES. OVERALL SUPPLY COSTS ARE EXPERIENCING INCREASES ACROSS THE BOARD. 7,000 - FREON #22 AND #12 CYLINDERS. 7,500 - PAINTING SUPPLIES (BRUSHES, POLES, PAINT, ETC.). THIS ALSO INCLUDES COST FOR POOL PAINT (\$4500). 3,500 - CLEANING TOOLS. 16,000 - CLEANING PRODUCTS (THIS INCLUDES CLEANING SUPPLIES FOR FIRE HOUSES). 4,500 - LAMPS AND BALLASTS. 6,000 - MISC. ITEMS SUCH AS AIR/VENT COIL CLEANER, HOSES, REFRIGERENT, PUMP COUPLERS, OXYGEN, GREASE, OIL, BELTS, AND ACETYLENE REFILLS FOR TORCH TANKS, COIL CLEANER, AND MOTOR CONTROL PARTS. 2,000 - HALOGEN LIGHTS FOR MUNICIPAL GARAGE. 7,200 - FAN COIL FILTERS AND CLIMATE CONTROL FILTERS. 3,000 - ICE RINK SUPPLIES. 2,000 - PROPANE FOR ZAMBONI MACHINE. |
| 41016 | 3,810 | UNIFORMS/SAFETY SHOES 980 - T-SHIRTS FOR (10) FULL TIME AND (4) PART TIME EMPLOYEES. 1,400 - 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. |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| 41021 | 40,000 | CHEMICALS 40,000 - POOLS/RINK CHEMICALS, TEST KITS, AND SUPPLIES. MOVED FROM RECREATION IN 2019. |
| 41023 | 10,010 | GASOLINE BASED ON ACTUAL USAGE IN 2019. MILD WINTER IN 2020 CAUSED LESS USE. 5,910 - GASOLINE, 3,000 GALLONS @ \$1.97. 4,100 - DIESEL, 2,500 GALLONS @ \$2.05. |
| 42033 | 6,250 | TRAINING AND SAFETY 250 - SAFETY LITERATURE, TRAINING, EQUIPMENT/SUPPLIES. 6,000 - HVAC TRAINING FOR TWO (2) EMPLOYEES. ANTICIPATING RETIREMENT OF PERSONNEL AND THIS IS TO TRAIN FUTURE ASSIGNED TO THIS FUNCTION. TRAINING IN 2020 DID NOT OCCUR DUE TO COVID-19. |
| 42037 | 80,880 | STORM WATER FEES 80,880 - FEES FOR STORM WATER AS ENACTED BY THE CITY EFFECTIVE JANUARY 2021 FOR ALL CITY-OWNED PROPERTIES WITHIN CITY LIMITS. |
| 42044 | 559,310 | ELECTRIC BASED ON 2019 ACTUAL USAGE PLUS COSTS OF PENNONI ENERGY PROCUREMENT CONTRACT FEES. 3,587 - FACILITIES MAINTENANCE BARN. 124,928 - CITY CENTER COMPLEX. 9,550 - ELECTRICAL BUREAU. 24,595 - FIRE STATIONS. 32,694 - PARKS/PLAYGROUNDS. 30,691 - MUNICIPAL SERVICE CENTER. 6,600 - GROUNDS MAINTENANCE BARN. 7,174 - POLICE SUBSTATIONS. 25,620 - POOLS AND RINKS. 9,223 - SAND ISLAND. 13,649 - RECYCLING. 3,587 - GREENWAY LIGHTS (100) AND ELECTRICAL FOR SPECIAL EVENTS 4,100 - RADIO TRANSMISSION TOWER (SOUTH MOUNTAIN). 3,415 - SALT DOME. 244,897 - ENERGY UPGRADE CONTRACT. (INCREASED BY \$7,332 VERSUS 2019). 15,000 - PENNONI ENERGY PROCUREMENT CONTRACT FEES. |
| 42045 | 118,223 | GAS BASED ON 2020 USAGE PLUS COSTS OF PENNONI ENERGY PROCUREMENT CONTRACT FEES. 16,118 - GROUND MAINTENNANCE 4,565 - ICE HOUSE 8,308 - STEFKO BRAZING MACHINE 15,353 - MUNICIPAL SERVICE CENTER 55,809 - CITY CENTER 1,972 - LINCOLN FIRE |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| | | 3,238 - MEMORIAL FIRE |
| | | 2,526 - NORTHWEST FIRE |
| | | 3,065 - SCHWEDER FIRE |
| | | 3,640 - DEWBERRY EMS |
| | | 920 - YOSKO |
| | | 40 - CITY LINE PUMP |
| | | 2,669 - PENNONI ENERGY PROCUREMENT CONTRACT FEES. |
| 42046 | 45,000 | HEATING OIL |
| | | BASED ON 2019 ACTUAL USAGE. |
| | | 7,500 - CONTINGENCY FOR EXTREME WEATHER |
| | | 5,500 - FACILITIES BUILDING |
| | | 5,000 - DAR HOUSE |
| | | 10,000 - ICE RINK |
| | | 7,500 - MEMORIAL POOL |
| | | 6,000 - ELECTRICAL BUREAU |
| | | 3,500 - MILL BUILDING |
| | | PAST HISTORY OF HEATING COSTS |
| | | 2016 21,566 |
| | | 2017 27,260 |
| | | 2018 45,000 |
| | | 2019 45,000 |
| | | 2020 45,000 |
| 42047 | 182,503 | DEPARTMENT CONTRACTS |
| | | 49,585 - CITY CENTER ENERGY SYSTEM MAINTENANCE (HT LYONS). |
| | | 13,750 - ELEVATOR MAINTENANCE (SCHINDLER) |
| | | 5,000 - PEST CONTROL (EHRlich). |
| | | 3,200 - SERVICE FIRE EXTINGUISHERS INSPECTION/SUPPRESSION SYSTEMS (KISTLER). |
| | | 3,025 - SERVICE AND CHEMICALS FOR COOLING WATER TREATMENT AT ICE HOUSE, MILL BUILDING, AND ICE RINK (PROASYS). |
| | | 5,500 - WATER TESTING AND CHEMICAL TREATMENT FOR COOLING TOWERS/HEATING SYSTEMS AT CITY CENTER (US WATER). |
| | | 5,000 - SPRINKLER TRIP TEST AND FIRE PUMP TEST (CITY CENTER GARAGE AND ICE HOUSE), AND ANY UNFORESEEN REPAIRS. (LIFE SAFETY). |
| | | 4,808 - TRANE SERVICE ON TWO CHILLERS AT CITY CENTER (HT LYONS). |
| | | 4,600 - PREVENTIVE MAINTENANCE OF ELECTRICAL SWITCH GEAR AT CITY CENTER (ALBARELL). |
| | | 3,500 - EDDY CURRENT TEST-CONDENSER & EVAPORATOR TUBES FOR CITY CENTER CHILLERS (H.T. LYONS). |
| | | 1,100 - SERVICE CONTRACT FOR ELECTRIC DOOR ACTUATORS AT CITY CENTER (ADVANCE DOOR). |
| | | 5,600 - FIRE ALARM TESTING AT CITY CENTER (CSI). |
| | | 5,000 - CLEANING OF VENTILATION SYSTEMS AT FIRE HOUSES (AIR CLEANING SYSTEMS). |
| | | 3,500 - ELECTRICAL HAZARD DETECTION SERVICE FOR CITY CENTER ELECTRICAL DISTRIBUTION SYSTEM (ALBARELL). |
| | | 5,000 - UNDERGROUND STORAGE TANKS INDEMINIFACTION/REGISTRATION /INSPECTION. |
| | | 14,700 - ICE RINK MAINTENANCE (HT LYONS). |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| | | 4,000 - PREVENTIVE MAINTENANCE FOR ELECTRIC DISTRIBUTION SYSTEM AT CITY CENTER (ALBARELL). |
| | | 1,500 - ALARM SERVICE FOR ICE HOUSE FIRE PROTECTION INSPECTION AND AIR TEST (ABE ALARMS). |
| | | 24,500 - PAPER PRODUCTS SUPPLY CONTRACT (UNIFIRST-BASED ON 2018 ACTUAL COSTS). |
| | | 375 - SECURITY MONITORING AT ELECTRICAL BUREAU (PROTECT ALARMS). |
| | | 2,910 - YEARLY MAINTENANCE ON GENERATORS AT VARIOUS LOCATIONS. (EMERGENCY SYSTEMS). |
| | | 2,500 - ELEVATOR MAINTENANCE FOR ELEVATOR AT MILL BUILDING (OTIS). |
| | | 10,100 - 5-YEAR SPRINKLER INVESTIGATION AT CITY CENTER AND ICE HOUSE. |
| | | 1,000 - ANNUAL FIRE ALARM SYSTEM INSPECTION (EASTERN TIME) |
| | | 550 - SECURITY MONITORING AT MECHANICAL GARAGE (DM2 SECURITY). |
| | | 2,200 - ELEVATOR INSPECTION SERVICES-LIBERTY ELEVATOR. |
| 42060 | 500 | OTHER EXPENSES |
| | | 500 - UNFORESEEN EXPENSES. |
| 42064 | 7,200 | EQUIPMENT MAINTENANCE |
| | | 4,200 - REPAIRS AND REPLACEMENT PARTS TO EQUIPMENT UTILIZED FOR MAINTENANCE PURPOSES. INCREASE DUE TO INCREASED COSTS ON EQUIPMENT MAINTENANCE ITEMS. |
| | | 3,000 - REPAIRS TO ZAMBONI. |
| 42065 | 66,000 | PLANT MAINTENANCE |
| | | 3,000 - FLOOR TILES. |
| | | 2,000 - BUILDING MATERIALS (PLYWOOD, FRAME LUMBER, WHITE PINE). |
| | | 2,000 - HBI REPAIRS/RENOVATIONS. |
| | | 1,500 - ELEVATOR CODE REQUIREMENTS. |
| | | 6,000 - BOILER MAINTENANCE/CHEMICALS. |
| | | 5,000 - REPLACE APPROX 150 PLAZA PAVERS (UNSAFE). |
| | | 4,000 - FAN COIL REPLACEMENT MOTORS FOR CITY CENTER BUILDING A. |
| | | 12,500 - UNCLOG DRAIN SYSTEMS (ROTO ROOTER, ETC.). EXPERIENCING SUBSTANTIALLY MORE MAINTENANCE ON AGING FACILITIES. |
| | | 10,000 - ICE RINK FACILITY REPAIRS. |
| | | 4,000 - WINDOW REPAIRS/REPLACEMENTS, |
| | | 16,000 - UNFORESEEN MAINTENANCE. |
| 43099 | 819 | EQUIPMENT |
| | | 450 - NEW TORO 22" GAS LAWN MOWER TO REPLACE OLD MOWER. |
| | | 243 - NEW EZ START TRIMMER TO REPLACE OLD TRIMMER. |
| | | 126 - NEW HAND HELD BLOWER. |

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:

- Continue to make improvements at various city parks and playgrounds.
- 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.
- Assist in planning and construction of a new Grounds and Traffic Maintenance Facility at Rodgers St.
- Assist community and volunteer organizations with improvements at city owned properties by providing services, materials, and coordination.

Prior Year Achievements:

- Continued and made improvements to mowing schedule and daily parks operations, resulting in more efficient daily work routines and output.
 - Continued to assist various youth sports organizations throughout the year.
 - 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 2019 leaf removal operations.
 - Assisted Streets Bureau with 36% of 2019/2020 snow removal operations.
 - Daily trash removal at more than 225 stops throughout the city (year round) including the downtowns on weekends.
 - Prepped and maintained the City's athletic fields (softball, soccer, rugby, football).
 - Graffiti removal program.
 - Re-surfaced 4 miles of the D & L Trail Tow Path from Allentown to Freemansburg.
 - Assisted contractors with multiple projects at Memorial Pool job site (trenching and building façade).
 - Made multiple repairs to stone walls at H.B.I. Industrial Quarter and along Monocacy Creek.
 - Upkeep of 114 parks and city properties throughout the spring and summer.
 - Closures and modifications at various city parks and playgrounds due to COVID-19.
 - Constructed and installed over 60 Story Walk structures at the Rose Garden, Sand Island playground, and City Library.
 - Excavated, prepped, and poured new 6400 sq. ft. concrete pad at the City's Mulch Pile facility.
 - Assisted Golf Course with pesticide application and tree removal at multiple locations on course.
 - Poured new concrete pads for generators at Schweder Fire House, Catasauqua Rd. Fire House, and the Club House Grille at the Golf Course.
 - Excavated and poured new ADA sidewalks for new playground on Bethlehem Greenway.
 - Storm damage clean-up and multiple repairs at H.B.I., Saucon Park, and Illick's Mill Park.
 - Demolition and removal of defunct Jolliette's Building at Northeast Little League.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|------------------|-----------------|------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Final Budget | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS Superintendent of Maint | 1 | 1 | 1 | 1 | 1 | 91,538 | 1 | 91,538 | 1 | 93,324 |
| TAMS Stone Mason | 1 | 1 | 1 | 1 | 1 | 75,787 | 1 | 75,787 | 1 | 77,259 |
| TAMS Foreman | 1 | 1 | 1 | 1 | 1 | 68,814 | 1 | 68,814 | 1 | 67,946 |
| SEIU Maintenance Worker III | 6 | 6 | 6 | 6 | 6 | 382,328 | 6 | 382,328 | 6 | 390,216 |
| SEIU Maintenance Worker II | 9 | 8 | 8 | 9 | 9 | 512,262 | 9 | 512,262 | 9 | 515,352 |
| SEIU Maintenance Worker I | 3 | 2 | 2 | 3 | 3 | 144,406 | 3 | 144,406 | 3 | 153,505 |
| Total Positions | 21 | 19 | 19 | 21 | 21 | 1,275,135 | 21 | 1,275,135 | 21 | 1,297,602 |
| Allocated to 012A | | | | | | (62,614) | | (62,614) | | (125,228) |
| | | | | | | 1,212,521 | | 1,212,521 | | 1,172,374 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 1,122,999 | 1,021,947 | 1,116,908 | 1,171,191 | | 1,185,821 | | 1,185,821 | | 1,146,374 |
| 40002 LONGEVITY | 20,285 | 18,715 | 21,375 | 25,900 | | 26,700 | | 26,700 | | 26,000 |
| 40003 OVERTIME | 51,499 | 57,643 | 59,251 | 57,853 | | 55,150 | | 40,000 | | 55,000 |
| 40004 TEMPORARY HELP | 14,329 | 16,421 | 11,187 | 17,985 | | 22,000 | | 13,000 | | 22,000 |
| 40006 DIFFERENTIAL PAY | 1,094 | 1,789 | 1,506 | 1,377 | | 2,100 | | 2,100 | | 2,100 |
| 40008 MEAL REIMBURSEMENT | 2,249 | 2,691 | 2,548 | 1,950 | | 3,000 | | 2,000 | | 2,700 |
| Personnel | 1,212,455 | 1,119,206 | 1,212,775 | 1,276,256 | | 1,294,771 | | 1,269,621 | | 1,254,174 |
| 41014 OPERATING SUPPLIES | 9,785 | 12,103 | 11,137 | 12,295 | | 25,400 | | 20,000 | | 25,400 |
| 41016 UNIFORMS/SAFETY SHOES | 4,821 | 3,834 | 5,963 | 4,197 | | 5,723 | | 5,000 | | 5,800 |
| 41017 SMALL TOOLS | 3,204 | 828 | 1,931 | 1,344 | | 2,000 | | 1,500 | | 2,000 |
| 41023 GASOLINE | 21,051 | 27,240 | 30,374 | 30,935 | | 29,860 | | 24,000 | | 28,460 |
| Materials & Supplies | 38,861 | 44,005 | 49,405 | 48,771 | | 62,983 | | 50,500 | | 61,660 |
| 42032 TRAINING/CONT. EDUCATION | 160 | - | 175 | 1,810 | | 1,000 | | 500 | | 1,000 |
| 42047 DEPARTMENT CONTRACTS | 3,564 | 21,146 | 17,181 | 20,859 | | 27,500 | | 22,500 | | 27,500 |
| 42054 RENTALS | 392 | 858 | - | - | | 2,000 | | 500 | | 2,000 |
| 42060 OTHER EXPENSES | 19,347 | 954 | 1,045 | 1,116 | | 1,200 | | 1,000 | | 1,200 |
| 42064 EQUIPMENT MAINTENANCE | 13,197 | 12,519 | 10,279 | 12,124 | | 16,500 | | 13,000 | | 16,500 |
| 42065 PLANT MAINTENANCE | 20,866 | 17,814 | 14,156 | 21,148 | | 25,500 | | 21,000 | | 25,500 |
| Purchased Services | 57,526 | 53,291 | 42,836 | 57,057 | | 73,700 | | 58,500 | | 73,700 |
| 43099 EQUIPMENT | 24,000 | 37,067 | 77,425 | 113,480 | | 132,716 | | 128,500 | | 97,300 |
| Equipment | 24,000 | 37,067 | 77,425 | 113,480 | | 132,716 | | 128,500 | | 97,300 |
| Total | 1,332,842 | 1,253,569 | 1,382,441 | 1,495,564 | | 1,564,170 | | 1,507,121 | | 1,486,834 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40003 | 55,000 | OVERTIME 55,000 - OVERTIME NECESSARY DEPENDING ON WORK LOAD AND CALL OUTS FOR STORM EMERGENCIES. SCHEDULED OVERTIME FOR CLEARING SIDEWALKS AND BRIDGES DURING SNOW OPERATIONS, GRASS MOWING, LEAF PICKUP, SERVICES TO SPECIAL EVENTS, WEEKEND GARBAGE PICK UP IN NORTH AND SOUTH DOWNTOWN AREAS, AND OTHER GROUNDS MAINTENANCE ACTIVITIES AS NEEDED. THIS IS BASED ON THE LAST THREE (3) YEAR AVERAGE. DUE TO COVID-19 AND A MILD WINTER OVERTIME WAS NOT UTILIZED PER PAST IN 2020. |
| 40004 | 22,000 | TEMPORARY HELP 22,000 - SIX (6) SUMMER EMPLOYEES TO ASSIST WITH VARIOUS PLAYGROUNDS, PARKS, ATHLETIC FIELDS, HBI, GRASS CUTTING, WEED CONTROL, MAINTENANCE OF GREENWAY, STREET MEDIANS, GRAFFITI PROGRAM, AND ASSIST WITH SPECIAL EVENTS. DUE TO LIMITED FULL TIME WORK-FORCE, WE MAKE EVERY EFFORT TO START SEASONAL EMPLOYEES EARLY IN THE SEASON AND KEEP THEM LATER TO ASSIST WITH THE MAINTENANCE OF OVER 110 PROPERTIES DEPENDING ON THEIR AVAILABILITY, SPECIFICALLY FOR GRASS CUTTING NEEDS AND MUSIKFEST SUPPORT. DUE TO COVID-19 NOT ALL POSITIONS COULD BE FILLED AND SOME PARKS WERE CLOSED, HENCE REDUCED EXPENDITURES IN 2020. |
| 40006 | 2,100 | DIFFERENTIAL PAY 2,100 - HOURS WORKED FOR MIDDLE AND NIGHT SHIFT DURING CALL OUTS AND EXTENDED HOURS. |
| 40008 | 2,700 | MEAL REIMBURSEMENT 2,700 - MEALS PAID IN ACCORDANCE WITH UNION CONTRACT. NOT MUCH SPENT IN 2020 DUE TO PRIMARILY A MILD WINTER. |
| 41014 | 25,400 | OPERATING SUPPLIES FUNDS FOR VARIOUS SUPPLIES REQUIRED FOR MAINTENANCE AT CITY PARKS, PLAYGROUNDS, GARDENS, ATHLETIC FIELDS, ETC. SEVERAL ITEMS NORMALLY BUDGETED IN RECREATION BUREAU WERE MOVED TO THIS ITEM IN 2020. 3,500 - SAND ISLAND TENNIS COURTS. TOP DRESSING, TAPES, ETC. (MOVED FROM RECREATION) 5,000 - PLAYGROUND SAFETY SURFACES. (MOVED FROM RECREATION) 2,000 - REPLACEMENT LIGHTS AT BALLFIELDS. (MOVED FROM RECREATION). 800 - CITY HALL BEAUTIFICATION. 2,000 - ROSES FOR ROSE GARDEN. 3,300 - CHEMICALS (BEE SPRAY, CLEANSERS, VEGETATION MANAGEMENT, GRAFFITI REMOVAL, ETC.). 1,000 - PAINT AND SUPPLIES FOR PLAYGROUND FACILITIES TO COVER GRAFFITI, PLAYGROUND EQUIPMENT, ETC. 1,800 - CONCRETE. 500 - (3) PUSH MOWERS. 600 - (2) HAND BLOWERS. 2,000 - (6) STRING TRIMMERS. |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| | | 400 - MISCELLANEOUS SUPPLIES. |
| | | 2,500 - MARKING PAINT FOR BASEBALL/FOOTBALL/SOCCER FIELDS. THIS WAS BUDGETED IN RECREATION IN 2019. |
| 41016 | 5,800 | UNIFORMS/SAFETY SHOES |
| | | 1,450 - T-SHIRTS (19 PEOPLE) PER NEXT YEAR'S COSTS. |
| | | 1,450 - SWEATSHIRTS (19 PEOPLE) PER NEXT YEAR'S COSTS. |
| | | 2,725 - SHOES (21 PEOPLE) PER NEXT YEAR'S COSTS. |
| | | 175 - SUPERVISORS' POLOS (TWO PEOPLE). SLIGHT INCREASE DUE TO RENTAL INCREASES. |
| 41017 | 2,000 | SMALL TOOLS |
| | | 2,000 - MISCELLANEOUS TOOLS FOR OPERATIONS/MAINTENANCE FUNCTIONS. |
| 41023 | 28,460 | GASOLINE |
| | | BASED ON PAST ACTUAL USAGE. |
| | | 5,910 - GASOLINE (3,000 GALLONS) X \$1.97. |
| | | 22,550 - DIESEL (11,000 GALLONS) X \$2.05. USAGE WAS DOWN IN 2020 DUE TO MILD WINTER AND COVID-19. |
| 42032 | 1,000 | TRAINING/CONTINUING ED. |
| | | 1,000 - EMPLOYEE TRAINING, PESTICIDE SPRAYING CERTIFICATION, EDUCATIONAL SEMINARS, HEAVY EQUIPMENT TRAINING, PLAYGROUND SAFETY INSPECTION CERTIFICATION. CDL TRAINING WHEN NECESSARY IS ALSO CHARGED TO THIS ACCOUNT. SPENDING IN 2020 WAS LIMITED DUE TO COVID-19. |
| 42047 | 27,500 | DEPARTMENT CONTRACTS |
| | | 27,500 - LANDFILL TIPPING FEES. |
| 42054 | 2,000 | RENTALS |
| | | 2,000 - RENTAL OF EQUIPMENT NOT AVAILABLE IN CITY. |
| 42060 | 1,200 | OTHER EXPENSES |
| | | 600 - SUBSCRIPTIONS, CDL REIMBURSEMENT. |
| | | 600 - 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. |
| 42065 | 25,500 | PLANT MAINTENANCE |
| | | 19,500 - PURCHASE TOOLS AND MATERIALS TO PERFORM MAINTENANCE, LANDSCAPING, AND NECESSARY REPAIRS TO CITY PARKS, GARDENS, ATHLETIC FIELDS, CITY CENTER COMPLEX. MATERIALS REQUIRED TO MAINTAIN PARK FACILITIES SUCH AS MULCH, BARK FERTILIZER, GRASS SEED TOPSOIL, LUMBER AND |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| | 6,000 | PAINT. - TREE REMOVAL, PRUNING, AND REPLACEMENTS AT CITY FACILITIES. |
| 43099 | 97,300 | EQUIPMENT |
| | 19,250 | - VEHICLE LEASE-LIFT/BUCKET ASSEMBLY FOR UNIT #343 (YEAR 3 OF 3) |
| | 7,100 | - ONE JOHN DEERE Z997, 72 INCH DIESEL TRACTOR. THIS UNIT WILL REPLACE OUR 2008 Z997 ZTRAK. (YEAR 2 OF 3 YEAR LEASE). |
| | 4,350 | - ONE JOHN DEERE Z950R TRACTOR. (YEAR 3 OF 3 YEAR LEASE) |
| | 21,400 | - GMC UTILITY TRUCK. (YEAR 3 OF 3 YEAR LEASE). |
| | 24,000 | - GROUNDS MASTER TORO 7210 ZERO TURN MOWER WITH 100 INCH DECK THAT TRANSFORMS TO SNOW UNIT WITH BLOWER, V-PLOW, CAB AND TRACKS. MOWER COMPONENT REPLACES 2008 997 ZERO TURN MOWER AND SNOW COMPONENT REPLACES 1996 HONDA TRACTOR WITH SNOW BLOWER AND NO PLOW. (YEAR 2 OF 3 YEAR LEASE). |
| | 21,200 | - INTIMIDATOR 18XP BRUSH BANDIT. NEW UNIT IS A TOW BEHIND TREE BRANCH CHIPPER USED FOR TREE REMOVAL AND CLEAN-UP AT VARIOUS PARKS AND CITY PROPERTIES. (YEAR 1 OF 3 YEAR LEASE). |

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BUREAU DETAIL

Bureau: Recreation

No: 0509

Department: Public Works

No: 0050

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:

- Continue to provide affordable recreation programs and facilities in the city.
 - Manage current and develop new activities and programs to meet the needs of the community.
 - Finalize preparations of Memorial Pool and re-opening to the public for the 2021 pool season.
 - Continue to review and update recreational programming policies to make them relevant to current ordinances and needs of the community.
 - Continue to improve recreation areas and facilities.
 - Continue partnerships with City departments to enhance our programming.
 - Continue partnerships with businesses, community organizations and schools to better serve needs of the community.
 - Provide summer programming through a partnership with St. Luke's Health Network at the Earl E. Schaeffer Ice Rink and Monocacy recreation complex.
 - Re-evaluate and appropriately staff the pools due to the re-opening of Memorial Pool for the 2021 season.
 - Continue to increase participation in our programs by utilizing our website, recreation software, social media outlets, and face to face promotions.
 - Use recreation software for online signups in an effort to minimize cash transactions.
 - Develop a partnership with Moravian College for use of summer interns in our park programs.
 - Promote our new park clean-up program by reaching out to businesses, community groups and schools.
 - Obtain a new concessions vendor for Earl E. Schaeffer Ice Rink and Memorial Pool for 2021 summer season.
-

Prior Year Achievements:

- Assisted in planning and oversight of ADA bathroom improvements/updates at Clearview Pool, Monocacy Park, and Yosko Park.
 - Assisted in oversight of fencing repair and addition of guard rail at Fairview Park and fencing repair at Yosko Park.
 - Assisted in oversight of new playground system with "pour in place" safety surface on the Greenway.
 - Updated recreation permits and leases with the guidance of the Legal Bureau to have them reflect current needs of both tenants/permittees and the City.
 - Suspended our current "Adopt a Park" program due to lack of participation and created a new model.
 - Created summer programming following CDC and Health Bureau guidelines during the pandemic through a partnership with the Health Bureau and participation from our police and fire departments as well as local businesses and community groups.
 - Implemented new recreation software which made operations much more efficient.
 - Established a partnership with St. Luke's Health Network.
 - Created a new playscape at L.G. Stewart Park with support from Health and Traffic Bureaus.
 - Created Pickleball and tennis courts at Clearview Park with support from the Traffic Bureau.
 - Created a bike safety course at Friendship Park with support from the Traffic Bureau and CAT (Coalition for Appropriate Transportation).
 - Organized a virtual Halloween parade with BASD after the traditional parade was cancelled due to the pandemic.
 - Modified ice rink procedures and operation to allow it to open safely during the pandemic following CDC guidelines as per Health Bureau.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 0509 RECREATION

| | | 2016 | 2017 | 2018 | 2019 | 2020 | 2020 | 2021 | | |
|---------------------------------|---------------------------|--------------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------|----------|-----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Final Budget | | |
| Personnel Detail | | Number of Permanent Positions | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS | Dir Parks/Public Property | 1 | - | - | - | - | - | - | - | - |
| TAMS | Recreation Director | 1 | 1 | 1 | 1 | 69,469 | 69,469 | 77,262 | 1 | 77,262 |
| TAMS | Dept Business Manager | 1 | - | - | - | - | - | - | - | - |
| TAMS | Recreation Coordinator | 1 | 1 | 1 | 1 | 63,817 | 63,817 | 65,187 | 1 | 65,187 |
| SEIU | Maintenance Worker III | - | 1 | 1 | - | - | - | - | - | - |
| SEIU | Maintenance Worker II | - | 1 | 1 | - | - | - | - | - | - |
| SEIU | Maintenance Worker I | - | 1 | 1 | - | - | - | - | - | - |
| SEIU | Departmental Secretary | 1 | - | - | - | - | - | - | - | - |
| SEIU | Account Clerk II | 1 | 1 | 1 | 1 | 52,410 | 52,410 | 53,538 | 1 | 53,538 |
| Total Positions | | 6 | 6 | 6 | 3 | 185,696 | 185,696 | 195,987 | 3 | 195,987 |
| Account Detail | | | | | | | | | | |
| 40001 | SALARIES | 308,928 | 373,907 | 243,007 | 192,343 | 184,396 | 184,396 | 194,487 | | |
| 40002 | LONGEVITY | 2,740 | 4,845 | 3,990 | 3,500 | 1,300 | 1,300 | 1,500 | | |
| 40003 | OVERTIME | 9,601 | 35,047 | 18,249 | - | - | - | - | | |
| 40004 | TEMPORARY HELP | 230,514 | 177,680 | 186,889 | 182,578 | 262,000 | 42,000 | 262,000 | | |
| 40006 | DIFFERENTIAL PAY | 20 | 935 | 303 | - | - | - | - | | |
| 40008 | MEAL REIMBURSEMENT | - | 351 | 156 | - | - | - | - | | |
| Personnel | | 551,803 | 592,765 | 452,594 | 378,421 | 447,696 | 227,696 | 457,987 | | |
| 41013 | OFFICE EXPENSE | 1,728 | 681 | 874 | 1,568 | 1,100 | 500 | 700 | | |
| 41014 | OPERATING SUPPLIES | 42,200 | 45,086 | 50,889 | 28,594 | 22,950 | 15,000 | 22,950 | | |
| 41016 | UNIFORMS/SAFETY SHOES | 107 | 410 | 668 | - | - | - | - | | |
| 41017 | SMALL TOOLS | - | 4,023 | 345 | - | - | - | - | | |
| 41021 | CHEMICALS | 44,088 | 39,171 | 28,653 | 22,246 | - | - | - | | |
| 41023 | GASOLINE | 516 | 2,021 | 1,928 | 197 | 620 | 200 | 197 | | |
| Materials & Supplies | | 88,639 | 91,392 | 83,357 | 52,605 | 24,670 | 15,700 | 23,847 | | |
| 42032 | TRAINING/CONT. EDUCATION | 100 | 851 | - | 1,762 | 2,200 | 500 | 2,200 | | |
| 42040 | ADVERTISING AND PRINTING | 957 | 1,406 | 1,331 | 1,893 | 1,500 | 500 | 700 | | |
| 42047 | DEPARTMENT CONTRACTS | 7,318 | 31,640 | 5,000 | 5,000 | 10,000 | 3,000 | 10,000 | | |
| 42049 | REFUNDS | - | 825 | 235 | 715 | 800 | 360 | 7,800 | | |
| 42060 | OTHER EXPENSES | 5,219 | 13,744 | 8,456 | 7,897 | 6,650 | 4,500 | 5,650 | | |
| 42063 | SPECIAL PROGRAMS | 15,447 | 13,693 | 14,384 | 12,183 | 11,600 | 5,000 | 10,600 | | |
| Purchased Services | | 29,041 | 62,159 | 29,406 | 29,450 | 32,750 | 13,860 | 36,950 | | |
| 43099 | EQUIPMENT | 52,423 | - | - | - | - | - | - | | |
| Equipment | | 52,423 | - | - | - | - | - | - | | |
| Total | RECREATION | 721,906 | 746,316 | 565,357 | 460,476 | 505,116 | 257,256 | 518,784 | | |

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

2021 BUDGET REQUEST JUSTIFICATION

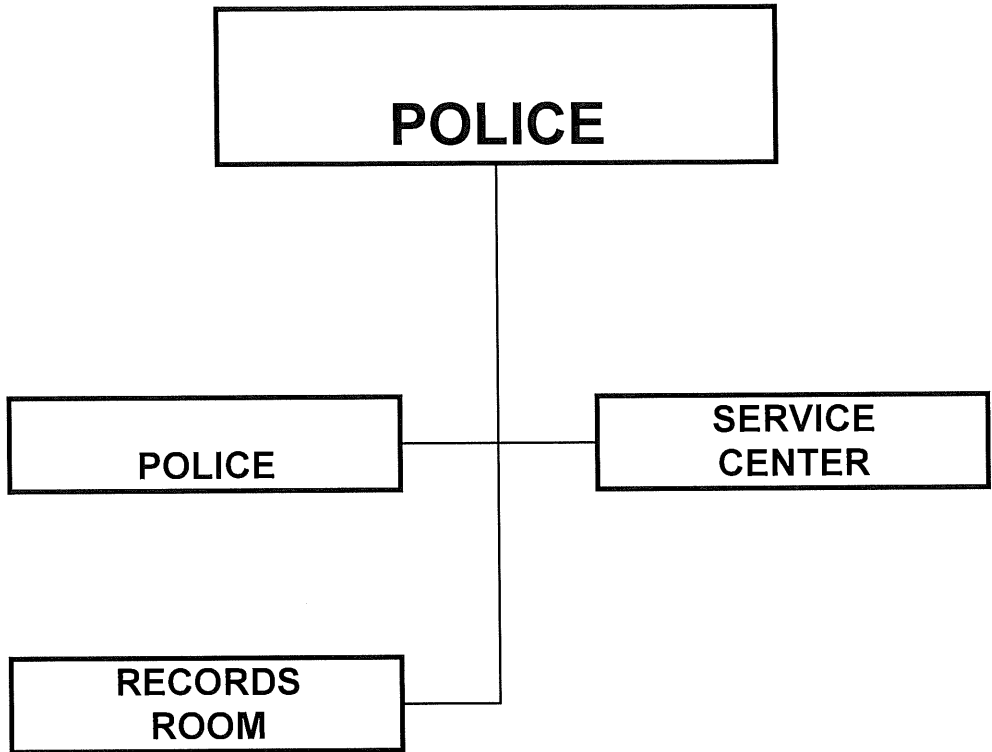
| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| 40004 | 262,000 | TEMPORARY HELP TEMPORARY SEASONAL HELP PROVIDED BY HIGH SCHOOL AND COLLEGE AGE STUDENTS FOR VARIOUS CITY RECREATIONAL AMENITIES. WORKERS START AT MINIMUM WAGE. |
| | 180,000 | - POOL (LIFEGUARDS, LESSONS, ETC). LINE ITEM REFLECTS MEMORIAL POOL BACK IN SERVICE FOR 2021 SEASON. ALL POOLS WERE CLOSED IN 2020. |
| | 21,000 | - PLAYGROUNDS (GUARDS). |
| | 22,000 | - SAND ISLAND (CASHIERS, LESSONS, ETC). |
| | 3,000 | - SOFTBALL AND BASKETBALL (REFEREES). |
| | 36,000 | - ICE RINK (CASHIERS, GUARDS, LESSONS, ETC). |
| 41013 | 700 | OFFICE EXPENSE 300 - SUPPLIES NOT AVAILABLE FROM STOCK INVENTORY. 400 - LAMINATING POUCHES FOR PASSES AND SIGNS. |
| 41014 | 22,950 | OPERATING SUPPLIES 500 - TENNIS/SOFTBALL TROPHIES. 4,200 - LIFEGUARD SWIMSUITS, WHISTLES, STAFF SHIRTS. LINE ITEM REFLECTS MEMORIAL POOL BACK IN SERVICE FOR 2020 SEASON. ALL POOLS WERE CLOSED IN 2020. 750 - ARTS AND CRAFTS SUPPLIES 1,000 - ATHLETIC EQUIPMENT. LINE ITEM REFLECTS MEMORIAL POOL BACK IN SERVICE FOR 2021 SEASON. 3,500 - FIRST AID SUPPLIES. LINE ITEM REFLECTS MEMORIAL POOL BACK IN SERVICE FOR 2021 SEASON. 6,000 - POOL SUPPLIES. LINE ITEM REFLECTS MEMORIAL POOL BACK IN SERVICE FOR 2021 SEASON. 1,000 - EASTER EGG HUNT. 6,000 - SKATES. |
| 41023 | 197 | GASOLINE 197 - BASED ON USAGE OF 100 GALLONS AT \$1.97 USED IN 2019. |
| 42032 | 2,200 | TRAINING/CONTINUING ED. 500 - SEMINARS/CONFERENCES SUCH AS PRPS. DUE TO COVID-19 NO SEMINARS/CONFERENCES OR SKATE GUARD TRAINING IN 2020. 800 - CPR TRAINING.CERTIFICATION. 900 - LIFEGUARD TRAINING. |
| 42040 | 700 | ADVERTISING AND PRINTING 700 - PROGRAMS/ADVERTISING. -POOL/TENNIS PASSES. -ICE RINK BROCHURES. |
| 42047 | 10,000 | DEPARTMENT CONTRACTS 5,000 - BOYS & GIRLS CLUB OVERSIGHT - YOSKO PLAYGROUNDS. 5,000 - RECREATION MANAGEMENT SOFTWARE SUBSCRIPTION TO IMPROVE THE ONLINE PURCHASING PROCESS FOR POOL PASSES, PAVILLION RENTALS, FIELD RENTALS, ETC. |
| 42049 | 7,800 | REFUNDS |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| | | 800 - REFUNDS FOR CLASS REGISTRATION CANCELLATIONS (I.E. SWIMMING LESSONS) AFTER PAYMENT HAS ALREADY BEEN DEPOSITED. |
| | | 7,000 - NEW FOR 2021 - CREDIT CARD TRANSACTION FEES FOR ALL PROGRAMMING. PROMOTING CASHLESS OPERATIONS THROUGHOUT RECREATION TO INCREASE ACCOUNTABILITY AND POTENTIALLY REVENUE. IN ADDITION, CASHLESS OPERATIONS WOULD AID IN PREVENTING THE SPREAD OF COVID-19. |
| 42060 | 5,650 | OTHER EXPENSES |
| | | 500 - REIMBURSEMENT FOR GAS MILEAGE. |
| | | 500 - NRPA AND PRPS MEMBERSHIP. |
| | | 3,000 - ASCP, SESAC AND BMI MUSIC LICENSES. |
| | | 800 - PORT-A-LET RENTAL. |
| | | 850 - UTILITY CART LEASE FOR SAND ISLAND TENNIS COURTS. -6 MONTH LEASE |
| 42063 | 10,600 | SPECIAL PROGRAMS |
| | | 300 - BASKETBALL PLAY-OFF OFFICIALS. |
| | | 1,200 - SOFTBALL PLAYOFF OFFICIALS. |
| | | 2,100 - POOL/ICE RINK/PLAYGROUND SPECIAL EVENT EXPENSES. |
| | | 2,000 - TENNIS LEAGUE FOR SPECIAL EVENT EXPENSES. |
| | | 1,000 - YOUTH RECREATION PROGRAMS FOR SPECIAL EVENT EXPENSES. |
| | | 4,000 - MOVIES IN THE PARK AND UPKEEP OF EQUIPMENT. |

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BUREAU DETAIL

Bureau: Police

No: 0601

Department: Police

No: 0060

Bureau Description:

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

Goals and Objectives:

- Incorporation of social work into the police department to help identify and address underlying areas of need in our community through the implementation of a social worker liaison that will coordinate efforts between the police department and health bureau to provide enhanced support to individuals with mental illnesses as well as promote connections to health care services and community resources.
- Strengthen the department's relationship with the community through participation in more community engagement activities and events.
- Increase the effectiveness of the department's social media outlets.
- Continue to lower Part 1 crimes (violent crime) and Part II crimes.
- Increase police training related to mental health, crisis intervention, trauma informed care, cultural awareness, and implicit bias.
- Improve Officer Wellness through the resiliency training and the implementation of a peer support network.
- More accurately track and manage employee training records, use of force data, and citizen complaint reports
- Introduction of a comprehensive report management system that will improve our ability to collect and analyze crime statistics as well as transition to the federally mandated National Incident-Based Reporting System (NIBRS).
- Increase our capability to store physical evidence (i.e. vehicles) long-term.

Prior Year Achievements:

- Completion of the CSI security plan for City Hall and all City employees, which controls access to areas of City Hall and enhances personal safety in the workplace.
 - Implementation of a new and updated Website and Facebook page that enables citizens to easily access information about the police department, active criminal investigations, and helpful crime prevention tips.
 - Network improvements for body worn camera recording uploads.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0601 POLICE

| Personnel Detail | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|----------------------------------|-------------------------------|-------------------|-------------------|-------------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|-------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Actual & Estimated | Final Budget | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| NC Police Chief | 1 | 1 | 1 | 1 | 1 | 111,261 | 1 | 111,261 | 1 | 112,789 |
| NC Deputy Police Chief | 1 | 1 | 1 | 1 | 1 | 105,191 | 1 | 105,191 | 1 | 108,218 |
| FOP Captain | 3 | 3 | 3 | 3 | 3 | 309,409 | 3 | 309,409 | 3 | 320,794 |
| FOP Lieutenant | 6 | 6 | 6 | 6 | 6 | 574,415 | 6 | 574,415 | 6 | 589,019 |
| FOP Detective/Sergeant | 23 | 23 | 23 | 23 | 23 | 2,033,891 | 23 | 2,033,891 | 23 | 2,090,339 |
| FOP Police Officer | 120 | 120 | 120 | 120 | 120 | 8,950,287 | 120 | 8,950,287 | 120 | 9,261,985 |
| Total Positions | 154 | 154 | 154 | 154 | 154 | 12,084,454 | 154 | 12,084,454 | 154 | 12,483,144 |
| Vacancy Factor | | | | | | (100,000) | | (100,000) | | (100,000) |
| | | | | | | 11,984,454 | | 11,984,454 | | 12,383,144 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 10,867,945 | 10,670,829 | 10,346,347 | 11,350,408 | | 11,614,454 | | 11,614,454 | | 12,012,944 |
| 40002 LONGEVITY | 418,800 | 423,100 | 409,500 | 383,200 | | 370,000 | | 370,000 | | 370,200 |
| 4000383 FBI OVERTIME | 25,032 | 18,154 | 17,087 | 17,555 | | 18,000 | | 17,500 | | 18,000 |
| 4000384 LCB O/T GRANT-LEHIGH | 16,839 | 12,718 | - | - | | 20,000 | | 15,000 | | 20,000 |
| 4000390 DEA-TASK FORCE OVERTIME | 21,219 | 14,802 | 20,490 | 19,533 | | 18,000 | | 17,000 | | 18,000 |
| 4000391 TASK FORCE OVERTIME | 11,742 | 10,026 | 12,894 | 5,094 | | 20,000 | | 10,000 | | 20,000 |
| 4000392 GENERAL OVERTIME | 240,882 | 365,092 | 428,906 | 554,064 | | 220,000 | | 220,000 | | 220,000 |
| 4000393 CDBG OVERTIME | 11,547 | 13,921 | 2,819 | 3,193 | | 60,000 | | 55,000 | | 60,000 |
| 4000394 DUI/AGGRESS. DRIVING OT | 34,265 | 32,503 | 34,518 | 34,621 | | 40,000 | | 35,000 | | 58,700 |
| 4000395 MUSIKFEST OVERTIME | 133,692 | 142,874 | 174,180 | 171,193 | | 170,000 | | - | | 170,000 |
| 4000396 SPECIAL EVENT OVERTIME | 53,059 | 65,504 | 64,222 | 81,428 | | 80,000 | | 10,000 | | 75,000 |
| 4000398 SEAT BELT HIGHWAY SAFETY | 15,570 | 18,872 | 19,897 | 17,773 | | 17,000 | | 17,000 | | - |
| 4000399 LV AUTO THEFT TASK O/T | 15,785 | 8,717 | 9,140 | 10,197 | | 16,000 | | 10,000 | | 16,000 |
| 40004 TEMPORARY HELP | 296,827 | 301,458 | 294,657 | 289,580 | | 330,500 | | 200,000 | | 330,500 |
| 40005 HOLIDAY PAY | 667,814 | 574,453 | 604,704 | 629,819 | | 655,000 | | 655,000 | | 675,000 |
| 40006 DIFFERENTIAL PAY | 54,963 | 52,492 | 50,172 | 52,179 | | 55,000 | | 55,000 | | 55,000 |
| 40007 ROSTER DUTY | 335,902 | 272,589 | 253,392 | 249,933 | | 200,000 | | 140,000 | | 200,000 |
| 40011 EDUCATION INCENT BONUS | 77,296 | 70,399 | 104,175 | 99,078 | | 96,500 | | 96,500 | | 101,500 |
| 40012 HEARING TIME | 149,318 | 135,935 | 118,513 | 135,492 | | 135,000 | | 130,000 | | 135,000 |
| Personnel | 13,448,497 | 13,204,438 | 12,965,613 | 14,104,340 | | 14,135,454 | | 13,667,454 | | 14,555,844 |

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0601 POLICE

| | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Actual | 2020 Budget w/ Transfers | 2020 Actual & Estimated | 2021 Final Budget |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------------------|-------------------------------|-------------------------|
| 41014 OPERATING SUPPLIES | 63,628 | 56,513 | 60,510 | 75,565 | 62,500 | 60,000 | 62,500 |
| 41016 UNIFORMS/SAFETY SHOES | 137,058 | 169,052 | 165,690 | 180,090 | 162,900 | 162,900 | 187,900 |
| 41018 IDENTIFICATION | 23,549 | 20,400 | 24,058 | 21,775 | 23,700 | 22,000 | 23,700 |
| 41019 RECRUITMENT EXP-GRANT | 17,200 | 25,800 | 68,747 | 63,038 | 35,000 | 35,000 | 35,000 |
| 41023 GASOLINE | 122,363 | 136,276 | 155,793 | 149,668 | 150,000 | 140,000 | 150,000 |
| 41026 MUNITIONS | 67,871 | 68,275 | 95,191 | 96,143 | 96,200 | 95,000 | 96,200 |
| Materials & Supplies | 431,669 | 476,316 | 569,989 | 586,279 | 530,300 | 514,900 | 555,300 |
| 42032 TRAINING/CONT. EDUCATION | 21,444 | 27,721 | 24,650 | 22,725 | 25,000 | 20,000 | 25,000 |
| 42036 COMMUNICATIONS | - | - | - | - | 26,000 | 26,000 | 26,000 |
| 42047 DEPARTMENT CONTRACTS | 83,089 | 96,129 | 137,019 | 128,253 | 165,697 | 161,500 | 170,617 |
| 420472 CALEA/PLEAC ACCREDIT | 6,872 | 6,270 | 5,630 | 6,630 | 7,100 | 7,100 | 7,100 |
| 42049 REFUNDS | 138 | 20 | 156 | 150 | 500 | 250 | 500 |
| 42060 OTHER EXPENSES | 19,561 | 23,325 | 22,735 | 26,569 | 16,600 | 16,000 | 18,500 |
| 42064 EQUIPMENT MAINTENANCE | 12,262 | 5,136 | 7,756 | 3,629 | 8,000 | 7,000 | 8,000 |
| 42165 DUI/AGGRESSIVE GRANT | 1,346 | 3,996 | 829 | 267 | 1,500 | 1,000 | 6,400 |
| 42166 JAG-JUSTICE ASSIST GRANT | 26,480 | 19,090 | 6,098 | 21,212 | 45,319 | 45,319 | 41,319 |
| Purchased Services | 171,192 | 181,687 | 204,873 | 209,435 | 295,716 | 284,169 | 303,436 |
| 43099 EQUIPMENT | 122,249 | 166,478 | 206,739 | 245,732 | 277,456 | 275,000 | 195,560 |
| Equipment | 122,249 | 166,478 | 206,739 | 245,732 | 277,456 | 275,000 | 195,560 |
| Total | 14,173,607 | 14,028,919 | 13,947,214 | 15,145,786 | 15,238,926 | 14,741,523 | 15,610,140 |

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

2021 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 | 220,000 | GENERAL OVERTIME 200,000 - OVERTIME - SERVICING LATE CALLS, SHIFT SUPPLEMENT, CRIMINAL INVESTIGATIONS, AND OTHER EVENTS 20,000 - PARKS PATROL - SAUCON PARK/ILLICK'S MILL OVERTIME |
| 4000393 | 60,000 | C.D.B.G. OVERTIME 30,000 - COMMUNITY POLICING ACTIVITIES 30,000 - COMMUNITY POLICING PATROLS - BIKE/FOOT ANTICIPATED AWARD - 100% REIMBURSABLE FUNDS |
| 4000394 | 58,700 | DUI/AGGRESSIVE DRIVING OT 58,700 - DUI/AGRESSIVE DRIVING OVERTIME GRANT 100% REIMBURSED FUNDS |
| 4000395 | 170,000 | MUSIKFEST OVERTIME 170,000 - MUSIKFEST OVERTIME 100% REIMBURSED FUNDS |
| 4000396 | 75,000 | SPECIAL EVENT OVERTIME 75,000 - SPECIAL EVENT OVERTIME |
| 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 | 675,000 | HOLIDAY PAY 675,000 - HOLIDAY PAY 12 HOLIDAYS |
| 40006 | 55,000 | DIFFERENTIAL PAY 55,000 - SHIFT DIFFERENTIAL - \$0.45/HR MIDDLE, \$0.50/HR NIGHT (CONTRACT ITEM) |
| 40007 | 200,000 | ROSTER DUTY 200,000 - ROSTER DUTY ASSIGNMENTS |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| | | 100% REIMBURSED FUNDS |
| 40011 | 101,500 | EDUCATION INCENT BONUS 59,500 - EDUCATION BONUS - CONTRACT ITEM 42,000 - TUITION REIMBURSEMENT |
| 40012 | 135,000 | HEARING TIME 135,000 - HEARING PAY - CONTRACTUAL |
| 41014 | 62,500 | OPERATING SUPPLIES 26,000 - DUTY EQUIPMENT BELTS, HOLSTERS, PROTECTIVE EQUIPMENT, GLOVES RESPIRATORS, FLASHLIGHTS, HANDCUFFS 4,000 - FLARES, POLICE TAPE, EMERGENCY BLANKETS 12,000 - DESKTOP COMPUTERS HAVE BEEN IDENTIFIED AS NEEDING TO BE REPLACED 6,000 - CANINE TRAINING AND SUPPLIES *UNIT WILL BE PARTIALLY FUNDED THROUGH DONATIONS 6,000 - MOUNTED UNIT OPERATING SUPPLIES FEED, MEDICAL CARE, BEDDING, FARRIER SUPPLIES AND SERVICES *UNIT WILL BE PARTIALLY FUNDED THROUGH DONATIONS 6,000 - PORTABLE RADIO / BWC BATTERIES (60) 2,500 - SECURITY BADGES/PRINT CARTRIDGES, ETC. |
| 41016 | 187,900 | UNIFORMS/SAFETY SHOES 85,000 - UNIFORMS AND EQUIPMENT ALLOWANCE 11,400 - CLOTHING ALLOWANCE 19 X \$600 40,500 - UNIFORM MAINTENANCE 135 X \$300 25,000 - EMERGENCY RESPOSE TEAM BODY ARMOR AND UNIFORMS 26,000 - SOFT BODY ARMOR - 40% REIMBURSED THRU THE BULLET PROOF VEST GRANT PROGRAM |
| 41018 | 23,700 | IDENTIFICATION 13,400 - FORENSIC SERVICES SUPPLIES 3,500 - FORENSIC CERTIFICATIONS/TRAININIG 1,200 - AFIS OPERATOR FOR THREE DETECTIVES 2,000 - 3M PARTICULATE RESPIRATORS & PURAIR UNIT FILTERS 3,600 - OFF SITE EVIDENCE STORAGE |
| 41019 | 35,000 | RECRUITMENT EXPENSE 35,000 - POLICE ACADEMY FOR FIVE OFFICERS AT APPROX. \$7000.00 PER OFFICER *75% REIMBURSEMENT PER OFFICER BY MPOTC |
| 41023 | 150,000 | GASOLINE 150,000 - GASOLINE FOR ALL POLICE VEHICLES |
| 41026 | 96,200 | MUNITIONS MUNITIONS 50,000 - FIREARMS AMMUNITION FOR TRAINING AND QUALIFICATION 3,000 - LESS LETHAL 43,200 - AXON TASER CONTRACT YEAR 4 OF 5 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 42032 | 25,000 | TRAINING/CONTINUING ED. 25,000 - TRAINING AND CONTINUING EDUCATION |
| 42036 | 26,000 | COMMUNICATIONS 4,000 - NCIC - CLEAN OPERATIONAL COSTS 1,000 - LANGUAGE LINE 21,000 - MDT/AIR CARD COSTS |
| 42047 | 170,617 | DEPARTMENT CONTRACTS THIS ACCOUNT COVERS THE FOLLOWING: 2,000 - BACKGROUND CHECK COMPUTER CONTRACT (ACCURINT) 52,812 - CSI CAMERA MAINTENACE AGREEMENT 8,000 - CSI SPARE EQUIPMENT COSTS 2,000 - TOTAL STATION MAINTENANCE COSTS 650 - 1033 LAW ENFORCEMENT PROGRAM-SUPPLIES/EQUIPMENT/OPS 12,000 - PPL CAMERA ELECTRICAL COSTS AND POLE RENTAL 2,000 - POLYGRAPH MAINTENANCE AGREEMENT 5,600 - AFIS MAINTENANCE AGREEMENT 4,500 - PROGRESSIVE K-9 TRAINING (\$1500.00 / DOG) 500 - MAGLOCLEN MEMBERSHIP 8,500 - ANIMAL CONTROL - STRAYS, RABIES, LAB COSTS 20,000 - LEHIGH COUNTY HUMAN CENTER CONTRACT *PARTIAL REIMBURSEMENT FROM DOG FEES COLLECTED 18,600 - POSS UPDATE / MAINTENANCE 1,355 - LIVE SCAN / CPIN / MOBILE AFIS MAINTENANCE 10,800 - T-1 LINE FEES 1,500 - CELLBLOCK CLEANING CONTRACT 17,000 - WATCHGUARD - IN CAR CAMERA - SOFTWARE AND HARDWEAR WARRANTY AND MAINTENANCE 1,800 - ELSAG LPR - SOFTWARE MAINTENANCE 1,000 - CALL ONE - VIDEO ARRAIGNMENT MAINTENANCE |
| 420472 | 7,100 | CALEA/PLEAC ACCREDITATION 6,100 - CALEA ACCREDITATION & MEMBERSHIP DUES 1,000 - PLEAC ACCREDITATION |
| 42049 | 500 | REFUNDS 500 - EXPENSES FOR PERSONAL ITEMS DAMAGED OR LOST DURING THE PERFORMANCE OF THEIR DUTIES. |
| 42060 | 18,500 | OTHER EXPENSES 10,000 - OTHER EXPENSES THIS ACCOUNT COVERS THE EXPENSES NOT COVERED BY ANY OTHER ACCOUNT 5,000 - EXTRADITION/PRISONER TRANSPORT COSTS 500 - SRO JUNIOR POLICE ACADEMY PROGRAM 500 - BPD CIVILIAN POLICE ACADEMY PROGRAM 1,500 - CPR CERT.& FIRST AID CERT. 1,000 - INVESTIGATIVE CELL PHONE RECORDS |
| 42064 | 8,000 | EQUIPMENT MAINTENANCE 8,000 - REPAIR, PARTS, REPLACEMENT AND CALIBRATIONS |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| 42165 | 6,400 | DUI/AGGRESSIVE DRIVING 6,400 - DUI CHECKPOINT EQUIPMENT MAINTENANCE AND REPAIR/AGRESSIVE DRIVING - FUNDS ARE 100% REIMBURSED. |
| 42166 | 41,319 | JAG-JUSTICE ASSIST GRANT 41,319 - EDWARD BYNE MEMORIAL JAG GRANT 100% REIMBURSED FUNDS |
| 43099 | 195,560 | EQUIPMENT 58,732 - 2018 LEASE PAYMENT - 3RD INSTALLMENT OF 3 YR. LEASE FOR 6 UTILITY INTERCEPTORS 61,952 - 2019 LEASE PAYMENT - 2ND INSTALLMENT OF 3 YR. LEASE FOR 6 UTILITY INTERCEPTORS 34,876 - 2020 LEASE PAYMENT - 1ST INSTALLMENT OF 3YR. LEASE FOR 3 UTILITY INTERCEPTORS 40,000 - POLICE VEHICLE EQUIPMENT EQUIPMENT TO UPFIT (3) NEW POLICE VEHICLES |

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BUREAU DETAIL

Bureau: Service Center

No: 0602

Department: Police

No: 0060

Bureau Description:

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

Goals and Objectives:

- Total integration of the City Water Control Room into the Bethlehem Service Center.
- Integration of 4 methods of receiving city wide issues.
- YTD Phone X7000 [30,000], App [1,120], E-Mail [536], & E.Gov [42] .
- Streamlining all "Special Events" under Emergency Management.
- Transfer of vital information between the City of Bethlehem Service Center and Northampton County 911 Center.
- Expanded usage of trained staff for National Crime Information Center to assist Bethlehem, Lehigh University and Moravian College Police Departments.
- Monitor a joint network of surveillance cameras in cooperation with Lehigh University and the Bethlehem Housing Authority.
- Recordings and securing footage of criminal incidents.
- Work jointly with all 3 Public Safety Entities, Police/Fire/EMS.

Prior Year Achievements:

- Enhancement of our current App to reach more subscribers.
 - Retention of skilled staff members.
 - Work in conjunction with Deputy EM and COB Health Department on COVID-19 and Emergency Preparedness.
 - Cross-train employees to fulfill addition duties and control costs.
 - Development of trained supervisors and staff for effective problem solving.
 - Improved customer service.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|--------------------------|-------------------------------|-----------|-----------|---------|------------------------|-----------------------|-----------|-----------------|---------|----------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Estimated | Final Budget | Budget | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS | EMC/BSC Director | - | - | - | - | 1 | 85,079 | 1 | 85,079 | 1 | 86,880 |
| TAMS | BSC Supervisor | - | - | - | - | 4 | 261,306 | 4 | 261,306 | 4 | 262,895 |
| SEIU | BSC Specialist | - | - | - | - | 10 | 592,448 | 10 | 592,448 | 8 | 502,660 |
| Total Positions | | - | - | - | - | 15 | 938,833 | 15 | 938,833 | 13 | 852,435 |
| TAMS | 17% Allocated to 20022 | EMC/BSC Director | | | | | (14,463) | | (14,463) | | (14,770) |
| TAMS | 17% Allocated to 20022 | BSC Supervisor | | | | | (44,422) | | (44,422) | | (44,692) |
| SEIU | 17% Allocated to 20022 | BSC Specialist | | | | | (100,716) | | (100,716) | | (85,452) |
| TAMS | 17% Allocated to 3002 | EMC/BSC Director | | | | | (14,463) | | (14,463) | | (14,770) |
| TAMS | 17% Allocated to 3002 | BSC Supervisor | | | | | (44,422) | | (44,422) | | (44,692) |
| SEIU | 17% Allocated to 3002 | BSC Specialist | | | | | (100,716) | | (100,716) | | (85,452) |
| | | | | | | 619,631 | | 619,631 | | 562,607 | |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | - | - | - | - | 608,335 | | 608,335 | | 553,895 | |
| 40002 | LONGEVITY | - | - | - | - | 11,296 | | 11,296 | | 8,712 | |
| 40003 | OVERTIME | - | - | - | - | 25,000 | | 25,000 | | 25,000 | |
| 4E+06 | DUI OVERTIME | 675 | 1,293 | 1,581 | - | - | | - | | - | |
| 40005 | HOLIDAY PAY | - | - | - | - | 32,000 | | 31,000 | | 31,000 | |
| 40006 | DIFFERENTIAL PAY | - | - | - | - | 5,500 | | 4,500 | | 4,500 | |
| 40008 | MEAL REIMBURSEMENT | - | - | - | - | 2,000 | | 1,800 | | 2,000 | |
| Personnel | | 675 | 1,293 | 1,581 | - | 684,131 | | 681,931 | | 625,107 | |
| 41013 | OFFICE EXPENSE | - | - | - | - | 1,800 | | 1,500 | | 1,800 | |
| 41016 | UNIFORMS/SAFETY SHOES | 3,066 | 3,372 | 3,231 | - | - | | - | | - | |
| Materials & Supplies | | 3,066 | 3,372 | 3,231 | - | 1,800 | | 1,500 | | 1,800 | |
| 42032 | TRAINING/CONT. EDUCATION | - | - | - | - | 2,000 | | 1,000 | | 2,000 | |
| 42047 | DEPARTMENT CONTRACTS | - | - | - | - | 27,000 | | 25,000 | | 27,000 | |
| 42060 | OTHER EXPENSES | - | - | 234 | - | - | | - | | - | |
| 42064 | EQUIPMENT MAINTENANCE | - | - | - | - | 4,500 | | 3,000 | | 6,500 | |
| 420772 | TRANSFERS TO 9-1-1 | 1,485,000 | 1,485,000 | 1,485,000 | 750,000 | - | | - | | - | |
| Purchased Services | | 1,485,000 | 1,485,000 | 1,485,234 | 750,000 | 33,500 | | 29,000 | | 35,500 | |
| Total | COMMUNICATIONS | 1,488,741 | 1,489,665 | 1,490,046 | 750,000 | 719,431 | | 712,431 | | 662,407 | |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40003 | 25,000 | OVERTIME 25,000 - THIS REFLECTS THE ANTICIPATED COSTS OF PROVIDING REPLACEMENT FOR FULL-TIME EMPLOYEES ON CONTRACTUAL LEAVE. |
| 40005 | 31,000 | HOLIDAY PAY 31,000 - THIS ACCOUNT COVERS THE COST OF HOLIDAYS AND INCLUDES THE COST OF PAYING TIME AND ONE-HALF TO THE APPLICABLE EMPLOYEES SCHEDULED TO WORK ON THESE HOLIDAYS. |
| 40006 | 4,500 | DIFFERENTIAL PAY 4,500 - PERSONNEL WILL RECEIVE \$0.45 PER HOUR FOR MIDDLE SHIFT AND \$0.50 PER HOUR FOR NIGHT SHIFT |
| 40008 | 2,000 | MEAL REIMBURSEMENT 2,000 - THIS ACCOUNT IS USED TO COVER THE CONTRACTUAL COST OF MEALS FOR EMPLOYEES WHEN THEY WORK PAST THEIR NORMAL EIGHT HOUR DAY. ALSO USED FOR EMERGENCY COMMAND POST AT SPECIAL EVENTS. |
| 41013 | 1,800 | OFFICE EXPENSE 1,800 - INK, TONER, COPY PAPER, AND OFFICE SUPPLIES. |
| 42032 | 2,000 | TRAINING/CONTINUING ED. 2,000 - THESE FUNDS WILL BE USED FOR CONTINUING EDUCATION OF PERSONNEL, BY ATTENDING SEMINARS, CONFERENCES, AND IN-HOUSE TRAINING. TRAINING FOR EOC. |
| 42047 | 27,000 | DEPARTMENT CONTRACTS 15,000 - DIGITAL LOGGING RECORDER MAINTENANCE 12,000 - PA ONE CALL |
| 42064 | 6,500 | EQUIPMENT MAINTENANCE 1,500 - REPAIR HEADSETS AND OTHER EQUIPMENT 3,000 - MAINTENANCE AGREEMENT FOR ELECTRICAL GENERATOR WHICH PROVIDES EMERGENCY POWER IN THE EVENT OF A POWER OUTAGE. 2,000 - POE NETWORK SWITCH |

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BUREAU DETAIL

Bureau: Records Room

No: 0603

Department: Police

No: 0060

Bureau Description:

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

Goals and Objectives:

- To accurately process and file all police records and provide administrative support to members of the police department.
 - Continue to process citizen and RTK requests, court paperwork and legal paperwork requests for police records and/or expungement of records.
 - Promote the efficiency and effectiveness of the criminal justice system through improved coordination and cooperation with other criminal justice agencies and government entities.
 - Maintain a high level of customer service.
 - Reevaluate how the department's scheduling system (VCS) can be utilized to streamline payroll procedures.
 - Continue to phase out the microfilming of paperwork and continue the scanning of that paperwork for archive reasons.
 - Train all Record Room personnel on the new report management system as well as the National Incident-Based Reporting System (NIBRS).
-

Prior Year Achievements:

- Cross train employees to fulfill additional duties and control costs.
 - Addition of a bilingual staff member that is able to assist Spanish speaking residents.
 - Use of "light duty" Officers (Officers injured) in the Records Room to assist in the service of Court Orders of Expungement and other Record Room duties.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0603 RECORDS ROOM

| | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Actual | 2020 Budget w/ Transfers | | 2020 Actual & Estimated | | 2021 Final Budget | |
|---------------------------------|-------------------------------|----------------|----------------|----------------|--------------------------------|----------|-------------------------------|----------|-------------------------|----------|
| | | | | | # | Salaries | # | Salaries | # | Salaries |
| Personnel Detail | | | | | | | | | | |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| SEIU Admin Aide Record Room | 1 | 1 | 1 | 1 | 1 | 58,417 | 1 | 58,417 | 1 | 59,541 |
| SEIU Departmental Secretary | 1 | 1 | 1 | 1 | 1 | 55,824 | 1 | 55,824 | 1 | 56,998 |
| SEIU Secretary II | 3 | 2 | 2 | 2 | 2 | 105,519 | 2 | 105,519 | 2 | 107,175 |
| Total Positions | 5 | 4 | 4 | 4 | 4 | 219,760 | 4 | 219,760 | 4 | 223,714 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 246,481 | 195,121 | 201,478 | 207,524 | 212,760 | | 212,760 | | 217,014 | |
| 40002 LONGEVITY | 7,315 | 5,225 | 5,510 | 6,700 | 7,000 | | 7,000 | | 6,700 | |
| Personnel | 253,796 | 200,346 | 206,988 | 214,224 | 219,760 | | 219,760 | | 223,714 | |
| 41013 OFFICE EXPENSE | 481 | 1,210 | 1,394 | 929 | 2,100 | | 1,500 | | 2,100 | |
| Materials & Supplies | 481 | 1,210 | 1,394 | 929 | 2,100 | | 1,500 | | 2,100 | |
| 42047 DEPARTMENT CONTRACTS | 4,728 | 1,662 | 1,712 | 1,750 | 1,810 | | 1,810 | | 1,870 | |
| Purchased Services | 4,728 | 1,662 | 1,712 | 1,750 | 1,810 | | 1,810 | | 1,870 | |
| Total | 259,005 | 203,218 | 210,094 | 216,903 | 223,670 | | 223,070 | | 227,684 | |

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

2021 BUDGET REQUEST JUSTIFICATION

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

FIRE

FIRE

EMS

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 relations programs and fire drills.
- Install additional smoke detectors within the City of Bethlehem through Mayor's Dare to Care Program and Red Cross sponsored events.
- 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 2020 to replace retired personnel.
- Provide Fire Department services to all special events held throughout the City of Bethlehem.
- Certify a firefighter as a Hazardous Device Technician.
- Certify a firefighter as a ProBoard Investigator.
- If awarded a grant, take delivery of a pumper for South Bethlehem.

Prior Year Achievements:

- Responded to over 3,500 calls for service.
 - Conducted fire inspections, CO inspections, special inspections and sale inspections for businesses and festivals within the City of Bethlehem to ensure compliance with local codes and ordinances.
 - Worked with local businesses on re-opening during pandemic.
 - Took delivery of a Pierce Rescue Engine and put in service.
 - Hired three new firefighters who attended the Allentown Fire Academy.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0070 FIRE
BUREAU 0701 FIRE

| Personnel Detail | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|------------------|-----------------------|------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Actual & Estimated | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| NC Fire Chief | 1 | 1 | 1 | 1 | 1 | 107,810 | 1 | 107,810 | 1 | 109,867 |
| NC Deputy Fire Chief | 1 | 1 | 1 | 1 | 1 | 105,177 | 1 | 105,177 | 1 | 107,182 |
| IAFF Assistant Chief | 4 | 4 | 4 | 4 | 4 | 364,837 | 4 | 364,837 | 4 | 375,194 |
| IAFF Captain-Charge of Train | 1 | 1 | 1 | 1 | 1 | 85,455 | 1 | 85,455 | 1 | 87,872 |
| IAFF Captain | 4 | 5 | 5 | 5 | 5 | 427,544 | 5 | 427,544 | 5 | 439,358 |
| IAFF Lieutenant Inspector | 5 | 4 | 4 | 4 | 4 | 338,504 | 4 | 338,504 | 4 | 348,218 |
| IAFF Lieutenant | 12 | 12 | 12 | 12 | 12 | 967,559 | 12 | 967,559 | 12 | 996,338 |
| IAFF Firefighter | 80 | 80 | 80 | 80 | 80 | 5,668,540 | 80 | 5,668,540 | 76 | 5,706,490 |
| TAMS Business Manager | 1 | 1 | 1 | 1 | 1 | 77,502 | 1 | 77,502 | 1 | 79,146 |
| SEIU Departmental Secretary | 1 | 1 | 1 | 1 | 1 | 54,824 | 1 | 54,824 | 1 | 55,998 |
| Total Positions | 110 | 110 | 110 | 110 | 110 | 8,197,752 | 110 | 8,197,752 | 106 | 8,305,663 |
| Vacancy Factor | | | | | | (50,000) | | (50,000) | | (50,000) |
| | | | | | | 8,147,752 | | 8,147,752 | | 8,255,663 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 7,465,170 | 7,061,652 | 7,082,007 | 7,709,185 | | 7,789,919 | | 7,789,919 | | 7,880,446 |
| 40002 LONGEVITY | 307,188 | 318,361 | 344,045 | 349,358 | | 357,833 | | 357,833 | | 375,217 |
| 40003 OVERTIME | 374,845 | 286,734 | 239,956 | 222,224 | | 250,000 | | 230,000 | | 240,000 |
| 4000371 SPECIAL TEAM DRILLS OT | 13,027 | 11,525 | 17,514 | 14,813 | | 25,000 | | 20,000 | | 25,750 |
| 40005 HOLIDAY PAY | 393,007 | 341,344 | 373,300 | 375,602 | | 397,500 | | 397,500 | | 415,000 |
| 40006 DIFFERENTIAL PAY | 57,065 | 51,987 | 52,247 | 52,474 | | 57,000 | | 55,000 | | 57,000 |
| 40007 ROSTER DUTY | 40,360 | 35,020 | 32,767 | 39,819 | | 40,000 | | 15,000 | | 41,200 |
| 40011 EDUCATION INCENT BONUS | 18,792 | 13,674 | 14,417 | 17,634 | | 18,000 | | 17,500 | | 18,000 |
| Personnel | 8,669,454 | 8,120,297 | 8,156,253 | 8,781,109 | | 8,935,252 | | 8,882,752 | | 9,052,613 |
| 41014 OPERATING SUPPLIES | 31,437 | 58,901 | 77,161 | 92,124 | | 61,700 | | 60,000 | | 62,700 |
| 41016 UNIFORMS/SAFETY SHOES | 108,447 | 121,558 | 152,392 | 109,123 | | 112,200 | | 110,000 | | 112,200 |
| 41023 GASOLINE | 24,886 | 33,103 | 44,638 | 40,466 | | 41,000 | | 32,000 | | 36,000 |
| Materials & Supplies | 164,770 | 213,562 | 274,191 | 241,713 | | 214,900 | | 202,000 | | 210,900 |
| 42032 TRAINING/CONT. EDUCATION | 34,497 | 6,003 | 52,747 | 42,606 | | 44,500 | | 30,000 | | 45,000 |
| 42036 COMMUNICATIONS | 891 | 840 | 840 | 840 | | 12,000 | | 11,500 | | 12,000 |
| 42038 EQUIPMENT REPAIRS-FLEET | - | - | 2,456 | 1,761 | | 2,600 | | 2,000 | | 3,000 |
| 42047 DEPARTMENT CONTRACTS | 5,171 | 3,278 | 4,061 | 6,587 | | 12,000 | | 11,500 | | 10,750 |
| 42060 OTHER EXPENSES | 12,460 | 9,407 | 6,153 | 4,385 | | 7,550 | | 6,000 | | 20,350 |
| 42064 EQUIPMENT MAINTENANCE | 13,569 | 15,467 | 18,412 | 10,886 | | 20,900 | | 17,500 | | 18,450 |
| Purchased Services | 66,588 | 34,995 | 84,669 | 67,065 | | 99,550 | | 78,500 | | 109,550 |
| 43099 EQUIPMENT | 9,750 | 10,542 | 41,297 | 35,610 | | 42,230 | | 40,000 | | 35,500 |
| Equipment | 9,750 | 10,542 | 41,297 | 35,610 | | 42,230 | | 40,000 | | 35,500 |
| Total | 8,910,562 | 8,379,396 | 8,556,410 | 9,125,497 | | 9,291,932 | | 9,203,252 | | 9,408,563 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 40003 | 240,000 | OVERTIME 240,000 - LOST MAN HOURS ARE SOMETIMES REPLACED AS A RESULT OF SICKNESS, INJURIES SUSTAINED WHILE ON DUTY, REPLACEMENT OF INDIVIDUALS RECEIVING SPECILIZED 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 VACANCIES. |
| 4000371 | 25,750 | SPECIAL TEAM DRILLS OT 25,750 - 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. |
| 40005 | 415,000 | HOLIDAY PAY 415,000 - THIS ACCOUNT IS USED FOR THE PAYMENT OF HOLIDAY PAY TO PERSONNEL FOR THE YEAR AS STIPULATED IN THE CURRENT LABOR AGREEMENT. |
| 40006 | 57,000 | DIFFERENTIAL PAY 57,000 - THIS AMOUNT IS NEEDED FOR THE PAYMENT OF THE ADDITIONAL \$.50 PER HOUR FOR INDIVIDUALS REQUIRED TO WORK THE NIGHT TOUR OF DUTY. |
| 40007 | 41,200 | ROSTER DUTY 41,200 - 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. |
| 41014 | 62,700 | OPERATING SUPPLIES 4,000 - NOZZLES AND WATER FLOW APPLIANCES THAT CANNOT BE REPAIRED. 2,500 - HOSES AND ACCESSORIES |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|----------|--|
| | | FOR THE REPLACEMENT OF A HOSE THAT FAILS THE REQUIRED ANNUAL SERVICE TEST OR IS DAMAGED AT A FIRE INCIDENT. |
| | 2,000 - | PASS ALARM SAFETY DEVICE MAINTENANCE AND REPLACEMENT. |
| | 1,000 - | ELECTRICAL APPLIANCES & HAND LIGHTS FOR REPAIR AND REPLACEMENT OF ELECTRICAL CORDS, ADAPTORS AND HAND LIGHTS. |
| | 1,000 - | HAND TOOLS FOR THE REPLACEMENT AND REPAIR OF PIKE POLES, AXES, HALOGEN BARS, ETC. |
| | 5,600 - | BATTERIES 1,200 - PORTABLE RADIOS 500 - PASS ALARMS 500 - THERMAL IMAGING CAMERAS 500 - BOMB SQUAD ROBOT 600 - SAWZALLS 300 - METERS 800 - HAND LIGHTS 800 - SCBA 400 - BOATS |
| | 5,000 - | SELF CONTAINED BREATHING APPARATUS 1,000 - SPARE PARTS FOR THE REPAIR OF SCBA UNITS AND MASKS. 1,000 - REPLACEMENT OF DAMAGED SCBA MASKS. 3,000 - SCBA EYEGLASS ASSEMBLIES, NECK STRAPS, HAZMAT CHEST STRAPS AND STEMS II ANTENNA. |
| | 5,000 - | ROPE AND RESCUE EQUIPMENT NEEDED TO REPLACE AND UPDATE EXISTING EQUIPMENT. THIS INCLUDES REPEL HARNESSSES, BELTS, CARABINERS, WEBBING AND PULLEYS. |
| | 500 - | FIRE EXTINGUISHERS |
| | 400 - | SAW BLADES |
| | 5,800 - | STATION RADIO REPLACEMENT AND HAZMAT BONE MICRO- PHONES. |
| | 4,000 - | BOMB SQUAD OPERATING SUPPLIES. |
| | 1,000 - | LADDER MAINTENANCE SUPPLIES. |
| | 10,300 - | HAZARDOUS MATERIALS TEAM OPERATING SUPPLIES 2,400 - SPILL CONTAINMENT 1,600 - CHEMICAL IDENTIFICATION SUPPLIES 950 - MITIGATION SUPPLIES |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| | | 950 - DECONTAMINATION SUPPLIES |
| | | 2,000.00 - METER SENSORS AND REPAIRS |
| | | 2,400.00 - LEVEL B HAZMAT SUITES |
| | | 500 - SMOKE DETECTORS AND INSTALLATION SUPPLIES. |
| | | 2,000 - RESCUE TOOLS |
| | | REPLACEMENT OF DAMAGED TOOLS AND EQUIPMENT USED FOR VEHICLE RESCUE WORK. |
| | | 1,600 - RIVER RESCUE TEAM OPERATING SUPPLIES |
| | | REPLACEMENT AND MAINTENANCE OF RIVER RESCUE EQUIPMENT. |
| | | 5,500 - Q.R.S. |
| | | MATERIALS AND SUPPLIES FOR EMS CALLS. |
| | | 4,000 - FIRE INVESTIGATIVE TEAM OPERATING SUPPLIES. |
| | | 1,000 - TOOL FUEL FOR VENTILATION SAWS AND RESCUE TOOLS. |
| 41016 | 112,200 | UNIFORMS/SAFETY SHOES |
| | | 55,000 - UNIFORMS |
| | | ALL PERSONNEL ARE PROVIDED WITH WORK UNIFORMS THAT CONFORM TO NFPA STANDARD 1975 ON STATION WORK UNIFORMS FOR FIREFIGHTERS AS PER THE CBA. |
| | | 800 - CLASS A UNIFORM FOR ONE (1) FIREFIGHTER - JACKET, TROUSER, SHIRT, TIE, HAT, HAT BADGE, AND UNIFORM HAT. |
| | | 3,000 - BADGES, HAT SHIELDS, COLLAR INSIGNIAS AND SHOULDER PATCHES. |
| | | 1,100 - UNIFORM FOR ONE (1) NEW FIREFIGHTER. |
| | | 3,300 - BUNKER GEAR FOR ONE (1) NEW FIREFIGHTER. |
| | | 45,000 - BUNKER GEAR |
| | | ALL BUNKER GEAR HAS A 10 YEAR SERVICE LIFE. ALL PERSONNEL ARE PROVIDED WITH BUNKER GEAR TO ASSURE THEIR SAFETY DURING EMERGENCY INCIDENTS. BUNKER GEAR INCLUDES - COATS, PANTS, HELMETS, HOODS, GLOVES, AND EYE PROTECTION. |
| | | 1,000 - PROTECTIVE GEAR FOR THE MEMBERS OF THE WATER RESCUE TEAM. THIS WILL REPLACE GEAR THAT HAS BECOME WORN OR OBSOLETE. |
| | | 3,000 - CLEANING AND REPAIR OF TURNOUTS, AS REQUIRED BY OSHA. |
| 41023 | 36,000 | GASOLINE |
| | | 36,000 - GASOLINE |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| | | GASOLINE AND DIESEL FUEL BASED ON THE PROJECTED VEHICLE USAGE THROUGHOUT THE YEAR. |
| 42032 | 45,000 | TRAINING/CONTINUING ED. |
| | 7,500 | - 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. |
| | 8,000 | - COST OF ONE (1) NEW FIREFIGHTER TO ATTEND THE ALLENTOWN FIRE ACADEMY @ \$8,000 PER RECRUIT. |
| | 2,000 | - PURCHASE OF BOOKS FOR PERSONNEL ATTENDING A LOCAL COMMUNITY COLLEGE IN RELATION TO THEIR ASSOCIATE DEGREE IN FIRE TECHNOLOGY. THESE BOOKS ARE RETURNED TO THE DEPARTMENT UPON COMPLETION OF THE COURSES AND ARE MADE AVAILABLE TO ALL DEPARTMENT PERSONNEL. |
| | 1,000 | - THE TRAINING AND REFRESHER COURSE FOR DEPARTMENT PERSONNEL FOR FIRST RESPONDER RE-CERTIFICATION. THIS WILL BE IN ADDITION TO THE CPR TRAINING CONDUCTED YEARLY. OUTSIDE INSTRUCTORS MUST BE BROUGHT IN FOR THE TRAINING OF PERSONNEL. ALSO, THIS MONEY WILL BE USED TO UPGRADE FIRE PERSONNEL TO EMERGENCY MEDICAL TECHNICIANS, (EMT'S), AND TRAINING THE TRAINER COURSES IN EMS. |
| | 1,000 | - THE UPGRADING OF HAZARDOUS MATERIALS REFERENCE MANUALS SO THAT UPDATED INFORMATION IS AVAILABLE TO EMERGENCY PERSONNEL. WITH THE DAILY ADDITION OF CHEMICALS AND MATERIALS, THESE REFERENCE MANUALS MUST BE UPDATED YEARLY SO THAT THE BEST CURRENT DATA IS AVAILABLE FOR RESPONDING EMERGENCY PERSONNEL. OLD REFERENCE MANUALS ARE STILL USED FOR NORMAL DAILY REFERENCE AND TRAINING. |
| | 3,000 | - TWO (2) BOMB SQUAD MEMBERS ATTENDANCE TO IABTI REGIONAL TRAINING CONFERENCE. |
| | 1,500 | - UPGRADING OF CODE BOOKS, CODE REFERENCE BOOKS & CODE HANDBOOKS, FOR UPDATING OF FIRE CODE MATERIALS FOR THE INSPECTIONS OFFICE AND FIRE MARSHALL. |
| | 2,000 | - REPLACING OUTDATED FIRE DEPARTMENT TRAINING MANUALS. |
| | 3,000 | - ATTENDANCE OF HAZ-MAT TEAM MEMBERS TO OUTSIDE SCHOOLS. |
| | 500 | - ATTENDANCE OF WATER RESCUE TEAM MEMBERS TO ATTEND OUTSIDE SCHOOLS. |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| | | 3,000 - OFFICE SUPPLIES. |
| | | 5,000 - FIRE INVESTIGATORS AND FIRE INSPECTORS TRAINING FOR RE-CERTIFICATIONS. |
| | | 7,500 - COST TO SEND ONE (1) FIREFIGHTER TO BOMB TECH CERTIFICATION TRAINING. |
| 42036 | 12,000 | COMMUNICATIONS |
| | | 12,000 - WIRELESS AIRCARD SERVICE FOR DEPARTMENT. |
| 42038 | 3,000 | EQUIPMENT REPAIRS - FLEET |
| | | 2,000 - TIRE SNOW CHAIN REPLACEMENT LINKS. |
| | | 1,000 - UNFORESEEN VEHICLE EXPENSES. |
| 42047 | 10,750 | DEPARTMENT CONTRACTS |
| | | 4,000 - THE TESTING AND INSPECTION OF AERIAL APPARATUS TO COMPLY WITH APPARATUS SAFETY CERTIFICATION. THIS PROGRAM ALSO INCLUDES SCHEDULED TESTING OF ALL GROUND LADDERS USED BY THE DEPARTMENT TO ENSURE THAT THEY ARE SAFE FOR EMERGENCY USE. THESE TESTING PROGRAMS ARE MANDATED BY NFPA 1904, STANDARD FOR TESTING FIRE DEPARTMENT AERIAL LADDERS, ELEVATING PLATFORMS, NFPA 1932, STANDARD ON USE, MAINTENANCE AND SERVICE TESTING OF FIRE DEPARTMENT GROUND LADDERS. |
| | | 2,600 - ANNUAL CALIBRATION AND CERTIFICATION OF SCBA MASK FIT TESTING BY MANUFACTURER. |
| | | 3,500 - THE SERVICE AND PREVENTATIVE MAINTENANCE OF HYDRAULIC OPERATED TOOLS. |
| | | 650 - VETTER RESCUE AIRBAG TESTING SERVICE |
| 42060 | 20,350 | OTHER EXPENSES |
| | | 2,000 - FIRE PREVENTION MATERIALS: PURCHASE OF PAMPHLETS, BOOKS AND PROMOTIONAL MATERIAL TO BE USED TO EDUCATE THE PUBLIC IN FIRE AND BURN PREVENTION. |
| | | 500 - COST TO REPLACE BROKEN OR DAMAGED EYEGLASSES AS SPECIFIED BY THE LABOR AGREEMENT IN EFFECT. |
| | | 3,000 - RENEWAL OF MEMBERSHIPS FOR THE FIRE CHIEF, DEPUTY CHIEF, FIRE INSPECTORS, AND FIRE INVESTIGATORS. |
| | | 300 - MEMBERSHIP OF ALL BOMB SQUAD MEMBERS TO THE INTERNATIONAL ASSOCIATION OF BOMB TECHNICIANS AND INVESTIGATORS. THIS MEMBERSHIP IS MANDATORY TO BE ASSOCIATED WITH THE LOCAL BOMB SQUAD AND TO RECEIVE TRAINING. |
| | | 500 - THE IMMUNIZATION OF ALL NEW FIRE DEPARTMENT |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| | | PERSONNEL FOR HEPATITIS "B". THIS IS STRONGLY ADVISED BY THE MEDICAL PROFESSION SINCE THE ENTIRE DEPARTMENT HAS BEEN IMMUNIZED. |
| | | 500 - BOTTLED WATER AND REHAB SUPPLIES FOR USE AT FIRE CALLS. |
| | | 550 - XRAY REGISTRATION FOR BOMB SQUAD AND DEP EXPLOSIVE STORAGE LICENSE. |
| | 13,000 | - VEHICLE UPGRADES TO THE OIC VEHICLE TO BE REIMBURSED BY THE STATE FIRE MARSHAL'S GRANT. |
| 42064 | 18,450 | EQUIPMENT MAINTENANCE |
| | | 1,300 - HYDRO-STATIC TESTING, MAINTENANCE AND RECHARGING OF PORTABLE FIRE EXTINGUISHERS. |
| | | 5,000 - ANNUAL TESTING OF SCBA AND FACE PIECES. |
| | | 550 - NOZZLE REPAIR KITS. |
| | | 3,500 - MAINTENANCE FOR BREATHING AIR-COMPRESSOR. INCLUDES EMERGENCY SERVICING, ROUTINE AND ANNUAL MAINTENANCE. |
| | | 1,500 - MAINTENANCE OF GAS POWERED EQUIPMENT, CHAIN SAW SHARPENING AND OTHER MISCELLANEOUS SMALL TOOLS MAINTENANCE. |
| | | 3,000 - MAINTENANCE LABOR AND CALIBRATION GASES FOR GAS DETECTION METERS. |
| | | 1,500 - EQUIPMENT MAINTENANCE CABLE SPRAY, LUBRICANT, WAX AND POLISH FOR APPARATUS. |
| | | 2,000 - PARTS FOR THE REPAIR AND MAINTENANCE OF FIRE HOSES. |
| | | 100 - KNOX BOX PROGRAM MAINTENANCE. |
| 43099 | 35,500 | EQUIPMENT |
| | | 13,500 - SECOND PAYMENT OF A 3 YEAR LEASE ON A FORD EXPLORER TO REPLACE THE COMMAND SUV. |
| | | 22,000 - FIRST PAYMENT OF A 3 YEAR LEASE ON A PICKUP TRUCK TO REPLACE A 1988 GMC INVESTIGATIONS VEHICLE. |

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 10,000 calls.
 - Mutual Aid EMS responded to approximately 521 calls.
 - Transported over 8156 patients to area hospitals.
 - Maintained a fleet of eight State Certified BLS/ALS ambulances and 2 BLS/ALS Tahoe Supervisor vehicles.
 - Assisted in acquisition of, and donation of, EMS PPE to other City departments to assist in prevention of transmission of COVID 19 to City employees.
 - Participated in meetings with other City departments and regional EMS agencies pertaining to COVID 19.
 - Provided EMS data to Health Bureau tracking COVID 19 EMS calls.
 - Participate in City Safety Committee.
 - Continued streamlining the EMS Billing system while maintaining the claim turn-around time to under 7 days.
 - Deployed (2) additional Physio-Control Lucas 3 Chest Compression System on frontline ambulances. All devices have been used approximately 55 times.
 - Received the Gold Plus level designation from Mission Lifeline EMS for early recognition and treatment of cardiac patients for the 5th year in a row.
 - Renewed the Master level designation from the PA Department of Health for providing improved emergency care to children for 4th year in a row.
 - Provided EMS stand-by coverage for Bethlehem Area School District Stadium Varsity Football Games, Wind Creek Event Center (until March 16, 2020), and annual fireworks displays.
 - Provided Heart Saver First Aid / CPR / AED training to City of Bethlehem Employees (Police, Fire, SEIU and TAMS).
 - Maintained an active Bethlehem EMS Facebook page.
 - Participated on the Northampton County Heroin and Opioid Task Force.
 - Participated on the Bethlehem Fire Department Haz-Mat and Bomb Teams.
 - Participated on the Northampton County Child Death Review Team.
 - Participated in Eastern PA EMS Council ALS/BLS/PI, EMS Managers, and Training committees.
 - Participated in preparedness drills with City, Skilled Nursing Facilities and other agencies for such things as pandemics, surges, airport incidents and active shooter incidents. Most drills were virtual due to the pandemic.
 - Continued with Peer Review Quality Assurance and Improvement of patient care, customer service and documentation to measure the quality of medical care provided to the patient as well as compliance.
 - Continued PCR documentation training updates for staff to minimize liability and maximize reimbursement.
 - Maintained the usage of dual vision video cameras in the ambulance fleet.
 - Participated in the Tactical Emergency Medical Service component of the Police Emergency Response Team.
 - Preceptors for paramedic students, PHRN's, Physician Assistants from DeSales University and local emergency department physicians.
 - Provided familiarization of EMS training for emergency room nurses, newly hired BPD and BFD employees.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0070 FIRE
BUREAU 0702 EMS

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|--------------------------|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|------------------|-----------|------------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS | EMS Director | 1 | 1 | 1 | 1 | 1 | 100,703 | 1 | 100,703 | 1 | 102,673 |
| TAMS | Paramedic Supervisor | 2 | 2 | 2 | 2 | 2 | 172,258 | 2 | 172,258 | 2 | 175,861 |
| SEIU | Paramedic | 20 | 20 | 20 | 20 | 20 | 1,359,510 | 20 | 1,359,510 | 20 | 1,411,614 |
| Total Positions | | 23 | 23 | 23 | 23 | 23 | 1,632,471 | 23 | 1,632,471 | 23 | 1,690,148 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 1,474,693 | 1,477,554 | 1,499,498 | 1,540,504 | | 1,616,871 | | 1,616,871 | | 1,672,848 |
| 40002 | LONGEVITY | 15,770 | 16,625 | 15,295 | 15,100 | | 15,600 | | 15,600 | | 17,300 |
| 40003 | OVERTIME | 125,722 | 116,189 | 82,210 | 148,546 | | 167,635 | | 130,000 | | 170,987 |
| 40004 | TEMPORARY HELP | 219,780 | 199,783 | 224,900 | 207,655 | | 163,372 | | 160,000 | | 167,551 |
| 40005 | HOLIDAY PAY | 89,606 | 76,795 | 85,240 | 84,662 | | 97,392 | | 95,000 | | 101,327 |
| 40006 | DIFFERENTIAL PAY | 8,275 | 8,319 | 7,998 | 8,216 | | 9,294 | | 8,500 | | 9,294 |
| 40007 | ROSTER DUTY | 100,712 | 77,431 | 85,844 | 88,635 | | 82,917 | | 25,000 | | 76,411 |
| 40008 | MEAL REIMBURSEMENT | 2,359 | 2,028 | 1,170 | 1,742 | | 1,700 | | 1,250 | | 1,300 |
| Personnel | | 2,036,917 | 1,974,724 | 2,002,155 | 2,095,060 | | 2,154,781 | | 2,052,221 | | 2,217,018 |
| 41014 | OPERATING SUPPLIES | 38,150 | 36,051 | 39,714 | 37,907 | | 46,700 | | 45,000 | | 45,900 |
| 41016 | UNIFORMS/SAFETY SHOES | 15,445 | 14,848 | 16,068 | 20,434 | | 30,668 | | 27,000 | | 28,668 |
| 41023 | GASOLINE | 21,971 | 28,238 | 38,159 | 34,787 | | 33,325 | | 28,000 | | 30,750 |
| Materials & Supplies | | 75,566 | 79,137 | 93,941 | 93,128 | | 110,693 | | 100,000 | | 105,318 |
| 42032 | TRAINING/CONT. EDUCATION | 1,475 | 2,655 | 1,825 | 3,150 | | 3,500 | | 2,000 | | 3,500 |
| 42036 | COMMUNICATIONS | - | - | - | - | | 3,000 | | 2,800 | | 3,000 |
| 420381 | EQUIP REPAIRS-AMBULANCE | 726 | 762 | 1,345 | 1,482 | | 1,500 | | 1,000 | | 1,500 |
| 42047 | DEPARTMENT CONTRACTS | 94,706 | 95,606 | 99,893 | 102,516 | | 119,163 | | 113,000 | | 120,472 |
| 42060 | OTHER EXPENSES | 5,917 | 5,530 | 7,838 | 6,822 | | 6,900 | | 6,500 | | 7,400 |
| Purchased Services | | 102,824 | 104,553 | 110,901 | 113,970 | | 134,063 | | 125,300 | | 135,872 |
| 43099 | EQUIPMENT | 78,689 | 103,630 | 76,888 | 19,813 | | 19,800 | | 18,500 | | 19,800 |
| Equipment | | 78,689 | 103,630 | 76,888 | 19,813 | | 19,800 | | 18,500 | | 19,800 |
| Total | EMS | 2,293,996 | 2,262,044 | 2,283,885 | 2,321,971 | | 2,419,337 | | 2,296,021 | | 2,478,008 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|-----------|--|
| 40003 | 170,987 | OVERTIME |
| | 113,345 - | OVERTIME HOURS TO FILL OPEN SHIFTS WHEN (20) PARAMEDICS ARE ON VACATION, P-DAYS, SICK LEAVE, AND BIRTHDAY HOLIDAY (2222 HOURS X \$51.01) |
| | 24,485 - | OVERTIME HOURS FOR (5) PARAMEDICS TO TRAIN WITH POLICE EMERGENCY RESPONSE TEAM (TEMS) (480 HOURS X \$51.01) |
| | 15,303 - | OVERTIME HOURS TO FILL OPEN SHIFTS FOR (20) PARAMEDICS FOR TRAINING, DRILLS, PUBLIC RELATIONS EVENTS, STAFF MEETINGS (300 HOURS X \$51.01) |
| | 17,854 - | OVERTIME HOURS TO COMPLETE REQUIRED PATIENT CARE REPORT FOR LATE CALLS AT END OF WORK SHIFT (350 HOURS X \$51.01) |
| 40004 | 167,551 | TEMPORARY HELP |
| | 22,500 - | PART-TIME PARAMEDIC HOURS TO COVER (20) PARAMEDICS FOR COMP. TIME = 900 HRS. (\$25.00/HR. REGULAR , \$37.50/HR. HOLIDAY/ PREMIUM) |
| | 41,351 - | CONTRACTED ADMINISTRATIVE ASSISTANT (\$19.87/HR. X 2080 HRS.) |
| | 52,000 - | PART-TIME PARAMEDIC HOURS FOR TUESDAY DAY & NIGHT SHIFT (\$25.00/HR. REGULAR AND \$37.50/HR. HOLIDAY/PREMIUM) 20 HOURS X 2 PARAMEDICS X 52 WEEKS = 2080 HRS. |
| | 6,250 - | PART-TIME PARAMEDIC ORIENTATION = 250 HRS. (\$25.00/HR.) |
| | 45,450 - | PART-TIME PARAMEDIC HOURS TO FILL FOR (20) FULL-TIME PARAMEDICS VACATIONS, AND B-DAY (\$25.00/HR. REGULAR, \$37.50/HR. HOLIDAY AND PREMIUM) = 1818 HOURS |
| 40005 | 101,327 | HOLIDAY PAY |
| | 101,327 - | 12 PAID HOLIDAYS FOR 22 FULL-TIME PARAMEDICS AS PER UNION CONTRACT. |
| 40006 | 9,294 | DIFFERENTIAL PAY |
| | 9,294 - | SHIFT DIFFERENTIAL PAY FOR NIGHTSHIFT HOURS BETWEEN 6 PM AND 6 AM AS PER UNION CONTRACT. |
| 40007 | 76,411 | ROSTER DUTY |
| | 3,060 - | REIMBURSABLE BY AGREEMENT: CELTIC CLASSIC AMBULANCE STAND-BY 60 HOURS AT \$51.01 / HOUR |
| | 2,142 - | REIMBURSABLE BY AGREEMENT: LIBERTY / FREEDOM VARSITY FOOTBALL STAND-BYS 42 HOURS AT \$51.01 / HOUR |
| | 15,303 - | REIMBURSABLE BY AGREEMENT: MUSIKFEST AMBULANCE STAND-BY 300 HOURS AT \$51.01 / HOUR |
| | 2,550 - | REIMBURSEMENT BY AGREEMENT: MISCELLANIOUS STAND-BY REQUESTS 50 HOURS AT \$51.01 / HOUR |
| | 510 - | RUNNERS WORLD RACE WEEKEND 10 HOURS AT \$51.01 / HOUR |
| | 45,909 - | WIND CREEK EVENT CENTER (SMG) |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|----------|---|
| | | 900 HOURS AT \$51.01 / HOUR |
| | 2,449 - | WIND CREEK CASINO RESORT |
| | | 48 HOURS AT \$51.01 / HOUR |
| | 2,040 - | 5K RACES |
| | | 40 HOURS AT \$51.01 / HOUR |
| | 1,224 - | BECAHI VARSITY FOOTBALL |
| | | 24 HOURS AT \$51.01 / HOUR |
| | 1,224 - | MORAVIAN COLLEGE VARISTY FOOTBALL |
| | | 24 HOURS AT \$51.01 / HOUR |
| 40008 | 1,300 | MEAL REIMBURSEMENT |
| | 1,300 - | MEAL COMPENSATION OF \$13.00 FOR PARAMEDICS WORKING GREATER THAN 14 CONSECUTIVE HOURS AS PER UNION CONTRACT. |
| 41014 | 45,900 | OPERATING SUPPLIES |
| | 3,500 - | CARDIAC MONITOR/EKG PAPER/SUPPLIES |
| | 1,500 - | CARDIAC MONITOR DEFIBRILLATION PADS |
| | 1,000 - | LUCAS DEVICE SUPPLIES |
| | 900 - | OXYGEN CYLINDER REPLACEMENT AND REPAIRS |
| | 600 - | INFECTION CONTROL CLEANING AND PROTECTION SUPPLIES |
| | 900 - | REPAIRS TO MEDICAL EQUIPMENT, NOT INCLUDING VEHICLES |
| | 900 - | REPAIRS TO OXYGEN EQUIPMENT FOR EMS/PD/FIRE |
| | 4,000 - | DISPOSABLE MEDICAL GLOVES |
| | 8,000 - | MEDICAL OXYGEN AND TANK RENTAL. |
| | 9,000 - | ALS AND BLS MEDICAL SUPPLIES |
| | 6,000 - | FIRST RESPONDER SUPPLIES FOR POLICE |
| | 3,800 - | AED BATTERIES AND PADS FOR CITY HALL, FIRST RESPONDERS, AND OTHER CITY FACILITIES. |
| | 1,600 - | REPLACEMENT/PURCHASE OF EXPIRED MEDICATIONS |
| | 3,000 - | BATTERIES AND CHARGERS FOR RADIOS AND OTHER EQUIPMENT. (RECHARGEABLE NICAD AND ALKALINE) |
| | 1,200 - | CO DETECTORS FOR FIRST-IN MED BAGS |
| 41016 | 28,668 | UNIFORMS/SAFETY SHOES |
| | 1,000 - | REPLACEMENT OF DAMAGED SHIRTS OR CARRIERS |
| | 6,780 - | UNIFORM SHIRTS FOR 23 FT STAFF |
| | 4,070 - | UNIFORM SHIRTS FOR 31 PT STAFF |
| | 3,378 - | BODY ARMOR FOR 5 NEW PART-TIME PARAMEDICS. (EMPLOYEE WILL PAY \$275 TOWARD COST OF VEST, CARRIER, AND SHOCK PLATE), 1 ARMOR SKIN, 1 SHIRT |
| | 2,200 - | HEAVY TURNOUT GEAR |
| | 1,000 - | BADGES, EMBLEMS, PATCHES, ETC. |
| | 2,500 - | 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 | 30,750 | GASOLINE |
| | 30,750 - | 15,500 GALLONS OF DIESEL FUEL AT \$2.05/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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| | | 500 - TRAINING MATERIALS AND EQUIPMENT |
| 42036 | 3,000 | COMMUNICATIONS 3,000 - MOBILE DATA TERMINAL AIRCARDS |
| 420381 | 1,500 | EQUIP. REPRS.-AMBULANCE 1,500 - MINOR REPAIRS, COSMETIC, AND APPEARANCE ITEMS FOR AMBULANCES. |
| 42047 | 120,472 | DEPARTMENT CONTRACTS 20,000 - SERVICE CONTRACT WITH STRYKER FOR CARDIAC MONITORS AND LUCAS DEVICES 4,800 - MEDPRO SERVICE CONTRACT FOR STRETCHERS 1,000 - MEDCOM SERVICE FEES FOR MEDICAL COMMAND 775 - PENNSYLVANIA AMBULANCE ASSOCIATION FEES 68,097 - AMBULANCE BILLING SERVICE FEES 5,000 - ALS SERVICE MEDICAL DIRECTOR FEE 4,800 - ECOPE INTERNET SCHEDULING YEARLY FEE 11,000 - ELECTRONIC PATIENT CARE REPORT YEARLY FEE BASE FEE, CAD, AND EKG IMPORT 5,000 - PROFESSIONAL SERVICE AGREEMENT WITH PAGE WOLFBERG AND WIRTH LLC |
| 42060 | 7,400 | OTHER EXPENSES 3,000 - 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 400 - JOURNALS, TAPES, SOFTWARE, ETC. 1,500 - BUILDING, APPLIANCE, FURNITURE REPAIR OR REPLACEMENT. |
| 43099 | 19,800 | EQUIPMENT 5,000 - (2) CF-54 LAPTOP MDT TO REPLACE AGING MDTs 1,800 - (2) DOCKING STATIONS FOR CF-54 MDTs 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 | 2016 | 2017 | 2018 | 2019 | 2020 | 2020 | 2021 |
|---------------------------------|-------------------------------|-------------------|-------------------|-------------------|------------------------|-----------------------|-------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Final Budget |
| | Number of Permanent Positions | | | | # | # | # |
| | Salaries | Salaries | Salaries | Salaries | Salaries | Salaries | Salaries |
| | - | - | - | - | - | - | - |
| Total Positions | - | - | - | - | - | - | - |
| Account Detail | | | | | | | |
| 41013 OFFICE EXPENSE | 4,022 | 15,886 | 16,841 | 19,171 | 20,000 | 19,000 | 20,000 |
| 41025 POSTAGE | 21,431 | 27,139 | 29,636 | 26,747 | 32,000 | 29,000 | 32,000 |
| Materials & Supplies | 25,453 | 43,025 | 46,477 | 45,918 | 52,000 | 48,000 | 52,000 |
| 42036 COMMUNICATIONS | 218,075 | 213,119 | 180,960 | 205,480 | 210,000 | 207,000 | 210,000 |
| 42047 DEPARTMENT CONTRACTS | 28,824 | 109,790 | 97,015 | 86,207 | 245,000 | 240,000 | 156,000 |
| 42049 REFUNDS | - | - | - | - | 4,000 | 3,500 | 4,000 |
| 42055 PROFESSIONAL SERVICES | 98,750 | 183,705 | 280,138 | 222,803 | 251,530 | 230,000 | 252,550 |
| 42058 UNEMPLOYMENT COMPENSATION | 23,764 | 35,223 | 26,558 | 24,726 | 135,000 | 135,000 | 70,000 |
| 42064 EQUIPMENT MAINTENANCE | - | - | - | 250 | 2,000 | 1,000 | 2,000 |
| 42071 PRIOR YEAR ENCUMBRANCES | 2,535 | 6,623 | 1,540 | - | 8,000 | 5,000 | 20,000 |
| 42072 PENSIONS-POLICEMEN | 4,430,587 | 4,463,427 | 4,515,210 | 5,316,066 | 5,372,729 | 5,372,729 | 6,258,279 |
| 42073 PENSIONS-FIRE | 2,550,742 | 2,595,844 | 2,668,509 | 3,384,368 | 3,422,628 | 3,422,628 | 3,652,422 |
| 42075 PENSIONS-PMRS MMO | 1,172,182 | 1,172,225 | 1,187,912 | 1,913,755 | 1,859,503 | 1,859,503 | 2,217,303 |
| 420751 DEF CONTRIB PLAN MATCH | 203,861 | 210,164 | 231,602 | 250,839 | 250,000 | 250,000 | 290,000 |
| 42076 TRUST PAYMENTS | 5,925 | 5,500 | 9,850 | 8,100 | 8,000 | 8,000 | 8,500 |
| 420771 LANDFILL TRANSFER | 882,632 | 879,815 | 879,261 | 881,770 | 881,214 | 881,214 | 878,364 |
| 420802 CITY INSURANCE PACKAGE | 564,748 | 636,690 | 709,894 | 721,310 | 860,000 | 860,000 | 925,000 |
| 42083 TRANSFER TO NON-UTILITY | - | - | - | 2,500,000 | - | - | - |
| 42084 GROUP LIFE INSURANCE | 77,178 | 70,157 | 68,742 | 64,650 | 78,500 | 70,000 | 70,000 |
| 420841 LONG TERM DISABILITY INS | 19,150 | 18,221 | 16,496 | 17,129 | 25,000 | 20,000 | 20,000 |
| 42085 MEDICAL INSURANCE | 6,464,806 | 5,676,972 | 5,748,213 | 6,595,858 | 6,430,000 | 5,400,000 | 6,970,000 |
| 42086 WORKMEN'S COMPENSATION | 1,296,916 | 1,192,507 | 1,495,706 | 868,386 | 1,086,500 | 950,000 | 1,140,000 |
| 42087 SOCIAL SECURITY | 1,403,538 | 1,312,313 | 1,378,151 | 1,420,713 | 1,560,000 | 1,500,000 | 1,620,000 |
| 42088 ACCUMULATED SICK LEAVE | 117,452 | 137,745 | 123,495 | 124,645 | 155,000 | 150,000 | 155,000 |
| 42090 UNFORESEEN CONTINGENCY | - | - | - | - | 8,999 | - | 9,416 |
| Purchased Services | 19,561,665 | 18,920,040 | 19,619,252 | 24,607,055 | 22,853,603 | 21,565,574 | 24,928,834 |
| Total GENERAL EXPENSES | 19,587,118 | 18,963,065 | 19,665,729 | 24,652,973 | 22,905,603 | 21,613,574 | 24,980,834 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|-----------|---|
| 41013 | 20,000 | OFFICE EXPENSE 20,000 - COVERS OFFICE SUPPLIES, PAPER AND ENVELOPES. |
| 41025 | 32,000 | POSTAGE 32,000 - POSTAGE FOR GENERAL FUND |
| 42036 | 210,000 | COMMUNICATIONS 210,000 - ESTIMATED COMMUNICATIONS COST. |
| 42047 | 156,000 | DEPARTMENT CONTRACTS 60,000 - PRINTING/MAILING CONTRACT WITH LEVEL ONE AND HOMETOWN PRESS. 60,000 - COPIER/PRINTER/WORKSTATION LEASES 20,000 - FORMS PRINTING 16,000 - CLIMATE ACTION PLAN (REMAINING FROM 2020) |
| 42049 | 4,000 | REFUNDS 4,000 - THIS ACCOUNT IS NEEDED FOR MISCELLANEOUS REFUNDS OF MONEY COLLECTED. |
| 42055 | 252,550 | PROFESSIONAL SERVICES 200,000 - PROVIDE FOR LEGAL EXPERTISE NEEDED IN LABOR RELATIONS AND OTHER PROFESSIONAL SERVICES. 52,550 - FINANCIAL STATEMENT AUDIT |
| 42064 | 2,000 | EQUIPMENT MAINTENANCE 2,000 - COVERS THE REPAIRS OF OFFICE EQUIPMENT NOT COVERED BY SERVICE AGREEMENTS. |
| 42071 | 20,000 | PRIOR YEAR ENCUMBRANCES 20,000 - THIS AMOUNT IS BASED ON ITEMS ENCUMBERED IN PRIOR YEAR WHICH WILL NOT BE RECEIVED UNTIL 2021. |
| 42072 | 6,258,279 | PENSIONS - POLICE 6,258,279 - MMO CONTRIBUTION REQUIRED BY ACT 205 |
| 42073 | 3,652,422 | PENSIONS - FIRE 3,652,422 - MMO CONTRIBUTION REQUIRED BY ACT 205 |
| 42075 | 2,217,303 | PENSIONS - P.M.R.S. MMO 2,217,303 - MMO CONTRIBUTION REQUIRED BY ACT 205 AND DEBT SERVICE. |
| 420771 | 878,364 | LANDFILL TRANSFER 878,364 - 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 | 9,416 | UNFORESEEN CONTINGENCY 9,416 - 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

| | 2016 | 2017 | 2018 | 2019 | 2020 | 2020 | 2021 | |
|---------------------------------|--------------------------------------|------------------|------------------|------------------|------------------------|-----------------------|------------------|-----------------|
| | 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 | 900 | |
| 95005 PA LEAGUE OF CITIES | 28,943 | 29,008 | 28,943 | 23,994 | 29,400 | 24,000 | 25,000 | |
| 95006 FOURTH OF JULY | 31,800 | 32,000 | 32,000 | 32,000 | 34,000 | 33,280 | 34,000 | |
| 95007 LIBRARY | 1,315,934 | 1,315,934 | 1,315,934 | 1,381,731 | 1,416,274 | 1,416,274 | 1,416,274 | |
| 95008 HALLOWEEN PARADE | 10,850 | 10,945 | 11,970 | 9,190 | 12,500 | 1,000 | 12,500 | |
| 95009 FINE ARTS COMMISSION | 5,400 | 7,400 | 12,376 | 7,400 | 7,400 | 7,400 | 7,400 | |
| 95010 MUSIC FUND | 28,000 | 28,000 | 28,000 | 28,000 | 28,000 | - | - | |
| 95012 DOWNTOWN INITIATIVE | 5,269 | 35,169 | 36,350 | 16,026 | 50,000 | 40,000 | 50,000 | |
| 95013 NORTHSIDE 2027 | - | - | 49,757 | 50,000 | 50,000 | 50,000 | 50,000 | |
| 95014 HUMAN RELATION COMMISSION | - | - | - | - | 7,500 | 2,500 | 7,500 | |
| 95020 SISTER CITY | 4,000 | - | 4,000 | - | 4,000 | 4,000 | - | |
| Civic Expenses | 1,431,096 | 1,459,356 | 1,520,230 | 1,549,241 | 1,639,974 | 1,579,354 | 1,603,574 | |
| Total | CIVIC EXPENSES | 1,431,096 | 1,459,356 | 1,520,230 | 1,549,241 | 1,579,354 | 1,603,574 | |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 95009 | 7,400 | FINE ARTS COMMISSION 7,400 - ANNUAL ALLOCATION |
| 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 EXPENSES TO ENHANCE THE DOWNTOWNS. |

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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

| | | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Actual | 2020 Budget w/ Transfers | 2020 Actual & Estimated | 2021 Final Budget | |
|-------------------------|---------------------------|--------------------------------------|----------------|----------------|----------------|--------------------------------|-------------------------------|-------------------------|-----------------|
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries |
| | | - | - | - | - | - | - | - | |
| Total Positions | | - | - | - | - | - | - | - | |
| Account Detail | | | | | | | | | |
| 42091 | BOND REDEMPTION | 2,002,000 | 2,160,000 | 3,155,000 | 3,455,000 | 4,307,000 | 4,307,000 | 4,956,000 | |
| 42092 | COUPON INTEREST | 3,556,150 | 3,210,152 | 3,116,964 | 2,811,229 | 2,407,920 | 2,407,920 | 2,392,005 | |
| | Purchased Services | 5,558,150 | 5,370,152 | 6,271,964 | 6,266,229 | 6,714,920 | 6,714,920 | 7,348,005 | |
| Total | DEBT SERVICE | 5,558,150 | 5,370,152 | 6,271,964 | 6,266,229 | 6,714,920 | 6,714,920 | 7,348,005 | |

Schedule of Payment of Bond & Note Indebtedness

| | (9-1-1) Series of 2007 | | Series of 2013 B | | Series of 2014 A | | Series of 2015 A | | Series of 2015 B | | Series of 2017 A | |
|------|---------------------------|----------|------------------|----------|------------------|----------|------------------|----------|------------------|----------|------------------|-----------|
| | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest |
| 2021 | 346,000 | 19,165 | 680,000 | 198,364 | 15,000 | 25,200 | 35,000 | 141,963 | 345,000 | 32,450 | 195,000 | 312,590 |
| 2022 | 356,000 | 9,719 | 710,000 | 172,232 | 325,000 | 24,900 | 35,000 | 141,132 | 350,000 | 25,550 | 200,000 | 306,740 |
| 2023 | | | 740,000 | 143,527 | 630,000 | 17,588 | 35,000 | 140,300 | 360,000 | 17,675 | 205,000 | 301,740 |
| 2024 | | | 770,000 | 112,128 | 105,000 | 2,625 | 825,000 | 139,469 | 365,000 | 9,125 | 210,000 | 296,359 |
| 2025 | | | 805,000 | 76,377 | | | 955,000 | 118,844 | | | 220,000 | 290,059 |
| 2026 | | | 840,000 | 39,001 | | | 1,235,000 | 93,775 | | | 225,000 | 283,459 |
| 2027 | | | | | | | 1,275,000 | 59,813 | | | 230,000 | 277,272 |
| 2028 | | | | | | | 690,000 | 21,563 | | | 1,275,000 | 270,372 |
| 2029 | | | | | | | | | | | 1,960,000 | 232,122 |
| 2030 | | | | | | | | | | | 1,885,000 | 171,362 |
| 2031 | | | | | | | | | | | 1,940,000 | 112,455 |
| 2032 | | | | | | | | | | | 1,550,000 | 50,375 |
| 2033 | | | | | | | | | | | | |
| 2034 | | | | | | | | | | | | |
| | 702,000 | 28,884 | 4,545,000 | 741,630 | 1,075,000 | 70,313 | 5,085,000 | 856,859 | 1,420,000 | 84,800 | 10,095,000 | 2,904,905 |

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

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

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

| Series of 2017 B | | Series of 2017 E | | Series of 2019 | | Series of 2019 A | | Series of 2019 AA | | Total |
|------------------|------------------|-------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|----------------|--------------------|
| Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest | |
| 295,000 | 180,139 | 2,135,000 | 686,950 | 305,000 | 134,996 | 2,835,000 | 1,434,069 | 280,000 | 114,925 | 10,746,811 |
| 310,000 | 168,339 | 2,000,000 | 580,200 | 315,000 | 125,846 | 3,330,000 | 1,377,086 | 285,000 | 103,725 | 11,251,469 |
| 320,000 | 155,939 | 2,090,000 | 480,200 | 325,000 | 116,396 | 3,105,000 | 1,307,522 | 300,000 | 92,325 | 10,883,211 |
| 335,000 | 143,139 | 1,950,000 | 375,700 | 335,000 | 106,646 | 3,170,000 | 1,239,802 | 315,000 | 80,325 | 10,885,319 |
| 345,000 | 129,739 | 2,430,000 | 278,200 | 340,000 | 99,946 | 3,245,000 | 1,167,494 | 315,000 | 74,025 | 10,889,685 |
| 360,000 | 115,939 | 2,305,000 | 156,700 | 345,000 | 93,146 | 3,320,000 | 1,090,782 | 320,000 | 61,425 | 10,884,227 |
| 370,000 | 106,039 | 3,230,000 | 104,838 | 355,000 | 85,556 | 3,405,000 | 1,008,978 | 335,000 | 55,025 | 10,897,521 |
| 380,000 | 94,939 | 1,125,000 | 28,125 | 365,000 | 77,569 | 4,385,000 | 922,116 | 340,000 | 48,325 | 10,023,009 |
| 395,000 | 83,539 | | | 370,000 | 68,900 | 5,060,000 | 805,870 | 350,000 | 41,100 | 9,366,531 |
| 405,000 | 71,294 | | | 380,000 | 59,650 | 5,085,000 | 666,669 | 350,000 | 33,663 | 9,107,638 |
| 420,000 | 58,638 | | | 390,000 | 49,200 | 5,230,000 | 523,221 | 365,000 | 25,788 | 9,114,302 |
| 430,000 | 45,198 | | | 405,000 | 37,500 | 4,865,000 | 372,022 | 380,000 | 17,575 | 8,152,670 |
| 445,000 | 31,223 | | | 415,000 | 25,350 | 3,740,000 | 228,942 | 380,000 | 9,025 | 5,274,540 |
| 460,000 | 15,870 | | | 430,000 | 12,900 | 3,850,000 | 117,079 | | | 4,885,849 |
| <u>5,270,000</u> | <u>1,399,974</u> | <u>17,265,000</u> | <u>2,690,913</u> | <u>5,075,000</u> | <u>1,093,603</u> | <u>54,625,000</u> | <u>12,261,652</u> | <u>4,315,000</u> | <u>757,251</u> | <u>132,362,782</u> |

Debt Service

| Bureau 1001 | 2020 | 2021 |
|---------------------------------------|------------------|-------------------|
| Series of 2005 A (9-1-1) | | |
| Principal | 20,000 | - |
| Interest | 800 | - |
| Series of 2007 (9-1-1) | | |
| Principal | 337,000 | 346,000 |
| Interest | 28,365 | 19,165 |
| Series of 2010 C | | |
| Principal | 825,000 | - |
| Interest | 29,288 | - |
| Series of 2014 A | | |
| Principal | 265,000 | 15,000 |
| Interest | 35,800 | 25,200 |
| Series of 2014 B | | |
| Principal | 1,295,000 | - |
| Interest | 41,428 | - |
| Series of 2015 A | | |
| Principal | 35,000 | 35,000 |
| Interest | 142,663 | 141,963 |
| Series of 2017 A | | |
| Principal | 190,000 | 195,000 |
| Interest | 316,390 | 312,590 |
| Series of 2017 B | | |
| Principal | 125,000 | 295,000 |
| Interest | 182,639 | 180,139 |
| Series of 2017 D | | |
| Principal | 165,000 | - |
| Interest | 3,865 | - |
| Series of 2017 E | | |
| Principal | 955,000 | 2,135,000 |
| Interest | 734,700 | 686,950 |
| Series of 2019 | | |
| Principal | 80,000 | 305,000 |
| Interest | 136,597 | 134,996 |
| Series of 2019 A | | |
| Principal | - | 1,350,000 |
| Interest | 657,509 | 776,077 |
| Series of 2019 AA | | |
| Principal | 15,000 | 280,000 |
| Interest | 97,876 | 114,925 |
| | <u>6,714,920</u> | <u>7,348,005</u> |
| Bureau 0801- Landfill Transfer | | |
| Series of 2013 B | | |
| Principal | 660,000 | 680,000 |
| Interest | 221,214 | 198,364 |
| | <u>881,214</u> | <u>878,364</u> |
| Bureau 0505 - Street Lighting | | |
| Series of 2015 B | | |
| Principal | 340,000 | 345,000 |
| Interest | 39,250 | 32,450 |
| | <u>379,250</u> | <u>377,450</u> |
| Bureau 0801- PMRS MMO | | |
| Series of 2019 A | | |
| Principal | 1,065,000 | 1,485,000 |
| Interest | 764,912 | 657,992 |
| | <u>1,829,912</u> | <u>2,142,992</u> |
| Total General Fund | <u>9,805,296</u> | <u>10,746,811</u> |

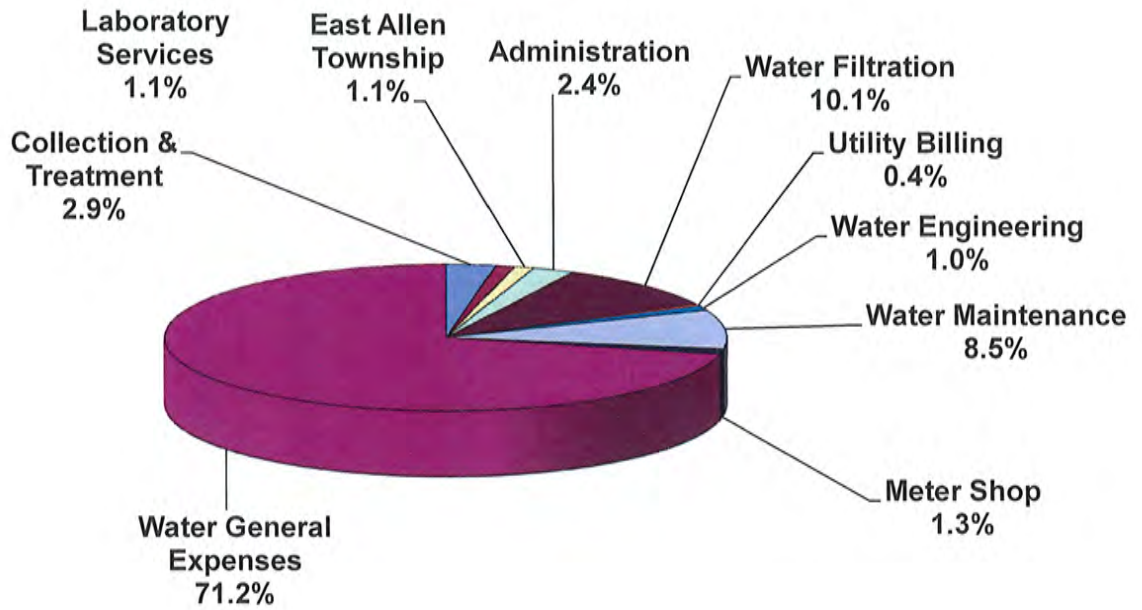
**CITY OF BETHLEHEM
WATER FUND
FUND ANALYSIS SUMMARY**

| | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Actual | 2020 Budget w/ Transfers | 2020 Actual & Estimated | 2021 Final Budget |
|---|-------------------|-------------------|-------------------|-------------------|--------------------------------|-------------------------------|-------------------------|
| REVENUES: | | | | | | | |
| Sale of Water | | | | | | | |
| 31001A Residential | 12,873,616 | 12,696,445 | 12,600,162 | 12,651,625 | 12,559,748 | 12,550,000 | 12,671,649 |
| 31001B Commercial | 2,943,652 | 2,915,254 | 3,115,947 | 3,079,827 | 2,999,848 | 2,980,000 | 2,960,597 |
| 31001C Industrial | 1,701,782 | 1,696,445 | 1,689,330 | 1,664,455 | 1,662,408 | 1,595,000 | 1,679,032 |
| 31001D Institutional | 1,306,070 | 1,238,690 | 1,289,288 | 1,239,735 | 1,273,508 | 1,250,000 | 1,268,000 |
| 31001E Public | 135,479 | 94,309 | 20,040 | 16,453 | 116,143 | 60,000 | 83,000 |
| 31003 Northampton Borough | - | - | - | - | - | - | 13,000 |
| 31004 Salisbury Township | 4,394 | 3,985 | 4,032 | 4,041 | 3,977 | 3,950 | 4,017 |
| 31005 East Allen Township | 58 | - | 13 | - | 1 | - | 1 |
| 31006 Utilities Inc | 240,837 | 232,086 | 237,606 | 226,928 | 227,462 | 230,000 | 229,737 |
| 31007 Upper Saucon | (142,260) | 40,047 | 53,902 | 46,147 | 46,480 | 46,000 | 46,945 |
| 31008 Lower Saucon | 562,368 | 564,553 | 576,225 | 525,514 | 537,175 | 535,000 | 542,547 |
| 31009 Fire Protection | 788,396 | 810,924 | 852,211 | 883,228 | 822,050 | 830,000 | 863,075 |
| 31012 Penalty on Delinquents | 135,545 | 91,958 | 131,507 | 97,717 | 75,000 | 85,000 | 75,750 |
| 31014 Building Permit Water | 6,332 | 13,747 | 14,965 | 15,532 | 15,000 | 14,000 | 15,150 |
| 31016 Fire Hydrant Water Use | 583,555 | 584,672 | 609,888 | 608,972 | 585,000 | 590,000 | 590,850 |
| 31017 Penalty - Fire Protection | 6,660 | - | - | 1,748 | 1,000 | 4,000 | 1,000 |
| 31050D Delinquent Water | 151 | - | 595 | 97 | - | - | - |
| Total Sale of Water | 21,146,635 | 20,983,115 | 21,195,711 | 21,062,019 | 20,924,800 | 20,772,950 | 21,044,350 |
| Other Operating Revenues | | | | | | | |
| 308901 Cash Balance | - | - | - | - | - | - | 500,000 |
| 31101 Water Main Assessment | - | - | - | - | - | - | - |
| 31103 Permits & Materials | 42,290 | 60,346 | 24,579 | 35,969 | 30,000 | 25,000 | 30,000 |
| 31105 Expense Returns | - | - | 350 | 1,924 | - | - | - |
| 31106 Miscellaneous | 33,301 | 79,062 | 150,784 | 54,428 | 45,000 | 40,000 | 45,450 |
| 31108 Backflow | - | - | - | - | 100 | - | 100 |
| 31109 Dist System Improve Charge | - | - | - | - | 100 | - | 100 |
| Total Other Operating Revenues | 75,591 | 139,408 | 175,713 | 92,321 | 75,200 | 65,000 | 575,650 |
| Investment Interest | | | | | | | |
| 30850 Investment Interest | 8,143 | 22,365 | 70,191 | 117,049 | 75,000 | 60,000 | 35,000 |
| Total Investment Interest | 8,143 | 22,365 | 70,191 | 117,049 | 75,000 | 60,000 | 35,000 |
| TOTAL WATER FUND REVENUES | 21,230,369 | 21,144,888 | 21,441,615 | 21,271,389 | 21,075,000 | 20,897,950 | 21,655,000 |
| EXPENDITURES BY BUREAU/DIVISION: | | | | | | | |
| Collection & Treatment | 466,638 | 443,296 | 498,199 | 513,120 | 626,568 | 604,778 | 619,353 |
| Laboratory Services | 157,111 | 155,467 | 173,296 | 209,409 | 230,571 | 220,221 | 236,172 |
| East Allen Township | 193,838 | 184,627 | 188,945 | 225,171 | 237,190 | 223,150 | 239,050 |
| Administration | 322,399 | 340,911 | 357,152 | 422,919 | 509,465 | 498,265 | 519,323 |
| Water Filtration | 1,483,542 | 1,579,533 | 1,557,134 | 1,687,227 | 1,934,832 | 1,880,012 | 2,182,924 |
| Utility Billing | 79,711 | 73,222 | 75,638 | 75,836 | 83,733 | 81,838 | 81,964 |
| Water Engineering | 192,656 | 206,188 | 214,007 | 210,469 | 218,685 | 214,185 | 224,016 |
| Water Control | 446,926 | 350,197 | 371,884 | 375,953 | - | - | - |
| Water Maintenance | 1,331,602 | 1,328,329 | 1,411,295 | 1,364,140 | 1,803,997 | 1,728,987 | 1,844,842 |
| Meter Shop | 397,551 | 410,273 | 417,092 | 417,359 | 262,785 | 249,435 | 280,098 |
| Water General Expenses | 14,656,593 | 16,156,935 | 14,667,653 | 16,643,065 | 15,167,174 | 15,011,635 | 15,427,258 |
| TOTAL WATER FUND EXPENDITURES | 19,728,567 | 21,228,978 | 19,932,295 | 22,144,668 | 21,075,000 | 20,712,506 | 21,655,000 |
| EXPENDITURES BY CATEGORY: | | | | | | | |
| Personnel Costs | 3,850,890 | 3,724,199 | 3,907,741 | 4,029,926 | 3,984,696 | 3,953,486 | 4,092,087 |
| Materials & Supplies | 258,921 | 301,941 | 350,047 | 371,794 | 468,250 | 419,380 | 493,305 |
| Purchased Services | 15,618,756 | 17,144,475 | 15,628,848 | 17,707,618 | 16,533,404 | 16,271,135 | 16,971,808 |
| Equipment | - | 58,363 | 45,659 | 35,330 | 88,650 | 68,505 | 97,800 |
| TOTAL WATER FUND EXPENDITURES | 19,728,567 | 21,228,978 | 19,932,295 | 22,144,668 | 21,075,000 | 20,712,506 | 21,655,000 |

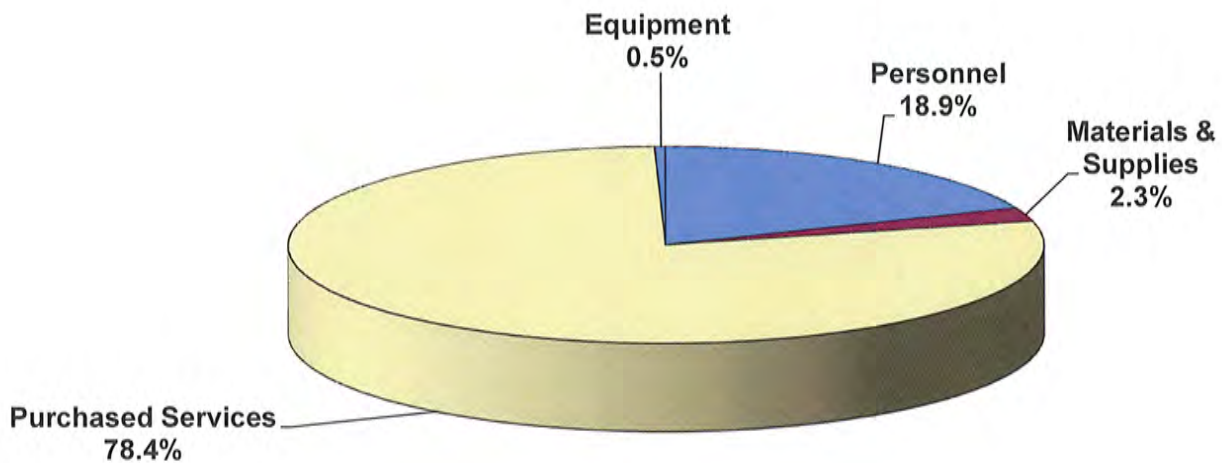
**CITY OF BETHLEHEM
WATER FUND
BUREAU/DIVISION RESOURCE SUMMARY**

| Bureau/Divison | | Personnel | Materials & Supplies | Purchased Services | Equipment | Total |
|-------------------------------|------------------------|---------------------|-------------------------------------|-------------------------------|------------------|----------------------|
| 20011 | Collection & Treatment | \$ 427,153 | \$ 28,600 | \$ 162,600 | \$ 1,000 | \$ 619,353 |
| 20012 | Laboratory Services | 169,872 | 19,500 | 43,700 | 3,100 | 236,172 |
| 20014 | East Allen Township | - | 20,300 | 218,750 | - | 239,050 |
| 20015 | Administration | 380,093 | 1,530 | 132,700 | 5,000 | 519,323 |
| 20016 | Water Filtration | 1,244,324 | 303,400 | 618,000 | 17,200 | 2,182,924 |
| 20017 | Utility Billing | 78,964 | 1,000 | 1,000 | 1,000 | 81,964 |
| 20018 | Water Engineering | 152,516 | - | 71,500 | - | 224,016 |
| Supply & Treatment | | 2,452,922 | 374,330 | 1,248,250 | 27,300 | 4,102,802 |
| 20022 | Utility Maintenance | 1,407,267 | 95,775 | 277,800 | 64,000 | 1,844,842 |
| 20023 | Meter Shop | 231,898 | 17,500 | 24,200 | 6,500 | 280,098 |
| Water Maintenance | | 1,639,165 | 113,275 | 302,000 | 70,500 | 2,124,940 |
| 2006 | Water General Expenses | - | 5,700 | 15,421,558 | - | 15,427,258 |
| Water General Expenses | | - | 5,700 | 15,421,558 | - | 15,427,258 |
| TOTAL WATER FUND | | \$ 4,092,087 | \$ 493,305 | \$ 16,971,808 | \$ 97,800 | \$ 21,655,000 |

Water Fund Expenditures by Bureau/Division



Water Fund Expenditures by Category



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

| Bureau/Divison | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Actual | 2020 Budget w/ Transfers | 2020 Actual & Estimated | 2021 Final Budget |
|-------------------------------|------------------------|------------------------|------------------------|------------------------|---|--|----------------------------------|
| 20011 Collection System | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| 20012 Laboratory Services | 3 | 3 | 3 | 3 | 4 | 4 | 4 |
| 20014 East Allen Township | - | - | - | - | - | - | - |
| 20015 Administration | 4 | 4 | 4 | 4 | 5 | 5 | 5 |
| 20016 Water Filtration | 15 | 15 | 15 | 15 | 15 | 15 | 15 |
| 20017 Utility Billing | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 20018 Water Engineering | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 20019 Water Control | 6 | 6 | 6 | 6 | - | - | - |
| Supply & Treatment | 39 | 39 | 39 | 39 | 35 | 35 | 35 |
| 20022 Utility Maintenance | 26 | 26 | 26 | 26 | 26 | 26 | 26 |
| 20023 Meter Shop | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| Water Maintenance | 33 | 33 | 33 | 33 | 33 | 33 | 33 |
| TOTAL WATER FUND | 72 | 72 | 72 | 72 | 68 | 68 | 68 |

Debt Service

Bureau 2006

| | <u>2020</u> | <u>2021</u> |
|---------------------------------------|------------------|------------------|
| Account 42094 Lease Rental | | |
| Series of 2014 | | |
| Principal | 5,300,000 | 5,550,000 |
| Interest | <u>1,753,050</u> | <u>1,488,050</u> |
| | 7,053,050 | 7,038,050 |
| | | |
| 5% Coverage | 352,653 | 351,903 |
| Credit | <u>(130,000)</u> | <u>(100,000)</u> |
| | <u>7,275,703</u> | <u>7,289,953</u> |
| | | |
| 1998 Capital Appreciation Bond | | |
| Principal | 437,344 | 419,547 |
| Interest | <u>957,656</u> | <u>990,453</u> |
| | 1,395,000 | 1,410,000 |
| | | |
| 5% Coverage | <u>69,750</u> | <u>70,500</u> |
| | <u>1,464,750</u> | <u>1,480,500</u> |
| | <u>8,740,453</u> | <u>8,770,453</u> |
| | | |
| Account 42095 2007 G.O Note | | |
| Principal | 66,000 | 67,000 |
| Interest | <u>5,515</u> | <u>3,713</u> |
| | <u>71,515</u> | <u>70,713</u> |

Schedule of Payment of Bond & Note Indebtedness

| | 1998 Capital Appreciation Bond | | 2007 GO Note | | 2014 Guaranteed Water Revenue Bonds | | Total |
|---------------|-----------------------------------|-------------------|----------------|--------------|--|-------------------|-------------------|
| | Principal | Interest | Principal | Interest | Principal | Interest | |
| 2021 | 419,547 | 990,453 | 67,000 | 3,713 | 5,550,000 | 1,488,050 | 8,518,763 |
| 2022 | 2,038,880 | 5,166,120 | 69,000 | 1,884 | 35,000 | 1,210,550 | 8,521,434 |
| 2023 | 1,941,153 | 5,288,847 | | | 80,000 | 1,209,500 | 8,519,500 |
| 2024 | 1,835,213 | 5,414,787 | | | 65,000 | 1,207,100 | 8,522,100 |
| 2025 | 1,746,838 | 5,528,163 | | | 40,000 | 1,205,150 | 8,520,150 |
| 2026 | 1,662,661 | 5,637,339 | | | 15,000 | 1,203,900 | 8,518,900 |
| 2027 | 1,581,392 | 5,738,608 | | | - | 1,203,413 | 8,523,413 |
| 2028 | 1,240,878 | 4,809,122 | | | 1,270,000 | 1,203,413 | 8,523,413 |
| 2029 | | | | | 7,360,000 | 1,160,550 | 8,520,550 |
| 2030 | | | | | 7,625,000 | 893,750 | 8,518,750 |
| 2031 | | | | | 5,960,000 | 512,500 | 6,472,500 |
| 2032 | | | | | 5,720,000 | 214,500 | 5,934,500 |
| Totals | <u>12,466,562</u> | <u>38,573,438</u> | <u>136,000</u> | <u>5,597</u> | <u>33,720,000</u> | <u>12,712,375</u> | <u>97,613,972</u> |

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

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BUREAU DETAIL

Bureau: Supply & Treatment

No: 2001

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

Division: Collection & Treatment

No: 20011

Division Description:

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

Goals and Objectives:

- Continue clearing brush from raw water transmission line south to the Blue Mountain. Above average rainfall amounts over the last two years prevented this from being completed.
 - Train the two newest employees in woodland fire suppression when DCNR provides training classes.
 - Continue to remark and cut, as needed, as much boundary line as time allows.
 - Continue upstream inspections of the Wild Creek Dam and Penn Forest Dam drawdown pipes.
 - Install facility security measures to improve safety and security of buildings and grounds when unoccupied.
-

Prior Year Achievements:

- Removed screens from line #2, disassembled for fabrication of new painted end links, reassembled, and returned screens to service.
 - Made repairs to pole building to improve structural integrity.
 - Coated and sealed all three garage roofs to prevent leakage.
 - Conducted downstream and partial upstream inspections of the Wild Creek Dam and Penn Forest Dam drawdown pipes.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|-----------------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|-----------------|
| | | 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 |
| TAMS | Chief Watershed Op | 1 | 1 | 1 | 1 | 1 | 83,276 | 1 | 83,276 | 1 | 84,898 |
| SEIU | WSR Maint Worker III | 1 | 1 | 1 | 1 | 1 | 66,650 | 1 | 66,650 | 1 | 68,040 |
| SEIU | Maintenance Worker III | 1 | 1 | 1 | 1 | 1 | 63,588 | 1 | 63,588 | 1 | 64,936 |
| SEIU | Automotive Mechanic | 1 | 1 | 1 | 1 | 1 | 64,288 | 1 | 64,288 | 1 | 65,536 |
| SEIU | Maintenance Worker II | 2 | 2 | 2 | 2 | 2 | 116,151 | 2 | 116,151 | 2 | 118,638 |
| Total Positions | | 6 | 6 | 6 | 6 | 6 | 393,953 | 6 | 393,953 | 6 | 402,048 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 328,099 | 319,169 | 367,046 | 375,632 | | 384,153 | | 384,153 | | 391,848 |
| 40002 | LONGEVITY | 8,740 | 7,980 | 8,265 | 9,400 | | 9,800 | | 9,800 | | 10,200 |
| 40003 | OVERTIME | 27,406 | 22,160 | 23,299 | 24,215 | | 24,500 | | 24,400 | | 25,000 |
| 40006 | DIFFERENTIAL PAY | - | - | - | - | | 25 | | 25 | | 25 |
| 40008 | MEAL REIMBURSEMENT | 104 | - | - | - | | 80 | | 50 | | 80 |
| Personnel | | 364,349 | 349,309 | 398,610 | 409,247 | | 418,558 | | 418,428 | | 427,153 |
| 41014 | OPERATING SUPPLIES | 2,005 | 2,986 | 2,944 | 3,009 | | 6,000 | | 4,500 | | 6,000 |
| 41016 | UNIFORMS/SAFETY SHOES | 1,013 | 585 | 1,363 | 733 | | 1,610 | | 1,400 | | 1,000 |
| 41021 | CHEMICALS | - | - | - | - | | 100 | | 50 | | 100 |
| 41023 | GASOLINE | 8,317 | 13,182 | 16,501 | 17,741 | | 21,500 | | 18,000 | | 21,500 |
| Materials & Supplies | | 11,335 | 16,753 | 20,808 | 21,483 | | 29,210 | | 23,950 | | 28,600 |
| 42031 | UNIFORM RENTAL | 2,034 | 1,961 | 1,192 | 1,244 | | 1,500 | | 1,300 | | 1,500 |
| 42036 | COMMUNICATIONS | 2,563 | 2,774 | 2,802 | 2,810 | | 3,000 | | 2,850 | | 3,000 |
| 42044 | ELECTRIC | 9,295 | 9,403 | 12,216 | 11,576 | | 12,500 | | 12,000 | | 12,500 |
| 42046 | HEATING OIL | 2,479 | 2,375 | 4,344 | 4,275 | | 8,000 | | 5,500 | | 8,000 |
| 42047 | DEPARTMENT CONTRACTS | 60,085 | 49,278 | 51,731 | 49,882 | | 135,000 | | 125,000 | | 120,000 |
| 42054 | RENTALS | - | 210 | - | 210 | | 500 | | 250 | | 500 |
| 42060 | OTHER EXPENSES | 1,465 | 1,222 | 1,352 | 1,921 | | 4,000 | | 3,000 | | 4,000 |
| 42064 | EQUIPMENT MAINTENANCE | 8,578 | 2,557 | 3,451 | 5,742 | | 6,200 | | 5,800 | | 6,000 |
| 42065 | PLANT MAINTENANCE | 4,455 | 7,454 | 773 | 4,730 | | 7,100 | | 6,000 | | 7,100 |
| Purchased Services | | 90,954 | 77,234 | 77,861 | 82,390 | | 177,800 | | 161,700 | | 162,600 |
| 43099 | EQUIPMENT | - | - | 920 | - | | 1,000 | | 700 | | 1,000 |
| Equipment | | - | - | 920 | - | | 1,000 | | 700 | | 1,000 |
| Total | COLLECTION & TREATMENT | 466,638 | 443,296 | 498,199 | 513,120 | | 626,568 | | 604,778 | | 619,353 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40003 | 25,000 | OVERTIME 25,000 - 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 | 80 | MEAL REIMBURSEMENT 80 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT. |
| 41014 | 6,000 | OPERATING SUPPLIES 6,000 - PARTS, PENS, CHARTS FOR RECORDERS, FORESTRY SUPPLIES (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, SOAP/TOWELS/TOILET ROLLS, RAGS, ANNUAL CYLINDER LEASE RENTAL, WATERSHED SIGNS. |
| 41016 | 1,000 | UNIFORMS/SAFETY SHOES 1,000 - TO PURCHASE SAFETY SHOES AND T-SHIRTS AND SWEATSHIRTS AS PER UNION CONTRACT. |
| 41021 | 100 | CHEMICALS 100 - POTASSIUM PERMANGANATE FOR PRE-TREATMENT DURING RESERVOIR TURNOVER. |
| 41023 | 21,500 | GASOLINE 21,500 - GASOLINE AND DIESEL FUEL FOR CITY AND BETHLEHEM AUTHORITY VEHICLES. |
| 42031 | 1,500 | UNIFORM RENTAL 1,500 - UNIFORM RENTALS AND REPLACEMENTS. |
| 42036 | 3,000 | COMMUNICATIONS 3,000 - TELEPHONE SERVICE FOR WILD CREEK. |
| 42044 | 12,500 | ELECTRIC 12,500 - ELECTRIC SERVICE FOR WILD CREEK CHEMICAL TREATMENT/AUXILIARY BUILDINGS, WILD CREEK AND PENN FOREST DAMS, TUNKHANNOCK INTAKE/BP CHAMBER AND TRANSMISSION MAIN CHAMBER. |
| 42046 | 8,000 | HEATING OIL |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| | | 8,000 - HEATING OIL FOR WILD CREEK CHEMICAL TREATMENT AND AUXILIARY BUILDINGS. |
| 42047 | 120,000 | DEPARTMENT CONTRACTS 120,000 - SERVICE CONTRACT FOR GENERATORS, MAINTENANCE FOR TWO (2) GAS DETECTORS, FAX MACHINE MAINTENANCE, FIRE EXTINGUISHER SERVICING AND REPLACEMENT, WILD CREEK DAM VEGETATION TREATMENT, BOILER SERVICING, INSPECT INTAKE CRANE, USGS CONTRACT, ANNUAL DAM INSPECTIONS/REPORTS AND INSTRUMENTATION REPORT AS REQUIRED BY PA DEP, FULL INCREMENTAL BREACH ANALYSIS/WILD CREEK SPILLWAY CAPACITY EVALUATION REPORT CORRESPONDENCE WITH PA DEP DAM SAFETY, INVESTIGATION OF WILD CREEK CREST/DOWNSTREAM RIPRAP, INVESTIGATION/TESTING OF WILD CREEK SPILLWAY BOIL. |
| 42054 | 500 | RENTALS 500 - SEPTIC TANK CLEANING, MISCELLANEOUS EQUIPMENT RENTALS. |
| 42060 | 4,000 | OTHER EXPENSES 4,000 - GARBAGE COLLECTION FEES, MAPS, FLAGS, CDL REIMBURSEMENTS, COOLER RENTAL, BOAT LICENSE FEE, SAMPLING LICENSE, DEBRIS AND SCRAP METAL DISPOSAL, TIRE DISPOSAL, TRUCK WASTE HAULING LICENSE, BOTTLED WATER COOLER RENTAL, OFFICE SUPPLIES, BOOTS, RAIN GEAR AND OTHER MISCELLANEOUS ITEMS. |
| 42064 | 6,000 | EQUIPMENT MAINTENANCE 6,000 - REPAIR PARTS FOR MOTORIZED VEHICLES AND SMALL UNITS (PUMPS, MOWERS, CHAINSAWS, ETC.), VALVES, METERS, ACTUATORS, ELECTRICAL PARTS, PUMPS, GENERATORS, MOTORS, EQUIPMENT, SCADA INSTRUMENTATION, INTAKE CRANE REPAIR. |
| 42065 | 7,100 | PLANT MAINTENANCE 7,100 - HARDWARE, PAINT, PLUMBING, FITTINGS, PIPE, AND SUNDRY/RELATED SUPPLIES FOR UPKEEP TO WILD CREEK, PENN FOREST, TUNKHANNOCK AND AUXILIARY BUILDINGS, STAIN/PAINT FOR STORAGE BUILDING, MASONRY SUPPLIES FOR 3 O'CLOCK SPRINGS, SPILLWAYS AND DAM PANELS, CHEMICAL PRETREATMENT BUILDING, WINDOW AIR CONDITIONER FOR ADMINISTRATION BUILDING, SAFETY COATING FOR VALVES AND GATES, GARAGE DOOR OPENERS. |
| 43099 | 1,000 | EQUIPMENT 1,000 - FOUR (4) DEHUMIDIFIERS |

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 and US EPA.

Goals and Objectives:

- Begin everyday use of Hach WIMS software package for management of lab data.
 - Coordinate with Utility Maintenance Bureau to continue installation plan for backup generators at remaining two well systems as required for compliance with the PA DEP's Uninterrupted System Service Plan (USSP).
 - Continue compliance with all Chapter 109 and Chapter 252 regulations.
 - Install a treatment system to reduce manganese levels at Shady Lane well system.
 - Complete USSP for City of Bethlehem drinking water system.
-

Prior Year Achievements:

- Coordinated with Utility Maintenance Bureau to develop installation plan for a backup generator at each of the well systems as required for compliance with the PA DEP's Uninterrupted System Service Plan (USSP) resulting in the installation of a generator and related accessories at two systems.
 - Developed and tested a treatment plan for manganese levels at Shady Lane well system.
 - Maintained compliance with Chapter 109 and Chapter 252 regulations.
 - Continued to work with contractor to finalize implementation of the Hach WIMS software package.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|----------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------|-----------------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Final Budget | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS | Water Quality Manager | 1 | 1 | 1 | 1 | 1 | 98,503 | 1 | 98,503 | 1 | 100,573 |
| TAMS | Laboratory Technician | 1 | 1 | 1 | 1 | 2 | 134,538 | 2 | 134,538 | 2 | 139,926 |
| TAMS | Microbiologist | 1 | 1 | 1 | 1 | 1 | 77,502 | 1 | 77,502 | 1 | 79,146 |
| Total Positions | | 3 | 3 | 3 | 3 | 4 | 310,543 | 4 | 310,543 | 4 | 319,645 |
| TAMS | 50% Allocated to 3004 | Water Quality Manager | | | | | (49,252) | | (49,252) | | (50,237) |
| TAMS | 50% Allocated to 3004 | Laboratory Technician | | | | | (67,269) | | (67,269) | | (69,963) |
| TAMS | 50% Allocated to 3004 | Microbiologist | | | | | (38,751) | | (38,751) | | (39,573) |
| | | | | | | | <u>155,271</u> | | <u>155,271</u> | | <u>159,872</u> |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 110,097 | 110,700 | 116,054 | 126,081 | | 154,021 | | 154,021 | | 158,522 |
| 40002 | LONGEVITY | 1,892 | 1,947 | 2,043 | 2,250 | | 1,250 | | 1,250 | | 1,350 |
| 40004 | TEMPORARY HELP | 20,754 | 19,050 | 24,128 | 29,091 | | 10,000 | | 8,000 | | 10,000 |
| Personnel | | 132,743 | 131,697 | 142,225 | 157,422 | | 165,271 | | 163,271 | | 169,872 |
| 41014 | OPERATING SUPPLIES | 4,455 | 4,249 | 6,200 | 5,832 | | 10,000 | | 9,000 | | 18,000 |
| 41016 | UNIFORMS/SAFETY SHOES | 120 | 250 | 369 | 441 | | 500 | | 450 | | 500 |
| 41023 | GASOLINE | 486 | 544 | 826 | 855 | | 1,000 | | 900 | | 1,000 |
| Materials & Supplies | | 5,061 | 5,043 | 7,395 | 7,128 | | 11,500 | | 10,350 | | 19,500 |
| 42031 | UNIFORM RENTAL | - | - | 125 | 61 | | 200 | | 100 | | 100 |
| 42047 | DEPARTMENT CONTRACTS | 15,703 | 13,815 | 14,043 | 36,300 | | 41,000 | | 37,000 | | 35,000 |
| 42060 | OTHER EXPENSES | 3,604 | 4,480 | 3,470 | 6,174 | | 6,600 | | 6,000 | | 6,600 |
| 42064 | EQUIPMENT MAINTENANCE | - | 432 | 506 | 343 | | 2,000 | | 1,000 | | 2,000 |
| Purchased Services | | 19,307 | 18,727 | 18,144 | 42,878 | | 49,800 | | 44,100 | | 43,700 |
| 43099 | EQUIPMENT | - | - | 5,532 | 1,981 | | 4,000 | | 2,500 | | 3,100 |
| Equipment | | - | - | 5,532 | 1,981 | | 4,000 | | 2,500 | | 3,100 |
| Total | LABORATORY SERVICES | 157,111 | 155,467 | 173,296 | 209,409 | | 230,571 | | 220,221 | | 236,172 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40004 | 10,000 | TEMPORARY HELP 10,000 - PART-TIME WATER/WASTEWATER LAB INTERN TO BE SPLIT 50/50 BETWEEN FUNDS. |
| 41014 | 18,000 | OPERATING SUPPLIES 18,000 - LABORATORY SUPPLIES AS REQUIRED FOR ALL WATER TESTING AND ANALYSIS SUCH AS ANALYTICAL CHEMICALS, GLASSWARE, PLASTICWARE, CRYPTO ANALYSIS KITS, FILTERS, PADS, BACT ID KITS, COLILERT ANALYSIS AND OFFICE SUPPLIES. |
| 41016 | 500 | UNIFORMS/SAFETY SHOES 500 - SAFETY SHOES, SHIRTS AND SWEATSHIRTS FOR MICROBIOLOGIST AND LAB TECHNICIAN. |
| 41023 | 1,000 | GASOLINE 1,000 - REGULAR GASOLINE FOR SAMPLING AND WEEKLY WATERSHED MONITORING. |
| 42031 | 100 | UNIFORM RENTAL 100 - LAB COAT RENTALS AND REPLACEMENTS. |
| 42047 | 35,000 | DEPARTMENT CONTRACTS 35,000 - CONTRACT LABORATORY ANALYSIS FOR SDWA, QA/QC SAMPLES, LAGOON RESIDUALS AND GROUNDWATER MONITORING, PROCESS CONTROL MONITORING, LABORATORY CHEMICAL WASTE CLEAN UP. |
| 42060 | 6,600 | OTHER EXPENSES 6,600 - STATE LAB CERTIFICATION FEES, MEMBERSHIP FEES FOR PAAEL AND AWWA, TRAVEL EXPENSES, HACH WIMS SUPPORT, SAFE PARTNERSHIP ANNUAL FEES |
| 42064 | 2,000 | EQUIPMENT MAINTENANCE 2,000 - PREVENTIVE MAINTENANCE AND REPAIR OR REPLACEMENT OF LABORATORY EQUIPMENT. |
| 43099 | 3,100 | EQUIPMENT 3,100 - PORTABLE BARNSTEAD WATER STILL AND RELATED ACCESSORIES |

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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:

- Implement manganese treatment solution at Shady Lane well station.
 - Design and install permanent emergency power solutions for well stations.
-

Prior Year Achievements:

- Upgraded the pressure tanks at Shady Lane system for improved pressure control.
Replaced faulty booster pump at Wilmar system.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Actual | 2020 Budget w/ Transfers | 2020 Actual & Estimated | 2021 Final Budget | |
|-------------------------|---------------------------------|--------------------------------------|----------------|----------------|----------------|--------------------------------|-------------------------------|-------------------------|-----------------|
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries |
| | | - | - | - | - | - | - | - | |
| Total Positions | | - | - | - | - | - | - | - | |
| Account Detail | | | | | | | | | |
| 41014 | OPERATING SUPPLIES | 263 | 3,456 | 5,197 | 10,112 | 13,740 | 12,000 | 14,700 | |
| 41021 | CHEMICALS | 1,250 | 2,245 | 2,981 | 2,538 | 4,500 | 3,000 | 4,500 | |
| 41023 | GASOLINE | 31 | - | - | - | 400 | 350 | 1,100 | |
| | Materials & Supplies | 1,544 | 5,701 | 8,178 | 12,650 | 18,640 | 15,350 | 20,300 | |
| 42036 | COMMUNICATIONS | 938 | 955 | 970 | 1,015 | 2,050 | 1,800 | 2,050 | |
| 42044 | ELECTRIC | 11,726 | 14,633 | 14,786 | 13,076 | 16,000 | 15,000 | 16,700 | |
| 42047 | DEPARTMENT CONTRACTS | 50,251 | 42,670 | 48,085 | 44,410 | 50,000 | 48,000 | 50,000 | |
| 42060 | OTHER EXPENSES | 113,059 | 116,621 | 105,278 | 119,415 | 120,500 | 118,000 | 120,000 | |
| 42064 | EQUIPMENT MAINTENANCE | 16,320 | 4,047 | 11,648 | 34,605 | 30,000 | 25,000 | 30,000 | |
| | Purchased Services | 192,294 | 178,926 | 180,767 | 212,521 | 218,550 | 207,800 | 218,750 | |
| Total | EAST ALLEN TOWNSHIP | 193,838 | 184,627 | 188,945 | 225,171 | 237,190 | 223,150 | 239,050 | |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 41014 | 14,700 | OPERATING SUPPLIES 14,700 - MISCELLANEOUS SUPPLIES (TUBING, FITTINGS, SIGNAGE, SAFETY EQUIPMENT), WATER FOR PLANNED FLUSHING PROGRAM AND EMERGENCY WATER DELIVERY BY TANKER TRUCK. |
| 41021 | 4,500 | CHEMICALS 4,500 - SODIUM HYPOCHLORITE AND CALGON C5 (AQUA MAG). |
| 41023 | 1,100 | GASOLINE 1,100 - 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 | 16,700 | ELECTRIC 16,700 - ELECTRIC SERVICE FOR WELL HOUSES AND AIRPORT ROAD PUMP STATION. |
| 42047 | 50,000 | DEPARTMENT CONTRACTS 50,000 - ANNUAL GENERATOR SERVICE - AIRPORT RD BOOSTER, LAWN CARE AND SPRING CLEAN UP AT FACILITIES, AND CONTRACT SYSTEM OPERATOR |
| 42060 | 120,000 | OTHER EXPENSES 120,000 - PURCHASED WATER FROM BATH BOROUGH AUTHORITY FOR THE RT. 512 SYSTEM. |
| 42064 | 30,000 | EQUIPMENT MAINTENANCE 30,000 - REPAIR PARTS/MATERIALS AND EMERGENCY/ROUTINE REPAIRS TO WELL PUMPING FACILITIES. |

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BUREAU DETAIL

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

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

Division Description:

This division provides the strategic direction to the combined 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:

- Develop succession plans for long-term retiring management staff.
 - Explore options and implement capital financing plan for the Water Capital Budget.
 - Implement general water rate increase pending on PA PUC approval.
-

Prior Year Achievements:

- Received for the twelfth 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.
 - Maintained our continuous operations during the Covid-19 pandemic.
 - Refinanced the 2012 Sewer Capital PennVest Loan in 2020 which created a savings of \$237,000 in the 2021 Sewer Operating budget.
 - Submitted application to the PA PUC on July 31, 2020 for a general water rate increase.
 - Financially supported our capital budgets in 2020 with \$885,000 for Water and \$2.54M for Sewer in Capital Appropriations.
 - Obtained \$525,000 H2O PA grant to help fund the upgrade of the Broadway sanitary sewer trunk line.
 - Completed the Risk and Resiliency assessment and updates to the Emergency Response Plan in accordance with EPA requirements under the "America's Water Infrastructure Act" of 2018.
 - Joined Pennsylvania's Water/Wastewater Agency Response Network (PaWARN), an organization that provides water and wastewater utilities with a Mutual Aid Agreement and process for sharing emergency resources among water and wastewater agencies statewide.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|--------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Actual & Estimated | Final Budget | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| NC | Dir Water/Sewer Resource | 1 | 1 | 1 | 1 | 1 | 109,315 | 1 | 109,315 | 1 | 111,501 |
| TAMS | Water Supply/Treat Sup | 1 | 1 | 1 | 1 | 1 | 97,834 | 1 | 97,834 | 1 | 97,834 |
| TAMS | Commercial Ops Manager | 1 | 1 | 1 | 1 | 1 | 90,038 | 1 | 90,038 | 1 | 91,924 |
| TAMS | Project Manager | - | - | - | - | 1 | 67,012 | 1 | 67,012 | 1 | 71,843 |
| TAMS | Dept Business Manager | 1 | 1 | 1 | 1 | 1 | 83,276 | 1 | 83,276 | 1 | 84,898 |
| Total Positions | | 4 | 4 | 4 | 4 | 5 | 447,475 | 5 | 447,475 | 5 | 458,000 |
| TAMS | 25% Allocated from 0202 | GIS Manager | | | | | 20,569 | | 20,569 | | 18,128 |
| TAMS | 33% Allocated from 0202 | Programming Manager | | | | | 28,376 | | 28,376 | | 30,708 |
| TAMS | 33% Allocated from 0202 | Programmer | | | | | - | | - | | 17,418 |
| NC | 50% Allocated to 3001 | Dir Water/Sewer Resource | | | | | (54,658) | | (54,658) | | (55,750) |
| TAMS | 50% Allocated to 3001 | Commercial Ops Manager | | | | | (45,019) | | (45,019) | | (45,962) |
| TAMS | 50% Allocated to 3001 | Dept Business Manager | | | | | (41,638) | | (41,638) | | (42,449) |
| | | | | | | | 355,105 | | 355,105 | | 380,093 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 263,970 | 262,553 | 267,296 | 275,791 | | 350,855 | | 350,855 | | 376,063 |
| 40002 | LONGEVITY | 3,620 | 3,727 | 3,830 | 4,139 | | 4,250 | | 4,250 | | 4,030 |
| 40004 | TEMPORARY HELP | - | - | 16,000 | 16,480 | | 16,980 | | 16,980 | | - |
| Personnel | | 267,590 | 266,280 | 287,126 | 296,410 | | 372,085 | | 372,085 | | 380,093 |
| 41014 | OPERATING SUPPLIES | 229 | 129 | 216 | 81 | | 1,000 | | 750 | | 1,000 |
| 41016 | UNIFORMS/SAFETY SHOES | - | - | - | - | | 130 | | 130 | | 130 |
| 41023 | GASOLINE | 272 | 198 | 214 | 184 | | 400 | | 300 | | 400 |
| Materials & Supplies | | 501 | 327 | 430 | 265 | | 1,530 | | 1,180 | | 1,530 |
| 42032 | TRAINING/CONT. EDUCATION | 5,201 | 10,566 | 8,406 | 9,795 | | 14,000 | | 7,500 | | 14,000 |
| 42047 | DEPARTMENT CONTRACTS | 44,215 | 44,948 | 43,273 | 51,600 | | 51,500 | | 50,000 | | 51,900 |
| 42060 | OTHER EXPENSES | 4,892 | 18,539 | 17,675 | 62,325 | | 65,350 | | 64,000 | | 66,800 |
| Purchased Services | | 54,308 | 74,053 | 69,354 | 123,720 | | 130,850 | | 121,500 | | 132,700 |
| 43099 | EQUIPMENT | - | 251 | 242 | 2,524 | | 5,000 | | 3,500 | | 5,000 |
| Equipment | | - | 251 | 242 | 2,524 | | 5,000 | | 3,500 | | 5,000 |
| Total | ADMINISTRATION | 322,399 | 340,911 | 357,152 | 422,919 | | 509,465 | | 498,265 | | 519,323 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 41014 | 1,000 | OPERATING SUPPLIES 1,000 - OFFICE SUPPLIES, ENVELOPES, BINDERS |
| 41016 | 130 | UNIFORMS/SAFETY SHOES 130 - SAFETY SHOES FOR ONE (1) EMPLOYEE. |
| 41023 | 400 | GASOLINE 400 - GASOLINE FOR ONE (1) SHARED VEHICLE. |
| 42032 | 14,000 | TRAINING/CONTINUING ED. 14,000 - 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 | 51,900 | DEPARTMENT CONTRACTS 51,900 - SUPERION LLC ANNUAL SOFTWARE MAINTENANCE, XEROX MACHINE LEASE FOR 4TH FLOOR, WATER TREATMENT PLANT, METER SHOP, UTILITY BILLING, WILD CREEK, UTILITY MAINTENANCE AND NETWORK/IMPRESSION CHARGES. |
| 42060 | 66,800 | OTHER EXPENSES 66,800 - 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, OPERATOR CERTIFICATION ANNUAL SERVICE FEE, PA DEP NPDES ANNUAL PERMIT FEE, DRBC WATER WITHDRAWAL ANNUAL FEE, WATER CONSUMPTION FEE FOR HECKTOWN ROAD-ESWA PA DEP COMMUNITY WATER SYSTEM ANNUAL FEE, OTHER EXPENSES AS REQUIRED. |
| 43099 | 5,000 | EQUIPMENT 5,000 - UPGRADE AGING HARDWARE AND SOFTWARE AS NEEDED. |

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BUREAU DETAIL

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

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

Division Description:

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

Goals and Objectives:

- Perform inspection of lower roof to determine extent of repairs needed.
 - Rebuild second plant service pump.
 - Replace South Lagoon Baffle System.
 - Replace freight elevator hydraulics.
 - Complete Emergency Generator replacement project.
 - Complete Water Information Management System (WIMS) integration to improve data management and reporting.
 - Continue operation and maintenance training program for Filtration Plant Operators.
-

Prior Year Achievements:

- Replaced North Lagoon Baffle System.
 - Upgraded freight elevator door controller.
 - Started Emergency Generator replacement project.
 - Started Water Information Management System (WIMS) integration.
 - Continue operation and maintenance training program for Filtration Plant Operators.
 - Replaced all Water Filtration Plant Turbidimeters.
 - Replaced the Zinc Orthophosphate Bulk Storage Tank.
-

**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 | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|------------------|-----------------------|------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Actual & Estimated | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS Filtration Operation Sup | 1 | 1 | 1 | 1 | 1 | 91,538 | 1 | 91,538 | 1 | 93,324 |
| TAMS Filtration Maint Sup | 1 | 1 | 1 | 1 | 1 | 81,276 | 1 | 81,276 | 1 | 82,998 |
| SEIU Operator III | 7 | 6 | 6 | 6 | 7 | 467,660 | 7 | 467,660 | 8 | 584,409 |
| SEIU Acting Operator III | - | - | - | - | 5 | 307,306 | 5 | 307,306 | 4 | 255,499 |
| SEIU Electronics Repair Tech. | 1 | 1 | 1 | 1 | 1 | 69,742 | 1 | 69,742 | 1 | 71,194 |
| SEIU Relief Operator I | 5 | 6 | 6 | 6 | - | - | - | - | - | - |
| Total Positions | 15 | 15 | 15 | 15 | 15 | 1,017,522 | 15 | 1,017,522 | 15 | 1,087,424 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 836,267 | 864,129 | 883,807 | 937,166 | | 1,004,122 | | 1,004,122 | | 1,074,124 |
| 40002 LONGEVITY | 12,525 | 11,495 | 9,880 | 12,400 | | 13,400 | | 13,400 | | 13,300 |
| 40003 OVERTIME | 84,516 | 122,648 | 86,326 | 99,097 | | 102,760 | | 100,000 | | 104,800 |
| 40005 HOLIDAY PAY | 38,167 | 33,838 | 39,074 | 41,709 | | 43,960 | | 43,000 | | 44,800 |
| 40006 DIFFERENTIAL PAY | 5,490 | 5,616 | 5,563 | 5,547 | | 5,540 | | 5,540 | | 5,600 |
| 40008 MEAL REIMBURSEMENT | 1,755 | 2,849 | 1,560 | 1,638 | | 1,700 | | 1,700 | | 1,700 |
| Personnel | 978,720 | 1,040,575 | 1,026,210 | 1,097,557 | | 1,171,482 | | 1,167,762 | | 1,244,324 |
| 41014 OPERATING SUPPLIES | 23,137 | 18,519 | 22,992 | 25,459 | | 28,550 | | 25,000 | | 28,600 |
| 41016 UNIFORMS/SAFETY SHOES | 2,850 | 2,201 | 3,691 | 2,936 | | 4,000 | | 3,500 | | 3,500 |
| 41021 CHEMICALS | 141,729 | 164,534 | 169,043 | 192,052 | | 254,000 | | 240,000 | | 269,500 |
| 41023 GASOLINE | 1,173 | 1,779 | 1,590 | 1,560 | | 1,820 | | 1,250 | | 1,800 |
| Materials & Supplies | 168,889 | 187,033 | 197,316 | 222,007 | | 288,370 | | 269,750 | | 303,400 |
| 42044 ELECTRIC | 76,061 | 78,101 | 56,110 | 64,579 | | 69,000 | | 64,000 | | 64,000 |
| 42046 HEATING OIL | 29,012 | 32,136 | 40,393 | 56,428 | | 54,000 | | 50,000 | | 54,000 |
| 42047 DEPARTMENT CONTRACTS | 171,143 | 192,476 | 163,572 | 161,044 | | 244,100 | | 235,000 | | 396,700 |
| 42054 RENTALS | 4,289 | - | 10,923 | - | | 22,180 | | 15,000 | | 24,400 |
| 42060 OTHER EXPENSES | 1,517 | 1,394 | 1,391 | 1,345 | | 1,700 | | 1,500 | | 1,500 |
| 42064 EQUIPMENT MAINTENANCE | 53,846 | 33,541 | 45,429 | 74,671 | | 61,900 | | 58,500 | | 65,800 |
| 42065 PLANT MAINTENANCE | 65 | 7,049 | 6,351 | 3,664 | | 14,600 | | 12,500 | | 11,600 |
| Purchased Services | 335,933 | 344,697 | 324,169 | 361,731 | | 467,480 | | 436,500 | | 618,000 |
| 43099 EQUIPMENT | - | 7,228 | 9,439 | 5,932 | | 7,500 | | 6,000 | | 17,200 |
| Equipment | - | 7,228 | 9,439 | 5,932 | | 7,500 | | 6,000 | | 17,200 |
| Total | 1,483,542 | 1,579,533 | 1,557,134 | 1,687,227 | | 1,934,832 | | 1,880,012 | | 2,182,924 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| 40003 | 104,800 | OVERTIME 104,800 - TO PROVIDE COVERAGE FOR SICK, VACATION, OTHER LEAVES, PERSONAL HOLIDAYS, AND STANDBY. |
| 40005 | 44,800 | HOLIDAY PAY 44,800 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS. |
| 40006 | 5,600 | DIFFERENTIAL PAY 5,600 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT. |
| 40008 | 1,700 | MEAL REIMBURSEMENT 1,700 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT. |
| 41014 | 28,600 | OPERATING SUPPLIES 28,600 - LABORATORY SUPPLIES, OFFICE SUPPLIES, ELECTRODES AND PROBES, MAINTENANCE SUPPLIES, MISC GREASE, OIL, ETC., SMALL/HAND TOOLS, CIRCULAR CHARTS, SENSORS, ROCK SALT, RAGS, DEHUMIDIFIERS, CHAIN HOISTS AND MISCELLANEOUS ITEMS, MATS/SOAPS/TOWELS/TOILET ROLLS, FAX MACHINE PARTS, PORTABLE HEATERS. SCADA COMPUTER SUPPLIES, REKEY LOCKS, SCBA TESTING, ANALYZER PARTS |
| 41016 | 3,500 | UNIFORMS/SAFETY SHOES 3,500 - T-SHIRTS, SWEATSHIRTS, AND SAFETY SHOES PER CONTRACT. |
| 41021 | 269,500 | CHEMICALS 269,500 - 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 | 1,800 | GASOLINE 1,800 - GASOLINE AND DIESEL FUEL FOR TWO (2) TRUCKS AND EQUIPMENT. |
| 42044 | 64,000 | ELECTRIC 64,000 - ELECTRIC SERVICE FOR CARBON BUILDING, FILTRATION PLANT, GARAGE, RECYCLING CHAMBER, METER CHAMBER AND GROUNDS LIGHTING, INCLUDING ACT 129 PHASE 3 COMPLIANCE RIDER, SMART METER RIDER, STORM DAMAGE EXPENSE RIDER AND DSIC. |
| 42046 | 54,000 | HEATING OIL 54,000 - HEATING OIL FOR FILTRATION PLANT AND EMERGENCY GENERATOR. |
| 42047 | 396,700 | DEPARTMENT CONTRACTS |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| | 396,700 | - SERVICE CONTRACTS ON HVAC EQUIPMENT, TURBIDIMETER EQUIPMENT, CHLORINATION EQUIPMENT, FIRE ALARM/SECURITY SYSTEM, EMERGENCY GENERATOR, DEIONIZATION SYSTEM, ELECTRICAL EQUIPMENT, SCADA SW/HW MAINTENANCE/UPGRADE, 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, ANNUAL EXPENSES, SEMI-ANNUAL ELEVATOR INSPECTION/MAINTENANCE, VENTURI CALIBRATION, DIESEL TANK TESTING, FIRE EXTINGUISHER TESTING, REMOVAL, TRANSPORTATION AND PROCESSING OF LAGOON RESIDUALS (2020 RETAINAGE AND 2021 CONTRACT), VEGETATION CONTROL, CONTRACT WATER LAB ANALYSES. |
| 42054 | 24,400 | RENTALS 24,400 - SEPTIC TANK CLEANING, SAND MOUND CLEANING, LARGE GENERATOR RENTAL FOR PPL POWER FEED MAINTENANCE. |
| 42060 | 1,500 | OTHER EXPENSES 1,500 - GARBAGE COLLECTION FEE, CDL REIMBURSEMENTS AND OTHER MISCELLANEOUS EXPENSES. |
| 42064 | 65,800 | EQUIPMENT MAINTENANCE 65,800 - REPAIR PARTS FOR PUMPS, CHEMICAL FEEDERS AND OTHER EQUIPMENT, UNFORESEEN REPAIRS, MAINTENANCE OF PICKUP TRUCKS, REPAIR, REPLACE AND TESTING OF MOTORS, SCADA AND UPS MAINTENANCE, COMPRESSOR MAINTENANCE, EMERGENCY GENERATOR REPAIR PARTS/LABOR, SUMP PUMPS. SCADA REPAIR PARTS, CONTROL VALVE REPAIR, BLOWER REPAIR, VFD REPAIR. |
| 42065 | 11,600 | PLANT MAINTENANCE 11,600 - ENTRANCE ROAD REPAIRS, FRONT PATIO REPAIR, REPLACE FENCE POSTS, GATE LATCH, FENCE RAIL, LANDSCAPING, AND OTHER MISCELLANEOUS MAINTENANCE. |
| 43099 | 17,200 | EQUIPMENT 17,200 - SPARE SAMPLE PUMPS/MOTORS TO REPLACE WORN UNITS RECYCLER PUSH MOWER TO REPLACE UNDEPENDABLE UNIT CPU BOARDS FOR CW MICRO RTU'S SPARE FILTER WASH VALVE ACTUATOR SPARE FILTER EFFLUENT/RINSE VALVE ACUTATOR PROCESS LOOP CALIBRATOR |

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, tree permits, customer complaints for leaves, snow, pot holes and street lighting.

Goals and Objectives:

- Reduce delinquent accounts by use of Delinquent Standard Operating Procedure.
- Review all hydrants inside and outside City, both public and private accounts to compare to database. Track discrepancies and review for proper billing procedures.
- Increase accuracy and identify database errors in a timely manner to reduce impact to our customers.

Prior Year Achievements:

- Implemented third party collections for efficiency and timely collections of delinquent accounts.
 - Worked closely with our customers to assist with utility accounts during the Covid-19 pandemic.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Actual | 2020 Budget w/ Transfers | | 2020 Actual & Estimated | | 2021 Final Budget | |
|---|--------------------------------------|----------------|----------------|----------------|--------------------------------|----------------|-------------------------------|----------------|-------------------------|----------------|
| | | | | | # | Salaries | # | Salaries | # | Salaries |
| | Number of Permanent Positions | | | | | | | | | |
| TAMS Customer Service Supvr | 1 | 1 | 1 | 1 | 1 | 65,717 | 1 | 65,717 | 1 | 56,897 |
| SEIU Customer Service Rep | 2 | 2 | 2 | 2 | 2 | 93,750 | 2 | 93,750 | 2 | 99,030 |
| Total Positions | 3 | 3 | 3 | 3 | 3 | 159,467 | 3 | 159,467 | 3 | 155,927 |
| TAMS 50% Allocated to 3001 Customer Service Supvr | | | | | | (32,859) | | (32,859) | | (28,448) |
| SEIU 50% Allocated to 3001 Customer Service Rep | | | | | | (46,875) | | (46,875) | | (49,515) |
| | | | | | | 79,733 | | 79,733 | | 77,964 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 77,365 | 66,379 | 71,653 | 73,896 | | 77,883 | | 77,883 | | 77,114 |
| 40002 LONGEVITY | 1,600 | 1,567 | 1,663 | 1,800 | | 1,850 | | 1,850 | | 850 |
| 40003 OVERTIME | - | 233 | 63 | - | | 1,000 | | 300 | | 1,000 |
| Personnel | 78,965 | 68,179 | 73,379 | 75,696 | | 80,733 | | 80,033 | | 78,964 |
| 41014 OPERATING SUPPLIES | 746 | 1,517 | 1,291 | 140 | | 1,000 | | 500 | | 1,000 |
| Materials & Supplies | 746 | 1,517 | 1,291 | 140 | | 1,000 | | 500 | | 1,000 |
| 42036 COMMUNICATIONS | 1,386 | - | - | - | | - | | - | | - |
| 42060 OTHER EXPENSES | - | - | - | - | | 1,000 | | 500 | | 1,000 |
| Purchased Services | - | - | - | - | | 1,000 | | 500 | | 1,000 |
| 43099 EQUIPMENT | - | 3,526 | 968 | - | | 1,000 | | 805 | | 1,000 |
| Equipment | - | 3,526 | 968 | - | | 1,000 | | 805 | | 1,000 |
| Total | 79,711 | 73,222 | 75,638 | 75,836 | | 83,733 | | 81,838 | | 81,964 |

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

2021 BUDGET REQUEST JUSTIFICATION

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

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BUREAU DETAIL

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

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

Division Description:

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

Goals and Objectives:

- Prepare design for installation of 300' of 16" ductile iron water main in order to isolate the 5 MG South Side storage tank for repairs.
 - Convert East Allen Gardens well system to City of Bethlehem water.
 - Replace 400' of leaking water main which crosses Rt. 22 at Hecktown Road.
 - Prepare design for installation of 600' of 12" ductile iron water main to serve Sunny Slope Farms development in East Allen Township.
 - Develop long-range plan for replacing large valves in the distribution system that are old and/or inoperable.
 - Update and recalibrate the water system hydraulic model which was last completed in 2014.
-

Prior Year Achievements:

- Completed the connection of the high pressure 30" Howertown South main to increase water pressure in the Drexel Heights subdivision in Allen Township.
 - Completed the installation of 1,700' of 8" water main in Bethlehem Township (Allen, Cawley, and Roosevelt Streets), 1,700' of water main in Freemansburg Borough (Cambria, East Market, Karoly, and Tolstoy Streets), and 600' of water main in the City of Bethlehem (private drive off Pine Top Trail).
 - Oversaw the installation of 4,200' of 12" water main along Mud Lane in Allen Township.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------|--------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Actual & Estimated | Final Budget | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS | Design Assistant | 1 | 1 | 1 | 1 | 1 | 72,171 | 1 | 72,171 | 1 | 73,570 |
| TAMS | Engineering Assistant | 1 | 1 | 1 | 1 | 1 | 67,514 | 1 | 67,514 | 1 | 68,946 |
| Total Positions | | 2 | 2 | 2 | 2 | 2 | 139,685 | 2 | 139,685 | 2 | 142,516 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 127,257 | 126,220 | 128,744 | 133,868 | | 136,585 | | 136,585 | | 139,316 |
| 40002 | LONGEVITY | 2,565 | 2,660 | 2,755 | 3,000 | | 3,100 | | 3,100 | | 3,200 |
| 40003 | OVERTIME | 4,068 | 3,173 | 10,328 | 8,711 | | 7,000 | | 6,500 | | 10,000 |
| Personnel | | 133,890 | 132,053 | 141,827 | 145,579 | | 146,685 | | 146,185 | | 152,516 |
| 42055 | PROFESSIONAL SERVICES | 58,766 | 74,135 | 72,180 | 64,890 | | 72,000 | | 68,000 | | 71,500 |
| Purchased Services | | 58,766 | 74,135 | 72,180 | 64,890 | | 72,000 | | 68,000 | | 71,500 |
| Total | WATER ENGINEERING | 192,656 | 206,188 | 214,007 | 210,469 | | 218,685 | | 214,185 | | 224,016 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40003 | 10,000 | OVERTIME 10,000 - OVERTIME |
| 42055 | 71,500 | PROFESSIONAL SERVICES 71,500 - ENGINEERING SERVICES NOT AVAILABLE IN CITY WORKFORCE - INCLUDES ONE-MONTH CARRYOVER FROM 2020. |

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BUREAU DETAIL

Bureau: Supply & Treatment

No: 2001

Department: Water/Sewer Resources

No: 0055

Division: Water Control

No: 20019

Division Description:

Beginning in 2020, this bureau was eliminated based on department consolidation.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|-------------------------|-------------------------------|---------|---------|---------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|----------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Actual & Estimated | Final Budget | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS | Water Dist/Control Sup | 1 | 1 | 1 | 1 | - | - | - | - | - | - |
| SEIU | Control Oper Permit Off | 1 | 1 | 1 | 1 | - | - | - | - | - | - |
| SEIU | Water Dist Cont Oper | 4 | 4 | 4 | 4 | - | - | - | - | - | - |
| Total Positions | | 6 | 6 | 6 | 6 | - | - | - | - | - | - |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 343,343 | 237,097 | 257,680 | 277,433 | - | - | - | - | - | - |
| 40002 | LONGEVITY | 7,254 | 4,873 | 6,327 | 5,850 | - | - | - | - | - | - |
| 40003 | OVERTIME | 44,015 | 44,069 | 40,921 | 38,500 | - | - | - | - | - | - |
| 40005 | HOLIDAY PAY | 12,093 | 11,973 | 15,032 | 13,951 | - | - | - | - | - | - |
| 40006 | DIFFERENTIAL PAY | 2,443 | 2,544 | 2,508 | 2,394 | - | - | - | - | - | - |
| 40008 | MEAL REIMBURSEMENT | 1,304 | 1,496 | 1,231 | 1,212 | - | - | - | - | - | - |
| Personnel | | 410,452 | 302,052 | 323,699 | 339,340 | - | - | - | - | - | - |
| 41014 | OPERATING SUPPLIES | 512 | 1,169 | 688 | 314 | - | - | - | - | - | - |
| 41016 | UNIFORMS/SAFETY SHOES | 375 | 300 | 673 | 510 | - | - | - | - | - | - |
| Materials & Supplies | | 887 | 1,469 | 1,361 | 824 | - | - | - | - | - | - |
| 42036 | COMMUNICATIONS | 4,500 | 7,455 | 8,962 | - | - | - | - | - | - | - |
| 42047 | DEPARTMENT CONTRACTS | 30,817 | 33,623 | 36,075 | 34,599 | - | - | - | - | - | - |
| 42060 | OTHER EXPENSES | 270 | 60 | - | - | - | - | - | - | - | - |
| 42064 | EQUIPMENT MAINTENANCE | - | - | 998 | 1,000 | - | - | - | - | - | - |
| 42065 | PLANT MAINTENANCE | - | 62 | - | - | - | - | - | - | - | - |
| Purchased Services | | 35,587 | 41,200 | 46,035 | 35,599 | - | - | - | - | - | - |
| 43099 | EQUIPMENT | - | 5,476 | 789 | 190 | - | - | - | - | - | - |
| Equipment | | - | 5,476 | 789 | 190 | - | - | - | - | - | - |
| Total | WATER CONTROL | 446,926 | 350,197 | 371,884 | 375,953 | - | - | - | - | - | - |

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:

- Expand use of GIS system to include asset management capabilities.
- Rebuild 30" PRV at Howertown station.
- Hecktown Rd Bridge main replacement via horizontal drilling.
- Improvements to Southside Reservoir piping network.
- Install 600' of 12" ductile iron water main to serve Sunny Slope development in East Allen Township.

Prior Year Achievements:

- Exercised 50% of all valves on transmission main and related appurtenances.
 - Installed 6 new valves in the water distribution system to allow for strategic control during both preventative maintenance and emergency repair activities.
 - Replaced 9 fire hydrants.
 - Replaced 1,931 feet of water service lateral piping.
 - Repaired 58 water main breaks.
 - Permanently restored 122 asphalt utility trenches.
 - Performed leak detection on 100 miles of water main; discovered 5 leaks in City system; 2 on homeowner's side.
 - Drain and inspect 3 potable water storage tanks.
 - Drained, cleaned, and made repairs to the cover of the 12MG reservoir.
 - Inspected the draw down pipes of the reservoirs.
 - Enhanced security around the 12MG reservoir.
 - Oversaw upgrades to the Mountain Top 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 | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Actual | 2020 Budget w/ Transfers | | 2020 Actual & Estimated | | 2021 Final Budget | |
|---|------------------|------------------|------------------|------------------|--------------------------------|------------------|-------------------------------|------------------|-------------------------|------------------|
| | | | | | Number of Permanent Positions | # | Salaries | # | Salaries | # |
| TAMS Water Superintendent | 1 | 1 | 1 | 1 | 1 | 100,703 | 1 | 100,703 | 1 | 102,673 |
| TAMS Utility Maint Supervisor | 2 | 2 | 2 | 2 | 2 | 141,478 | 2 | 141,478 | 2 | 158,092 |
| SEIU Utility Maint Mechanic II | 1 | 1 | 1 | 1 | 1 | 72,899 | 1 | 72,899 | 1 | 74,314 |
| SEIU Utility Maint Mechanic I | 2 | 2 | 2 | 2 | 2 | 133,201 | 2 | 133,201 | 2 | 135,880 |
| SEIU Maintenance Worker III | 11 | 11 | 11 | 11 | 11 | 678,726 | 11 | 678,726 | 11 | 690,058 |
| SEIU Maintenance Worker II | 9 | 9 | 9 | 9 | 9 | 452,981 | 9 | 452,981 | 9 | 452,738 |
| Total Positions | 26 | 26 | 26 | 26 | 26 | 1,579,988 | 26 | 1,579,988 | 26 | 1,613,755 |
| TAMS 50% Allocated to 3002 Water Superintendent | | | | | | (50,352) | | (50,352) | | (51,336) |
| TAMS 50% Allocated to 3002 Utility Maint Supervisor | | | | | | (70,739) | | (70,739) | | (79,046) |
| SEIU 50% Allocated to 3002 Utility Maint Mechanic II | | | | | | (36,450) | | (36,450) | | (37,157) |
| SEIU 50% Allocated to 3002 Utility Maint Mechanic I | | | | | | (66,600) | | (66,600) | | (67,940) |
| SEIU 50% Allocated to 3002 Maintenance Worker III | | | | | | (340,363) | | (340,363) | | (345,029) |
| SEIU 50% Allocated to 3002 Maintenance Worker II | | | | | | (226,491) | | (226,491) | | (226,369) |
| TAMS 17% Allocated from 0602 EMC/BSC Director | | | | | | 14,463 | | 14,463 | | 14,770 |
| TAMS 17% Allocated from 0602 BSC Supervisor | | | | | | 44,422 | | 44,422 | | 44,692 |
| SEIU 17% Allocated from 0602 BSC Specialist | | | | | | 100,716 | | 100,716 | | 85,452 |
| TAMS 50% Allocated from 3002 Utility Maint Supervisor | | | | | | 44,468 | | 44,468 | | 44,468 |
| SEIU 50% Allocated from 3002 Utility Maint Mechanic I | | | | | | 65,700 | | 65,700 | | 67,090 |
| SEIU 50% Allocated from 3002 Maintenance Worker III | | | | | | 92,388 | | 92,388 | | 85,594 |
| SEIU 50% Allocated from 3002 Maintenance Worker II | | | | | | 75,437 | | 75,437 | | 79,963 |
| | | | | | | 1,226,587 | | 1,226,587 | | 1,228,907 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 981,817 | 930,114 | 972,337 | 986,611 | | 1,211,135 | | 1,211,135 | | 1,214,213 |
| 40002 LONGEVITY | 15,770 | 14,393 | 13,775 | 15,450 | | 15,452 | | 15,452 | | 14,694 |
| 40003 OVERTIME | 100,116 | 99,957 | 126,230 | 105,826 | | 157,000 | | 140,000 | | 157,000 |
| 40004 TEMPORARY HELP | - | - | 1,856 | 4,136 | | 9,300 | | 8,000 | | 15,000 |
| 40006 DIFFERENTIAL PAY | 1,420 | 1,504 | 1,742 | 1,514 | | 2,675 | | 2,600 | | 2,675 |
| 40008 MEAL REIMBURSEMENT | 3,250 | 3,074 | 3,686 | 2,899 | | 3,685 | | 3,000 | | 3,685 |
| Personnel | 1,102,373 | 1,049,042 | 1,119,626 | 1,116,436 | | 1,399,247 | | 1,380,187 | | 1,407,267 |
| 41014 OPERATING SUPPLIES | 20,090 | 22,213 | 24,497 | 29,693 | | 25,000 | | 25,000 | | 25,800 |
| 41016 UNIFORMS/SAFETY SHOES | 5,227 | 4,094 | 7,382 | 5,897 | | 8,450 | | 7,800 | | 8,625 |
| 41021 CHEMICALS | - | - | 1,489 | - | | 3,350 | | 2,000 | | 3,350 |
| 41023 GASOLINE | 33,875 | 43,808 | 62,568 | 54,277 | | 58,000 | | 46,000 | | 58,000 |
| Materials & Supplies | 59,192 | 70,115 | 95,936 | 89,867 | | 94,800 | | 80,800 | | 95,775 |
| 42031 UNIFORM RENTAL | - | 456 | - | - | | - | | - | | - |
| 42033 TRAINING AND SAFETY | - | - | - | - | | - | | - | | 20,000 |
| 42044 ELECTRIC | 132,501 | 117,494 | 104,338 | 95,665 | | 115,000 | | 108,000 | | 111,000 |
| 42047 DEPARTMENT CONTRACTS | 11,372 | 28,479 | 26,802 | 20,300 | | 60,000 | | 55,000 | | 76,500 |
| 42054 RENTALS | 6,638 | 4,147 | 17,110 | 4,609 | | 22,300 | | 18,000 | | 22,300 |
| 42060 OTHER EXPENSES | 4,875 | 10,276 | 10,008 | 8,106 | | 21,450 | | 17,000 | | 20,000 |
| 42064 EQUIPMENT MAINTENANCE | 13,151 | 9,059 | 10,142 | 5,202 | | 12,700 | | 10,000 | | 13,000 |
| 42065 PLANT MAINTENANCE | 1,500 | 1,290 | 3,490 | 4,087 | | 15,000 | | 10,000 | | 15,000 |
| Purchased Services | 170,037 | 171,201 | 171,890 | 137,969 | | 246,450 | | 218,000 | | 277,800 |
| 43099 EQUIPMENT | - | 37,971 | 23,843 | 19,868 | | 63,500 | | 50,000 | | 64,000 |
| Equipment | - | 37,971 | 23,843 | 19,868 | | 63,500 | | 50,000 | | 64,000 |
| Total | 1,331,602 | 1,328,329 | 1,411,295 | 1,364,140 | | 1,803,997 | | 1,728,987 | | 1,844,842 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 40003 | 157,000 | OVERTIME 157,000 - 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 - SUMMER HELP TO PAINT HYDRANTS, ETC. |
| 40006 | 2,675 | DIFFERENTIAL PAY 2,675 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT. |
| 40008 | 3,685 | MEAL REIMBURSEMENT 3,685 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT. |
| 41014 | 25,800 | OPERATING SUPPLIES 25,800 - 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 SUCH AS SHOVELS, TOOL HANDLES, BAGGED CONCRETE, CUTTING BLADES, SCRAPERS, GLOVES, FASTENERS, GASES, ETC., SURGE PROTECTORS FOR SCADA SYSTEMS, PORTABLE ELECTRIC HEATERS, 1/2 HP SUMP PUMPS, RAGS, AND BATTERIES FOR SCADA SYSTEM |
| 41016 | 8,625 | UNIFORMS/SAFETY SHOES 8,625 - TO PURCHASE SAFETY SHOES, T-SHIRTS AND SWEATSHIRTS FOR EMPLOYEES AS PER UNION CONTRACT. |
| 41021 | 3,350 | CHEMICALS 3,350 - DECHLOR TABS, CALCIUM HYPOCHLORITE, SODIUM HYPOCHLORITE, AND FOOD GRADE OIL. |
| 41023 | 58,000 | GASOLINE 58,000 - REGULAR GASOLINE AND DIESEL FUEL. |
| 42033 | 20,000 | TRAINING AND SAFETY 20,000 - HEAVY EQUIPMENT OPERATOR TRAINING AND CDL CLASS A TRAINING; FIRE EXTINGUISHER INSPECTIONS, CITY REQUIRED TRAINING, AND SAFETY SUPPLIES. |
| 42044 | 111,000 | ELECTRIC 111,000 - ELECTRIC USAGE AT PUMPING STATIONS, STORAGE TANKS AND SCADA SYSTEM LOCATIONS. |
| 42047 | 79,000 | DEPARTMENT CONTRACTS 79,000 - EXCAVATION SPOILS DUMPING FEES ASPHALT/CONCRETE EXCAVATION WASTE |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| | | VEGETATION CONTROL GENERATOR MAINTENANCE 50% OF JANITORIAL SERVICES FOR 540 STEFKO BLVD INFRAED INSPECTION - MCC'S, PANEL AND TRANSFORMER AT SOUTHSIDE PUMP STATION PREVENTIVE MAINTENANCE ON ELECTRICAL EQUIPMENT AT SOUTHSIDE PUMP STATION GAS DETECTOR CALIBRATIONS (2) AND SENSOR REPLACEMENT EMERSON ONSITE SERVICES - 5 DAYS FOR EMERGENCIES IWATER ANNUAL SOFTWARE SUPPORT GEOTAB VEHICLE MONITORING IWATER USER LICENSES |
| 42054 | 22,300 | RENTALS 22,300 - RENTAL EQUIPMENT AS REQUIRED BY BUREAU. |
| 42060 | 20,000 | OTHER EXPENSES 20,000 - NORFOLK SOUTHERN ANNUAL LEASE AGREEMENTS, PA DEP WASTE HAULING LICENSES, BOOKS, MAPS, PETTY CASH, CDL REIMBURSEMENTS, BUSINESS CARDS ETC, ROAD OPENING PERMIT FEES, FIRE EXTINGUISHERS, AND ANNUAL STORM WATER FEE FOR BOROUGH OF FOUNTAIN HILL. |
| 42064 | 13,000 | EQUIPMENT MAINTENANCE 13,000 - REPAIRS TO LEAK DETECTION EQUIPMENT, MISCELLANEOUS OTHER EQUIPMENT REPAIRS/PARTS, HYDRAULIC REPAIRS. |
| 42065 | 15,000 | PLANT MAINTENANCE 15,000 - PRE-FABRICATED CONCRETE BLOCK/HOT ASPHALT/ CONCRETE FOR STORING EXCAVATION MATERIALS, FENCE REPAIRS AT TANK SITE, OTHER MISCELLANEOUS REPAIRS/MAINTENANCE OF PHYSICAL BUILDINGS. |
| 43099 | 64,000 | EQUIPMENT 64,000 - GROUND MAINTENANCE EQUIPMENT (LAW MOWERS, TRIMMERS, ETC.) LEAK DETECTION DATA LOGGERS (PERMALOGS) LEAK DETECTION EQUIPMENT (GROUND MIC SETS) 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 SCHONSTEDT "MAGGIE" MAGNETIC LOCATOR (1) LINE TRACER (2) MOBILE 2-WAY RADIOS FOR VEHICLES CORDLESS TOOL SET FOR HYDRANT MAINTENANCE (3) GODWIN TRENCH DEWATERING PUMPS (1) 3000 WATT GENERAC PORTABLE GENERATORS (1) 14" CUT OFF SAW |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| | | PNEUMATIC CHAINSAW AND ACCESSORIES B101 TAPPING MACHINE HACH COLORIMETER FOR FIELD CL2 ANALYSIS OTHER MISCELLANEOUS EQUIPMENT AS REQUIRED. |

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BUREAU DETAIL

Bureau: Utility Maintenance

No: 2002

Department: Water/Sewer Resources

No: 0055

Division: Meter Shop

No: 20023

Division Description:

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

Goals and Objectives:

- Complete Phase III of large meter replacements.
 - Continue strategic planning for both meter replacement and automated meter reading.
 - Utilize Community Plus, field review and Sensus analytics, identify issues and missing accounts with expedited resolution to efficiently support our customers and increase revenue.
-

Prior Year Achievements:

- Installation of 1000 endpoints (RF units) bringing the total of meters supported by AMI to 5000 creating efficiency in both reading and billing as well as increasing customer satisfaction for those accounts.
 - Actively replaced small/large stopped and aged meters to increase revenue and offset future installation costs.
 - Replaced approximately 1,200 meters.
 - Completed water demand study; submitted report to PUC in support of rate case.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|-----------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Actual & Estimated | Final Budget | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS | Meter Shop Foreman | 1 | 1 | 1 | 1 | 1 | 63,717 | 1 | 63,717 | 1 | 65,087 |
| SEIU | Meter Repairman | 2 | 2 | 2 | 3 | 3 | 182,202 | 3 | 182,202 | 3 | 186,058 |
| SEIU | Meter Reader | 4 | 4 | 4 | 3 | 3 | 164,953 | 3 | 164,953 | 3 | 172,249 |
| Total Positions | | 7 | 7 | 7 | 7 | 7 | 410,872 | 7 | 410,872 | 7 | 423,394 |
| TAMS | 50% Allocated to 3002 | | | | | | (31,859) | | (31,859) | | (32,543) |
| SEIU | 50% Allocated to 3002 | | | | | | (91,101) | | (91,101) | | (93,029) |
| SEIU | 50% Allocated to 3002 | | | | | | (82,477) | | (82,477) | | (86,124) |
| | | | | | | | 205,435 | | 205,435 | | 211,698 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 363,399 | 365,595 | 369,863 | 371,511 | | 202,085 | | 202,085 | | 207,998 |
| 40002 | LONGEVITY | 7,643 | 4,997 | 5,277 | 5,700 | | 3,350 | | 3,350 | | 3,700 |
| 40003 | OVERTIME | 10,737 | 14,283 | 19,811 | 14,961 | | 25,000 | | 20,000 | | 20,000 |
| 40006 | DIFFERENTIAL PAY | 4 | 49 | 26 | 18 | | 100 | | 50 | | 100 |
| 40008 | MEAL REIMBURSEMENT | 25 | 88 | 62 | 49 | | 100 | | 50 | | 100 |
| Personnel | | 381,808 | 385,012 | 395,039 | 392,239 | | 230,635 | | 225,535 | | 231,898 |
| 41014 | OPERATING SUPPLIES | 1,671 | 2,309 | 1,685 | 1,913 | | 3,500 | | 2,500 | | 3,500 |
| 41016 | UNIFORMS/SAFETY SHOES | 1,528 | 1,028 | 1,907 | 1,447 | | 2,000 | | 1,800 | | 2,000 |
| 41023 | GASOLINE | 5,402 | 7,837 | 9,433 | 8,953 | | 12,000 | | 8,000 | | 12,000 |
| Materials & Supplies | | 8,601 | 11,174 | 13,025 | 12,313 | | 17,500 | | 12,300 | | 17,500 |
| 42047 | DEPARTMENT CONTRACTS | 7,072 | 10,176 | 5,003 | 5,035 | | 5,500 | | 5,100 | | 21,700 |
| 42060 | OTHER EXPENSES | 70 | - | 99 | - | | 1,000 | | 500 | | 1,000 |
| 42064 | EQUIPMENT MAINTENANCE | - | - | - | 2,937 | | 1,500 | | 1,000 | | 1,500 |
| Purchased Services | | 7,142 | 10,176 | 5,102 | 7,972 | | 8,000 | | 6,600 | | 24,200 |
| 43099 | EQUIPMENT | - | 3,911 | 3,926 | 4,835 | | 6,650 | | 5,000 | | 6,500 |
| Equipment | | - | 3,911 | 3,926 | 4,835 | | 6,650 | | 5,000 | | 6,500 |
| Total | METER SHOP | 397,551 | 410,273 | 417,092 | 417,359 | | 262,785 | | 249,435 | | 280,098 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40003 | 20,000 | OVERTIME 20,000 - STAND-BY PAY FOR METER REPAIRMEN AND OVERTIME FOR LEAKING, FROZEN OR BLOCKED METERS. |
| 40006 | 100 | DIFFERENTIAL PAY 100 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT. |
| 40008 | 100 | MEAL REIMBURSEMENT 100 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT. |
| 41014 | 3,500 | OPERATING SUPPLIES 3,500 - SMALL METER PARTS, COMPRESSION FITTINGS, COUPLINGS, PAINT, GREASE, DOG REPELLENT, AND OTHER MISC OPERATING ITEMS; OFFICE SUPPLIES. |
| 41016 | 2,000 | UNIFORMS/SAFETY SHOES 2,000 - TO PURCHASE SAFETY SHOES, T-SHIRTS AND SWEATSHIRTS FOR EMPLOYEES AS PER UNION CONTRACT. |
| 41023 | 12,000 | GASOLINE 12,000 - GASOLINE. |
| 42047 | 21,700 | DEPARTMENT CONTRACTS 21,700 - TOUCHREAD SOFTWARE MAINTENANCE PROGRAM, SERVICE CONTRACT FOR ONE (1) GAS DETECTOR INCLUDING SENSOR REPLACEMENTS AND TWO CALIBRATIONS, BULK METER CALIBRATIONS, CALIBRATIONS OF SHOP TEST TANKS, TEST METERS OF HIGH CONSUMPTION CUSTOMERS ANNUAL RNI SAAS FEE YEAR #3. |
| 42060 | 1,000 | OTHER EXPENSES 1,000 - CDL REIMBURSEMENTS, BOOKS, PORTABLE RADIO BATTERIES AND PROFESSIONAL MEMBERSHIPS FEES. |
| 42064 | 1,500 | EQUIPMENT MAINTENANCE 1,500 - REPAIRS TO METER SHOP EQUIPMENT. |
| 43099 | 6,500 | EQUIPMENT 6,500 - SMALL TOOLS, MISCELLANEOUS READING EQUIPMENT AND OTHER EQUIPMENT AS NEEDED FOR OPERATIONS AND OFFICE. |

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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

| Personnel Detail | 2016 | 2017 | 2018 | 2019 | 2020 | 2020 | 2021 | |
|-----------------------------------|-------------------------------|-------------------|-------------------|-------------------|------------------------|-----------------------|-------------------|-------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Final Budget | |
| | Number of Permanent Positions | | | | # | # | # | |
| | Salaries | Salaries | Salaries | Salaries | Salaries | Salaries | Salaries | |
| | - | - | - | - | - | - | - | |
| Total Positions | - | - | - | - | - | - | - | |
| Account Detail | | | | | | | | |
| 41025 POSTAGE | 2,165 | 2,809 | 4,307 | 5,117 | 5,700 | 5,200 | 5,700 | |
| Materials & Supplies | 2,165 | 2,809 | 4,307 | 5,117 | 5,700 | 5,200 | 5,700 | |
| 42036 COMMUNICATIONS | 8,104 | 8,554 | 8,340 | 24,252 | 43,300 | 30,000 | 31,800 | |
| 42047 DEPARTMENT CONTRACTS | - | - | - | - | - | - | 111,400 | |
| 42048 BANK SERVICE CHARGE | - | 1 | 473 | - | 500 | 250 | 500 | |
| 42050 TAXES | 47,584 | 47,584 | 47,584 | 47,584 | 47,590 | 47,590 | 47,600 | |
| 42055 PROFESSIONAL SERVICES | 226,132 | 234,864 | 185,712 | 173,863 | 888,000 | 750,000 | 314,300 | |
| 42074.1 PENSIONS-O&E | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | |
| 42075 PENSIONS-PMRS MMO | 629,750 | 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 | 300,000 | 287,085 | 300,000 | 300,000 | 325,000 | 325,000 | 350,000 | |
| 420802 CITY INSURANCE PACKAGE | 140,000 | 140,000 | 140,000 | 140,000 | 140,000 | 140,000 | 140,000 | |
| 42085 MEDICAL INSURANCE | 1,580,500 | 1,580,500 | 1,580,500 | 1,580,500 | 1,580,500 | 1,580,500 | 1,580,500 | |
| 42086 WORKMEN'S COMPENSATION | 135,717 | 135,717 | 135,717 | 135,717 | 135,717 | 135,717 | 135,717 | |
| 42087 SOCIAL SECURITY | 304,200 | 310,000 | 315,000 | 321,000 | 305,000 | 305,000 | 313,830 | |
| 42090 UNFORESEEN CONTINGENCY | - | 4,908 | - | - | 3,489 | - | 10,251 | |
| 42093 PENNVEST LOAN | 1,391,795 | 1,393,768 | 348,442 | - | - | - | - | |
| 42094 LEASE RENTAL | 7,255,764 | 7,217,932 | 8,248,098 | 8,600,350 | 8,740,453 | 8,740,453 | 8,770,453 | |
| 42095 2007 G.O. LOAN | 71,060 | 71,036 | 69,624 | 65,646 | 71,515 | 71,515 | 70,713 | |
| 42097 CAPITAL APPROPRIATIONS-DSIC | - | - | - | - | 1 | 1 | 1 | |
| 42098 CAPITAL APPROPRIATIONS | 1,197,990 | 2,726,595 | 1,288,274 | 3,253,454 | 884,827 | 884,827 | 1,548,911 | |
| Purchased Services | 14,654,428 | 16,154,126 | 14,663,346 | 16,637,948 | 15,161,474 | 15,006,435 | 15,421,558 | |
| Total | WATER GENERAL EXPENSES | 14,656,593 | 16,156,935 | 14,667,653 | 16,643,065 | 15,167,174 | 15,011,635 | 15,427,258 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| 41025 | 5,700 | POSTAGE 5,700 - POSTAGE FOR USPS AND UPS |
| 42036 | 31,800 | COMMUNICATIONS 31,800 - ALL VERIZON CELL PHONES AND PLANS, AS WELL AS ALL VERIZON M2M WIRELESS CONNECTION CHARGES FOR FIELD LAPTOP PCS, AMR/AMI TOWERS, CELL MODEMS, VALVE ACTUATOR AND MOBILE HOT SPOT, FOR WATER DEPARTMENT BUREAUS, AND PENN TELE DATA T1 SERVICES. |
| 42047 | 111,400 | DEPARTMENT CONTRACTS 111,400 - LABOR ATTORNEY/LEGAL SERVICES MAXIMUS - INDIRECT COST ALLOCATION STUDY MAHER DUESSEL ANNUAL AUDIT CONRAD SIEGEL AC PREFERRED EAP KSAD WEBSITE ADMINISTRATION LEVEL ONE BILLING AND MAILING CONTRACT WITH POSTAGE GEODECISIONS NOTIFY AGREEMENT |
| 42048 | 500 | BANK SERVICE CHARGE 500 - BANK FEES INCLUDING MANUAL CHECKS AND DEPOSIT BOOKS |
| 42050 | 47,600 | TAXES 47,600 - PAYMENTS IN LIEU OF TAXES TO CARBON AND MONROE COUNTIES AND LEHIGH TOWNSHIP |
| 42055 | 314,300 | PROFESSIONAL SERVICES 314,300 - GFVR CONSULTANTS - UPDATE CAPITAL VALUE/ DEPRECIATION RETIREMENTS FOR PA PUC ANNUAL REPORT PA PUC ATTORNEY FEES (RETAINER) WEISS SCHANTZ AG - ROAD OPENING PERMITS WIMS DATA MANAGEMENT SOFTWARE FOR WATER FILTRATION AND DRINKING WATER LAB AND ANNUAL SUPPORT FEE. CPU MODEL UPDATE AND CALIBRATION. WIMS CONSULTANT GFVR CONSULTANTS - RATE CASE SERVICES. PA PUC ATTORNEY - RATE CASE SERVICES. DISTRIBUTION SYSTEM TANK/RESERVOIR INSPECTIONS FOR TANK MAINTENANCE PROGRAM DEVELOPMENT. |
| 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 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|-----------|--|
| 42077 | 1,065,832 | GENERAL FUND CHARGES 1,065,832 - CHARGES REIMBURSED TO THE GENERAL FUND FOR EXPENSES PAID INITIALLY BY THE GENERAL FUND BUT WHICH APPLY TO THE WATER FUND |
| 42078 | 350,000 | BETHLEHEM AUTHORITY OPEXP 350,000 - ADMINISTRATIVE EXPENSES OF THE BETHLEHEM AUTHORITY |
| 420802 | 140,000 | CITY INSURANCE PACKAGE 140,000 - BUILDING CONTENTS AND LIABILITY INSURANCE |
| 42085 | 1,580,500 | MEDICAL INSURANCE 1,580,500 - REIMBURSEMENT OF WATER FUND MEDICAL CLAIMS PAID BY GENERAL FUND |
| 42086 | 135,717 | WORKMEN'S COMPENSATION 135,717 - WORKMEN'S COMPENSATION |
| 42087 | 313,830 | SOCIAL SECURITY 313,830 - SOCIAL SECURITY |
| 42094 | 8,770,453 | LEASE RENTAL 8,770,453 - FUNDS REQUIRED BY THE LEASE AGREEMENT WITH THE BETHLEHEM AUTHORITY FOR THE 2014 GUARANTEED WATER REVENUE BONDS AND 1998 CAPITAL APPRECIATION BOND. |
| 42095 | 70,713 | 2007 G.O. LOAN 70,713 - 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 UPGRADE OR REPLACEMENT OF AGING INFRASTRUCTURE |
| 42098 | 1,546,411 | CAPITAL APPROPRIATION 1,546,411 - CONTRIBUTION TOWARDS WATER CAPITAL PROJECTS |

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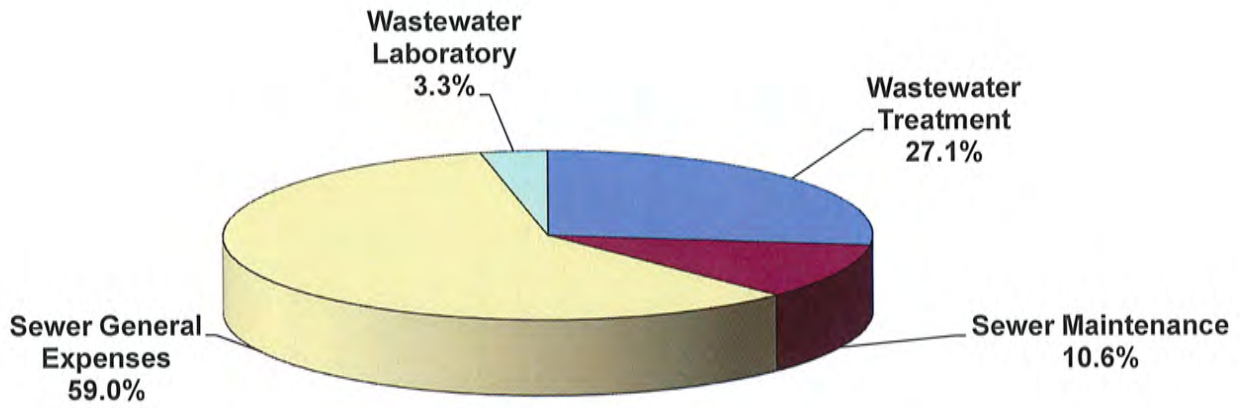
**CITY OF BETHLEHEM
SEWER FUND
FUND ANALYSIS SUMMARY**

| | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Actual | 2020 Budget w/ Transfers | 2020 Actual & Estimated | 2021 Final Budget |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------------------|-------------------------------|-------------------------|
| REVENUES: | | | | | | | |
| Sale of Sewer | | | | | | | |
| 32001A Residential | 6,326,986 | 6,798,403 | 6,832,199 | 6,847,056 | 7,477,450 | 7,435,000 | 7,551,125 |
| 32001B Commercial | 1,050,941 | 1,129,159 | 1,179,131 | 1,193,872 | 1,272,798 | 1,150,000 | 1,166,417 |
| 32001C Industrial | 672,208 | 680,038 | 595,931 | 731,802 | 774,676 | 760,000 | 774,676 |
| 32001D Institutional | 701,025 | 733,088 | 766,472 | 727,370 | 808,184 | 750,000 | 755,825 |
| 32001E Public | 2,493 | 2,857 | 3,600 | 3,492 | 3,608 | 3,500 | 3,645 |
| 32003 MIPP Sampling/Surcharge | 1,349,889 | 1,492,030 | 1,465,596 | 1,610,997 | 1,400,000 | 1,615,000 | 1,450,000 |
| 32003F MIPP Fines | 15,600 | 2,000 | 1,700 | 2,700 | 1,000 | 13,200 | 2,000 |
| 32007 Industrial Sewer Rental | 30,116 | 26,323 | 27,436 | 24,309 | 22,500 | 21,000 | 22,500 |
| 32008 Fountain Hill | 380,877 | 394,536 | 462,648 | 762,556 | 440,819 | 430,000 | 440,819 |
| 32009 Hellertown | 489,985 | 590,714 | 665,048 | 711,408 | 492,186 | 475,000 | 492,186 |
| 32010 Allentown | 11,011 | 10,096 | 9,827 | 9,547 | 11,630 | 10,000 | 11,630 |
| 32011 Salisbury Township | 147,181 | 152,777 | 188,950 | 279,653 | 169,860 | 165,000 | 169,860 |
| 32012 Freemansburg | 117,578 | 122,748 | 124,701 | 121,448 | 144,643 | 135,000 | 144,643 |
| 32013 Bethlehem Township | 1,567,935 | 1,715,379 | 1,555,356 | 1,830,498 | 1,452,114 | 1,425,000 | 1,452,114 |
| 32014 Hanover Township (L. Cnty) | 68,392 | 90,103 | 90,177 | 88,354 | 92,187 | 90,000 | 92,187 |
| 32014NA HN Residential | 1,163,766 | 1,227,678 | 1,251,169 | 1,259,230 | 1,289,411 | 1,310,000 | 1,353,900 |
| 32014NB HN Commercial | 274,477 | 287,565 | 325,786 | 299,743 | 328,360 | 315,000 | 328,360 |
| 32014NC HN Industrial | 65,812 | 74,880 | 63,075 | 57,073 | 55,937 | 58,000 | 58,737 |
| 32014ND HN Institutional | 55,595 | 56,338 | 56,305 | 55,150 | 59,721 | 55,000 | 55,713 |
| 32014NE HN Public | 1,346 | 1,591 | 1,596 | 1,527 | 1,674 | 1,500 | 1,674 |
| 32015 Lower Saucon Township | 150,825 | 176,521 | 191,556 | 204,166 | 226,927 | 210,000 | 226,927 |
| 32016 Lower Nazareth Township | 22,759 | 3,855 | 8,775 | 10,766 | 10,000 | 11,000 | 10,000 |
| 32017 East Allen Township | - | - | - | - | 1 | - | 5,000 |
| 32103 Delinquent Sewer Penalty | 65,156 | 43,732 | 68,633 | 45,804 | 40,000 | 45,000 | 42,000 |
| Total Sale of Sewer | 14,731,953 | 15,812,411 | 15,935,667 | 16,878,521 | 16,575,686 | 16,483,200 | 16,611,938 |
| Other Operating Revenues | | | | | | | |
| 308901 Cash Balance | - | - | - | - | - | - | - |
| 32106 Debt Service Contributions | 777,128 | 829,204 | 901,828 | 910,449 | 910,450 | 910,450 | 723,699 |
| 32107 East Allen Appropriation | - | - | - | - | 66,363 | 66,363 | 66,363 |
| 32109 Sundry | 3,855 | 1,932 | 653 | 21,345 | 1 | 15,000 | 500 |
| 32112 Permits | 4,750 | 1,050 | 9,650 | 3,200 | 2,500 | 2,000 | 2,500 |
| Total Other Operating Revenues | 785,733 | 832,186 | 912,131 | 934,994 | 979,314 | 993,813 | 793,062 |
| Investment Interest | | | | | | | |
| 30850 Investment Interest | 11,993 | 22,365 | 77,171 | 108,107 | 75,000 | 50,000 | 35,000 |
| Total Investment Interest | 11,993 | 22,365 | 77,171 | 108,107 | 75,000 | 50,000 | 35,000 |
| TOTAL SEWER FUND REVENUES | 15,529,679 | 16,666,962 | 16,924,969 | 17,921,622 | 17,630,000 | 17,527,013 | 17,440,000 |
| EXPENDITURES BY BUREAU: | | | | | | | |
| Wastewater Treatment | 4,832,300 | 4,641,966 | 4,064,015 | 4,262,917 | 4,754,582 | 4,590,382 | 4,724,260 |
| Sewer Maintenance | 1,152,134 | 1,162,159 | 1,273,595 | 1,215,005 | 1,745,272 | 1,694,427 | 1,847,068 |
| Sewer General Expenses | 8,235,041 | 8,888,249 | 9,357,025 | 11,342,891 | 10,581,146 | 10,527,496 | 10,285,245 |
| Wastewater Laboratory | 464,846 | 432,226 | 459,970 | 444,522 | 549,000 | 519,650 | 583,427 |
| TOTAL SEWER FUND EXPENDITURES | 14,684,321 | 15,124,600 | 15,154,605 | 17,265,335 | 17,630,000 | 17,331,955 | 17,440,000 |
| EXPENDITURES BY CATEGORY: | | | | | | | |
| Personnel Costs | 3,511,272 | 3,366,384 | 3,651,662 | 3,612,127 | 4,234,374 | 4,217,909 | 4,299,130 |
| Materials & Supplies | 748,424 | 533,461 | 476,671 | 556,363 | 706,400 | 661,750 | 710,720 |
| Purchased Services | 10,424,625 | 11,201,692 | 11,009,265 | 13,065,775 | 12,581,976 | 12,370,796 | 12,271,950 |
| Equipment | - | 23,063 | 17,007 | 31,070 | 107,250 | 81,500 | 158,200 |
| TOTAL SEWER FUND EXPENDITURES | 14,684,321 | 15,124,600 | 15,154,605 | 17,265,335 | 17,630,000 | 17,331,955 | 17,440,000 |

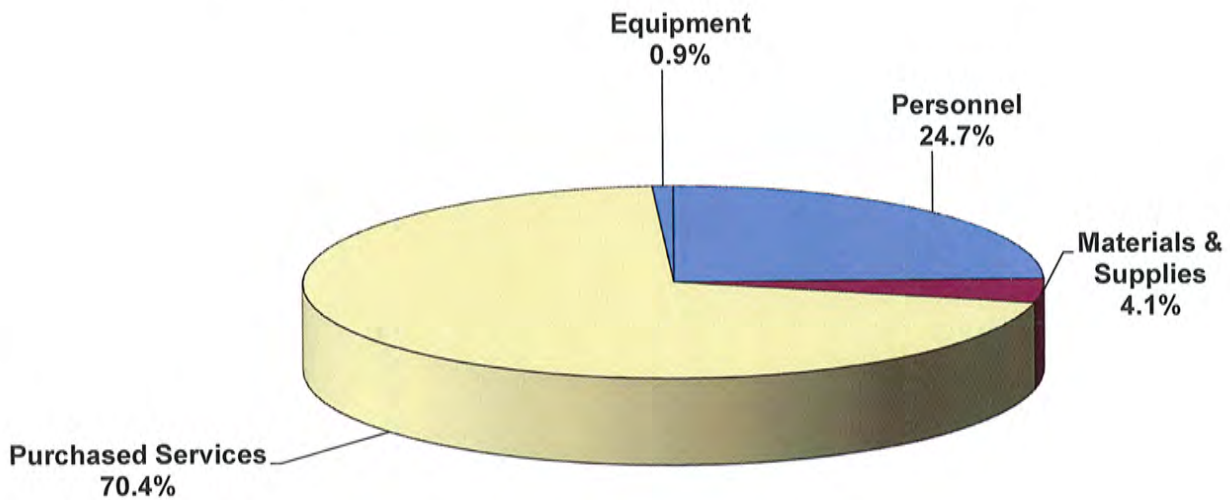
**CITY OF BETHLEHEM
SEWER FUND
BUREAU RESOURCE SUMMARY**

| <u>Bureau</u> | | <u>Personnel</u> | <u>Materials & Supplies</u> | <u>Purchased Services</u> | <u>Equipment</u> | <u>Total</u> |
|-------------------------|------------------------|---------------------|-------------------------------------|-------------------------------|-------------------|----------------------|
| 3001 | Wastewater Treatment | \$ 2,327,760 | \$ 623,500 | \$ 1,723,000 | \$ 50,000 | \$ 4,724,260 |
| 3002 | Utility Maintenance | 1,579,943 | 50,220 | 149,705 | 67,200 | 1,847,068 |
| 3003 | Sewer General Expenses | - | 2,000 | 10,283,245 | - | 10,285,245 |
| 3004 | Wastewater Laboratory | 391,427 | 35,000 | 116,000 | 41,000 | 583,427 |
| TOTAL SEWER FUND | | \$ 4,299,130 | \$ 710,720 | \$ 12,271,950 | \$ 158,200 | \$ 17,440,000 |

Sewer Fund Expenditures by Bureau



Sewer Fund Expenditures by Category



Debt Service

Bureau 3003

| | <u>2020</u> | <u>2021</u> |
|-----------------------------------|----------------|------------------|
| Accounts 42091 & 42092 | | |
| Series of 2005 A | | |
| Principal | 125,000 | - |
| Interest | 5,000 | - |
| Series of 2017 C | | |
| Principal | 205,000 | 205,000 |
| Interest | 168,134 | 163,521 |
| Series of 2019 AA | | |
| Principal | 130,000 | 320,000 |
| Interest | 108,863 | 123,294 |
| Series of 2020 | | |
| Principal | - | 55,000 |
| Interest | - | 185,275 |
| | <u>741,997</u> | <u>1,052,090</u> |

Account 42093

| | | |
|---------------|------------------|----------------|
| 2012 Pennvest | | |
| Principal | 398,177 | - |
| Interest | 206,734 | - |
| 2014 Pennvest | | |
| Principal | 502,522 | 496,015 |
| Interest | 87,889 | 108,062 |
| | <u>1,195,322</u> | <u>604,077</u> |

Schedule of Payment for Bond Indebtedness

| | 2014 Pennvest | | Series of 2017 C | | Series of 2019 AA | |
|---------------|------------------|------------------|------------------|------------------|-------------------|----------------|
| | Principal | Interest | Principal | Interest | Principal | Interest |
| 2021 | 496,015 | 108,062 | 205,000 | 163,521 | 320,000 | 123,294 |
| 2022 | 487,298 | 135,912 | 215,000 | 155,321 | 335,000 | 110,494 |
| 2023 | 495,860 | 127,350 | 225,000 | 146,721 | 345,000 | 97,094 |
| 2024 | 504,572 | 118,638 | 235,000 | 137,721 | 360,000 | 83,294 |
| 2025 | 513,437 | 109,773 | 245,000 | 128,321 | 370,000 | 76,094 |
| 2026 | 522,458 | 100,752 | 250,000 | 118,521 | 385,000 | 61,294 |
| 2027 | 531,638 | 91,572 | 260,000 | 111,646 | 390,000 | 53,594 |
| 2028 | 540,978 | 82,231 | 265,000 | 103,846 | 400,000 | 45,794 |
| 2029 | 550,483 | 72,726 | 275,000 | 95,896 | 405,000 | 37,294 |
| 2030 | 560,155 | 63,054 | 285,000 | 87,371 | 415,000 | 28,688 |
| 2031 | 569,997 | 53,212 | 290,000 | 78,465 | 430,000 | 19,350 |
| 2032 | 580,012 | 43,198 | 300,000 | 69,185 | 430,000 | 9,675 |
| 2033 | 590,203 | 33,007 | 310,000 | 59,435 | | |
| 2034 | 600,573 | 22,637 | 320,000 | 48,740 | | |
| 2035 | 611,125 | 12,085 | 335,000 | 37,700 | | |
| 2036 | 361,434 | 2,103 | 345,000 | 25,556 | | |
| 2037 | | | 360,000 | 13,050 | | |
| Totals | <u>8,516,238</u> | <u>1,176,312</u> | <u>4,720,000</u> | <u>1,581,019</u> | <u>4,585,000</u> | <u>745,959</u> |

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

Series 2020

| <u>Principal</u> | <u>Interest</u> | <u>Total</u> |
|------------------|------------------|-------------------|
| 55,000 | 185,275 | 1,656,167 |
| 430,000 | 173,150 | 2,042,175 |
| 450,000 | 151,150 | 2,038,175 |
| 475,000 | 128,025 | 2,042,250 |
| 500,000 | 103,650 | 2,046,275 |
| 515,000 | 86,000 | 2,039,025 |
| 525,000 | 76,225 | 2,039,675 |
| 535,000 | 66,250 | 2,039,099 |
| 545,000 | 55,450 | 2,036,849 |
| 560,000 | 44,400 | 2,043,668 |
| 570,000 | 33,100 | 2,044,124 |
| 580,000 | 21,600 | 2,033,670 |
| 595,000 | 9,850 | 1,597,495 |
| 195,000 | 1,950 | 1,188,900 |
| | | 995,910 |
| | | 734,093 |
| | | 373,050 |
| <u>6,530,000</u> | <u>1,136,075</u> | <u>28,990,603</u> |

BUREAU DETAIL

Bureau: Wastewater Treatment **No:** 3001

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

Bureau Description:

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

Goals and Objectives:

- Act 537 Plan Update Revision
 - Planning for the upgrade of the WWTP to accommodate existing and future needs of the City and contributing municipalities.
 - Address organic capacity and hydraulic capacity issues. Select alternatives.
 - Develop a schedule for the completion of the WWTP upgrades and submit to PADEP for approval.
- West Intermediate Clarifier and Bridge Rebuild Project
 - Complete rehab of the West Intermediate Clarifier.
 - New baffles, boxes, rakes, flights and bridges.
 - Improve clarifier settling and performance.
 - Replacement of Primary and Final Clarifiers' bridges for safety.
- West Influent Pump Room and Effluent Pump Room Projects
 - Replace failing influent pumps and valves in the West Influent Pump Room. Replace three (3) 12-mgd pumps with VFDs and new influent pump control system.
 - Install VFDs on two (2) 20-mgd effluent pumps.

Prior Year Achievements:

- Upgrade of WWTP's Preliminary Treatment System
 - Replace failing bar screen/grit detritor system that is inadequate to meet needs.
 - Install four (4) new fine bar screens with washer/compactors for drier screenings.
 - Upgrade four (4) detritors with grit classifier for drier grit.
 - New screenings conveyor systems. New detritus room ventilation.
 - Reduce and prevent downstream plant issues. Remove screenings/grit prior to digesters and sludge dewatering (centrifuges) for beneficial use of biosolids.
 - Act 537 Plan Review
 - Review of previous Act 537 Plan for the upgrade of the WWTP.
 - Review organic capacity and hydraulic capacity issues.
 - Completed technical memo and scope/schedule for process upgrade evaluations and preliminary designs.
 - West Intermediate Clarifier – Emergency Repair
 - West Intermediate Clarifier out-of-service due to catastrophic failure of drive.
 - Remove failed drive unit and install new DBS drive.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|--|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|------------------|-----------|------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | | |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS Wastewater Treatment Sup | 1 | 1 | 1 | 1 | 1 | 100,703 | 1 | 100,703 | 1 | 102,673 |
| TAMS Chief of Operations WWT | 1 | 1 | 1 | 1 | 1 | 83,793 | 1 | 83,793 | 1 | 85,425 |
| TAMS Maintenance Supervisor | 1 | 1 | 1 | 1 | 1 | 81,276 | 1 | 81,276 | 1 | 82,998 |
| SEIU Operator III | 7 | 6 | 8 | 8 | 10 | 705,883 | 10 | 705,883 | 9 | 642,545 |
| SEIU Utility Maint Mechanic II | 1 | 1 | 1 | 1 | 1 | 72,899 | 1 | 72,899 | 1 | 74,314 |
| SEIU Acting Operating III | 7 | 8 | 5 | 5 | 3 | 186,101 | 3 | 186,101 | 4 | 255,066 |
| SEIU Electronics Repair Man | 2 | 2 | 2 | 2 | 2 | 136,284 | 2 | 136,284 | 2 | 139,187 |
| SEIU Plant Op II Ind Samp Tech | 2 | 2 | 2 | 2 | 2 | 133,901 | 2 | 133,901 | 2 | 136,480 |
| SEIU Utility Maint Mechanic I | 3 | 3 | 3 | 3 | 3 | 198,451 | 3 | 198,451 | 3 | 202,520 |
| SEIU Maintenance Worker III | - | - | 1 | 1 | 1 | 63,188 | 1 | 63,188 | 1 | 64,536 |
| SEIU Maintenance Worker II | 1 | 1 | - | - | - | - | - | - | - | - |
| SEIU Account Clerk II | 1 | 1 | 1 | 1 | 1 | 53,609 | 1 | 53,609 | 1 | 54,638 |
| Total Positions | 27 | 27 | 26 | 26 | 26 | 1,816,088 | 26 | 1,816,088 | 26 | 1,840,382 |
| TAMS 25% Allocated from 0202 GIS Manager | | | | | | 20,569 | | 20,569 | | 18,128 |
| TAMS 33% Allocated from 0202 Programming Manager | | | | | | 28,376 | | 28,376 | | 30,708 |
| TAMS 33% Allocated from 0202 Programmer | | | | | | - | | - | | 17,418 |
| NC 50% Allocated from 20015 Dir Water/Sewer Resource | | | | | | 54,658 | | 54,658 | | 55,750 |
| TAMS 50% Allocated from 20015 Commercial Ops Manager | | | | | | 45,019 | | 45,019 | | 45,962 |
| TAMS 50% Allocated from 20015 Dept Business Manager | | | | | | 41,638 | | 41,638 | | 42,449 |
| TAMS 50% Allocated from 20017 Customer Service Supvr | | | | | | 32,859 | | 32,859 | | 28,448 |
| SEIU 50% Allocated from 20017 Customer Service Rep | | | | | | 46,875 | | 46,875 | | 49,515 |
| | | | | | | 2,086,082 | | 2,086,082 | | 2,128,760 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 1,883,719 | 1,794,998 | 1,905,587 | 1,885,491 | | 2,055,982 | | 2,055,982 | | 2,099,180 |
| 40002 LONGEVITY | 30,194 | 27,334 | 27,247 | 28,139 | | 30,100 | | 30,100 | | 29,580 |
| 40003 OVERTIME | 135,431 | 140,451 | 157,419 | 175,528 | | 150,000 | | 150,000 | | 160,000 |
| 40004 TEMPORARY HELP | - | - | 16,000 | 16,480 | | 18,000 | | 15,000 | | - |
| 40005 HOLIDAY PAY | 27,110 | 26,524 | 28,495 | 28,496 | | 30,000 | | 29,500 | | 30,000 |
| 40006 DIFFERENTIAL PAY | 5,677 | 5,740 | 5,829 | 5,419 | | 6,000 | | 5,500 | | 6,000 |
| 40008 MEAL REIMBURSEMENT | 2,574 | 2,067 | 2,756 | 2,548 | | 3,000 | | 2,600 | | 3,000 |
| Personnel | 2,084,705 | 1,997,114 | 2,143,333 | 2,142,101 | | 2,293,082 | | 2,288,682 | | 2,327,760 |
| 41014 OPERATING SUPPLIES | 34,188 | 55,013 | 47,515 | 46,644 | | 60,000 | | 55,000 | | 60,000 |
| 41016 UNIFORMS/SAFETY SHOES | 4,654 | 3,730 | 5,993 | 4,281 | | 6,000 | | 6,000 | | 6,000 |
| 41021 CHEMICALS | 651,505 | 411,182 | 354,947 | 447,294 | | 550,000 | | 525,000 | | 550,000 |
| 41023 GASOLINE | 4,960 | 4,111 | 4,040 | 4,140 | | 7,500 | | 5,000 | | 7,500 |
| Materials & Supplies | 695,307 | 474,036 | 412,495 | 502,359 | | 623,500 | | 591,000 | | 623,500 |
| 42031 UNIFORM RENTAL | 9,172 | 7,499 | 5,140 | 4,536 | | 10,000 | | 5,000 | | 7,500 |
| 42033 TRAINING AND SAFETY | 3,702 | 1,531 | 4,866 | 4,357 | | 10,000 | | 8,500 | | 10,000 |
| 42044 ELECTRIC | 655,669 | 653,020 | 556,313 | 519,376 | | 575,000 | | 525,000 | | 550,000 |
| 42046 HEATING OIL | - | - | 7,406 | - | | 8,000 | | 5,000 | | 8,000 |
| 42047 DEPARTMENT CONTRACTS | 1,167,813 | 1,245,683 | 550,897 | 737,730 | | 750,000 | | 735,000 | | 750,000 |
| 42054 RENTALS | 3,208 | 41,232 | 33,160 | 4,856 | | 10,000 | | 6,000 | | 7,500 |
| 42060 OTHER EXPENSES | 12,603 | 11,389 | 11,330 | 13,844 | | 15,000 | | 14,000 | | 15,000 |
| 42062 WATER CONSUMPTION | - | - | 100,000 | 100,000 | | 97,200 | | 97,200 | | 65,000 |
| 42064 EQUIPMENT MAINTENANCE | 161,712 | 171,751 | 195,986 | 157,940 | | 250,000 | | 220,000 | | 250,000 |
| 42065 PLANT MAINTENANCE | 38,409 | 31,788 | 33,680 | 58,645 | | 62,800 | | 55,000 | | 60,000 |
| Purchased Services | 2,052,288 | 2,163,893 | 1,498,778 | 1,601,284 | | 1,788,000 | | 1,670,700 | | 1,723,000 |
| 43099 EQUIPMENT | - | 6,923 | 9,409 | 17,173 | | 50,000 | | 40,000 | | 50,000 |
| Equipment | - | 6,923 | 9,409 | 17,173 | | 50,000 | | 40,000 | | 50,000 |
| Total | 4,832,300 | 4,641,966 | 4,064,015 | 4,262,917 | | 4,754,582 | | 4,590,382 | | 4,724,260 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 40003 | 160,000 | OVERTIME 160,000 - TO PROVIDE SHIFT COVERAGE FOR VACATIONS, OTHER LEAVE AND WORK AS NEEDED PER THE UNION CONTRACT. |
| 40005 | 30,000 | HOLIDAY PAY 30,000 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS. |
| 40006 | 6,000 | DIFFERENTIAL PAY 6,000 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE 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 | 6,000 | UNIFORMS/SAFETY SHOES 6,000 - TO PURCHASE SAFETY SHOES, T-SHIRTS AND SWEATSHIRTS FOR EMPLOYEES AS PER UNION CONTRACT. |
| 41021 | 550,000 | CHEMICALS 550,000 - ALKALINITY PRODUCTS, CHLORINE, POLYMER, AND OTHER PLANT CHEMICALS. |
| 41023 | 7,500 | GASOLINE 7,500 - GASOLINE/DIESEL FOR VEHICLES, EQUIPMENT AND AND GAS POWERED PUMPS. |
| 42031 | 7,500 | UNIFORM RENTAL 7,500 - UNIFORM RENTALS AND REPLACEMENTS. |
| 42033 | 10,000 | TRAINING AND SAFETY 10,000 - OPERATOR CERTIFICATION TRAINING AND CONTINUING EDUCATION, SEMINARS, CLASSES AND TRAINING MATERIALS. SAFETY PRODUCTS SUCH AS GAS MONITORS, SAFETY SIGNS, PLACARDS AND OTHER ITEMS. |
| 42044 | 550,000 | ELECTRIC 550,000 - 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. |
| 42047 | 750,000 | DEPARTMENT CONTRACTS 750,000 - BIOSOLIDS MANAGEMENT SERVICES, BACKUP BIOSOLIDS MANAGEMENT SERVICES, GRIT AND RAG DISPOSAL, CITY WIDE HVAC CONTRACT, |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| | | SCADA SOFTWARE SUPPORT, MONTHLY XEROX LEASE, IMPRESSION CHARGE, AND NETWORK CHARGE, SUPERION SOFTWARE MAINTENANCE CONTRACT. |
| 42054 | 7,500 | RENTALS 7,500 - FOR RENTAL EQUIPMENT WHEN NEEDED FOR REPAIRS WHEN CITY DOESN'T HAVE SUITABLE EQUIPMENT. |
| 42060 | 15,000 | OTHER EXPENSES 15,000 - PA BULLETIN, WATER ENV. DUES, EPWPCOA DUES, CDL REIMBURSEMENTS AS PER UNION CONTRACT, ANNUAL COMMONWEALTH OF PENNSYLVANIA FEES AND PERMIT CHARGES, BOILER/ELEVATOR INSPECTIONS, UNDERGROUND STORAGE TANK FEES, ETC., OFFICE SUPPLIES AND OTHER MISC EXPENSES. |
| 42062 | 65,000 | WATER CONSUMPTION 65,000 - WATER USAGE FOR PLANT. |
| 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 ISCO SAMPLER PARTS AND SUPPLIES ASSORTED TOOLS OFFICE AC UNITS PUMPS AND MIXERS HOSE AND HANGERS PLANT REFRIGERATORS/APPLIANCES GOLF CART COVERS - WEATHERPROOF MISC OFFICE EQUIPMENT - DESKS, CHAIRS ETC. GODWIN PUMP PIPE SECTIONS ASSORTED ELECTRICIAN EQUIPMENT SAFETY EQUIPMENT AND TOOLS MONITORING PROBE REPLACEMENTS SPILL CONTAINMENT CURBING DUMPSTER BINS FOR SCREENINGS AND GRIT |

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:

- Begin South Side manhole and collection system inspection/rehab program.
- Upgrade control systems at Langhorne and Airport sewer stations.
- Install 100+ manhole inserts to remediate inflow and infiltration issues.
- Utilize mobile CCTV unit to inspect 10 miles of the sanitary sewer collection system.
- Implement grease reduction measures in collection system.

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.
 - Replaced faulty air/ vac valves on Easton Rd forced main.
 - Enhanced security around the Airport Rd sewer station.
 - Performed 20 sanitary sewer main repairs.
 - Jet flushed 150 miles of sanitary sewer main.
 - Safety improvements at sanitary siphon locations.
 - Completed pilot study to reduce grease build up in sanitary sewer collection system.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2016 | 2017 | 2018 | 2019 | 2020 | 2020 | 2021 | |
|---------------------------------|---|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|------------------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Final Budget | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries |
| | | # | Salaries | # | Salaries | # | Salaries | # | Salaries |
| TAMS | Utility Maint Supervisor | 1 | 1 | 1 | 1 | 1 | 88,936 | 1 | 88,936 |
| SEIU | Utility Maint Mechanic I | 1 | 1 | 2 | 2 | 2 | 131,401 | 2 | 134,180 |
| SEIU | Maintenance Worker III | 3 | 3 | 3 | 3 | 3 | 178,276 | 3 | 171,189 |
| SEIU | Maintenance Worker II | 3 | 3 | 3 | 3 | 3 | 150,874 | 3 | 159,926 |
| Total Positions | | 8 | 8 | 9 | 9 | 9 | 549,487 | 9 | 554,231 |
| TAMS | 50% Allocated to 20022 Utility Maint Supervisor | | | | | | (44,468) | | (44,468) |
| SEIU | 50% Allocated to 20022 Utility Maint Mechanic I | | | | | | (65,700) | | (67,090) |
| SEIU | 50% Allocated to 20022 Maintenance Worker III | | | | | | (92,388) | | (85,594) |
| SEIU | 50% Allocated to 20022 Maintenance Worker II | | | | | | (75,437) | | (79,963) |
| TAMS | 17% Allocated from 0602 EMC/BSC Director | | | | | | 14,463 | | 14,770 |
| TAMS | 17% Allocated from 0602 BSC Supervisor | | | | | | 44,422 | | 44,692 |
| SEIU | 17% Allocated from 0602 BSC Specialist | | | | | | 100,716 | | 85,452 |
| TAMS | 50% Allocated from 2002 Water Superintendent | | | | | | 50,352 | | 51,336 |
| TAMS | 50% Allocated from 2002 Utility Maint Supervisor | | | | | | 70,739 | | 79,046 |
| SEIU | 50% Allocated from 2002 Utility Maint Mechanic II | | | | | | 36,450 | | 37,157 |
| SEIU | 50% Allocated from 2002 Utility Maint Mechanic I | | | | | | 66,600 | | 67,940 |
| SEIU | 50% Allocated from 2002 Maintenance Worker III | | | | | | 340,363 | | 345,029 |
| SEIU | 50% Allocated from 2002 Maintenance Worker II | | | | | | 226,491 | | 226,369 |
| TAMS | 50% Allocated from 2002 Meter Shop Foreman | | | | | | 31,859 | | 32,543 |
| SEIU | 50% Allocated from 2002 Meter Repairman | | | | | | 91,101 | | 93,029 |
| SEIU | 50% Allocated from 2002 Meter Reader | | | | | | 82,477 | | 86,124 |
| | | | | | | 1,427,527 | 1,427,527 | 1,440,603 | |
| Account Detail | | | | | | | | | |
| 40001 | SALARIES | 942,492 | 929,722 | 1,008,572 | 997,743 | 1,408,725 | 1,408,725 | 1,422,209 | |
| 40002 | LONGEVITY | 13,113 | 13,167 | 12,526 | 14,200 | 18,802 | 18,802 | 18,394 | |
| 40003 | OVERTIME | 104,139 | 103,730 | 129,042 | 107,240 | 125,000 | 115,000 | 125,000 | |
| 40005 | HOLIDAY PAY | 2,398 | 1,330 | 1,670 | 1,339 | 8,325 | 7,800 | 8,800 | |
| 40006 | DIFFERENTIAL PAY | 1,688 | 1,742 | 1,985 | 1,659 | 3,500 | 2,500 | 2,000 | |
| 40008 | MEAL REIMBURSEMENT | 3,390 | 3,206 | 3,809 | 2,899 | 3,540 | 3,000 | 3,540 | |
| Personnel | | 1,067,220 | 1,052,897 | 1,157,604 | 1,125,080 | 1,567,892 | 1,555,827 | 1,579,943 | |
| 41014 | OPERATING SUPPLIES | 13,621 | 13,003 | 13,584 | 11,497 | 18,000 | 16,500 | 20,000 | |
| 41016 | UNIFORMS/SAFETY SHOES | 2,732 | 1,982 | 2,200 | 1,743 | 3,300 | 2,800 | 2,220 | |
| 41021 | CHEMICALS | - | - | 2,798 | - | 5,000 | 3,000 | 5,000 | |
| 41023 | GASOLINE | 10,810 | 13,279 | 17,143 | 15,355 | 24,600 | 20,000 | 23,000 | |
| Materials & Supplies | | 27,163 | 28,264 | 35,725 | 28,595 | 50,900 | 42,300 | 50,220 | |
| 42031 | UNIFORM RENTAL | 2,754 | 1,883 | 1,436 | 899 | 3,150 | 2,000 | 3,150 | |
| 42033 | TRAINING AND SAFETY | 2,130 | 1,024 | 728 | 8,356 | 5,480 | 2,000 | 13,580 | |
| 42044 | ELECTRIC | 4,720 | 4,682 | 4,772 | 4,730 | 12,800 | 11,500 | 15,650 | |
| 42045 | GAS | 192 | 268 | 236 | 246 | 300 | 300 | 1,650 | |
| 42047 | DEPARTMENT CONTRACTS | 35,889 | 40,306 | 30,765 | 4,128 | 23,000 | 20,000 | 84,000 | |
| 42054 | RENTALS | - | 2,550 | 3,337 | 1,223 | 8,000 | 5,000 | 8,000 | |
| 42060 | OTHER EXPENSES | 936 | 654 | 1,955 | 3,718 | 2,500 | 2,000 | 2,575 | |
| 42064 | EQUIPMENT MAINTENANCE | 10,819 | 17,244 | 30,119 | 26,284 | 23,000 | 18,000 | 20,000 | |
| 42065 | PLANT MAINTENANCE | 311 | - | - | 996 | 1,100 | 500 | 1,100 | |
| Purchased Services | | 57,751 | 68,611 | 73,348 | 50,580 | 79,330 | 61,300 | 149,705 | |
| 43099 | EQUIPMENT | - | 12,387 | 6,918 | 10,750 | 47,150 | 35,000 | 67,200 | |
| Equipment | | - | 12,387 | 6,918 | 10,750 | 47,150 | 35,000 | 67,200 | |
| Total | UTILITY MAINTENANCE | 1,152,134 | 1,162,159 | 1,273,595 | 1,215,005 | 1,745,272 | 1,694,427 | 1,847,068 | |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 40003 | 125,000 | OVERTIME 125,000 - PROVIDES FUNDS FOR EMERGENCY CALL-OUTS ON SATURDAYS, SUNDAYS AND HOLIDAY HOURS WHICH ARE NOT PART OF THE SCHEDULED WORK WEEK. INCLUDES STANDBY TIME PAYMENTS. BASED ON PROJECTED OVERTIME AND HISTORY. |
| 40005 | 8,800 | HOLIDAY PAY 8,800 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS. |
| 40006 | 2,000 | DIFFERENTIAL PAY 2,000 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT. |
| 40008 | 3,540 | MEAL REIMBURSEMENT 3,540 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT. |
| 41014 | 20,000 | OPERATING SUPPLIES 20,000 - MISCELLANEOUS SUPPLIES SUCH AS TOOLS, CONCRETE, BRICK AND MASONRY SUPPLIES, FASTENERS, MARKING PAINT, CUTTING BLADES, GLOVES, ADHESIVES, FLASHLIGHTS, ETC., AND OFFICE SUPPLIES. OFFICE SUPPLIES. |
| 41016 | 2,220 | UNIFORMS/SAFETY SHOES 2,220 - TO PURCHASE SAFETY SHOES, T-SHIRTS AND SWEATSHIRTS FOR EMPLOYEES AS PER UNION CONTRACT. |
| 41021 | 5,000 | CHEMICALS 5,000 - JET POWER II DEGREASER AND ROOT GROWTH INHIBITOR. |
| 41023 | 23,000 | GASOLINE 23,000 - REGULAR GASOLINE AND DIESEL FUEL. |
| 42031 | 3,150 | UNIFORM RENTAL 3,150 - UNIFORM RENTALS AND REPLACEMENTS. |
| 42033 | 13,580 | TRAINING AND SAFETY 13,580 - TRAINING AND SAFETY RELATED ITEMS, CERTIFICATION TRAINING MANUALS, EXAM FEES, CONTINUING EDUCATION, CUES CAMERA OPERATOR TRAINING, HEAVY EQUIPMENT OPERATOR TRAINING, AND CDL CLASS A TRAINING. |
| 42044 | 15,650 | ELECTRIC 15,650 - FUNDING TO PAY FOR ELECTRIC POWER FOR OPERATING SIX (6) PUMPING STATIONS. |
| 42045 | 1,650 | GAS 1,650 - NATURAL GAS FOR AIRPORT RD, EASTON RD AND EAT STATIONS, GAS FOR BACK UP GENERATOR. |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 42047 | 86,000 | DEPARTMENT CONTRACTS 86,000 - AIRPORT ROAD AND EASTON ROAD GENERATOR MAINTENANCE, EXCAVATION DISPOSAL, ASPHALT AND CONCRETE DISPOSAL, CUES LICENSE/UPGRADE/SOFTWARE SUPPORT, PRIVATE LATERAL TV MICROSPPRINGS ENVIRONMENTAL SERVICES, 360 SEWER INSPECTION, INSPECTIONS AND TANKER SERVICES AND IWATER USER LICENSES |
| 42054 | 8,000 | RENTALS 8,000 - RENTAL EQUIPMENT AS REQUIRED BY BUREAU. |
| 42060 | 2,575 | OTHER EXPENSES 2,575 - NORFOLK SOUTHERN LEASE AGREEMENTS, PA DEP WASTE HAULING LICENSES, PETTY CASH, CDL REIMBURSEMENTS, AND DATA HOSTING FEE. |
| 42064 | 20,000 | EQUIPMENT MAINTENANCE 20,000 - REPAIR PARTS FOR FLUSHER/RODDER/TV EQUIPMENT, REPLACEMENT RODS, PUMP REPAIRS, GENERAL EQUIPMENT PARTS, REPAIRS/REPLACEMENTS. |
| 42065 | 1,100 | PLANT MAINTENANCE 1,100 - VEGETATION CONTROL FOR PUMP STATIONS AND MISCELLANEOUS REPAIRS TO PUMP STATION FACILITIES. |
| 43099 | 67,200 | EQUIPMENT 67,200 - NOZZLES FOR SEWER JET FLUSHER ASSORTED SEWER MAINTENANCE EQUIPMENT ASSORTED SEWER MAINTENANCE HOSES PROBES FOR FLOW METERS (2) MAGNETIC LINE LOCATORS FLIR TG267 THERMAL CAMERA (2) GAS DETECTORS SOIL COMPACTOR (3) COMPUTERS FOR VEHICLES PLUS ACCESSORIES (2) PORTABLE RADIO REPLACEMENTS (2) MOBILE RADIO REPLACEMENTS (2) SETCOM LIBERATOR WIRELESS HEADPHONES EXCAVATION AND SHORING ACCESSORIES |

BUREAU DETAIL

Bureau: General Expenses **No:** 3003

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

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | 2016 | 2017 | 2018 | 2019 | 2020 | 2020 | 2021 | |
|-----------------------------------|--------------------------------------|-----------|-----------|------------|------------------------|-----------------------|-----------------|-----------------|
| | 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 | 1,197 | 1,516 | 1,435 | 1,117 | 2,000 | 1,500 | 2,000 | |
| Materials & Supplies | 1,197 | 1,516 | 1,435 | 1,117 | 2,000 | 1,500 | 2,000 | |
| 42036 COMMUNICATIONS | 2,088 | 2,168 | 2,441 | 2,322 | 3,100 | 2,500 | 3,100 | |
| 42047 DEPARTMENT CONTRACTS | - | - | - | - | - | - | 103,000 | |
| 42048 BANK SERVICE CHARGE | - | 1 | - | - | 300 | 200 | 300 | |
| 42055 PROFESSIONAL SERVICES | 98,039 | 123,146 | 227,295 | 123,604 | 400,000 | 350,000 | 350,000 | |
| 42060 OTHER EXPENSES | 10,895 | - | - | - | - | - | - | |
| 42074.1 PENSIONS-O&E | 800,000 | 800,000 | 800,000 | 800,000 | 800,000 | 800,000 | 800,000 | |
| 42075 PENSIONS-PMRS MMO | 731,270 | 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 | 1,456,500 | 1,456,500 | 1,456,500 | 1,456,500 | 1,456,500 | 1,456,500 | 1,456,500 | |
| 42086 WORKMEN'S COMPENSATION | 172,217 | 172,217 | 172,217 | 172,217 | 172,217 | 172,217 | 172,217 | |
| 42087 SOCIAL SECURITY | 276,500 | 285,000 | 290,000 | 295,800 | 325,000 | 325,000 | 329,670 | |
| 42090 UNFORESEEN CONTINGENCY | - | - | - | - | 2,450 | - | 10,251 | |
| 42091 BOND REDEMPTION | 795,000 | 650,000 | 560,000 | 625,000 | 460,000 | 460,000 | 580,000 | |
| 42092 COUPON INTEREST | 188,111 | 176,484 | 335,526 | 323,641 | 298,618 | 298,618 | 472,090 | |
| 42093 PENNVEST LOAN | 823,335 | 1,133,320 | 1,132,786 | 1,173,942 | 1,178,701 | 1,178,701 | 604,077 | |
| 42098 CAPITAL APPROPRIATION | 664,194 | 1,140,932 | 1,431,860 | 3,421,783 | 2,535,295 | 2,535,295 | 2,455,075 | |
| Purchased Services | 8,233,844 | 8,886,733 | 9,355,590 | 11,341,774 | 10,579,146 | 10,525,996 | 10,283,245 | |
| Total | SEWER GENERAL EXPENSES | 8,235,041 | 8,888,249 | 9,357,025 | 11,342,891 | 10,527,496 | 10,285,245 | |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|-----------|--|
| 41025 | 2,000 | POSTAGE 2,000 - POSTAGE. |
| 42036 | 3,100 | COMMUNICATIONS 3,100 - VERIZON WIRELESS MOBILE PHONES AND AIR CARDS FOR ALL SEWER BUREAUS. |
| 42047 | 103,000 | DEPARTMENT CONTRACTS 103,000 - LABOR ATTORNEY/LEGAL SERVICES MAXIMUS - INDIRECT COST ALLOCATION STUDY MAHER DUESSEL ANNUAL AUDIT CONRAD SIEGEL AC PREFERRED EAP KSAD WEBSITE ADMINISTRATION LEVEL ONE BILLING AND MAILING CONTRACT WITH POSTAGE ELECTRICAL EQUIPMENT VIBRATION AND THERMAL SCANNING SERVICE |
| 42048 | 300 | BANK SERVICE CHARGE 300 - SERVICE CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNT FEES. |
| 42055 | 350,000 | PROFESSIONAL SERVICES 350,000 - RMP AUDIT, NPDES PERMIT RENEWAL, AIR PERMIT SUPPORT, MIPP PRETREATMENT CONSULTING SERVICES AND EMERGENCY RESPONSE PLAN, WIMS INFORMATION MANAGEMENT SYSTEM SUPPORT, ANNUAL BIOSOLIDS REPORT, PLANT CAPACITY STUDY (PLANNING MODULES/ACT 537 UPDATE), NPDES PERMIT ASSISTANCE AND REPORTIN, SCADA CONSULTING, LINKO MIPP ANNUAL MAINTENANCE SUPPORT, WWTP CONTROL BUILDING RENOVATION STUDY. |
| 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 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|-----------|---|
| | | GENERAL FUND. |
| 42086 | 172,217 | WORKMEN'S COMPENSATION 172,217 - WORKMAN'S COMPENSATION. |
| 42087 | 329,670 | SOCIAL SECURITY 329,670 - SOCIAL SECURITY |
| 42091 | 580,000 | BOND REDEMPTION 580,000 - PRINCIPAL PAYMENT ON OUTSTANDING DEBT. |
| 42092 | 472,090 | COUPON INTEREST 472,090 - INTEREST PAYMENT ON OUTSTANDING DEBT. |
| 42093 | 604,077 | PENNVEST LOAN 604,077 - PENNVEST PRINCIPAL AND INTEREST PAYMENT FOR WWTP UPGRADES. |
| 42098 | 2,453,075 | CAPITAL APPROPRIATION 2,453,075 - CONTRIBUTION TOWARD SEWER CAPITAL PROJECTS AND EQUIPMENT PURCHASES. |

BUREAU DETAIL

Bureau: Wastewater Laboratory **No:** 3004

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

Bureau Description:

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

Goals and Objectives:

- Begin everyday use of Hach WIMS software package for tracking and trending WWTP data.
- Update the MIPP Enforcement Response Plan and incorporate other subjects such as sampling and surcharging to create a complete MIPP Manual.
- Initiate the implementation of a Fats, Oils, and Grease (FOG) Program.

Prior Year Achievements:

- Continued to work with contractor to finalize implementation of the Hach WIMS software package.
 - Coordinated with Utility Maintenance Bureau and WWTP Operations to implement a trial of MicroSpring products meant to reduce FOG and biological oxygen demand (BOD) in the collection system and the WWTP.
 - Coordinated with the WWTP and Lehigh University to collect samples for COVID-19 analysis.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------|-----------------------|-----------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Actual & Estimated | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS MIPP Coord/QC Coord | 1 | 1 | 1 | 1 | 1 | 61,581 | 1 | 61,581 | 1 | 66,014 |
| TAMS Plant Chemist | 1 | 1 | 1 | 1 | 1 | 83,276 | 1 | 83,276 | 1 | 84,898 |
| TAMS Lab Technician | 1 | 1 | 1 | 1 | 1 | 63,271 | 1 | 63,271 | 1 | 70,742 |
| Total Positions | 3 | 3 | 3 | 3 | 3 | 208,128 | 3 | 208,128 | 3 | 221,654 |
| TAMS 50% Allocated from 20012 Water Quality Manager | | | | | | 49,252 | | 49,252 | | 50,237 |
| TAMS 50% Allocated from 20012 Laboratory Technician | | | | | | 67,269 | | 67,269 | | 69,963 |
| TAMS 50% Allocated from 20012 Microbiologist | | | | | | 38,751 | | 38,751 | | 39,573 |
| | | | | | | 363,400 | | 363,400 | | 381,427 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 335,384 | 294,845 | 322,559 | 295,529 | | 359,950 | | 359,950 | | 377,777 |
| 40002 LONGEVITY | 7,688 | 3,848 | 4,038 | 4,450 | | 3,450 | | 3,450 | | 3,650 |
| 40003 OVERTIME | 122 | - | - | - | | - | | - | | - |
| 40004 TEMPORARY HELP | 13,836 | 17,680 | 24,128 | 44,967 | | 10,000 | | 10,000 | | 10,000 |
| 40005 HOLIDAY PAY | 2,317 | - | - | - | | - | | - | | - |
| Personnel | 359,347 | 316,373 | 350,725 | 344,946 | | 373,400 | | 373,400 | | 391,427 |
| 41014 OPERATING SUPPLIES | 22,946 | 27,831 | 24,731 | 22,297 | | 27,000 | | 25,000 | | 32,000 |
| 41016 UNIFORMS/SAFETY SHOES | 600 | 463 | 569 | 650 | | 1,000 | | 750 | | 1,000 |
| 41023 GASOLINE | 1,211 | 1,351 | 1,716 | 1,345 | | 2,000 | | 1,200 | | 2,000 |
| Materials & Supplies | 24,757 | 29,645 | 27,016 | 24,292 | | 30,000 | | 26,950 | | 35,000 |
| 42031 UNIFORM RENTAL | 243 | 137 | 497 | 234 | | 500 | | 300 | | 500 |
| 42033 TRAINING AND SAFETY | 526 | 1,126 | 533 | 280 | | 3,000 | | 1,000 | | 2,000 |
| 42055 PROFESSIONAL SERVICES | 73,956 | 75,674 | 77,822 | 66,297 | | 123,000 | | 105,000 | | 105,000 |
| 42060 OTHER EXPENSES | 2,100 | 5,518 | 2,697 | 2,758 | | 4,500 | | 3,500 | | 4,000 |
| 42064 EQUIPMENT MAINTENANCE | 3,917 | - | - | 2,568 | | 4,500 | | 3,000 | | 4,500 |
| Purchased Services | 80,742 | 82,455 | 81,549 | 72,137 | | 135,500 | | 112,800 | | 116,000 |
| 43099 EQUIPMENT | - | 3,753 | 680 | 3,147 | | 10,100 | | 6,500 | | 41,000 |
| Equipment | - | 3,753 | 680 | 3,147 | | 10,100 | | 6,500 | | 41,000 |
| Total | WASTEWATER LABORATORY | 464,846 | 432,226 | 459,970 | 444,522 | 549,000 | | 519,650 | | 583,427 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| 40004 | 10,000 | TEMPORARY HELP 10,000 - PART TIME LAB INTERN FOR WATER AND WASTEWATER SPLIT 50/50 BETWEEN FUNDS. |
| 41014 | 32,000 | OPERATING SUPPLIES 32,000 - LABORATORY SUPPLIES FOR COMPLIANCE TESTING PROCESS CONTROL, QC SAMPLES, HAZARDOUS CHEMICAL DISPOSAL, MIPP TESTING AND SAMPLING. |
| 41016 | 1,000 | UNIFORMS/SAFETY SHOES 1,000 - TO PURCHASE SAFETY SHOES, T-SHIRTS AND SWEATSHIRTS FOR EMPLOYEES AS PER UNION CONTRACT. |
| 41023 | 2,000 | GASOLINE 2,000 - REGULAR GASOLINE FOR ROUTINE SAMPLING |
| 42031 | 500 | UNIFORM RENTAL 500 - LAB COAT RENTALS AND REPLACEMENTS. |
| 42033 | 2,000 | TRAINING AND SAFETY 2,000 - MISCELLANEOUS TRAINING, SEMINARS, AND OPERATOR CERTIFICATION TRAINING AS REQUIRED BY PA DEP AND SAEFTY EQUIPMENT. |
| 42055 | 105,000 | PROFESSIONAL SERVICES 105,000 - CONTRACT LABORATORY ANALYSIS FOR MIPP, PLANT SAMPLE ANALYSIS FOR NPDES PERMIT AND MISCELLANEOUS ANALYSIS, 50% OF ANNUAL ANNUAL CONSULTING SERVICES FOR THE INDUSTRIAL PRETREATMENT PROGRAM, WIMS DATABASE AND MISCELLANEOUS ITEMS CONTRACT |
| 42060 | 4,000 | OTHER EXPENSES 4,000 - STATE LABORATORY CERTIFICATION FEES, OFFICE SUPPLIES, MISCELLANEOUS MEMBERSHIP RENEWAL DUES (PAAEL, WEF, WWOAP), TRAVEL EXPENSES, AND SNC EXPENSES |
| 42064 | 4,500 | EQUIPMENT MAINTENANCE 4,500 - MAINTAIN, REPAIR/REPLACE LABORATORY AND MIPP EQUIPMENT INCLUDING INSTRUMENTATION, REFRIGERATORS, INCUBATORS, DRYING OVENS ICE MACHINES, AND QC CALIBRATIONS. |
| 43099 | 41,000 | EQUIPMENT 41,000 - LABORATORY SAMPLE REFRIGERATOR ORION PH METER MILLIPORE FECAL INCUBATOR BOD INCUBATOR PH/AMMONIA METER FOUR-DIGIT BALANCE ISCO GLS PORTABLE SAMPLERS (2) |

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

| | <u>2016 Actual</u> | <u>2017 Actual</u> | <u>2018 Actual</u> | <u>2019 Actual</u> | <u>2020 Budget w/ Transfers</u> | <u>2020 Actual & Estimated</u> | <u>2021 Final Budget</u> |
|---------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|---|--|----------------------------------|
| REVENUES: | | | | | | | |
| Operating Revenues | | | | | | | |
| 33001 Golf Course Fees | 843,275 | 781,757 | 669,762 | 724,751 | 760,000 | 750,000 | 750,000 |
| 33003 Golf Cart Rentals | 330,096 | 311,667 | 269,167 | 351,341 | 325,000 | 335,000 | 350,000 |
| 33004 Golf Merchandise Sales | 44,727 | 43,844 | 44,384 | 50,310 | 45,000 | 22,000 | 35,000 |
| 33006 Driving Range | 97,949 | 100,312 | 101,825 | 126,513 | 115,000 | 165,000 | 140,000 |
| 33007 Restaurant | 39,459 | 37,841 | 38,180 | 92,777 | 84,500 | 82,000 | 85,000 |
| 33009 Vending Commission | 10,294 | 8,392 | 7,938 | 6,955 | 10,000 | 8,000 | 10,000 |
| 33011 Miscellaneous | 267 | 1,188 | 9,415 | 12,184 | 2,500 | 9,500 | 5,000 |
| 33012 Golf Room Rental | - | - | 3,200 | 3,600 | 3,000 | 14,150 | 3,000 |
| 33013 Sponsorships | - | - | - | 40,000 | 20,000 | 20,000 | 20,000 |
| 33014 PA DCED Gaming Grant | - | - | - | 75,000 | - | - | - |
| Total Operating Revenues | <u>1,366,067</u> | <u>1,285,001</u> | <u>1,143,871</u> | <u>1,483,431</u> | <u>1,365,000</u> | <u>1,405,650</u> | <u>1,398,000</u> |
| Other Operating Revenues | | | | | | | |
| 33101 2018 Loan Proceeds | - | - | 100,000 | 1,654,266 | 752,412 | 752,412 | - |
| Total Other Operating Revenues | <u>-</u> | <u>-</u> | <u>100,000</u> | <u>1,654,266</u> | <u>752,412</u> | <u>752,412</u> | <u>-</u> |
| Investment Interest | | | | | | | |
| 30850 Investment Interest | - | - | - | 7,519 | - | 2,500 | - |
| Total Investment Interest | <u>-</u> | <u>-</u> | <u>-</u> | <u>7,519</u> | <u>-</u> | <u>2,500</u> | <u>-</u> |
| TOTAL GOLF FUND REVENUES | <u><u>1,366,067</u></u> | <u><u>1,285,001</u></u> | <u><u>1,243,871</u></u> | <u><u>3,145,216</u></u> | <u><u>2,117,412</u></u> | <u><u>2,160,562</u></u> | <u><u>1,398,000</u></u> |
| EXPENDITURES BY CATEGORY: | | | | | | | |
| Personnel Costs | 567,587 | 565,730 | 566,250 | 498,259 | 532,996 | 524,446 | 526,829 |
| Materials & Supplies | 118,816 | 135,840 | 151,709 | 157,713 | 163,400 | 158,250 | 200,450 |
| Purchased Services | 800,609 | 720,124 | 725,129 | 625,921 | 668,604 | 658,132 | 670,721 |
| Equipment | 1,119 | 3,500 | 27,600 | 1,045,872 | 752,412 | 752,412 | - |
| TOTAL GOLF FUND EXPENDITURES | <u><u>1,488,131</u></u> | <u><u>1,425,194</u></u> | <u><u>1,470,688</u></u> | <u><u>2,327,765</u></u> | <u><u>2,117,412</u></u> | <u><u>2,093,240</u></u> | <u><u>1,398,000</u></u> |

BUREAU DETAIL

Bureau: Golf Course

No: 004A

Department: Golf Course

No: 004A

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Maintained a strong market share of patrons in the Lehigh Valley Golf Market, while also attracting a significant percentage of "regular" players from the Poconos, Philadelphia area, and New Jersey.
 - Continued success with The First Tee program of the Lehigh Valley and The LPGA-USGA Girls Golf program.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2016 | 2017 | 2018 | 2019 | 2020 | | 2020 | | 2021 | |
|---------------------------------|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|------------------|-----------------------|------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Actual & Estimated | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS Golf Course Superintend | 1 | 1 | 1 | 1 | 1 | 91,538 | 1 | 91,538 | 1 | 78,229 |
| TAMS Golf Clubhouse Manager | 1 | 1 | 1 | 1 | 1 | 67,514 | 1 | 67,514 | 1 | 68,946 |
| TAMS Assistant Manager | 1 | 1 | 1 | - | - | - | - | - | - | - |
| SEIU Golf Course Lead Tech | 1 | 1 | 1 | 1 | 1 | 72,199 | 1 | 72,199 | 1 | 73,714 |
| SEIU Maintenance Worker III | - | - | - | 1 | 1 | 53,945 | 1 | 53,945 | 1 | 57,490 |
| SEIU Maintenance Worker II | 3 | 3 | 3 | - | - | - | - | - | - | - |
| SEIU Maintenance Worker I | 1 | 1 | 1 | - | - | - | - | - | - | - |
| Total Positions | 8 | 8 | 8 | 4 | 4 | 285,196 | 4 | 285,196 | 4 | 278,379 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 401,981 | 414,805 | 390,769 | 259,973 | | 280,396 | | 280,396 | | 275,479 |
| 40002 LONGEVITY | 10,160 | 8,170 | 8,645 | 6,000 | | 4,800 | | 4,800 | | 2,900 |
| 40003 OVERTIME | 32,123 | 32,165 | 23,668 | 17,988 | | 20,000 | | 18,000 | | 20,000 |
| 400047 MAINTENANCE-TEMP HELP | 26,246 | 24,075 | 48,632 | 97,112 | | 115,000 | | 110,000 | | 94,000 |
| 400048 GOLF OPS.-TEMP HELP | 93,016 | 82,298 | 91,279 | 116,598 | | 111,000 | | 110,000 | | 133,000 |
| 40005 HOLIDAY PAY | 2,952 | 3,134 | 2,515 | 271 | | 1,000 | | 900 | | 1,000 |
| 40006 DIFFERENTIAL PAY | 355 | 419 | 326 | 122 | | 300 | | 150 | | 200 |
| 40008 MEAL REIMBURSEMENT | 754 | 664 | 416 | 195 | | 500 | | 200 | | 250 |
| Personnel | 567,587 | 565,730 | 566,250 | 498,259 | | 532,996 | | 524,446 | | 526,829 |
| 41014 OPERATING SUPPLIES | 67,654 | 79,729 | 96,047 | 101,173 | | 115,000 | | 115,000 | | 153,450 |
| 41016 UNIFORMS/SAFETY SHOES | 403 | 1,288 | 1,140 | 852 | | 2,000 | | 1,250 | | 2,000 |
| 41017 SMALL TOOLS | 521 | 1,973 | 827 | 2,278 | | 1,750 | | 1,000 | | - |
| 41020 GOLF MERCHANDISE | 27,092 | 29,523 | 28,553 | 30,383 | | 20,650 | | 20,000 | | 20,000 |
| 41023 GASOLINE | 23,146 | 23,327 | 25,142 | 23,027 | | 24,000 | | 21,000 | | 25,000 |
| Materials & Supplies | 118,816 | 135,840 | 151,709 | 157,713 | | 163,400 | | 158,250 | | 200,450 |
| 42040 ADVERTISING AND PRINTING | 3,983 | 8,392 | 6,556 | 206 | | 1,000 | | 250 | | - |
| 42044 ELECTRIC | 23,602 | 22,978 | 16,764 | 17,517 | | 20,000 | | 19,500 | | 20,000 |
| 42045 GAS | 8,252 | 11,612 | 14,085 | 15,042 | | 17,000 | | 15,500 | | 15,000 |
| 42047 DEPARTMENT CONTRACTS | 116,718 | 98,316 | 108,211 | 35,175 | | 31,600 | | 31,000 | | 38,400 |
| 42048 BANK SERVICE CHARGE | 20,888 | 19,843 | 17,501 | 18,756 | | 23,000 | | 23,000 | | 22,000 |
| 420481 BANK DISCOUNT | - | - | - | - | | 500 | | 250 | | - |
| 42049 REFUNDS | - | - | - | - | | 500 | | 250 | | - |
| 42054 RENTALS | 883 | 736 | 2,043 | 1,166 | | 1,500 | | 1,500 | | 1,500 |
| 42055 PROFESSIONAL SERVICES | 2,690 | 2,700 | 3,096 | 2,600 | | 4,500 | | 3,500 | | 4,500 |
| 42060 OTHER EXPENSES | 10,186 | 9,542 | 8,129 | 5,248 | | 12,000 | | 10,000 | | 10,500 |
| 42061 ST LUKES SPONSORSHIP | - | - | - | 38,323 | | 20,000 | | 20,000 | | 20,000 |
| 42064 EQUIPMENT MAINTENANCE | 21,350 | 27,502 | 28,433 | 28,043 | | 31,000 | | 30,000 | | 35,000 |
| 42065 PLANT MAINTENANCE | 17,101 | 17,359 | 18,517 | 26,402 | | 25,000 | | 22,500 | | 19,000 |
| 42075 PENSIONS-PMRS MMO | 163,044 | 163,044 | 163,044 | 81,522 | | 81,522 | | 81,522 | | 81,522 |
| 42077 GENERAL FUND CHARGES | 150,000 | 150,000 | 150,000 | 150,000 | | 150,000 | | 150,000 | | 150,000 |
| 42085 MEDICAL INSURANCE | 136,090 | 136,090 | 136,090 | 75,000 | | 75,000 | | 75,000 | | 75,000 |
| 42086 WORKMEN'S COMPENSATION | 8,160 | 8,160 | 8,160 | 8,160 | | 8,160 | | 8,160 | | 8,160 |
| 42087 SOCIAL SECURITY | 43,850 | 43,850 | 44,500 | 40,000 | | 41,000 | | 41,000 | | 42,000 |
| 42090 UNFORESEEN CONTINGENCY | - | - | - | - | | 122 | | - | | 214 |
| 42091 BOND REDEMPTION | 71,000 | - | - | 65,000 | | 65,000 | | 65,000 | | 70,000 |
| 42092 COUPON INTEREST | 2,812 | - | - | 17,761 | | 60,200 | | 60,200 | | 57,925 |
| Purchased Services | 800,609 | 720,124 | 725,129 | 625,921 | | 668,604 | | 658,132 | | 670,721 |
| 43099 EQUIPMENT | 1,119 | 3,500 | - | 75,884 | | - | | - | | - |
| 43099004 CAPITAL PROJECTS - LTD | - | - | 27,600 | 969,988 | | 752,412 | | 752,412 | | - |
| Equipment | 1,119 | 3,500 | 27,600 | 1,045,872 | | 752,412 | | 752,412 | | - |
| Total | 1,488,131 | 1,425,194 | 1,470,688 | 2,327,765 | | 2,117,412 | | 2,093,240 | | 1,398,000 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| 40003 | 20,000 | OVERTIME 20,000 - WEEKEND SCHEDULING TO ENSURE COURSE IS IN TOP CONDITION FOR PUBLIC PLAY, SPRING AND FALL RENOVATIONS (AERATING AND OVER SEEDING GREENS, TEES, AND FAIRWAYS). OVERTIME NEEDED FOR STORM CLEAN UP AND DURING WEATHER EXTREMES. |
| 400047 | 94,000 | MAINTENANCE--TEMP. HELP 94,000 - ASSIST WITH THE DAILY OPERATION OF BOTH GOLF COURSES: SEASONAL GOLF LABORERS |
| 400048 | 133,000 | GOLF OPS. - TEMP. HELP 133,000 - ASSIST WITH THE DAILY OPERATION OF BOTH GOLF COURSES: GENERAL MANAGER STARTERS CASHIERS RANGERS CART ATTENDANTS AND BALL PICKERS |
| 40005 | 1,000 | HOLIDAY PAY 1,000 - THIS AMOUNT COVERS 12 HOLIDAYS AND INCLUDES THE COST OF PAYING TIME AND A HALF TO EMPLOYEES SCHEDULED TO WORK ON HOLIDAYS. |
| 40006 | 200 | DIFFERENTIAL PAY 200 - MIDDLE SHIFT HOURS WORKED DURING SUMMER MONTHS |
| 40008 | 250 | MEAL REIMBURSEMENT 250 - REIMBURSEMENT FOR MEALS IN ACCORDANCE WITH UNION CONTRACT. |
| 41014 | 153,450 | OPERATING SUPPLIES 5,000 - DRIVING RANGE BALLS 950 - PRO SHOP SUPPLIES 2,500 - JANITORIAL SUPPLIES 7,000 - GRASS SEED 115,000 - PESTICIDES 20,000 - FERTILIZERS 3,000 - MISCELLANEOUS COURSE SUPPLIES -- MARKERS FOR FAIRWAYS AND TEES, BUNKER RAKES, FLAGS, FLAGPOLES, CUPS, ETC. |
| 41016 | 2,000 | UNIFORMS/SAFETY SHOES 370 - SAFETY SHOES 830 - UNIFORMS 300 - RAIN GEAR 500 - STAFF SHIRTS |
| 41020 | 20,000 | GOLF MERCHANDISE 20,000 - PURCHASE OF MERCHANDISE FOR RESALE AT THE GOLF COURSE. |
| 41023 | 25,000 | GASOLINE |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| | | 25,000 - BASED ON ESTIMATED USAGE |
| 42044 | 20,000 | ELECTRIC 20,000 - BASED ON ESTIMATED USAGE |
| 42045 | 15,000 | GAS 15,000 - BASED ON ESTIMATED USAGE |
| 42047 | 38,400 | DEPARTMENT CONTRACTS 9,000 - MAINTENANCE AGREEMENT FOR 72 GOLF CARTS 400 - INTERNET WEBSITE 400 - FORE RESERVATIONS SOFTWARE/COMPUTER UPGRADES 3,500 - PORT-A-JOHN RENTALS 2,000 - ALARM MONITORING 3,100 - GPS SERVICE PLAN IRRIGATION COMPUTER 15,000 - AERATION - GREENS AND FAIRWAYS 5,000 - IRRIGATION START UP AND REPAIR |
| 42048 | 22,000 | BANK SERVICE CHARGE 22,000 - FOR CHARGE CARD SYSTEM. |
| 42054 | 1,500 | RENTALS 1,500 - RENTAL OF EQUIPMENT FOR MAINTENANCE PROJECTS AT THE GOLF COURSE |
| 42055 | 4,500 | PROFESSIONAL SERVICES 4,500 - ANNUAL AUDIT, EAP, AND OTHER PROFESSIONAL SERVICES. |
| 42060 | 10,500 | OTHER EXPENSES 1,000 - PESTICIDE UPDATE TRAINING 1,000 - MEMBERSHIP GCSAA, PTGA, PGA, PGSA 700 - TURFGRASS MEETINGS 7,250 - CONCESSION FEES 550 - MISCELLANEOUS EXPENSES |
| 42061 | 20,000 | ST LUKES SPONSORSHIP 20,000 - SPONSORSHIP AGREEMENT WITH ST LUKE'S HOSPITAL. |
| 42064 | 35,000 | EQUIPMENT MAINTENANCE 35,000 - REPAIR OF GOLF COURSE EQUIPMENT, TRIPLEXES, FAIRWAY MOWERS, SPRAYERS, TRACTORS, ROUGH UNITS, AERIFIERS, SEEDERS, TRIM MOWERS, ETC. ALL EQUIPMENT IS OVERHAULED IN THE OFF SEASON -- NOVEMBER THROUGH MARCH. |
| 42065 | 19,000 | PLANT MAINTENANCE 9,000 - TOP DRESSING TO FILL AERATION HOLES 2,000 - IRRIGATION SUPPLIES 2,000 - MATS FOR DRIVING RANGE 1,000 - TREE PLANTING, CARE AND ANNUAL FLOWERS 500 - DIVOT MIX 2,000 - SAND & DRAINAGE MATERIALS FOR BUNKERS 2,500 - MISC. MAINTENANCE SUPPLIES, PAINT, LUMBER, ETC. |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| 42075 | 81,522 | PENSIONS - P.M.R.S. MMO 81,522 - PENSIONS - P.M.R.S. MMO AND DEBT SERVICE. |
| 42077 | 150,000 | GENERAL FUND CHARGES 150,000 - GENERAL FUND CHARGES |
| 42085 | 75,000 | MEDICAL INSURANCE 75,000 - MEDICAL INSURANCE |
| 42086 | 8,160 | WORKMEN'S COMPENSATION 8,160 - WORKMEN'S COMP |
| 42087 | 42,000 | SOCIAL SECURITY 42,000 - SOCIAL SECURITY |
| 42090 | 214 | UNFORESEEN CONTINGENCY 214 - GOLF CONTINGENCY |
| 42091 | 70,000 | BOND REDEMPTION 70,000 - PRINCIPAL PAYMENT ON LONG-TERM DEBT |
| 42092 | 57,925 | COUPON INTEREST 57,925 - INTEREST PAYMENT ON LONG-TERM DEBT |

Schedule of Payment of Note Indebtedness

| | Series of 2018 | | |
|-------------|-----------------------|-----------------|------------------|
| | <u>Principal</u> | <u>Interest</u> | <u>Total</u> |
| 2021 | 70,000 | 57,925 | 127,925 |
| 2022 | 70,000 | 55,475 | 125,475 |
| 2023 | 70,000 | 53,025 | 123,025 |
| 2024 | 75,000 | 50,575 | 125,575 |
| 2025 | 80,000 | 47,950 | 127,950 |
| 2026 | 80,000 | 45,150 | 125,150 |
| 2027 | 85,000 | 42,350 | 127,350 |
| 2028 | 85,000 | 39,375 | 124,375 |
| 2029 | 90,000 | 36,400 | 126,400 |
| 2030 | 90,000 | 33,250 | 123,250 |
| 2031 | 95,000 | 30,100 | 125,100 |
| 2032 | 100,000 | 26,775 | 126,775 |
| 2033 | 100,000 | 23,275 | 123,275 |
| 2034 | 105,000 | 19,775 | 124,775 |
| 2035 | 110,000 | 16,100 | 126,100 |
| 2036 | 115,000 | 12,250 | 127,250 |
| 2037 | 115,000 | 8,225 | 123,225 |
| 2038 | 120,000 | 4,200 | 124,200 |
| | <u>1,655,000</u> | <u>602,175</u> | <u>2,257,175</u> |

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

| | <u>2016</u> <u>Actual</u> | <u>2017</u> <u>Actual</u> | <u>2018</u> <u>Actual</u> | <u>2019</u> <u>Actual</u> | <u>2020</u> <u>Budget w/</u> <u>Transfers</u> | <u>2020</u> <u>Actual &</u> <u>Estimated</u> | <u>2021</u> <u>Final</u> <u>Budget</u> |
|---|------------------------------|------------------------------|------------------------------|------------------------------|---|--|--|
| REVENUES: | | | | | | | |
| Operating Revenues | | | | | | | |
| 34002 State Allocation | 1,939,278 | 2,026,656 | 2,128,809 | 2,172,224 | 2,120,581 | 2,120,581 | 1,911,848 |
| 34004 Maintenance Turnback | 8,840 | 8,840 | 8,840 | 8,840 | 8,840 | 8,840 | 8,840 |
| 308901 Cash Balance | - | - | - | - | 1,060,615 | 1,060,615 | 419,000 |
| Total Operating Revenues | <u>1,948,118</u> | <u>2,035,496</u> | <u>2,137,649</u> | <u>2,181,064</u> | <u>3,190,036</u> | <u>3,190,036</u> | <u>2,339,688</u> |
| Investment Interest | | | | | | | |
| 30850 Investment Interest | 2,353 | 8,158 | 23,877 | 28,169 | - | - | - |
| Total Investment Interest | <u>2,353</u> | <u>8,158</u> | <u>23,877</u> | <u>28,169</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL LIQUID FUELS FUND REVENUES | <u><u>1,950,471</u></u> | <u><u>2,043,654</u></u> | <u><u>2,161,526</u></u> | <u><u>2,209,233</u></u> | <u><u>3,190,036</u></u> | <u><u>3,190,036</u></u> | <u><u>2,339,688</u></u> |
| EXPENDITURES: | | | | | | | |
| Liquid Fuels | 1,833,146 | 1,458,141 | 2,145,507 | 2,233,363 | 3,190,036 | 2,593,622 | 2,339,688 |
| TOTAL LIQUID FUELS FUND EXPENDITURES | <u><u>1,833,146</u></u> | <u><u>1,458,141</u></u> | <u><u>2,145,507</u></u> | <u><u>2,233,363</u></u> | <u><u>3,190,036</u></u> | <u><u>2,593,622</u></u> | <u><u>2,339,688</u></u> |

BUREAU DETAIL

Bureau: Liquid Fuels

No: 005A

Department: Liquid Fuels

No: 005A

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Supported and funded all street maintenance and operation activities including Streets Bureau equipment and fleet.
 - Continued to improve:
 - Snow/Salt/Brine Operations
 - Sweeper and Leaf Operations
 - Storm Sewer Operations
 - Collected over 45,000 cubic yards of leaves during the 2019 leaf collection operation.
 - Maintained storm sewers – cleaning and flushing of over 200 basins throughout the City.
 - 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 patching repairs made on roadways.
 - 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.
 - 2020 – pothole 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 winter operations.
 - 2020 In-House Paving Program-placed 8,764 tons of macadam, paved 23,135 feet of roadway, which equates to 4.38 road miles/13.14 land miles.
 - 2019 Road Maintenance Repairs-placed 2,407 tons of macadam, 24,839 feet scratched, which equates to 2.5 road miles/4.7 lanes miles.
 - Completed stormwater improvements at Stanford Road and Broad Street.
 - 2020 – Purchased new wood/tree chipper to cut overtime and costs.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | 2016 | 2017 | 2018 | 2019 | 2020 | 2020 | 2021 | |
|-----------------------------------|--------------------------------------|-----------|-----------|-----------|------------------------|-----------------------|-----------------|-----------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Final Budget | |
| Personnel Detail | Number of Permanent Positions | | | | # | Salaries | # | Salaries |
| | - | - | - | - | - | - | - | - |
| Total Positions | - | - | - | - | - | - | - | - |
| Account Detail | | | | | | | | |
| 55001 SNOW AND ICE REMOVAL | 171,445 | 132,825 | 149,324 | 169,271 | 185,000 | 100,000 | 185,000 | |
| 55003 ROAD MAINTENANCE | 389,956 | 401,042 | 393,643 | 390,471 | 400,000 | 400,000 | 400,000 | |
| 55004 SNOW REMOVAL OPER SUPPLY | 92,897 | 181,919 | 364,733 | 226,861 | 300,000 | 150,000 | 300,000 | |
| 55005 ROAD MAINT OPER SUPPLIES | 130,739 | 114,936 | 154,208 | 194,339 | 150,000 | 100,000 | 150,000 | |
| 55007 HAND TOOLS | 3,226 | 3,296 | 4,241 | 4,385 | 5,000 | 4,500 | 5,000 | |
| 55008 REPAIRS TOOLS & MACHINERY | 108,105 | 131,781 | 94,792 | 125,543 | 130,000 | 120,000 | 130,000 | |
| 55011 CURB RAMPS | 10,000 | - | 20,000 | - | 10,000 | 10,000 | 10,000 | |
| 55014 CONTRACT SNOW REMOVAL | 143,262 | - | - | - | 100 | - | 100 | |
| 55016 STREET OVERLAYS | 444,815 | 169,646 | 658,518 | 450,512 | 1,010,166 | 950,000 | 729,744 | |
| 55017 STANFORD ROAD - SS EXT | - | - | - | 99,652 | - | - | - | |
| 55022 STREET SIGNS | 6,858 | 9,522 | 10,059 | 9,521 | 13,000 | 12,500 | 13,000 | |
| 55023 EAST BLVD SS IMPROVEMENT | - | - | - | - | 234,000 | - | - | |
| 55031 LINDEN ST SS REPLACEMENT | - | - | - | - | 96,122 | 96,122 | - | |
| 55046 W BROAD ST SS IMPROVEMENT | - | - | - | - | 200,000 | 200,000 | - | |
| 55047 BROAD & MAIN TRAFFIC SIGNAL | - | - | - | 50,000 | - | - | - | |
| 55050 BANK SERVICE CHARGES | - | - | - | - | 500 | 500 | 500 | |
| 55099 EQUIPMENT | 331,843 | 313,174 | 295,989 | 512,808 | 456,148 | 450,000 | 416,344 | |
| Total LIQUID FUELS | 1,833,146 | 1,458,141 | 2,145,507 | 2,233,363 | 3,190,036 | 2,593,622 | 2,339,688 | |

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

2021 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 \$63.29 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 | 150,000 | ROAD MAINT OPER SUPPLIES 150,000 - PURCHASE OF ROADWAY SUPPLIES SUCH AS BLACKTOP PATCH MATERIALS, GUARD RAILS, SWEEPER SUPPLIES, CRACK FILLER, ETC. WHEN USED ONLY ON STREETS. ALSO USED TO PURCHASE SAND AND CONCRETE FOR SINKHOLE REPAIRS. |
| 55007 | 5,000 | HAND TOOLS 5,000 - PURCHASE OF SMALL TOOLS RELATED TO AND USED FOR THE REPAIR, MAINTENANCE AND CONSTRUCTION OF STREETS AND CATCH BASINS IN THE STREET. ALSO TO PURCHASE ELECTRIC HAND TOOLS FOR STREET REPAIR. THIS ACCOUNT WILL INCLUDE ALL ELECTRIC DRILLS OR ANY OTHER TOOLS NEEDED FOR BASIN OR STREET REPAIRS. |
| 55008 | 130,000 | REPAIRS TOOLS & MACHINERY 130,000 - 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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| | | TRANSFER OF FUNDS WHEN AND IF NEEDED. |
| 55016 | 729,744 | STREET OVERLAYS 729,744 - ACCOUNT TO COVER THE COST OF BLACK TOP MATERIALS FOR IN-HOUSE PAVING AND POSSIBLE CONTRACTED STREET OVERLAYS. |
| 55022 | 13,000 | STREET SIGNS 13,000 - THIS BUDGET ITEM IS PRIMARILY TO COVER ANNUAL REPLACEMENT AND MAINTENANCE OF STREET SIGNS. INCLUDING DOWNTOWN HISTORIC BETHLEHEM STREET SIGNS. |
| 55050 | 500 | BANK SERVICE CHARGES 500 - CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNTING FEES. |
| 55099 | 416,344 | EQUIPMENT 350,344 - 2021 AQUATECH COMBINATION SEWER CLEANING VAC TRUCK. THIS IS TO REPLACE UNIT 154 A 2010 VAC ALL EXTRACTION TRUCK THAT IS UNDERSIZED, THIS UNIT IS USED TO CLEAN OUT ALL BASINS AND FOR SINK HOLE REPAIR THROUGHOUT THE CITY. 43,000 - 2021 GMC PICK UP. THIS UNIT IS TO REPLACE UNIT 150 A 2011 SUV USED FOR PAVING AND PLOWING OPERATIONS. 23,000 - 2021 SULLIVAN AIR COMPRESSOR. THIS IS TO REPLACE UNIT 714 A 1993 INGERSOLL RAND COMPRESSOR THAT IS USED IN REPAIRING AND PREPPING PAVING JOBS. |

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

**2021
Final
Budget**

REVENUES:

Operating Revenues

| | | |
|--------|--------------------------------------|-----------|
| 308901 | Cash Balance | 3,087,415 |
| 35006 | Escrow | 289,012 |
| 35008 | 2015 Bond | 189,004 |
| 35011 | Recreation Fac Fund | 189,545 |
| 35017 | 2019 Bond | 3,296,938 |
| 35023 | 2013 Bond | 267,069 |
| 35024 | Signage Contribution | 182,335 |
| 35026 | DCNR - Memorial Pool Complex | 513,594 |
| 35027 | PENNDOT - New Street | 80,000 |
| 35029 | LSA Gaming Grant | 122,609 |
| 35033 | 2017 Bond | 906,410 |
| 35059 | Lehigh - New Street 3rd to 4th | 335,954 |
| 35060 | NC CIPP Grant - New Street | 60,000 |
| 35061 | NC Open Space Initiative | 241,986 |
| 35074 | DCNR - Greenway Plaza | 100,000 |
| 35080 | DCNR - Greenway to Saucon Park | 420,300 |
| 35081 | DCNR - Monocacy Way Trail | 282,916 |
| 35083 | Multimodal - S New Street | 1,000,000 |
| 35098 | Blighted Property Proceeds | 400,000 |
| 35111 | CRIZ - New Street | 50,000 |
| 35112 | PA Grant - Rose Garden | 100,000 |
| 35113 | NC - Pedestrian Bridge | 60,000 |
| 35114 | DCNR - Pedestrian Bridge | 40,000 |
| 35116 | Multimodal - S Bethlehem Connections | 500,000 |

TOTAL NON-UTILITY CAPITAL FUND REVENUES

12,715,087

EXPENDITURES BY BUDGET UNIT:

| | | |
|-------|---------------|-----------|
| 62013 | 2013 Bond | 267,069 |
| 62015 | 2015 Bond | 189,004 |
| 62017 | 2017 Bond | 906,410 |
| 62019 | 2019 Bond | 3,296,938 |
| 69999 | Other Revenue | 8,055,666 |

TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES

12,715,087

EXPENDITURES BY CATEGORY:

| | |
|----------------------------------|------------|
| Public Safety | 222,609 |
| Public Works | 10,975,639 |
| Recreation | 713,066 |
| Administration | 78,773 |
| Community & Economic Development | 725,000 |

TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES

12,715,087

**CITY OF BETHLEHEM
2021 NON-UTILITY CAPITAL IMPROVEMENT PLAN**

| | 2019 Bond | 2017 Bond | 2015 Bond | 2013 Bond | Fed, State & Local Grants | Recreation Fees | Cash Reserves | Other Funds | Total |
|--|------------------|----------------|----------------|----------------|---------------------------------|--------------------|------------------|------------------|-------------------|
| Public Safety | | | | | | | | | |
| Police Equipment | | | | | 122,609 | | | | 122,609 |
| Self-Contained Breathing Apparatus | | | | | | | 100,000 | | 100,000 |
| Total Public Safety | - | - | - | - | 122,609 | - | 100,000 | - | 222,609 |
| Public Works - Traffic | | | | | | | | | |
| Isolated Intersections | 280,596 | 468 | | | | | | | 281,064 |
| Traffic Safety Improvements | 51,134 | | | | | | | | 51,134 |
| Total Public Works - Traffic | 331,730 | 468 | - | - | - | - | - | - | 332,198 |
| Public Works - Streets | | | | | | | | | |
| South Bethlehem Connections | | | | | 500,000 | | | | 500,000 |
| South New St - Streetscape Improvements | | | | | 1,525,954 | | | 25,000 | 1,550,954 |
| Street Overlays | 240,565 | | | | | | 420,000 | 1,070,000 | 1,730,565 |
| Total Public Works - Streets | 240,565 | - | - | - | 2,025,954 | - | 420,000 | 1,095,000 | 3,781,519 |
| Public Works - Storm Sewers | | | | | | | | | |
| Linden St Storm Sewer Upgrade/Replace | | | 153,700 | | | | | 96,122 | 249,822 |
| Miscellaneous Drainage Structure | 74,287 | 50,474 | | | | | | | 124,761 |
| Storm Water Pollution & Flood Prevention | | | | | | | 142,415 | | 142,415 |
| Total Public Works - Storm Sewers | 74,287 | 50,474 | 153,700 | - | - | - | 142,415 | 96,122 | 516,998 |
| Public Works - Facilities | | | | | | | | | |
| Chiller Replacement | | | | | | | 180,000 | | 180,000 |
| City Center Improvement | | 23,548 | | 10,309 | | | | | 33,857 |
| City Hall Garage Floor Repair | 200,000 | | | | | | 200,000 | | 400,000 |
| City Hall Garage Structural Concrete Repair | 179,500 | | | | | | | | 179,500 |
| Facilities Capital Improvements | 778,125 | | | | | | | | 778,125 |
| Fan Coil Replacement | 180,000 | | | | | | | | 180,000 |
| Library Exterior Column Repair | 200,000 | | | | | | 200,000 | | 400,000 |
| Mechanical System Upgrade | | 84,894 | | | | | | | 84,894 |
| Police Forensics & DUI Heat Pump System | 80,000 | | | | | | | | 80,000 |
| Rodgers St Facility Replacement | 200,000 | | | | | | 1,500,000 | | 1,700,000 |
| Total Public Works - Facilities | 1,817,625 | 108,442 | - | 10,309 | - | - | 2,080,000 | - | 4,016,376 |
| Public Works - Grounds | | | | | | | | | |
| Greenway - Plaza Development | | | | | 100,000 | | | | 100,000 |
| Greenway/Saucon Park Ball Fields Connect | | | | 256,760 | 420,300 | 150,000 | | | 827,060 |
| Grounds Capital Improvement Plan | 388,958 | 21,509 | | | | | | 262,404 | 672,871 |
| Monocacy Way Trail | | | | | 524,902 | | | | 524,902 |
| Rose Garden Improvements | 50,000 | | | | 100,000 | 39,545 | | | 189,545 |
| South Bethlehem Greenway | | 75,000 | | | | | | | 75,000 |
| Total Public Works - Grounds | 438,958 | 96,509 | - | 256,760 | 1,145,202 | 189,545 | - | 262,404 | 2,389,378 |
| Public Works - Other Projects | | | | | | | | | |
| Animal Shelter | | | | | 134,012 | | | | 134,012 |
| Bridge Repairs | 140,000 | 132,668 | 35,304 | | | | | | 307,972 |
| Citywide Wayfinding Signage | | 100,000 | | | 182,335 | | | | 282,335 |
| Fueling Tank Upgrade & Replacement | | 30,000 | | | | | 305,000 | | 335,000 |
| Pedestrian Bridge Feasibility Study | | | | | 100,000 | | 40,000 | | 140,000 |
| Tree Replacement | | | | | 155,000 | | | | 155,000 |
| W. Broad St Lighting-3rd Ave to 5th Ave | | 38,377 | | | | | | | 38,377 |
| Total Public Works - Other Projects | 140,000 | 301,045 | 35,304 | - | 571,347 | - | 345,000 | - | 1,392,696 |
| Recreation | | | | | | | | | |
| General Pool Improvement | 75,000 | 3,496 | | | | | | | 78,496 |
| Memorial Pool Complex Improvements | | 19,724 | | | 513,594 | | | | 533,318 |
| Municipal Ice Rink | 100,000 | 1,252 | | | | | | | 101,252 |
| Total Recreation | 175,000 | 24,472 | - | - | 513,594 | - | - | - | 713,066 |
| Administration | | | | | | | | | |
| IT Improvement Plan | 78,773 | | | | | | | | 78,773 |
| Total Administration | 78,773 | - | - | - | - | - | - | - | 78,773 |
| Community & Economic Development | | | | | | | | | |
| Blighted Property Acquisition | | 325,000 | | | 400,000 | | | 5,000 | 730,000 |
| Total Community & Economic Development | - | 325,000 | - | - | 400,000 | - | - | 5,000 | 730,000 |
| Total Non-Utility Capital (Net Other Funds) | 3,296,938 | 906,410 | 189,004 | 267,069 | 4,778,706 | 189,545 | 3,087,415 | | 12,715,087 |

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PUBLIC SAFETY

Police Equipment

\$122,609

Under the 2019 Local Share Account Gaming Grant, the Police Department was awarded 2 grants. First, \$108,737 was awarded to purchase portable commercial vehicle scales, PC interface and transport/storage vehicle (purchased in 2020). The second award of \$51,564 is to fund the purchase of a FARO 3D laser scanner.

Funding Source:

| | | |
|--------------------------|---------|-------------|
| Local Share Gaming Grant | 122,609 | 69999-66061 |
|--------------------------|---------|-------------|

Self-Contained Breathing Apparatus

\$100,000

The Bethlehem Fire Department is in the second phase of replacing outdated SCBA that has met the end of its service life. In 2017, all fire department SCBA were replaced with new equipment that meets the current NFPA requirements in addition to the filling system. The Bethlehem Police Department has several packs that are coming to the end of their service life. It is essential that the police department air packs be compatible with the fire department SCBA program so that filling empty bottles, fit testing, minor repairs and interagency use of spare bottles does not impede public safety. The primary use of the BPD SCBA would be used for Emergency Response Team operations when individuals pose a threat using chemical or biological hazards. Law enforcement packs are designed with less audible alarms so as to not give away an officers position during an operation unlike the multiple alarms on a fire service pack.

Funding Source:

| | | |
|---------------|---------|-------------|
| Cash Reserves | 100,000 | 69999-66061 |
|---------------|---------|-------------|

PUBLIC WORKS – TRAFFIC

Isolated Intersections

\$281,064

Install new or upgrade existing signals at various locations. Each intersection costs between \$215,000 to \$230,000. 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 included Linden & Goepf Streets, Goepf & Main Streets, New & Market Streets, North & Main Streets, Center & Church Streets, Center & Market Streets and Walnut & New Streets etc. Design work for the upgrading of the traffic signals at the intersections of Linden Street & Elizabeth Avenue and Broad and Linden Streets were completed in 2019 and construction took place in 2020. Design for the intersections of Linden & Goepf Streets and Goepf & Main Streets will begin in 2021, with construction to follow in 2022 depending on funding.

Funding Source:

| | | |
|-----------|------------|-------------|
| 2019 Bond | 280,596 | 62019-66002 |
| 2017 Bond | <u>468</u> | 62017-66002 |
| | 281,064 | |

Traffic Safety Improvements

\$51,134

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

Funding Source:

| | | |
|-----------|--------|-------------|
| 2019 Bond | 51,134 | 62019-66003 |
|-----------|--------|-------------|

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PUBLIC WORKS – STREETS

South Bethlehem Connections

\$500,000

The City received a grant for streetscape improvements to South New Street from 3rd Street to Farrington Square. The conceptual design and public input meetings took place in 2018. Design was completed in 2020 with construction in 2021. The work will also include improvements required as part of the turnback of the section of road between 3rd and 4th Streets from PennDOT, as well as a unique bus shelter/gathering place located at the Greenway and New Street.

Funding Source:

| | | |
|-------|---------|-------------|
| State | 500,000 | 69999-66062 |
|-------|---------|-------------|

South New Street – Streetscape Improvements

\$1,525,954

The City received a grant for streetscape improvements to South New Street from 3rd Street to Farrington Square. The conceptual design and public input meetings took place in 2018. Design will be completed in 2020 with construction in 2021. The work will also include improvements required as part of the turnback of the section of road between 3rd and 4th Streets from PennDOT, as well as a unique bus shelter/gathering place located at the Greenway and New Street.

Funding Source:

| | | |
|--------------------------|---------------|-------------|
| State | 80,000 | 69999-66080 |
| Other (Multimodal Grant) | 1,000,000 | 69999-66080 |
| Lehigh University | 335,954 | 69999-66080 |
| CRIZ | 50,000 | 69999-66080 |
| Northampton County | 60,000 | 69999-66080 |
| CDBG | <u>25,000</u> | |
| | 1,550,954 | |

Street Overlays

\$660,565

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 require between \$2,000,000 and \$3,000,000 in annual expenditures. CDBG funding includes ADA curb ramps.

Funding Source:

| | | |
|---------------|----------------|-------------|
| 2019 Bond | 240,565 | 62019-66058 |
| Cash Reserves | 420,000 | 69999-66058 |
| Liquid Fuels | 350,000 | |
| CDBG | <u>720,000</u> | |
| | 1,730,565 | |

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PUBLIC WORKS – STORM SEWERS

Linden Street Storm Sewer Upgrade/Replacement

\$153,700

Replacement of the existing storm water 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 trunk line. 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 completed in 2015 Phase III (final) was designed in-house, permitted, bid and awarded in 2018 and construction was to be completed in 2019. Delays occurred due to conflict with PPL poles that PPL failed to identify during the design phase. Due to the extent of the delays, it was mutually agreed upon that the current contract would be cancelled and the project rebid. A Settlement and Mutual Release Agreement was executed with the current contractor.

Funding Source:

| | | |
|--------------|---------------|-------------|
| 2015 Bond | 153,700 | 62015-66177 |
| Liquid Fuels | <u>96,122</u> | |
| | 249,822 | |

Miscellaneous Drainage Structures

\$124,761

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). The Santee Mill Road project is for the replacement of a deteriorated section of pipe.

Funding Source:

| | | |
|-----------|---------------|-------------|
| 2017 Bond | 50,474 | 62017-66047 |
| 2019 Bond | <u>74,287</u> | 62019-66047 |
| | 124,761 | |

Storm Water Pollution & Flood Prevention Program

\$142,415

This is for the implementation of a storm water pollution and flood prevention plan. A fee will be implemented to property owners to fund all storm water capital improvements, storm sewer maintenance, MS-4 program requirements, and storm water system improvements. Projects may include storm water pollutant reduction, which could consist of detention basin restoration and water quality improvements as well as stream bank restoration, and other BMP installations.

Funding Source:

| | | |
|---------------|---------|-------------|
| Cash Reserves | 142,415 | 69999-66046 |
|---------------|---------|-------------|

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PUBLIC WORKS – FACILITIES

Chiller Replacement

\$180,000

City Hall is served by two 230 ton chillers. The chillers utilize R-22 refrigerant and were installed in 1998. R-22 is being phased out and will not be available in the future. Both chillers have needed repairs in the recent past and chiller #2 had a re-gasketing and refrigerant fill in 2017 due to leakage. Chiller #1 will be replaced with a quieter, more energy efficient chiller that uses environmentally friendly refrigerant.

Funding Source:

| | | |
|---------------|---------|-------------|
| Cash Reserves | 180,000 | 69999-66051 |
|---------------|---------|-------------|

City Center Improvement

\$33,857

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. This account will be combined with and funded through the Facilities Capital Improvement Plan in the future. It is included in 2021 to account for existing carryover funds remaining.

Funding Source:

| | | |
|-----------|---------------|-------------|
| 2013 Bond | 10,309 | 62013-66022 |
| 2017 Bond | <u>23,548</u> | 62017-66022 |
| | 33,857 | |

City Hall Garage Floor Repair

\$400,000

The floor in the City Hall Garage has deteriorated over the years due to deicing salts, studded tires and other impacts. This has caused significant spalling of the concrete resulting in various degrees of roughness and tripping hazard. This will be a phased project to address the deterioration, beginning with the worst areas.

Funding Source:

| | | |
|---------------|----------------|-------------|
| 2019 Bond | 200,000 | 62019-66025 |
| Cash Reserves | <u>200,000</u> | 69999-66025 |
| | 400,000 | |

City Hall Garage Structural Concrete Repair

\$179,500

The concrete beam in the City Hall garage below the front of the Library Entrance is spalling and rebar is exposed and corroding. This beam carries much of the load from the front façade of the Library. Temporary shoring will be necessary to support the beam while the deteriorated concrete is removed. Corroded reinforcing steel will be repaired and the repair material will be dowelled into the existing concrete.

Funding Source:

| | | |
|-----------|---------|-------------|
| 2019 Bond | 179,500 | 62019-66018 |
|-----------|---------|-------------|

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Facilities Capital Improvements

\$778,125

Funding is to support improvements identified by the comprehensive facilities evaluation, other previously identified improvements, and unexpected major necessary capital improvements to all City facilities. Currently identified improvements include Ice House porch and steps replacement, HVAC replacement at Ice House, City Hall bathroom fixture replacement, and replacement of air handlers, heat exchangers, pumps, pneumatic controls, air filters, condensers and pumps at various facilities, exterior improvements, railings, new windows on ground floor for the Police Department, HVAC component replacements, building security upgrades, replacement of asbestos floor tiles, replacement of pavers on the plaza, and upgrade of the City Center elevators (parts are no longer available for existing elevators). In addition, funding is included for improvements/renovations at the City's Fire Houses focusing on functional concerns of the facilities and energy efficiency improvements. Work includes the installation of emergency generators 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. Safety concerns and code issues identified by Public Works, Safety Committee, Fire Department, and Inspections will also be addressed. Projects may include roof renovations/replacement, exhaust/air systems to improve air quality, emergency lighting, renovation/replacement of unsafe structures, purchase of special equipment as deemed necessary to handle safety/code requirements, and other unforeseen repairs/improvements to facilities/equipment to extend the life of a capital asset.

Funding Source:

| | | |
|-----------|---------|--------------|
| 2019 Bond | 778,125 | 62019-660999 |
|-----------|---------|--------------|

Fan Coil Replacements

\$180,000

This project is to finish the replacement of fan coil units on the second and third floors of the Public Safety Building. The fan coils in the Administration Building and parts of the Public Safety Building were completed previously. This will complete the upgrades for the City Hall Complex.

Funding Source:

| | | |
|-----------|---------|-------------|
| 2019 Bond | 180,000 | 62019-66014 |
|-----------|---------|-------------|

Library Exterior Column Repair

\$400,000

The 38 steel columns around the perimeter of the Library are corroded at the bases. Several columns had repairs made in the recent past, but the repairs are beginning to corrode. The concrete slab will be removed below the columns down to the beam and new piers will be built to support the steel column base. This project will be completed in phases to address the repairs in order of need. Some repairs (4-5 columns) should be done as soon as possible and funding from City Center Improvements will be utilized.

Funding Source:

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

Mechanical System Upgrades

\$84,894

Continue updating of mechanical systems to improve reliability and energy efficiency of systems/facilities not covered under the Energy Savings Performance Contract. Critical initiatives include replacement of fan coil units in Building A and connecting to new energy management system and phase in the upgrade of the City Center elevators (parts are no longer available for existing elevators). Other projects may include replace HVAC, refurbish/modernize chillers, air handlers, heat exchangers, cooling towers, pumps, boilers, pneumatic controls, air filters, condenser/water pumps/motors at City-owned facilities. This account will be combined with and funded through the Facilities capital Improvement Plan in the future. It is included in 2021 to account for existing carryover funds remaining.

Funding Source:

| | | |
|-----------|--------|-------------|
| 2017 Bond | 84,894 | 62017-66013 |
|-----------|--------|-------------|

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Police Forensics and DUI Area Heat Pump System

\$80,000

The Forensics and DUI Center located in the basement are not connected to the central air handling system. Temporary units were installed in the past and are inadequate and have exceeded their useful life. A heat pump system will be added to address these areas.

Funding Source:

| | | |
|-----------|--------|-------------|
| 2019 Bond | 80,000 | 62019-66016 |
|-----------|--------|-------------|

Rodgers Street Facility Replacement

\$1,700,000

The City's Grounds Maintenance Bureau and Traffic Maintenance Bureau both work out of the facility at Rodgers and Lewis Streets. This is a former Naval Reserve Center built in 1950 and is in poor condition and not suitable or cost effective for the current use. The structure will be demolished and replaced with a new pole barn structure better suited to the City's operations and needs. Funding is to cover design, demolition, asbestos abatement and construction. Due primarily to much higher than expected costs for asbestos abatement and demolition of the existing structure along with higher costs for the building itself, this project had to be postponed and re-budgeted for 2021. Also contributing to the re-budgeting and postponing of the project were delays due to the COVID-19 pandemic. The total project cost increased by \$800K, \$200K of which is coming from Facilities Capital and \$600K from Cash Reserves.

Funding Source:

| | | |
|---------------|----------------|-------------|
| Cash Reserves | 1,500,000 | 69999-66048 |
| 2019 Bond | <u>200,000</u> | 62019-66048 |
| | 1,700,000 | |

PUBLIC WORKS – GROUNDS

Greenway – Plaza Development

\$100,000

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. Due to the closure of Holy Infancy School and Boys & Girls Club, alternate locations are being considered for this funding.

Funding Source:

| | | |
|-------|---------|-------------|
| State | 100,000 | 69999-66176 |
|-------|---------|-------------|

Greenway/Saucon Park Ball Fields Connection

\$827,060

This project provides for a connection of the Greenway to the ball fields at the north end of Saucon Park off of Millside Drive, along with storm water improvements. Design and permitting were completed in 2018. The project will be bid and constructed in 2020. Design changes were necessary to accommodate future plans of Lehigh Valley Rail Management on the adjacent property.

Funding Source:

| | | |
|-----------------|----------------|-------------|
| 2013 Bond | 256,760 | 62013-66163 |
| State | 420,300 | 69999-66163 |
| Recreation Fees | <u>150,000</u> | 69999-66163 |
| | 827,060 | |

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Grounds Capital Improvement Plan

\$410,467

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 | 21,509 | 62017-66090 |
| 2019 Bond | 388,958 | 62019-66090 |
| CDBG | <u>262,404</u> | |
| | 672,871 | |

Monocacy Way Trail

\$524,903

Improvements and expansion of Monocacy Way from Schoenersville Road to Illick's Mill Road to include expanding the trail to 8 feet, connecting the trail to the Memorial Pool Complex, landscaping, signage, ADA improvements, and other amenities.

Funding Source:

| | | |
|---------------|----------------|-------------|
| NC Open Space | 241,987 | 69999-66091 |
| DCNR Grant | <u>282,916</u> | 69999-66091 |
| | 524,903 | |

Rose Garden Improvements

\$189,545

A design of various improvements to the Rose Garden has been completed. A grant and matching City funds will be used for this work which includes pathway improvements, new trees, new amenities, and additional plantings and trees. This work is anticipated to take place in 2020.

Funding Source:

| | | |
|-----------------|---------------|-------------|
| 2019 Bond | 50,000 | 62019-66053 |
| State | 100,000 | 69999-66053 |
| Recreation Fees | <u>39,545</u> | 69999-66053 |
| | 189,545 | |

South Bethlehem Greenway

\$75,000

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 was completed in 2017. There will be ongoing projects and amenities for the Greenway development.

Funding Source:

| | | |
|-----------|--------|-------------|
| 2017 Bond | 75,000 | 62017-66117 |
|-----------|--------|-------------|

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PUBLIC WORKS – OTHER PROJECTS

Animals Shelter

\$134,012

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 this facility in the old water control room in the City Garage utilizing pre-fabricated approved kennels with the capacity to hold 10 dogs. The design contract is being prepared and design is anticipated to begin shortly with construction anticipated to begin by the 2nd half of 2020.

Funding Source:

| | | |
|--------|---------|-------------|
| Escrow | 134,012 | 69999-66196 |
|--------|---------|-------------|

Bridge Repairs

\$307,972

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 repaired in the near future (South Main Street and Main Street Ramp). The City most recently completed repair and replacement work on Lynn Avenue, High Street, and Fire Lane in 2017 and early 2018. Several of the remaining bridges are 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. Repairs to 8th Avenue over NS RR, Main Street over the Monocacy Creek, the Main Street ramp, and other improvements are anticipated in the near future.

Funding Source:

| | | |
|-----------|----------------|-------------|
| 2015 Bond | 35,304 | 62015-66067 |
| 2017 Bond | 132,668 | 62017-66067 |
| 2019 Bond | <u>140,000</u> | 62019-66067 |
| | 307,972 | |

Citywide Wayfinding Signage

\$282,335

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 | 62017-66033 |
| Contributions | <u>182,335</u> | 69999-66033 |
| | 282,335 | |

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Fueling Tank Upgrade and Replacement

\$335,000

The unleaded gasoline tank at the Municipal Garage has corroded and is unusable. The diesel fuel tank is of similar age and construction. Both tanks must be replaced. In addition, the associated piping, pumps, valves, and dispensers will also be replaced. PADEP permitting will be required for this work. Due to tank manufacturing delays caused by COVID-19, tank delivery time has been extended from the typical 10-12 weeks to 16 plus weeks. This would put the tank installation into early winter and interfere with our winter operations. Therefore, we are pushing the installation to early 2021. This will require some additional funds for tank storage fees as well as minor prevailing wage increase.

Funding Source:

| | | |
|---------------|----------------|-------------|
| 2017 Bond | 30,000 | 62017-66060 |
| Cash Reserves | <u>305,000</u> | 69999-66060 |
| | 335,000 | |

Pedestrian Bridge Feasibility Study

\$140,000

Funds to be used towards a pedestrian bridge feasibility study.

Funding Source:

| | | |
|--------------------|---------------|-------------|
| Cash Reserves | 40,000 | 69999-66026 |
| Northampton County | 60,000 | 69999-66026 |
| DCNR Grant | <u>40,000</u> | 69999-66026 |
| | 140,000 | |

Tree Replacement

\$155,000

This ongoing program provides for the installation of trees in parks or on public streets as needs arise throughout the City. The tree installations are coordinated with other capital projects and with other community development goals and objectives.

Funding Source:

| | | |
|--------|---------|-------------|
| Escrow | 155,000 | 69999-66040 |
|--------|---------|-------------|

W. Broad Street Lighting – 3rd Ave. to 4th Ave.

\$38,377

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 4th 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 2018. Construction is anticipated to be completed in 2020 and some funding is being carried to 2021 to make final payments.

Funding Source:

| | | |
|-----------|--------|-------------|
| 2017 Bond | 38,377 | 62017-66154 |
|-----------|--------|-------------|

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Recreation

General Pool Improvement

\$78,496

Improvements/renovations will be allocated to pools, bathhouses, filter systems and related buildings based on analysis of the Park and Pool Study of 2017. Other unforeseen repairs/improvements to facilities/equipment to extend the life of a capital asset. Previously issued Bond money was used for this item in 2020.

Funding Source:

| | | |
|-----------|---------------|-------------|
| 2017 Bond | 3,496 | 62017-66019 |
| 2019 Bond | <u>75,000</u> | 62019-66019 |
| | 78,496 | |

Memorial Pool Complex Improvements

\$533,318

The City completed a Master Plan and Feasibility Study for the substantial upgrade and improvement of this pool complex. A contract has been awarded to URDC for design of the improvements, preparation of plans and specifications, permitting, bidding and construction phase services for the new Memorial Pool Complex. New facilities include three pools, a renovated bathhouse, and related site work. Construction began in 2019 and should be completed in 2020.

Funding Source:

| | | |
|-----------|----------------|-------------|
| 2017 Bond | 19,724 | 62017-66197 |
| DCED/DCNR | <u>513,594</u> | 69999-66197 |
| | 533,318 | |

Municipal Ice Rink

\$101,252

Improvements/emergency repairs/ purchases of equipment as needed for operations and capital upgrades to extend the life of a capital asset. Improvements include upgrades to locker rooms, additional storage space, and reconfiguring interior space for current operations. Need to address the ventilation and condensation problems. Future plan to include purchase of a new Zamboni.

Funding Source:

| | | |
|-----------|----------------|-------------|
| 2017 Bond | 1,252 | 62017-66028 |
| 2019 Bond | <u>100,000</u> | 62019-66028 |
| | 101,252 | |

ADMINISTRATION

IT Improvement Plan

\$78,773

Virtual Cloud Hardware Upgrade/Replacement

Some of the network/server equipment and licenses used on a daily basis to support the City's workforce are becoming end of life/not supported any more. We will replace or upgrade any of these to continue to provide a safe and secure network environment for City employees to conduct business.

Funding Source:

| | | |
|-----------|--------|-------------|
| 2019 Bond | 78,773 | 62019-66169 |
|-----------|--------|-------------|

2021 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

COMMUNITY & ECONOMIC DEVELOPMENT

Blighted Property Acquisition

\$725,000

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

Funding Source:

| | | |
|----------------------------|--------------|-------------|
| 2017 Bond | 325,000 | 62017-66159 |
| Blighted Property Proceeds | 400,000 | 69999-66159 |
| CDBG | <u>5,000</u> | |
| | 730,000 | |

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

| | 2021 Final Budget |
|---|----------------------------------|
| REVENUES: | |
| 308901 Cash | 673,088 |
| 37005 Bond Redemption and Improvement | 2,780,000 |
| 39805 Capital Appropriations | 1,546,411 |
| TOTAL WATER CAPITAL FUND REVENUES | 4,999,499 |
| EXPENDITURES: | |
| 770016 5 Million Gallon Northeast Standpipe Engineering | 106,000 |
| 77002 Distribution Systems Extension | 50,000 |
| 77003 Service Lines New/Renewal | 150,000 |
| 77004 Metering | 350,000 |
| 77005 Replace, Relocate, Rehabilitate Distribution System | 500,000 |
| 77006 Fire Hydrant New/Renewal | 250,000 |
| 77015 0.5 MG SE Tank Engineering | 32,800 |
| 77016 Emergency Repair Transmission Mains | 15,000 |
| 77023 Fire Pump Station Engineering/Construction | 572,000 |
| 77026 Sidewalk/Trench Restoration | 150,000 |
| 77028 Rt. 512 Extension for EAT Engineering | 1 |
| 77032 SCADA System Upgrade | 1 |
| 77034 WTP Chlorination Alternatives Design/Construction | 1 |
| 77036 Commercial & Industrial Meter Replacement | 105,000 |
| 77037 Automatic Meter Reading Project | 31,200 |
| 77038 Replace WTP Air Blowers | 1 |
| 77039 Master Meters/Pits/Appurtenances | 1 |
| 77040 Fixed Asset Repairs | 120,660 |
| 77042 2 MG SE Storage Tank Modifications | 9,029 |
| 77045 5 MG SW Tank Engineering | 1 |
| 77049 Wild Creek Intake Screen Replacement | 36,350 |
| 77051 WTP Bulk Chemical Storage Tank Replacement | 49,300 |
| 77052 WTP Lagoon Baffle System Replacement | 173,100 |
| 77053 Distribution System Auto Flushing Stations | 24,000 |
| 77054 Drexel Heights Pressure Improvement | 45,000 |
| 77055 Hecktown Road Bridge Main Replacement | 550,000 |
| 77056 WTP Emergency Generator | 877,100 |
| 77057 WTP Lower Roof Replacement/Engineering | 90,000 |
| 77059 Well System Generators and Transfer Switches | 230,000 |
| 77060 Mud Lane Water Main Extension and Well Abandonment | 95,000 |
| 77062 Shady Lane Manganese Treatment | 88,000 |
| 77084 Security Enhancements | 1 |
| 77096 Penn Forest Dam SCADA | 1 |
| 77099 Equip. Water Maint. | 110,500 |
| 770991 Equip. Collection & Treatment | 70,750 |
| 770992 Equip. Water Laboratory | 1 |
| 770993 Equip. Meter Shop | 37,100 |
| 770996 Equip. WTR. Filtration | 71,600 |
| 770997 Equip. Utility Billing | 1 |
| 770999 Equip. Tech. Support | 10,000 |
| TOTAL WATER CAPITAL FUND EXPENDITURES | 4,999,499 |

2021 WATER CAPITAL PROJECT DETAIL

5 Million Gallon Northeast Standpipe Engineering

007A-770016

Project includes 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 3/4" in size, but can be as large as 4". Also includes tapping sleeves and valves for fire lines and other supplies.

Metering

007A-77004

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

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.

0.5 MG SE Tank Engineering

007A-77015

Project includes 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.

Fire Pump Station Engineering/Replacement

007A-77023

Project for design, bid, and construction to install new pumps, motors, isolation and check valves, actuators, motor control center, piping, electrical work, flow meter and emergency generator/transfer switch. Complete construction in 2021.

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

Project to extend water distribution main on Route 512 in East Allen Township. Contingent on development along the Rt. 512 Corridor. Includes cost to acquire Rights-of-Way.

2021 WATER CAPITAL PROJECT DETAIL

SCADA System Upgrade

007A-77032

This is an annual project to perform software updates, server upgrades, replacement instrumentation, SCADA conversions. SCADA consultant services for upgrade of WDC SCADA system to new non-proprietary head end.

Chlorine Gas Alternatives Design/Construction

007A-77034

Design alternative to chlorine gas at the Water Filtration Plant based on results of alternatives study completed in 2018. Design and construction will be planned for a future year pending availability of capital funding.

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.

Automatic Meter Reading Project

007A-77037

Strategic plan to complete the installation of Advanced Metering Infrastructure. (AMI) technology will provide for automatic meter reading via central radio towers. One additional tower and base station to be installed in 2021 with a possibility of smaller tower depending on the efficiency of the entire AMI infrastructure.

Replace Air Blowers at WTP

007A-77038

To replace two (2) air blowers at WTP which are 25 years old. Slated for a future budget year.

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.

2 MG SW Reservoir Engineering

007A-77042

To inspect and evaluate the condition of the reservoir, evaluate rehabilitation or replacement alternatives, prepare budgetary pricing for each option and submission of final report with recommendations. Payment in 2021.

5 MG SW Tank Engineering

007A-77045

Project includes 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. Slated for a future budget year.

Wild Creek Intake Screen Replacement

007A-77049

To fabricate new link elements for two sets of Wild Creek intake screens on Line #2 which are severely corroded as per PA DEP inspection report.

WTP Bulk Chemical Storage Tank Removal/Replacement

007A-77051

To remove and replace WTP bulk orthophosphate chemical storage tank which exceeded its useful life.

2021 WATER CAPITAL PROJECT DETAIL

WTP Lagoon Baffle System Replacement

007A-77052

To replace WTP Floating Lagoon Baffle System in the north lagoon in 2020 and in the south lagoon in 2021. Floats and skirts are deteriorating and must be replaced to avoid short circuiting.

Distribution System Auto Flushing Stations

007A-77053

Installation of automatic flushing stations at various locations in the distribution system to maintain water quality to meet new PA DEP regulations.

Drexel Heights Pressure Improvement

007A-77054

To design and construct new water main feed to the Drexel Heights development in Allen Township to increase water pressure to acceptable levels.

Hecktown Road Bridge Main Replacement

007A-77055

To replace water main on Hecktown Road over Route 22. Includes design, bidding and construction services.

WTP Emergency Generator Replacement

007A-77056

To replace emergency generator at WTP which is at the end of its useful life. Includes generator, enclosure, load bank, fuel tank, automatic transfer switch, mechanical/HVAC, demo of existing UST, replace electronic controller, site work, conduit, fencing and other electrical modifications, start-up, and training.

WTP Lower Roof Replacement

007A-77057

To make repairs to the existing WTP lower roof and replace vapor barrier and roofing system. In 2021 perform diagnostic scans and remove two roof sections to repair two roof drains and reinstall roofing in these two sections.

Well System Emergency Generators and Transfer Switches

007A-77059

To install emergency generators and automatic transfer switches at each of the City's well systems as per the Uninterrupted System Service Plan requirements of PA DEP Chapter 109.

Mud Lane Water Main Extension and Well Abandonment

007A-77060

Project to extend 1,500 feet of water main on Mud Lane including pump package and connection to the East Allen Gardens distribution system. Existing well system will be abandoned.

Shady Lane Manganese Treatment

007A-77062

Installation of equipment necessary to reduce high manganese at the Shady Lane well system.

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 provide SCADA system services on an as needed basis. Needed to monitor dam measurements to ensure structural integrity of the dam.

2021 WATER CAPITAL PROJECT DETAIL

Equipment –Utility Maintenance

007A-77099

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

New Vehicle Leases:

- One (1) GMC 3500 HD Utility Body Crew Truck (Lease year 1 of 4)
- One (1) John Deere 310 SL Backhoe w/ accessories (Lease year 1 of 3)

Equipment:

- One (1) Light tower with generator
- One (1) Line Stop/Tapping equipment

Equipment – Collection & Treatment

007A-770991

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

New Vehicle Leases:

- One (1) 2021 GMC Sierra 3500 HD 4WD Pickup Truck (Lease year 1 of 3)

Current Vehicle Leases:

- One (1) 2019 Ford F250 Regular Cab Pickup Truck (Lease year 3 of 3)
- One (1) John Deere 6130M Cab Tractor 4x4 with diamond mower (Lease year 2 of 4)

Equipment – Laboratory Services

007A-770992

No capital equipment purchases planned for 2021

Equipment – Meter Shop

007A-770993

Current Vehicle Leases:

- One (1) 2019 GMC Savana 4X4 Cargo Van (Lease year 3 of 3)

Equipment:

- Three (3) GB Handheld FL6501
- Three (3) AG6590 Reading Gun

Equipment – Water Filtration

007A-770996

- Replace one (1) rooftop air handler
- Rebuild one (1) water service pump

Equipment – Utility Billing

007A-770997

No capital equipment purchases planned for 2021

Equipment – Technical Support

007A-770999

SCADA system pressure, level and flow transmitters

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

| | 2021 Final Budget |
|--|----------------------------------|
| REVENUES: | |
| 30850 Investment Interest | 25,000 |
| 308901 Cash Balance | 7,714,250 |
| 32113 Tapping Fees | 200,000 |
| 32122 2017 Bond Issue | 532,735 |
| 32123 2017 PA Small Water & Sewer Grant | 250,000 |
| 32126 2019 PA Small Water & Sewer Grant | 525,000 |
| 39805 Capital Appropriations | 2,453,075 |
| TOTAL SEWER CAPITAL FUND REVENUES | <u>11,700,060</u> |
| EXPENDITURES: | |
| 88001 Sewer Laterals New/Renewal | 5,000 |
| 88002 Collection System New/Renewal | 200,000 |
| 880022 W Intermediate Clrfr Drive | 1,400,000 |
| 880024 Fine Bar Scrns-Detrtus Rm | 1,700,000 |
| 880031 RAS Pump/Piping Upgrades | 50,000 |
| 880034 Security Enhancements | 1 |
| 880035 Sludge/Gas/Flow Meters Digest. | 10,000 |
| 88004 Inflow/Infiltration Mitigation | 50,000 |
| 88007 ACT 537 Collection System | 1,500,000 |
| 88008 Chlorinator/Tot Res Anal | 15,000 |
| 88010 WWTP Dike Stabilization | 275,000 |
| 88012 WWTP Electrical Sub-Stations Replacement | 500,000 |
| 88013 Gravity Thickener Upgrades | 1 |
| 88016 Sewer Maintenance Equipment | 140,000 |
| 88017 Centrate Side Stream Treatment System | 1 |
| 88019 Fixed Asset Repair | 90,054 |
| 88020 Influent Sampling Relocation Project | 320,000 |
| 88021 GBT Building Upgrades | 10,000 |
| 88022 Effluent Pump Station Upgrade | 210,000 |
| 88023 Clarifier Catwalks Replacement | 470,000 |
| 88024 Chemically Enhanced Primary Treatment (CEPT) | 1,000,000 |
| 88025 Third Intermediate Clarifier - Engineering | 400,000 |
| 88073 SCADA system Upgrades | 150,000 |
| 88114 Odor Control | 1 |
| 88120 WWT Equipment | 170,000 |
| 88121 WWT Laboratory Equipment | 15,000 |
| 88123 West Influent Pump Room | 2,000,000 |
| 88125 Cogeneration System | 1 |
| 88126 Primary Clarifier Scum Pits | 50,000 |
| 88127 WWTP Control Bldg Renovations | 100,000 |
| 88131 Sewer Department Vehicles | 430,000 |
| 88136 Facilities Improvement | 350,000 |
| 88145 Pump Station #1 Pumps | 40,000 |
| 88146 Raw Sewage Pumps | 50,000 |
| 88153 Aeration Tank Upgrade | 1 |
| TOTAL SEWER CAPITAL FUND EXPENDITURES | <u>11,700,060</u> |

2021 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 |
|--|--------------------|

Rebuild of West Intermediate Clarifier sludge removal mechanisms and installation of baffles to improve settling performance. Originally installed in 1976.

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

Design and construction services to replace bar screens, washer/compactor, screw conveyors, detritors, ventilation system, and electrical components. Improved screening at head end of plant will greatly benefit downstream processes.

| | |
|--|--------------------|
| Return Activated Sludge Pump and Piping Replacement | 008A-880031 |
|--|--------------------|

Replacement of RAS sludge pumps in Pump House No. 1. Originally installed in 1976.

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|------------------------------|--------------------|
| 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 Mitigation | 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 goal is to reduce the excessive non-waste-water flow to the treatment plant which occurs during heavy rain fall. Ensures compliance with federal and state regulations governing SSO's and CSO's.

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

Act 537 collection system improvements. Plan for sewer main replacement/upgrades as identified in the Act 537 Plan. Projects include Fifth and Pierce Streets, and Broadway sanitary sewer replacement.

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

Replacement of current chlorination control system, including analyzers and related instrumentation.

| | |
|--------------------------------|-------------------|
| 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.

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

Design, testing, and construction services to evaluate and ultimately replace plant substations, switchgear, and power cables which have reached the end of their useful life.

2021 SEWER CAPITAL PROJECT DETAIL

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 tractor and camera head
Replacement lift pump and equipment
CCTV equipment
Collection system trailer mounted debris vac

Centrate Side Stream Treatment System **008A-88017**

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

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.

Influent Sampling Relocation Project **008A-88020**

Design and construction for relocating centrate discharge line from the plant influent to allow for accurate sampling.

GBT Building Upgrades **008A-88021**

Install new doors, heaters, and other mechanical/electrical equipment that has failed due to corrosion.

Effluent Pump Station Upgrade **008A-88022**

Install VFD's and motor starters, overloads and other electrical equipment for two (2) 25 mgd pumps.

Clarifier Catwalks Replacement **008A-88023**

Replace catwalks on clarifiers that are corroding and are a safety issue. Priority is for the primary and final clarifiers.

Chemically Enhanced Primary Treatment (CEPT) **008A-88024**

Design and construction for Chemically Enhanced Primary Treatment (CEPT) system. Coagulant addition to the primary clarifiers to enhance solids settling for improved treatment.

Third Intermediate Clarifier **008A-88025**

Design and construction for a third intermediate clarifier. Additional clarifier for improved treatment, wet weather flows and redundancy. Design phase in 2021.

SCADA System Upgrades **008A-88073**

Annual project for hardware/software upgrades for the SCADA system. Installation of fiber optic cable loop throughout the plant. Addition of detritus room (screenings/grit) and influent pump control room SCADA control and monitoring points.

2021 SEWER CAPITAL PROJECT DETAIL

Odor Control

008A-88114

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

WWTP Equipment

008A-88120

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

Oil Meter System
Emergency Generator Replacement and Additional Portable Generator
One (1) ISCO Refrigerated Auto Sampler
One (1) Aeration Mixer
One (1) Air Blower

WWTP Laboratory Equipment

008A-88121

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

One (1) Thermo Scientific Lindberg/Blue M Furnace

West Influent Pump Room

008A-88123

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

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 mixers, heaters, 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

The following is the list of vehicles for Utility Maintenance and Wastewater Treatment:

Current Vehicle Leases:

2019 Mack Tandem Wheel Dump Truck – UM (Lease year 2 of 4)
2019 Mack Single Axle Dump Truck – UM (Lease year 2 of 4)
2019 GMC Savana Cutaway Van – MIPP (Lease year 2 of 3)
2020 Mack Dump Truck – WW (Ordered in 2020)

New Vehicle Leases:

2021 Mack Single Axle Dump Truck (Lease year 1 of 3)

Vehicle Purchases:

2020 Service Body w/ Lift gate and Plow (Ordered in 2020)
2020 Transit Cargo Vans (Ordered two in 2020)

2021 SEWER CAPITAL PROJECT DETAIL

Facilities Improvement

008A-88136

Annual project to make repairs/upgrades to the Wastewater Treatment Plant facilities: HVAC and electrical systems, air conditioner units, locker rooms, buildings, fencing, gates, signage, paving, and other non-process items.

Pump Station #1 Pumps

008A-88145

Upgrade and maintain pumps that flow from the activated sludge process to the trickling filters.

Raw Sewage Pumps

008A-88146

Upgrade and maintain pumps that flow from the headworks to downstream treatment processes. These pumps must be reliable during high flows caused by wet weather.

Aeration Tank Upgrade

008A-88153

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

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**CITY OF BETHLEHEM
2021 COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

| | <u>2017</u> | <u>2018</u> | <u>2019</u> | <u>2020</u> | <u>Total</u> |
|---|-----------------------|-----------------------|-----------------------|-------------------------|-------------------------|
| CDBG Funding | | | | | |
| Bethlehem Food Co-Op Construction | | | 57,500 | 105,000 | 162,500 |
| Bethlehem Public Library | 55,000 | | | 20,000 | 75,000 |
| Redevelopment Authority-Blight Remediation | | | | 5,000 | 5,000 |
| CACLV-Home Purchase Assistance | | | | 20,000 | 20,000 |
| CADCB-Facades | | | 24,440 | 30,000 | 54,440 |
| CADCB - Business Development and Outreach | | | 11,344 | | 11,344 |
| CADCB-Neighborhood Housing Organizer | | | | 5,000 | 5,000 |
| Catholic Senior Housing dba Grace Mansion | 50,000 | | | | 50,000 |
| CD Consulting | | | 5,857 | 20,000 | 25,857 |
| Center for Humanistic Change | | | 2,766 | 6,000 | 8,766 |
| Embrace Your Dreams | | | | 7,500 | 7,500 |
| Future Grants | 72,169 | 115,390 | | | 187,559 |
| Hispanic Center of the LV-Food Pantry | | | 70,000 | | 70,000 |
| Hispanic Center of the LV-Empowerment Program | | | | 10,000 | 10,000 |
| Hogar Crea | | | | 30,000 | 30,000 |
| Housing Rehab-Grants & Loans | | 97,618 | 25,655 | 230,492 | 353,765 |
| Housing Rehab-Delivery Costs | | | 135,869 | 130,000 | 265,869 |
| LVCIL/ADA Counseling | | | 337 | 15,000 | 15,337 |
| New Bethany Ministries | | | | 20,000 | 20,000 |
| North Penn Legal Services | | | 5,030 | 20,000 | 25,030 |
| Police Community & BHA | | | | 77,346 | 77,346 |
| Program Administration | | | 88,447 | 230,920 | 319,367 |
| Redevelopment Authority-Project Delivery | | | | 10,000 | 10,000 |
| Salvation Army | | | 6,864 | | 6,864 |
| ShareCare | | | | 9,844 | 9,844 |
| SS Parks/Playgrounds | | 44,043 | 30,000 | 100,000 | 174,043 |
| SS Park Creation | | | 10,000 | 15,000 | 25,000 |
| Street Construction | | | | 155,000 | 155,000 |
| YMCA | | | 19,948 | 75,000 | 94,948 |
| YWCA | | | | 7,500 | 7,500 |
| Cares COVID-19 CDBG-CV | | | | 1,443,894 | 1,443,894 |
| Total CDBG Funding | <u><u>177,169</u></u> | <u><u>257,051</u></u> | <u><u>494,057</u></u> | <u><u>2,798,496</u></u> | <u><u>3,726,773</u></u> |

**CITY OF BETHLEHEM
2021 COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

| | <u>2016</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> | <u>2020</u> | <u>Total</u> |
|------------------------------------|---------------|----------------|----------------|----------------|----------------|------------------|
| HOME Funding | | | | | | |
| Habitat for Humanity | | | 90,000 | 119,292 | 50,000 | 259,292 |
| Home Program Admin Expenses | | | | 7,338 | 39,868 | 47,206 |
| CACLV First Time Homebuyers | | | | 20,000 | | 20,000 |
| CACLV CHDO Set Aside | | | | | 54,000 | 54,000 |
| Housing Rehab-Grants & Loans | | | | 130,486 | 154,817 | 285,303 |
| Lehigh Valley Community Land Trust | | | 100,000 | 90,000 | | 190,000 |
| Moravian Development Corp | | | | | 75,000 | 75,000 |
| New Bethany Ministries | 35,788 | 100,000 | | | | 135,788 |
| YMCA | | | | | 25,000 | 25,000 |
| Total HOME Funding | <u>35,788</u> | <u>100,000</u> | <u>190,000</u> | <u>367,116</u> | <u>398,685</u> | <u>1,091,589</u> |

| | |
|---|-------------------------|
| Total Community Development Block Grants | 3,726,773 |
| Total Home Investment Partnership Grants | <u>1,091,589</u> |
| | <u>4,818,362</u> |

CDBG PROJECT DETAIL

| | |
|-----------------------------|------------------|
| Bethlehem Food Co-Op | \$162,500 |
|-----------------------------|------------------|

Support for physical improvements to the co-op space and salary support.

| | |
|---------------------------------|-----------------|
| Bethlehem Public Library | \$75,000 |
|---------------------------------|-----------------|

Installation of elevator at Southside Branch.

| | |
|---------------------------|----------------|
| Blight Remediation | \$5,000 |
|---------------------------|----------------|

Funds for blight remediation activities including acquisition, appraisals, or technical assistance.

| | |
|--|-----------------|
| CACLV Community Action Financial Services | \$20,000 |
|--|-----------------|

Operational support for first time homebuyers program.

| | |
|----------------------------------|-----------------|
| CADCB - South Side Vision | \$54,440 |
|----------------------------------|-----------------|

Funding to support façade programs through South Side Vision.

| | |
|--|-----------------|
| CADCB - Business Development and Outreach | \$11,344 |
|--|-----------------|

Program support for contractor business training and community outreach.

| | |
|---|----------------|
| CADCB – Neighborhood Housing Organizer | \$5,000 |
|---|----------------|

Program support for contractor business training and community outreach.

| | |
|--|-----------------|
| Catholic Senior Housing dba Grace Mansion | \$50,000 |
|--|-----------------|

Bathroom renovations at existing low income residences.

| | |
|----------------------|-----------------|
| CD Consulting | \$25,857 |
|----------------------|-----------------|

Professional services relating to the drafting, implementation of the annual action plan along with ongoing compliance.

| | |
|-------------------------------------|----------------|
| Center for Humanistic Change | \$8,766 |
|-------------------------------------|----------------|

Funds to support youth mentoring program.

| | |
|----------------------------|----------------|
| Embrace Your Dreams | \$7,500 |
|----------------------------|----------------|

Funds for The First Tee and the First Serve youth programs.

| | |
|----------------------|------------------|
| Future Grants | \$187,559 |
|----------------------|------------------|

Cancelled activities holding account.

CDBG PROJECT DETAIL

Hispanic Center of the Lehigh Valley **\$70,000**

Center Improvement Project.

Hispanic Center of the Lehigh Valley **\$10,000**

Empowerment Program offers resources to families in crisis.

Hogar Crea **\$30,000**

Support for drug/alcohol counselor.

Housing Rehabilitation - Grants and Loans **\$353,765**

Rehabilitation funds for low/moderate income residents.

Housing Rehabilitation - Staff Delivery Costs **\$265,869**

Administrative costs for the housing rehabilitation program.

Lehigh Valley Center for Independent Living **\$15,337**

Support of the PLACE program, which assists disabled City residents obtain suitable housing.

New Bethany Ministries **\$20,000**

Support for the Social Security Representative Payee Program administered by New Bethany.

North Penn Legal Services **\$25,030**

Support of fair housing services for City residents and trainings for City property owners.

Police Overtime/Drug Surveillance **\$77,346**

Funds to support police activity and crime prevention in low/moderate income neighborhoods.

Program Administration **\$319,367**

Reimbursement to the General Fund for staff costs, operating costs and planning studies associated with management of CDBG/Home Programs and their implementation.

Redevelopment Authority **\$10,000**

Payment for loan program administrative support.

CDBG PROJECT DETAIL

| | |
|---|---------------------------|
| Salvation Army | \$6,864 |
| Funding for rental assistance program. | |
| ShareCare | \$9,844 |
| Operational support for elderly assistance programs. | |
| Parks/Playgrounds | \$174,043 |
| Funding for park, playground, and pool improvements. | |
| Parks Creation | \$25,000 |
| Funding for recreational programming for youth. | |
| Street Construction | \$155,000 |
| Carlton Ave. | |
| YMCA | \$94,948 |
| Costs related to childcare center improvements and other building upgrades. | |
| YWCA | \$7,500 |
| Funding for the TechGYRLS program. | |
| Cares COVID-19 CDBG-CV Round 1 | \$1,443,894 |
| Funding to prevent, prepare for and respond to the coronavirus outbreak. | |
| TOTAL CDBG FUNDS | <u>\$3,726,773</u> |

HOME PROJECT DETAIL

Habitat for Humanity **\$259,292**

Rehabilitation and construction funds for new owner occupied housing.

Home Program Administrative Expenses **\$47,206**

Administration of the HOME Program.

CACLV – Community Action Financial Services **\$20,000**

Administration of first time homebuyer's program.

CACLV – CHDO **\$54,000**

Community Housing Development Organization operational support.

Housing Rehabilitation **\$285,303**

Funds for correction of code violations in low/moderate homes.

Lehigh Valley Community Land Trust **\$190,000**

Funding for the renovation of one affordable home.

Moravian Development Corporation **\$75,000**

Flooring replacement project.

New Bethany Ministries **\$135,788**

Funding for renovations of transitional housing units.

YMCA **\$25,000**

Funding for the rehabilitation of housing units in the transitional housing/SRO facility.

TOTAL HOME FUNDS **\$1,091,589**

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

| | <u>2016 Actual</u> | <u>2017 Actual</u> | <u>2018 Actual</u> | <u>2019 Actual</u> | <u>2020 Budget w/ Transfers</u> | <u>2020 Actual & Estimated</u> | <u>2021 Final Budget</u> |
|--|------------------------|------------------------|------------------------|------------------------|---|--|----------------------------------|
| REVENUES: | | | | | | | |
| Operating Revenues | | | | | | | |
| 31202 Storm Water Program | - | - | - | - | 1,175,000 | - | 3,022,165 |
| Total Operating Revenues | - | - | - | - | 1,175,000 | - | 3,022,165 |
| TOTAL STORM WATER FUND REVENUES | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>1,175,000</u> | <u>-</u> | <u>3,022,165</u> |
| EXPENDITURES BY CATEGORY: | | | | | | | |
| Personnel Costs | - | - | - | - | 129,675 | - | 132,169 |
| Materials & Supplies | - | - | - | - | 4,546 | - | 7,074 |
| Purchased Services | - | - | - | - | 640,776 | - | 1,519,480 |
| Equipment | - | - | - | - | 400,003 | - | 1,363,442 |
| TOTAL STORM WATER FUND EXPENDITURES | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>1,175,000</u> | <u>-</u> | <u>3,022,165</u> |

BUREAU DETAIL

Bureau: Storm Water

No: 012A

Department: Storm Water

No: 012A

Bureau Description:

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

Goals and Objectives:

- Repair, maintenance, and replacement or upgrade of the City's Storm Water System.
- Completion of all annual requirements of the City's NPDES MS-4 Storm Water Permit, fees, and preparation and submission of the Annual Report.
- Evaluate the Storm Water system to determine condition, deficiencies, and identify needed improvements to be included on the 5 Year Capital Plan.
- Analyze hydraulic capacity of Storm Water system. Areas of the system with inadequate capacity will be included as projects on the 5 Year Capital Plan.
- Design and construction of Storm Water capital projects.
- Design and construction of Storm Water projects required as part of the City's Pollutant Reduction Plan.
- Clean streets and storm sewer inlets to improve water quality and prevent nuisance flooding.

Prior Year Achievements:

- Reviewed the existing Storm Water Program including capital, maintenance, operating, and permitting costs.
 - Prepared a Plan for the new Storm Water Program which will include new requirements and projects to comply with our Pollutant Reduction Plan as well as the City's MS-4 permit. The costs and revenue for the new Storm Water Program were estimated for the 2021 Budget.
 - Based on the anticipated expenses of the Storm Water Program, a Storm Water Utility Fee was calculated. This fee will be distributed to rate payers based on the amount of impervious coverage they have on their property.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Actual | 2020 Budget w/ Transfers | | 2020 Actual & Estimated | | 2021 Final Budget | |
|---------------------------------|--------------------------------------|----------------|----------------|----------------|--------------------------------|-----------|-------------------------------|----------|-------------------------|-----------|
| | | | | | # | Salaries | # | Salaries | # | Salaries |
| Personnel Detail | | | | | | | | | | |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| TAMS Project Engineer | - | - | - | - | 1 | 67,012 | - | - | 1 | 68,352 |
| TAMS Engineering Assistant | - | - | - | - | 1 | 57,663 | - | - | 1 | 58,817 |
| Total Positions | - | - | - | - | 2 | 124,675 | - | - | 2 | 127,169 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | - | - | - | - | | 124,675 | - | - | | 127,169 |
| 40003 OVERTIME | - | - | - | - | | 5,000 | - | - | | 5,000 |
| Personnel | - | - | - | - | | 129,675 | - | - | | 132,169 |
| 41014 OPERATING SUPPLIES | - | - | - | - | | 2,500 | - | - | | 5,000 |
| 41016 UNIFORMS/SAFETY SHOES | - | - | - | - | | 390 | - | - | | 498 |
| 41023 GASOLINE | - | - | - | - | | 1,656 | - | - | | 1,576 |
| Materials & Supplies | - | - | - | - | | 4,546 | - | - | | 7,074 |
| 42032 TRAINING/CONT. EDUCATION | - | - | - | - | | 500 | - | - | | 2,000 |
| 42047 DEPARTMENT CONTRACTS | - | - | - | - | | 10,000 | - | - | | 20,000 |
| 42060 OTHER EXPENSES | - | - | - | - | | 3,600 | - | - | | 6,600 |
| 42077 GENERAL FUND CHARGES | - | - | - | - | | 182,155 | - | - | | 364,310 |
| 42090 UNFORESEEN CONTINGENCY | - | - | - | - | | 179,176 | - | - | | 400,000 |
| 42201 STREET CLEANING | - | - | - | - | | 61,744 | - | - | | 123,490 |
| 42202 LEAF COLLECTION | - | - | - | - | | 84,399 | - | - | | 152,765 |
| 42203 SS MAINTENANCE & REPAIR | - | - | - | - | | 30,872 | - | - | | 122,624 |
| 42204 BASIN/SWALE MAINTENANCE | - | - | - | - | | 40,830 | - | - | | 97,691 |
| 42205 MS-4 PERMITTING | - | - | - | - | | 1,000 | - | - | | 5,000 |
| 42206 POLLUTION REDUCTION PLAN | - | - | - | - | | 25,000 | - | - | | - |
| 42207 SW SYSTEM INSPECTION | - | - | - | - | | 1,000 | - | - | | 5,000 |
| 42208 SW ORDINANCE ENFORCEMENT | - | - | - | - | | 500 | - | - | | 200,000 |
| 42209 STORM CLEAN UP & REPAIR | - | - | - | - | | 20,000 | - | - | | 20,000 |
| Purchased Services | - | - | - | - | | 640,776 | - | - | | 1,519,480 |
| 43201 POLLUTION REDUCTION PROG. | - | - | - | - | | 150,000 | - | - | | 300,000 |
| 43202 W BROAD ST STORM SEWER | - | - | - | - | | 1 | - | - | | - |
| 43203 E BOULEVARD STORM SEWER | - | - | - | - | | 1 | - | - | | 234,000 |
| 43204 W GEOPP ST STORM SEWER | - | - | - | - | | 250,000 | - | - | | 250,000 |
| 43205 MISC. DRAINAGE STRUCTURES | - | - | - | - | | 1 | - | - | | 87,500 |
| 43299 FUTURE CAPITAL NEEDS | - | - | - | - | | - | - | - | | 491,942 |
| Projects/Equipment | - | - | - | - | | 400,003 | - | - | | 1,363,442 |
| Total | | | | | | 1,175,000 | - | - | | 3,022,165 |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| 40003 | 5,000 | OVERTIME 5,000 - BASED ON ANTICIPATED CONSTRUCTION ACTIVITY ON STORM WATER/SEWER PROJECTS IN 2021. MOSTLY TO COVER CONSTRUCTION INSPECTION SERVICES FOR CAPITAL AND PRP PROJECTS |
| 41014 | 5,000 | OPERATING SUPPLIES 5,000 - ANNUAL COST OF OFFICE SUPPLIES, EDUCATIONAL MATERIALS, AND PUBLIC INFORMATION HANDOUTS. ALSO INCLUDES MATERIALS FOR INSPECTING STORM WATER FACILITIES. |
| 41016 | 498 | UNIFORMS/SAFETY SHOES 498 - FIVE (5) T-SHIRTS AND TWO (2) SWEATSHIRTS TO BE PURCHASED FOR FIELD INSPECTOR. SAFETY SHOES FOR ALL STORM WATER STAFF IN 2021. |
| 41023 | 1,576 | GASOLINE 1,576 - BASED ON ESTIMATED USAGE OF 800 GALLONS (1 VEHICLE) AT \$1.97 PER GALLON. |
| 42032 | 2,000 | TRAINING/CONTINUING ED. 2,000 - REFERENCE TEXTS, MANUALS, VIDEOTAPES AND SOFTWARE TO IMPROVE WORK PERFORMANCE AND JOB SAFETY. BASIC AND ADVANCED COMPUTER TRAINING AND UPDATE COURSES SUCH AS AUTOCAD, STORM SEWER, ETC. AND TO PROVIDE FOR ENGINEERING TRAINING SEMINARS (GIS, ETC.) & MATERIALS. ATTEND PERMITTING SEMINARS ON EPA REGULATIONS AFFECTING MUNICIPALITIES. |
| 42047 | 20,000 | DEPARTMENT CONTRACTS 20,000 - LINE ITEM FOR UNEXPECTED OUTSIDE STORM WATER CONSULTING AND ENGINEERING WORK DURING THE YEAR. THIS INCLUDES PROJECT DESIGN AND PERMITTING ASSISTANCE DEPENDING ON IN-HOUSE STAFF WORKLOAD AND NUMBER OF PROJECTS. |
| 42060 | 6,600 | OTHER EXPENSES 1,000 - MISCELLANEOUS FIELD AND OFFICE SUPPLIES. 100 - STATIONARY SPECIALTY ITEMS. 5,000 - SOFTWARE AND UPGRADES. 500 - VERIZON CHARGE FOR DATA PACKAGES FOR TABLET USED FOR FIELD INSPECTIONS. |
| 42077 | 364,310 | GENERAL FUND CHARGES 364,310 - REIMBURSEMENTS TO THE GENERAL FUND FOR EXPENSES WHICH ARE INITIALLY PAID BY THE GENERAL FUND BUT THAT BELONG ON THE STORM WATER FUND. (ADMINISTRATION COSTS, FRINGE BENEFITS, ETC.) |
| 42090 | 400,000 | UNFORESEEN CONTINGENCY 400,000 - ITEMS THAT COULD NOT BE FORSEEN AT TIME OF BUDGET PREPARATION. |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 42201 | 123,490 | STREET CLEANING 123,490 - ESTIMATED AMOUNT TO COVER THE LABOR AND EQUIPMENT COSTS IN THE BUREAU OF STREETS MAINTENANCE TO CLEAN CITY STREETS AND REMOVE POLLUTANTS AND SEDIMENT. THIS INCLUDES COST OF FLUSHING, STREET SWEEPING, AND DISPOSAL OF COLLECTED DEBRIS. |
| 42202 | 152,765 | LEAF COLLECTION 152,765 - COVERS THE ESTIMATED COST OF ANNUAL LEAF COLLECTION INCLUDING CITY STAFF TIME AND EQUIPMENT COSTS IN THE BUREAU OF STREETS AND GROUNDS MAINTENANCE. |
| 42203 | 122,624 | SS MAINTENANCE & REPAIR 122,624 - COVERS THE COST OF STORM SEWER FACILITY REPAIRS AND CLEANING. THIS INCLUDES VACUUMING OF INLETS AND FLUSHING OF CLOGGED PIPES BY THE BUREAU OF STREETS MAINTENANCE. |
| 42204 | 97,691 | BASIN/SWALE MAINTENANCE 97,691 - MAINTENANCE OF STORM WATER SWALES AND DETENTION BASINS. THIS INCLUDES REPAIRS, CLEANING, AND MOWING BY THE BUREAU OF STREETS AND GROUNDS MAINTENANCE. |
| 42205 | 5,000 | MS-4 PERMITTING 5,000 - COSTS INCURRED FOR THE ADMINISTRATION OF THE CITY'S NPDES MS-4 PERMIT. THIS INCLUDES ANNUAL PERMIT FEES, INLET, OUTFALL, AND DETENTION BASIN INSPECTIONS, PUBLIC EDUCATION AND OUTREACH, AND INLET STENCILING. |
| 42207 | 5,000 | SW SYSTEM INSPECTION 5,000 - THIS IS FOR THE INSPECTION OF THE STORM WATER SYSTEM TO DETERMINE THE CONDITION AND ASSIST IN ANALYZING THE HYDRAULIC CAPACITY. THIS INFORMATION WILL BE USED TO PLAN NEEDED PROJECTS FOR THE CAPITAL PROGRAM. |
| 42208 | 200,000 | ORD ENFORCE & PLAN REVIEW 200,000 - INSPECTION OF STORM WATER COMPLAINTS, ENFORCEMENT LETTERS AND FOLLOW UP. REVIEW OF PLANS AND PERMITS FOR STORM WATER IMPROVEMENTS. |
| 42209 | 20,000 | STORM CLEAN UP & REPAIRS 20,000 - THIS WILL COVER CITY ESTIMATED COSTS TO CLEAN UP AFTER STORM EVENTS. (STREETS) |
| 43201 | 300,000 | POLLUTION REDUCTION PROJ 300,000 - THIS IS FOR PROJECTS THAT ARE IDENTIFIED BY THE POLLUTANT REDUCTION PLAN. WE HAVE NOT FINALIZED THE FIRST SPECIFIC PROJECT AT THIS TIME. ONCE PADEP APPROVES THE PRP WE WILL FURTHER DEFINE PROJECTS. |
| 43203 | 234,000 | E BOULEVARD STORM SEWER 234,000 - THIS IS TO EXTEND THE STORM SEWER ALONG EAST BOULEVARD FROM BOYD STREET TO LANDSDALE AVENUE. |

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

2021 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| | | THIS WILL ALLEVIATE FLOODING AT THE INTERSECTION OF LANDSDALE AND EAST BOULEVARD. THIS PROJECT IS CURRENTLY BEING FUNDED FROM THE LIQUID FUELS FUND. |
| 43204 | 250,000 | W GEOPP ST STORM SEWER 250,000 - THIS IS TO UPGRADE THE STORM SEWER ALONG WEST GEOPP STREET TO ADDRESS FLOODING ALONG THE SOUTH CURBLINE DURING HEAVY RAIN (ANYTHING GREATER THAN A 6-MONTH STORM). ADDITIONAL INVESTIGATIONS WILL BE PERFORMED TO IDENTIFY POTENTIAL ISSUES WITH THE EXISTING SYSTEM AND WE WILL CONDUCT A DETAILED H&H STUDY TO DEFINE THE FINAL SCOPE OF WORK. |
| 43205 | 87,500 | MISC DRAINAGE STRUCTURES 87,500 - 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). THIS WORK IS FUNDED FROM BOND IN 2020, BUT WILL BE FUNDED FROM THE STORM WATER FUND IN FUTURE YEARS. |
| 43299 | 491,942 | FUTURE CAPITAL NEEDS 491,942 - THESE FUNDS WILL BE USED FOR FUTURE CAPITAL PROJECTS. |