



CITY OF BETHLEHEM
2015 OPERATING &
CAPITAL BUDGETS

**CITY OF BETHLEHEM
2015
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**CITY OF BETHLEHEM
CASH BALANCE ANALYSIS
2015 BUDGET**

| | General Fund | 9-1-1 Fund | Water Fund | Sewer Fund | Golf Fund | Liquid Fuels Fund |
|--|-------------------------|-----------------------|-----------------------|-----------------------|----------------------|----------------------------------|
| Cash Balance (Deficit) - 12/31/13* | \$ 2,883,348 | \$ 762,691 | \$ 234,308 | \$ 920,533 | \$ 5,422 | \$ 432,494 |
| 2014 Actual & Estimated Revenues | 69,479,179 | 3,913,907 | 19,498,870 | 14,066,266 | 1,472,000 | 1,949,248 |
| 2014 Actual & Estimated Expenditures | (69,394,007) | (3,694,941) | (19,311,345) | (13,872,981) | (1,468,764) | (1,826,593) |
| Estimated Cash Balance (Deficit) - 12/31/14 | \$ 2,968,520 | \$ 981,657 | \$ 421,833 | \$ 1,113,818 | \$ 8,658 | \$ 555,149 |
| 2015 Estimated Revenues | | | | | | |
| Real Estate Taxes | \$25,009,749 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Act 511 Taxes | 12,065,625 | - | - | - | - | - |
| City Licenses & Permits | 2,714,525 | - | - | - | - | - |
| Fines & Forfeits | 486,000 | - | - | - | - | - |
| Grants & Gifts | 7,181,297 | - | - | - | - | - |
| Departmental Earnings (Charges for Service) | 6,702,403 | 1,786,820 | 20,215,000 | 13,549,191 | 1,600,000 | - |
| Municipal Recreation | 705,000 | - | - | - | - | - |
| General Fund Charges | 3,761,482 | - | - | - | - | - |
| Returns & Allowances | 1,965,000 | - | - | - | - | - |
| Miscellaneous Revenues | 1,014,745 | - | - | - | - | - |
| Other Operating Revenues | 9,555,555 | 2,898,180 | - | 600,809 | - | - |
| Intergovernmental | - | - | - | - | - | 1,539,754 |
| Total 2014 Estimated Revenues | \$71,161,381 | \$4,685,000 | \$20,215,000 | \$14,150,000 | \$1,600,000 | \$1,539,754 |
| 2015 Expenditure Appropriations | | | | | | |
| Personnel Costs | \$52,017,870 | \$1,399,485 | \$ 3,736,288 | \$ 3,386,808 | \$ 541,733 | \$ 585,000 |
| Materials & Supplies | 1,765,333 | 11,000 | 444,661 | 596,603 | 157,130 | 370,000 |
| Purchased Services | 8,836,741 | 1,422,802 | 5,939,078 | 6,880,566 | 677,633 | 345,597 |
| Equipment | 459,454 | 1,467,029 | - | - | - | 239,157 |
| Long-Term Debt | 6,692,932 | 384,684 | 8,624,141 | 1,600,328 | 73,504 | - |
| Civic Expenses | 1,389,051 | - | - | - | - | - |
| General Fund Charges | - | - | 1,065,832 | 1,685,695 | 150,000 | - |
| Total 2015 Expenditure Appropriations | \$71,161,381 | \$4,685,000 | \$19,810,000 | \$14,150,000 | \$1,600,000 | \$1,539,754 |
| Estimated Cash Balance (Deficit) - 12/31/15 | \$ 2,968,520 | \$ 981,657 | \$ 826,833 | \$ 1,113,818 | \$ 8,658 | \$ 555,149 |

* Source: City's audited general purpose financial statements

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

| | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Budget w/ Transfers | 2014 Actual & Estimated | 2015 Final Budget |
|--|------------------------|------------------------|------------------------|------------------------|---|--|----------------------------------|
| REVENUES: | | | | | | | |
| Real Estate Taxes | | | | | | | |
| 30011 Real Estate - Current | 20,054,046 | 20,377,745 | 19,710,752 | 22,473,767 | 22,926,183 | 22,800,000 | 24,409,749 |
| 30050 Real Estate - Prior | 674,419 | 553,402 | 662,867 | 667,833 | 600,000 | 650,000 | 600,000 |
| Total Real Estate Taxes | 20,728,465 | 20,931,147 | 20,373,619 | 23,141,600 | 23,526,183 | 23,450,000 | 25,009,749 |
| Act 511 Taxes | | | | | | | |
| 30102 Earned Income Taxes | 6,895,068 | 6,409,725 | 7,365,246 | 7,541,467 | 7,420,000 | 7,415,000 | 7,531,300 |
| 30103 Deed Transfer Tax | 747,336 | 806,167 | 934,533 | 921,592 | 960,000 | 945,000 | 979,200 |
| 30106 Local Services Tax | 1,499,620 | 1,470,806 | 1,489,202 | 1,584,028 | 1,675,000 | 1,625,000 | 1,700,125 |
| 30108 Mercantile Tax | 1,521,340 | 1,554,076 | 1,726,655 | 1,874,557 | 1,815,000 | 1,885,000 | 1,855,000 |
| Total Act 511 Taxes | 10,663,364 | 10,240,774 | 11,515,636 | 11,921,644 | 11,870,000 | 11,870,000 | 12,065,625 |
| City Licenses & Permits | | | | | | | |
| 30201 City Licenses | 41,300 | 37,280 | 30,485 | 33,205 | 40,000 | 36,000 | 40,400 |
| 30221 Permits | 817,958 | 1,165,656 | 1,153,217 | 1,585,237 | 1,750,000 | 1,690,000 | 1,550,000 |
| 30234 Liquor Licenses | 31,100 | 31,450 | 33,250 | 30,450 | 33,250 | 33,250 | 33,250 |
| 30235 CATV Franchise | 855,787 | 908,317 | 926,278 | 969,532 | 975,000 | 975,000 | 1,018,875 |
| 30236 Mercantile & Business Privilege | 59,826 | 58,630 | 69,277 | 61,630 | 65,000 | 75,000 | 72,000 |
| Total City Licenses & Permits | 1,805,971 | 2,201,333 | 2,212,507 | 2,680,054 | 2,863,250 | 2,809,250 | 2,714,525 |
| Fines & Forfeits | | | | | | | |
| 30301 Magistrate Fines | 569,920 | 547,875 | 490,821 | 455,041 | 540,000 | 495,000 | 486,000 |
| Total Fines & Forfeits | 569,920 | 547,875 | 490,821 | 455,041 | 540,000 | 495,000 | 486,000 |

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

| | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Budget w/ Transfers | 2014 Actual & Estimated | 2015 Final Budget |
|--|------------------|------------------|------------------|------------------|--------------------------------|-------------------------------|-------------------------|
| Grants & Gifts | | | | | | | |
| 30401 Utility Tax Reimbursement | 44,123 | 43,951 | 44,423 | 40,532 | 44,400 | 43,000 | 44,400 |
| 30402 City Health | 1,519,534 | 1,265,569 | 1,221,649 | 939,931 | 1,769,268 | 1,610,000 | 1,503,178 |
| 30403 County Bridge Aid | 24,831 | 33,262 | 40,744 | 40,586 | 40,000 | 40,000 | 41,400 |
| 30404 Spur Route Lighting | 42,706 | 51,752 | 55,834 | 57,748 | 55,000 | 57,500 | 55,550 |
| 30409 Comm Development Reimb | 732,285 | 685,228 | 426,521 | 430,787 | 350,000 | 360,000 | 350,000 |
| 30410 Lieu of Taxes | 58,305 | 58,670 | 64,802 | 68,565 | 50,000 | 65,000 | 68,565 |
| 30412 Urban Forestry Grant | 33,000 | - | 33,000 | 15,000 | - | - | - |
| 30413 Recycling - DEP Grants | 467,871 | 496,521 | 352,832 | 365,463 | 325,000 | 543,857 | 325,000 |
| 30415 Seat Belt Highway | 10,293 | 12,886 | 10,374 | 18,491 | 17,300 | 15,000 | 17,300 |
| 30417 Bethlehem Housing Authority | 387,639 | 306,523 | 467,992 | 382,662 | 400,000 | 385,000 | 400,000 |
| 30420 State Subsidy-Pension | 2,917,828 | 5,036,788 | 3,028,965 | 3,235,671 | 3,365,000 | 3,225,942 | 3,355,214 |
| 30421 Lehigh Co Auto Theft Task Force | 99,815 | 92,870 | 95,656 | 99,915 | 80,000 | 95,000 | 95,000 |
| 30422 DUI Overtime Grant | 51,605 | 19,828 | 28,529 | 40,093 | 15,580 | 47,594 | 40,000 |
| 30424 Northampton Co Drug Task Force | 9,007 | 10,043 | 2,284 | 9,496 | 20,000 | 10,000 | 20,000 |
| 30428 PEMA Reimbursement | - | - | 297,438 | 163,620 | - | - | - |
| 30429 Energy Rebates | - | - | 65,767 | - | 210,000 | 200,000 | - |
| 30430 Medical Admin Fee Reimb | - | - | 148,716 | - | - | - | - |
| 30432 Lehigh Co Safe Street Initiative | 48,162 | 81,507 | - | - | - | - | - |
| 30440 Bullet Proof Vest | 12,624 | 10,478 | 7,785 | 9,533 | 10,762 | 10,762 | 11,481 |
| 30442 DARE/GREAT | 237,859 | - | - | - | - | - | - |
| 30443 FBI Funding-Overtime | 62,597 | 56,841 | 78,169 | 54,790 | 73,000 | 65,000 | 53,000 |
| 30448 DEA-Task Force | 15,751 | 16,810 | 18,523 | 17,995 | 17,500 | 17,500 | 17,500 |
| 30452 PA DUI Association | - | - | - | - | 925 | 925 | 925 |
| 30453 Lehigh University | - | - | - | - | 40,000 | 40,000 | 100,000 |
| 30455 Bioterrorism Grant | 247,628 | 120,579 | 150,076 | 161,984 | - | 35,000 | 16,604 |
| 30463 Liquor Control Board Grant | 11,500 | - | 15,000 | - | 15,000 | 15,000 | 20,000 |
| 30464 Enterprise Zone Mgr - DCED | 54,966 | - | 63,711 | - | 50,000 | 40,000 | 50,000 |
| 30466 Vision 2014 Grant | 20,000 | 20,000 | 10,000 | - | 10,000 | 10,000 | 10,000 |
| 30467 EMSOF Grant (EMS) | 3,754 | 11,718 | - | - | - | - | - |
| 30469 Police SRO | 62,923 | 232,739 | 74,009 | 37,004 | - | 37,004 | - |
| 30470 Police JAG | 175,011 | 144,942 | 70,055 | 104,690 | 116,542 | 65,000 | 34,437 |
| 30472 COPS Grant | - | - | - | - | 208,333 | 208,333 | 208,333 |
| 30475 PCCD Grant | 78,669 | - | - | - | - | - | - |
| 30476 Elm Street Grant | 56,154 | 21,128 | - | - | - | - | - |
| 30477 SAFER Grant | - | - | - | 183,555 | 343,410 | 343,410 | 343,410 |
| 30478 PA DCED - Fire | - | - | - | 13,098 | 13,098 | 13,330 | - |
| Total Grants & Gifts | 7,486,440 | 8,830,633 | 6,872,854 | 6,491,209 | 7,640,118 | 7,599,157 | 7,181,297 |

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

| | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Budget w/ Transfers | 2014 Actual & Estimated | 2015 Final Budget |
|---------------------------------------|------------------|------------------|------------------|------------------|--------------------------------|-------------------------------|-------------------------|
| Departmental Earnings | | | | | | | |
| 30501 Rents, Right of Way | 80,110 | 98,173 | 88,813 | 91,813 | 100,000 | 95,000 | 100,000 |
| 30503 Sundry Health | 226,793 | 207,174 | 94,355 | 70,380 | 102,500 | 98,000 | 75,000 |
| 30503L Food Licenses | - | - | 112,446 | 124,120 | 102,500 | 110,000 | 130,000 |
| 30504 Street/Survey/Engineer Charges | 19,102 | 11,352 | 31,266 | 5,045 | 75,000 | 35,000 | 75,000 |
| 30507 Garage Rentals | 14,655 | 14,530 | 13,958 | 12,495 | 15,000 | 14,000 | 15,000 |
| 30509 Roster Duty Charges | 421,950 | 422,820 | 401,392 | 445,315 | 413,100 | 410,000 | 460,000 |
| 30512 Misc Police/Fire/EMS | 122,728 | 279,992 | 129,356 | 418,023 | 275,000 | 265,000 | 290,000 |
| 30514 Special Event OT - Police | 104,743 | 222,911 | 170,701 | 229,618 | 166,000 | 165,000 | 130,000 |
| 30517 Zoning & Inspection Fees | 23,212 | 27,901 | 36,802 | 34,376 | 35,000 | 35,000 | 35,000 |
| 30518 Planning Fees | 22,462 | 22,390 | 28,810 | 21,680 | 25,000 | 23,500 | 30,000 |
| 30519 Ambulance Fees | 2,659,669 | 2,816,506 | 2,921,129 | 2,863,197 | 2,950,000 | 2,915,000 | 2,920,000 |
| 30520 Recycling | 1,162,614 | 1,680,304 | 1,778,045 | 1,807,958 | 1,750,000 | 1,805,000 | 1,805,903 |
| 30520A Recycling-Sale of Materials | 506,566 | 855,834 | 516,639 | 348,067 | 534,000 | 350,000 | 360,000 |
| 30520B Recycling-Miscellaneous | 6,441 | 6,638 | 8,434 | 4,832 | 8,000 | 6,000 | 8,000 |
| 30520C Recycling-Compost | 24,166 | 28,899 | 48,107 | 47,233 | 40,000 | 40,000 | 40,000 |
| 30520P Delinquent Recycling | 6,233 | 7,826 | 8,865 | 9,235 | 7,000 | 8,800 | 8,500 |
| 30522 Communication Rental Income | 199,405 | 196,651 | 417,177 | (15,066) | 190,950 | 225,000 | 220,000 |
| Total Departmental Earnings | 5,600,849 | 6,899,901 | 6,806,295 | 6,518,321 | 6,789,050 | 6,600,300 | 6,702,403 |
| Municipal Recreation | | | | | | | |
| 30601 Municipal Enterprise | 174,790 | - | 155,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| 30602 Self-Sustaining Activity | 47,970 | 26,690 | 15,186 | 4,240 | 25,000 | 18,000 | 15,000 |
| 30603 Recreation Fees | 63,580 | 71,211 | 69,329 | 77,599 | 72,000 | 70,000 | 82,000 |
| 30604 Swimming Fees | 138,521 | 128,315 | 145,024 | 145,767 | 145,500 | 134,112 | 158,000 |
| 30605 Skating Rink | 129,227 | 152,489 | 260,474 | 225,504 | 300,000 | 270,000 | 300,000 |
| Total Municipal Recreation | 554,088 | 378,705 | 645,013 | 603,110 | 692,500 | 642,112 | 705,000 |
| General Fund Charges | | | | | | | |
| 30701 Operations for Capital | 205,016 | 125,000 | 963,613 | - | 950,000 | 75,000 | - |
| 30702 Operations for Water | 2,740,000 | 1,001,943 | 1,065,832 | 1,065,832 | 1,065,832 | 1,065,832 | 1,065,832 |
| 30703 Operations for Sewer | 2,663,000 | 1,685,695 | 1,685,695 | 1,685,695 | 1,685,695 | 1,685,695 | 1,685,695 |
| 30704 Operations for Parking | 32,936 | 36,243 | 56,353 | 54,750 | 45,000 | 55,000 | 61,200 |
| 30705 Earned Income Tax Office | 159,710 | 70,069 | 63,227 | - | 25,000 | 5,000 | - |
| 30706 Treasurer's Office | 318,682 | 187,149 | 128,265 | 58,240 | 105,000 | 75,000 | 72,750 |
| 30707 Bethlehem Public Library | 4,959 | 5,622 | 38,239 | 117,673 | 118,000 | 118,000 | 120,000 |
| 30710 School District | 179,292 | 203,783 | 208,297 | 184,471 | 270,000 | 255,000 | 253,305 |
| 30713 Bethlehem Parking Authority | - | - | 300,000 | 375,003 | 500,000 | 500,000 | 500,000 |
| 30714 BPA - Parking Lot Acquisition | - | - | - | 1,200,000 | - | - | - |
| 30715 Transfer from Water Fund | - | - | - | 689,542 | - | - | - |
| 30711 Miscellaneous | 2,752 | 8,763 | 1,790 | 218 | 9,200 | 2,000 | 2,700 |
| Total General Fund Charges | 6,306,347 | 3,324,267 | 4,511,311 | 5,431,424 | 4,773,727 | 3,836,527 | 3,761,482 |
| Returns & Allowances | | | | | | | |
| 30800 Returns & Allowances | 699,796 | 680,984 | 513,113 | 361,131 | 350,000 | 360,000 | 350,000 |
| 30820 Sewer - Landfill Payment | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 |
| 30840 Festival Reimbursement | 121,150 | 112,407 | 128,200 | 112,146 | 110,000 | 110,000 | 115,000 |
| 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 | 2,320,946 | 2,293,391 | 2,141,313 | 1,973,277 | 1,960,000 | 1,970,000 | 1,965,000 |

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

| | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Budget w/ Transfers | 2014 Actual & Estimated | 2015 Final Budget |
|--|-------------------|-------------------|-------------------|-------------------|--------------------------------|-------------------------------|-------------------------|
| Investment Interest | | | | | | | |
| 30850 Investment Interest | - | 64,649 | - | - | - | - | - |
| Total Investment Interest | - | 64,649 | - | - | - | - | - |
| Miscellaneous Revenues | | | | | | | |
| 30900 Miscellaneous Revenues | 52,759 | 38,088 | 81,033 | 54,947 | 100,000 | 75,000 | 85,000 |
| 30904 Escrow | 50,000 | 302,101 | - | - | 103,000 | 103,000 | 100,000 |
| 309041 Escrow-SLCSRA | - | - | 28,032 | - | 250,000 | 120,000 | 125,000 |
| 30908 Sundry | 106,128 | 32,648 | 10,620 | 56,540 | - | 25,000 | - |
| 30909 Sale of Property | - | - | - | - | - | - | 150,000 |
| 30914 First Responder's Fee | - | - | - | 215,358 | 375,000 | 420,000 | 550,000 |
| 30918 9-1-1 Administrative Fee | 6,139 | 5,848 | 5,706 | 5,501 | 5,700 | 5,700 | 5,300 |
| 30920 Suburban Stakeholder's Agreement | 488,220 | - | - | 294,668 | - | - | - |
| 30921 Sale Leaseback Proceeds | - | 1,200,000 | - | - | - | - | - |
| 30923 Fleet Repair Reimbursement | - | 5,698 | 166 | 4,235 | 25,000 | 5,000 | - |
| 30926 Insurance Proceeds | 2,379 | - | 10,000 | 53,524 | - | 3,133 | - |
| 30927 Host Fee | 7,280,497 | 9,225,404 | 9,671,366 | 9,510,984 | 9,750,000 | 9,450,000 | 9,555,000 |
| Total Miscellaneous Revenues | 7,986,122 | 10,809,787 | 9,806,923 | 10,195,757 | 10,608,700 | 10,206,833 | 10,570,300 |
| TOTAL GENERAL FUND REVENUES | 64,022,512 | 66,522,462 | 65,376,292 | 69,411,437 | 71,263,528 | 69,479,179 | 71,161,381 |

EXPENDITURES BY BUREAU:

| | | | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Elected Officials | 854,169 | 856,476 | 882,427 | 890,280 | 925,698 | 917,140 | 936,023 |
| Administration | 2,187,606 | 1,674,944 | 1,719,075 | 1,754,016 | 1,832,894 | 1,791,162 | 1,757,094 |
| Community & Econ Development | 5,520,271 | 5,316,206 | 5,020,413 | 5,072,046 | 5,357,523 | 4,928,961 | 4,986,938 |
| Parks & Public Property | 3,609,900 | 3,615,735 | 3,620,629 | 3,805,438 | 4,068,897 | 3,958,067 | 4,086,606 |
| Public Works | 5,200,736 | 5,401,653 | 5,527,814 | 5,268,462 | 6,502,481 | 5,922,585 | 6,329,065 |
| Police | 12,933,312 | 12,746,872 | 13,030,095 | 13,949,173 | 14,531,856 | 14,355,836 | 15,679,455 |
| Fire | 10,279,323 | 10,373,978 | 9,798,841 | 10,233,978 | 10,659,581 | 10,550,114 | 10,330,667 |
| General Expenses | 17,791,057 | 17,333,730 | 16,960,845 | 19,122,315 | 18,539,414 | 18,130,263 | 20,278,317 |
| Civic Expenses | 1,309,662 | 1,334,150 | 1,384,677 | 1,387,827 | 1,406,351 | 1,401,046 | 1,389,051 |
| Debt Service | 7,387,084 | 4,686,679 | 6,217,041 | 7,480,138 | 7,438,833 | 7,438,833 | 5,388,165 |
| TOTAL GENERAL FUND EXPENDITURES | 67,073,120 | 63,340,423 | 64,161,857 | 68,963,673 | 71,263,528 | 69,394,007 | 71,161,381 |

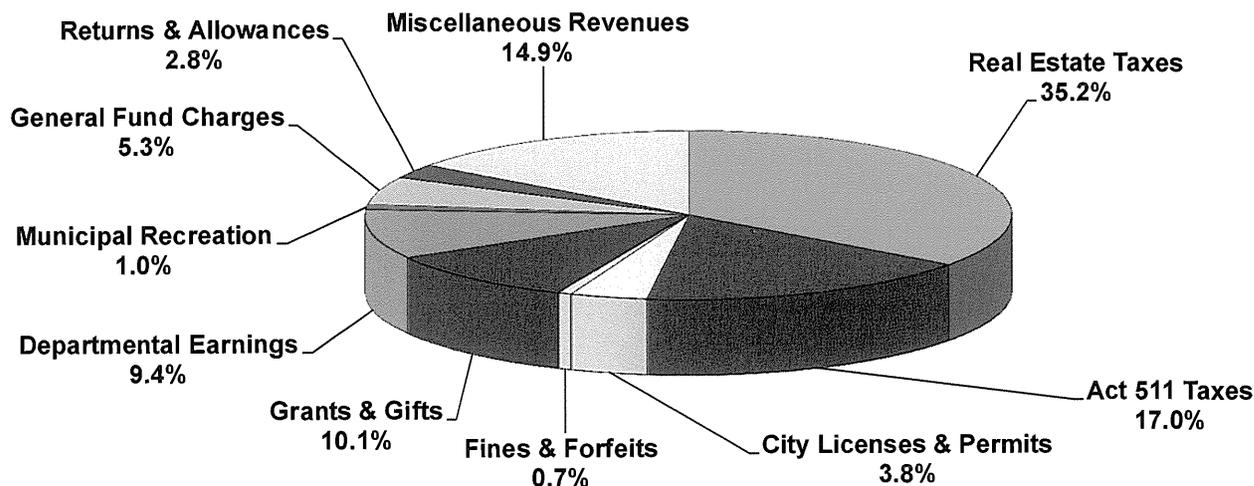
EXPENDITURES BY CATEGORY:

| | | | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel Costs | 49,651,408 | 47,447,309 | 46,015,698 | 49,256,966 | 50,745,720 | 50,276,516 | 52,017,870 |
| Materials & Supplies | 1,405,781 | 1,501,203 | 1,585,677 | 1,537,993 | 1,876,096 | 1,727,097 | 1,765,333 |
| Purchased Services | 5,799,826 | 6,912,766 | 7,273,803 | 8,584,655 | 8,425,157 | 7,211,687 | 8,836,741 |
| Equipment | 210,252 | 143,271 | 369,740 | 460,641 | 624,966 | 592,423 | 459,454 |
| Long-Term Debt | 8,696,191 | 6,001,724 | 7,532,262 | 7,735,591 | 8,185,238 | 8,185,238 | 6,692,932 |
| Civic Expenses | 1,309,662 | 1,334,150 | 1,384,677 | 1,387,827 | 1,406,351 | 1,401,046 | 1,389,051 |
| TOTAL GENERAL FUND EXPENDITURES | 67,073,120 | 63,340,423 | 64,161,857 | 68,963,673 | 71,263,528 | 69,394,007 | 71,161,381 |

**CITY OF BETHLEHEM
GENERAL FUND
REVENUE SUMMARY**

| | <u>2010 Actual</u> | <u>2011 Actual</u> | <u>2012 Actual</u> | <u>2013 Actual</u> | <u>2014 Budget w/ Transfers</u> | <u>2014 Actual & Estimated</u> | <u>2015 Final Budget</u> |
|-------------------------|------------------------|------------------------|------------------------|------------------------|---|--|----------------------------------|
| Real Estate Taxes | \$20,728,465 | \$20,931,147 | \$20,373,619 | \$23,141,600 | \$23,526,183 | \$23,450,000 | \$25,009,749 |
| Act 511 Taxes | 10,663,364 | 10,240,774 | 11,515,636 | 11,921,644 | 11,870,000 | 11,870,000 | 12,065,625 |
| City Licenses & Permits | 1,805,971 | 2,201,333 | 2,212,507 | 2,680,054 | 2,863,250 | 2,809,250 | 2,714,525 |
| Fines & Forfeits | 569,920 | 547,875 | 490,821 | 455,041 | 540,000 | 495,000 | 486,000 |
| Grants & Gifts | 7,486,440 | 8,830,633 | 6,872,854 | 6,491,209 | 7,640,118 | 7,599,157 | 7,181,297 |
| Departmental Earnings | 5,600,849 | 6,899,901 | 6,806,295 | 6,518,321 | 6,789,050 | 6,600,300 | 6,702,403 |
| Municipal Recreation | 554,088 | 378,705 | 645,013 | 603,110 | 692,500 | 642,112 | 705,000 |
| General Fund Charges | 6,306,347 | 3,324,267 | 4,511,311 | 5,431,424 | 4,773,727 | 3,836,527 | 3,761,482 |
| Returns & Allowances | 2,320,946 | 2,293,391 | 2,141,313 | 1,973,277 | 1,960,000 | 1,970,000 | 1,965,000 |
| Investment Interest | - | 64,649 | - | - | - | - | - |
| Miscellaneous Revenues | 7,986,122 | 10,809,787 | 9,806,923 | 10,195,757 | 10,608,700 | 10,206,833 | 10,570,300 |
| Total Revenues | <u>\$64,022,512</u> | <u>\$66,522,462</u> | <u>\$65,376,292</u> | <u>\$69,411,437</u> | <u>\$71,263,528</u> | <u>\$69,479,179</u> | <u>\$71,161,381</u> |

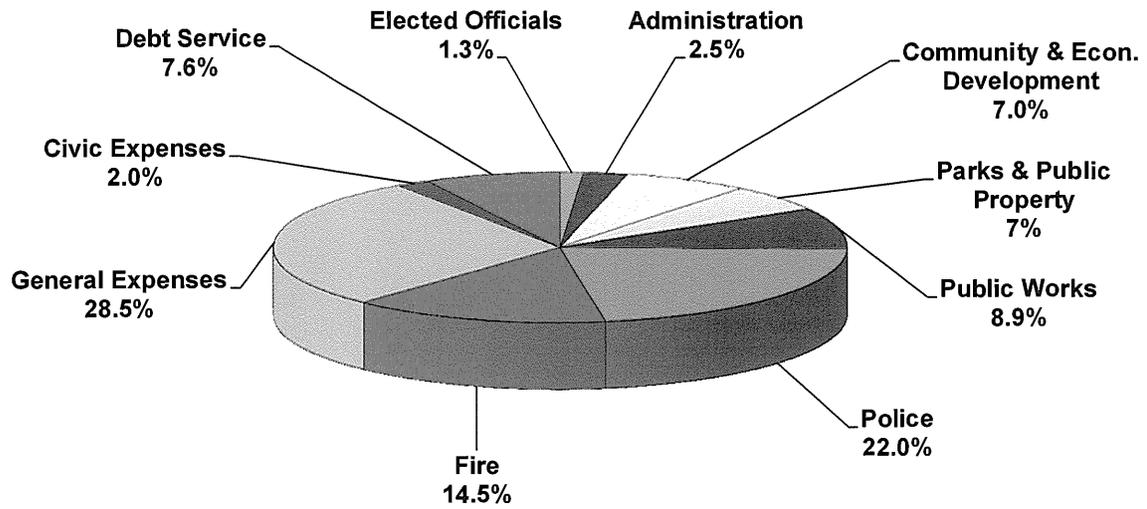
General Fund Revenues



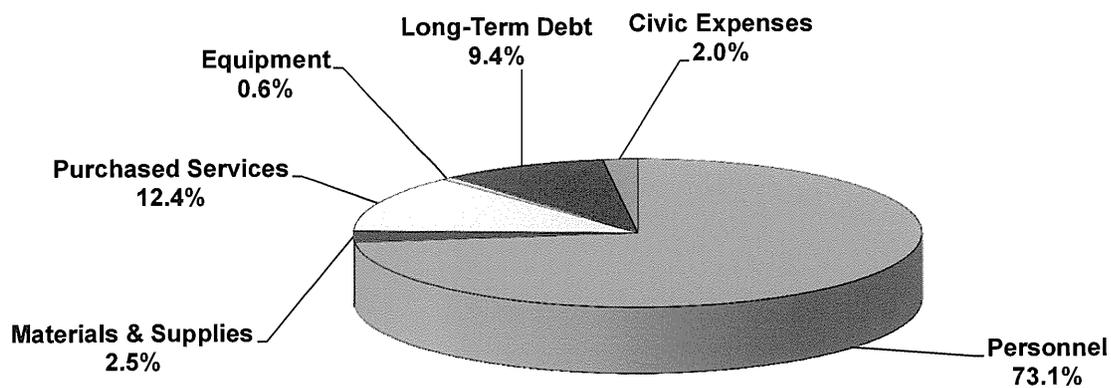
**CITY OF BETHLEHEM
GENERAL FUND
BUREAU RESOURCE SUMMARY**

| Bureau | Personnel | Materials & Supplies | Purchased Services | Equipment | Long-Term Debt | Civic Expenses | 2015 Total |
|--|----------------------|-------------------------|-----------------------|-------------------|---------------------|---------------------|----------------------|
| 0101 Council | \$ 222,418 | \$ - | \$ 62,535 | \$ - | \$ - | \$ - | \$ 284,953 |
| 0102 Mayor | 183,232 | 1,500 | 4,765 | - | - | - | 189,497 |
| 0103 Controller | 183,114 | 600 | 4,000 | - | - | - | 187,714 |
| 0104 Treasurer | 1,300 | - | - | - | - | - | 1,300 |
| 0105 Law | 263,559 | - | 9,000 | - | - | - | 272,559 |
| Elected Officials | 853,623 | 2,100 | 80,300 | - | - | - | 936,023 |
| 0201 Administration | 189,835 | - | 42,700 | - | - | - | 232,535 |
| 0202 Information Services | 231,015 | 7,400 | 193,360 | 86,220 | - | - | 517,995 |
| 0203 Financial Services | 348,743 | 1,000 | 3,700 | - | - | - | 353,443 |
| 0205 Purchasing | 192,609 | 21,300 | 22,700 | - | - | - | 236,609 |
| 0206 Taxes | 65,380 | 2,000 | 65,500 | - | - | - | 132,880 |
| 0207 Human Resources | 233,407 | 4,725 | 45,500 | - | - | - | 283,632 |
| Administration | 1,260,989 | 36,425 | 373,460 | 86,220 | - | - | 1,757,094 |
| 0301 Administration | 421,866 | 762 | 2,360 | - | - | - | 424,988 |
| 0302 Health | 1,018,909 | 10,730 | 346,306 | - | - | - | 1,375,945 |
| 0303 Code Enforcement | 413,059 | 9,515 | 13,920 | 6,200 | - | - | 442,694 |
| 0304 Community Development | 194,269 | 2,870 | 117,245 | - | - | - | 314,384 |
| 0305 Planning & Zoning | 238,343 | 2,400 | 86,160 | - | - | - | 326,903 |
| 0307 Recycling | 538,818 | 64,500 | 1,221,026 | - | - | - | 1,824,344 |
| 0309 Housing Inspections | 258,864 | 14,616 | 4,200 | - | - | - | 277,680 |
| Community & Econ. Development | 3,084,128 | 105,393 | 1,791,217 | 6,200 | - | - | 4,986,938 |
| 0401 Administration | 244,875 | 4,500 | 5,770 | 52,424 | - | - | 307,569 |
| 0405 Building Maintenance | 838,235 | 84,000 | 920,350 | 23,000 | - | - | 1,865,585 |
| 0406 Recreation | 490,164 | 87,000 | 29,600 | - | - | - | 606,764 |
| 0407 Parks Maintenance | 1,169,188 | 66,300 | 71,200 | - | - | - | 1,306,688 |
| Parks & Public Property | 2,742,462 | 241,800 | 1,026,920 | 75,424 | - | - | 4,086,606 |
| 0501 Administration | 215,567 | 1,688 | 2,000 | - | - | - | 219,255 |
| 0502 Engineering | 795,950 | 19,200 | 57,000 | 16,250 | - | - | 888,400 |
| 0503 Streets | 1,082,236 | 150,950 | 51,390 | 2,700 | - | - | 1,287,276 |
| 050301 Urban Forestry | 70,418 | 2,000 | 21,300 | - | - | - | 93,718 |
| 0504 Mechanical Maintenance | 671,212 | 89,700 | 404,400 | 2,100 | - | - | 1,167,412 |
| 0505 Electrical Maintenance | 541,974 | 53,500 | 1,384,838 | 18,000 | 426,475 | - | 2,424,787 |
| 0506 Traffic Maintenance | 198,167 | 49,050 | 1,000 | - | - | - | 248,217 |
| Public Works | 3,575,524 | 366,088 | 1,921,928 | 39,050 | 426,475 | - | 6,329,065 |
| 0601 Police | 12,375,067 | 577,829 | 197,471 | 190,060 | - | - | 13,340,427 |
| 0602 Communications | 1,000 | 4,000 | 2,086,500 | - | - | - | 2,091,500 |
| 0603 Records Room | 236,028 | 4,500 | 7,000 | - | - | - | 247,528 |
| Police | 12,612,095 | 586,329 | 2,290,971 | 190,060 | - | - | 15,679,455 |
| 0701 Fire | 7,705,041 | 284,260 | 96,600 | 12,500 | - | - | 8,098,401 |
| 0702 EMS | 1,931,983 | 115,938 | 134,345 | 50,000 | - | - | 2,232,266 |
| Fire | 9,637,024 | 400,198 | 230,945 | 62,500 | - | - | 10,330,667 |
| 0801 General Expenses | 18,252,025 | 27,000 | 1,121,000 | - | 878,292 | - | 20,278,317 |
| General Expenses | 18,252,025 | 27,000 | 1,121,000 | - | 878,292 | - | 20,278,317 |
| 0901 Civic Expenses | - | - | - | - | - | 1,389,051 | 1,389,051 |
| Civic Expenses | - | - | - | - | - | 1,389,051 | 1,389,051 |
| 1001 Debt Service | - | - | - | - | 5,388,165 | - | 5,388,165 |
| Debt Service | - | - | - | - | 5,388,165 | - | 5,388,165 |
| TOTAL GENERAL FUND | \$ 52,017,870 | \$ 1,765,333 | \$ 8,836,741 | \$ 459,454 | \$ 6,692,932 | \$ 1,389,051 | \$ 71,161,381 |

General Fund Expenditures By Department

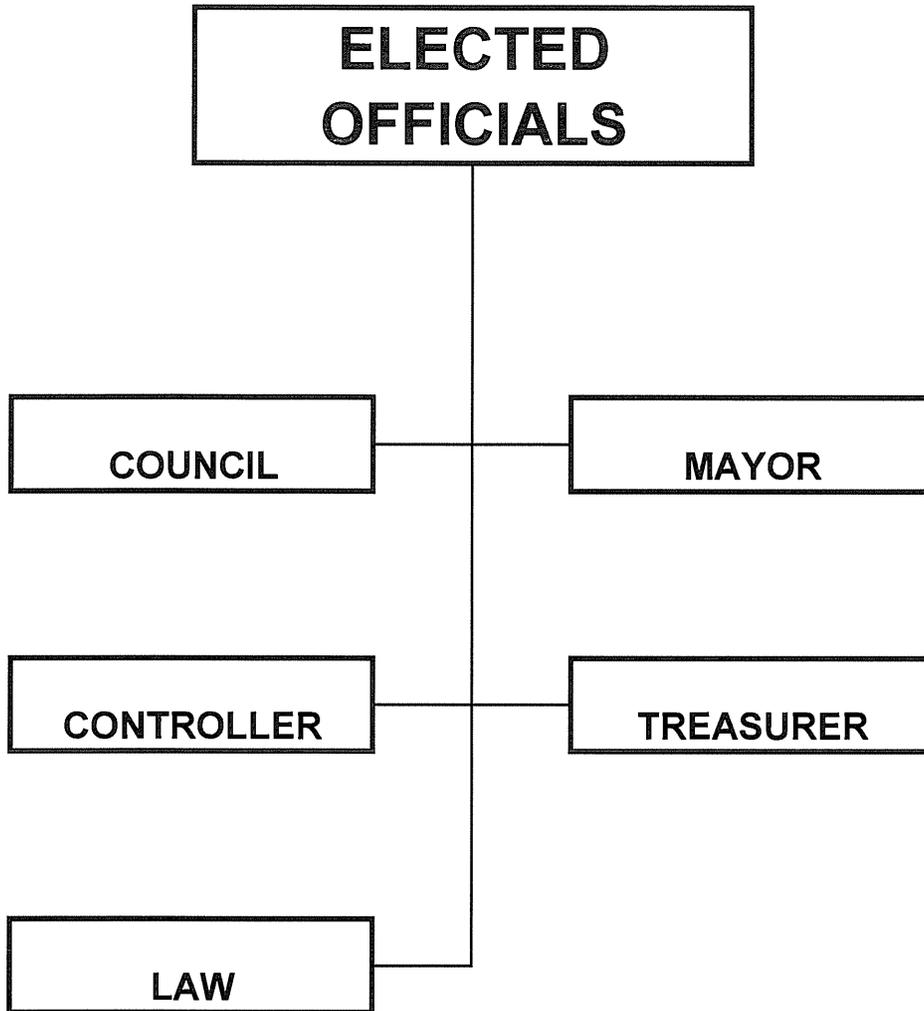


General Fund Expenditures By Category



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

| Bureau | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Budget w/ Transfers | 2014 Actual & Estimated | 2015 Final Budget |
|--|------------------------|------------------------|------------------------|------------------------|---|--|----------------------------------|
| 0101 Council | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| 0102 Mayor | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 0103 Controller | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 0104 Treasurer | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 0105 Law | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| Elected Officials | 22 | 22 | 22 | 22 | 22 | 22 | 22 |
| 0201 Administration | 3 | 2 | 2 | 2 | 2 | 2 | 2 |
| 0202 Information Services | 4 | 3 | 4 | 4 | 4 | 4 | 4 |
| 0203 Financial Services | 7 | 6 | 6 | 6 | 6 | 6 | 6 |
| 0205 Purchasing | 4 | 3 | 3 | 3 | 3 | 3 | 3 |
| 0206 Taxes | 10 | 4 | 4 | 3 | 3 | 3 | 1 |
| 0207 Human Resources | 4 | 3 | 3 | 3 | 3 | 3 | 3 |
| Administration | 32 | 21 | 22 | 21 | 21 | 21 | 19 |
| 0301 Administration | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| 0302 Health | 10 | 9 | 9 | 8 | 8 | 8 | 8 |
| 0303 Code Enforcement | 8 | 7 | 6 | 6 | 6 | 6 | 6 |
| 0304 Community Development | 1 | 1 | 1 | 2 | 2 | 2 | 2 |
| 0305 Planning & Zoning | 4 | 3 | 3 | 3 | 3 | 3 | 3 |
| 0307 Recycling | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 0308 Economic Development | 3 | 3 | 1 | - | - | - | - |
| 0309 Housing Inspections | 5 | 4 | 3 | 3 | 3 | 3 | 2 |
| Community & Econ. Development | 41 | 37 | 33 | 32 | 32 | 32 | 31 |
| 0401 Administration | 4 | 3 | 3 | 3 | 3 | 3 | 3 |
| 0405 Building Maintenance | 16 | 14 | 14 | 14 | 14 | 14 | 13 |
| 0406 Recreation | 2 | 2 | 3 | 3 | 3 | 3 | 3 |
| 0407 Parks Maintenance | 22 | 22 | 22 | 22 | 22 | 22 | 22 |
| Parks & Public Property | 44 | 41 | 42 | 42 | 42 | 42 | 41 |
| 0501 Administration | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 0502 Engineering | 14 | 12 | 12 | 12 | 12 | 12 | 12 |
| 0503 Streets | 28 | 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 | 9 | 8 | 8 | 8 | 8 | 8 | 8 |
| 0506 Traffic Maintenance | 4 | 3 | 3 | 3 | 3 | 3 | 3 |
| Public Works | 70 | 65 | 65 | 65 | 65 | 65 | 65 |
| 0601 Police | 159 | 150 | 150 | 149 | 154 | 154 | 154 |
| 0602 Communications | - | - | - | - | - | - | - |
| 0603 Records Room | 7 | 5 | 5 | 5 | 5 | 5 | 5 |
| Police | 166 | 155 | 155 | 154 | 159 | 159 | 159 |
| 0701 Fire | 114 | 112 | 112 | 112 | 113 | 113 | 111 |
| 0702 EMS | 24 | 24 | 24 | 24 | 24 | 24 | 23 |
| Fire | 138 | 136 | 136 | 136 | 137 | 137 | 134 |
| TOTAL GENERAL FUND | 513 | 477 | 475 | 472 | 478 | 478 | 471 |



BUREAU DETAIL

Bureau: Council

No: 0101

Department: Elected Officials

No: 0010

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Conducted more than 20 Committee meetings.
 - Adopted more than 31 Ordinances and over 169 Resolutions.
 - Adopted Amendments to Zoning Ordinance to update Floodplain Provisions.
 - Authorized Guaranteed Revenue Note of \$10,737,000 for Sewer Projects issued through PennVest Program.
 - Adopted Ordinance for Sprinkler System Alarms.
 - Adopted Ordinance to Increase the Term of the Parking Authority for 50 additional years.
 - Adopted Ordinance to create a new Civil Service Board for the Fire and Police Departments.
 - Adopted Ordinance to reflect Pension benefit changes for new hires in the PMRS Pension Fund.
 - Adopted Ordinance to add Bethlehem Revitalization and Improvement Authority (BRIA) to the City's Authorities.
 - Authorized Guaranty for Bethlehem Authority Water Revenue Bond of \$67,785,000 for Refinancing and Capital Projects.
 - Adopted Ordinance requiring Council approval of contracts over \$50,000.
 - Adopted Revisions to Human Relations Commission Ordinance.
 - Adopted Revisions to Environmental Advisory Council (EAC) and added Member of Council to EAC.
 - Adopted Resolution requiring Council approval of open positions.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0101 COUNCIL

| Personnel Detail | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|-----------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Actual & Estimated | Final Budget | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| N005 Council President | 1 | 1 | 1 | 1 | 1 | 7,600 | 1 | 7,600 | 1 | 7,600 |
| N010 Councilperson | 6 | 6 | 6 | 6 | 6 | 42,600 | 6 | 42,600 | 6 | 42,600 |
| N015 Attorney for Council | 1 | 1 | 1 | 1 | 1 | 21,029 | 1 | 21,029 | 1 | 21,766 |
| N020 City Clerk | 1 | 1 | 1 | 1 | 1 | 72,053 | 1 | 72,053 | 1 | 62,000 |
| 2304 Assistant City Clerk | 1 | 1 | 1 | 1 | 1 | 55,749 | 1 | 55,749 | 1 | 50,500 |
| Total Positions | 10 | 10 | 10 | 10 | 10 | 199,031 | 10 | 199,031 | 10 | 184,466 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 188,224 | 190,277 | 195,241 | 195,011 | | 197,511 | | 197,511 | | 182,866 |
| 40002 LONGEVITY | 1,050 | 1,200 | 1,360 | 1,440 | | 1,520 | | 1,520 | | 1,600 |
| 40003 OVERTIME | - | 285 | 123 | - | | 890 | | 751 | | 150 |
| 40004 TEMPORARY HELP | - | - | - | 9,405 | | 18,000 | | 17,500 | | 37,802 |
| Personnel | 189,274 | 191,762 | 196,724 | 205,856 | | 217,921 | | 217,282 | | 222,418 |
| 41013 OFFICE EXPENSE | - | - | - | - | | - | | - | | - |
| Materials & Supplies | - | - | - | - | | - | | - | | - |
| 42040 ADVERTISING AND PRINTING | 5,366 | 5,674 | 7,616 | 3,472 | | 7,000 | | 4,500 | | 7,000 |
| 42055 PROFESSIONAL SERVICES | 61,470 | 63,053 | 62,450 | 51,384 | | 47,760 | | 47,760 | | 49,700 |
| 42060 OTHER EXPENSES | 1,922 | 1,436 | 1,810 | 1,770 | | 4,560 | | 3,200 | | 5,335 |
| 42064 EQUIPMENT MAINTENANCE | 499 | 499 | 499 | 499 | | 500 | | 499 | | 500 |
| Purchased Services | 69,257 | 70,662 | 72,375 | 57,125 | | 59,820 | | 55,959 | | 62,535 |
| 43099 EQUIPMENT | 3,443 | 651 | 1,375 | - | | - | | - | | - |
| Equipment | 3,443 | 651 | 1,375 | - | | - | | - | | - |
| Total CITY COUNCIL | 261,974 | 263,075 | 270,474 | 262,981 | | 277,741 | | 273,241 | | 284,953 |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 40003 | 150 | OVERTIME 150 - ASSISTANT CITY CLERK OVERTIME FOR AFTER HOURS MEETINGS |
| 40004 | 37,802 | TEMPORARY HELP 18,000 - PART-TIME HELP IN CITY CLERK'S OFFICE 19,802 - PART-TIME HELP TO ASSIST WITH TRANSITION |
| 42040 | 7,000 | ADVERTISING AND PRINTING 7,000 - LEGAL ADVERTISEMENTS |
| 42055 | 49,700 | PROFESSIONAL SERVICES 46,200 - ANNUAL AUDITS 400 - COUNTY RECORDERS' FEES 100 - LAW LIBRARY FILING FEES 3,000 - MICROFILMING/DIGITIZING |
| 42060 | 5,335 | OTHER EXPENSES 140 - EXPRESS TIMES 210 - MORNING CALL 1,650 - MISCELLANEOUS OFFICE EXPENSES - OFFICE SUPPLIES, CARTRIDGE/DRUM FOR LASER PRINTER, NAMEPLATES, GIFTS, HOSTING EVENTS. 185 - DUES - INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS 350 - CITY DIRECTORY - POLK 900 - INSTITUTE OF MUNICIPAL CLERKS 400 - MINUTE/RESOLUTION/ORDINANCE BOOK 1,500 - PML CONVENTION-ALLENTOWN |
| 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 a fiscal discipline.
 - To deliver the highest quality of Public Safety Services.
 - To focus on bringing new businesses, jobs, and residents to the City so that we can continue to grow our tax base.
 - To focus on restoring/building community partnerships.
 - To focus on Quality of Life/Quality Neighborhoods.
-

Prior Year Achievements:

- Planned and held events for the 50th anniversary of our first Sister City in Tondabayashi, Japan.
 - Met quarterly with Lehigh Valley local, state, federal delegation to discuss issues and projects.
 - Held monthly Open Door Days; Second Monday of each month.
 - Held Quarterly Dare to Care community walks; and town hall meetings.
 - Quarterly visited block watches.
 - Planning internal overhaul of City Website to be more consumer/ constituent friendly.
 - Appointed a Volunteer Financial Advisory Committee to review City's finances.
 - Asked all Department Heads for a 10% deduction in their budget proposals.
 - Limited use of outside consultants.
 - Worked with groups who propose city events to begin process of compensating the City for Services
 - Worked with BA to develop 5 Year Financial Plan along with the.
 - Police Chief Mark DiLuzio appointed to post and retained Deputy Chief Todd Repsher.
 - Reinstated beat cop/bike/mounted patrols in Main Street and South Side business Districts.
 - Purchase of new Haz-Mat Response vehicle.
 - Filled all vacancies to capacity in Public Safety.
 - SRO's placed on BASD campuses.
 - First CRIZ project Announced.
 - Ribbon cut at 10 plus small businesses.
 - LVIP projects announced (Wal-Mart.com, Zulily, CTSK).
 - To date, the City has issued 191 COs (certificates of occupancy) for companies locating or significantly expanding in the city.
 - Engaging with Lehigh University; Ambassadors Program, city wide cameras, code enforcement officer.
 - Worked with Lehigh Students to relocate community garden.
 - Met Quarterly with Colleges, Hospitals, Non-Profits to aid their mission and have them advance the city's mission.
 - Partnered and met with DBA, LVEDC, LVPC, LVIP, LV Chamber, LV Partnership to represent city's focus.
 - Appointed a volunteer Business Advisory Committee to gain feedback from City's small businesses.
 - Reversed back in parking on Main Street.
 - Restoration of the Hoover- Mason Trestle.
 - Ground Breaking for Skate Park Pavilion.
 - Handed out over a hundred plus free smoke detectors from the FD.
 - Strong code enforcement oversight through community walks.
 - Began dialogue with haulers on addressing city's trash complaints.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Budget w/ Transfers | | 2014 Actual & Estimated | | 2015 Final Budget | |
|---------------------------------|------------------|-------------------------------|----------------|----------------|----------------|--------------------------------|----------------|-------------------------------|----------------|-------------------------|----------------|
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| N025 | Mayor | 1 | 1 | 1 | 1 | 1 | 90,500 | 1 | 90,500 | 1 | 90,500 |
| N030 | Chief of Staff | 1 | 1 | 1 | 1 | 1 | 53,587 | 1 | 53,587 | 1 | 57,960 |
| C073 | Mayors Secretary | 1 | 1 | 1 | 1 | 1 | 44,660 | 1 | 44,660 | 1 | 34,772 |
| Total Positions | | 3 | 3 | 3 | 3 | 3 | 188,747 | 3 | 188,747 | 3 | 183,232 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 171,776 | 177,494 | 183,506 | 186,506 | | 188,427 | | 188,427 | | 183,232 |
| 40002 | LONGEVITY | - | 70 | 140 | 240 | | 320 | | - | | - |
| Personnel | | 171,776 | 177,564 | 183,646 | 186,746 | | 188,747 | | 188,427 | | 183,232 |
| 41013 | OFFICE EXPENSE | 493 | 853 | 231 | 273 | | 500 | | 375 | | 500 |
| 41023 | GASOLINE | 406 | 1,659 | 1,799 | 1,776 | | 2,100 | | 202 | | 1,000 |
| Materials & Supplies | | 899 | 2,512 | 2,030 | 2,049 | | 2,600 | | 577 | | 1,500 |
| 42060 | OTHER EXPENSES | 2,183 | 3,033 | 3,415 | 3,277 | | 3,265 | | 3,200 | | 3,265 |
| 420607 | CITY EVENTS | 500 | 268 | 383 | 1,460 | | 1,500 | | 1,000 | | 1,500 |
| Purchased Services | | 2,683 | 3,301 | 3,798 | 4,737 | | 4,765 | | 4,200 | | 4,765 |
| Total | MAYOR | 175,358 | 183,377 | 189,474 | 193,532 | | 196,112 | | 193,204 | | 189,497 |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 41013 | 500 | OFFICE EXPENSE 500 - PURCHASE OF OFFICE SUPPLIES THAT ARE NOT NORMALLY STOCKED BY THE PURCHASING BUREAU |
| 41023 | 1,000 | GASOLINE 1,000 - GASOLINE FOR MAYOR'S VEHICLE |
| 42060 | 3,265 | OTHER EXPENSES 2,100 - CONFERENCES 365 - SUBSCRIPTIONS 800 - GIFTS FLOWERS - 350 MORAVIAN STARS - 300 PROCLAMATION FOLDERS - 150 |
| 420607 | 1,500 | CITY EVENTS 1,500 - SISTER CITY ACTIVITIES/GIFTS, 50TH ANNIVERSARY PLANNING 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 2015 budget.
 - Continue monitoring of guidelines and usage for Purchasing Cards (P-Cards).
 - Follow-up on the Independent CPA's audit recommendations as to procedure changes and compliance.
 - Prepare and distribute to Council and the Administration a quarterly financial review on many of the topics listed above. This report is also made public on the city website.
-

Prior Year Achievements:

- Attended City Council and Committee meetings as appropriate.
 - Served on city-wide committees, task forces and the Pension Board.
 - Continued to advocate having Purchase Orders prepared on a timely basis including initiating an invoice review procedure in conjunction with the CI Purchasing Committee.
 - Reviewed Miscellaneous Accounts Receivable and other A/R as needed as well as reviewed the collection efforts of City Departments.
 - Reviewed casino host fee revenue calculations based on PA Gaming Control Board information and verified the City's collection of funds.
 - Investigated and resolved calls received from residents on the Controller's tip hotline.
 - Reviewed reports produced by the Pension Board's consultant and fund managers.
 - Reviewed projected year-end financial results.
 - Reviewed disbursements and transfers as necessary to assure proper use of taxpayer dollars.
 - Initiated quarterly reports to City Council and Administration regarding contracts, cash usage, and purchase orders including confirming Purchase Orders.
 - Provided input and consulting on the electronic Purchase Orders.
 - Closely monitored Budgets Exceeded reports and worked with the Administration to rectify these issues.
 - Discussed items with the outside Auditors as part of their audit planning process and provided them with an independent report of 2013 bills paid in 2014 as well as other pertinent information.
 - Called into question several contracts and Purchase Orders regarding appropriate timing and costs. Some of these contract/purchase orders were withdrawn or redone.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0103 CONTROLLER

| | | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Budget w/ Transfers | 2014 Actual & Estimated | 2015 Final Budget |
|---------------------------------|--------------------------|-------------------------------|----------------|----------------|----------------|--------------------------------|-------------------------------|-------------------------|
| Personnel Detail | | Number of Permanent Positions | | | | # Salaries | # Salaries | # Salaries |
| N035 | Controller | 1 | 1 | 1 | 1 | 1 49,000 | 1 49,000 | 1 49,000 |
| 2801 | Deputy City Controller | 1 | 1 | 1 | 1 | 1 65,214 | 1 65,214 | 1 70,943 |
| C062 | Account Clerk II | 1 | 1 | 1 | 1 | 1 44,227 | 1 44,227 | 1 45,821 |
| Total Positions | | 3 | 3 | 3 | 3 | 3 158,441 | 3 158,441 | 3 165,764 |
| Account Detail | | | | | | | | |
| 40001 | SALARIES | 149,472 | 157,971 | 149,276 | 155,118 | 157,241 | 157,241 | 164,404 |
| 40002 | LONGEVITY | 560 | 675 | 870 | 1,040 | 1,200 | 1,200 | 1,360 |
| 40003 | OVERTIME | - | 41 | - | - | - | - | - |
| 40004 | TEMPORARY HELP | 12,988 | 11,237 | 12,794 | 14,783 | 15,850 | 15,850 | 17,350 |
| Personnel | | 163,020 | 169,924 | 162,940 | 170,941 | 174,291 | 174,291 | 183,114 |
| 41013 | OFFICE EXPENSE | 196 | 392 | 118 | 59 | 650 | 650 | 600 |
| Materials & Supplies | | 196 | 392 | 118 | 59 | 650 | 650 | 600 |
| 42032 | TRAINING/CONT. EDUCATION | 932 | 1,342 | 1,230 | 1,013 | 1,500 | 1,450 | 1,500 |
| 42060 | OTHER EXPENSES | 591 | 294 | 1,648 | 358 | 3,600 | 2,500 | 2,500 |
| Purchased Services | | 1,523 | 1,636 | 2,878 | 1,371 | 5,100 | 3,950 | 4,000 |
| Total | CONTROLLER | 164,739 | 171,952 | 165,936 | 172,371 | 180,041 | 178,891 | 187,714 |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40004 | 17,350 | TEMPORARY HELP 17,350 - FUNDING FOR ONE PART TIME POSITION |
| 41013 | 600 | OFFICE EXPENSE 600 - MISCELLANEOUS OFFICE SUPPLIES |
| 42032 | 1,500 | TRAINING/CONTINUING ED. 1,500 - GFOA-PA, PICPA & LOCAL AUDITOR/CONTROLLER'S CONFERENCES |
| 42060 | 2,500 | OTHER EXPENSES 400 - REFERENCE BOOKS/REPRINTS 500 - EQUIPMENT REPAIRS 600 - LOCAL MILEAGE 500 - PROFESSIONAL DUES 500 - MISCELLANEOUS FURNITURE, OTHER ITEMS |

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BUREAU DETAIL

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

| | | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Budget w/ Transfers | | 2014 Actual & Estimated | | 2015 Final Budget | |
|-------------------------|------------------|-------------------------------|----------------|----------------|----------------|--------------------------------|----------|-------------------------------|----------|-------------------------|----------|
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| N040 | Treasurer | 1 | 1 | 1 | 1 | 1 | 1,300 | 1 | 1,300 | 1 | 1,300 |
| Total Positions | | 1 | 1 | 1 | 1 | 1 | 1,300 | 1 | 1,300 | 1 | 1,300 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 1,300 | 1,300 | 1,300 | 1,300 | | 1,300 | | 1,300 | | 1,300 |
| | Personnel | 1,300 | 1,300 | 1,300 | 1,300 | | 1,300 | | 1,300 | | 1,300 |
| Total | TREASURER | 1,300 | 1,300 | 1,300 | 1,300 | | 1,300 | | 1,300 | | 1,300 |

BUREAU DETAIL

Bureau: Law

No: 0105

Department: Elected Officials

No: 0010

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

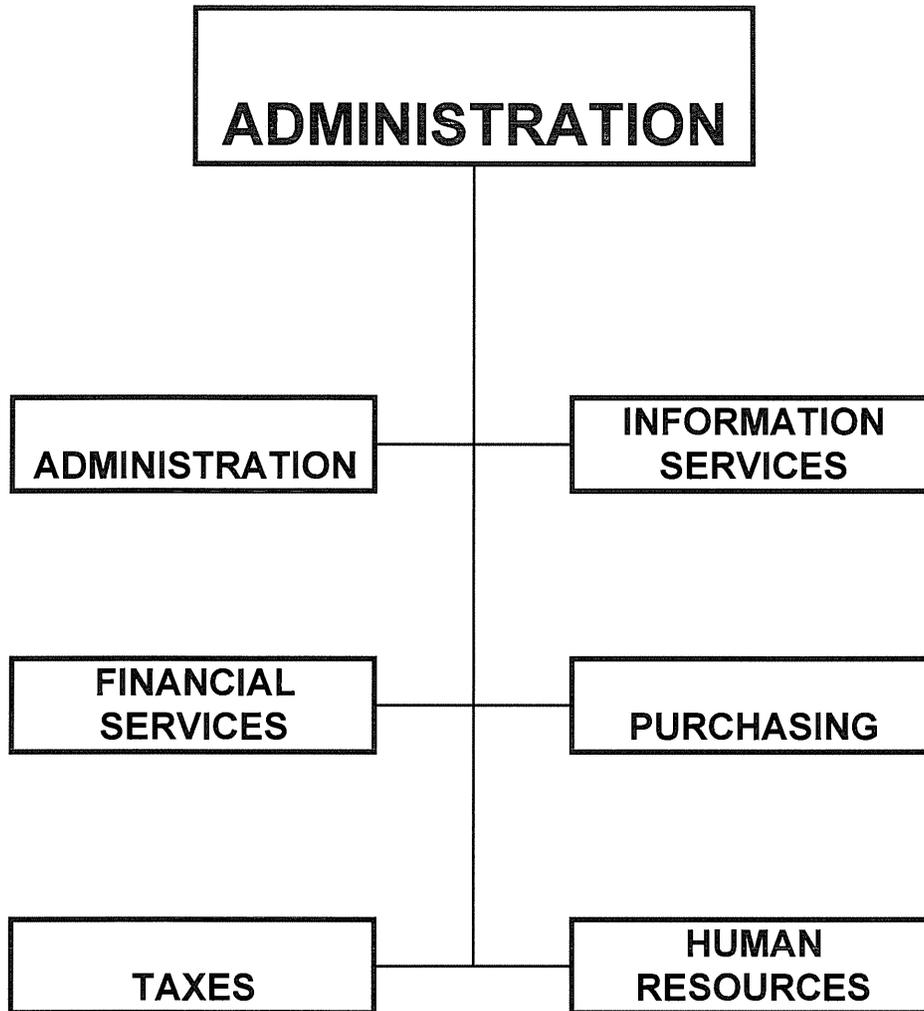
FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0105 LAW

| | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Budget w/ Transfers | | 2014 Actual & Estimated | | 2015 Final Budget | |
|---------------------------|-------------------------------|----------------|----------------|----------------|--------------------------------|----------------|-------------------------------|----------------|-------------------------|----------------|
| | | | | | # | Salaries | # | Salaries | # | Salaries |
| Personnel Detail | | | | | | | | | | |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| N045 Solicitor | 1 | 1 | 1 | 1 | 1 | 51,871 | 1 | 51,871 | 1 | 52,785 |
| N050 Assistant Solicitor | 2 | 2 | 2 | 2 | 2 | 103,083 | 2 | 103,083 | 2 | 102,466 |
| 2504 Paralegal | 1 | 1 | 1 | 1 | 1 | 60,648 | 1 | 60,648 | 1 | 62,709 |
| 2401 Legal Assistant | 1 | 1 | 1 | 1 | 1 | 46,402 | 1 | 46,402 | 1 | 45,599 |
| Total Positions | 5 | 5 | 5 | 5 | 5 | 262,004 | 5 | 262,004 | 5 | 263,559 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 242,261 | 229,356 | 248,468 | 249,932 | 260,244 | | 260,244 | | 261,799 | |
| 40002 LONGEVITY | 1,260 | 1,330 | 1,400 | 1,680 | 1,760 | | 1,760 | | 1,760 | |
| Personnel | 243,521 | 230,686 | 249,868 | 251,612 | 262,004 | | 262,004 | | 263,559 | |
| 42060 OTHER EXPENSES | 7,277 | 6,086 | 5,375 | 8,484 | 8,500 | | 8,500 | | 9,000 | |
| Purchased Services | 7,277 | 6,086 | 5,375 | 8,484 | 8,500 | | 8,500 | | 9,000 | |
| Total LAW | 250,798 | 236,772 | 255,243 | 260,096 | 270,504 | | 270,504 | | 272,559 | |

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

2015 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. |



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:

- Establish quarterly financial reviews to increase financial awareness, accountability, and performance within the city.
 - Implement the newly developed purchasing process, enabling a more strategic approach to citywide purchases.
 - To improve the unassigned fund balance of the general fund by taking actions that address existing structural deficiencies.
 - Improve the level of technology and systems deployment within the city organization through the launch of a new city website, offering of electronic billing for utility bills, continued development of a field network, and more robust use of existing city enterprise applications.
-

Prior Year Achievements:

- Generated a 5 year financial model and associated discipline within the city organization.
 - Developed legitimate, fully loaded income statements for Golf, Recycling and EMS so to more accurately state and actively manage the impact of these business-like activities.
 - Successfully restructured water debt, retired the line of credit, and provided new money for the water system. As part of this transaction, generated a sustainable operating model with inclusion of key planned initiatives.
 - Developed a paperless process for citywide purchases, planned for January 2015 implementation.
 - Increased financial transparency and organizational awareness through direct informational meetings with the entire workforce.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------|------------------------------|--------------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|-----------------|
| | | 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 |
| N055 | Business Administrator | 1 | 1 | 1 | 1 | 1 | 97,584 | 1 | 97,584 | 1 | 99,360 |
| 3301 | Director of Budget & Finance | 1 | 1 | 1 | 1 | 1 | 87,191 | 1 | 87,191 | 1 | 90,475 |
| C083 | Secretary III | 1 | - | - | - | - | - | - | - | - | - |
| Total Positions | | 3 | 2 | 2 | 2 | 2 | 184,775 | 2 | 184,775 | 2 | 189,835 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 205,150 | 170,589 | 173,005 | 176,795 | | 184,455 | | 184,455 | | 189,435 |
| 40002 | LONGEVITY | 1,540 | 70 | 140 | 240 | | 320 | | 320 | | 400 |
| Personnel | | 206,690 | 170,659 | 173,145 | 177,035 | | 184,775 | | 184,775 | | 189,835 |
| 42036 | COMMUNICATIONS | 31,310 | 35,150 | 32,732 | 35,600 | | 39,000 | | 37,500 | | 38,000 |
| 42047 | DEPARTMENT CONTRACTS | 2,902 | 2,599 | 2,530 | 2,064 | | 3,000 | | 2,900 | | 2,900 |
| 42060 | OTHER EXPENSES | 1,881 | 1,442 | 2,245 | 1,574 | | 1,900 | | 1,750 | | 1,800 |
| Purchased Services | | 36,093 | 39,191 | 37,507 | 39,238 | | 43,900 | | 42,150 | | 42,700 |
| Total | ADMINISTRATION | 242,783 | 209,850 | 210,652 | 216,273 | | 228,675 | | 226,925 | | 232,535 |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 42036 | 38,000 | COMMUNICATIONS 38,000 - CELL PHONES FOR ALL CITY DEPARTMENTS 0202 - INFORMATION SERVICES (3) 0301 - COMM DEV ADMIN (1) 0302 - HEALTH (1) 0303 - CODE ENFORCEMENT (4) 0305 - PLANNING (1) 0307 - RECYCLING (4) 0309 - HOUSING INSPECTIONS (4) 0401 - PARKS ADMIN (1) 0405 - BUILDING MAINTENANCE (1) 0407 - PARKS MAINTENANCE (3) 0501 - PUBLIC WORKS ADMIN (1) 0503 - STREETS (3) 050301 - URBAN FORESTRY (1) 0504 - MECHANICAL MAINTENANCE (1) 0505 - ELECTRICAL (3) 0506 - TRAFFIC (1) 0601 - POLICE (36) 0701 - FIRE (15) 0702 - EMS (2) REPLACEMENT PHONES, BATTERIES, CHARGERS, BELT CLIPS |
| 42047 | 2,900 | DEPARTMENT CONTRACTS 2,900 - LEASE COPIER FOR THE SECOND FLOOR |
| 42060 | 1,800 | OTHER EXPENSES 1,800 - MISCELLANEOUS PA LEAGUE OF CITIES REGISTRATION FEES, TRAVEL, OFFICE SUPPLIES, AND BUDGET BOOK. |

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BUREAU DETAIL

Bureau: Information Services **No:** 0202

Department: Administration

No: 0020

Bureau Description:

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

Goals and Objectives:

- To complete the Entity Consolidation process of 10,820 current RE customers in order to eliminate Database errors and improve eGov payment capabilities.
- To consolidate the remaining 1832 parcels with multiple parcels in C+ and identify the remaining 404 parcels that do not currently have a geocoded entry in C+ providing a one to one relationship for City Tax Parcels in C+ with parcels in the GIS system.
- To increase the number of Access Points in City Hall from 3 to 6 providing additional Corporate and Public Wifi network coverage within City Hall.
- To upgrade all 325 City owned computer workstations to MS Office 2010 in order to ensure license compatibility between workstations and our Exchange Email Server
- To upgrade our 600 Exchange Email Server licenses to MS Exchange 2010 which will result in significantly increased user mailbox sizes and much longer email retention periods than before.
- To complete Phase II of the DR/Virtual Backup site by purchasing a new Backup Server with greatly expanded disk capacity which will allow us to run at least 5 virtual machines/servers in the event of a catastrophic City Hall outage and store a minimum of 1 year of server backups.
- To assist in the installation and operation of the New World Public Safety Application.
- Develop public GIS viewer(s) for website Develop remote GIS editing capabilities for smart phone and tablets.
- To release a newly redesigned City Website which includes additional online payments options as well as social media capabilities and signups to visitor information mailing lists.

Prior Year Achievements:

- Redesigned and upgraded the entire City Website which includes a new look, additional online payments options, social media capabilities and signups to visitor information mailing lists.
 - Established and enforced convention for entity creation. Audited 75% of RE Entities in order to streamline and consolidate online payment capabilities.
 - 11,000 Parcel Consolidated and 9,700 units added to the C+ Database.
 - Purchased and installed new Microwave link from City Hall to Stefko complex.
 - Participated in selection of Public Safety Vendor.
 - Implemented City's 1st Corporate and Public Wi-Fi network.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Budget w/ Transfers | | 2014 Actual & Estimated | | 2015 Final Budget | |
|---------------------------------|-------------------------------|----------------|----------------|----------------|--------------------------------|----------------|-------------------------------|----------------|-------------------------|----------------|
| | | | | | # | Salaries | # | Salaries | # | Salaries |
| Personnel Detail | | | | | | | | | | |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3501 Computer Systems Mgr | 1 | 1 | 1 | 1 | 1 | 97,381 | 1 | 97,381 | 1 | 97,461 |
| 2919 Network Manager | 1 | 1 | 1 | 1 | 1 | 72,403 | 1 | 72,403 | 1 | 74,989 |
| 2831 Econ Dev Site & GIS Mgr | - | - | 1 | 1 | 1 | 68,714 | 1 | 68,714 | 1 | 71,183 |
| 2803 Operations Supervisor | 1 | - | - | - | - | - | - | - | - | - |
| 2722 IS Programmer | 1 | 1 | 1 | 1 | 1 | 65,215 | 1 | 65,215 | 1 | 67,568 |
| Total Positions | 4 | 3 | 4 | 4 | 4 | 303,713 | 4 | 303,713 | 4 | 311,201 |
| 2831 25% Allocated to 20015 | | | | | | (17,179) | | (17,179) | | (17,796) |
| 2831 25% Allocated to 3001 | | | | | | (17,179) | | (17,179) | | (17,796) |
| 2722 33% Allocated to 20015 | | | | | | (21,520) | | (21,520) | | (22,297) |
| 2722 33% Allocated to 3001 | | | | | | (21,520) | | (21,520) | | (22,297) |
| | | | | | | 226,315 | | 226,315 | | 231,015 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 240,070 | 186,348 | 219,365 | 219,365 | | 223,753 | | 223,753 | | 228,226 |
| 40002 LONGEVITY | 1,540 | 1,540 | 1,844 | 2,334 | | 2,562 | | 2,562 | | 2,789 |
| 40004 TEMPORARY HELP | 14,385 | 15,300 | 14,940 | 30,640 | | - | | - | | - |
| Personnel | 255,995 | 203,188 | 236,149 | 252,339 | | 226,315 | | 226,315 | | 231,015 |
| 41014 OPERATING SUPPLIES | 28,148 | 25,990 | 12,656 | 12,822 | | 3,900 | | 3,700 | | 7,400 |
| Materials & Supplies | 28,148 | 25,990 | 12,656 | 12,822 | | 3,900 | | 3,700 | | 7,400 |
| 42032 TRAINING/CONT. EDUCATION | 2,250 | - | 2,250 | 2,410 | | 4,500 | | 2,500 | | 1,500 |
| 42047 DEPARTMENT CONTRACTS | 120,403 | 104,505 | 107,382 | 121,538 | | 150,750 | | 130,000 | | 129,460 |
| 42055 PROFESSIONAL SERVICES | - | 21,531 | - | 3,325 | | 29,200 | | 29,000 | | 54,400 |
| 42064 EQUIPMENT MAINTENANCE | 6,633 | 6,398 | 7,960 | 7,817 | | 7,440 | | 6,900 | | 8,000 |
| Purchased Services | 129,286 | 132,434 | 117,592 | 135,090 | | 191,890 | | 168,400 | | 193,360 |
| 43099 EQUIPMENT | 33,868 | 9,122 | 30,569 | 68,630 | | 111,650 | | 110,883 | | 86,220 |
| Equipment | 33,868 | 9,122 | 30,569 | 68,630 | | 111,650 | | 110,883 | | 86,220 |
| Total | 447,297 | 370,734 | 396,966 | 468,881 | | 533,755 | | 509,298 | | 517,995 |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| 41014 | 7,400 | OPERATING SUPPLIES 2,000 - FUND ACCOUNTING CHECKS/PO FORMS 950 - PRINTER SUPPLIES 500 - IT PLOTTER SUPPLIES 500 - DAT TAPE SUPPLIES 1,500 - UPS SUPPLIES 1,500 - NETWORK CABLE SUPPLIES 500 - FORMS, TOOLS, POWER STRIPS, COMPUTER ROOM MODS, ETC. |
| 42032 | 1,500 | TRAINING/CONTINUING ED. 1,500 - TRAINING/CONFERENCES/SEMINARS/SUBSCRIPTIONS |
| 42047 | 129,460 | DEPARTMENT CONTRACTS NETWORK CONTRACTS AND MAINTENANCE 50,000 - ETHERPOINT SERVICES 7,000 - SPAM & WEB FILTER MAINTENANCE 160 - DOMAIN REGISTRATION 3,500 - CODE ENFORCEMENT/FIRE INSPECTOR WIRELESS 500 - DSL AT WATER TREATMENT PLANT 3,500 - SSL CERTIFICATES (WEB SERVER & MAIL SERVER) SOFTWARE MAINTENANCE 120,000 - FINANCIAL SYSTEM 15,000 - FIREHOUSE SYSTEM 500 - ACL SOFTWARE (CONTROLLER'S OFFICE) 16,000 - GIS ESRI MAINTENANCE 900 - MANAGER PLUS (CITY GARAGE) 3,500 - MCAFEE MAINTENANCE 4,000 - VIRTUAL - VMWARE (MAIN SERVERS) 1,500 - VIRTUAL - VEEM BACKUP 1,000 - VIRTUAL - VMWARE (DR SITE) 500 - WEBSITE MAILING LIST SOFTWARE 5,000 - HARDWARE MAINTENANCE -40,000 - CHARGED TO WATER FUND -40,000 - CHARGED TO SEWER FUND |
| 42055 | 54,400 | PROFESSIONAL SERVICES 28,000 - THIRD PARTY SUPPORT AND CONTRACTS 18,200 - WEBSITE ADMINISTRATOR 18,200 - CONTRACT EMPLOYEE -5,000 - CHARGED TO WATER FUND -5,000 - CHARGED TO SEWER FUND |
| 42064 | 8,000 | EQUIPMENT MAINTENANCE 8,000 - HARDWARE/SOFTWARE REPAIR/REPLACEMENT FOR COMPONENTS NOT COVERED BY A MAINTENANCE CONTRACT |
| 43099 | 86,220 | EQUIPMENT 6,820 - NETWORK SWITCHES 14,000 - REPLACE MAIN COMPUTER ROOM UPS/D&R SITE UPS 43,500 - USER MS OFFICE LICENSES 15,000 - UPGRADE SLOWEST CPU'S 6,900 - DEPT REQUESTS - PUBLIC WORKS |

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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:

- Improve the use of the accounting and budgetary software that is provided to the City's users. Guide and instruct others to input meaningful and logical information so history can be created, trends can be tracked, and savings generated.
 - To prudently manage the City's cash flow issues faced during the fiscal year (especially the last six months of the year). Make others aware of the challenges that are faced when trying to meet payrolls, pension obligations, and debt service payments. Hold quarterly meetings to provide information about the financial position, performance and changes in financial position of the enterprises within the City.
 - Re-evaluate our banking relationships. Compare the services we are receiving and fees we are paying with other banking institutions. Goal is to eliminate all fees and actually earn interest on our cash balances.
-

Prior Year Achievements:

- For the 1st time, income statements for EMS, the Golf Fund, and Recycling bureau were developed and made available to management. These statements will help the drive for these business functions to be self-sustainable.
 - New processes were developed to help the City identify and collect delinquent revenues. Delinquent bills for miscellaneous services are no longer ignored. The miscellaneous ageing report was analyzed and delinquent notices were received by customers that were 30, 60, & 90 days delinquent. If no payment was received after 90 days, the outstanding balances were sent to Portnoff Law Associates for collection.
 - Implemented new lien certification procedures. Paper statements are no longer mailed. Amounts are emailed to the settlement companies. Cost of printing (paper, ink, etc.) was eliminated and requests are fulfilled within 1 business day.
 - Participated in debt restructuring activities which included a \$73 million Water Authority issue, a pension bond for an unfunded liability (PMRS) and restructuring of previous debt issues (police/fire/O&E & capital projects).
 - Sustained our efforts to be more efficient by constantly looking for ways to improve our record keeping processes. For example, as we received more ACH payments, the layout of the daily cash settlement sheets had to be re-evaluated to account for the electronic payments. This "fix" helped eliminate many month end adjustments and made the monthly reconciliation process run smoother.
 - Assisted with the outsourcing of real estate bills to Level One.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 | | 2014 | | 2015 | |
|---------------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------|----------|----------------|
| | | | | | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | | |
| Personnel Detail | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3503 Director of Fin Services | 1 | 1 | 1 | 1 | 1 | 97,221 | 1 | 97,221 | 1 | 97,301 |
| 3207 Accountant | 1 | - | - | - | - | - | - | - | - | - |
| 2822 Financial Ops Accountant | 1 | 1 | 1 | 1 | 1 | 54,200 | 1 | 54,200 | 1 | 59,314 |
| 2723 Mgr Accounts Payable | 1 | 1 | 1 | 1 | 1 | 55,132 | 1 | 55,132 | 1 | 62,720 |
| 2105 Admin. Support Assistant | - | - | - | 1 | 1 | 36,115 | 1 | 36,115 | 1 | 39,286 |
| C062 Account Clerk II | 3 | 3 | 3 | 2 | 2 | 83,412 | 2 | 83,412 | 2 | 90,122 |
| Total Positions | 7 | 6 | 6 | 6 | 6 | 326,080 | 6 | 326,080 | 6 | 348,743 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 375,947 | 309,517 | 318,739 | 323,822 | | 324,320 | | 324,320 | | 346,663 |
| 40002 LONGEVITY | 4,340 | 2,310 | 2,610 | 3,360 | | 1,760 | | 1,760 | | 2,080 |
| 40004 TEMPORARY HELP | 25,004 | 27,992 | 28,919 | 14,127 | | - | | - | | - |
| Personnel | 405,291 | 339,819 | 350,268 | 341,309 | | 326,080 | | 326,080 | | 348,743 |
| 41013 OFFICE EXPENSE | 755 | 547 | 487 | 424 | | 1,000 | | 600 | | 1,000 |
| Materials & Supplies | 755 | 547 | 487 | 424 | | 1,000 | | 600 | | 1,000 |
| 42048 BANK SERVICE CHARGE | 208 | 997 | 576 | 227 | | 1,000 | | 750 | | 750 |
| 42060 OTHER EXPENSES | 2,299 | 2,092 | 1,841 | 1,876 | | 2,950 | | 2,400 | | 2,950 |
| Purchased Services | 2,507 | 3,089 | 2,417 | 2,103 | | 3,950 | | 3,150 | | 3,700 |
| Total | 408,553 | 343,455 | 353,172 | 343,836 | | 331,030 | | 329,830 | | 353,443 |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 41013 | 1,000 | OFFICE EXPENSE 1,000 - ENVELOPES, CHECKS, INVOICES, ETC. DUPLICATING AND OFFICE SUPPLIES. MISCELLANEOUS SUPPLIES NOT NORMALLY STOCKED - DEPOSITORY STAMPS, BANKER BOXES, PRINTOUT BINDERS |
| 42048 | 750 | BANK SERVICE CHARGE 1,000 - BANK CHARGES, ENCODING MACHINE SUPPLIES AND ENCODING MACHINE MAINTENANCE. |
| 42060 | 2,950 | OTHER EXPENSES 2,400 - EQUIPMENT PARTS AND REPAIRS NOT COVERED BY MAINTENANCE AGREEMENTS GOVERNMENT FINANCE OFFICERS ASSOCIATION DUES CONTINUING PROFESSIONAL EDUCATION EXPENSES, CPA LICENSES, PICPA DUES UNFORESEEN EXPENSES 500 - COPIER MAINTENANCE CONTRACT |

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BUREAU DETAIL

Bureau: Purchasing

No: 0205

Department: Administration

No: 0020

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Purchased 11 Digit NIGP Commodity Database.
 - Began a Pilot Program for Electronic Purchase Orders.
 - Networked PennBid Program to all Departments.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 | | 2014 | | 2015 | |
|---------------------------------|--------------------------------------|----------------|----------------|----------------|------------------------|-----------------------|----------|-----------------|----------|-----------------|
| | | | | | Budget w/ Transfers | Actual & Estimated | # | Salaries | # | Salaries |
| Personnel Detail | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3202 Purchasing Director | 1 | 1 | 1 | 1 | 1 | 84,421 | 1 | 84,421 | 1 | 87,403 |
| 2407 Supv of Print/Mail Oper | 1 | 1 | 1 | 1 | 1 | 57,823 | 1 | 57,823 | 1 | 59,785 |
| C067 Printing/Mailroom Clerk | 1 | - | - | - | - | - | - | - | - | - |
| C065 Secretary II | 1 | 1 | 1 | 1 | 1 | 43,827 | 1 | 43,827 | 1 | 45,421 |
| Total Positions | 4 | 3 | 3 | 3 | 3 | 186,071 | 3 | 186,071 | 3 | 192,609 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 186,159 | 167,491 | 178,896 | 178,765 | | 182,231 | | 182,231 | | 188,609 |
| 40002 LONGEVITY | 2,940 | 2,960 | 3,130 | 3,680 | | 3,840 | | 3,840 | | 4,000 |
| Personnel | 189,099 | 170,451 | 182,026 | 182,445 | | 186,071 | | 186,071 | | 192,609 |
| 41013 OFFICE EXPENSE | 21,372 | 23,052 | 12,900 | 15,027 | | 23,000 | | 18,500 | | 21,000 |
| 41016 UNIFORMS/SAFETY SHOES | 220 | 263 | 322 | 257 | | 400 | | 400 | | 300 |
| Materials & Supplies | 21,592 | 23,315 | 13,222 | 15,284 | | 23,400 | | 18,900 | | 21,300 |
| 42040 ADVERTISING AND PRINTING | 8,269 | 4,496 | 3,284 | 5,582 | | 6,000 | | 5,800 | | 6,000 |
| 42047 DEPARTMENT CONTRACTS | 9,661 | 10,026 | 10,332 | 10,020 | | 16,000 | | 15,000 | | 13,900 |
| 42060 OTHER EXPENSES | 1,140 | 2,613 | 1,441 | 1,027 | | 5,300 | | 5,075 | | 2,800 |
| Purchased Services | 19,070 | 17,135 | 15,057 | 16,629 | | 27,300 | | 25,875 | | 22,700 |
| Total PURCHASING | 229,761 | 210,901 | 210,305 | 214,358 | | 236,771 | | 230,846 | | 236,609 |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 41013 | 21,000 | OFFICE EXPENSE 21,000 - PAPER, ENVELOPES, COPY CARTRIDGES, INK, SUPPLIES, AND OFFICE SUPPLIES THAT ARE USED BY ALL DEPARTMENTS. |
| 41016 | 300 | UNIFORMS/SAFETY SHOES 300 - SHOES, SHIRTS, & PANTS |
| 42040 | 6,000 | ADVERTISING AND PRINTING 6,000 - LEGAL ADS FOR BIDS |
| 42047 | 13,900 | DEPARTMENT CONTRACTS LEASE/PURCHASE AGREEMENTS: 2,400 - NEOPOST IN 700 5,000 - XEROX 245 5,000 - XEROX 4590 MAINTENANCE AGREEMENTS 1,500 - MULTIGRAPHICS 1650 OFFSET PRESS |
| 42060 | 2,800 | OTHER EXPENSES 1,900 - NIGP SUBSCRIPTION FEE 100 - MILEAGE FOR PERSONAL VEHICLE USE 250 - NIGP, PAPP, LVCPC DUES & MEMBERSHIPS 200 - SMALL REPAIRS TO PRINTING PRESSES 250 - UPGRADES FOR UPS & FEDEX SERVICES 100 - MISCELLANEOUS ITEMS |

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BUREAU DETAIL

Bureau: Taxes

No: 0206

Department: Administration

No: 0020

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Served as a liaison between businesses and Tri-State Financial Group as they adjusted to the change in Business Privilege procedures and collection through assistance by phone and in our office.
 - Administered and calculated the Bethlehem City Real Estate Tax, maintaining database, issuing Interim Bills and processing Court Orders.
 - Provided spreadsheets to Tri-State Financial Group and Community Development Department when rental units are realized after the completion of the Monthly County Real Estate Change Reports.
 - Provided spreadsheets to Tri-State Financial Group of New Businesses conducting business in the City of Bethlehem.
 - Monitored Special Events Permits and Festivals forwarding information to Tri-State Financial Group enforcing the Business Privilege requirements.
 - Maintained and Updated Business Privilege Licensing of active Businesses into the Community Plus database from Tri-State Financial Group collection spreadsheets.
 - Established the process of auditing and balancing of Business Privilege collections sent by Tri-State Financial Group and allocating monies to proper accounts.
 - Audited and assisted in processing of Entity Consolidation in Community Plus database.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0206 TAXES

| | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 | | 2014 | | 2015 | |
|---------------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------|------|----------|
| | | | | | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | | |
| Personnel Detail | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3302 Tax Administrator | 1 | - | - | - | - | - | - | - | - | - |
| 2802 Senior Tax Auditor | 1 | 1 | 1 | 1 | 1 | 69,994 | 1 | 69,994 | - | - |
| 2602 Tax Auditor | 2 | 1 | 1 | 1 | 1 | 63,132 | 1 | 63,132 | 1 | 65,380 |
| C063 Tax Clerk | 6 | 2 | 2 | 1 | 1 | 44,147 | 1 | 44,147 | - | - |
| Total Positions | 10 | 4 | 4 | 3 | 3 | 177,273 | 3 | 177,273 | 1 | 65,380 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 497,801 | 228,717 | 206,490 | 170,032 | | 173,433 | | 173,433 | | 64,100 |
| 40002 LONGEVITY | 6,090 | 4,210 | 3,890 | 3,680 | | 3,840 | | 3,840 | | 1,280 |
| 40004 TEMPORARY HELP | - | 42,750 | 48,375 | 40,688 | | - | | - | | - |
| Personnel | 503,891 | 275,677 | 258,755 | 214,400 | | 177,273 | | 177,273 | | 65,380 |
| 41025 POSTAGE | 52,149 | 16,168 | 6,861 | 2,735 | | 4,000 | | 2,750 | | 2,000 |
| Materials & Supplies | 52,149 | 16,168 | 6,861 | 2,735 | | 4,000 | | 2,750 | | 2,000 |
| 42040 ADVERTISING AND PRINTING | 11,930 | 1,725 | 361 | 26 | | 2,000 | | 500 | | 1,500 |
| 42055 PROFESSIONAL SERVICES | 2,243 | 6,718 | 9,581 | 46,763 | | 57,500 | | 55,500 | | 62,500 |
| 42060 OTHER EXPENSES | 1,545 | 1,027 | 1,063 | 952 | | 2,000 | | 1,200 | | 1,500 |
| Purchased Services | 15,718 | 9,470 | 11,005 | 47,741 | | 61,500 | | 57,200 | | 65,500 |
| Total | 571,758 | 301,315 | 276,621 | 264,876 | | 242,773 | | 237,223 | | 132,880 |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 41025 | 2,000 | POSTAGE 2,000 - POSTAGE EXPENSE FOR EVERYDAY CORRESPONDENCE, CERTIFIED MAIL |
| 42040 | 1,500 | ADVERTISING AND PRINTING 1,500 - ENVELOPES & FORMS RULES AND REGULATIONS TAXPAYER BILL OF RIGHTS - DISCLOSURE STATEMENTS |
| 42055 | 62,500 | PROFESSIONAL SERVICES 1,500 - TO BE USED TO FORWARD COSTS FOR FILING CIVIL ACTIONS AGAINST DELINQUENT EMPLOYERS AND TAXPAYERS. THIS IS A REIMBURSED EXPENSE, MEANING THAT WHEN JUDGMENTS ARE WON IN COURT THE DEFENDANT MUST PAY THE CITY'S FILING COSTS IN ADDITION TO THE DELINQUENT TAXES, PENALTIES AND INTEREST. 58,000 - TRI-STATE FINANCIAL GROUP CONTRACT CHARGES 3,000 - NORTHAMPTON COUNTY TCC ASSESSMENT |
| 42060 | 1,500 | OTHER EXPENSES 1,500 - 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:

- Evaluate and select vendor for payroll processing and employee record management in order to increase efficiency of payroll process and benefits administration.
- Assist in ongoing negotiations of collective bargaining agreements with FOP and IAFF, and begin process with SEIU.
- Create and implement training program for Supervisors in order to ensure consistent application of City policies.
- Complete and publish updated Personnel Manual.
- Ensure compliance with new ACA Regulations.
- Assist in adoption and implementation of new Civil Service Board and regulations.

Prior Year Achievements:

- Implemented new process for filing Workers' Compensation claims in order to decrease filing time and cost of claims. First month's results showed significant decrease in filing time with all claims reported within a day, which exceeded goal of filing within 3 days of injury.
 - Administered early retirement incentive to City employees in order to decrease personnel costs for 2015.
-

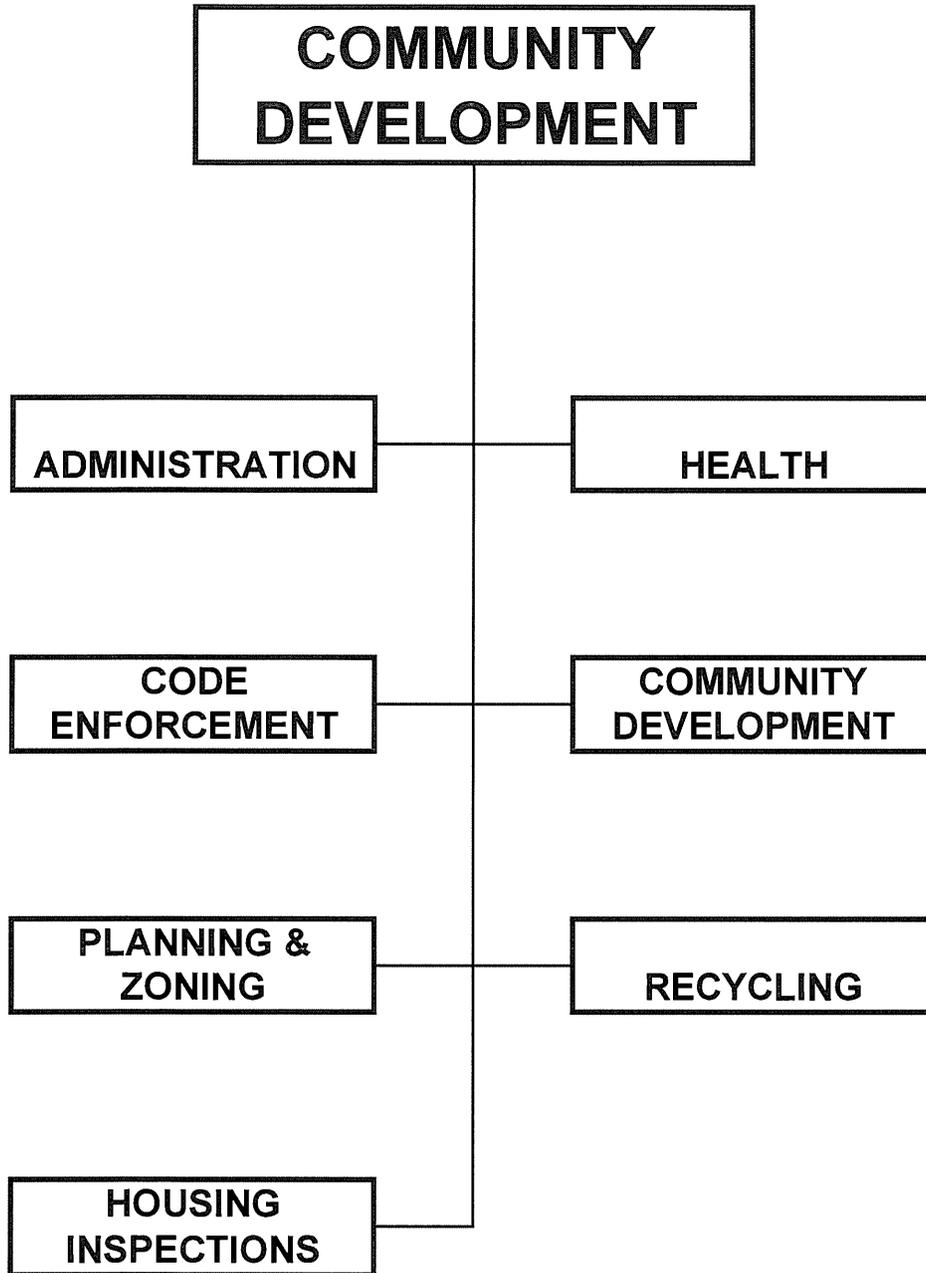
**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|-----------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Actual & Estimated | Final Budget | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3202 Director of HR | 1 | 1 | 1 | 1 | 1 | 68,245 | 1 | 68,245 | 1 | 84,654 |
| 2610 Compensation Coordinator | 1 | 1 | 1 | 1 | 1 | 46,975 | 1 | 46,975 | 1 | 50,949 |
| 2400 Payroll/HR Assistant | 1 | 1 | 1 | 1 | 1 | 46,963 | 1 | 46,963 | 1 | 53,474 |
| C071 HR Secretary | 1 | - | - | - | - | - | - | - | - | - |
| Total Positions | 4 | 3 | 3 | 3 | 3 | 162,183 | 3 | 162,183 | 3 | 189,077 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 231,951 | 180,047 | 189,755 | 157,702 | | 161,063 | | 161,063 | | 187,797 |
| 40002 LONGEVITY | 4,060 | 1,470 | 1,610 | 480 | | 1,120 | | 1,120 | | 1,280 |
| 40003 OVERTIME | - | 1,455 | 222 | - | | - | | - | | - |
| 40004 TEMPORARY HELP | 37,175 | 37,911 | 39,306 | 39,149 | | 39,932 | | 39,932 | | 41,330 |
| 40011 EDUCATION INCENTIVE BONUS | 1,300 | 522 | 600 | 300 | | 1,000 | | 750 | | 3,000 |
| Personnel | 274,486 | 221,405 | 231,493 | 197,631 | | 203,115 | | 202,865 | | 233,407 |
| 41013 OFFICE EXPENSE | 1,633 | 3,580 | 4,501 | 4,124 | | 2,725 | | 2,725 | | 4,725 |
| Materials & Supplies | 1,633 | 3,580 | 4,501 | 4,124 | | 2,725 | | 2,725 | | 4,725 |
| 42032 TRAINING/CONT. EDUCATION | 779 | 533 | 3,016 | 10,366 | | 10,700 | | 10,500 | | 13,700 |
| 42060 OTHER EXPENSES | 1,991 | 1,126 | 1,806 | 1,009 | | 2,350 | | 1,950 | | 1,800 |
| 42067 RECRUITING & TESTING | 8,565 | 12,045 | 30,543 | 32,662 | | 41,000 | | 39,000 | | 30,000 |
| Purchased Services | 11,335 | 13,704 | 35,365 | 44,037 | | 54,050 | | 51,450 | | 45,500 |
| Total | 287,454 | 238,689 | 271,359 | 245,792 | | 259,890 | | 257,040 | | 283,632 |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 40004 | 41,330 | TEMPORARY HELP 41,330 - COMPLIANCE OFFICER SALARY |
| 40011 | 3,000 | EDUCATION INCENT BONUS 3,000 - EDUCATION INCENTIVE BONUS FOR NON-UNIFORMED PERSONNEL. |
| 41013 | 4,725 | OFFICE EXPENSE 400 - PRINTING - EMPLOYEE HANDBOOK, UNION CONTRACT 250 - MANDATORY LABOR LAW POSTERS 4,000 - FORMS PRINTING - W2 AND ENVELOPES 75 - ORIENTATION MATERIALS |
| 42032 | 13,700 | TRAINING/CONTINUING ED. 1,500 - GENERAL HR TRAINING 600 - BENEFITS/PAYROLL TRAINING 200 - PROFESSIONALISM/ER TRAINING 200 - SAFETY/WELLNESS TRAINING 11,200 - CLASS A COMMERCIAL DRIVER'S LICENSE |
| 42060 | 1,800 | OTHER EXPENSES 700 - MEMBERSHIPS 450 - LOCAL ASSOCIATION MEETINGS 150 - MILEAGE REIMBURSEMENT 300 - ALL-IN-ONE (PRINTER, COPIER, FAX, SCANNER) 200 - MISCELLANEOUS ITEMS |
| 42067 | 30,000 | RECRUITING & TESTING 10,000 - POLICE PROMOTIONAL TESTING 10,000 - FIRE PROMOTIONAL TESTING 10,000 - EMPLOYMENT ADVERTISING |



BUREAU DETAIL

Bureau: Administration

No: 0301

Department: Community & Econ Dev

No: 0030

Bureau Description:

This bureau provides for the planning, directing, supervising, and monitoring of programs and activities within the Department of Community and Economic Development to include the bureaus of Health, Code Enforcement, 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 compile program performance reports for state and federal agencies.
- To continue monitoring state and federal legislation.

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|--------------------------|--------------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|-----------------|
| | | 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 |
| N060 | Dir Comm & Econ Dev | 1 | 1 | 1 | 1 | 1 | 93,957 | 1 | 93,957 | 1 | 95,220 |
| 3210 | Deputy Dir Comm Dev | - | - | - | - | - | - | - | - | 1 | 78,334 |
| 2906 | Housing & CD Planner | 1 | 1 | 1 | 1 | 1 | 72,083 | 1 | 72,083 | - | - |
| 2720 | Business Manager | 1 | 1 | 1 | 1 | 1 | 64,622 | 1 | 64,622 | 1 | 64,122 |
| C072 | Departmental Secretary | 1 | 1 | 1 | 1 | 1 | 42,610 | 1 | 42,610 | 1 | 47,037 |
| C065 | Secretary II | 3 | 3 | 3 | 3 | 3 | 131,880 | 3 | 131,880 | 3 | 136,903 |
| Total Positions | | 7 | 7 | 7 | 7 | 7 | 405,152 | 7 | 405,152 | 7 | 421,616 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 344,964 | 358,689 | 377,267 | 381,532 | 402,352 | 402,352 | 402,352 | 402,352 | 418,816 | 418,816 |
| 40002 | LONGEVITY | 1,400 | 1,785 | 2,200 | 2,160 | 2,800 | 2,800 | 2,800 | 2,800 | 2,800 | 2,800 |
| 40003 | OVERTIME | 5 | 95 | - | 49 | 250 | 250 | 250 | 250 | 250 | 250 |
| Personnel | | 346,369 | 360,569 | 379,467 | 383,741 | 405,402 | 405,402 | 405,202 | 405,202 | 421,866 | 421,866 |
| 41013 | OFFICE EXPENSE | 445 | 265 | 524 | 159 | 550 | 550 | 400 | 400 | 550 | 550 |
| 41025 | POSTAGE | 1,710 | 1,500 | 1,024 | 669 | 650 | 650 | 650 | 650 | 212 | 212 |
| Materials & Supplies | | 2,155 | 1,765 | 1,548 | 828 | 1,200 | 1,200 | 1,050 | 1,050 | 762 | 762 |
| 42032 | TRAINING/CONT. EDUCATION | - | 60 | 653 | 637 | 500 | 500 | 400 | 400 | 500 | 500 |
| 42060 | OTHER EXPENSES | 1,923 | 1,112 | 1,488 | 1,308 | 2,310 | 2,310 | 1,600 | 1,600 | 1,860 | 1,860 |
| Purchased Services | | 1,923 | 1,172 | 2,141 | 1,945 | 2,810 | 2,810 | 2,000 | 2,000 | 2,360 | 2,360 |
| Total | ADMINISTRATION | 350,447 | 363,506 | 383,156 | 386,514 | 409,412 | 409,412 | 408,252 | 408,252 | 424,988 | 424,988 |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 40003 | 250 | OVERTIME 250 - SECRETARIAL OVERTIME FOR AFTER HOURS MEETINGS AND SPECIAL REPORTS. |
| 41013 | 550 | OFFICE EXPENSE 550 - PURCHASE OF OFFICE SUPPLIES |
| 41025 | 212 | POSTAGE 212 - EXPRESS MAILING AND SHIPPING CHARGES |
| 42032 | 500 | TRAINING/CONTINUING ED. 500 - CONFERENCES, SEMINARS, AND CONTINUING EDUCATION |
| 42060 | 1,860 | OTHER EXPENSES 400 - MEETING EXPENSES 500 - TRAVEL/MILEAGE 90 - BUSINESS CARDS 300 - PRINTER/FAX SERVICE 220 - OTHER MISCELLANEOUS EXPENSES 350 - DUES |

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BUREAU DETAIL

Bureau: Health

No: 0302

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

Bureau Description:

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

Goals and Objectives:

- To provide city residents with health initiatives and direct services set forth by the five core program areas: Chronic Disease, Communicable Disease, Environmental Health, Maternal/Child Health, and Public Health Preparedness.
- To become a high-performing, accredited health department that successfully demonstrates accountability in meeting core public health standards.
- To conduct a community health needs assessment and trend morbidity, mortality and other health outcome data to better identify priority health needs.
- To continue the implementation of the Health Bureau's strategic plan.
- To focus on quality improvement in all program areas as a means to provide services and programs in the most efficient, effective manner.
- To decrease the incidence of illness associated with environmental health through active surveillance, enforcement, and abatement of public health hazards.
- To advance the completion of the Food and Drug Administration's National Voluntary Retail Program Standards, by developing a quality assurance program focusing on food safety within the City of Bethlehem.
- To expand the Healthy Homes, Healthy Community program to focus not only on young children, but also Bethlehem's elderly population, thereby increasing the number of vulnerable individuals living in a healthy environment.
- To advance the employee wellness program to improve employee and family health status in an effort to decrease healthcare utilization costs.
- Ensure providers are credentialed and enrolled with Medicaid, Medicare and private insurers to improve revenue for appropriate billable clinic services.
- Improve MCH home visit referral system through collaboration to improve support and strengthening local families.
- Increase breastfeeding duration rates through local lactation counselor training for community members and recommended training for local employers on workplace laws related to breastfeeding.

Prior Year Achievements:

- Focused on the implementation of the five priority areas identified in the strategic plan: data improvements, continuous improvement, staff development, Healthy Homes, and employee wellness.
 - Created data trends and comparison for key health indicators related to morbidity, mortality, communicable disease, cancer incidence, and maternal and child health.
 - Continued to implement an employee wellness program with 185 participants and maintained the employee wellness committee.
 - Developed an extended community health rotation with 5 local colleges and universities to ensure students have adequate experience in local public health and continue to promote the field of public health.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|------------------|----------|------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | | |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| N065 Health Bureau Director | 1 | 1 | 1 | 1 | 1 | 80,967 | 1 | 80,967 | 1 | 83,800 |
| N070 Medical Director | 1 | 1 | 1 | - | - | - | - | - | - | - |
| 3031 Dir of EMV Health Prog | 1 | 1 | 1 | 1 | 1 | 76,067 | 1 | 76,067 | 1 | 78,779 |
| 3030 Dir Chronic/Disease Ed Pr | 1 | 1 | 1 | 1 | 1 | 76,307 | 1 | 76,307 | 1 | 79,019 |
| 3003 Dir of MCH Prog/Nursing | 1 | 1 | 1 | 1 | 1 | 76,227 | 1 | 76,227 | 1 | 78,939 |
| 2721 Sanitarian | 1 | 1 | 1 | 1 | 1 | 50,022 | 1 | 50,022 | 1 | 56,135 |
| M107 Environmental Health Tech | 1 | 1 | 1 | 1 | 1 | 51,165 | 1 | 51,165 | 1 | 52,992 |
| C084 Office Manager | 1 | 1 | 1 | 1 | 1 | 48,672 | 1 | 48,672 | 1 | 50,408 |
| C068 Health Secretary | 1 | 1 | 1 | 1 | 1 | 44,867 | 1 | 44,867 | 1 | 46,461 |
| C063 Health Clerk | 1 | - | - | - | - | - | - | - | - | - |
| Total Positions | 10 | 9 | 9 | 8 | 8 | 504,294 | 8 | 504,294 | 8 | 526,533 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 533,974 | 505,778 | 516,203 | 468,403 | | 497,174 | | 497,174 | | 518,933 |
| 40002 LONGEVITY | 5,250 | 5,600 | 6,330 | 6,640 | | 7,120 | | 7,120 | | 7,600 |
| 40003 OVERTIME | 2,083 | - | - | 123 | | 125 | | 125 | | - |
| 40004 TEMPORARY HELP | 731,158 | 513,106 | 529,898 | 471,951 | | 523,430 | | 475,000 | | 492,376 |
| Personnel | 1,272,465 | 1,024,484 | 1,052,431 | 947,117 | | 1,027,849 | | 979,419 | | 1,018,909 |
| 41013 OFFICE EXPENSE | 566 | 687 | 779 | 690 | | 1,000 | | 800 | | 800 |
| 41014 OPERATING SUPPLIES | 726 | 935 | 1,130 | 1,389 | | 1,400 | | 1,400 | | 1,400 |
| 41016 UNIFORMS/SAFETY SHOES | 297 | 759 | 203 | 103 | | 530 | | 300 | | 530 |
| 41023 GASOLINE | 2,976 | 3,404 | 2,829 | 2,821 | | 5,000 | | 3,000 | | 5,000 |
| 41025 POSTAGE | 4,163 | 2,710 | 2,829 | 3,321 | | 3,000 | | 3,000 | | 3,000 |
| Materials & Supplies | 8,728 | 8,495 | 7,770 | 8,324 | | 10,930 | | 8,500 | | 10,730 |
| 42032 TRAINING/CONT. EDUCATION | 514 | 562 | 1,433 | 1,463 | | 2,000 | | 1,500 | | 1,500 |
| 42040 ADVERTISING AND PRINTING | 227 | 667 | 343 | 879 | | 1,000 | | 850 | | 1,000 |
| 42060 OTHER EXPENSES | 25,230 | 26,440 | 13,791 | 21,138 | | 31,400 | | 27,000 | | 28,500 |
| 42070 CLINIC SERVICE | 46,687 | 63,299 | 31,148 | 62,275 | | 88,800 | | 45,000 | | 71,500 |
| 42171 HEALTHY HOMES | 2,759 | 3,416 | 1,629 | 2,338 | | 4,500 | | 2,000 | | 4,500 |
| 42172 PEDIATRIC OUTREACH | 3,684 | 5,217 | 1,667 | 6,484 | | 7,725 | | 6,850 | | 4,700 |
| 42172E MCH INITIATIVE | - | - | 1,300 | - | | 8,400 | | 4,000 | | 5,127 |
| 42174 FOOD SAFETY | - | - | - | - | | 7,900 | | 4,000 | | 4,000 |
| 42175 LEAD HAZARD | 26,178 | 127,147 | 157,356 | 88,084 | | 181,847 | | 85,000 | | 55,634 |
| 42176 AIDS PROGRAM | 942 | 1,313 | 568 | 4,104 | | 2,672 | | 2,000 | | 752 |
| 42177 IMMUNIZATION OUTREACH | 23,589 | 32,185 | 32,983 | 17,102 | | 23,723 | | 14,000 | | 14,056 |
| 42177E IMMUNIZATIONS EDU PRGM | - | - | - | - | | 577 | | 250 | | 577 |
| 42178 INJURY PREVENTION GRANT | 773 | 22,010 | 25,593 | 26,670 | | 8,999 | | 8,000 | | - |
| 42179 STRATEGIC PLANNING GRANT | - | - | 12,050 | - | | - | | - | | - |
| 42180 OPANAC | 663 | 2,755 | - | - | | - | | - | | - |
| 42181 HEALTHY WOMEN 50+ | 78,017 | 65,420 | 71,755 | 92,374 | | 110,000 | | 75,000 | | 100,000 |
| 42182 SKIN CANCER CONTROL | 29 | - | - | - | | - | | - | | - |
| 42185 TB PROGRAM | 1,381 | 513 | 2,198 | 8,661 | | 1,250 | | 540 | | 335 |
| 42186 DIABETES - NACCHO GRANT | - | 237 | 1,251 | 993 | | - | | - | | - |
| 42187E ELECTRONIC HEALTH RECORD | - | - | - | - | | 5,000 | | 2,500 | | 10,000 |
| 42190 HEALTH-HIGHWAY SAFETY PGM | 3,011 | - | - | - | | 7,840 | | 3,500 | | 3,159 |
| 42190E CHRONIC DISEASE HLTH EDU | 630 | 2,206 | 2,463 | - | | 5,924 | | 750 | | 4,362 |
| 42192 TOBACCO PROGRAM | 1,260 | - | - | - | | 8,200 | | 750 | | - |
| 42193 PUBLIC HEALTH PREAREDNESS | 94,253 | 17,095 | 31,951 | 34,788 | | 57,432 | | 44,000 | | 36,604 |
| 42199 MEDICAL RESERVE CORPS | 7,805 | 47,381 | 5,775 | - | | - | | - | | - |
| Purchased Services | 317,632 | 417,863 | 395,254 | 367,353 | | 565,189 | | 327,490 | | 346,306 |
| 43099 EQUIPMENT | - | 29,607 | - | - | | - | | - | | - |
| Equipment | - | 29,607 | - | - | | - | | - | | - |
| Total | HEALTH | 1,598,825 | 1,480,449 | 1,455,455 | 1,322,794 | 1,603,968 | | 1,315,409 | | 1,375,945 |

* - Expense account is 100% grant reimbursed.

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 40004 | 492,376 | TEMPORARY HELP 96,285 - PUBLIC HEALTH PREPAREDNESS/MEDICAL RESERVE CORP** 61,277 - MATERNAL CHILD HEALTH ** 105,048 - HIV/AIDS PROGRAM ** 5,907 - TB PROGRAM OUTREACH ** 111,711 - IMMUNIZATION PROGRAM ** 5,010 - LEAD HAZARD CONTROL ** 2,800 - HEALTHY HOMES** 15,375 - ENVIRONMENTAL HEALTH SUPPORT 58,500 - HIGHWAY SAFETY** 6,000 - HEALTHY WOMAN** 20,000 - TOBACCO** 4,463 - FOOD SAFETY AND STANDARDIZATION** |
| 41013 | 800 | OFFICE EXPENSE 800 - OFFICE SUPPLIES THAT ARE NOT NORMALLY STOCKED BY THE PURCHASING BUREAU |
| 41014 | 1,400 | OPERATING SUPPLIES 100 - POOL TESTING CHEMICALS 650 - DOSIMETRY BADGES & AREA MONITOR-REQUIRED 300 - SOLID WASTE/NUISANCE ABATEMENT SUPPLIES 350 - ENVIRONMENTAL TELECOM AND INSPECTION SUPPLIES |
| 41016 | 530 | UNIFORMS/SAFETY SHOES 330 - SAFETY SHOES ENVIRONMENTAL STAFF 200 - INSPECTION/HOME VISIT UNIFORM |
| 41023 | 5,000 | GASOLINE 5,000 - GAS FOR CAR NOS.541, 05, 16, 454 AT \$3.20/GALLON |
| 41025 | 3,000 | POSTAGE 3,000 - POSTAGE FOR REGULAR MAIL, OVERNIGHT AND UPS DELIVERIES. |
| 42032 | 1,500 | TRAINING/CONTINUING ED. 1,500 - APHA ANNUAL MEETING (DIRECTOR, PROGRAM DIRECTORS FOOD AND DRUG MEETING AND CONFERENCES ENVIRONMENTAL VARIOUS 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 | 28,500 | OTHER EXPENSES 500 - APHA /ACHI/NACCHO MEMBERSHIPS (BUREAU) 3,000 - NUISANCE ABATEMENT(ENVIRONMENTAL HEALTH) 500 - MILEAGE(DIRECTOR, PROGRAM DIRECTORS, NURSES, AND SECRETARIES) 500 - VETERINARIAN FEES (RABIES TESTING AND QUARANTINE) 18,000 - STRAY ANIMALS CONTRACT 800 - XEROX MAINTENANCE FEES |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| | | 5,200 - ACCREDITATION FEES |
| 42070 | 71,500 | CLINIC SERVICE |
| | | 500 - ASTHMA/DENTAL CLINIC SUPPLIES |
| | | 2,500 - STD CLINIC SUPPLIES |
| | | 200 - TB TESTING SUPPLIES, X-RAYS/LAB TESTS |
| | | 20,000 - FEE FOR SERVICE VACCINE INFLUENZA AND PNEUMOCOCCAL VACCINES |
| | | 4,000 - STD CLINIC MEDICATIONS/LAB TESTS |
| | | 2,000 - TB CLINIC MEDICATIONS |
| | | 28,000 - PHYSICIAN/NURSE PRACTITIONER SERVICES/NURSING/ MALPRACTICE |
| | | 10,000 - CLINIC SITE ITEMS: ANTIBACTERIAL SOAP, BULLETIN BOARD SIGNS, CHARTS, AND CHART HANGERS |
| | | 300 - LABORATORY LICENSE FEES |
| | | 4,000 - WOMEN'S CLINIC SUPPLIES/MEDICATIONS: CONTRACEPTIVES, SPECULUMS, TABLE PAPER AND GERMICIDAL CLEANER |
| 42171 | 4,500 | HEALTHY HOMES |
| | | 4,500 - HEALTHY HOMES REMEDIATION** |
| 42172 | 4,700 | PEDIATRIC OUTREACH |
| | | 2,250 - CONSULTANT-SEALANTS/IBCLC SUPPORT** |
| | | 750 - OFFICE SUPPLIES AND, EDUCATION** |
| | | 950 - OTHER COSTS, PRINTING, TECHNOLOGY COSTS** |
| | | 750 - TRAVEL** |
| 42172E | 5,127 | MCH INITIATIVE |
| | | 1,000 - SUPPLIES** |
| | | 3,500 - OTHER COSTS-CRIBS FOR KIDS, BREASTFEEDING COALITION** |
| | | 627 - TRAVEL** |
| 42174 | 4,000 | FOOD SAFETY |
| | | 4,000 - TRAINING-SERVSAFE CERTIFICATION** |
| 42175 | 55,634 | LEAD HAZARD |
| | | 50,048 - SUBCONTRACT SERVICES** |
| | | 4,366 - SUPPLIES-HEALTHY HOMES TOOL KITS, INSPECTION SUPPLIES** |
| | | 1,220 - TRAVEL** |
| 42176 | 752 | AIDS PROGRAM |
| | | 252 - OFFICE SUPPLIES, POSTAGE, EDUC MATERIALS, CLINIC** |
| | | 500 - TRAVEL/TRAINING ** |
| 42177 | 14,056 | IMMUNIZATION OUTREACH |
| | | 3,250 - SUBCONTRACT SERVICES-LVIC** |
| | | 4,054 - SUPPLIES-CLINIC, OFFICE, COMPUTER, PROMOTIONAL** |
| | | 2,370 - TRAVEL, TRAINING, MILEAGE, LODGING ** |
| | | 4,382 - OTHER COSTS-ADVERTISING, LICENSING, MAINTENANCE** |
| 42177E | 577 | IMMUNIZATIONS EDU PRGM |
| | | 577 - OTHER COSTS-OUTREACH, EDUCATIONAL ACTIVITIES** |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| 42181 | 100,000 | HEALTHY WOMEN 50+ 100,000 - SUBCONTRACT SERVICES** |
| 42185 | 335 | TB PROGRAM 200 - SUPPLIES-CLINIC, PATIENT SERVICES** 90 - TRAVEL** 45 - OTHER COSTS-COPYING** |
| 42187E | 10,000 | ELECTRONIC HEALTH RECORDS 10,000 - CONSULTANT** |
| 42190 | 3,159 | HEALTH-HIGHWAY SAFTEY PGM 750 - SUPPLIES-OFFICE, PRINTING, COPYING** 1,845 - TRAVEL-CONFERENCES, MILEAGE** 564 - OTHER COSTS** |
| 42190E | 4,362 | CHRONIC DISEASE HLTH EDU 4,362 - OTHER COSTS-EDUCATIONAL MATERIALS AND SUPPLIES RELATED TO CHRONIC DISEASE AND DIABETES** |
| 42193 | 36,604 | PUBLIC HEALTH PREPARED 5,702 - SUBCONTRACT SERVICES** 2,142 - SUPPLIES** 3,090 - TRAVEL** 25,670 - OTHER COSTS-MEMBERSHIPS, NEXTEL, XEROX, PENTELEDATA ADVERTISING** |

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BUREAU DETAIL

Bureau: Code Enforcement **No:** 0303

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

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Continued to meet state mandated certification requirements for all inspectors.
 - All permits, reviews, approvals, and inspections on Community Plus.
 - Achieved paperless inspection procedures
 - In 2013 the Bureau had a 14% increase in permits, 47% increase in revenue and 80% increase in construction valuation.
 - 2014 is following a similar track as 2013.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|----------------------------|-------------------------------|----------------|----------------|----------------|------------------------|----------------|-----------------------|----------------|-----------------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | | Actual & Estimated | | Final Budget | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3117 | Chief Building Inspector | 1 | 1 | 1 | 1 | 1 | 79,681 | 1 | 79,681 | 1 | 82,522 |
| 2718 | Building/Housing Inspector | 2 | 2 | 2 | 2 | 2 | 130,987 | 2 | 130,987 | 2 | 135,696 |
| 2711 | Mechanical Inspector | 1 | 1 | 1 | 1 | 1 | 65,134 | 1 | 65,134 | 1 | 67,488 |
| 2710 | Plumbing Inspector | 1 | 1 | - | - | - | - | - | - | - | - |
| 2708 | Electrical Inspector | 2 | 1 | 1 | 1 | 1 | 65,214 | 1 | 65,214 | 1 | 67,568 |
| 2408 | Permit Coordinator | 1 | 1 | 1 | 1 | 1 | 57,823 | 1 | 57,823 | 1 | 59,785 |
| Total Positions | | 8 | 7 | 6 | 6 | 6 | 398,839 | 6 | 398,839 | 6 | 413,059 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 487,511 | 448,211 | 393,072 | 387,097 | | 394,839 | | 394,839 | | 408,659 |
| 40002 | LONGEVITY | 4,690 | 3,500 | 2,800 | 3,600 | | 4,000 | | 4,000 | | 4,400 |
| 40004 | TEMPORARY HELP | 15,509 | - | - | - | | - | | - | | - |
| Personnel | | 507,710 | 451,711 | 395,872 | 390,697 | | 398,839 | | 398,839 | | 413,059 |
| 41014 | OPERATING SUPPLIES | 70 | 698 | 807 | 1,384 | | 1,000 | | 750 | | 750 |
| 41016 | UNIFORMS/SAFETY SHOES | 457 | 574 | 290 | 110 | | 665 | | 500 | | 665 |
| 41023 | GASOLINE | 5,069 | 6,913 | 5,922 | 5,149 | | 6,600 | | 5,500 | | 6,600 |
| 41025 | POSTAGE | 700 | 1,100 | 550 | 500 | | 1,500 | | 1,000 | | 1,500 |
| Materials & Supplies | | 6,296 | 9,285 | 7,569 | 7,143 | | 9,765 | | 7,750 | | 9,515 |
| 42030 | HEARING BOARD EXPENSES | 125 | - | - | - | | 200 | | - | | - |
| 42032 | TRAINING/CONT. EDUCATION | 3,833 | 2,864 | 2,598 | 2,755 | | 9,400 | | 3,500 | | 4,300 |
| 42040 | ADVERTISING AND PRINTING | 941 | 508 | - | 690 | | 1,000 | | 750 | | 1,000 |
| 42055 | PROFESSIONAL SERVICES | - | - | - | - | | 4,400 | | - | | 4,400 |
| 42060 | OTHER EXPENSES | 2,499 | 1,167 | 1,077 | 1,616 | | 1,220 | | 1,100 | | 4,220 |
| Purchased Services | | 7,398 | 4,539 | 3,675 | 5,061 | | 16,220 | | 5,350 | | 13,920 |
| 43099 | EQUIPMENT | - | - | - | - | | 7,000 | | 6,400 | | 6,200 |
| Equipment | | - | - | - | - | | 7,000 | | 6,400 | | 6,200 |
| Total | CODE ENFORCEMENT | 521,404 | 465,535 | 407,116 | 402,901 | | 431,824 | | 418,339 | | 442,694 |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 41014 | 750 | OPERATING SUPPLIES 300 - FILM, PROCESSING, COMPUTERIZED PERMIT FORMS INSPECTION STICKERS, ETC. 450 - MISCELLANEOUS MATERIALS - DUCT TAPE, CAUTION TAPE, ELECTRICAL TESTERS, TAPE MEASURE, LEVEL, FLASHLIGHTS & BATTERIES. CD COLOR PRINTER CARTRIDGES (\$250 TOTAL) |
| 41016 | 665 | UNIFORMS/SAFETY SHOES 650 - 5 PAIR SAFETY SHOES FOR INSPECTORS @ \$130.00/PR. 15 - 1 NEW REPLACEMENT HARD HATS FOR INSPECTORS @ \$15.00/EA |
| 41023 | 6,600 | GASOLINE 6,600 - FUEL CONSUMPTION FOR BUREAU OF CODE ENFORCEMENT VEHICLE NOS. 019, 032, 034, 0037, 039 |
| 41025 | 1,500 | POSTAGE 1,500 - POSTAGE COSTS |
| 42032 | 4,300 | TRAINING/CONTINUING ED. 400 - CONTINUING EDUCATION TO MAINTAIN STATE CERTIFICATIONS REQUIRED BY STATE 540 - ICC CERTIFICATION TEST. 3 @ \$180.00/EACH 300 - LOCAL CODE WORKSHOPS FOR ELECTRICAL INSPECTORS, 4 PER YEAR @ \$75.00/MEETING 1,300 - 39TH ANNUAL PENNBOC EDUCATIONAL CONFERENCE - 1 INSPECTORS 960 - PENNBOC REGION II EDUCATION MEETING - 24 @ \$40.00/EACH 800 - PENNBOC STATE EDUCATION SEMINARS - 8 @ \$100/EACH |
| 42040 | 1,000 | ADVERTISING AND PRINTING 1,000 - LEGAL ADVERTISEMENTS FOR THE PLUMBING, ELECTRICAL, AND CODE BOARD OF APPEALS |
| 42055 | 4,400 | PROFESSIONAL SERVICES 4,400 - EMERGENCY 3RD PARTY CERTIFIED INSPECTORS (10 DAYS @ \$440/DAY) |
| 42060 | 4,220 | OTHER EXPENSES 225 - ICC DUES 180 - BUSINESS CARDS. 225 - PENNBOC BUILDING OFFICIALS DUES, 5 @ \$45.00/EACH. 240 - INTERNATIONAL ELECTRICAL INSPECTOR DUES (2) 200 - REFERENCE BOOKS FOR CERTIFICATION TESTING AND CODE COMMENTARIES 150 - PABCO MEMBERSHIP DUES 2 @ \$75.00 3,000 - 2015 CODE BOOKS |
| 43099 | 6,200 | EQUIPMENT 6,200 - NEW VEHICLE LEASE TO REPLACE VEHICLE #34 (TOTALLED IN ACCIDENT) YEAR 1 OF 3 |

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BUREAU DETAIL

Bureau: Community Development **No:** 0304

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

Bureau Description:

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

Goals and Objectives:

- To administer and comply with all CDBG and HOME programs regulation so the City can continue to be funded.
- To provide a housing rehabilitation program using CDBG and HOME funding to City of Bethlehem homeowners who want to rehabilitate their property, bring them into city code compliance, weatherize and remediate lead hazards.
- To participate with the Health Bureau in settling cases using PA lead hazard remediation funding.
- To participate with the Health Bureau in implementation of a Healthy Homes Grant.
- Market Enterprise Loan Fund loan programs.

Prior Year Achievements:

- Successfully received \$1,381,844 in CDBG program funds.
 - Successfully received \$462,708 in HOME program funds.
 - Administered CDBG and HOME programs.
 - Planned for the Department Housing Strategy.
 - Engaged not for profits for better coordination of services.
 - Expect to settle 25 housing rehabilitation cases by end of 2014.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2010 | 2011 | 2012 | 2013 | 2014 | 2014 | 2015 | |
|-------------------------|---------------------------------|--------------------------------------|---------------|----------------|----------------|------------------------|-----------------------|-----------------|-----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Final Budget | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries |
| | | | | | | | | | |
| 2906 | Housing & CD Planner | - | - | - | - | - | - | 1 | 70,907 |
| 2607 | Bus Ret & Attract Officer | - | - | - | 1 | 1 | 44,347 | 1 | 44,347 |
| 2605 | Rehab Finance Specialist | 1 | 1 | 1 | 1 | 1 | 63,532 | 1 | 63,532 |
| | Total Positions | 1 | 1 | 1 | 2 | 2 | 107,879 | 2 | 107,879 |
| | | | | | | | | | |
| Account Detail | | | | | | | | | |
| 40001 | SALARIES | 57,657 | 58,799 | 60,718 | 70,870 | 106,279 | 106,279 | | 116,589 |
| 40002 | LONGEVITY | 1,120 | 1,190 | 1,260 | 1,520 | 1,600 | 1,600 | | - |
| 40004 | TEMPORARY HELP | - | 800 | 68,405 | 60,828 | 68,000 | 50,000 | | 77,680 |
| | Personnel | 58,777 | 60,789 | 130,383 | 133,218 | 175,879 | 157,879 | | 194,269 |
| | | | | | | | | | |
| 41013 | OFFICE EXPENSE | 19 | - | 140 | - | - | - | | - |
| 41014 | OPERATING SUPPLIES | 283 | 141 | 269 | 193 | 1,500 | 500 | | 1,300 |
| 41016 | UNIFORMS/SAFETY SHOES | 100 | - | - | - | - | - | | 130 |
| 41025 | POSTAGE | 1,400 | 1,000 | 907 | 800 | 1,600 | 1,100 | | 1,440 |
| | Materials & Supplies | 1,802 | 1,141 | 1,316 | 993 | 3,100 | 1,600 | | 2,870 |
| | | | | | | | | | |
| 42032 | TRAINING/CONT. EDUCATION | - | 205 | - | 430 | 1,500 | 500 | | 1,350 |
| 42040 | ADVERTISING AND PRINTING | - | - | - | 7,602 | 1,890 | 650 | | 1,750 |
| 42047 | DEPARTMENT CONTRACTS | 1,620 | 2,510 | 2,450 | 77,300 | 86,500 | 86,500 | | 79,000 |
| 42060 | OTHER EXPENSES | 4,437 | 3,552 | 5,478 | 4,116 | 13,000 | 11,000 | | 27,345 |
| 42064 | EQUIPMENT MAINTENANCE | - | - | - | 9,066 | 9,300 | 9,100 | | 7,800 |
| 42080 | ENTERPRISE ZONE PROGRAM | - | - | 7,350 | - | 13,250 | 6,500 | | - |
| | Purchased Services | 6,057 | 6,267 | 15,278 | 98,514 | 125,440 | 114,250 | | 117,245 |
| | | | | | | | | | |
| Total | COMMUNITY DEVELOPMENT | 66,636 | 68,197 | 146,977 | 232,725 | 304,419 | 273,729 | | 314,384 |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40004 | 77,680 | TEMPORARY HELP 28,000 - REHAB TECHNICAL SPECIALIST 49,680 - ECONOMIC DEVELOPMENT COORDINATOR |
| 41014 | 1,300 | OPERATING SUPPLIES 1,300 - OPERATING SUPPLIES |
| 41016 | 130 | UNIFORMS/SAFETY SHOES 130 - UNIFORMS/SAFETY SHOES |
| 41025 | 1,440 | POSTAGE 1,440 - POSTAGE COSTS |
| 42032 | 1,350 | TRAINING/CONTINUING ED. 675 - TRAINING FOR LEAD BASED PAINT CERTIFICATIONS. 675 - TRAINING |
| 42040 | 1,750 | ADVERTISING AND PRINTING 1,750 - ADVERTISING AND PRINTING |
| 42047 | 79,000 | DEPARTMENT CONTRACTS 4,000 - HISTORIC OFFICER COSTS FOR INDIVIDUAL CASE REVIEWS AS PER PROGRAMMATIC MEMORANDUM OF AGREEMENT WITH HUD AND PA STATE HISTORIC PRESERVATION OFFICER. 75,000 - PROFESSIONAL SERVICES/CONSULTANTS - CHAMBER |
| 42060 | 27,345 | OTHER EXPENSES 8,000 - CREDIT BUREAU MEMBERSHIP CREDIT REPORTS, COURTHOUSE COSTS INCLUDING MORTGAGE STIP AND SATISFACTION FILING FEES, TAX CERTIFACTIONS, AND MISCELLANEOUS 500 - VERIFICATION FEES 1,500 - MILEAGE REIMBURSEMENTS 340 - APPRAISAL FEES 700 - TITLE SEARCHES 1,755 - LEAD INSURANCE 90 - BUSINESS CARDS 1,110 - OTHER MISCELLANEOUS EXPENSES 100 - NEWSPAPER ADVERTISING 3,000 - ENTERPRISE ZONE TRAINING AND TECHNICAL ASSISTANCE 1,500 - ENTERPRISE ZONE CONSUMABLE SUPPLIES 750 - ENTERPRISE ZONE TRAVEL 4,000 - ENTERPRISE ZONE PROMOTION/PUBLIC RELATIONS/ADVERTISING 4,000 - ENTERPRISE ZONE PROFESSIONAL SERVICES/CONSULTANTS |
| 42064 | 7,800 | EQUIPMENT MAINTENANCE 1,800 - EQUIPMENT AND MAINTENANCE 6,000 - COSTAR |

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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:

- To continue to facilitate and manage the Planning and Zoning review process so that it continues to be efficient, thorough and detailed and protects the overall goals and objectives of the comprehensive plan.
 - To continue with master planning efforts such as implementation of the South Side Vision 2014 Plan, the Eastern Gateway plan and the South Bethlehem Greenway Plan.
 - Continue to research and pursue additional funds and funding sources for Plan implementation.
 - Coordinate efforts with other departments and additional partners to implement long term plan recommendations.
 - Continue to enforce and implement policies and provisions included in recently adopted zoning ordinance.
 - Continue review of subdivision and land development ordinance to prioritize sections of the ordinance to be updated.
 - Continue development of way-finding program.
 - Continue development of Regional Trail Feasibility study related to South Bethlehem Greenway.
 - Continue design of Phase 5 of Greenway.
 - Coordinate land development project review with City Revitalization and Improvement Zone (CRIZ) project review and approval.
-

Prior Year Achievements:

- Continued development of next steps in Eastern Gateway Plan as a part of the Regional Sustainability Planning Program.
 - Complete design of Phase 4 of Greenway.
 - Constructed design of Greenway Plaza/Pavilion.
 - Finalized process to review subdivisions and land developments electronically.
 - Continue to work with Planning Commission, Zoning Hearing Board, Historic Commission and HARB.
 - Participate in development of 10 year plan for South Side Vision to allow for continued funding of this program.
 - Initiate development of way-finding program.
 - Initiate development of Regional Trail Feasibility study related to South Bethlehem Greenway.
 - Initiate design of Phase 5 of Greenway.
 - Assist in development of CRIZ policies and guidelines to establish a process for CRIZ project review.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|-----------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Actual & Estimated | Final Budget | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| N075 Dir of Planning & Zoning | 1 | 1 | 1 | 1 | 1 | 82,102 | 1 | 82,102 | 1 | 84,975 |
| 3004 Assistant Plannning Dir | 1 | 1 | 1 | 1 | 1 | 75,907 | 1 | 75,907 | 1 | 78,619 |
| 2907 Zoning Officer | 1 | - | - | 1 | 1 | 72,163 | 1 | 72,163 | 1 | 74,749 |
| 2828 Comm Planner/Zoning Off | 1 | 1 | 1 | - | - | - | - | - | - | - |
| Total Positions | 4 | 3 | 3 | 3 | 3 | 230,172 | 3 | 230,172 | 3 | 238,343 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 264,934 | 212,089 | 206,707 | 223,004 | | 228,892 | | 228,892 | | 236,903 |
| 40002 LONGEVITY | 1,890 | 420 | 525 | 1,120 | | 1,280 | | 1,280 | | 1,440 |
| 40004 TEMPORARY HELP | 44,016 | 44,888 | - | - | | - | | - | | - |
| Personnel | 310,840 | 257,397 | 207,232 | 224,124 | | 230,172 | | 230,172 | | 238,343 |
| 41013 OFFICE EXPENSE | 1,144 | 95 | 312 | 765 | | 405 | | 405 | | 500 |
| 41014 OPERATING SUPPLIES | - | 119 | - | 332 | | 95 | | 75 | | 500 |
| 41025 POSTAGE | 2,437 | 2,539 | 3,016 | 706 | | 2,100 | | 1,350 | | 1,400 |
| Materials & Supplies | 3,581 | 2,753 | 3,328 | 1,803 | | 2,600 | | 1,830 | | 2,400 |
| 42030 HEARING BOARD EXPENSES | 26,839 | 38,271 | 55,275 | 42,184 | | 54,000 | | 43,750 | | 48,360 |
| 42032 TRAINING/CONT. EDUCATION | 138 | 2,117 | 2,325 | 1,961 | | 2,500 | | 2,000 | | 2,500 |
| 42040 ADVERTISING AND PRINTING | 11,118 | 10,050 | 8,212 | 5,901 | | 4,700 | | 4,000 | | 5,000 |
| 42047 DEPARTMENT CONTRACTS | 35,919 | 29,575 | 23,575 | 26,400 | | 32,750 | | 30,000 | | 28,800 |
| 42060 OTHER EXPENSES | 3,685 | 2,597 | 717 | 2,321 | | 1,850 | | 1,650 | | 1,500 |
| Purchased Services | 77,699 | 82,610 | 90,104 | 78,767 | | 95,800 | | 81,400 | | 86,160 |
| 43099 EQUIPMENT | - | - | - | - | | - | | - | | - |
| Equipment | - | - | - | - | | - | | - | | - |
| Total | 392,120 | 342,760 | 300,664 | 304,694 | | 328,572 | | 313,402 | | 326,903 |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 41013 | 500 | OFFICE EXPENSE 500 - SUPPLIES NOT NORMALLY STOCKED BY THE PURCHASING BUREAU |
| 41014 | 500 | OPERATING SUPPLIES 500 - SUPPLIES AND MAINTENANCE FOR PLOTTER AND CD COLOR PRINTER CARTRIDGES (\$250 TOTAL) |
| 41025 | 1,400 | POSTAGE 1,400 - POSTAGE COSTS |
| 42030 | 48,360 | HEARING BOARD EXPENSES 1,750 - ZHB MEMBERS - 14 MEETINGS @ \$125/MEETING 40,310 - LEGAL FEES 6,000 - STENOGRAPHER COSTS TO ZHB 300 - COURT FEES |
| 42032 | 2,500 | TRAINING/CONTINUING ED. 1,000 - HARB & SBHCC: MANDATED BY STATE 500 - ANNUAL PPA CONFERENCE AND GIS TRAINING 1,000 - OTHER SEMINARS/TRAINING/CONFERENCES |
| 42040 | 5,000 | ADVERTISING AND PRINTING 4,500 - ZHB LEGAL ADS 500 - PLANNING COMMISSION LEGAL ADS |
| 42047 | 28,800 | DEPARTMENT CONTRACTS 28,800 - HISTORIC AND ARCHITECTURAL CONSULTING CONTRACT |
| 42060 | 1,500 | OTHER EXPENSES 600 - PROFESSIONAL MEMBERSHIPS (I.E. APA, PPA) 750 - MILEAGE AND TRAVEL COSTS 150 - LITERATURE, PUBLICATIONS, SUBSCRIPTIONS |

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BUREAU DETAIL

Bureau: Recycling

No: 0307

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

Bureau Description:

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

Goals and Objectives:

- To oversee the successful implementation of a zoned residential solid waste program.
 - To implement a zone solid waste education program.
 - To implement Phase 1 and 2 of joint material recovery facility.
 - To implement a successful mobile shredding service.
-

Prior Year Achievements:

- Reduced greenhouse emissions by 15,595 metric tons of carbon equivalents.
 - Rewrote solid waste ordinance and submitted to administration for approval.
 - Oversaw joint compost venture at the yard-waste facility.
-

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 40003 | 39,000 | OVERTIME 39,000 - RECYCLING/COMPOST CENTER |
| 40004 | 308,198 | TEMPORARY HELP 74,112 - PART-TIME OFFICE STAFF 112,024 - DROP-OFF STAFF 56,291 - SHREDDING STAFF 52,636 - COMPOST STAFF 13,135 - COB / RECYCLING PICK UP STAFF |
| 40005 | 6,550 | HOLIDAY PAY 6,550 - RECYCLING CENTER/COMPOSTCENTER |
| 40006 | 262 | DIFFERENTIAL PAY 262 - RECYCLING CENTER/COMPOST CENTER |
| 40008 | 1,001 | MEAL REIMBURSEMENT 1,001 - RECYCLING/COMPOST |
| 41013 | 1,000 | OFFICE EXPENSE 1,000 - OFFICE SUPPLIES |
| 41014 | 2,000 | OPERATING SUPPLIES 1,000 - BALING WIRE 1,000 - GENERAL SUPPLIES |
| 41016 | 4,000 | UNIFORMS/SAFETY SHOES 3,610 - STAFF CLOTHING 390 - SAFETY SHOES (3 @ \$130 EACH) |
| 41023 | 53,500 | GASOLINE 1,000 - TRUCK #23 45,000 - HEAVY EQUIPMENT 3,500 - OIL/LUBRICANTS 4,000 - ENFORCEMENT CARS |
| 41025 | 4,000 | POSTAGE 4,000 - BULK & FIRST CLASS |
| 42032 | 250 | TRAINING/CONTINUING ED. 250 - ATTENDANCE AT VARIOUS CONFERENCES/CERTIFICATIONS |
| 42038 | 28,700 | EQUIPMENT REPAIRS - FLEET 2 ROLL-OFF TRUCKS, SKID, MACK TRUCK, 1 PICK-UP TRUCK 12,000 - 2 CARS , 2 FRONT-END LOADERS 9,000 - SERVICE FOR 2 FRONT END LOADERS 7,200 - 4 TIRES FOR FRONT END LOADER 500 - 4 TIRES FOR SKID LOADER |
| 42040 | 12,000 | ADVERTISING AND PRINTING 6,000 - MISC. EDUCATIONAL PRINTING 6,000 - BROCHURES |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|-----------|---|
| 42047 | 1,116,826 | DEPARTMENT CONTRACTS 1,077,826 - RVD CURBSIDE 12 MONTHS 39,000 - VICTORY GARDENS |
| 42054 | 4,000 | RENTALS 4,000 - SERVICE BATHROOM RECYCLING CENTER |
| 42055 | 500 | PROFESSIONAL SERVICES 500 - AUDIT SERVICES |
| 42060 | 21,250 | OTHER EXPENSES 200 - COMMERCIAL CONTAINERS 3,000 - RESIDENTIAL CONTAINER 1,000 - MISCELLANEOUS SIGNS 500 - EARTH BAGS 750 - BOOKS/PERIODICALS 1,900 - PROFESSIONAL ASSOCIATIONS 8,400 - CITY PICK CHARGES 500 - DIRECTORIES 2,000 - VENDOR CHARGES 1,000 - LANDFILL CHARGES 1,000 - MILEAGE 200 - TOLLS 500 - PETTY CASH 200 - CDL 100 - PROMOTIONAL ITEMS |
| 42064 | 20,000 | EQUIPMENT MAINTENANCE 10,000 - COMPACTORS/BALER/SHREDDER 10,000 - SANDBLAST/PAINT CONTAINERS |
| 42065 | 17,500 | PLANT MAINTENANCE 5,000 - ROADWORK 5,000 - TCRC-SITE WORK 7,500 - COMPOST CENTER SITE WORK |

BUREAU DETAIL

Bureau: Economic Development

No: 0308

Department: Community & Econ Dev

No: 0030

Bureau Description:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|-----------------------------|-------------------------------|----------------|----------------|----------|------------------------|----------|-----------------------|----------|-----------------|----------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | | Actual & Estimated | | Final Budget | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| N130 | Deputy Director Econ Dev | 1 | 1 | 1 | - | - | - | - | - | - | - |
| 3028 | Econ Dev Loan & Fin Admir | 1 | 1 | 1 | - | - | - | - | - | - | - |
| 2831 | Econ Dev Site & GIS Mgr | 1 | 1 | 1 | - | - | - | - | - | - | - |
| Total Positions | | 3 | 3 | 3 | - | - | - | - | - | - | - |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 199,943 | 203,563 | 65,310 | - | - | - | - | - | - | - |
| 40002 | LONGEVITY | 490 | 630 | - | - | - | - | - | - | - | - |
| 40004 | TEMPORARY HELP | 46,583 | 50,728 | 7,290 | - | - | - | - | - | - | - |
| Personnel | | 247,016 | 254,921 | 72,600 | - | - | - | - | - | - | - |
| 41013 | OFFICE EXPENSE | 478 | - | - | - | - | - | - | - | - | - |
| 41014 | OPERATING SUPPLIES | 57 | 74 | 304 | - | - | - | - | - | - | - |
| 41025 | POSTAGE | 55 | 1 | - | - | - | - | - | - | - | - |
| Materials & Supplies | | 590 | 75 | 304 | - | - | - | - | - | - | - |
| 42032 | TRAINING/CONT. EDUCATION | 613 | - | - | - | - | - | - | - | - | - |
| 42040 | ADVERTISING AND PRINTING | 3,210 | 37 | - | - | - | - | - | - | - | - |
| 42047 | DEPARTMENT CONTRACTS | 37,500 | 75,000 | 37,500 | - | - | - | - | - | - | - |
| 42060 | OTHER EXPENSES | 8,922 | 8,523 | 800 | - | - | - | - | - | - | - |
| 42064 | EQUIPMENT MAINTENANCE | 4,924 | 7,288 | 7,521 | - | - | - | - | - | - | - |
| Purchased Services | | 55,169 | 90,848 | 45,821 | - | - | - | - | - | - | - |
| 43099 | EQUIPMENT | - | - | - | - | - | - | - | - | - | - |
| Equipment | | - | - | - | - | - | - | - | - | - | - |
| Total | ECONOMIC DEVELOPMENT | 302,775 | 345,844 | 118,725 | - | - | - | - | - | - | - |

BUREAU DETAIL

Bureau: Housing Inspections **No:** 0309

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

Bureau Description:

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

Goals and Objectives:

- To continue our review of all rentals in the city. The goal is to complete this project in 2015.
 - To continue our aggressive approach in handling complaints and abating them in a timely manner.
 - Continue to provide high level of customer service.
 - Change how we schedule appointments for inspections and rechecks.
 - Continue training in Community Plus.
 - To upgrade technologies for field inspections.
-

Prior Year Achievements:

- Estimate of revenue for 2014 - \$375,000
 - Estimate of inspections - 4,200
 - Estimate of complaints – 2,000
 - Rental review and data entry about 80% complete.
 - Updated Community Plus on every inspection date. This will save time when complete because secretaries will no longer have to go to files to search dates.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

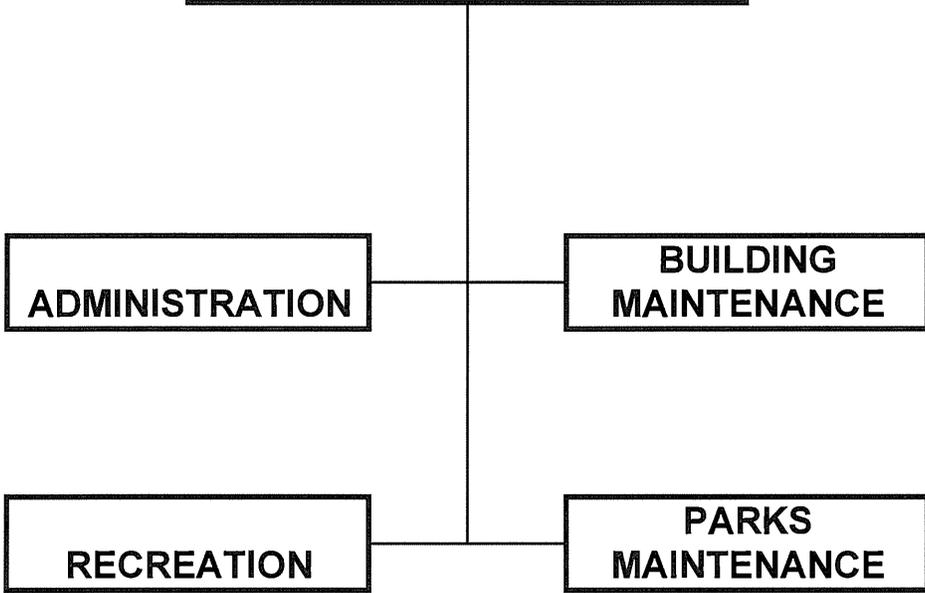
| | | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|----------------------------|-------------------------------|----------------|----------------|----------------|------------------------|----------------|-----------------------|----------------|-----------------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | | Actual & Estimated | | Final Budget | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3101 | Chief Housing Inspector | 1 | 1 | 1 | 1 | 1 | 79,761 | 1 | 79,761 | - | - |
| 2700 | Senior Housing Inspector | 1 | 1 | 1 | 1 | 1 | 66,254 | 1 | 66,254 | 1 | 68,608 |
| 2601 | Housing Inspector | 3 | 2 | 1 | 1 | 1 | 61,932 | 1 | 61,932 | 1 | 64,100 |
| Total Positions | | 5 | 4 | 3 | 3 | 3 | 207,947 | 3 | 207,947 | 2 | 132,708 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 306,896 | 262,031 | 207,226 | 200,528 | | 205,787 | | 205,787 | | 131,348 |
| 40002 | LONGEVITY | 4,620 | 3,290 | 1,960 | 2,000 | | 2,160 | | 2,160 | | 1,360 |
| 40003 | OVERTIME | 271 | 3,518 | 514 | 221 | | 2,500 | | 500 | | 300 |
| 40004 | TEMPORARY HELP | 45,885 | 4,044 | 36,976 | 51,673 | | 74,352 | | 74,000 | | 125,856 |
| Personnel | | 357,672 | 272,883 | 246,676 | 254,422 | | 284,799 | | 282,447 | | 258,864 |
| 41013 | OFFICE EXPENSE | 1,543 | 2,119 | 2,212 | 2,124 | | 2,200 | | 2,200 | | 2,076 |
| 41014 | OPERATING SUPPLIES | 2,599 | 4,247 | 4,376 | 4,674 | | 4,500 | | 4,400 | | 4,500 |
| 41016 | UNIFORMS/SAFETY SHOES | 491 | 289 | 586 | 848 | | 1,000 | | 900 | | 1,000 |
| 41023 | GASOLINE | 3,804 | 4,020 | 5,082 | 5,159 | | 6,390 | | 5,200 | | 7,040 |
| 41025 | POSTAGE | 3,250 | 2,200 | 3,100 | 3,257 | | 1,800 | | 1,800 | | - |
| Materials & Supplies | | 11,687 | 12,875 | 15,356 | 16,062 | | 15,890 | | 14,500 | | 14,616 |
| 42032 | TRAINING/CONT. EDUCATION | 1,359 | 1,057 | 1,505 | 833 | | 2,800 | | 1,500 | | 3,000 |
| 42060 | OTHER EXPENSES | 3,240 | 3,523 | 3,267 | 1,230 | | 1,350 | | 1,225 | | 1,200 |
| Purchased Services | | 4,599 | 4,580 | 4,772 | 2,063 | | 4,150 | | 2,725 | | 4,200 |
| 43099 | EQUIPMENT | - | - | - | - | | - | | - | | - |
| Equipment | | - | - | - | - | | - | | - | | - |
| Total | HOUSING INSPECTIONS | 373,958 | 290,338 | 266,804 | 272,547 | | 304,839 | | 299,672 | | 277,680 |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 40003 | 300 | OVERTIME 300 - OVERTIME |
| 40004 | 125,856 | TEMPORARY HELP 26,496 - PT RENTAL PROJECT MANAGER - 32 HRS/WK X 16.56 X 50 WKS = \$26,496 49,680 - HOUSING INSPECTOR 49,680 - HOUSING INSPECTOR |
| 41013 | 2,076 | OFFICE EXPENSE 176 - OFFICE SUPPLIES NOT NORMALLY STOCKED BY THE BUREAU OF PURCHASING (BUSINESS CARDS, CITATION FORMS, INSPECTION CLIPBOARDS AND MISC OFFICE SUPPLIES) 1,900 - CD COLOR PRINTER CARTRIDGES (\$1,000 TOTAL) 2 SHELVING UNITS 450 X 2 (\$900 TOTAL) |
| 41014 | 4,500 | OPERATING SUPPLIES 4,500 - MISCELLANEOUS EQUIPMENT NEEDED - TESTERS, TOOLS, POWER TOOLS, PLYWOOD, SAFETY EQUIPMENT |
| 41016 | 1,000 | UNIFORMS/SAFETY SHOES 520 - SAFETY SHOES (130.00 X 4) 480 - SHIRTS/JACKETS/HATS |
| 41023 | 7,040 | GASOLINE 7,040 - GASOLINE FOR 4 VEHICLES. 2,200 GALLONS X 3.20 = \$7,040 (VEHICLES #30, 40, 41 AND 446) |
| 42032 | 3,000 | TRAINING/CONTINUING ED. 3,000 - PROPERTY MAINTENANCE CODE SEMINARS FOR 4 PEOPLE. STATE CERTIFICATION FOR INSPECTORS (TEST AND TRAINING MATERIAL). CONTINUED EDUCATION CREDITS TO MAINTAIN STATE CERTIFICATION. ICC CERTIFICATION TEST. |
| 42060 | 1,200 | OTHER EXPENSES 400 - PENNBOC DUES 500 - MILEAGE/TRAVEL EXPENSE 300 - FUEL LICENSE FORMS |

**PARKS & PUBLIC
PROPERTY**



BUREAU DETAIL

Bureau: Administration

No: 0401

Department: Parks & Public Property

No: 0040

Bureau Description:

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

Goals and Objectives:

- To ensure the highest level of constituent service and efficiently manage all activities which occur within Buildings, Parks, Recreation, and Golf Course operations.
 - To work within the budget striving for continuous operational improvement through effective planning and professional development of employees.
 - To identify funding opportunities and secure grant funding to assist with special projects.
 - To complete implementation of projects like, the South Bethlehem Greenway/Skate Plaza, continue Saucon Park and Monocacy (HBI) erosion/flood control initiatives and update aged facilities to improve efficiency and ensure appropriate preservation of the asset.
 - To pursue the recommendations in the Comprehensive Investment Grade Energy Audit and determine the most cost effective, energy efficient projects to undertake.
 - To develop a Citywide Energy Efficiency Strategy utilizing any and all technologies finding innovative ways to conserve energy and lower operational cost in our public facilities.
-

Prior Year Achievements:

- Completed two FEMA/PEMA Projects: Sand Island Slope Reconstruction and Stone Wall Restoration at Johnston, Monocacy and Saucon Parks
 - Assisted in implementation of Greenway pavilion/plaza area near Skateplaza as part of the Eastern Greenway development project.
 - Created additional "No Mow" areas and identified multiple City-owned properties to sell as part of an overall plan to expand City sustainability.
 - Erected special naturalization signage in no mow areas that explains the benefits of this program.
 - Planned and implemented pool shell repairs at Clearview
 - Replaced electrical/mechanical operating system of the two elevators in City Center Building B.
 - Wrote and circulated telephone systems RFP to replace the antiquated system in use in all City facilities.
 - Completed energy efficiency upgrade measures that continue to lower the City's operational carbon footprint.
 - Received "Friends of the Lehigh River" award for preservation and restoration of the Lehigh River and its watersheds.
 - Participated in Lehigh Valley Planning Commission's "Return on Environments" committee.
 - Participated in PA Department of Conservation and Natural Resources' Urban Advisory Committee.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|---------------------------|-------------------------------|----------------|----------------|----------------|------------------------|----------------|-----------------------|----------------|-----------------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | | Actual & Estimated | | Final Budget | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| N080 | Dir Parks/Public Property | 1 | 1 | 1 | 1 | 1 | 93,957 | 1 | 93,957 | 1 | 97,245 |
| 2807 | Dept Business Manager | 1 | 1 | 1 | 1 | 1 | 69,754 | 1 | 69,754 | 1 | 72,223 |
| C072 | Departmental Secretary | - | 1 | 1 | 1 | 1 | 45,409 | 1 | 45,409 | 1 | 47,197 |
| C065 | Secretary II | 2 | - | - | - | - | - | - | - | - | - |
| Total Positions | | 4 | 3 | 3 | 3 | 3 | 209,120 | 3 | 209,120 | 3 | 216,665 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 222,978 | 192,248 | 197,086 | 200,023 | | 207,280 | | 207,280 | | 214,665 |
| 40002 | LONGEVITY | 2,170 | 1,195 | 1,350 | 1,680 | | 1,840 | | 1,840 | | 2,000 |
| 40004 | TEMPORARY HELP | 33,449 | 33,243 | 32,109 | 27,964 | | 28,010 | | 28,010 | | 28,210 |
| Personnel | | 258,597 | 226,686 | 230,545 | 229,667 | | 237,130 | | 237,130 | | 244,875 |
| 41013 | OFFICE EXPENSE | 393 | 1,244 | 1,282 | 1,037 | | 2,000 | | 1,900 | | 1,300 |
| 41016 | UNIFORMS/SAFETY SHOES | 107 | - | 110 | 454 | | 600 | | 500 | | 600 |
| 41023 | GASOLINE | 1,754 | 2,190 | 2,187 | 2,198 | | 2,600 | | 2,250 | | 2,600 |
| Materials & Supplies | | 2,254 | 3,434 | 3,579 | 3,689 | | 5,200 | | 4,650 | | 4,500 |
| 42032 | TRAINING/CONT. EDUCATION | 1,256 | 296 | 1,689 | 971 | | 1,000 | | 750 | | 1,000 |
| 42047 | DEPARTMENT CONTRACTS | 2,159 | 1,748 | 1,772 | 2,072 | | 3,500 | | 3,050 | | 3,500 |
| 42060 | OTHER EXPENSES | 661 | 172 | 288 | 762 | | 770 | | 700 | | 1,270 |
| Purchased Services | | 4,076 | 2,216 | 3,749 | 3,805 | | 5,270 | | 4,500 | | 5,770 |
| 43099 | EQUIPMENT | - | - | - | 52,423 | | 52,424 | | 52,424 | | 52,424 |
| Equipment | | - | - | - | 52,423 | | 52,424 | | 52,424 | | 52,424 |
| Total | ADMINISTRATION | 264,927 | 232,336 | 237,873 | 289,584 | | 300,024 | | 298,704 | | 307,569 |

2015 BUDGET REQUEST JUSTIFICATION

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

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BUREAU DETAIL

Bureau: Building Maintenance **No:** 0405

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

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Relocated gas meter to the outside of City Center Complex.
 - Installed new heating and air conditioning in police locker room and extended ducts to the shower room.
 - Replaced exhaust fans servicing men's and ladies' restrooms in buildings A and B.
 - Rebuilt steps to Town Hall.
 - Repaired irrigation system around the perimeter of City Center Complex.
 - Installed new door closers to police communications center and gun room for added security.
 - Removed revolving door on first floor and replaced with window system.
 - Added chilled water drinking fountain to Town Hall connecting link.
 - Replaced 14 fan coil units on first floor of Building A and upgraded control system.
 - Fabricated new filter room for Stark baby pool.
 - Installed all new windows on first floor of Golf Clubhouse and completed construction of conference space.
 - Painted exterior of Control Room – east wall and bollards.
 - Pressure washed and painted Memorial pool.
 - Stained and caulked interior north wall of DAR House.
 - Constructed new fence at Serenity Garden.
 - Painted exterior of Town Hall.
 - Upgraded Town Hall incandescent lighting to LED.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|------------------|-----------------------|------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Actual & Estimated | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3008 Bldg Maint Superintendent | 1 | 1 | 1 | 1 | 1 | 76,947 | 1 | 76,947 | 1 | 79,579 |
| 2508 Building Maint Engineer | 1 | - | - | - | - | - | - | - | - | - |
| M144 Bldg Maint & Pool Tech | - | 1 | 1 | 1 | 1 | 61,029 | 1 | 61,029 | 1 | 63,189 |
| M133 Engineer Mechanic | 1 | 1 | 1 | 1 | 2 | 112,460 | 2 | 112,460 | 2 | 118,606 |
| M114 Maintenance Worker III | 7 | 6 | 6 | 6 | 7 | 349,297 | 7 | 349,297 | 7 | 379,289 |
| M110 Building Technician | - | 1 | 1 | 1 | - | - | - | - | - | - |
| M092 Maintenance Worker II | 1 | 1 | 1 | 1 | - | - | - | - | - | - |
| M072 Maintenance Worker I | 2 | 2 | 2 | 2 | 2 | 71,286 | 2 | 71,286 | 1 | 41,565 |
| M051 Custodian I | 3 | 1 | 1 | 1 | 1 | 36,747 | 1 | 36,747 | 1 | 41,351 |
| Total Positions | 16 | 14 | 14 | 14 | 14 | 707,766 | 14 | 707,766 | 13 | 723,579 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 728,183 | 655,148 | 664,959 | 699,818 | | 691,526 | | 691,526 | | 708,459 |
| 40002 LONGEVITY | 14,910 | 14,740 | 14,660 | 15,520 | | 16,240 | | 16,240 | | 15,120 |
| 40003 OVERTIME | 51,823 | 56,688 | 64,778 | 64,024 | | 60,000 | | 60,000 | | 60,000 |
| 40004 TEMPORARY HELP | 23,526 | 30,986 | 44,757 | 42,510 | | 61,660 | | 49,500 | | 52,156 |
| 40006 DIFFERENTIAL PAY | 1,858 | 1,374 | 960 | 1,051 | | 1,500 | | 1,150 | | 1,500 |
| 40008 MEAL REIMBURSEMENT | 1,050 | 806 | 897 | 975 | | 1,400 | | 1,300 | | 1,000 |
| Personnel | 821,350 | 759,742 | 791,011 | 823,898 | | 832,326 | | 819,716 | | 838,235 |
| 41014 OPERATING SUPPLIES | 29,807 | 41,791 | 51,351 | 55,567 | | 56,850 | | 56,000 | | 55,200 |
| 41016 UNIFORMS/SAFETY SHOES | 1,824 | 2,217 | 2,295 | 2,321 | | 2,800 | | 2,500 | | 2,800 |
| 41017 SMALL TOOLS | 4,192 | 3,142 | 5,149 | 3,892 | | 2,740 | | 2,740 | | 4,000 |
| 41023 GASOLINE | 15,036 | 19,015 | 19,209 | 16,367 | | 22,000 | | 20,000 | | 22,000 |
| Materials & Supplies | 50,859 | 66,165 | 78,004 | 78,147 | | 84,390 | | 81,240 | | 84,000 |
| 42033 TRAINING AND SAFETY | 753 | 159 | 1,141 | 270 | | 2,000 | | 1,300 | | 3,000 |
| 42044 ELECTRIC | 407,138 | 455,723 | 398,583 | 532,297 | | 483,500 | | 483,500 | | 556,255 |
| 42045 GAS | 169,428 | 176,394 | 135,270 | 139,612 | | 166,000 | | 160,000 | | 125,195 |
| 42046 HEATING OIL | 44,435 | 41,785 | 43,351 | 40,479 | | 54,665 | | 45,000 | | 54,000 |
| 42047 DEPARTMENT CONTRACTS | 124,810 | 110,871 | 115,177 | 80,878 | | 130,250 | | 115,000 | | 130,250 |
| 42060 OTHER EXPENSES | 835 | 440 | 570 | 417 | | 500 | | 450 | | 500 |
| 42064 EQUIPMENT MAINTENANCE | 119 | 565 | 1,757 | 1,820 | | 2,570 | | 2,570 | | 2,000 |
| 42065 PLANT MAINTENANCE | 27,609 | 37,655 | 35,037 | 46,373 | | 55,475 | | 50,000 | | 49,150 |
| Purchased Services | 775,127 | 823,592 | 730,886 | 842,146 | | 894,960 | | 857,820 | | 920,350 |
| 43099 EQUIPMENT | 1,213 | - | - | - | | 25,800 | | 20,000 | | 23,000 |
| Equipment | 1,213 | - | - | - | | 25,800 | | 20,000 | | 23,000 |
| Total | 1,648,549 | 1,649,499 | 1,599,901 | 1,744,191 | | 1,837,476 | | 1,778,776 | | 1,865,585 |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40003 | 60,000 | OVERTIME 60,000 - STAND BY ROSTER AND CALL OUTS FOR PERSONNEL ASSIGNED TO CITY CENTER, ICE RINK, SWIMMING POOLS AND PARK FACILITIES, CLEANING OF POLICE SUB-STATIONS INCREASE IN CALL OUTS FOR MECHANICAL SYSTEMS FOR VARIOUS CITY SITES |
| 40004 | 52,156 | TEMPORARY HELP ASSIGNMENT OF FOUR PART TIME CUSTODIAL HELP 26,845 - 2 @ \$8.75 HR X 29.5 HRS/WK X 52 WKS 25,311 - 2 @ \$8.25 HR X 29.5 HRS/WK X 52 WKS BASED ON HR SCHEDULE |
| 40006 | 1,500 | DIFFERENTIAL PAY 1,500 - MIDDLE SHIFT HOURS WORKED BY CITY CENTER CUSTODIAL STAFF AND CALL OUTS FOR PERSONNEL AT CITY CENTER, ICE RINK, POOLS ETC. |
| 40008 | 1,000 | MEAL REIMBURSEMENT 1,000 - REIMBURSEMENT FOR MEALS IN ACCORDANCE WITH UNION CONTRACT |
| 41014 | 55,200 | OPERATING SUPPLIES 3,000 - PLUMBING/HARDWARE SUPPLIES 3,000 - FREON #22 AND #12 CYLINDERS 500 - REPLACE ELEVATOR/HALLWAY MATS 1,000 - PAINTING SUPPLIES (BRUSHES, POLES, ETC) 1,000 - PROPANE FOR ICE RINK STORE ROOM 14,000 - PAPER PRODUCTS 1,500 - CLEANING TOOLS 15,000 - CLEANING PRODUCTS 4,000 - LAMPS AND BALLASTS 4,000 - MISC. ITEMS SUCH AS AIR/VENT COIL CLEANER, HOSES REFRIGERANT, PUMP COUPLERS, OXYGEN, GREASE OIL BELTS, ETC AND ACETYLENE REFILLS FOR TORCH TANKS COIL CLEANER, MOTOR CONTROL PARTS. 1,200 - HALOGEN LIGHTS FOR MUNI. GARAGE 7,000 - FAN COIL FILTERS AND CLIMATE CHANGER FILTERS |
| 41016 | 2,800 | UNIFORMS/SAFETY SHOES 2,800 - WORK UNIFORMS AND SAFETY SHOES |
| 41017 | 4,000 | SMALL TOOLS 4,000 - MISC. TOOLS |
| 41023 | 22,000 | GASOLINE 22,000 - BASED ON ESTIMATED USAGE |
| 42033 | 3,000 | TRAINING AND SAFETY 250 - SAFETY LITERATURE, TRAINING, EQUIPMENT/SUPPLIES 250 - BLOOD BORNE PATH. VACCINE 2,500 - CERTIFICATION CLASSES, CDL CLASS A, ETC. |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 42044 | 556,255 | ELECTRIC |
| | | 2,000 - BUILDING MAINT. BARN |
| | | 173,500 - CITY CENTER COMPLEX |
| | | 8,000 - ELECTRICAL BUREAU |
| | | 24,000 - FIRE STATIONS |
| | | 40,000 - PARKS/PLAYGROUNDS |
| | | 30,300 - MUNICIPAL SERVICE CENTER |
| | | 5,500 - PARKS MAINT. BARN |
| | | 5,000 - POLICE SUBSTATIONS |
| | | 43,000 - POOLS AND RINK |
| | | 11,000 - SAND ISLAND |
| | | 12,000 - RECYCLING |
| | | 5,000 - GREENWAY LIGHTS (100) AND ELEC. FOR SPECIAL EVENTS |
| | | 5,700 - RADIO TRANSMISSION TOWER (S. MOUNT) |
| | | 191,255 - ENERGY UPGRADE CONTRACT |
| 42045 | 125,195 | GAS |
| | | BASED ON 2014 USAGE |
| | | 16,000 - PARKS MAINTENANCE |
| | | 5,700 - ICE HOUSE |
| | | 11,025 - STEFKO BRAZING MACHINE |
| | | 18,700 - MUNI. SERVICE CENTER |
| | | 51,600 - CITY CENTER |
| | | 2,550 - LINCOLN FIRE |
| | | 5,500 - N. CENTRAL FIRE |
| | | 4,100 - MEMORIAL FIRE |
| | | 3,550 - NORTHWEST FIRE |
| | | 5,500 - DEWBERRY EMS |
| | | 650 - YOSKO |
| | | 120 - WILLIAMS ST PUMP |
| | | 200 - CITY LINE PUMP |
| 42046 | 54,000 | HEATING OIL |
| | | 10,000 - CONTINGENCY FOR EXTREME WEATHER |
| | | 9,000 - BUILDINGS SHOP |
| | | 7,000 - DAR HOUSE |
| | | 12,000 - ICE RINK |
| | | 9,000 - MEMORIAL POOL |
| | | 7,000 - ELECTRICAL BUREAU |
| | | PAST HISTORY OF HEATING COSTS |
| | | 2005 38,300 |
| | | 2006 38,500 |
| | | 2007 38,350 |
| | | 2008 56,390 |
| | | 2009 35,530 |
| | | 2010 44,435 |
| | | 2011 41,800 |
| | | 2012 43,400 |
| | | 2013 40,478 |
| | | 2014 52,000 AS OF AUG. 19, 2014 |
| 42047 | 130,250 | DEPARTMENT CONTRACTS |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| | | 55,000 - CITY CENTER ENERGY SYSTEM MAINTENANCE |
| | | 5,000 - ELEVATOR MAINTENANCE |
| | | 3,500 - PEST CONTROL |
| | | 4,000 - SECURITY SYSTEMS MAINTENANCE |
| | | 5,500 - SERVICE FIRE EXTINGUISHERS INSPECTIO/SUPPRESSION SYS. |
| | | 6,500 - SERVICE AND CHEMICALS FOR WATER TREATMENT COOLING TOWERS/HEATING SYSTEMS |
| | | 6,550 - ANNUAL BOILER MAINTENANCE |
| | | 3,500 - SPRINKLER TRIP TEST (CITY CENTER, GARAGE, ICE HOUSE) |
| | | 4,500 - TRANE SERVICE ON TWO CHILLERS AT CITY CENTER |
| | | 1,500 - GARAGE & IH SPRINKLER SYSTEM LEAK TEST/REPAIR AS NEEDED |
| | | 4,000 - P.M. ON SWITCH GEAR/ELEC. DISTRIBUTORS (CITY CENTER) |
| | | 3,500 - EDDY CURRENT TEST-CONDENSER & EVAPORATOR TUBES |
| | | 1,100 - ADS ELECTRIC DOORS |
| | | 5,000 - UNDERGROUND STORAGE TANKS INDEMNIFICATION/REGISTRATION /INSPECTION |
| | | 400 - MUNICIPAL GARAGE SECURITY MONITORING |
| | | 13,000 - ICE RINK MAINT. |
| | | 4,000 - CC SWITCH GEAR/ELEC. DISTRIBUTORS PM (EVERY 4 YRS) |
| | | 2,000 - ALARM SERVICE |
| | | ICE HOUSE FIRE PROTECTION INSPECTION AND AIR TEST |
| | | 1,700 - DRY SYSTEM |
| 42060 | 500 | OTHER EXPENSES |
| | | 500 - UNFORESEEN EXPENSES |
| 42064 | 2,000 | EQUIPMENT MAINTENANCE |
| | | 2,000 - REPAIRS TO EQUIPMENT UTILIZED FOR MAINTENANCE PURPOSES AND RADIO BATTERY REPLACEMENTS PER ELEC. BUREAU INCREASE DUE TO INCREASED COSTS ON EQUIP. MAINT ITEMS |
| 42065 | 49,150 | PLANT MAINTENANCE |
| | | 800 - CEILING TILE |
| | | 2,800 - TEGG SERVICE ELECTRICAL DISTRIBUTION |
| | | 550 - BUILDING MATERIALS (PLYWOOD, FRAME LUMBER, WHITE PINE) |
| | | 2,000 - HBI REPAIRS/RENOVATIONS |
| | | 1,000 - ELEVATOR CODE REQUIREMENTS |
| | | 5,000 - BOILER MAINTENANCE/CHEMICALS |
| | | 6,000 - REPLACE APPROX 150 PLAZA PAVERS (UNSAFE) |
| | | 4,000 - FAN COIL REPLACEMENT MOTORS FOR CC BLD. A |
| | | 5,000 - UNCLOG DRAIN SYSTEMS |
| | | 10,000 - ICE RINK FACILITY REPAIRS |
| | | 4,000 - WINDOW REPAIRS/REPLACEMENTS |
| | | 8,000 - UNFORESEEN MAINT. |
| 43099 | 23,000 | EQUIPMENT |
| | | 22,500 - ONE UTILITY TRUCK W/PLOW AND LIFT GATE (TO REPLACE UNIT #76 OR #81) YEAR 1 OF 3 LEASE |
| | | 500 - TWO NEW VACUUM CLEANERS FOR CITY CENTER (\$250 EA.) |

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BUREAU DETAIL

Bureau: Recreation

No: 0406

Department: Parks & Public Property

No: 0040

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Successfully continued Movies in the Park program and presented six movies to residents throughout the City.
 - Expanded the After School programming to include three schools: Broughal, Fountain Hill and East Hills.
 - Continued and expanded "Fitness in the Park" program at the Rose Garden. We offered three different classes throughout the spring and summer.
 - Worked with Hispanic American League of Artists to design and complete a new mural at Yosko.
 - Successfully facilitated a SAT Prep Program, organized a week-long Adventure Day Camp experience for 15 youths,
 - Introduced recreation programs at City pools including DJ Days, Fitness Days, Kayak Lessons, Character Days, and Bingo.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|--------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------|----------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 2808 | Recreation Administrator | 1 | 1 | 1 | 1 | 1 | 69,994 | 1 | 69,994 | 1 | 72,383 |
| 2300 | Recreation Coordinator | - | - | 1 | 1 | 1 | 53,457 | 1 | 53,457 | 1 | 55,328 |
| C062 | Account Clerk II | 1 | 1 | 1 | 1 | 1 | 44,787 | 1 | 44,787 | 1 | 46,381 |
| Total Positions | | 2 | 2 | 3 | 3 | 3 | 168,238 | 3 | 168,238 | 3 | 174,092 |
| Allocated from 004A | | | | | | | 48,027 | | 48,027 | | 49,712 |
| | | | | | | | <u>216,265</u> | | <u>216,265</u> | | <u>223,804</u> |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 140,630 | 142,188 | 191,569 | 186,022 | | 212,985 | | 212,985 | | 220,444 |
| 40002 | LONGEVITY | 2,590 | 3,265 | 4,660 | 3,200 | | 3,280 | | 3,280 | | 3,360 |
| 40003 | OVERTIME | 13,989 | 10,041 | 18,602 | 7,837 | | 12,000 | | 9,000 | | 11,000 |
| 40004 | TEMPORARY HELP | 281,820 | 245,278 | 264,309 | 253,950 | | 271,310 | | 258,000 | | 254,660 |
| 40006 | DIFFERENTIAL PAY | 145 | 253 | 380 | 79 | | 500 | | 150 | | 500 |
| 40008 | MEAL REIMBURSEMENT | 60 | 91 | 65 | 52 | | 200 | | 150 | | 200 |
| Personnel | | 439,234 | 401,116 | 479,585 | 451,140 | | 500,275 | | 483,565 | | 490,164 |
| 41013 | OFFICE EXPENSE | 84 | 263 | 432 | 364 | | 500 | | 400 | | 300 |
| 41014 | OPERATING SUPPLIES | 10,607 | 12,421 | 12,381 | 27,924 | | 43,900 | | 38,500 | | 37,200 |
| 41021 | CHEMICALS | 46,239 | 39,012 | 38,057 | 40,499 | | 45,000 | | 42,000 | | 48,000 |
| 41023 | GASOLINE | 474 | 1,119 | 626 | 697 | | 1,500 | | 1,150 | | 1,500 |
| Materials & Supplies | | 57,404 | 52,815 | 51,496 | 69,484 | | 90,900 | | 82,050 | | 87,000 |
| 42032 | TRAINING/CONT. EDUCATION | - | 195 | 836 | 120 | | 850 | | 350 | | 500 |
| 42040 | ADVERTISING AND PRINTING | 1,098 | 640 | 612 | 1,400 | | 2,600 | | 1,400 | | 1,400 |
| 42047 | DEPARTMENT CONTRACTS | 30,000 | 30,000 | 10,000 | 8,649 | | 10,000 | | 10,000 | | 5,000 |
| 42049 | REFUNDS | 458 | 295 | 108 | 355 | | 500 | | 450 | | 500 |
| 42060 | OTHER EXPENSES | 1,050 | 1,802 | 6,446 | 1,488 | | 6,800 | | 4,500 | | 7,200 |
| 42063 | SPECIAL PROGRAMS | 3,192 | 4,277 | 4,541 | 9,729 | | 15,200 | | 13,200 | | 15,000 |
| Purchased Services | | 35,798 | 37,209 | 22,543 | 21,741 | | 35,950 | | 29,900 | | 29,600 |
| Total | RECREATION | 532,436 | 491,140 | 553,624 | 542,365 | | 627,125 | | 595,515 | | 606,764 |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 40003 | 11,000 | OVERTIME 11,000 - HOURS WORKED AT ICE RINK - EVENINGS, WEEKENDS, AND HOLIDAYS. |
| 40004 | 254,660 | TEMPORARY HELP POOLS: 91,000 - LIFEGUARDS 17,000 - CASHIERS 20,000 - ASST. HEAD GUARDS 16,500 - HEAD GUARDS 2,500 - IN-SERVICE 9,500 - SUPERVISOR PLAYGROUNDS/DAY CAMP 22,000 - LEADERS 5,500 - SUPERVISOR 1,500 - IN-SERVICE 600 - MOVIES IN THE PARK STAFF SAND ISLAND: 8,000 - ATTENDANTS 5,500 - TENNIS COORDINATOR SOFTBALL: 1,500 - DIRECTOR/UMPIRE-IN-CHIEF WINTER BASKETBALL: 1,000 - ASSIGNER 1,500 - GYM SUPERVISOR/SCOREKEEPERS 3,860 - LYNFIELD PLAYGROUND PROGRAM (REIMBURSED BY BHA) ICE RINK: 20,000 - SKATEGUARDS 3,500 - CASHIERS SPECIAL PROGRAM INSTRUCTORS: 8,500 - SWIMMING LESSONS 5,500 - TENNIS LESSONS 8,000 - ICE SKATING/HOCKEY LESSONS 1,000 - AFTER SCHOOL PROGRAM DIRECTOR 700 - FITNESS IN THE PARK |
| 40006 | 500 | DIFFERENTIAL PAY 500 - DIFFERENTIAL PAY |
| 40008 | 200 | MEAL REIMBURSEMENT 200 - REIMBURSEMENT FOR MEALS IN ACCORDANCE WITH UNION CONTRACT. |
| 41013 | 300 | OFFICE EXPENSE 300 - SUPPLIES NOT AVAILABLE FROM STOCK INVENTORY. |
| 41014 | 37,200 | OPERATING SUPPLIES |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| | | 750 - TENNIS/SOFTBALL TROPHIES. |
| | | 3,000 - LIFEGUARD SWIMSUITS, WHISTLES, STAFF SHIRTS |
| | | 750 - ARTS AND CRAFTS SUPPLIES |
| | | 1,500 - ATHLETIC EQUIPMENT |
| | | 1,500 - ICE SKATING SUPPLIES |
| | | 2,000 - FIRST AID SUPPLIES |
| | | 2,000 - POOL SUPPLIES |
| | | 400 - LAMINATING POUCHES |
| | | 1,000 - EASTER EGG HUNT |
| | | 800 - MEMORIAL POOL CONCESSION STAND |
| | | 15,000 - POOL PAINT |
| | | 5,000 - SKATES |
| | | 2,500 - SAND ISLAND TENNIS COURTS - TOP DRESSING, TAPES, ETC. |
| | | 1,000 - MAINTENANCE FOR CASH REGISTERS |
| 41021 | 48,000 | CHEMICALS |
| | | 48,000 - POOL/RINK CHEMICALS, TEST KITS, SUPPLIES, AND WATER TESTING. INCREASE IS DUE TO INCREASED COSTS IN CHEMICALS AND DELIVERY CHARGES. |
| 41023 | 1,500 | GASOLINE |
| | | 1,500 - BASED ON ESTIMATED USAGE. INCLUDES LIQUID PETROLEUM GAS FOR ZAMBONI(\$500). |
| 42032 | 500 | TRAINING/CONTINUING ED. |
| | | 500 - SEMINARS/CONFERENCES SUCH AS PRPS |
| 42040 | 1,400 | ADVERTISING AND PRINTING |
| | | 200 - POOL AND TENNIS PASSES |
| | | 200 - MUSIC IN THE PARK |
| | | 1,000 - ADVERTISING/RECREATION |
| 42047 | 5,000 | DEPARTMENT CONTRACTS |
| | | 5,000 - BOY'S CLUB - YOSKO PLAYGROUNDS |
| 42049 | 500 | REFUNDS |
| | | 500 - REFUNDS FOR CLASS REGISTRATION CANCELLATIONS (I.E. SWIMMING LESSONS) AFTER PAYMENT HAS ALREADY BEEN DEPOSITED. |
| 42060 | 7,200 | OTHER EXPENSES |
| | | 1,000 - REIMBURSEMENT GAS |
| | | 500 - NRPA AND PRPS MEMBERSHIP |
| | | 400 - PROTECT YOUTH SPORTS BACKGROUND CHECKS |
| | | 4,000 - MAINTENANCE FOR ZAMBONI |
| | | 1,300 - ASCP AND BMI MUSIC LICENSES |
| 42063 | 15,000 | SPECIAL PROGRAMS |
| | | 400 - BASKETBALL PLAY-OFF OFFICIALS (SUMMER/WINTER) |
| | | 1,500 - SOFTBALL PLAYOFF OFFICIALS |
| | | 800 - CPR TRAINING/CERTIFICATION |
| | | 900 - LIFEGUARD TRAINING |
| | | 2,000 - POOL/ICE RINK/PLAYGROUND |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| | 2,400 | - TENNIS LEAGUE (REIMBURSEMENT) |
| | 2,000 | - YOUTH RECREATION PROGRAMS |
| | 5,000 | - MOVIES IN THE PARK AND UPKEEP OF EQUIPMENT |

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BUREAU DETAIL

Bureau: Parks Maintenance **No:** 0407

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

Bureau Description:

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

Goals and Objectives:

- To cost effectively and efficiently maintain and enhance more than 40 public parks, playgrounds, ball fields and other public properties covering more than 700 acres and including 6 miles of historic canal and towpath.
- Maintain the Continuous Improvement (CI) process by continuing to participate in CI events for Open Space Maintenance, including but not limited to Mowing, Tree Trimming and Removal, Leaf Collection and Snow Removal.

Prior Year Achievements:

- Erected new golf course sign and repaired kitchen floor in clubhouse restaurant.
 - Installed benches, tables, flower planters, and receptacles at Tranquility Park.
 - Continued and made improvements to CI Mowing schedule and operations, resulting in a consistent 7 day mowing rotation. (9-10 day rotation the previous year).
 - Began removing outdated blacktop areas and creating green space at Sell Field.
 - Assisted with major reconstruction of Monocacy Creek slope/bank on Sand Island east.
 - Repaired Illick's Mill Park pavilion.
 - Continued assisting community and volunteer organizations that maintain and beautify public spaces by providing materials, services, and facilitating coordination.
 - Assisted with removal of HBI dam, installed new trees, benches, picnic tables, receptacles.
 - Completed major repairs to Memorial pool, Clearview Pool, and upgraded Stark pool pump house.
 - Supported City wide leaf collection and snow removal initiatives.
 - Built enclosure wall around new gas main installation at City Hall.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|------------------|-----------------------|------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Actual & Estimated | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3009 Superintendent of Maint | 1 | 1 | 1 | 1 | 1 | 76,547 | 1 | 76,547 | 1 | 79,259 |
| 2608 Stone Mason | 1 | 1 | 1 | 1 | 1 | 63,612 | 1 | 63,612 | 1 | 65,860 |
| 2402 Foreman | 1 | 1 | 1 | 1 | 1 | 57,583 | 1 | 57,583 | 1 | 59,625 |
| M114 Maintenance Worker III | 6 | 6 | 6 | 6 | 6 | 320,378 | 6 | 320,378 | 6 | 331,760 |
| M092 Maintenance Worker II | 9 | 9 | 9 | 9 | 9 | 416,038 | 9 | 416,038 | 9 | 440,885 |
| M072 Maintenance Worker I | 4 | 4 | 4 | 4 | 4 | 140,914 | 4 | 140,914 | 4 | 138,299 |
| Total Positions | 22 | 22 | 22 | 22 | 22 | 1,075,072 | 22 | 1,075,072 | 22 | 1,115,688 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 986,143 | 1,023,196 | 1,008,620 | 1,022,440 | | 1,059,552 | | 1,059,552 | | 1,098,888 |
| 40002 LONGEVITY | 14,910 | 17,775 | 17,730 | 13,680 | | 15,520 | | 15,520 | | 16,800 |
| 40003 OVERTIME | 32,016 | 39,624 | 42,884 | 30,792 | | 41,000 | | 41,000 | | 41,000 |
| 40004 TEMPORARY HELP | 21,855 | 22,323 | 26,813 | 20,448 | | 23,000 | | 20,500 | | 8,000 |
| 40006 DIFFERENTIAL PAY | 897 | 1,407 | 878 | 941 | | 2,000 | | 1,900 | | 1,500 |
| 40008 MEAL REIMBURSEMENT | 1,996 | 3,159 | 1,235 | 1,950 | | 4,600 | | 4,500 | | 3,000 |
| Personnel | 1,057,817 | 1,107,484 | 1,098,160 | 1,090,251 | | 1,145,672 | | 1,142,972 | | 1,169,188 |
| 41014 OPERATING SUPPLIES | 9,681 | 15,802 | 14,149 | 14,469 | | 12,600 | | 11,000 | | 12,400 |
| 41016 UNIFORMS/SAFETY SHOES | 2,641 | 4,179 | 3,614 | 3,048 | | 5,900 | | 4,500 | | 4,900 |
| 41017 SMALL TOOLS | 522 | 1,576 | 1,742 | 958 | | 1,500 | | 1,000 | | 1,500 |
| 41023 GASOLINE | 40,443 | 52,789 | 52,699 | 45,031 | | 60,500 | | 55,000 | | 47,500 |
| Materials & Supplies | 53,287 | 74,346 | 72,204 | 63,506 | | 80,500 | | 71,500 | | 66,300 |
| 42032 TRAINING/CONT. EDUCATION | 198 | 578 | 4,630 | 2,773 | | 700 | | 250 | | 2,500 |
| 42047 DEPARTMENT CONTRACTS | - | - | - | 9,807 | | 12,500 | | 12,000 | | 3,500 |
| 42054 RENTALS | 469 | 1,782 | 1,922 | 1,494 | | 1,500 | | 1,350 | | 500 |
| 42060 OTHER EXPENSES | 23,994 | 37,539 | 26,203 | 21,320 | | 25,500 | | 22,000 | | 29,200 |
| 42064 EQUIPMENT MAINTENANCE | 14,810 | 15,551 | 13,736 | 17,579 | | 16,500 | | 15,000 | | 14,500 |
| 42065 PLANT MAINTENANCE | 6,413 | 5,480 | 10,041 | 21,585 | | 21,400 | | 20,000 | | 21,000 |
| Purchased Services | 45,884 | 60,930 | 56,532 | 74,558 | | 78,100 | | 70,600 | | 71,200 |
| 43099 EQUIPMENT | 7,000 | - | 2,335 | 983 | | - | | - | | - |
| Equipment | 7,000 | - | 2,335 | 983 | | - | | - | | - |
| Total | 1,163,988 | 1,242,760 | 1,229,231 | 1,229,298 | | 1,304,272 | | 1,285,072 | | 1,306,688 |

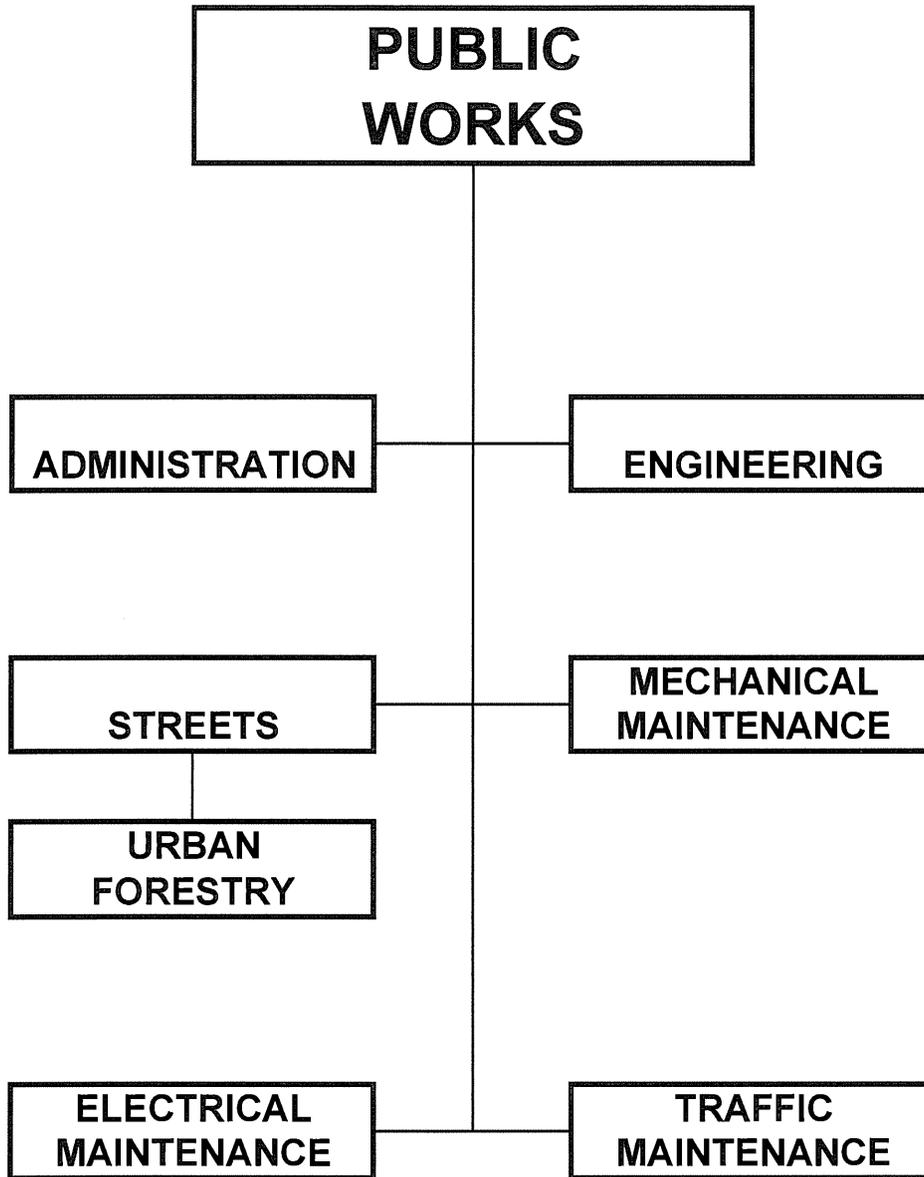
2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40003 | 41,000 | OVERTIME 41,000 - STAND-BY AND CALL OUTS FOR STORM EMERGENCIES. SCHEDULED OVERTIME FOR CLEARING SIDEWALKS, STREETS AND BRIDGES DURING SNOW OPERATIONS, LEAF PICKUP, SERVICES TO SPECIAL EVENTS, WEEKEND GARBAGE PICK UP IN NORTH AND SOUTH DOWNTOWN, OTHER PARKS MAINTENANCE ACTIVITIES AS NEEDED. |
| 40004 | 8,000 | TEMPORARY HELP 8,000 - ASSIST DURING SUMMER IN VARIOUS PLAYGROUNDS, PARKS, ATHLETIC FIELDS, HBI, WITH GRASS CURRING AND WEED CONTROL ASSIST WITH CITY FLOWER PROGRAM, MAINTENANCE OF GREENWAY, GRAFFITI PROGRAM, AND ASSIST WITH SPECIAL EVENTS. DUE TO LIMITED FULL TIME WORKFORCE WE GREATLY BENEFIT FROM STARTING PART TIME EARLY IN THE SEASON AND KEEPING THEM LATER. |
| 40006 | 1,500 | DIFFERENTIAL PAY 1,500 - HOURS WORKED FOR MIDDLE AND NIGHT SHIFT DURING CALL OUTS AND EXTENDED HOURS. |
| 40008 | 3,000 | MEAL REIMBURSEMENT 3,000 - MEALS PAID IN ACCORDANCE WITH UNION CONTRACT |
| 41014 | 12,400 | OPERATING SUPPLIES MONIES ALLOCATED FOR BLANKET ORDERS AND VARIOUS SUPPLIES REQUIRED FOR MAINTENANCE AT CITY PARKS, PLAYGROUNDS, GARDENS, ATHLETIC FIELDS, ETC. 2,000 - CITY FLOWER PROGRAM 500 - ROSES FOR ROSE GARDEN 2,500 - CHEMICALS (BEE SPRAY, CLEANSERS, VEGETATION MANAGEMENT, ETC.) 2,500 - PAINT 2,000 - CONCRETE 700 - 3 HAND MOWERS 500 - 2 HAND BLOWERS 1,200 - 8 STRING TRIMMERS 500 - MISC SUPPLIES |
| 41016 | 4,900 | UNIFORMS/SAFETY SHOES 4,900 - WORK UNIFORMS, SAFETY SHOES, RAIN GEAR, WORK SHOES |
| 41017 | 1,500 | SMALL TOOLS 1,500 - MISC. TOOLS FOR PROJECTS |
| 41023 | 47,500 | GASOLINE 47,500 - BASED ON ESTIMATED USAGE. |
| 42032 | 2,500 | TRAINING/CONTINUING ED. 1,000 - EMPLOYEE TRAINING, PESTICIDE SPRAYING CERT., EDUCATIONAL SEMINARS, HEAVY EQUIPMENT TRAINING, |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| | | CDL UPGRADES, PLAYGROUND SAFETY INSPECT. CERT. 1,500 - CDL CLASS A TRAINING |
| 42047 | 3,500 | DEPARTMENT CONTRACTS 3,500 - EQUIPMENT LEASE FOR TWO MOWERS (YR 4 OF 5) |
| 42054 | 500 | RENTALS 500 - RENTAL OF EQUIPMENT NOT AVAILABLE IN CITY FLEET |
| 42060 | 29,200 | OTHER EXPENSES 700 - SUBSCRIPTIONS, CDL REIMBURSEMENT 500 - WATER COOLER DELIVERY 28,000 - LANDFILL CHARGES |
| 42064 | 14,500 | EQUIPMENT MAINTENANCE SERVICES AND PARTS FOR MAINTENANCE OF EQUIPMENT NEEDED FOR PARKS MAINTENANCE ACTIVITIES: OTHER EQUIPMENT 7,500 - TRACTORS/MOWERS 2,000 - CULTIVATORS/TRIMMERS 1,500 - JACKHAMMERS, CHAIN SAWS, HEDGE TRIMMERS, ETC. 3,500 - MISC. PARTS/REPAIRS TO OTHER EQUIPMENT |
| 42065 | 21,000 | PLANT MAINTENANCE 16,000 - PURCHASE TOOLS AND MATERIALS TO PERFORM MAINTENANCE, LANDSCAPING, AND NECESSARY REPAIRS TO CITY PARKS, PLAYGROUNDS, GARDENS, ATHLETIC FIELDS, CITY CENTER COMPLEX. MATERIALS REQUIRED TO MAINTAIN PARK FACILITIES SUCH AS MULCH, BARK FERTILIZER, GRASS SEED TOPSOIL, LUMBER AND PAINT, REPAIRS DUE TO FLOODING 5,000 - TREE REMOVAL, PRUNING, REPLACEMENT |

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BUREAU DETAIL

Bureau: Administration

No: 0501

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Implemented a vehicle tracking system (AVL) to improve safety, productivity, and efficiencies of various field operations such as snow plowing, street sweeping, storm sewer maintenance, leaf collection, and Christmas lighting decorations. Currently completing or updating basic services operations plans (street sweeping plan, snow operations plan, storm sewer maintenance plan, and leaf collection plan) utilizing the AVL system to better monitor, track, and improve efficiency in providing said basic services.
 - Implemented and maintains a road management program for the resurfacing of all City streets. Currently working on expanding and improving our in-house paving program. Improved our road rating system by collection and transfer of information into CAD/GIS using tablets.
 - Expanded and improved urban forestry functions within the City, which will be detailed in that bureau's prior year achievements. Currently working with the Bureau of Urban Forestry to complete the tree inventory database.
 - Maintained and improved services in the various bureaus and completed new programs such as pre-wetting of road surfaces to improve snow/ice operations in the Bureau of Streets, additional traffic calming techniques in the Bureau of Traffic Maintenance, and tree inventory and database program in Urban Forestry. Currently evaluating various de-icing materials to reduce costs, improve service and reduce environmental impact.
 - Completed the purchase of the City's nearly 8,000 street lights and implemented a state of the art internet based reporting system to maintain the same in the Bureau of Electrical Maintenance. Continue to monitor the improved effectiveness of maintenance cost savings of this project.
 - Completed upgrade of all non-decorative street lights (over 5000) to LEDs.
 - Developing a city-wide geographic information system (GIS), and the completion of numerous other critical engineering and construction projects.
 - Played key role and participated in numerous CI programs and continue to strategize new procedures to improve productivity, cut costs, and increase revenue.
 - Awarded grant from ARLE for pedestrian safety improvements to the north end of the Fahy Bridge. Coordinated with Penn DOT to have all the work completed with the Fahy Bridge re-hab project starting in 2015 and utilized grant funding to make pedestrian improvements at Liberty High School instead.
 - Completed 5S Event in the Electrical Bureau to organize the layout of parts for quicker response times. Cleaned and improved all work areas.
 - Awarded Growing Greener grant for improvements to the Stefko Blvd Swale and currently working on design of improvement.
 - Awarded TAP grant for sidewalk improvements on 4th Street.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 | | 2014 | | 2015 | |
|---------------------------------|--------------------------------------|----------------|----------------|----------------|------------------------|-----------------------|----------|-----------------|----------|-----------------|
| | | | | | Budget w/ Transfers | Actual & Estimated | # | Salaries | # | Salaries |
| Personnel Detail | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| N085 Dir Pub Wks/City Engineer | 1 | 1 | 1 | 1 | 1 | 93,957 | 1 | 93,957 | 1 | 97,245 |
| 2807 Dept Business Manager | 1 | 1 | 1 | 1 | 1 | 62,926 | 1 | 62,926 | 1 | 71,045 |
| C072 Departmental Secretary | 1 | 1 | 1 | 1 | 1 | 45,614 | 1 | 45,614 | 1 | 47,277 |
| Total Positions | 3 | 3 | 3 | 3 | 3 | 202,497 | 3 | 202,497 | 3 | 215,567 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 145,919 | 175,129 | 185,914 | 191,336 | | 200,577 | | 200,577 | | 213,487 |
| 40002 LONGEVITY | 595 | 1,270 | 1,430 | 1,760 | | 1,920 | | 1,920 | | 2,080 |
| Personnel | 146,514 | 176,399 | 187,344 | 193,096 | | 202,497 | | 202,497 | | 215,567 |
| 41013 OFFICE EXPENSE | 454 | 678 | 489 | 700 | | 700 | | 625 | | 600 |
| 41023 GASOLINE | 700 | 933 | 1,069 | 987 | | 1,210 | | 1,100 | | 1,088 |
| Materials & Supplies | 1,154 | 1,611 | 1,558 | 1,687 | | 1,910 | | 1,725 | | 1,688 |
| 42032 TRAINING/CONT. EDUCATION | 529 | 1,091 | 606 | 1,154 | | 1,350 | | 1,200 | | 1,350 |
| 42060 OTHER EXPENSES | 428 | 415 | 334 | 518 | | 550 | | 400 | | 650 |
| Purchased Services | 957 | 1,506 | 940 | 1,672 | | 1,900 | | 1,600 | | 2,000 |
| Total ADMINISTRATION | 148,625 | 179,516 | 189,842 | 196,455 | | 206,307 | | 205,822 | | 219,255 |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 41013 | 600 | OFFICE EXPENSE 600 - SPECIAL SUPPLIES THAT ARE NOT STOCKED BY PURCHASING. REDUCED TO MEET BUDGET CONSTRAINTS. |
| 41023 | 1,088 | GASOLINE 1,088 - FOR DIRECTOR'S VEHICLE TO RESPOND TO CITY BUSINESS 24/7 INCLUDING SNOW PLOWING OPERATIONS. BASED ON ANNUAL USAGE OF 340 GALLONS @ \$3.20 PER GALLON. |
| 42032 | 1,350 | TRAINING/CONTINUING ED. 1,350 - THIS ACCOUNT WILL BE UTILIZED FOR CONTINUING PROFESSIONAL EDUCATION FOR THE DIRECTOR/CITY ENGINEER TO MAINTAIN PROFESSIONAL ENGINEERING LICENSURE PER THE STATE OF PENNSYLVANIA REQUIREMENTS AND CITY ORDINANCE. THIS ACCOUNT IS ALSO TO BE USED BY THE DIRECTOR AND STAFF TO ATTEND CONFERENCES AND SEMINARS SUCH AS LATEST SNOW/ICE REMOVAL TECHNIQUES, CONSTRUCTION MEANS AND METHODS, MANAGEMENT SYSTEMS, ROAD SCHOLAR SEMINARS, WINTER SYMPOSIUM, PA LEAGUE OF CITIES AND MUNICIPALITIES ANNUAL CONVENTION, ETC. MAY COVER ONLY ONE, POSSIBLY TWO SEMINARS DEPENDING ON LOCATION. REVELANT SEMINARS ARE OFTEN NOT ATTENDED DUE TO OVERALL BUDGET CONCERNS. |
| 42060 | 650 | OTHER EXPENSES 100 - MISCELLANEOUS (PARKING FEES, TOLLS, ETC). 150 - REFERENCE/CROSS DIRECTORY/POLK DIRECTORY. 300 - PUBLIC WORKS SUBSCRIPTIONS AND MEMBERSHIP DUES. 100 - DIGITAL RECORDER FOR VARIOUS MEETING FUNCTIONS TO REPLACE MALFUNCTIONING CURRENT ONE. |

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BUREAU DETAIL

Bureau: Engineering

No: 0502

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Completed the design and/or construction or oversight of design and construction of numerous projects, which included digester/waste activated sludge improvements, CSO relocation, dewatering improvements, and addition of a fourth effluent pump at the WWTP and other water and sewer capital projects.
 - Completed construction and contract administration of the reconstruction of North Street, storm sewer system replacements at Center Street and Linden Street. Completed design of Broadway Sanitary Sewer Replacement.
 - Completed the design/bid packages of numerous street re-surfacing projects, curb ramps, sidewalks, traffic signals, and restoration of utility trenches.
 - Completed final engineering for the Lynn Avenue Bridge and High Street Bridge replacements and began design with Penn DOT of Fahy Bridge improvements.
 - Completed review of numerous site development plans including Majestic Lot 3, the LVIP 7 Phase 5, LVIP 7 Lot 82, 3rd & Polk Charter School, Nitschmann Middle School, Notre Dame Gymnasium, 125 Emery Street, and 2115 Spillman Drive and HOP plans.
 - Ongoing NPDES Phase II stormwater permitting efforts including annual reports to PA DEP.
 - Continued review and coordination with Penn DOT and design engineer of the design and construction for the Route 412 Widening and Connector Road projects.
 - Began design and permitting of South Bethlehem Greenway Phase IV.
 - Evaluated ADA curb ramp design requirements that are incorporated into our overlay program.
 - Prepared grant applications seeking funding for various projects including Main Street and 3rd & 4th Streets.
 - Administered bridge maintenance program which included work at 8th Avenue and Lynn Avenue.
 - Continue design of improvements to the Stefko swale funded by a Growing Greener grant.
 - Completed design and permitting of a culvert replacement along Creek Road.
 - Completed design and construction administration for the Skate Plaza entry.
 - Continue design oversight and coordination for Eastern Gateway improvements.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|---------------------------|-------------------------------|----------------|----------------|----------------|------------------------|----------------|-----------------------|----------------|-----------------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | | Actual & Estimated | | Final Budget | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| N100 | Bureau Chief Engineer | 1 | 1 | 1 | 1 | 1 | 84,362 | 1 | 84,362 | 1 | 87,314 |
| 2908 | Section Engineer | 2 | 2 | 1 | 1 | 1 | 71,603 | 1 | 71,603 | 1 | 74,189 |
| 2809 | Project Engineer | 2 | 2 | 2 | 2 | 2 | 138,709 | 2 | 138,709 | 2 | 139,214 |
| 2511 | Design Asst-Chief of Surv | 1 | 1 | 1 | 1 | 1 | 60,648 | 1 | 60,648 | 1 | 62,709 |
| 2503 | Design Assistant | 2 | 2 | 2 | 2 | 2 | 119,536 | 2 | 119,536 | 2 | 123,819 |
| 2404 | Engineering Assistant | 5 | 5 | 5 | 5 | 5 | 279,633 | 5 | 279,633 | 5 | 292,205 |
| 2302 | Engineering Aide | 1 | - | - | - | - | - | - | - | - | - |
| Total Positions | | 14 | 13 | 12 | 12 | 12 | 754,491 | 12 | 754,491 | 12 | 779,450 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 796,162 | 691,003 | 725,977 | 735,615 | | 746,811 | | 746,811 | | 773,050 |
| 40002 | LONGEVITY | 15,330 | 13,090 | 7,700 | 9,040 | | 7,680 | | 7,680 | | 6,400 |
| 40003 | OVERTIME | 20,083 | 5,976 | 14,822 | 11,570 | | 17,592 | | 17,000 | | 16,000 |
| 40004 | TEMPORARY HELP | - | - | 576 | - | | - | | - | | 500 |
| 40008 | MEAL REIMBURSEMENT | 10 | - | - | - | | - | | - | | - |
| Personnel | | 831,585 | 710,069 | 749,075 | 756,225 | | 772,083 | | 771,491 | | 795,950 |
| 41014 | OPERATING SUPPLIES | 5,105 | 3,727 | 3,597 | 4,311 | | 5,250 | | 4,400 | | 5,000 |
| 41016 | UNIFORMS/SAFETY SHOES | 1,584 | 1,191 | 1,757 | 1,194 | | 1,800 | | 1,600 | | 1,400 |
| 41023 | GASOLINE | 11,308 | 11,380 | 12,599 | 9,367 | | 14,200 | | 12,000 | | 12,800 |
| Materials & Supplies | | 17,997 | 16,298 | 17,953 | 14,872 | | 21,250 | | 18,000 | | 19,200 |
| 42032 | TRAINING/CONT. EDUCATION | 59 | 105 | 385 | 339 | | 108 | | 108 | | 250 |
| 42047 | DEPARTMENT CONTRACTS | 7,016 | 12,146 | 29,968 | 500 | | 40,000 | | 25,000 | | 43,000 |
| 42060 | OTHER EXPENSES | 5,318 | 4,628 | 5,824 | 3,954 | | 11,550 | | 8,550 | | 10,700 |
| 42064 | EQUIPMENT MAINTENANCE | 3,060 | 3,260 | 3,331 | 1,450 | | 2,700 | | 1,500 | | 3,050 |
| 42064 | BRIDGE MAINTENANCE | - | 185 | 19,619 | - | | - | | - | | - |
| Purchased Services | | 15,453 | 20,324 | 59,127 | 6,243 | | 54,358 | | 35,158 | | 57,000 |
| 43099 | EQUIPMENT | - | - | - | 36,075 | | 19,375 | | 15,375 | | 16,250 |
| Equipment | | - | - | - | 36,075 | | 19,375 | | 15,375 | | 16,250 |
| Total | ENGINEERING | 865,035 | 746,691 | 826,155 | 813,415 | | 867,066 | | 840,024 | | 888,400 |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 40003 | 16,000 | OVERTIME 16,000 - BASED ON ANTICIPATED CONSTRUCTION ACTIVITY IN 2015. MOSTLY TO COVER CONSTRUCTION INSPECTION SERVICES AND WARRANTS OF SURVEY DURING PEAK CONSTRUCTION SEASON. CONSTRUCTION SERVICES ARE FOR BOTH CITY PROJECTS AS WELL AS PRIVATE DEVELOPMENTS FOR WHICH SERVICES ARE PAID BY DEVELOPER INTO OUR GENERAL FUND. MADE SUBSTANTIAL EFFORTS TO REDUCE USE OF THIS ACCOUNT IN 2014, SUCH AS LIMITING INSPECTION TIME TO CRITICAL JUNCTIONS OF CONSTRUCTION, ALTHOUGH WE ANTICIPATE SIGNIFICANT OVERTIME FOR SEVERAL LARGE PROJECTS IN 2015 (ROUTE 412 IMPROVEMENTS, MAJESTIC, LVIP 7, LYNN AVE BRIDGE, AND HIGH ST BRIDGE, ETC.). ADDITIONAL FUNDING IS NEEDED BUT WILL MAINTAIN AT SAME LEVEL DUE TO BUDGET CONSTRAINTS. |
| 40004 | 500 | TEMPORARY HELP 500 - TO PAY FOR INTERNS TO WORK ON THE COLLECTION OF DATA FOR THE GIS SYSTEM DEVELOPMENT AND ANY UNANTICIPATED WORK REQUIRING TEMPORARY HELP. KEPT TO A MINIMUM TO MEET BUDGET CONSTRAINTS. WE WERE ABLE TO SECURE UNPAID INTERNS IN 2014 AS WELL AS IN THE PAST YEARS. |
| 41014 | 5,000 | OPERATING SUPPLIES 5,000 - ANNUAL COST OF BLUEPRINT MATERIALS, DRAFTING, AND SURVEYING SUPPLIES FOR THE YEAR. MISCELLANEOUS (MOSTLY SURVEYING) ITEMS SUCH AS CLOTH, VELUM, PEN POINT INK, GAMMON REELS, PLUMB BOB POINTS, P.K. NAILS AND SPIKES. |
| 41016 | 1,400 | UNIFORMS/SAFETY SHOES 1,400 - FIVE (5) T-SHIRTS/TWO (2) SWEATSHIRTS TO BE PURCHASED FOR SURVEYORS AND INSPECTORS. ONLY FIELD EMPLOYEES ARE ELIGIBLE FOR SAFETY SHOES IN 2015. |
| 41023 | 12,800 | GASOLINE 12,800 - BASED ON ANNUAL USAGE OF 4,000 GALLONS (10 VEHICLES) AT \$3.20 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 |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| | | CONSTRAINTS. |
| 42047 | 43,000 | DEPARTMENT CONTRACTS |
| | 15,000 | - FOR REPLACEMENT OF DEFICIENT SIDEWALKS THAT OWNERS DO NOT REPLACE (EVENTUAL REIMBURSEMENT TO CITY ANTICIPATED) AFTER NOTICES (ASSUMING APPROXIMATELY 10-15 OWNERS IN 2015). |
| | 8,000 | - LINE ITEM FOR UNEXPECTED OUTSIDE CONSULTING AND ENGINEERING WORK DURING THE YEAR. INCLUDES TRAFFIC STUDIES AND IN-HOUSE DESIGN SUPPORT TO ADDRESS ISSUES, UPGRADE OF SIGNALIZED INTERSECTIONS OR NEW INTERSECTIONS, OR IN RESPONSE TO SUBMITTALS OF LAND DEVELOPMENT PLANS. ALSO, ALL EFFORTS TOWARDS PHASE II NPDES STORM WATER PERMITTING SUCH AS ENGINEERING, CATCH BASIN CLEANOUT & REPAIR, TESTING EQUIPMENT (E.G. PUBLIC EVENTS AND GOOD HOUSEKEEPING, ETC.), INCLUDING \$500 ANNUAL FEE. |
| | 20,000 | - FOR ASSISTANCE FROM AN EXPERIENCED CONSULTANT TO SET UP A STORM WATER USER FEE PROGRAM. CITY STAFF WILL HAVE PRIMARY RESPONSIBILITY FOR THIS EFFORT, BUT THE CONSULTANT WILL ASSIST WITH THE ESTABLISHMENT OR CONFIRMATION OF THE STORM WATER PROGRAM ANNUAL FEE CALCULCATIONS, EQUIVALENT RESIDENTAL UNIT (ER4) CALCULATION, ORDINANCE PREPARATION, AND CONSIDERATION OF CREDITS TO PROPERTY OWNERS FOR STORM WATER BMPS. |
| 42060 | 10,700 | OTHER EXPENSES |
| | 300 | - PAINT FOR SURVEY CREW. |
| | 200 | - BATTERIES AND HAND CALCULATORS. |
| | 900 | - MISCELLANEOUS FIELD AND OFFICE SUPPLIES. |
| | 250 | - STATIONERY SPECIALTY ITEMS. |
| | 150 | - FIRST AID SUPPLIES INCLUDING POISON IVY IMMUNIZATIONS, SAFETY BULLETINS, ETC. |
| | 3,900 | - AUTOCAD UPGRADE FOR STATION. |
| | 5,000 | - VERIZON CHARGE FOR DATA PACKAGES FOR MAP DECISIONS TABLETS USED FOR FIELD INSPECTIONS AND GIS UPDATES. |
| 42064 | 3,050 | EQUIPMENT MAINTENANCE |
| | 3,050 | - ANNUAL ADJUSTMENT & ACCURACY CHECK FOR TWO (2) EDMS. SERVICE FOR DESK TOP COPIER, PLOTTER, AND LARGE FORMAT PRINTER/SCANNER INCLUDING ANNUAL CONTRACTS. |
| 43099 | 16,250 | EQUIPMENT |
| | 7,000 | - FIRST YEAR LEASE OF A 2014 GMC VAN (3-YEARS) FOR THE ENGINEERING BUREAU. THIS VAN IS USED PRIMARILY FOR SEWER INSPECTION AND METERING EQUIPMENT. THIS REPLACED A 1989 CHEVY VAN WITH 94,000 MILES. |
| | 9,250 | - THIRD YEAR LEASE OF A 2014 FORD EXPLORER (3-YEARS) FOR THE WATER ENGINEERING INSPECTOR. THIS VEHICLE REPLACED A 1996 CHEVY VAN WITH 150,000 MILES. |

BUREAU DETAIL

Bureau: Streets

No: 0503

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Acquired and deployed spray patch truck to improve road maintenance operations.
 - Improved and continues to improve in-house paving program through both equipment procurements and personnel training.
 - Improved streetscape, cleaning services, and added flowers in the downtown areas. Painted, repaired, and/or replaced flower urns and bollards with chains. Replaced slate and bricks and also replaced crosswalks in the downtown business districts.
 - Maintained vegetation control throughout city streets.
 - Collected over 20,000 cubic yards of leaves during the 2013 leaf collection operation.
 - Maintained storm sewers – cleaning and flushing of over 230 basins throughout the city.
 - Paved over 13,000 feet of roadway and scratched 4,000 feet in 2014 through the in-house paving program.
 - 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.
 - Maintain and strived to improve all services provided.
 - Reorganized entire city street garage to be more efficient with all our city services.
 - Made 30 repairs to sinkholes using over 35 yards of flowable fill.
 - Roadside tractor cut over 25 miles of vegetation growth along city roadways.
 - Used over 1,000+ tons of wearing material to repair city roadways.
 - Milled over 8,000 feet of roadway with the new milling machine.
 - Cut cost and improved service with the purchase of a truck mount street sweeper.
 - Improved the snow plowing operation by switching all plows to steel blades.
 - Improved the brine operation by using a deicing additive (GEOMELT 55 BEET JUICE) and AGG4 Ice Melt.
 - Installed two (2) – 5,000 gallon holding tanks for de-icing additives and rebuilt brine maker.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|----------------------------------|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|------------------|-----------|------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Actual | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3206 Superintendent of Streets | 1 | 1 | 1 | 1 | 1 | 83,621 | 1 | 83,621 | 1 | 86,603 |
| 2402 Foreman | 2 | 2 | 2 | 2 | 2 | 115,406 | 2 | 115,406 | 2 | 119,410 |
| M114 Maintenance Worker III | 9 | 9 | 9 | 9 | 9 | 468,472 | 9 | 468,472 | 9 | 486,464 |
| M092 Maintenance Worker II | 13 | 13 | 13 | 13 | 13 | 608,985 | 13 | 608,985 | 13 | 632,219 |
| M072 Maintenance Worker I | 3 | 2 | 2 | 2 | 2 | 80,504 | 2 | 80,504 | 2 | 66,320 |
| Total Positions | 28 | 27 | 27 | 27 | 27 | 1,356,988 | 27 | 1,356,988 | 27 | 1,391,016 |
| Allocated to 005A | | | | | | <u>(400,000)</u> | | <u>(400,000)</u> | | <u>(400,000)</u> |
| | | | | | | 956,988 | | 956,988 | | 991,016 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 875,940 | 799,283 | 889,867 | 871,587 | | 939,228 | | 939,228 | | 972,456 |
| 40002 LONGEVITY | 16,520 | 12,640 | 15,470 | 16,880 | | 17,760 | | 17,760 | | 18,560 |
| 40003 OVERTIME | 63,357 | 89,058 | 79,574 | 74,557 | | 73,000 | | 73,000 | | 73,000 |
| 40004 TEMPORARY HELP | 10,135 | 13,420 | 17,848 | 18,138 | | 18,720 | | 13,500 | | 8,720 |
| 40006 DIFFERENTIAL PAY | 2,468 | 3,574 | 2,453 | 3,341 | | 4,100 | | 4,100 | | 4,000 |
| 40008 MEAL REIMBURSEMENT | 3,532 | 6,488 | 2,197 | 4,433 | | 10,500 | | 10,500 | | 5,500 |
| Personnel | 971,952 | 924,463 | 1,007,409 | 988,936 | | 1,063,308 | | 1,058,088 | | 1,082,236 |
| 41014 OPERATING SUPPLIES | 6,091 | 10,530 | 14,637 | 15,272 | | 52,341 | | 40,000 | | 24,950 |
| 41016 UNIFORMS/SAFETY SHOES | 3,287 | 3,655 | 4,497 | 4,589 | | 6,500 | | 5,200 | | 6,000 |
| 41023 GASOLINE | 85,953 | 105,435 | 108,299 | 93,440 | | 125,000 | | 125,000 | | 120,000 |
| Materials & Supplies | 95,331 | 119,620 | 127,433 | 113,301 | | 183,841 | | 170,200 | | 150,950 |
| 42031 UNIFORM RENTAL | 718 | 710 | 502 | 824 | | 1,000 | | 850 | | 700 |
| 42033 TRAINING AND SAFETY | 2,698 | 515 | 7,121 | 6,850 | | 4,000 | | 3,500 | | 3,850 |
| 42047 DEPARTMENT CONTRACTS | 11,650 | 11,333 | 17,026 | 16,638 | | 35,000 | | 32,000 | | 35,000 |
| 42060 OTHER EXPENSES | 1,731 | 1,760 | 5,257 | 3,448 | | 7,470 | | 5,500 | | 5,840 |
| 42060A BUSINESS DIST STREETScape | 7,036 | 3,696 | 2,156 | 1,421 | | 5,000 | | 2,000 | | 5,000 |
| 42064 EQUIPMENT MAINTENANCE | 603 | 1,024 | 342 | - | | 1,000 | | 500 | | 1,000 |
| Purchased Services | 24,436 | 19,038 | 32,404 | 29,181 | | 53,470 | | 44,350 | | 51,390 |
| 43099 EQUIPMENT | 607 | 4,143 | 2,190 | 2,411 | | 4,700 | | 3,500 | | 2,700 |
| Equipment | 607 | 4,143 | 2,190 | 2,411 | | 4,700 | | 3,500 | | 2,700 |
| Total | 1,092,326 | 1,067,264 | 1,169,436 | 1,133,829 | | 1,305,319 | | 1,276,138 | | 1,287,276 |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40003 | 73,000 | OVERTIME 73,000 - ACCOUNT IS USED FOR STAND BY & EMERGENCY CALLOUTS, MUSIKFEST PREPARATION & CLEAN UP, CELTIC CLASSIC PREPARATION & CLEAN-UP, SUMMER STORM RESPONSE & CLEAN UP, LEAF COLLECTION & OTHER EVENTS. THIS ACCOUNT IS ALSO USED FOR CLEANING STORM DRAINS ON THE HILL-TO-HILL BRIDGE WHICH IS BILLED TO COUNTIES. AMOUNT IS BASED ON PAST YEAR'S EXPERIENCE AND KEPT AT MINIMUM TO REDUCE GENERAL FUND EXPENSES (AVERAGE EXPENDITURE IS OVER \$75,000 PER YEAR). WILL MAINTAIN AT SAME LEVEL AND MINIMIZE SPENDING DESPITE ANTICIPATED RAISE FOR EMPLOYEES IN 2015 PER UNION CONTRACT AND INCREASING ACTIVITES SUCH AS SPECIAL EVENTS. |
| 40004 | 8,720 | TEMPORARY HELP 8,720 - THE AMOUNT IS BASED ON AN AVERAGE OF \$7.80/HOUR FOR THREE (3) 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. THIS HAS BEEN SCALED BACK FROM FIVE (5) TO THREE (3) AND MINIMIZED USE IN 2014 SOLELY TO MEET BUDGET CONSTRAINTS. |
| 40006 | 4,000 | DIFFERENTIAL PAY 4,000 - ACCOUNT COVERS MIDDLE SHIFT AND NIGHT SHIFT EMPLOYEES FOR 2015. THIS ALSO INCLUDES WORK PERFORMED DURING SPECIAL EVENTS AND OPERATIONS. |
| 40008 | 5,500 | MEAL REIMBURSEMENT 5,500 - MEAL REIMBURSEMENT FOR SHIFTS EXCEEDING 10 HOURS OR MORE PER UNION CONTRACT (\$13.00). MAINTAINED AT SAME LEVEL DUE TO BUDGET CONSTRAINTS AND WITH ANTICIPATION OF NORMAL WINTER SEASON. |
| 41014 | 24,950 | OPERATING SUPPLIES 15,090 - THIS ITEM COVERS BLANKET ORDERS NEEDED FOR GENERAL SUPPLIES SUCH AS PROPANE, BAG CONCRETE, LUMBER, HARDWARE, MASONRY ITEMS, WEED KILLER, PAINT, OXYGEN, AND ACETYLENE FOR BURNING TORCH AND OTHER MISCELLANEOUS ITEMS NEEDED TO PERFORM THE JOBS REQUIRED. THIS ALSO COVERS CONTRACT SPRAYING FOR LARGE AND DIFFICULT TO REACH AREAS SUCH AS BRIDGE STRUCTURES. ALSO NEEDED MAINTENANCE ACTIVITIES SUCH AS STREET SEALING, ROAD REPAIRS, AND THE SEALER NOW OPERATING ON PROPANE VERSUS THE OLD SEALER ON DIESEL WHICH WAS FUNDED FROM ANOTHER ACCOUNT. 2,000 - REPLACEMENT OF WORN OUT POWER TOOLS THAT ARE NEEDED FOR EMERGENCY CALL OUTS AND DOWNTOWN BUSINESS DISTRICT MAINTENANCE. 7,860 - FOR THE PURCHASE OF A VARITECH 305 GALLON ANTI-ICE SPRAYER THAT ATTACHES TO A PICKUP TRUCK DURING SNOW OPERATIONS. |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 41016 | 6,000 | UNIFORMS/SAFETY SHOES 6,000 - REQUIRED BY UNION AGREEMENT. NEEDED TO COVER COST OF SHOES AND UNIFORMS FOR 2015. THIS AMOUNT WILL COVER 26 EMPLOYEES FOR UNIFORMS AND WORK SHOES. |
| 41023 | 120,000 | GASOLINE 120,000 - TO OPERATE STREET'S VEHICLES AND HEAVY EQUIPMENT. APPROXIMATELY 31,090 GALLONS OF DIESEL AT \$3.50 PER GALLON AND 3,500 GALLONS OF REGULAR/PREMIUM GASOLINE AT \$3.20 PER GALLON. EXPENDITURES IN 2013/2014 WERE HIGHER THAN NORMAL DUE TO HARSH WINTER. |
| 42031 | 700 | UNIFORM RENTAL 700 - CREW AND SHOP MAINTENANCE PERSONNEL. DECREASED IN COST DUE TO SERVICE CONTRACT INITIATED THROUGH PURCHASING. |
| 42033 | 3,850 | TRAINING AND SAFETY 3,000 - GLASSES, GLOVES, RESPIRATIONS, GOGGLES, RAIN GEAR, HARD HATS, BOOTS, CONES, SIGNS, BARRICADES, ETC. WOOD FOR BARRICADES AND SAFETY SIGNS REQUIRED BY PENN DOT. MAINTAINED AT SAME LEVEL DUE TO BUDGET CONSTRAINTS. 50 - CPR CLASSES FOR TEN (10) EMPLOYEES AT \$5/PERSON. 800 - PESTICIDE LICENSE FOR FOUR (4) EMPLOYEES FOR PUBLIC RIGHT OF WAY. |
| 42047 | 35,000 | DEPARTMENT CONTRACTS 35,000 - ESTIMATED MUNICIPAL WASTE 500 TONS AT \$61.54 PER TON. CLEAN FILL DISPOSAL FROM STREET EXCAVATIONS AND RECYCLED SWEEPER DIRT --- 300 TONS AT \$13.40 PER TON. |
| 42060 | 5,840 | OTHER EXPENSES 2,500 - OFFICE SUPPLIES, UNEXPECTED EXPENSES, TRAVEL EXPENSES. 2,400 - VERIZON AIR CARD EXPENSES FOR USE TO ACCESS AVL SYSTEM. INCREASED FROM PAST YEARS. 700 - DEP WASTE HAULING PERMIT. 240 - CDL REIMBURSEMENT. |
| 42060A | 5,000 | BUSINESS DIST STREETScape 5,000 - THIS ACCOUNT WILL COVER COST OF REPAIRS, MAINTENANCE, OR REPLACEMENT OF BENCHES, FLOWER URNS, BOLLARDS, TREE TRIMMING, SLATES, ETC. FOR SIDEWALK REPLACEMENT/REPAIR AND ANY OTHER EXPENSES THAT ARE NEEDED TO MAINTAIN THE BUSINESS DISTRICT'S STREETScape IN THE CITY OF BETHLEHEM. MAINTAINED AT SAME LEVEL DUE TO BUDGET CONSTRAINTS. |
| 42064 | 1,000 | EQUIPMENT MAINTENANCE 1,000 - SMALL TOOL PARTS AND REPAIRS SUCH AS CHAIN SAWS, JACK-HAMMERS, AIR TOOLS, TAMPERS, ETC. ALSO TO PAY FOR PARTS TO REPAIR WEED WACKERS. |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| 43099 | 2,700 | EQUIPMENT |
| | 2,700 - | PURCHASE OF ONE (1) MOBILE RADIO UNIT TO BE INSTALLED IN A 2015 MACK TANDEM DUMP TRUCK BEING PROCURED USING NON-UTILITY BUDGET TO IMPROVE PRODUCTION AND EFFICIENCY OF ROAD MAINTENANCE. |

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BUREAU DETAIL

Bureau: Urban Forestry

No: 050301

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

- Manage and maintain the urban forest to include: the review of land development plans for adherence to SALDO and Zoning ordinances, investigation of citizen concerns, oversight of pruning, removal, planting, and treatment activities on public property, testing, licensing, and monitoring of tree contractors.
- Work with Planning on finalizing SALDO revisions pertaining to landscaping and review the new Zoning Ordinance for inconsistencies related to Forestry requirements.
- 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.
- Seek improvements for bureau related activities, such as permitting, licensing, nuisance abatement notifications, tree replacement, landscape plan reviews, and the tree inventory.
- Reach out to community groups and schools to increase community involvement and interest in Bethlehem's urban forest.

Prior Year Achievements:

- Fulfilled the requirements to maintain, for the 21st year, Bethlehem's Tree City USA status. Also qualified for a Tree City USA Growth Award for the 6th consecutive year in recognition of environmental improvement and achievements in education and public relations, partnerships, planning and management, and tree planting and maintenance.
- Continuing to update and improve the Arboricultural Specifications and Standards of Practice document for the City of Bethlehem.
- Sought the assistance of the Legal Bureau in proposing revisions to update the city's shade tree ordinance to conform to changes in the 3rd Class City Code and remain abreast of current arboricultural practices. Addressed deficiencies concerning definitions, property owner responsibilities, tree replacements, permitting, licensing applications, public nuisances, emergency work, and owner liability.
- Encouraged community interest in forestry through an Arbor Day celebration at Clearview Elementary School.
- Enlisted the help of local licensed tree contractor and ISA Certified Arborist Joshua Malik of Joshua Tree to demonstrate safe, proper tree-climbing techniques to students and teachers at Arbor Day. Joshua Tree doubled their previous year's donation by providing two (2) climbing stations with additional personnel and equipment. This will increase the number of schools we can target for the celebration by handling a larger number of students in the time designated for the activity.
- Completed CEU's to maintain Arborist Certification with the International Society of Arboriculture.
- Completed credits to maintain Pesticide Applicator Certification with the Pennsylvania Department of Agriculture.
- Attended the 49th Annual Penn-Del Shade Tree Symposium for continuing education and industry updates.
- Developing two (2) new forestry brochures for distribution. One to offer a condensed version of the shade tree rules and regulations and one (1) related to correct tree replacement selection and planting.
- The tree permit application is being reviewed pending proposed ordinance changes. The new form is modeled after the new Engineering Bureau permit form for departmental consistency and to make it clearer and more concise for property owners, contractors, and city employees. Included with the new permit application is a general set of rules explaining requirements such as when a licensed contractor is required.
- Pursuing the implementation of the Code Enforcement application within Community Plus to seek improvements related to Urban Forestry's permitting, licensing, nuisance abatement notifications, complaints, inspections, and citations. A more consistent, comprehensive, and effective system is required for data entry, record keeping, correspondence, property history, etc. to expedite, document, and resolve departmental issues.
- Expanded the Forestry webpage information to include an overview of Urban Forestry within the city, easier links to shade tree ordinance, tree planting guidelines, permit procedures, and a list of approved street trees.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0050 PUBLIC WORKS
BUREAU 050301 URBAN FORESTRY

| | | 2010 | 2011 | 2012 | 2013 | 2014 | 2014 | 2015 | |
|-------------------------|---------------------------------|--------------------------------------|--------|--------|--------|------------------------|-----------------------|-----------------|-----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Final Budget | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries |
| | | | | | | | | | |
| | 2715 Forester | 1 | 1 | 1 | 1 | 1 65,214 | 1 65,214 | 1 67,568 | |
| | Total Positions | 1 | 1 | 1 | 1 | 1 65,214 | 1 65,214 | 1 67,568 | |
| Account Detail | | | | | | | | | |
| | 40001 SALARIES | 49,578 | 51,038 | 57,144 | 62,642 | 64,974 | 64,974 | 67,248 | |
| | 40002 LONGEVITY | - | - | 70 | 160 | 240 | 240 | 320 | |
| | 40004 TEMPORARY HELP | - | - | 2,719 | 2,773 | 2,850 | 2,300 | 2,850 | |
| | Personnel | 49,578 | 51,038 | 59,933 | 65,575 | 68,064 | 67,514 | 70,418 | |
| | 41014 OPERATING SUPPLIES | 1,197 | 990 | 1,352 | 649 | 2,000 | 1,750 | 2,000 | |
| | Materials & Supplies | 1,197 | 990 | 1,352 | 649 | 2,000 | 1,750 | 2,000 | |
| | 42047 DEPARTMENT CONTRACTS | 8,890 | 8,105 | 6,225 | 5,180 | 11,000 | 9,000 | 10,000 | |
| | 4204707 NUISANCE ABATEMENTS | 3,690 | 4,135 | - | 7,580 | 10,000 | 7,750 | 10,000 | |
| | 42060 OTHER EXPENSES | 700 | 1,412 | 1,217 | 833 | 1,300 | 1,250 | 1,300 | |
| | Purchased Services | 13,280 | 13,652 | 7,442 | 13,593 | 22,300 | 18,000 | 21,300 | |
| Total | URBAN FORESTRY | 64,055 | 65,680 | 68,727 | 79,817 | 92,364 | 87,264 | 93,718 | |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 40004 | 2,850 | TEMPORARY HELP 2,850 - SUMMER HELP OF ONE (1) COLLEGE AGE STUDENT FOR A TOTAL OF 375 HOURS FOR APPROXIMATELY 10 WEEKS. SUMMER HELP WOULD BE USED TO ASSIST IN RECORD KEEPING, SIMPLE INSPECTIONS, UPDATING DATA, SENDING AND TRACKING NOTIFICATIONS, RESEARCHING LAND RECORDS, ISSUING PERMITS, MONITORING LICENSING REQUIREMENTS AND OTHER GENERAL OFFICE DUTIES DURING PEAK SEASON FOR VEGETATION MANAGEMENT ISSUES WITHIN THE CITY. IN ADDITION, THE TECHNICIAN WOULD AID THE VOLUNTEER INTERNS WITH COLLECTING TREE INVENTORY DATA WITH ADDITIONAL RESPONSIBILITY OF KEEPING THE INVENTORY CURRENT. THE AVERAGE HOURLY RATE IS \$7.50 PER HOUR. THE HIGH VOLUME OF WORK DURING THE SUMMER SEASON CURRENTLY EXCEEDS THE AVAILABLE RESOURCES TO OPERATE EFFICIENTLY, ACCURATELY, AND IN A TIMELY MANNER. THIS YEAR'S SUMMER HELP CANCELLED AT THE LAST MINUTE, WHICH DELAYED THE START OF SUMMER HELP FOR 2014. |
| 41014 | 2,000 | OPERATING SUPPLIES 2,000 - SEEDLINGS, EDUCATIONAL MATERIALS FOR ARBOR DAY AND EARTH DAY, SMALL TOOLS, TREE INVENTORY SUPPLIES, URBAN FORESTRY BROCHURES, ETC. ALSO TO COVER COSTS ASSOCIATED WITH REPAIR/REPLACEMENT OF TREE GRATES IN THE DOWNTOWN AREAS. MAINTAINED AT SAME LEVEL DUE TO BUDGET CONSTRAINTS. |
| 42047 | 10,000 | DEPARTMENT CONTRACTS 5,000 - PRUNING OF TREES FOR STREET OVERLAY AND STREET CLEANING PROGRAMS. FUNDING BASED ON PREVIOUS YEARS EXPENDITURES. 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 | 10,000 | NUISANCE ABATEMENTS 10,000 - 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. MAINTAINED AT SAME LEVEL DUE TO BUDGET CONSTRAINTS. PENDING ORDINANCE REVISION APPROVAL, THIS ACCOUNT WOULD ALSO BE USED TO REPLACE TREES AS PART OF NUISANCE ABATEMENT OR WHEN HOMEOWNERS HAVE FAILED, NEGLECTED, OR REFUSED TO REPLACE TREES AFTER PERMITTED REMOVALS. MISSING TREES AS EVIDENCED BY EMPTY TREE WELLS AND OBVIOUS CUT OUTS LEFT IN SIDEWALKS COULD ALSO BE REPLACED WITH THIS ACCOUNT. |
| 42060 | 1,300 | OTHER EXPENSES |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| | 1,300 - | MEMBERSHIPS TO VARIOUS TECHNICAL ASSOCIATIONS, BOOKS AND PERIODICALS, CONTINUING EDUCATION, SEMINARS, PESTICIDES RELICENSING, CERTIFIED ARBORIST RECERTIFICATION, TRAVEL AND MISCELLANEOUS EXPENSES. EDUCATIONAL SEMINARS ARE OFTEN NOT ATTENDED DUE TO BUDGET CONSTRAINTS. |

BUREAU DETAIL

Bureau: Mechanical Maintenance

No: 0504

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Conducted over 700 state inspections.
 - Maintained all emergency equipment cost effectively.
 - Installed radio, computer systems, and cameras in new police vehicles.
 - Maintained safe reliable fleet.
 - Worked with Streets Bureau to research and identify the most appropriate street milling machine to expand and improve our paving operation.
 - Design, set up, and built complete new platform for accessories and equipment in new style police cruisers.
 - Maintained and repaired snowplow and ice treatment equipment throughout the most severe winter in recent history.
 - Worked with Streets Bureau to spec and purchase spray patch truck to start a new and very successful pothole repair program.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|----------------------------------|-------------------------------|----------------|------------------|------------------|------------------------|-----------------------|-----------------------|------------------|-----------------------|------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Actual & Estimated | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3001 Fleet Manager | 1 | 1 | 1 | 1 | 1 | 70,109 | 1 | 70,109 | 1 | 79,079 |
| 2607 Auto Mechanic Foreman | 1 | 1 | 1 | 1 | 1 | 63,692 | 1 | 63,692 | 1 | 65,860 |
| M137 Automotive Mechanic | 8 | 8 | 8 | 8 | 8 | 420,086 | 8 | 420,086 | 8 | 452,832 |
| C062 Account Clerk II | 1 | 1 | 1 | 1 | 1 | 45,027 | 1 | 45,027 | 1 | 46,541 |
| Total Positions | 11 | 11 | 11 | 11 | 11 | 598,914 | 11 | 598,914 | 11 | 644,312 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 532,991 | 505,004 | 543,851 | 570,264 | | 587,474 | | 587,474 | | 632,392 |
| 40002 LONGEVITY | 9,870 | 9,225 | 10,020 | 11,120 | | 11,440 | | 11,440 | | 11,920 |
| 40003 OVERTIME | 25,290 | 27,215 | 20,519 | 21,575 | | 30,000 | | 30,000 | | 25,000 |
| 40006 DIFFERENTIAL PAY | 809 | 1,014 | 744 | 970 | | 1,300 | | 1,250 | | 900 |
| 40008 MEAL REIMBURSEMENT | 740 | 871 | 143 | 390 | | 2,250 | | 2,000 | | 1,000 |
| Personnel | 569,700 | 543,329 | 575,277 | 604,319 | | 632,464 | | 632,164 | | 671,212 |
| 41014 OPERATING SUPPLIES | 2,488 | 1,683 | 2,829 | 1,595 | | 3,600 | | 2,800 | | 3,000 |
| 41016 UNIFORMS/SAFETY SHOES | 1,576 | 1,300 | 1,605 | 1,591 | | 1,800 | | 1,700 | | 1,700 |
| 41017 SMALL TOOLS | 5,680 | 4,820 | 7,158 | 6,750 | | 7,600 | | 6,750 | | 7,000 |
| 41023 GASOLINE | 34,350 | 47,342 | 46,432 | 45,878 | | 50,400 | | 47,000 | | 50,000 |
| 41024 LUBRICANTS | 18,544 | 23,484 | 19,475 | 22,613 | | 25,000 | | 23,500 | | 28,000 |
| Materials & Supplies | 62,638 | 78,629 | 77,499 | 78,427 | | 88,400 | | 81,750 | | 89,700 |
| 42031 UNIFORM RENTAL | 4,085 | 4,146 | 4,707 | 5,110 | | 5,200 | | 5,100 | | 5,000 |
| 42033 TRAINING AND SAFETY | 3,657 | 3,628 | 1,011 | 1,103 | | 1,250 | | 1,220 | | 3,500 |
| 42038 EQUIPMENT REPAIRS - FLEET | 343,113 | 312,075 | 333,457 | 314,165 | | 406,500 | | 375,000 | | 380,000 |
| 42039R EQUIPMENT REPAIRS - REIMB | 3,459 | 4,754 | - | 6,122 | | 25,000 | | 5,000 | | - |
| 42047 DEPARTMENT CONTRACTS | 1,042 | 1,334 | 2,419 | 2,105 | | 2,500 | | 2,150 | | 2,500 |
| 42060 OTHER EXPENSES | 2,072 | 984 | 1,335 | 1,419 | | 3,500 | | 2,000 | | 3,500 |
| 42064 EQUIPMENT MAINTENANCE | 9,092 | 14,554 | 8,002 | 8,915 | | 12,000 | | 11,750 | | 9,900 |
| Purchased Services | 366,520 | 341,475 | 350,931 | 338,939 | | 455,950 | | 402,220 | | 404,400 |
| 43099 EQUIPMENT | 18,116 | 7,804 | 18,021 | 18,555 | | 9,375 | | 9,300 | | 2,100 |
| Equipment | 18,116 | 7,804 | 18,021 | 18,555 | | 9,375 | | 9,300 | | 2,100 |
| Total | 1,016,974 | 971,237 | 1,021,728 | 1,040,240 | | 1,186,189 | | 1,125,434 | | 1,167,412 |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40003 | 25,000 | OVERTIME 25,000 - CALL OUTS FOR EMERGENCY BREAK DOWNS AND REPAIRS AND TO MEET PEAK DEMANDS. BUDGET ITEM IS NEEDED TO COVER THE NUMBER OF EMERGENCY CALL OUTS FOR VEHICLE ASSISTANCE AND THE NUMBER OF POLICE IMPOUND CALLS. THIS ACCOUNT IS ALSO UTILIZED FOR SUPPORT OF WINTER OPERATIONS FOR EMERGENCY SERVICES WHICH ARE NOT ELIGIBLE TO BE CHARGED TO THE LIQUID FUELS FUND. THIS ASSUMES AN AVERAGE WINTER AND CALL-OUTS. |
| 40006 | 900 | DIFFERENTIAL PAY 900 - TO COVER MIDDLE SHIFT AND NIGHT HOURS WORKED BY THE STAFF DURING EMERGENCIES IN ACCORDANCE WITH THE UNION CONTRACT. |
| 40008 | 1,000 | MEAL REIMBURSEMENT 1,000 - REIMBURSEMENT FOR MEALS DURING EXTENDED WORK HOURS IN ACCORDANCE WITH THE UNION CONTRACT. MILD 2012 AND 2013 WINTERS AIDED IN MINIMIZING USE OF THIS ACCOUNT, WHILE \$2,000 WAS SPENT IN THE 2014 SEVERE WINTER SEASON. |
| 41014 | 3,000 | OPERATING SUPPLIES 3,000 - TO PURCHASE FUEL TICKETS FOR OFF-SITE FUELING, BREATHING MASKS, HAND TOWELS, HAND SOAP, BATTERIES, AIR LINE FILTERS, PAINT BOOTH FILTERS, AND REPAIR ORDER FORMS. |
| 41016 | 1,700 | UNIFORMS/SAFETY SHOES 1,700 - TO PURCHASE UNIFORMS AND SAFETY SHOES PER UNION CONTRACT. MAINTAINED AT SAME LEVEL TO MEET BUDGET CONTRAINTS. |
| 41017 | 7,000 | SMALL TOOLS 7,000 - TO UPGRADE TOOL BOXES AND PURCHASE REPLACEMENT TOOLS AS NEEDED TO PERFORM EQUIPMENT MAINTENANCE. WE NEED ADDITIONAL SMALL TOOLS FOR THE STAFF BASED ON WORKLOAD. |
| 41023 | 50,000 | GASOLINE 50,000 - BASED ON ESTIMATED USAGE AND ANTICIPATED PRICE. GAS USAGE FOR THE LIBRARY AND PARKING AUTHORITY ARE ALSO CHARGED TO THIS ACCOUNT AND REIMBURSEMENT IS MADE TO THE GENERAL FUND. USAGE IS 14,913 GALLONS @ \$3.30 PER GALLON FOR DIESEL IN 2015. DIESEL EMISSION FLUID THAT IS NOW REQUIRED ON 2010 AND NEWER MODEL VEHICLES IS ALSO TAKEN FROM THIS ACCOUNT. AMOUNT EQUALS 2014 USAGE AT 2015 ESTIMATED COSTS. |
| 41024 | 28,000 | LUBRICANTS 28,000 - TO PURCHASE MOTOR OILS, GEAR OILS, HYDRAULIC OILS, TRANSMISSION FLUIDS, GREASE AND OTHER LUBRICANTS. INCREASE DUE TO COST AND PRODUCT CHANGES. |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| 42031 | 5,000 | UNIFORM RENTAL 5,000 - FOR UNIFORM RENTAL AND CLEANING PER UNION CONTRACT. REDUCED PER CONTRACT CHANGES. CONTRACT NOW BEING MANAGED BY PURCHASING BUREAU. |
| 42033 | 3,500 | TRAINING AND SAFETY 3,500 - TO PURCHASE TECHNICAL MATERIALS (MANUALS AND TRAINING TAPES) AND SAFETY EQUIPMENT. RECERTIFICATION FOR FIVE (5) MECHANICS DUE IN 2015 AT APPROXIMATELY \$300 PER MECHANIC. FOR FLEET TRAINING SUBSCRIPTIONS, WHICH COVERS UNLIMITED ON-LINE MECHANICS TRAINING AND UNLIMITED CLASSROOM TRAINING. PROPER TRAINING RESULTS IN MORE IN-HOUSE REPAIRS AND HENCE REDUCES OVERALL REPAIR COSTS. REDUCED DUE TO BUDGET CONTRAINTS. |
| 42038 | 380,000 | EQUIPMENT REPAIRS - FLEET 380,000 - USED TO PURCHASE PARTS TO MAINTAIN THE CITY FLEET AND TO PAY FOR REPAIR SERVICE FROM OUTSIDE VENDORS WHEN NECESSARY. BUDGET REFLECTS ACTUAL AMOUNT SPENT IN 2014 AND ANTICIPATED COST OF PARTS AND SERVICES IN 2015. BUREAU CONTINUES TO DO AN OUTSTANDING JOB IN KEEPING COSTS DOWN BY TAKING ON MORE IN-HOUSE REPAIRS. WE CONTINUE TO MAKE ALL EFFORTS TO IMPROVE EFFICIENCY AND REDUCE COSTS WHILE MAINTAINING OUR FLEET IN SERVICEABLE ORDER. PAST SURVEYS/EVALUATIONS REVEALED THAT OUR BUREAU MAINTAINS THE CITY'S FLEET AT SIGNIFICANTLY LOWER PER UNIT COST ANNUALLY VERSUS NUMEROUS OTHER CITY FLEETS IN PENNSYLVANIA. NEED TO BE COGNIZANT OF THE FACT THAT THE AVERAGE AGE OF UNITS IN OUR FLEET IS ELEVEN (11) YEARS. THIS AVERAGE GETS OLDER EACH YEAR AS WE DO NOT PURCHASE ENOUGH VEHICLES EACH YEAR TO SUSTAIN IT. OLDER HIGHER MILEAGE VEHICLES WILL COST MORE TO REPAIR AND MAINTAIN. THIS ACCOUNT SHOULD PROBABLY BE SET AT \$400,000 TO KEEP UP WITH RISING COSTS AND AGING FLEET BUT IS KEPT AT THE 2014 LEVEL DUE TO BUDGET CONSTRAINTS. |
| 42047 | 2,500 | DEPARTMENT CONTRACTS 2,500 - SAFETY KLEEN PARTS WASHER/SERVICE CONTRACT. SLIGHT INCREASE DUE TO INFLATED COSTS. |
| 42060 | 3,500 | OTHER EXPENSES 3,500 - TO PURCHASE OFFICE SUPPLIES, STATE INSPECTION, MEMBERSHIPS, REPAIR MANUALS, REIMBURSEMENT OF CDL LICENSES, TRAVEL EXPENSES, GASBOY TECHNICAL SUPPORT, LEASE FOR A COPYING MACHINE (\$260/MONTH). |
| 42064 | 9,900 | EQUIPMENT MAINTENANCE 6,750 - FOR REPAIRS TO ALL SHOP EQUIPMENT, COMPRESSOR, JACKS, LIFTS FOR INSPECTIONS, AND REPAIRS. UPDATES FOR SHOPKEY AND SCANNER, SERVICE FRONT END MACHINE, |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| | | 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 INDEMFICATION FUND (INSURANCE AGAINST LEAKAGE). |
| | 1,000 - | UNFORESEEN EXPENSES FOR REPAIRS AS A RESULT OF ANY INSPECTION OF TANKS AND IS BASED ON PRIOR YEARS HISTORY. |
| | 900 - | UST CERTIFICATION FEES DUE EVERY THREE (3) YEARS. |
| 43099 | 2,100 | EQUIPMENT |
| | 2,100 - | EVAPORATOR DIAGNOSTIC SMOKE MACHINE NEEDED TO DETECT PROBLEMS WITH LATE MODEL EMISSION SYSTEMS. |

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BUREAU DETAIL

Bureau: Electrical Maintenance **No:** 0505

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Monitored and reviewed cost savings for LED traffic signal lamps installation project and City wide Streetlight Acquisition Project.
- Provided IMSA certification training level 1 and 2 for three (3) Electrical Bureau Staff on traffic signal programming with laptop and backed up all traffic signal controllers' data that the City owns. Provided factory training on installation of the voice and data products to provide a higher quality installation of the voice and data networks.
- Reviewed lighting for numerous developments and permits for traffic signal lights.
- Improved the City's Christmas lighting decorations by installing new power sources as part of streetscape improvement projects. Developed the new layout to concentrate the installation of Christmas decorations to reduce cost and enhance the quality of the appearance.
- Completed our 5,800 cobra head streetlights to LED with smart technology to communicate back to the City in case of a failure. This will reduce the cost of operation and continually update our GIS data. The streetlighting pole layer has been installed into the City GIS System and linked directly to the smart light sensors to auto update.
- Worked with Penn DOT and traffic engineering companies to implement a Traffic Signal Management (TSM) and Traffic Responsive System (TRS) plan for our traffic signals on 3rd Street, 4th Street, Daly Avenue, Broadway and SR 412. Plan is to improve traffic flows due to new casino traffic and SR 412 improvements. A significant portion of the TSM work has been completed.
- Continue to install new police surveillance cameras in many parks, neighborhoods and public parking garages throughout the City to reduce police response time and to provide early detection of any criminal activity increasing safety for the citizens of Bethlehem.
- Acquired the traffic modeling software and is working with the Bureau of Traffic Maintenance to simulate the City's main corridors to improve our in-house ability to evaluate our systems and continuously make adjustments/improvements as needed over time or as traffic conditions change.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Actual & Estimated | Final Budget | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3011 City Electrician | 1 | 1 | 1 | 1 | 1 | 75,347 | 1 | 75,347 | 1 | 78,059 |
| 2713 Electronics Tech | 2 | 2 | 2 | 2 | 2 | 132,427 | 2 | 132,427 | 2 | 137,056 |
| 2712 Electrical Foreman | 1 | 1 | 1 | 1 | 1 | 64,974 | 1 | 64,974 | 1 | 67,328 |
| M131 Electrician II | 5 | 4 | 4 | 4 | 4 | 218,322 | 4 | 218,322 | 4 | 233,181 |
| Total Positions | 9 | 8 | 8 | 8 | 8 | 491,070 | 8 | 491,070 | 8 | 515,624 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 486,121 | 426,943 | 465,500 | 467,677 | | 487,790 | | 487,790 | | 511,784 |
| 40002 LONGEVITY | 6,300 | 2,045 | 2,280 | 2,880 | | 3,280 | | 3,280 | | 3,840 |
| 40003 OVERTIME | 28,656 | 30,086 | 29,660 | 26,450 | | 26,000 | | 26,000 | | 26,000 |
| 40006 DIFFERENTIAL PAY | 40 | 56 | 81 | 52 | | 50 | | 50 | | 50 |
| 40008 MEAL REIMBURSEMENT | 150 | 104 | 234 | 299 | | 300 | | 250 | | 300 |
| Personnel | 521,267 | 459,234 | 497,755 | 497,358 | | 517,420 | | 517,370 | | 541,974 |
| 41014 OPERATING SUPPLIES | 21,036 | 34,788 | 17,750 | 6,599 | | 36,000 | | 32,000 | | 30,000 |
| 41016 UNIFORMS/SAFETY SHOES | 937 | 1,162 | 1,277 | 1,375 | | 1,550 | | 1,500 | | 1,700 |
| 41017 SMALL TOOLS | 461 | 1,216 | 1,078 | 1,629 | | 1,500 | | 1,000 | | 1,500 |
| 41023 GASOLINE | 11,586 | 16,349 | 18,748 | 16,480 | | 20,075 | | 18,000 | | 20,300 |
| Materials & Supplies | 34,020 | 53,515 | 38,853 | 26,083 | | 59,125 | | 52,500 | | 53,500 |
| 42033 TRAINING AND SAFETY | 4,798 | 4,774 | 4,474 | 5,056 | | 6,850 | | 5,000 | | 6,000 |
| 42041 STREET LIGHTING | 800,080 | 1,156,603 | 1,102,793 | 976,723 | | 1,441,076 | | 1,200,000 | | 1,428,719 |
| 42041A FESTIVAL SERVICES | 41,742 | 33,534 | 20,655 | 19,761 | | 45,000 | | 29,500 | | 40,000 |
| 42041B SLCSRA EXPENDITURES | 181,681 | 184,640 | 182,556 | 74,265 | | 250,000 | | 120,000 | | 125,000 |
| 42042 CHRISTMAS LIGHTING | 30,931 | 8,274 | 14,173 | 8,184 | | 25,000 | | 18,500 | | 25,000 |
| 42043 TRAFFIC SIGNAL CURRENT | 37,711 | 47,346 | 33,037 | 36,048 | | 65,410 | | 40,000 | | 43,182 |
| 42047 DEPARTMENT CONTRACTS | 78,791 | 194,069 | 101,180 | 103,295 | | 117,434 | | 105,000 | | 119,812 |
| 42056 STREET LIGHTING MAINT | 1,056 | - | - | 392 | | 1,300 | | 500 | | 1,000 |
| 42060 OTHER EXPENSES | 600 | 463 | 359 | 695 | | 1,300 | | 700 | | 1,000 |
| 42064 EQUIPMENT MAINTENANCE | 22,353 | 12,838 | 14,256 | 11,980 | | 21,000 | | 15,000 | | 21,000 |
| 42140 PPL FEES | - | - | - | - | | 600 | | - | | 600 |
| Purchased Services | 1,199,743 | 1,642,541 | 1,473,483 | 1,236,399 | | 1,974,970 | | 1,534,200 | | 1,811,313 |
| 43099 EQUIPMENT | 3,845 | 996 | 19,058 | 21,869 | | 46,359 | | 43,000 | | 18,000 |
| Equipment | 3,845 | 996 | 19,058 | 21,869 | | 46,359 | | 43,000 | | 18,000 |
| Total | ELECTRICAL MAINTENANCE | 1,758,875 | 2,156,286 | 2,029,149 | 1,781,709 | 2,597,874 | | 2,147,070 | | 2,424,787 |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 40003 | 26,000 | OVERTIME 26,000 - CALLBACKS DUE TO POWER FAILURE, LIGHTNING STORMS, AND MALFUNCTIONING OF RADIO SYSTEM. COVERS POLES DAMAGED AS A RESULT OF AUTO ACCIDENTS, TRAFFIC CONTROLLER FAILURES, CHRISTMAS LIGHTING CEREMONY, AND VARIOUS EVENTS. ALSO, SATURDAY/SUNDAY WORK DUE TO EXTRA CHRISTMAS LIGHTING, MUSIKFEST, CELTICFEST, WEEKEND EVENTS, POSSIBLE BAD WEATHER AND OTHER LARGE PROJECTS. |
| 40006 | 50 | DIFFERENTIAL PAY 50 - HOURS WORKED FOR MIDDLE AND NIGHT SHIFT DURING CALL OUTS AND EXTENDED HOURS. |
| 40008 | 300 | MEAL REIMBURSEMENT 300 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH UNION CONTRACT. |
| 41014 | 30,000 | OPERATING SUPPLIES 8,000 - TRAFFIC SIGNAL SUPPLIES AND UPGRADES: LAMPS, CONTACTS, NUMEROUS RELAYS, CABLE, STRAND, SIGNAL BRACKETS, DETECTOR UNITS, BONDO, TIME CLOCKS, PAINTS, 3M MATERIAL, SOLID STATE LOAD-RELAYS, TRAFFIC LIGHT DISPLAYS, SIGN BRACKETS, BREAKERS, VISORS, LIGHTING SURGE ARRESTORS, VARIOUS TAPES AND WIRE NUTS, STAKONS CONNECTORS, SOLID STATE CONTROLLER MODULES, ROPE, LOCKS, PUSH BUTTONS, LASHING WIRE, CABLE HANGERS AND MANY OTHER MISC. ITEMS. INCLUDES SUPPLIES FOR ANTICIPATED NEW OR UPGRADED SIGNAL INTERSECTIONS FOR THE YEAR (2015). 13,000 - RADIO SUPPLIES: (AN ADDITIONAL \$10,000 BUDGETED UNDER 9-1-1 FUND ITEM 001.1A-41014505) TRANSISTORS, TUBES, MIC ASSEMBLIES, VARIOUS RADIO MODULES, ANTENNAS, CABLE, NUMEROUS ELECTRICAL COMPONENTS, SOLDER AND P. A. MATERIALS. COVERS MISCELLANEOUS SUPPLIES, COMPUTER REPAIR PARTS, AND ACCESSORIES RELATED TO THE RADIO SYSTEM. 9,000 - REPAIRS TO ELECTRICAL SYSTEM AND EQUIPMENT: POWER PANELS, BREAKERS, LAMPS, WIRE, CONDUIT AND RELATED EQUIPMENT, FUSES, STARTERS, SWITCHES, RECEPTACLES, CONTACTORS, LIGHT FIXTURES, STAKONS-ELECTRICAL CONNECTORS, TRANSFORMERS, COAX CABLES, CORDS, TIME CLOCKS, LIGHT FIXTURE BALLASTS, SINGLE & THREE PHASE DISCONNECTS & ELECTRICAL METER BASE SOCKETS, SPECIAL EVENT MATERIALS, TELEPHONE SUPPLIES, SAFETY SUPPLIES & EQUIPMENT. CHANGES TO NATIONAL ELECTRICAL CODE REQUIRING SPECIAL DEVICES TO BE INSTALLED AND MORE COMPUTERS NEEDING SPECIAL CIRCUITS AND SURGE PROTECTION EQUIPMENY. |
| 41016 | 1,700 | UNIFORMS/SAFETY SHOES 1,700 - SAFETY SHOES (8). SWEATSHIRTS AND TEES PER UNION CONTRACT. ALSO RAIN SUITS AND RAIN BOOTS AS NEEDED. |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|-----------|---|
| 41017 | 1,500 | SMALL TOOLS 1,500 - REPLACEMENT OF WORN OR BROKEN HAND TOOLS. |
| 41023 | 20,300 | GASOLINE 20,300 - BASED ON 5,800 GALLONS AT AN AVERAGE COST OF \$3.50 PER GALLON. DIESEL AND GAS ESTIMATED USAGE BASED ON 2014 USAGE. |
| 42033 | 6,000 | TRAINING AND SAFETY 6,000 - CONTINUAL TRAINING IS NECESSARY FOR SPECIALIZED RADIO COMPONENTS AND FEATURES IN OUR DIGITAL RADIO SYSTEM THAT WAS INSTALLED IN 2009. ALSO, TRAINING FOR MICRO-WAVE EQUIPMENT, IP TELEPHONE EQUIPMENT, NEW TRAFFIC CONTROL TECHNOLOGY, APCO SEMINARS, COMPUTER TRAINING AND ELECTRICAL SEMINARS. RADIO TRAINING COURSES AVERAGING \$4,000 PER COURSE WHICH INCLUDES AIR TRAVEL, HOTEL, FOOD, COURSE FEES, MATERIALS, AND TRANSPORTATION. THESE SPECIALIZED RADIO MAINTENANCE TRAINING COURSES ARE NOT AVAILABLE LOCALLY (ILLINOIS). BUDGETING ONE (1) COURSE PER YEAR. ADDITIONAL IMSA TRAFFIC SIGNAL TRAINING AND CERTIFICATION CLASSES TO KEEP STAFF CURRENT. PURCHASE OF GENERAL SAFETY ITEMS (GLOVES, EAR AND EYE PROTECTION, CONES, SIGNS, AND SAFETY VESTS). |
| 42041 | 1,428,719 | STREET LIGHTING 1,428,719 - THE CITY'S NEARLY 8,000 STREET LIGHTS AND RELATED INFRASTRUCTURE HAS BEEN PURCHASED FROM PPL. THE CITY IS NOW MAINTAINING THIS INFRASTRUCTURE WHOSE INVENTORY HAS BEEN INCREASING SIGNIFICANTLY. THE PURCHASE OF THE INFRASTRUCTURE WAS DONE USING A 20-YEAR BOND ISSUE. A 20-YEAR SCHEDULE ANALYSIS HAS BEEN PROVIDED FOR THIS PROJECT AND THIS LINE ITEM REFLECTS THE CHARGES THAT WOULD HAVE BEEN INCURRED TO PPL (\$1,150,380 FOR 2009, \$1,297,361 FOR 2010, \$1,358,427 FOR 2011, \$1,481,804 FOR 2012, \$1,481,804 FOR 2013 AND \$1,441,076 FOR 2014 AND SHOULD HAVE BEEN \$1,498,719 FOR 2015). UNDER THE OLD SYSTEM IN YEAR 2014 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 THE OLD CHARGES AND THIS TOTAL WILL BE MOVED TO A COST SAVINGS REIMBURSEMENT ACCOUNT (CSRA) TO DEMONSTRATE THE BENEFITS OF THIS PROJECT AND MORE IMPORTANTLY PAY FOR CAPITAL IMPROVEMENTS, ADDITIONS, REPAIRS AND/OR REPLACEMENTS TO THE INFRASTRUCTURE. INCLUDES ANTICIPATED 10% INCREASE IN ELECTRIC DISTRIBUTION AND TRANSMISSION RATE OR 4% INCREASE OF ENTIRE POWER BILL IN 2015. |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| | | INCREASE FOR 2015 PER PPL S.E. RATE SCHEDULE ON TOTAL ELECTRIC BILL AS A RESULT OF DEREGULATION. 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 IF THE ANNUAL DEBT SERVICE TO COMPLETE THE UPGRADE, THE EXISTING DEBT SERVICE, THE ENERGY COST, AND THE RESULTING NEW O&M COSTS ARE EQUAL TO OR LESS THAN THIS BUDGET LINE ITEM AND WOULD IMPROVE GOING FORWARD. |
| 42041A | 40,000 | FESTIVAL SERVICES 34,000 - TO COVER COSTS FOR ELECTRIC BILLS FOR CITY SPONSORED FESTIVALS (MUSIKFEST, CELTIC FEST, AND ANY OTHER EVENTS HELD AT MUSIKFEST SITES). 3,000 - REPLACEMENT OF FESTIVAL CORDS, LIGHTS, AND PANELS DUE TO AGE AND FAILURE. 3,000 - INSTALL (2) NEW UNDERGROUND SERVICES IN HBI FOR FESTIVALS IN 2015. PROJECT HELD OVER UNTIL 2015 DUE TO WORKLOAD. |
| 42041B | 125,000 | SLCRSA EXPENDITURES 125,000 - CHARGE ACCOUNT TO COVER EXPENSES RELATED TO STREET LIGHTING SUCH AS INSTALLATION OF NEW LIGHTS, UNEXPECTED REPAIR COSTS FOR STREET LIGHTING, REPLACEMENT OF DAMAGED LIGHTING, AND OTHER RELATED PROJECTS. THE REVENUE SOURCE IS THE ESCROW ACCOUNT, SLCRSA, SET-UP AS PART OF THE STREET LIGHTING ACQUISITION PROJECT. THE SLCRSA GENERATES FUNDS FROM THE SAVINGS REALIZED ANNUALLY BY THE PROJECT AND THIS ACCOUNT IS THE EXPENSE SIDE TO SUPPORT THE STREET LIGHTING INFRASTRUCTURE. REDUCTION MADE TO THIS ACCOUNT TO MEET BUDGET CONSTRAINTS. LAST FIVE (5) YEARS OF EXPENDITURES SHOWS WE MAY EXCEED THE \$125,000. THIS LOWER FUNDING LEVEL IS NOT A LONG TERM OPTION DUE TO THE AGING SYSTEM. |
| 42042 | 25,000 | CHRISTMAS LIGHTING 25,000 - BASED ON ESTIMATED USAGE OF POWER AND MATERIALS FOR CHRISTMAS LIGHTING AND MUSIC. POWER - \$10,000, MATERIALS - \$15,000. ALSO FUNDS FOR BUCKET TRUCK RENTALS DURING CHRISTMAS LIGHTING INSTALLATION. |
| 42043 | 43,182 | TRAFFIC SIGNAL CURRENT 43,182 - WE IMPLEMENTED AN ENERGY SAVINGS PROGRAM FOR OUR 128 TRAFFIC SIGNALS VIA THE SWITCH OVER TO LIGHT EMITTING DIODE (LED) LAMPS INSTEAD OF INCANDESCENT LAMPS. LEDS SAVE BETWEEN 80% AND 90% ON ENERGY COSTS. WE TOOK OUT A LOAN TO PURCHASE LEDS. THIS ACCOUNT IS NORMALLY BUDGETED AT THE SAME LEVEL (2015 WOULD HAVE BEEN \$133,182) AS IT WOULD HAVE COST HAD WE REMAINED USING THE OLD LAMPS BUT IS ONLY SET TO COVER THE ACTUAL ENERGY COSTS IN 2015. COVERS A PPL INCREASE |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| | | OF 10% ON TRANSMISSION AND DISTRIBUTION WHICH RESULTS IN A 4% OVERALL INCREASE. THIS ACCOUNT WILL BE USED TO PAY FOR ENERGY BILLS, DEBT SERVICE, AND ANY SAVINGS WILL BE MOVED TO AN ESCROW SAVINGS ACCOUNT (10710197) TO PAY FOR REPLACEMENT LEDS IN 10 TO 15 YEARS (2016 TO 2021). |
| 42047 | 119,812 | DEPARTMENT CONTRACTS |
| | | 100,112 - PROFESSIONAL SERVICE AGREEMENTS FOR FACTORY TECHNICIANS TO CORRECT PROBLEMS BEYOND IN-HOUSE STAFF CAPABILITIES FOR THE RADIO EQUIPMENT, BACK UP POWER GENERATORS, RADIO ROOM AIR CONDITIONING SYSTEMS, (1 MICROWAVE SITE)/ RADIO CONTROL EQUIPMENT (TELEMETERING)/MODEMS/9-1-1 COMMUNICATION CENTER/ (7) MCC7500 CONSOLES/ CENTRAL ELECTRONIC BANK/ 9-1-1 PREMISE TELEPHONE EQUIPMENT (PLANT-PALLAS-VEST AO DIGITAL LOGGING RECORDER/9-1-1 COMMUNICATION BACK UP CENTER 5 POSITION MCC7500 CONSOLES AND CENTRAL ELECTRONIC BANK. \$10,000.00 IS ALSO INCLUDED AND IS NECESSARY FOR MOTOROLA TECHNICAL SUPPORT. PUBLIC WORKS PORTION IS \$90,112.00 AND 9-1-1 FUND ITEM 001.42027505 WILL COVER \$187,508.00 PUBLIC WORKS WILL ALSO COVER THE COST FOR THE 18GHZ MICROWAVES, THE 5.8 MHZDSS/THE FIREHOUSE WAN NETWORK AND SOFTWARE UP-GRADE. |
| | | 2,400 - WINTER GENERATOR SERVICE AGREEMENT FOR 3 SITES (WILLIAMS STREET/SOUTH MOUNTAIN/GARRISON STREET). |
| | | 2,275 - PALMERTON TELEPHONE TOWER RENTAL. |
| | | 2,325 - MISCELLANEOUS TRAFFIC SIGNAL OUTSIDE SUPPORT SERVICES. |
| | | 3,700 - SERVICE AGREEMENT TO MAINTAIN THE SOUTH MOUNTAIN AIR CONDITIONING SYSTEM AND THE ELECTRICAL BUREAU 911 BACK-UP CENTER. |
| | | 9,000 - CONTRACT FOR THE LEASE OF THREE (3) T-1 LINES WITH SERVICE ELECTRIC TO CONNECT THE ELECTRICAL BUREAU'S 911 BACK-UP CENTER RADIO TOWER SITE TO THE SOUTH MOUNTAIN PRIME RADIO SITE, WILLIAM STREET RADIO TOWER, AND CITY HALL'S MASTER RADIO SITE. THIS MEASURE IS AN INTERIM SOLUTION UNTIL THE FAILED MICROWAVE SYSTEM CAN BE REPLACED. THE T-1 LINES WILL BE RETAINED AS A REDUNDANT PATH AFTER THE MICROWAVE LINKS HAVE BEEN RE-ESTABLISHED AS A COST EFFECTIVE FAIL-SAFE MEASURE FOR THE RADIO SYSTEM. |
| 42056 | 1,000 | GENERAL LIGHTING MAINT. |
| | | 1,000 - LIGHTS AROUND THE CITY GARAGE, SAUCON POOL, SOUTH MOUNTAIN PARKING LOTS, SAND ISLAND, AND MISCELLANEOUS EXTERIOR BUILDING LIGHTING. REDUCED TO MEET BUDGET CONSTRAINTS. |
| 42060 | 1,000 | OTHER EXPENSES |
| | | 1,000 - MANUALS, SIGNAL ASSOCIATION MEMBERSHIP, VIDEO TRAINING TAPES AND MISCELLANEOUS EXPENSES. (AN ADDITIONAL \$300.00 IS BUDGETED UNDER 9-1-1 FUND ITEM 001.1- |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| | | 42060505 FOR ALL RELATED DUES AND INTERNET ACCESS TO 9-1-1 NEWS GROUPS). REDUCED TO MEET BUDGET CONSTRAINTS. |
| 42064 | 21,000 | EQUIPMENT MAINTENANCE 21,000 - COVERS COST FOR REPAIRS TO EQUIPMENT SUCH AS TRUCKS, BUCKET TRUCKS, UNINTERRUPTABLE POWER SUPPLY BATTERY FAILURES, UPS, ANNUAL A.N.S.I. INSPECTIONS FOR BUCKET TRUCKS, ETC. IN THE BUREAU. REPAIRS TO ELECTRICAL BUCKET TRUCKS AND RELATED EQUIPMENT SUCH AS GENERATORS, MOTORS, HYDRAULIC SYSTEMS AND TOOLS. REPAIRS AND UPGRADES TO EMERGENCY MANAGEMENT CENTER, CITY ELECTRICAL RELATED EQUIPMENT INCLUDING COMPUTERS, TRAFFIC SIGNAL EQUIPMENT AND BENCH REPAIRS TO MOBILE AND PORTABLE RADIOS. ALSO STORM DAMAGE, ACCIDENT DAMAGE AND LIGHTING DAMAGE. INCREASE DUE TO THE ADDITION OF UPS(S) IN TRAFFIC SIGNAL CABINETS. |
| 42140 | 600 | PPL FEES 600 - POLE ATTACHMENT FEES AND OTHER CHARGES BY PP&L SUCH AS TRAFFIC SIGNAL CABLES, ETC. MAINTAINED AT SAME LEVEL DUE TO BUDGET CONSTRAINTS. |
| 43099 | 18,000 | EQUIPMENT 12,000 - TRAFFIC SIGNAL CONFLICT MONITOR TESTER: FOR THE PURCHASE OF AN ATSI PCMT 8000 CONFLICT MONITOR TESTER UNIT WITH ACCESSORIES. ALL AGENCIES THAT OWN AND MAINTAIN TRAFFIC SIGNALS HAVE THIS ESSENTIAL PIECE OF EQUIPMENT TO TEST AND CERTIFY THAT THE PROPER OPERATION OF THE SAFEGUARD EQUIPMENT INSIDE THE TRAFFIC SIGNAL CABINETS WHICH WILL PROVIDE THE NECESSARY DOCUMENTATION THAT THE SIGNAL IS OPERATING AS DESIGNED. THIS TESTING EACH YEAR IS CRITICAL TO ENSURE THAT THE CITY CAN DEFEND AGAINST FRIVOLOUS LAWSUITS WHEN ACCIDENTS OCCUR AT SIGNALIZED INTERSECTIONS. WITHOUT THIS TESTING PROCEDURE THE CITY WILL HAVE NO WAY TO PROVE AT THE TIME OF THE ACCIDENT THAT THE TRAFFIC SIGNAL CONFLICT MONITOR WAS FUNCTIONING WITHIN SPECIFICATIONS. EACH YEAR THIS EQUIPMENT WILL NEED TO BE RECALIBRATED AND CERTIFIED AT A COST OF APPROXIMATELY \$500/YEAR. 6,000 - UPS BATTERY REPLACEMENT PROGRAM FOR THE TRAFFIC SIGNAL SYSTEM: THE UPS BATTERIES AT ALL FIFTEEN (15) TRAFFIC SIGNAL LOCATIONS HAVE A LIFESPAN OF FOUR (4) YEARS BEFORE THEY ARE RECOMMENDED TO BE REPLACED. THESE BATTERIES ARE IN THEIR SIXTH (6TH) YEAR OF OPERATION. BEGINNING IN 2015, REPLACING UPS BATTERIES AT THREE (3) INTERSECTIONS PER YEAR WILL ENABLE US TO MAINTAIN THE RUN TIME THAT WAS PREDETERMINED TO SAFELY OPERATE THE INDIVIDUAL INTERSECTIONS IN A POWER OUTAGE UNTIL THE GENERATORS CAN BE DEPLOYED AND CONNECTED UP. |

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BUREAU DETAIL

Bureau: Traffic Maintenance **No:** 0506

Department: Public Works

No: 0050

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Coordinated routes, traffic control planning and setup/takedown for over 65 events throughout the year, including Runner's World, Musikfest and many others.
- Continue to coordinate with Penn DOT and contractor on the SR 412 Construction Project to improve traffic flow during construction.
- Reviewed and coordinated with many developers to include pedestrian safety and upgrades to pavement markings and signals into their planned developments.
- Coordinated with CTAC and others on pedestrian and bicycle safety issues and worked to mitigate them.
- Coordinated with LTAP to study multiple intersections for pedestrian safety. Began to implement low-cost improvements and utilized study to apply for grants.
- Currently managing the Fahy Bridge North End Improvements Project.
- Coordinated with other bureaus and developers to expand shared lane markings throughout the City.
- Coordinated with the Bethlehem Parking Authority to address parking issues throughout the City.
- Completed upgrades to certain pavement markings and line paintings. Able to refresh the double yellow line of over 50 roads in 2014.
- 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.
- Oversaw completion of sign inventory program.
- Worked with countless contractors on street closings.
- Applied for and received grant in amount of \$65,000 to replace all shared lane markings in the city with thermoplastic and also add markings in key areas. Coordinated efforts to link Easton and Allentown markings.
- Oversaw the design of the reconstruction of signals at the intersections of Elizabeth Avenue & New Street, and Elizabeth Avenue and Main Street.
- Managed and developed traffic control plan for use of Fahy Bridge during Special Events.
- Managed reversal of angled parking on Main Street.

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|-----------------------|---------------------------------|-------------------------------|----------------|----------------|----------------|------------------------|----------------|-----------------------|----------------|-----------------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | | Actual & Estimated | | Final Budget | |
| | | Number of Permanent Positions | | | | | # | Salaries | # | Salaries | # |
| | 2824 Traffic Coord/Design Asst | 1 | 1 | 1 | 1 | 1 | 62,317 | 1 | 62,317 | 1 | 70,467 |
| | M117 Traffic Technician | 2 | 2 | 2 | 2 | 2 | 107,779 | 2 | 107,779 | 2 | 111,520 |
| | M070 Traffic Technician Asst | 1 | - | - | - | - | - | - | - | - | - |
| | Total Positions | 4 | 3 | 3 | 3 | 3 | 170,096 | 3 | 170,096 | 3 | 181,987 |
| Account Detail | | | | | | | | | | | |
| | 40001 SALARIES | 193,094 | 154,756 | 159,807 | 160,194 | | 166,816 | | 166,816 | | 178,547 |
| | 40002 LONGEVITY | 3,990 | 2,775 | 3,120 | 3,200 | | 3,280 | | 3,280 | | 3,440 |
| | 40003 OVERTIME | 9,097 | 10,366 | 4,990 | 4,585 | | 7,400 | | 5,500 | | 7,500 |
| | 40004 TEMPORARY HELP | 7,386 | 5,587 | 6,591 | 7,404 | | 8,420 | | 8,406 | | 8,320 |
| | 40006 DIFFERENTIAL PAY | 84 | 69 | 21 | 34 | | 100 | | 75 | | 100 |
| | 40008 MEAL REIMBURSEMENT | 146 | 273 | - | 78 | | 260 | | 260 | | 260 |
| | Personnel | 213,797 | 173,826 | 174,529 | 175,495 | | 186,276 | | 184,337 | | 198,167 |
| | 41014 OPERATING SUPPLIES | 29,619 | 33,398 | 32,829 | 32,861 | | 43,500 | | 40,500 | | 40,500 |
| | 41016 UNIFORMS/SAFETY SHOES | 475 | 356 | 476 | 351 | | 750 | | 525 | | 500 |
| | 41023 GASOLINE | 5,592 | 6,585 | 6,867 | 5,276 | | 8,165 | | 7,000 | | 8,050 |
| | Materials & Supplies | 35,686 | 40,339 | 40,172 | 38,488 | | 52,415 | | 48,025 | | 49,050 |
| | 42033 TRAINING AND SAFETY | 78 | - | 240 | 642 | | 300 | | 200 | | 300 |
| | 42054 RENTALS | 513 | 801 | 321 | 895 | | 750 | | 750 | | 500 |
| | 42060 OTHER EXPENSES | 172 | 13 | 95 | 57 | | 200 | | 100 | | 200 |
| | Purchased Services | 763 | 814 | 656 | 1,594 | | 1,250 | | 1,050 | | 1,000 |
| | 43099 EQUIPMENT | 4,600 | - | 7,420 | 7,420 | | 7,421 | | 7,421 | | - |
| | Equipment | 4,600 | - | 7,420 | 7,420 | | 7,421 | | 7,421 | | - |
| Total | TRAFFIC MAINTENANCE | 254,846 | 214,979 | 222,777 | 222,997 | | 247,362 | | 240,833 | | 248,217 |

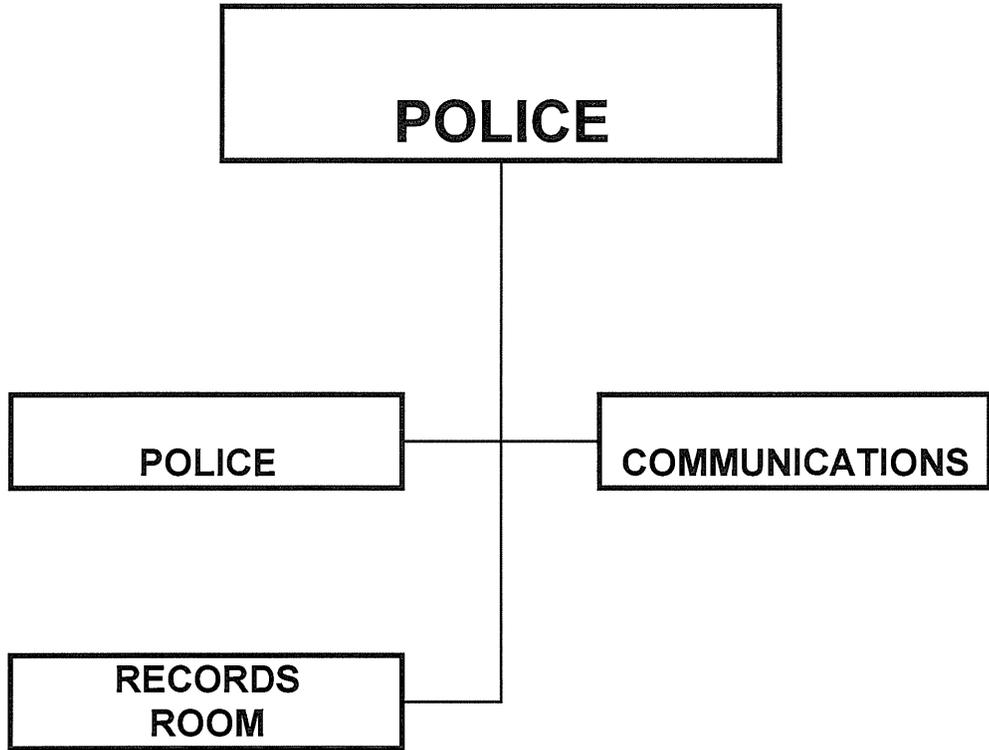
2015 BUDGET REQUEST JUSTIFICATION

| 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 BIKE RACES, FIREWORKS, NON-PROFIT 5-K RUNS, HALLOWEEN PARADE, SNOW REMOVAL, ETC.) AND CALL-OUTS FOR STREET CLOSURES DUE TO EMERGENCY SITUATIONS (FIRES, SUMMER STORMS, TRAFFIC ACCIDENTS, ETC.). |
| 40004 | 8,320 | TEMPORARY HELP 8,320 - SUMMER HELP OF TWO (2) COLLEGE AGE STUDENTS FOR A TOTAL 1040 HRS (520 HR. EACH) FOR APPROX 13 WEEKS. SUMMER HELP IS USED TO SUPPLEMENT SUMMER PAINTING DUTIES, PREPARATION FOR WEEK LEADING INTO MUSIKFEST, SIGN PLACEMENT, BARRICADE DELIVERY, ETC. AVERAGE HOURLY RATE IS \$8.00 PER HOUR. WORKLOADS ARE PROVING TO EXCEED RESOURCES TO COMPLETE DESIRED WORK. |
| 40006 | 100 | DIFFERENTIAL PAY 100 - DIFFERENTIAL PAY IS NECESSARY DURING MUSIKFEST, SNOW OPERATIONS, 4TH OF JULY, AND DURING CALL-OUTS. |
| 40008 | 260 | MEAL REIMBURSEMENT 260 - MEAL REIMBURSEMENT IS \$13.00 PER MEAL AND WOULD COVER A TOTAL OF TWENTY (20) MEALS. THIS BUREAU IS CALLED UPON FOR SNOW REMOVAL AS NECESSARY. |
| 41014 | 40,500 | OPERATING SUPPLIES OPERATING SUPPLIES ARE USED FOR THE PURPOSE OF STREET PAINTING, BARRICADES AND MAINTAINING TRAFFIC CONTROL (EITHER PERMANENT OR TEMPORARY) WITH CHANNEL POSTS, SIGNS, PAINT, WOOD, ETC. EACH YEAR NEW SIGNS ARE ERECTED OR UPGRADED AND SIGN IMPROVEMENTS ARE MADE WHILE THE MAINTENANCE DEMANDS AND COSTS CONTINUE TO INCREASE. LINE PAINTING AND THE INSTALLATION AND MAINTENANCE OF CROSSWALKS, STOP BARS, ETC. REQUIRE THE PURCHASE OF PAINT AND PLASTIC. MAINTAINED AT SAME LEVEL DUE TO BUDGET CONSTRAINTS. 10,445 - REPLACEMENT SIGNS (STOP, SPEED LIMIT, ETC.). 10,055 - PAINT AND GLASS BEADS 1,800 - LUMBER AND VARIOUS HAND/POWER TOOLS. 1,320 - STROBE LIGHTS. 3,340 - CONES AND CHANNELS. 2,040 - TEMPORARY SIGNS. 4,400 - SCOTCH-LITE SHEETING & PREFORMED PLASTIC. 1,900 - PROPANE, NAPHTHA & REPLACEMENT TANKS. 1,600 - PORTABLE STOP SIGNS TO REPLACE OLD OUTDATED SIGNS IN USE. 3,600 - REPLACEMENT OF FADED AND DAMAGED STREET CLEANING SIGNS ALONG CITY STREETS. ANNUALLY SIGNS ARE REPLACED AS NEEDED. THIS ACCOUNT IS ALSO USED TO CHARGE REPAIRS TO OUR PAINT EQUIPMENT THAT IS DIRECTLY RELATED TO THE PAINTING OPERATION, I.E. HOSES, REGULATORS, VALVES, AND |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| | | TO PURCHASE TOOLS THAT ARE USED TO MAKE REPAIR OF EQUIPMENT, AND ERECT/REMOVE TRAFFIC CONTROL DEVICES. |
| 41016 | 500 | UNIFORMS/SAFETY SHOES 500 - SHIRTS, SHOES, AND SWEATSHIRTS ARE APPROXIMATELY \$250 PER EMPLOYEE IN 2015. ALSO INCLUDED ARE SAFETY VESTS FULLTIME EMPLOYEES AND SUMMER HELP. TWO EMPLOYEES ARE ELIGIBLE FOR SAFETY SHOES IN 2015. |
| 41023 | 8,050 | GASOLINE 8,050 - ESTIMATED GASOLINE USAGE FOR VEHICLES AND EQUIPMENT IS 2,300 GALLONS AT \$3.50 PER GALLON. |
| 42033 | 300 | TRAINING AND SAFETY 300 - ATTEND SEMINARS TO IMPROVE SKILLS AND MAINTAIN PROPER KNOWLEDGE OF TRAFFIC MANAGEMENT, DESIGN, AND IMPLEMENTATION (ASSUMES 1 TO 2 SEMINARS DEPENDING ON LOCATION). PURCHASE OF EDUCATIONAL MATERIALS THAT WILL COVER NEW TECHNOLOGY, TRAFFIC CALMING APPLICATIONS AND OTHER TRAFFIC RELATED TOPICS. COSTS ARE KEPT TO A MINIMUM THROUGH USE OF LOCAL FREE EDUCATIONAL PROGRAMS. USEFUL SEMINARS WERE NOT ATTENDED DUE TO OVERALL BUDGET CONSTRAINTS. |
| 42054 | 500 | RENTALS 500 - RENTAL OF TRAFFIC CONTROL SIGNS AND BARRICADES PERIODICALLY USED BUT NOT FEASIBLE OR APPROPRIATE TO PURCHASE AND MAINTAIN IN-HOUSE. DECREASE DUE TO RESPONSIBILITIES SHIFTING TO ARTSQUEST DURING MUSIK-FEST. |
| 42060 | 200 | OTHER EXPENSES 200 - THIS ACCOUNT IS FOR THE PURCHASE OF MISC. ITEMS SUCH AS CDL RENEWALS AND MEMBERSHIP DUES. |

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BUREAU DETAIL

Bureau: Police

No: 0601

Department: Police

No: 0060

Bureau Description:

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

Goals and Objectives:

- Continue to lower Part 1 Crimes through the use of technology, multiple agency cooperation and basic police procedures.
 - Improve the efficiency of the Records Section function through increased use of new technology and computer systems.
 - Continue to enhance our partnership with the community by expanding Block Watch programs, continue cooperative policing with Lehigh University Police in south side neighborhoods around campus and the south side business district, continue expanded deployment of the Mounted Unit, continue the cooperative effort with BASD in return of the School Resource Officers to all City Middle Schools and High Schools, increased Crime Prevention programs, and continue the Beat Cop Program and Bike Patrols in our north side and south side business districts and neighborhoods.
 - Continue to enhance the City's camera system thru private and state gaming grants by adding additional cameras to the Fourth Street business district and Fourth Street corridor areas.
 - Continue to improve our CAD and RMS systems by moving forward with a new and more efficient CAD and RMS system, New World, to replace the CODY system that failed from the start.
 - Improve and complete working conditions in the Desk Sgt. area and Patrol Office area. Some work has been already completed. Both areas are in need of repairs and modernization and improvement.
 - Continue to work and improve working relationships with outside jurisdictions in the joint use and sharing of RMS, CAD and 911 communication systems thus creating future cuts in costs thru joint maintenance agreements and usage.
-

Prior Year Achievements:

- In 2014, replaced the outdated City Hall and Police Department security camera system with a modern digital camera system to improve interior and exterior security at the City Hall Government Complex.
 - The re-introduction of the Beat Officer Program in April 2014 to the north side and south side business districts.
 - The re-deployment of the Mounted Unit to additional areas throughout the City and to work alongside with the Beat Officer Program in creating a visible police presence in business districts in the City.
 - The selection of a new CAD / RMS system (New World) for Police 911 Dispatch and Police records and the approval of the contract by Mayor and City Council. New World implementation work in underway. The New World system will replace our current CODY system.
 - The addition of 10 Police Officers in February 2014 to fill positions left open from the past year in an effort to work towards the department budgeted manpower allotment of 154. 2014 was also the City's first joint Public Safety (Police and Fire) Promotion and swearing in ceremonies.
 - The start of a major initiative of joint and cooperative policing and security awareness in the neighborhoods and south side business district as part of a Lehigh University and City partnership. This partnership includes a joint cooperative policing philosophy and the introduction of the Ambassador Program to the south side business district and the implementation and addition of 10 new security cameras to areas and neighborhoods around the Lehigh University Campus; said initiative funded mainly by Lehigh University.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|--------------------------|-------------------------------|------------|------------|------------|------------------------|-----------------------|-----------------------|-------------------|-----------------------|-------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Actual & Estimated | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| N090 Police Chief | 1 | 1 | 1 | 1 | 1 | 97,415 | 1 | 97,415 | 1 | 97,548 |
| N105 Deputy Police Chief | 1 | 1 | 1 | 1 | 1 | 89,811 | 1 | 89,811 | 1 | 92,783 |
| P441 Captain | 3 | 3 | 3 | 2 | 2 | 173,327 | 2 | 173,327 | 2 | 173,327 |
| P431 Lieutenant | 7 | 7 | 8 | 8 | 8 | 648,598 | 8 | 648,598 | 8 | 647,999 |
| P421 Detective/Sergeant | 23 | 23 | 22 | 22 | 22 | 1,645,055 | 22 | 1,645,055 | 22 | 1,645,756 |
| P401 Police Officer | 124 | 122 | 115 | 115 | 120 | 7,589,248 | 120 | 7,589,248 | 120 | 7,726,854 |
| Total Positions | 159 | 157 | 150 | 149 | 154 | 10,243,454 | 154 | 10,243,454 | 154 | 10,384,267 |
| Vacancy Factor | | | | | | (100,000) | | (100,000) | | (100,000) |
| | | | | | | 10,143,454 | | 10,143,454 | | 10,284,267 |

Account Detail

| | | | | | | | | | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|--|-------------------|--|-------------------|--|-------------------|
| 40001 SALARIES | 9,398,855 | 9,295,210 | 9,141,164 | 9,304,223 | | 9,719,854 | | 9,719,854 | | 9,879,967 |
| 40002 LONGEVITY | 403,652 | 407,863 | 421,507 | 425,925 | | 423,600 | | 423,600 | | 404,300 |
| 4000383 FBI OVERTIME | 65,671 | 73,029 | 63,797 | 57,952 | | 53,000 | | 42,500 | | 53,000 |
| 4000384 LCB O/T GRANT-LEHIGH | - | 6,850 | 10,330 | 13,162 | | 20,000 | | 15,000 | | 20,000 |
| 4000385 CPA/EXPLORERS PROG OT | 120 | - | - | - | | - | | - | | - |
| 4000387 JAG - ARRA - OVERTIME | - | 331 | - | - | | - | | - | | - |
| 4000390 DEA-TASK FORCE OVERTIME | 16,203 | 16,312 | 17,873 | 21,448 | | 17,500 | | 16,000 | | 17,500 |
| 4000391 TASK FORCE OVERTIME | 7,979 | 9,865 | 6,787 | 8,229 | | 20,000 | | 10,000 | | 20,000 |
| 4000392 GENERAL OVERTIME | 124,050 | 145,983 | 127,177 | 202,613 | | 185,000 | | 185,000 | | 165,000 |
| 4000393 CDBG OVERTIME | 30,110 | 1,228 | 9,207 | (48,695) | | 24,130 | | 20,000 | | 95,000 |
| 4000394 DUI OVERTIME | 45,830 | 27,058 | 30,869 | 28,777 | | 15,581 | | 13,500 | | 40,000 |
| 4000395 MUSIKFEST OVERTIME | 131,817 | 136,335 | 124,164 | 125,337 | | 134,000 | | 131,000 | | 135,000 |
| 4000396 SPECIAL EVENT OVERTIME | 115,487 | 187,491 | 141,580 | 191,324 | | 130,000 | | 130,000 | | 130,000 |
| 4000397 JAG OVERTIME | 7,163 | 8,913 | 8,176 | - | | - | | - | | - |
| 4000398 SEAT BELT HIGHWAY SAFETY | 11,811 | 11,602 | 11,613 | 17,133 | | 17,300 | | 17,300 | | 17,300 |
| 4000399 LV AUTO THEFT TASK O/T | 10,694 | 10,759 | 9,674 | 10,009 | | 10,000 | | 10,000 | | 12,000 |
| 40004 TEMPORARY HELP | 300,140 | 291,916 | 287,985 | 302,108 | | 295,000 | | 295,000 | | 295,000 |
| 40005 HOLIDAY PAY | 551,161 | 545,987 | 526,391 | 543,444 | | 570,000 | | 560,000 | | 580,000 |
| 40006 DIFFERENTIAL PAY | 56,905 | 57,920 | 55,228 | 52,200 | | 55,000 | | 54,000 | | 56,500 |
| 40007 ROSTER DUTY | 186,571 | 179,598 | 165,242 | 142,681 | | 200,000 | | 165,000 | | 200,000 |
| 40009 TRAVEL TIME | 694 | 239 | - | - | | - | | - | | - |
| 40011 EDUCATION INCENT BONUS | 86,330 | 84,985 | 94,187 | 75,003 | | 84,500 | | 78,000 | | 84,500 |
| 40012 HEARING TIME | 173,858 | 188,516 | 172,712 | 160,840 | | 170,000 | | 162,500 | | 170,000 |
| Personnel | 11,725,101 | 11,687,990 | 11,425,663 | 11,633,713 | | 12,144,465 | | 12,048,254 | | 12,375,067 |

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2010 | 2011 | 2012 | 2013 | 2014 | 2014 | 2015 |
|--------------|---------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------------------|-----------------------------------|-------------------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Final Budget |
| 41014 | OPERATING SUPPLIES | 8,500 | 10,997 | 87,997 | 96,434 | 51,432 | 48,500 | 61,406 |
| 41016 | UNIFORMS/SAFETY SHOES | 188,839 | 166,236 | 158,916 | 163,016 | 149,985 | 145,000 | 151,028 |
| 41018 | IDENTIFICATION | 25,780 | 9,671 | 18,332 | 19,592 | 21,510 | 20,000 | 23,910 |
| 41019 | RECRUITMENT EXP-GRANT | 3,111 | - | 26,049 | 12,900 | 43,000 | 43,000 | 27,000 |
| 41023 | GASOLINE | 184,124 | 273,620 | 275,369 | 234,168 | 241,000 | 238,000 | 240,000 |
| 41025 | POSTAGE | 8,245 | 4,816 | 4,375 | 3,606 | 4,000 | 3,850 | 4,000 |
| 41026 | MUNITIONS | - | - | - | - | 65,190 | 60,000 | 70,485 |
| | Materials & Supplies | 418,599 | 465,340 | 571,038 | 529,716 | 576,117 | 558,350 | 577,829 |
| 42032 | TRAINING/CONT. EDUCATION | 148,365 | 77,748 | 16,237 | 22,502 | 15,000 | 14,500 | 20,000 |
| 42047 | DEPARTMENT CONTRACTS | 46,663 | 40,464 | 94,771 | 87,906 | 76,537 | 75,000 | 102,608 |
| 420472 | CALEA/PLEAC ACCREDIT | 4,426 | - | - | 8,521 | 5,850 | 5,200 | 5,850 |
| 42049 | REFUNDS | 542 | 350 | 286 | 20 | 500 | 100 | 500 |
| 42060 | OTHER EXPENSES | 10,025 | 6,309 | 9,504 | 13,465 | 13,000 | 12,750 | 12,500 |
| 42064 | EQUIPMENT MAINTENANCE | 30,009 | 27,997 | 20,008 | 21,086 | 18,800 | 16,800 | 20,000 |
| 42165 | DUI GRANT | 2,056 | - | 1,773 | 528 | 1,576 | 1,000 | 1,576 |
| 42166 | JAG-JUSTICE ASSIST GRANT | 36,742 | 48,294 | 25,593 | 70,450 | 81,542 | 30,000 | 34,437 |
| 42167 | JUSTICE ASSIST GRANT-ARRA | 110,636 | 77,565 | 32,940 | 15,570 | - | - | - |
| 42169C | CITIZENS/JUNIOR POL ACAD | 2,780 | - | - | - | - | - | - |
| | Purchased Services | 392,244 | 278,727 | 201,112 | 240,048 | 212,805 | 155,350 | 197,471 |
| 43099 | EQUIPMENT | 84,677 | 80,948 | 237,278 | 208,965 | 251,862 | 251,475 | 190,060 |
| | Equipment | 84,677 | 80,948 | 237,278 | 208,965 | 251,862 | 251,475 | 190,060 |
| Total | POLICE | 12,620,621 | 12,513,005 | 12,435,091 | 12,612,442 | 13,185,249 | 13,013,429 | 13,340,427 |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 4000383 | 53,000 | FBI OVERTIME 53,000 - FBI VIOLENT CRIME/ GANG TASK FORCE OVERTIME 100% REIMBURSED FUNDS |
| 4000384 | 20,000 | LCB O/T GRANT--LEHIGH 20,000 - PLCB GRANT- 100% REIMBURSED FUNDS |
| 4000390 | 17,500 | DEA-TASK FORCE OVERTIME 17,500 - DEA TASK FORCE OVERTIME 100% REIMBURSED FUNDS |
| 4000391 | 20,000 | TASK FORCE OVERTIME 20,000 - NORTHAMPTON COUNTY DRUG TASK FORCE OVERTIME 100% REIMBURSED FUNDS |
| 4000392 | 165,000 | GENERAL OVERTIME 165,000 - OVERTIME - SERVICING LATE CALLS, SHIFT SUPPLEMENT, AND OTHER UNEXPECTED EVENTS |
| 4000393 | 95,000 | C.D.B.G. OVERTIME 15,000 - FY2015 - DRUG SURVEILLANCE 80,000 - FY2015 - COMMUNITY POLICING ACTIVITIES ANTICIPATED AWARD - 100% REIMBURSABLE FUNDS |
| 4000394 | 40,000 | D.U.I. OVERTIME 40,000 - DUI OVERTIME GRANT 100% REIMBURSED FUNDS |
| 4000395 | 135,000 | MUSIKFEST OVERTIME 135,000 - MUSIKFEST OVERTIME 100% REIMBURSED FUNDS |
| 4000396 | 130,000 | SPECIAL EVENT OVERTIME 130,000 - SPECIAL EVENT OVERTIME |
| 4000398 | 17,300 | SEAT BELT HIGHWAY SAFE-OT 17,300 - AGGRESSIVE DRIVING/BUCKLE-UP GRANT FUNDS 100% REIMBURSED FUNDS |
| 4000399 | 12,000 | LV AUTO THEFT TASK O/T 12,000 - LEHIGH VALLEY AUTO THEFT TASK FORCE OVERTIME 100% REIMBURSED FUNDS |
| 40004 | 295,000 | TEMPORARY HELP 295,000 - CROSSING GUARD SALARIES |
| 40005 | 580,000 | HOLIDAY PAY 580,000 - HOLIDAY PAY |
| 40006 | 56,500 | DIFFERENTIAL PAY 56,500 - SHIFT DIFFERENTIAL - \$0.45/HR MIDDLE, \$0.50/HR NIGHT |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| 40007 | 200,000 | ROSTER DUTY 200,000 - ROSTER DUTY ASSIGNMENTS 100% REIMBURSED FUNDS |
| 40011 | 84,500 | EDUCATION INCENT BONUS 54,500 - EDUCATION BONUS - CONTRACT ITEM 30,000 - TUITION REIMBURSEMENT |
| 40012 | 170,000 | HEARING TIME 170,000 - HEARING PAY - CONTRACTUAL |
| 41014 | 61,406 | OPERATING SUPPLIES 23,332 - EQUIPMENT UNIFORM ACCESSORIES, LEATHER GEAR PROTECTIVE EQUIPMENT, GLOVES, RESPIRATORS, FLARES AND OTHER EQUIPMENT/HARDWARE 8,308 - DUTY HOLSTER- MOST (90) HOLSTERS NEED REPLACING 14,000 - DESKTOP COMPUTERS HAVE BEEN IDENTIFIED AS NEEDING TO BE REPLACED 3,000 - CANINE TRAINING AND SUPPLIES *UNIT WILL BE PARTIALLY FUNDED THROUGH DONATIONS 6,000 - MOUNTED UNIT OPERATING SUPPLIES FEED, MEDICAL CARE, BEDDING, FARRIER SUPPLIES AND SERVICES *UNIT WILL BE PARTIALLY FUNDED THROUGH DONATIONS 1,985 - 2015 ANNUAL FLOW TESTING AND INSPECTION OF MSA SCBA 4,781 - MOTOROLA RADIO BATTERIES (60) |
| 41016 | 151,028 | UNIFORMS/SAFETY SHOES 60,000 - UNIFORMS AND EQUIPMENT ALLOWANCE 11,400 - CLOTHING ALLOWANCE 19 X \$600 40,500 - UNIFORM MAINTENANCE 135 X \$300 11,996 - TACTICAL BODY ARMOR AND UNIFORMS 27,132 - SOFT BODY ARMOR - \$11,481.00 REIMBURSEABLE THROUGH THE BULLET PROOF VEST GRANT PROGRAM |
| 41018 | 23,910 | IDENTIFICATION 18,000 - FORENSIC SERVICES SUPPLIES 900 - UPRIGHT FREEZER FOR DNA SAMPLES 3,800 - FORENSIC CERTIFICATIONS/TRAININIG 1,210 - AFIS OPERATOR FOR THREE DETECTIVES |
| 41019 | 27,000 | RECRUITMENT EXPENSE 27,000 - POLICE ACADEMY FOR SIX OFFICERS AT \$4,500 PER OFFICER |
| 41023 | 240,000 | GASOLINE 240,000 - GASOLINE FOR ALL POLICE VEHICLES |
| 41025 | 4,000 | POSTAGE 4,000 - ALL MAILING EXPENSES |
| 41026 | 70,485 | MUNITIONS |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|----------|---|
| | | MUNITIONS |
| | 50,379 - | FIREARMS AMMUNITION FOR TRAINING AND QUALIFICATION |
| | 3,200 - | LESS LETHAL |
| | 16,906 - | TASER UPGRADE AND REPLACEMENT COMPONENTS |
| 42032 | 20,000 | TRAINING/CONTINUING ED. |
| | 20,000 - | TRAINING AND CONTINUING EDUCATION |
| 42047 | 102,608 | DEPARTMENT CONTRACTS |
| | | THIS ACCOUNT COVERS THE FOLLOWING: |
| | 1,000 - | BACKGROUND CHECK COMPUTER CONTRACT |
| | 36,688 - | CAMERA MAINTENANCE AGREEMENT |
| | 12,871 - | LTW SPARE EQUIPMENT COSTS |
| | 2,000 - | TOTAL STATION MAINTENANCE COSTS |
| | 17,100 - | (3) SUB-STATIONS LEASES AND UTILITIES |
| | 11,000 - | CODY LICENSES FOR 2015 (LAST YEAR) |
| | 10,185 - | PPL CAMERA ELECTRICAL COSTS AND POLE RENTAL |
| | 2,000 - | GEOGRAPHIT AVL MAINTENANCE AGREEMENT |
| | 1,100 - | POLYGRAPH MAINTENANCE AGREEMENT |
| | 4,664 - | AFIS MAINTENANCE AGREEMENT |
| | 3,600 - | CASTLE K-9 TRAINING CONTRACT |
| | 400 - | MAGLOCLLEN MEMBERSHIP |
| 420472 | 5,850 | CALEA/PLEAC ACCREDITATION |
| | 4,850 - | CALEA ACCREDITATION |
| | 1,000 - | PLEAC ACCREDITATION |
| 42049 | 500 | REFUNDS |
| | 500 - | EXPENSES FOR PERSONAL ITEMS DAMAGED OR LOST DURING THE PERFORMANCE OF THEIR DUTIES. |
| 42060 | 12,500 | OTHER EXPENSES |
| | 12,500 - | OTHER EXPENSES |
| | | THIS ACCOUNT COVERS THE EXPENSES NOT COVERED BY ANY OTHER ACCOUNT |
| 42064 | 20,000 | EQUIPMENT MAINTENANCE |
| | 10,000 - | REPAIR, PARTS, REPLACEMENT AND CALIBRATIONS |
| | 10,000 - | FACILITY MAINTENANCE AND MODIFICATION |
| 42165 | 1,576 | DUI GRANT |
| | 1,576 - | AMOUNT TO MAINTAIN SOBRIETY CHECKPOINT EQUIPMENT. FUNDS ARE 100% REIMBURSED. |
| 42166 | 34,437 | JAG-JUSTICE ASSIST GRANT |
| | 34,437 - | JAG GRANT 100% REIMBURSED FUNDS |
| 43099 | 190,060 | EQUIPMENT |
| | 74,138 - | 2013 LEASE PAYMENT - 3RD INSTALLMENT OF 3 YR. LEASE FOR 8 UTILITY INTERCEPTORS |
| | 36,022 - | 2014 LEASE PAYMENT - 2ND INSTALLMENT OF 3 YR. LEASE FOR 4 UTILITY INTERCEPTORS |
| | 28,831 - | 2015 LEASE PAYMENT - 1ST INSTALLMENT OF 3 YR. LEASE FOR |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|----------|--|
| | | 3 UTILITY INTERCEPTORS |
| | 38,069 - | POLICE VEHICLE EQUIPMENT |
| | | EQUIPMENT TO UPFIT NEW POLICE VEHICLES |
| | 13,000 - | FORENSIC SERVICES UNIT VEHICLE 2ND INSTALLMENT OF 3YR. |
| | | LEASE |

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BUREAU DETAIL

Bureau: Communications

No: 0602

Department: Police

No: 0060

Bureau Description:

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

Goals and Objectives:

- Continue to work with PEMA, CCAP, telephone vendors & state legislators to pass a rewrite of 9-1-1 funding legislation.
 - Upgrade existing 9-1-1 analog phone equipment to I.P. based equipment to achieve "Next Gen" compliance.
 - Initiate joint CPE initiative with Allentown & Northampton County as part of larger N.E. regional initiative.
 - Configure new CAD software for Police, Fire & EMS use and begin to use the product.
 - Integrate text to 9-1-1 in the 9-1-1 center as per FCC guidelines.
 - Continue to participate in 9-1-1 NECORE to explore cost saving measures through sharing of 9-1-1 processes.
-

Prior Year Achievements:

- Reviewed and updated our S.O.P.'s to maintain C.A.L.E.A. compliance.
 - Signed contract with Essential Management Solutions to manage our CAD project.
 - Developed and executed the selection process for our new CAD system that included our Public Safety agencies plus our I.T. Dept along with seven county 9-1-1 centers.
 - Selected New World Systems as CAD replacement for CODY.
 - Finalized a draft rewrite of 9-1-1 funding legislation and participated in discussions with 9-1-1 State Oversight Committee to try and get it before both houses for a vote.
 - Continued to work with NECORE to create a regionalized interoperable public safety communications network.
 - Provided oversight for the installation of 31 cameras in and around City Hall.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0602 COMMUNICATIONS

| | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 | | 2014 | | 2015 | |
|---------------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------|-----------|-----------|----------|
| | | | | | Budget w/ Transfers | Actual & Estimated | # | Salaries | # | Salaries |
| Personnel Detail | | | | | | | | | | |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| | - | - | - | - | - | - | - | - | - | - |
| Total Positions | - | - | - | - | - | - | - | - | - | - |
| Account Detail | | | | | | | | | | |
| 4000384 LCB O/T GRANT - LEHIGH | - | - | - | - | - | - | - | - | - | - |
| 4000394 DUI OVERTIME | 2,645 | 1,845 | 1,639 | 90 | 1,000 | 500 | 1,000 | 500 | 1,000 | |
| Personnel | 2,645 | 1,845 | 1,639 | 90 | 1,000 | 500 | 1,000 | 500 | 1,000 | |
| 41016 UNIFORMS/SAFETY SHOES | 4,787 | 3,089 | 3,647 | 3,089 | 4,000 | 3,400 | 4,000 | 3,400 | 4,000 | |
| Materials & Supplies | 4,787 | 3,089 | 3,647 | 3,089 | 4,000 | 3,400 | 4,000 | 3,400 | 4,000 | |
| 42060 OTHER EXPENSES | 1,014 | - | 670 | 1,208 | 1,500 | 1,200 | 1,500 | 1,200 | 1,500 | |
| 420772 TRANSFERS TO 9-1-1 | - | - | 350,000 | 1,100,000 | 1,100,000 | 1,100,000 | 1,100,000 | 1,100,000 | 2,085,000 | |
| Purchased Services | 1,014 | - | 350,670 | 1,101,208 | 1,101,500 | 1,101,200 | 1,101,500 | 1,101,200 | 2,086,500 | |
| Total COMMUNICATIONS | 8,446 | 4,934 | 355,956 | 1,104,387 | 1,106,500 | 1,105,100 | 1,106,500 | 1,105,100 | 2,091,500 | |

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

2015 BUDGET REQUEST JUSTIFICATION

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

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BUREAU DETAIL

Bureau: Records Room

No: 0603

Department: Police

No: 0060

Bureau Description:

The Police Records Room provides for the processing and filing of all police records and supports all areas within the police department such as patrol, traffic and investigations. The bureau stores and maintains all police information; past and present, for court purposes and investigation.

Goals and Objectives:

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

Prior Year Achievements:

- Worked on the improvement of the performance of billing and accounts receivable to ensure that all debts are properly collected.
 - Worked on the updating of the Alarm Registration database to ensure proper registration and billing for false alarm activations.
 - Worked on Court Orders of Expungement that were not serviced in the past years.
 - Use of "lite duty" Officers (Officers injured) in the Records Room to assist in the service of Court Orders of Expungement and other Record Room duties.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

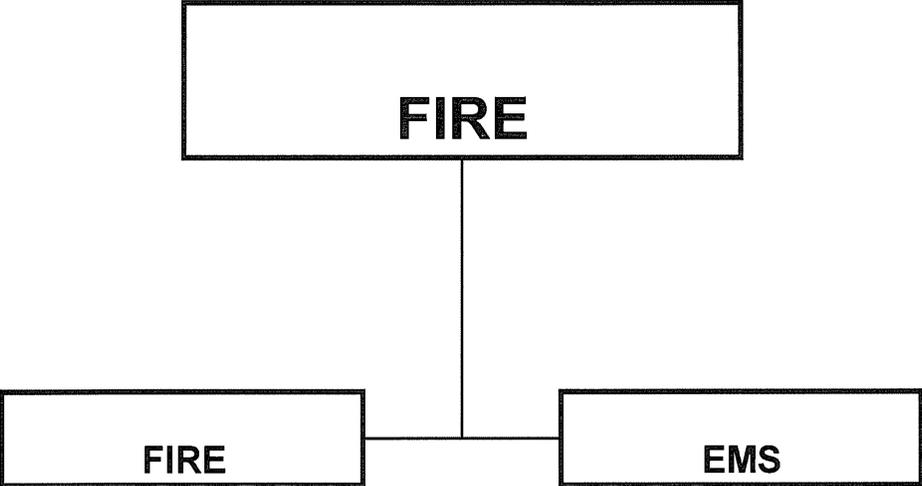
**FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0603 RECORDS ROOM**

| | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 | | 2014 | | 2015 | |
|---------------------------------|--------------------------------------|----------------|----------------|----------------|------------------------|-----------------------|----------|-----------------|----------|-----------------|
| | | | | | Budget w/ Transfers | Actual & Estimated | # | Salaries | # | Salaries |
| Personnel Detail | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| P431 Lieutenant | 1 | - | - | - | - | - | - | - | - | - |
| C081 Admin Aide Record Room | 1 | 1 | 1 | 1 | 1 | 49,072 | 1 | 49,072 | 1 | 50,728 |
| C07E Departmental Secretary | 1 | 1 | 1 | 1 | 1 | 46,414 | 1 | 46,414 | 1 | 48,077 |
| C065 Secretary II | 4 | 3 | 3 | 3 | 3 | 132,521 | 3 | 132,521 | 3 | 137,223 |
| Total Positions | 7 | 5 | 5 | 5 | 5 | 228,007 | 5 | 228,007 | 5 | 236,028 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 280,767 | 210,391 | 218,423 | 218,526 | | 222,327 | | 222,327 | | 230,108 |
| 40002 LONGEVITY | 10,483 | 4,650 | 5,200 | 5,440 | | 5,680 | | 5,680 | | 5,920 |
| 40003 OVERTIME | 607 | - | - | - | | - | | - | | - |
| 40004 TEMPORARY HELP | - | 5,436 | 6,237 | - | | - | | - | | - |
| 40005 HOLIDAY PAY | 3,425 | - | - | - | | - | | - | | - |
| 40006 DIFFERENTIAL PAY | 47 | - | - | - | | - | | - | | - |
| Personnel | 295,329 | 220,477 | 229,860 | 223,966 | | 228,007 | | 228,007 | | 236,028 |
| 41013 OFFICE EXPENSE | 3,944 | 4,028 | 4,635 | 4,189 | | 4,500 | | 4,200 | | 4,500 |
| Materials & Supplies | 3,944 | 4,028 | 4,635 | 4,189 | | 4,500 | | 4,200 | | 4,500 |
| 42032 TRAINING/CONT. EDUCATION | - | - | - | - | | 600 | | 600 | | - |
| 42047 DEPARTMENT CONTRACTS | 4,972 | 4,428 | 4,553 | 4,189 | | 7,000 | | 4,500 | | 7,000 |
| Purchased Services | 4,972 | 4,428 | 4,553 | 4,189 | | 7,600 | | 5,100 | | 7,000 |
| Total | 304,245 | 228,933 | 239,048 | 232,344 | | 240,107 | | 237,307 | | 247,528 |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|-----------------------------------|
| 41013 | 4,500 | OFFICE EXPENSE |
| | | 2,500 - MICROFILM AND DUPLICATING |
| | | 1,500 - TONER CARTRIDGES |
| | | 500 - MISC. OFFICE SUPPLIES |
| 42047 | 7,000 | DEPARTMENT CONTRACTS |
| | | 5,000 - COPY MACHINE CONTRACT |
| | | 1,500 - READER/PRINTER CONTRACT |
| | | 500 - MICROFILM PROCESSING |



BUREAU DETAIL

Bureau: Fire

No: 0701

Department: Fire

No: 0070

Bureau Description:

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

Goals and Objectives:

- To provide fire and life safety inspections to every commercial property annually.
 - To continue to provide life safety and property conservation to the community.
 - To continue fire safety education to school age children through the use of the fire safety house.
 - Smoke Detector issued through Mayor's Dare to Care Program.
 - Provide funding for a new tower aerial to be delivered in 2015.
 - Fully implement Certified Fire Investigation Team.
 - Re-Distribute manpower to provide balanced coverage throughout the City of Bethlehem.
 - Upgrade the Special Teams Equipment starting with new Haz-Mat Vehicle.
 - Increased Manpower to multiple alarm structure fires.
 - Investigate every fire incident through the Office of the Fire Marshall.
-

Prior Year Achievements:

- Responded to over 1,352 calls for EMS service.
 - Responded to over 4,029 calls for service.
 - Conducted over 2,539 fire safety inspections on new and existing businesses.
 - The department installed over 475 smoke detectors in the homes of city residents.
 - Received State Fire Commissioners grant for new Thermal Imaging Camera.
 - Received State Fire Commissioners grant for new PPV fans.
 - Purchased new Haz-Mat Response Vehicle.
 - Restructured Fire Inspection Division with added Job Responsibilities.
 - Applied for Grant Funding for new Self Contained Breathing Apparatus.
 - Applied for Grant Funding for a new Aerial Ladder Truck.
 - Restructured Manpower Response to Southside of Bethlehem.
 - Partial up-date of Portable Radio System.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|------------------|------------|------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Actual | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| N095 Fire Chief | 1 | 1 | 1 | 1 | 1 | 96,684 | 1 | 96,684 | 1 | 95,468 |
| N110 Deputy Fire Chief | 1 | 1 | 1 | 1 | 1 | 89,303 | 1 | 89,303 | 1 | 90,715 |
| F441 Assistant Chief | 4 | 4 | 4 | 4 | 4 | 307,131 | 4 | 307,131 | 4 | 307,130 |
| F433 Captain Haz/Mat/Insp | 1 | 1 | 1 | 1 | 1 | 71,680 | 1 | 71,680 | 1 | 71,680 |
| F432 Captain-Charge of Train | 1 | 1 | 1 | 1 | 1 | 71,680 | 1 | 71,680 | 1 | 71,964 |
| F431 Captain | 4 | 4 | 4 | 4 | 4 | 287,853 | 4 | 287,853 | 4 | 287,287 |
| F423 Lieutenant Inspector | 4 | 4 | 4 | 4 | 4 | 284,680 | 4 | 284,680 | 5 | 354,167 |
| F421 Lieutenant | 8 | 12 | 12 | 12 | 12 | 814,311 | 12 | 814,311 | 12 | 814,914 |
| F402 Inspector | 1 | 1 | 1 | 1 | 1 | 71,542 | 1 | 71,542 | - | - |
| F401 Firefighter | 88 | 82 | 82 | 82 | 82 | 5,108,842 | 82 | 5,108,842 | 80 | 4,900,386 |
| 2720 Business Manager | - | - | - | - | 1 | 46,403 | 1 | 46,403 | 1 | 50,368 |
| C072 Departmental Secretary | 1 | 1 | 1 | 1 | 1 | 46,014 | 1 | 46,014 | 1 | 47,677 |
| Total Positions | 114 | 112 | 112 | 112 | 113 | 7,296,123 | 113 | 7,296,123 | 111 | 7,091,756 |
| Vacancy Factor | | | | | | (50,000) | | (50,000) | | (50,000) |
| | | | | | | 7,246,123 | | 7,246,123 | | 7,041,756 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 6,539,211 | 6,494,079 | 6,349,351 | 6,682,929 | | 6,901,430 | | 6,901,430 | | 6,742,061 |
| 40002 LONGEVITY | 336,292 | 330,882 | 321,514 | 334,310 | | 344,693 | | 344,693 | | 299,695 |
| 40003 OVERTIME | 815,963 | 855,836 | 247,505 | 154,488 | | 186,000 | | 180,000 | | 145,000 |
| 4000371 SPECIAL TEAM DRILLS OT | 15,344 | 14,816 | 12,614 | 17,970 | | 16,000 | | 15,000 | | 20,000 |
| 40004 TEMPORARY HELP | 10,048 | 28,661 | 30,783 | 35,504 | | - | | - | | - |
| 40005 HOLIDAY PAY | 348,578 | 344,979 | 337,295 | 355,511 | | 385,253 | | 370,000 | | 375,285 |
| 40006 DIFFERENTIAL PAY | 55,347 | 60,164 | 56,065 | 56,119 | | 61,000 | | 58,750 | | 58,000 |
| 40007 ROSTER DUTY | 41,369 | 34,756 | 28,254 | 38,446 | | 50,000 | | 40,000 | | 48,000 |
| 40011 EDUCATION INCENT BONUS | 13,765 | 13,628 | 13,739 | 14,370 | | 18,000 | | 15,000 | | 17,000 |
| Personnel | 8,175,917 | 8,177,801 | 7,397,120 | 7,689,647 | | 7,962,376 | | 7,924,873 | | 7,705,041 |
| 41014 OPERATING SUPPLIES | 29,537 | 37,825 | 40,353 | 60,552 | | 80,250 | | 75,000 | | 76,550 |
| 41016 UNIFORMS/SAFETY SHOES | 101,268 | 82,945 | 105,882 | 124,130 | | 153,900 | | 140,000 | | 132,710 |
| 41023 GASOLINE | 39,191 | 62,410 | 64,242 | 57,575 | | 70,000 | | 64,000 | | 75,000 |
| Materials & Supplies | 169,996 | 183,180 | 210,477 | 242,257 | | 304,150 | | 279,000 | | 284,260 |
| 42032 TRAINING/CONT. EDUCATION | 29,518 | 20,598 | 32,907 | 47,452 | | 61,000 | | 55,000 | | 54,500 |
| 42036 COMMUNICATIONS | 1,032 | 1,497 | 1,524 | 1,962 | | 4,000 | | 2,200 | | 4,000 |
| 42038 EQUIPMENT REPAIRS-FLEET | - | - | - | 2,607 | | 1,500 | | 1,475 | | 1,000 |
| 42047 DEPARTMENT CONTRACTS | 2,457 | 3,923 | 7,391 | 11,145 | | 3,900 | | 3,800 | | 3,900 |
| 42060 OTHER EXPENSES | 7,503 | 7,563 | 9,687 | 12,741 | | 11,950 | | 11,000 | | 10,400 |
| 42064 EQUIPMENT MAINTENANCE | 9,227 | 6,921 | 9,666 | 16,206 | | 23,000 | | 18,000 | | 22,800 |
| Purchased Services | 49,737 | 40,502 | 61,175 | 92,113 | | 105,350 | | 91,475 | | 96,600 |
| 43099 EQUIPMENT | - | - | 11,431 | 25,148 | | 30,000 | | 24,000 | | 12,500 |
| Equipment | - | - | 11,431 | 25,148 | | 30,000 | | 24,000 | | 12,500 |
| Total FIRE | 8,395,650 | 8,401,483 | 7,680,203 | 8,049,165 | | 8,401,876 | | 8,319,348 | | 8,098,401 |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| 40003 | 145,000 | OVERTIME 145,000 - LOST MAN HOURS ARE SOMETIMES REPLACED AS A RESULT OF SICKNESS, INJURIES SUSTAINED WHILE ON DUTY, INDIVIDUALS RECEIVING SPECIALIZED TRAINING THAT IS NOT AVAILABLE LOCALLY, AND THE TIME LAPSE BETWEEN RETIREMENTS AND THE HIRING AND TRAINING OF NEW PERSONNEL. THE ACCOUNT IS ALSO USED FOR EXTENDED SHIFTS DUE TO FIRE OR EMERGENCY INCIDENTS, AND WHEN PERSONNEL ARE CALLED OUT FROM OFF-DUTY FOR MULTIPLE ALARMS OR MAJOR INCIDENTS THAT REQUIRE THESE ADDITIONAL PERSONNEL FOR THE SAFE AND EFFICIENT TERMINATION OF THE EMERGENCY INCIDENT. PERSONNEL SUBPOENAED FOR THE PURPOSE OF DEPOSITIONS, APPEARING AT MAGISTRATE OR COUNTY COURT ARE ALSO REIMBURSED FROM THIS ACCOUNT. |
| 4000371 | 20,000 | SPECIAL TEAM DRILLS OT 20,000 - SPECIAL OPERATIONS TEAMS - DRILLS OVERTIME REQUIRED TRAINING FOR THE WATER RESCUE TEAM, THE HAZARDOUS MATERIALS TEAM, AND THE BOMB SQUAD. BOMB SQUAD TRAINING FOR DRILLS, MOCK SCENARIOS AND OTHER ADVANCED EQUIPMENT PRACTICES HAZMAT TRAINING REQUIRED UNDER ACT 165 WHICH CANNOT BE DONE WHILE ON DUTY. ALL MEMBERS OF THE TEAM ARE REQUIRED TO DRILL AT LEAST EIGHT (8) HOURS A YEAR AS A TEAM. |
| 40005 | 375,285 | HOLIDAY PAY 375,285 - THIS ACCOUNT IS USED FOR THE PAYMENT OF HOLIDAY PAY TO PERSONNEL FOR THE YEAR AS STIPULATED IN THE CURRENT LABOR AGREEMENT. |
| 40006 | 58,000 | DIFFERENTIAL PAY 58,000 - THIS AMOUNT IS NEEDED FOR THE PAYMENT OF THE ADDITIONAL \$.50 PER HOUR FOR INDIVIDUALS REQUIRED TO WORK THE NIGHT TOUR OF DUTY. |
| 40007 | 48,000 | ROSTER DUTY 48,000 - THIS WILL COVER THE SERVICES BY OFF-DUTY FIRE DEPARTMENT MEMBERS AT FUNCTIONS WHERE THEIR PRESENCE IS REQUIRED FOR THE SAFETY OF THE PUBLIC. THIS ACCOUNT IS RETURNED TO THE GENERAL FUND AS INCOME. |
| 40011 | 17,000 | EDUCATION INCENT BONUS 17,000 - PERSONNEL ARE AWARDED A BONUS FOR ACHIEVING EITHER AN ASSOCIATE OR BACHELORS DEGREE. PAYMENT FOR THIS EDUCATIONAL INCENTIVE IS FUNDED THROUGH THIS ACCOUNT. |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 41014 | 76,550 | OPERATING SUPPLIES |
| | 3,800 | - NOZZLES AND REDUCERS 400 FOAM TUBE FOR NOZZLES 500 AKRON LEADER LINE WYE 800. ADAPTORS AND REDUCERS 1300. PISTON INTAKE VALVES 800 FLOATING DOCK STRAINER |
| | 4,500 | - HOSES AND ACCESORIES FOR THE REPLACEMENT OF A HOSE THAT FAILS THE REQUIRED ANNUAL SERVICE TEST OR IS DAMAGED AT A FIRE CALL. |
| | 1,500 | - ELECTRICAL APPLIANCES & HANDLIGHTS FOR REPAIR AND REPLACEMENT OF ELECTRICAL CORDS AND ADAPTORS |
| | 1,000 | - HAND TOOLS FOR THE REPLACEMENT AND REPAIR OF PIKE POLES, AXES, HALOGEN BARS, ETC. |
| | 5,800 | - BATTERIES 1200 - PORTABLE RADIOS 800. - PASS ALARMS 500. - THERMAL IMAGING CAMERAS 500. - BOMB SQUAD ROBOT 600. - SAWZALLS 300. - METERS 200. - SMOKE DETECTORS 500. - HAND LIGHTS 800. - SCBA 400 - BOATS |
| | 5,500 | - SELF CONTAINED BREATHING APPARATUS 1000. SPARE PARTS FOR THE REPAIR OF SCBA UNITS AND MASKS. 2000. REPLACE 10 HUD UNITS. 1000 REPLACEMENT SCBA MASKS 1500 REPLACEMENT OF DAMAGED VOICE COMMS |
| | 4,500 | - ROPE AND RESCUE EQUIPMENT NEEDED TO REPLACE AND UPDATE EXISTING EQUIPMENT. THIS INCLUDES REPEL HARNESSSES, BELTS, CARABINERS WEBBING AND PULLEYS. |
| | 2,500 | - FIRE EXTINGUISHERS 2000. - CITY BUIDINGS 500. - FIRE DEPARTMENT |
| | 250 | - RECIPROCATING SAW BLADES |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| | 6,400 | - REPLACEMENT OF TWO PPV FANS WITH DUCTING |
| | 3,000 | - RADIOS AND COMPUTER SUPPLIES 1500.- MICROPHONE AND EARPHONE REPLACEMENT 1500.- REPLACEMENT OF COMPUTER HARDWARE |
| | 7,800 | - BOMB SQUAD OPERATING SUPPLIES 3300. - TOOLS 500. - X-RAY SUPPLIES 4000 - DISTRIBUTION SUPPLIES |
| | 8,900 | - HAZARDOUS MATERIALS TEAM OPERATING SUPPLIES 2900. - SPILL CONTAINMENT 1600. - CHEMICAL IDENTIFICATION SUPPLIES 950. - MITIGATION SUPPLIES 950. - DECONTAMINATION SUPPLIES 2000 - RESPIRATOR CARTRIDGES 500 - PRINTER/SCANNER/FAX FOR HAZMAT RESEARCH |
| | 1,000 | - RESCUE TOOLS REPLACEMENT OF DAMAGED TOOLS AND EQUIPMENT USED FOR RESCUE WORK |
| | 3,000 | - RIVER RESCUE TEAM OPERATING SUPPLIES REPLACEMENT AND MAINTENANCE OF RIVER RESCUE EQUIPMENT |
| | 1,600 | - PASS ALARMS REPLACE DAMAGED ANTENNAS AND PASS ALARMS |
| | 3,500 | - Q.R.S. MATERIALS AND SUPPLIES FOR EMS CALLS |
| | 10,500 | - REPLACEMENT OF ONE THERMAL IMAGING CAMERAS |
| | 1,500 | - SALVAGE AND OVERHAUL SUPPLIES |
| 41016 | 132,710 | UNIFORMS/SAFETY SHOES |
| | 55,500 | - UNIFORMS - 111 FIREFIGHTERS @ 500. PER FIREFIGHTER ALL PERSONNEL ARE PROVIDED WITH WORK UNIFORMS THAT CONFORM TO NFPA STANDARD 1975 ON STATION WORK UNIFORMS FOR FIREFIGHTERS. |
| | 1,210 | - CLASS A UNIFORMS FOR NEW FIREFIGHTERS - JACKET, TROUSER SHIRT, TIE, HAT, HAT BADGE, AND UNIFORM HAT = \$605 EA. |
| | 3,500 | - BADGES, HAT SHIELDS, COLLAR INSIGNIAS AND SHOULDER PATCHES. |
| | 1,500 | - UNIFORMS FOR NEW FIREFIGHTERS. |
| | 9,000 | - BUNKER GEAR FOR NEW FIREFIGHTERS |
| | 50,000 | - BUNKER GEAR |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|----------|--|
| | | ALL BUNKER GEAR PURCHASED NOW HAS A 10 YEAR SERVICE LIFE AND MUST THEN BE REMOVED FROM SERVICE. ALL PERSONNEL ARE PROVIDED WITH BUNKER GEAR TO ASSURE THEIR SAFETY DURING EMERGENCY INCIDENTS. BUNKER GEAR INCLUDES - COATS, PANTS, HELMETS, HOODS, GLOVES, AND EYE PROTECTION. PROTECTIVE CLOTHING CONFORMS TO THE STANDARDS AS OUTLINED IN NFPA 1971,1972, AND 1973. THESE ARE THE STANDARDS ON PROTECTIVE CLOTHING FOR STRUCTURAL FIREFIGHTNG, HELMETS FOR STRUCTURAL FIREFIGHTING AND GLOVES FOR STRUCTURAL FIREFIGHTING |
| | 9,000 - | PROTECTIVE GEAR FOR THE MEMBERS OF THE WATER RESCUE TEAM. THIS WILL REPLACE GEAR THAT HAS BECOME WORN OR OBSOLETE. |
| | 3,000 - | CLEANING AND REPAIR OF TURNOUTS, AS REQUIRED BY OSHA AND NFPA STANDARDS. |
| 41023 | 75,000 | GASOLINE |
| | 70,000 - | GASOLINE GASOLINE AND DIESEL FUEL BASED ON THE PROJECTED VEHICLE USAGE THROUGHOUT THE YEAR. |
| | 5,000 - | TOOL FUEL AND PRE MIXED FUEL FOR THE VENTILATION SAWS AND HYDRAULIC RESCUE TOOLS |
| 42032 | 54,500 | TRAINING/CONTINUING ED. |
| | 12,500 - | TRAINING COST OF FIRE PERSONNEL TO ATTEND SCHOOLS, SEMINARS AND CONFERENCES RELATED TO FIRE, RESCUE, DISASTER PLANNING, FIRE PREVENTION, AND OTHER FIRE RELATED FIELDS. TUITION FOR THE NATIONAL FIRE ACADEMY, STATE FIRE SCHOOLS AND OTHER VARIOUS TRAINING FACILITIES. THIS WILL ALSO BE USED TO HIRE OUTSIDE INSTRUCTORS TO TRAIN PERSONNEL IN SPECIALIZED TRAINING AREAS. |
| | 6,000 - | COST OF TWO (2) NEW FIREFIGHTERS TO ATTEND THE ALLENTOWN FIRE ACADEMY |
| | 1,000 - | PURCHASE OF BOOKS FOR PERSONNEL ATTENDING LOCAL COMMUNITY COLLEGE IN RELATION TO THEIR ASSOCIATE DEGREE IN FIRE TECHNOLOGY. THESE BOOKS ARE RETURNED TO THE DEPARTMENT UPON COMPLETION OF THE COURSES AND ARE MADE AVAILABLE TO ALL DEPARTMENT PERSONNEL. |
| | 3,000 - | THE TRAINING AND REFRESHER COURSE FOR DEPARTMENT PERSONNEL FOR FIRST RESPONDER RECERTIFICATION. THIS WILL BE IN ADDITION TO THE CPR TRAINING CONDUCTED YEARLY. OUTSIDE INSTRUCTORS MUST BE BROUGHT IN FOR THE TRAINING OF PERSONNEL. ALSO, THIS MONEY WILL BE USED TO UPGRADE |

2015 BUDGET REQUEST JUSTIFICATION

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| | | MANDATED BY NFPA 1904, STANDARD FOR TESTING FIRE DEPARTMENT AERIAL LADDERS AND ELEVATING PLATFORMS AND NFPA 1932, STANDARD ON USE, MAINTENANCE AND SERVICE TESTING OF FIRE DEPARTMENT GROUND LADDERS. |
| 42060 | 10,400 | OTHER EXPENSES |
| | 2,000 | - MISCELLANEOUS ITEMS THROUGHOUT THE YEAR |
| | 2,000 | - FIRE PREVENTION MATERIALS: PURCHASE OF PAMPHLETS, BOOKS AND PROMOTIONAL MATERIAL TO BE USED TO EDUCATE THE PUBLIC IN FIRE AND BURN PREVENTION. |
| | 50 | - THE PURCHASE OF MAGAZINES, PERIODICALS AND SUBSCRIPTIONS RENEWALS & NEWS PAPERS. |
| | 500 | - COST TO REPLACE BROKEN OR DAMAGED EYEGLASSES AS SPECIFIED BY THE LABOR AGREEMENT IN EFFECT. |
| | 1,000 | - RENEWAL OF MEMBERSHIPS FOR THE FIRE CHIEF, DEPUTY CHIEF, AND DEPARTMENT |
| | 750 | - MEMBERSHIP OF ALL BOMB SQUAD MEMBERS TO THE INTERNATIONAL ASSOCIATION OF BOMB TECHNICIANS AND INVESTIGATORS. THIS MEMBERSHIP IS MANDATORY TO BE ASSOCIATED WITH THE LOCAL BOMB SQUAD AND TO RECEIVE TRAINING. THESE INDIVIDUALS ARE TRAINED ON THEIR OWN TIME AND USE THEIR OWN FUNDS FOR DUES TO THE LOCAL BOMB SQUAD. X-RAY BADGE RENEWAL. |
| | 1,500 | - THE IMMUNIZATION OF ALL NEW FIRE DEPARTMENT PERSONNEL FOR HEPATITIS "B". THIS IS STRONGLY ADVISED BY THE MEDICAL PROFESSION SINCE THE ENTIRE DEPARTMENT HAS BEEN IMMUNIZED. THIS WILL COVER COSTS FOR NEW PERSONNEL AND BLOOD TESTS FOR NEW HAZ-MAT TEAM MEMBERS. |
| | 400 | - PAYMENT OF MILEAGE TO INDIVIDUALS THAT USE THEIR PERSONAL CAR. |
| | 1,000 | - BLASTER'S LICENSE FOR SIX (6) BOMB SQUAD MEMBERS, REQUIREMENT BY PA. D.E.R. |
| | 750 | - BOTTLED WATER AND REHAB SUPPLIES FOR USE AT FIRE CALLS. |
| | 450 | - XRAY REGISTRATION FOR BOMB SQUAD. |
| 42064 | 22,800 | EQUIPMENT MAINTENANCE |
| | 3,000 | - HYDRO-STATIC TESTING OF COMPRESSED AIR CYLINDERS FOR SELF CONTAINED BREATHING APPARATUS AND AIR STORAGE SYSTEMS. THIS TESTING MUST BE DONE EVERY THREE (3) |

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

2015 BUDGET REQUEST JUSTIFICATION

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

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BUREAU DETAIL

Bureau: EMS

No: 0702

Department: Fire

No: 0070

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Provided EMS responses to over 10,743 calls.
 - Mutual Aid EMS responded to 821 calls.
 - Transported 9433 patients to area hospitals.
 - Maintained our fleet of seven State Certified BLS/ALS ambulances.
 - Awarded Northampton County Gaming Grant funds for the purchase of a new chassis, changeover and refurbishment of one of our ambulances.
 - Established the First City of Bethlehem EMS OPMBBA Certified Bike Paramedic Team.
 - Provided EMS stand-by coverage for Celtic Classic, LVHN Marathon for Via, Bethlehem Area School District Stadium Varsity Football Games, Highmark Blue Shield 5K Race, Sands Casino Event Center, Runners World 5K, 10K and Half Marathon, Color-Me-Rad, and Musikfest.
 - Vial of Life and Yellow Dot programs in cooperation with the City Health Bureau.
 - Provided citizens with (Family and Friends CPR) training.
 - Provided Heart Saver First Aid / CPR / AED training to City of Bethlehem Employees (Police, Fire, SEIU and TAMS).
 - Staff provided Community Outreach "Hands Only CPR" education to hundreds of citizens at several events and occasions at the Sands Event Center and Outlet Mall.
 - Provided patient airway management training to local high school and college athletic trainers in conjunction with Moravian College and Coordinated Health.
 - Partner with Liberty High School and Bethlehem Catholic High School for SADD Crash Presentations.
 - Participated in preparedness drills with City and other agencies for such things as pandemics, surges, airport incidents and active shooter incidents.
 - Continued with Peer Review Quality Assurance and Improvement of patient care, customer service and documentation to measure the quality of medical care provided to the patient as well as compliance.
 - Continued PCR documentation training updates for staff to minimize liability and maximize reimbursement.
 - Maintained the usage of dual vision video cameras in the ambulance fleet.
 - Updated dispatchers on emergency medical dispatch (EMD) changes.
 - Participated in the Tactical Emergency Medical Service component of the Police Emergency Response Team.
 - Preceptors for paramedic students, PHRN's, physician assistants from DeSales University and emergency department physicians.
 - Provided familiarization of EMS training for emergency room nurses, newly hired BPD and BFD employees.
 - Provided EMS Dispatch training to new communications center dispatchers.
 - Partnered with St. Luke's University Hospital and Lehigh Valley Hospital to provide continuing education for EMS providers.
 - Partnered with NCC EMT program providing ambulance orientation for EMT students.
 - CISM training for St. Luke's Hospital Trauma nurses.
 - Emergency Medical Service presentations to local churches, Neighborhood Block Watch groups and the Citizens Academy.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|------------------|-----------------|------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Final Budget | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3208 EMS Director | 1 | 1 | 1 | 1 | 1 | 84,661 | 1 | 84,661 | 1 | 87,562 |
| 3025 Assistant EMS Director | 1 | 1 | 1 | 1 | 1 | 76,867 | 1 | 76,867 | - | - |
| 2912 Paramedic Supervisor | 2 | 2 | 2 | 2 | 2 | 145,286 | 2 | 145,286 | 2 | 150,379 |
| E141 Paramedic | 20 | 20 | 20 | 20 | 20 | 1,178,195 | 20 | 1,178,195 | 20 | 1,216,680 |
| Total Positions | 24 | 24 | 24 | 24 | 24 | 1,485,009 | 24 | 1,485,009 | 23 | 1,454,621 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 1,316,527 | 1,374,986 | 1,418,968 | 1,422,063 | | 1,468,049 | | 1,468,049 | | 1,439,741 |
| 40002 LONGEVITY | 9,870 | 11,610 | 13,590 | 15,520 | | 16,960 | | 16,960 | | 14,880 |
| 40003 OVERTIME | 55,651 | 67,894 | 119,321 | 161,892 | | 119,574 | | 115,000 | | 148,929 |
| 40004 TEMPORARY HELP | 163,196 | 172,356 | 152,809 | 153,449 | | 163,922 | | 163,922 | | 150,669 |
| 40005 HOLIDAY PAY | 81,455 | 85,685 | 85,049 | 83,332 | | 87,478 | | 86,000 | | 90,540 |
| 40006 DIFFERENTIAL PAY | 5,194 | 5,148 | 5,372 | 5,794 | | 8,760 | | 6,750 | | 8,760 |
| 40007 ROSTER DUTY | 19,558 | 22,517 | 37,086 | 92,570 | | 72,740 | | 72,740 | | 75,264 |
| 40008 MEAL REIMBURSEMENT | 1,285 | 1,547 | 2,080 | 2,678 | | 3,200 | | 2,700 | | 3,200 |
| Personnel | 1,652,736 | 1,741,743 | 1,834,275 | 1,937,298 | | 1,940,683 | | 1,932,121 | | 1,931,983 |
| 41014 OPERATING SUPPLIES | 49,721 | 41,263 | 45,101 | 47,277 | | 53,050 | | 48,000 | | 49,550 |
| 41016 UNIFORMS/SAFETY SHOES | 21,864 | 15,743 | 13,355 | 17,241 | | 21,388 | | 17,500 | | 19,388 |
| 41023 GASOLINE | 32,648 | 49,940 | 52,056 | 43,785 | | 47,000 | | 45,000 | | 47,000 |
| Materials & Supplies | 104,233 | 106,946 | 110,512 | 108,303 | | 121,438 | | 110,500 | | 115,938 |
| 42032 TRAINING/CONT. EDUCATION | 378 | 396 | 2,626 | 1,578 | | 4,500 | | 2,000 | | 4,500 |
| 420381 EQUIP REPAIRS-AMBULANCE | 1,070 | - | 1,804 | 1,689 | | 14,000 | | 13,500 | | 2,000 |
| 42047 DEPARTMENT CONTRACTS | 88,587 | 108,652 | 116,337 | 117,020 | | 116,984 | | 116,500 | | 119,445 |
| 42060 OTHER EXPENSES | 8,123 | 4,758 | 13,020 | 7,138 | | 10,100 | | 7,500 | | 8,400 |
| Purchased Services | 98,158 | 113,806 | 133,787 | 127,425 | | 145,584 | | 139,500 | | 134,345 |
| 43099 EQUIPMENT | 28,546 | 10,000 | 40,064 | 11,787 | | 50,000 | | 48,645 | | 50,000 |
| Equipment | 28,546 | 10,000 | 40,064 | 11,787 | | 50,000 | | 48,645 | | 50,000 |
| Total | 1,883,673 | 1,972,495 | 2,118,638 | 2,184,813 | | 2,257,705 | | 2,230,766 | | 2,232,266 |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 40003 | 148,929 | OVERTIME 98,723 - OVERTIME HOURS TO FILL OPEN SHIFTS WHEN (20) PARAMEDICS ARE ON VACATION, P-DAYS, SICK LEAVE, AND BIRTHDAY HOLIDAY (2222 HOURS X \$44.43) 21,326 - OVERTIME HOURS FOR (5) PARAMEDICS TO TRAIN WITH POLICE EMERGENCY RESPONSE TEAM (TEMS) (480 HOURS X \$43.43) 13,329 - OVERTIME HOURS TO FILL OPEN SHIFTS FOR (20) PARAMEDICS FOR TRAINING, DRILLS, PUBLIC RELATIONS EVENTS, STAFF MEETINGS (300 HOURS X \$44.43) 15,551 - OVERTIME HOURS TO COMPLETE REQUIRED PATIENT CARE REPORT FOR LATE CALLS AT END OF WORK SHIFT 350 HOURS X \$44.43) |
| 40004 | 150,669 | TEMPORARY HELP 20,160 - PART-TIME PARAMEDIC HOURS TO COVER (20) PARAMEDICS FOR COMP. TIME = 900 HRS. (\$22.40/HR. REGULAR , \$33.60/HR. HOLIDAY/ PREMIUM) 36,026 - CONTRACTED ADMINISTRATIVE ASSISTANT/BILLING CLERK (\$17.32/HR. X 2080 HRS.) 46,592 - PART-TIME PARAMEDIC HOURS FOR TUESDAY DAY & NIGHT SHIFT (\$22.40/HR. REGULAR AND \$33.60/HR. HOLIDAY/PREMIUM) 20 HOURS X 2 PARAMEDICS X 52 WEEKS = 2080 HRS. 7,168 - PART-TIME PARAMEDIC ORIENTATION = 320 HRS. (\$22.40/HR.) 40,723 - PART-TIME PARAMEDIC HOURS TO FILL FOR (20) FULL-TIME PARAMEDICS VACATIONS, AND B-DAY (\$22.40/HR. REGULAR, \$33.60/HR. HOLIDAY AND PREMIUM) = 1818 HOURS |
| 40005 | 90,540 | HOLIDAY PAY 90,540 - 13 PAID HOLIDAYS FOR 22 FULL-TIME PARAMEDICS AS PER UNION CONTRACT. |
| 40006 | 8,760 | DIFFERENTIAL PAY 8,760 - SHIFT DIFFERENTIAL PAY FOR NIGHTSHIFT HOURS BETWEEN 6 PM AND 6 AM AS PER UNION CONTRACT. |
| 40007 | 75,264 | ROSTER DUTY 2,666 - REIMBURSABLE BY AGREEMENT: CELTIC CLASSIC AMBULANCE STAND-BY 60 HOURS AT \$44.43 / HOUR 1,866 - REIMBURSABLE BY AGREEMENT: BASD STADIUM FOOTBALL GAME AMBULANCE STAND-BYS 42 HOURS AT \$44.43 / HOUR 13,329 - REIMBURSABLE BY AGREEMENT: MUSIKFEST AMBULANCE STAND-BY 300 HOURS AT \$44.43 / HOUR 1,777 - REIMBURSEMENT BY AGREEMENT: MISCELLANIOUS STAND-BY REQUESTS 40 HOURS AT \$44.43 / HOUR 7,997 - RUNNERS WORLD RACE WEEKEND 180 HOURS AT \$44.43 / HOUR 42,653 - SANDS EVENT CENTER (SMG) |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| | | 960 HOURS AT \$44.43 / HOUR |
| | 2,133 | - SANDS CASINO RESORT |
| | | 48 HOURS AT \$44.43 / HOUR |
| | 1,777 | - 5K RACES |
| | | 40 HOURS AT \$44.43 / HOUR |
| | 1,066 | - BECAHI VARSITY FOOTBALL |
| | | 24 HOURS AT \$44.43 / HOUR |
| 40008 | 3,200 | MEAL REIMBURSEMENT |
| | 3,200 | - MEAL COMPENSATION OF \$13.00 FOR PARAMEDICS WORKING GREATER THAN 14 HOURS STRAIGHT AS PER UNION CONTRACT. |
| 41014 | 49,550 | OPERATING SUPPLIES |
| | 300 | - REPLACEMENT OF BROKEN HAND TOOLS. |
| | 3,000 | - CARDIAC MONITOR/EKG PAPER. |
| | 2,000 | - CARDIAC MONITOR PATIENT PACING, AND DEFIBRILLATION PADS. |
| | 1,000 | - OXYGEN CYLINDER REPLACEMENT AND REPAIRS. |
| | 1,000 | - INFECTION CONTROL CLEANING AND DISPOSABLE PROTECTION SUPPLIES. |
| | 1,000 | - REPAIRS TO MEDICAL EQUIPMENT, NOT INCLUDING STRETCHERS AND VEHICLES. |
| | 1,000 | - REPAIRS TO OXYGEN EQUIPMENT FOR EMS AND FIRST RESPONDERS. |
| | 2,500 | - DISPOSABLE GLOVES, GOWNS, GOGGLES, ETC. |
| | 10,000 | - MEDICAL OXYGEN AND TANK RENTAL. |
| | 7,000 | - MEDICAL SUPPLIES ALS AND BLS. |
| | 250 | - PROTECTIVE WORK GLOVES. |
| | 7,000 | - FIRST RESPONDER SUPPLIES FOR POLICE AND FIRE. |
| | 4,000 | - AED BATTERIES AND PADS FOR CITY HALL, FIRST RESPONDERS, AND OTHER CITY FACILITIES. |
| | 4,000 | - REPLACEMENT OF EXPIRED MEDICATIONS AND THE PURCHASE OF REQUIRED MEDICATIONS AND DRUGS. |
| | 4,000 | - BATTERIES AND CHARGERS FOR RADIOS AND OTHER EQUIPMENT. (RECHARGEABLE NICAD AND ALKALINE) |
| | 1,500 | - CARDIAC MONITOR SUPPLIES FOR PULSEOX MONITORING |
| 41016 | 19,388 | UNIFORMS/SAFETY SHOES |
| | 1,500 | - BADGES, EMBLEMS, PATCHES, ETC. |
| | 4,600 | - OUTERWEAR - RAINWEAR, COATS, JACKETS. |
| | 3,120 | - STEEL TIP SAFETY SHOES FOR 24 PARAMEDICS AS PER UNION CONTRACT AT \$130 PER PAIR OF SHOES. |
| | 5,000 | - UNIFORM PANTS |
| | 5,168 | - UNIFORM SHIRTS (SHORT SLEEVE AND LONG SLEEVE) |
| 41023 | 47,000 | GASOLINE |
| | 47,000 | - 13,429 GALLONS OF DIESEL FUEL AT \$3.50/GAL. |
| 42032 | 4,500 | TRAINING/CONTINUING ED. |
| | 4,000 | - MISCELLANEOUS TRAINING FOR STAFF. |
| | 500 | - EVOC, HAZMAT AND BIOHAZARD TRAINING. |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| 420381 | 2,000 | EQUIP. REPRS.-AMBULANCE 2,000 - MINOR REPAIRS, COSMETIC, AND APPEARANCE ITEMS FOR AMBULANCES. |
| 42047 | 119,445 | DEPARTMENT CONTRACTS 15,100 - SERVICE CONTRACT WITH MEDTRONIC/PHYSIO CONTROL FOR CARDIAC MONITORS. 3,665 - MEDPRO SERVICE CONTRACT FOR STRETCHERS. 12,000 - MEDCOM SERVICE FEES FOR MEDICAL COMMAND. 650 - PENNSYLVANIA AMBULANCE ASSOCIATION FEES. 57,030 - AMBULANCE BILLING SERVICE FEES. 3,000 - ALS SERVICE MEDICAL DIRECTOR FEE. 3,500 - PHOTO COPIER USER AND MAINTENANCE AGREEMENT 4,500 - ECORE INTERNET SCHEDULING YEARLY FEE 15,000 - ELECTRONIC PATIENT CARE REPORT YEARLY FEE BASE FEE, GEO CODING, FAX, CAD AND BILL INTERFACE 5,000 - PROFESSIONAL SERVICE AGREEMENT WITH PAGE WOLFBERG AND WIRTH LLC |
| 42060 | 8,400 | OTHER EXPENSES 2,500 - STATIONARY SUPPLIES, PRINTER CARTRIDGES, ETC. 1,000 - REPAIR AND MAINTENANCE OF SMALL HAND TOOLS, RESCUE EQUIPMENT, AND VEHICLE MAINTENANCE ITEMS. 1,500 - MAINTENANCE AND CLEANING ITEMS FOR THE STATION AND AMBULANCES 900 - TRAINING MANUALS, JOURNALS, TAPES, SOFTWARE, ETC. 500 - ANNUAL CHILD ABUSE FORMS. 2,000 - BUILDING, APPLIANCE, FURNITURE REPAIR OR REPLACEMENT. |
| 43099 | 50,000 | EQUIPMENT 50,000 - 2014 GMC HORTON 553 AMBULANCE LEASE-PURCHASE FINANCING FOR 4 YEARS (4 ANNUAL PAYMENTS WITH NO APPLICATION OR CLOSING COST) LESSEE WILL OWN WITHOUT FURTHER COST. (YEAR 2 OF 4) |

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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

| | 2010 | 2011 | 2012 | 2013 | 2014 | 2014 | 2015 | |
|---------------------------------|--------------------------------------|------------|------------|------------|------------------------|-----------------------|-----------------|-----------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Final Budget | |
| Personnel Detail | Number of Permanent Positions | | | | # | Salaries | # | Salaries |
| | - | - | - | - | - | - | - | - |
| Total Positions | - | - | - | - | - | - | - | - |
| Account Detail | | | | | | | | |
| 41013 OFFICE EXPENSE | 6,660 | 4,781 | 8,989 | 4,121 | 9,000 | 7,000 | 9,000 | |
| 41025 POSTAGE | 64,836 | 36,099 | 15,615 | 14,896 | 20,000 | 16,000 | 18,000 | |
| Materials & Supplies | 71,496 | 40,880 | 24,604 | 19,017 | 29,000 | 23,000 | 27,000 | |
| 42036 COMMUNICATIONS | 176,112 | 171,440 | 170,778 | 49,942 | 140,000 | 85,000 | 150,000 | |
| 42047 DEPARTMENT CONTRACTS | - | - | - | - | 46,000 | 46,000 | 50,000 | |
| 42049 REFUNDS | 1,671 | 4,921 | 180 | 290 | 5,000 | 500 | 4,000 | |
| 42052 OCCUPATION ED PROGRAM | 12,211 | 10,000 | 10,400 | - | - | - | - | |
| 42055 PROFESSIONAL SERVICES | 188,799 | 364,740 | 172,865 | 245,373 | 150,000 | 130,000 | 205,000 | |
| 42058 UNEMPLOYMENT COMPENSATION | 74,453 | 177,310 | 127,973 | 41,524 | 45,000 | 43,000 | 48,000 | |
| 42059 HEART & LUNG ACT | - | - | - | - | 1,000 | - | 1,000 | |
| 42064 EQUIPMENT MAINTENANCE | 528 | 1,042 | 100 | 493 | 2,000 | 750 | 2,000 | |
| 42068 TRANSFER TO NON-UTILITY | - | 298,735 | 1,085,000 | 1,200,000 | - | - | - | |
| 42071 PRIOR YEAR ENCUMBRANCES | 243,366 | 61,898 | 67,168 | 21,004 | 25,000 | 24,630 | 20,000 | |
| 42072 PENSIONS-POLICEMEN | 1,921,109 | 2,534,484 | 2,520,217 | 3,494,690 | 3,520,610 | 3,520,610 | 4,298,925 | |
| 42073 PENSIONS-FIRE | 1,136,780 | 1,672,843 | 1,492,989 | 2,245,105 | 2,223,040 | 2,223,040 | 2,683,110 | |
| 42074 PENSIONS-O&E | 150,222 | 138,458 | 114,775 | 552,036 | 540,969 | 540,969 | 199,054 | |
| 42075 PENSIONS-PMRS MMO | 1,333,055 | 1,441,012 | 1,341,886 | 1,886,301 | 1,888,134 | 1,888,134 | 1,110,832 | |
| 420751 DEF CONTRIB PLAN MATCH | 209,083 | 215,194 | 194,302 | 177,313 | 185,000 | 180,000 | 200,200 | |
| 42076 TRUST PAYMENTS | 7,500 | 4,200 | 7,000 | 4,500 | 10,000 | 7,500 | 10,000 | |
| 420771 LANDFILL TRANSFER | 882,370 | 884,070 | 884,245 | 142,678 | 318,630 | 318,630 | 878,292 | |
| 42079 CONTINUOUS IMPROVEMENT | 2,794 | 3,463 | 2,153 | 212 | 5,000 | 500 | 5,000 | |
| 420802 CITY INSURANCE PACKAGE | 473,328 | 707,756 | 501,986 | 610,051 | 722,700 | 625,000 | 675,000 | |
| 42084 GROUP LIFE INSURANCE | 68,198 | 68,537 | 67,813 | 69,380 | 75,000 | 74,000 | 77,000 | |
| 420841 LONG TERM DISABILITY INS | 30,080 | 26,689 | 24,894 | 19,822 | 30,000 | 25,000 | 30,000 | |
| 42085 MEDICAL INSURANCE | 7,391,151 | 5,785,310 | 5,554,815 | 5,579,565 | 6,076,000 | 5,900,000 | 6,655,910 | |
| 42086 WORKMEN'S COMPENSATION | 1,374,171 | 1,236,513 | 1,277,961 | 1,336,021 | 1,035,000 | 1,035,000 | 910,000 | |
| 42087 SOCIAL SECURITY | 1,931,600 | 1,285,100 | 1,236,516 | 1,275,735 | 1,332,200 | 1,315,000 | 1,337,500 | |
| 42088 ACCUMULATED SICK LEAVE | 110,980 | 199,135 | 80,225 | 151,263 | 130,000 | 124,000 | 140,000 | |
| 42090 UNFORSEEN CONTINGENCY | - | - | - | - | 4,131 | - | 560,494 | |
| Purchased Services | 17,719,561 | 17,292,850 | 16,936,241 | 19,103,298 | 18,510,414 | 18,107,263 | 20,251,317 | |
| Total GENERAL EXPENSES | 17,791,057 | 17,333,730 | 16,960,845 | 19,122,315 | 18,539,414 | 18,130,263 | 20,278,317 | |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|-----------|--|
| 41013 | 9,000 | OFFICE EXPENSE 9,000 - COVERS OFFICE SUPPLIES, PAPER AND ENVELOPES. |
| 41025 | 18,000 | POSTAGE 18,000 - POSTAGE FOR GENERAL FUND |
| 42036 | 150,000 | COMMUNICATIONS 150,000 - ESTIMATED COMMUNICATIONS COST. |
| 42047 | 50,000 | DEPARTMENT CONTRACTS 50,000 - PRINTING/MAILING CONTRACT WITH LEVEL ONE |
| 42049 | 4,000 | REFUNDS 4,000 - THIS ACCOUNT IS NEEDED FOR MISCELLANEOUS REFUNDS OF MONEY COLLECTED. |
| 42055 | 205,000 | PROFESSIONAL SERVICES 205,000 - PROVIDE FOR LEGAL EXPERTISE NEEDED IN LABOR RELATIONS AND OTHER PROFESSIONAL SERVICES. |
| 42064 | 2,000 | EQUIPMENT MAINTENANCE 2,000 - COVERS THE REPAIRS OF OFFICE EQUIPMENT NOT COVERED BY SERVICE AGREEMENTS. |
| 42071 | 20,000 | PRIOR YEAR ENCUMBRANCES 20,000 - THIS AMOUNT IS BASED ON ITEMS ENCUMBERED IN PRIOR YEAR WHICH WILL NOT BE RECEIVED UNTIL 2015. |
| 42072 | 4,298,925 | PENSIONS - POLICEMEN 4,298,925 - MMO CONTRIBUTION REQUIRED BY ACT 205 |
| 42073 | 2,683,110 | PENSIONS - FIRE 2,683,110 - MMO CONTRIBUTION REQUIRED BY ACT 205 |
| 42074 | 199,054 | PENSIONS - O & E MMO 199,054 - MMO CONTRIBUTION REQUIRED BY ACT 205 |
| 42075 | 1,110,832 | PENSIONS - P.M.R.S. MMO 1,110,832 - MMO CONTRIBUTION REQUIRED BY ACT 205 AND DEBT SERVICE. |
| 420771 | 878,292 | LANDFILL TRANSFER 878,292 - FUNDS NEEDED TO PAY LANDFILL DEBT SERVICE. |
| 42079 | 5,000 | CONTINUOUS IMPROVEMENT 5,000 - COSTS ASSOCIATED WITH CONTINUOUS IMPROVEMENT. |
| 42088 | 140,000 | ACCUMULATED SICK LEAVE 140,000 - PROVIDE FOR RETIREES UNUSED SICK DAYS COMPENSATION AND PAYMENT FOR UNUSED SICK DAYS FOR ACTIVE EMPLOYEES PER CONTRACT AGREEMENT. |
| 42090 | 560,494 | UNFORESEEN CONTINGENCY 560,494 - THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|-------------|
|---------|--------|-------------|

AT THE TIME OF BUDGET PREPARATION.

BUREAU DETAIL

Bureau: Civic Expenses

No: 0901

Department: General Fund

No: 0090

Bureau Description:

This bureau provides City contributions to various local civic agencies.

Goals and Objectives:

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

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0090 GENERAL FUND
BUREAU 0901 CIVIC EXPENSES

| | 2010 | 2011 | 2012 | 2013 | 2014 | 2014 | 2015 | |
|-------------------------------|--------------------------------------|-----------|-----------|-----------|------------------------|-----------------------|-----------------|-----------------|
| | 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 | 32,961 | 27,961 | 29,393 | 29,393 | 29,400 | 29,395 | 29,400 | |
| 95006 FOURTH OF JULY | 26,000 | 26,000 | 25,000 | 31,000 | 31,000 | 31,000 | 31,000 | |
| 95007 LIBRARY | 1,194,000 | 1,230,000 | 1,277,000 | 1,277,000 | 1,277,082 | 1,277,082 | 1,277,082 | |
| 95008 HALLOWEEN PARADE | 11,002 | 8,490 | 8,171 | 10,865 | 12,000 | 11,500 | 12,000 | |
| 95009 FINE ARTS COMMISSION | 5,400 | 5,400 | 5,400 | 5,400 | 5,400 | 5,400 | 5,400 | |
| 95010 MUSIC FUND | 30,130 | 30,130 | 29,544 | 28,000 | 28,000 | 28,000 | 28,000 | |
| 95020 SISTER CITY | 4,000 | - | 4,000 | - | 17,300 | 12,500 | - | |
| 95022 US CONFERENCE OF MAYORS | 5,269 | 5,269 | 5,269 | 5,269 | 5,269 | 5,269 | 5,269 | |
| Civic Expenses | 1,309,662 | 1,334,150 | 1,384,677 | 1,387,827 | 1,406,351 | 1,401,046 | 1,389,051 | |
| Total | CIVIC EXPENSES | 1,309,662 | 1,334,150 | 1,384,677 | 1,387,827 | 1,406,351 | 1,401,046 | 1,389,051 |

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BUREAU DETAIL

Bureau: Debt Service

No: 1001

Department: General Fund

No: 0100

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

FUND 001 GENERAL
DEPT 0100 GENERAL FUND
BUREAU 1001 DEBT SERVICE

| | 2010 | 2011 | 2012 | 2013 | 2014 | 2014 | 2015 | |
|---------------------------|--------------------------------------|-----------|-----------|-----------|------------------------|-----------------------|-----------------|-----------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Final Budget | |
| Personnel Detail | Number of Permanent Positions | | | | # | Salaries | # | Salaries |
| | - | - | - | - | - | - | - | - |
| Total Positions | - | - | - | - | - | - | - | - |
| Account Detail | | | | | | | | |
| 42091 BOND REDEMPTION | 4,788,500 | 2,329,645 | 2,150,000 | 3,509,000 | 3,465,000 | 3,465,000 | 1,976,000 | |
| 42092 COUPON INTEREST | 2,598,584 | 2,357,034 | 4,067,041 | 3,971,138 | 3,973,833 | 3,973,833 | 3,412,165 | |
| Purchased Services | 7,387,084 | 4,686,679 | 6,217,041 | 7,480,138 | 7,438,833 | 7,438,833 | 5,388,165 | |
| Total DEBT SERVICE | 7,387,084 | 4,686,679 | 6,217,041 | 7,480,138 | 7,438,833 | 7,438,833 | 5,388,165 | |

Schedule of Payment of Bond & Note Indebtedness

| | Beth. Authority Guaranteed Lease Revenue Bond Series of 2004 | | | | Beth. Authority Guaranteed Lease Revenue Bond Series A of 2011 | | | | Beth. Authority Guaranteed Lease Revenue Bond Series of 2011 A | | | |
|------|---|----------|----------------|----------|---|----------|------------------|----------|---|------------|------------------|-----------|
| | Series of 2008 | | Series of 2010 | | Series of 2010 C | | Series of 2011 A | | Series of 2011 A | | Series of 2011 A | |
| | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest |
| 2015 | 840,000 | 36,960 | 711,000 | 43,283 | 320,000 | 106,475 | 5,000 | 213,888 | 120,000 | 1,043,844 | | 510,900 |
| 2016 | | | 382,000 | 15,127 | 330,000 | 99,275 | 610,000 | 213,710 | 100,000 | 1,037,694 | | 510,900 |
| 2017 | | | | | 290,000 | 91,025 | 1,800,000 | 192,055 | 75,000 | 1,032,569 | | 510,900 |
| 2018 | | | | | 295,000 | 82,325 | 1,370,000 | 128,155 | 325,000 | 1,028,725 | | 510,900 |
| 2019 | | | | | 305,000 | 73,106 | 1,415,000 | 79,520 | 340,000 | 1,012,069 | | 510,900 |
| 2020 | | | | | 315,000 | 62,813 | 825,000 | 29,288 | 750,000 | 994,644 | | 510,900 |
| 2021 | | | | | 325,000 | 51,788 | | | 1,920,000 | 956,206 | | 510,900 |
| 2022 | | | | | 335,000 | 40,088 | | | 1,775,000 | 857,806 | | 510,900 |
| 2023 | | | | | 350,000 | 27,525 | | | 1,875,000 | 749,088 | | 510,900 |
| 2024 | | | | | 360,000 | 14,400 | | | 1,745,000 | 634,244 | | 510,900 |
| 2025 | | | | | | | | | 2,230,000 | 527,363 | | 510,900 |
| 2026 | | | | | | | | | 2,120,000 | 390,775 | | 510,900 |
| 2027 | | | | | | | | | 3,125,000 | 260,925 | | 510,900 |
| 2028 | | | | | | | | | 1,135,000 | 69,519 | 1,035,000 | 510,900 |
| 2029 | | | | | | | | | | | 1,750,000 | 443,625 |
| 2030 | | | | | | | | | | | 1,730,000 | 329,875 |
| 2031 | | | | | | | | | | | 1,840,000 | 217,425 |
| 2032 | | | | | | | | | | | 1,505,000 | 97,825 |
| 2033 | | | | | | | | | | | | |
| 2034 | | | | | | | | | | | | |
| | 840,000 | 36,960 | 1,093,000 | 58,410 | 3,225,000 | 648,819 | 6,025,000 | 856,615 | 17,635,000 | 10,595,469 | 7,860,000 | 8,241,350 |

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

Guaranteed Lease Revenue Bond of 2004 was issued to finance a settlement resulting from a wrongful death lawsuit.

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

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

| Series of 2011 B | | Series of 2013 A | | Series of 2013 B | | Series of 2014 A | | Series of 2014 B | | Series of 2014 C | | Total |
|------------------|------------------|------------------|------------------|------------------|------------------|------------------|----------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest | |
| 5,000 | 441,350 | 120,000 | 152,459 | 580,000 | 298,292 | | 41,130 | 175,000 | 928,351 | 1,090,000 | 1,050,793 | 8,833,725 |
| 5,000 | 441,025 | 125,000 | 151,259 | 595,000 | 287,631 | 5,000 | 48,388 | 745,000 | 993,262 | 1,025,000 | 1,117,130 | 8,837,401 |
| 5,000 | 440,700 | 240,000 | 148,759 | 605,000 | 274,815 | 5,000 | 48,350 | 965,000 | 983,517 | 1,035,000 | 1,103,723 | 9,846,413 |
| 5,000 | 440,375 | 245,000 | 143,959 | 620,000 | 259,261 | 250,000 | 48,300 | 990,000 | 965,944 | 1,055,000 | 1,084,876 | 9,847,819 |
| 5,000 | 440,050 | 250,000 | 139,059 | 640,000 | 241,770 | 250,000 | 43,300 | 1,025,000 | 939,699 | 1,085,000 | 1,056,908 | 9,851,381 |
| 5,000 | 439,725 | 255,000 | 134,059 | 660,000 | 221,214 | 265,000 | 35,800 | 1,295,000 | 909,452 | 1,115,000 | 1,024,889 | 9,847,782 |
| 5,000 | 439,400 | 265,000 | 128,576 | 680,000 | 198,364 | 15,000 | 25,200 | 1,320,000 | 868,025 | 1,150,000 | 989,220 | 9,847,679 |
| 5,000 | 439,075 | 265,000 | 122,216 | 710,000 | 172,232 | 325,000 | 24,900 | 1,305,000 | 822,234 | 1,190,000 | 949,327 | 9,848,778 |
| 5,000 | 438,750 | 275,000 | 115,459 | 740,000 | 143,527 | 630,000 | 17,588 | 1,055,000 | 774,497 | 1,235,000 | 905,797 | 9,848,129 |
| 5,000 | 438,425 | 285,000 | 107,759 | 770,000 | 112,128 | 105,000 | 2,625 | 1,095,000 | 733,795 | 1,280,000 | 858,150 | 9,057,426 |
| 5,000 | 438,100 | 290,000 | 99,209 | 805,000 | 76,377 | | | 1,140,000 | 689,907 | 1,335,000 | 806,848 | 8,953,704 |
| 5,000 | 437,775 | 295,000 | 90,509 | 840,000 | 39,001 | | | 1,190,000 | 641,936 | 1,390,000 | 750,671 | 8,701,567 |
| 5,000 | 437,450 | 310,000 | 81,290 | | | | | 1,245,000 | 587,101 | 1,455,000 | 686,620 | 8,704,286 |
| 905,000 | 437,125 | 320,000 | 71,603 | | | | | 1,300,000 | 529,731 | 1,520,000 | 619,574 | 8,453,451 |
| 1,520,000 | 378,300 | 330,000 | 61,203 | | | | | 1,360,000 | 469,827 | 1,590,000 | 549,532 | 8,452,487 |
| 1,505,000 | 279,500 | 335,000 | 50,065 | | | | | 1,430,000 | 401,882 | 1,670,000 | 470,096 | 8,201,417 |
| 1,600,000 | 181,675 | 355,000 | 38,675 | | | | | 1,500,000 | 330,439 | 1,755,000 | 386,662 | 8,204,876 |
| 1,195,000 | 77,675 | 370,000 | 26,250 | | | | | 1,570,000 | 255,499 | 1,840,000 | 298,983 | 7,236,232 |
| | | 380,000 | 13,300 | | | | | 1,655,000 | 174,707 | 1,935,000 | 204,296 | 4,362,303 |
| | | | | | | | | 1,740,000 | 89,540 | 2,035,000 | 104,721 | 3,969,262 |
| <u>6,790,000</u> | <u>7,066,475</u> | <u>5,310,000</u> | <u>1,875,665</u> | <u>8,245,000</u> | <u>2,324,613</u> | <u>1,850,000</u> | <u>335,580</u> | <u>24,100,000</u> | <u>13,089,344</u> | <u>27,785,000</u> | <u>15,018,816</u> | <u>170,906,117</u> |

Debt Service

| Bureau 1001 | <u>2014</u> | <u>2015</u> |
|---|------------------|------------------|
| Series B of 2004 | | |
| Principal | 1,525,000 | - |
| Interest | 1,383,395 | - |
| Bethlehem Authority Guaranteed Lease Revenue Bond of 2004 | | |
| Principal | 805,000 | 840,000 |
| Interest | 71,575 | 36,960 |
| Series A of 2005 | | |
| Principal | 210,000 | - |
| Interest | 64,035 | - |
| Series B of 2005 | | |
| Principal | - | - |
| Interest | 15,010 | - |
| Series of 2008 | | |
| Principal | 705,000 | 711,000 |
| Interest | 71,201 | 43,283 |
| Series C of 2010 | | |
| Principal | 5,000 | 5,000 |
| Interest | 214,065 | 213,888 |
| Bethlehem Authority Guaranteed Lease Revenue Bond Series A of 2011 | | |
| Principal | 95,000 | 120,000 |
| Interest | 1,048,713 | 1,043,844 |
| Series A of 2011 | | |
| Principal | - | - |
| Interest | 510,900 | 510,900 |
| Series B of 2011 | | |
| Principal | 5,000 | 5,000 |
| Interest | 441,675 | 441,350 |
| Series A of 2013 | | |
| Principal | 115,000 | 120,000 |
| Interest | 153,264 | 152,459 |
| Series A of 2014 | | |
| Principal | - | - |
| Interest | - | 41,130 |
| Series B of 2014 | | |
| Principal | - | 175,000 |
| Interest | - | 928,351 |
| | <u>7,438,833</u> | <u>5,388,165</u> |
| Bureau 0801- Landfill Transfer | | |
| Series B of 2013 | | |
| Principal | 20,000 | 580,000 |
| Interest | <u>298,629</u> | <u>298,292</u> |
| | <u>318,629</u> | <u>878,292</u> |
| Bureau 0505 - Street Lighting | | |
| Series of 2010 | | |
| Principal | 315,000 | 320,000 |
| Interest | <u>112,775</u> | <u>106,475</u> |
| | <u>427,775</u> | <u>426,475</u> |
| Bureau 0801- PMRS MMO | | |
| Series C of 2014 | | |
| Principal | - | 1,090,000 |
| Interest | - | <u>1,050,793</u> |
| | - | <u>2,140,793</u> |
| Total General Fund | <u>8,185,237</u> | <u>8,833,725</u> |

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

| | <u>2010 Actual</u> | <u>2011 Actual</u> | <u>2012 Actual</u> | <u>2013 Actual</u> | <u>2014 Budget w/ Transfers</u> | <u>2014 Actual & Estimated</u> | <u>2015 Final Budget</u> |
|--------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|---|--|----------------------------------|
| REVENUES: | | | | | | | |
| Departmental Earnings | | | | | | | |
| 30521 9-1-1 Revenue | 613,979 | 584,804 | 570,623 | 550,076 | 570,000 | 535,000 | 530,000 |
| 30523 Wireless 9-1-1 Revenue | 1,448,067 | 1,207,439 | 1,618,385 | 1,878,317 | 1,885,500 | 1,512,267 | 1,252,320 |
| 30524 VOIP 9-1-1 Revenue | 4,385 | 4,680 | 4,001 | 3,851 | 4,500 | 3,950 | 4,500 |
| Total Departmental Earnings | <u>2,066,431</u> | <u>1,796,923</u> | <u>2,193,009</u> | <u>2,432,244</u> | <u>2,460,000</u> | <u>2,051,217</u> | <u>1,786,820</u> |
| Other Revenues | | | | | | | |
| 308901 Cash Balance | - | - | - | - | 950,000 | - | 813,180 |
| 30911 Transfers from General Fund | 259 | - | 350,000 | 1,100,000 | 1,100,000 | 1,100,000 | 2,085,000 |
| Total Other Revenues | <u>259</u> | <u>-</u> | <u>350,000</u> | <u>1,100,000</u> | <u>2,050,000</u> | <u>1,100,000</u> | <u>2,898,180</u> |
| Investment Interest | | | | | | | |
| 30850 Investment Interest | - | 14 | - | - | - | - | - |
| Total Investment Interest | <u>-</u> | <u>14</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL 9-1-1 FUND REVENUES | <u><u>2,066,690</u></u> | <u><u>1,796,937</u></u> | <u><u>2,543,009</u></u> | <u><u>3,532,244</u></u> | <u><u>4,510,000</u></u> | <u><u>3,151,217</u></u> | <u><u>4,685,000</u></u> |
| EXPENDITURES BY CATEGORY: | | | | | | | |
| Personnel Costs | 1,229,621 | 1,240,302 | 1,301,490 | 1,269,748 | 1,347,046 | 1,337,346 | 1,399,485 |
| Materials & Supplies | 9,850 | 8,569 | 9,009 | 8,191 | 10,800 | 8,750 | 11,000 |
| Purchased Services | 1,245,596 | 1,272,390 | 1,177,718 | 1,543,339 | 1,757,175 | 1,715,595 | 1,807,486 |
| Equipment | 523,283 | 176,533 | 227,730 | 185,150 | 1,394,979 | 633,250 | 1,467,029 |
| TOTAL 9-1-1 FUND EXPENDITURES | <u><u>3,008,350</u></u> | <u><u>2,697,794</u></u> | <u><u>2,715,947</u></u> | <u><u>3,006,428</u></u> | <u><u>4,510,000</u></u> | <u><u>3,694,941</u></u> | <u><u>4,685,000</u></u> |

BUREAU DETAIL

Bureau: 9-1-1 System

No: 001.1A

Department: 9-1-1 System

No: 001.1A

Bureau Description:

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

Goals and Objectives:

- Continue to work with PEMA, CCAP, telephone vendors & state legislators to pass a rewrite of 9-1-1 funding legislation.
 - Upgrade existing 9-1-1 analog phone equipment to I.P. based equipment to achieve "Next Gen" compliance.
 - Initiate joint CPE initiative with Allentown & Northampton County as part of larger N.E. regional initiative.
 - Configure new CAD software for Police, Fire & EMS use and begin to use the product.
 - Integrate text to 9-1-1 in the 9-1-1 center as per FCC guidelines.
 - Continue to participate in 9-1-1 NECORE to explore cost saving measures through sharing of 9-1-1 processes.
-

Prior Year Achievements:

- Reviewed and updated our S.O.P.'s to maintain C.A.L.E.A. compliance.
 - Signed contract with Essential Management Solutions to manage our CAD project.
 - Developed and executed the selection process for our new CAD system that included our Public Safety agencies plus our I.T. Dept along with seven county 9-1-1 centers.
 - Selected New World Systems as CAD replacement for CODY.
 - Finalized a draft rewrite of 9-1-1 funding legislation and participated in discussions with 9-1-1 State Oversight Committee to try and get it before both houses for a vote.
 - Continued to work with NECORE to create a regionalized interoperable public safety communications network.
 - Provided oversight for the installation of 31 cameras in and around City Hall.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|------------------------------------|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|------------------|-----------------------|------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Actual & Estimated | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 2904 9-1-1 Director | - | - | - | 1 | 1 | 71,603 | 1 | 71,603 | 1 | 74,109 |
| 2819 Public Safety Tech Spec | 1 | 1 | 1 | 1 | 1 | 68,554 | 1 | 68,554 | 1 | 71,023 |
| 2509 QA Training Supervisor | 1 | 1 | 1 | 1 | 1 | 60,649 | 1 | 60,649 | 1 | 62,709 |
| 2405 Comm Supervisor | 4 | 4 | 4 | 4 | 4 | 222,650 | 4 | 222,650 | 4 | 230,941 |
| 07CD Comm Specialist | 16 | 16 | 16 | 16 | 16 | 737,190 | 16 | 737,190 | 16 | 787,203 |
| Total Positions | 22 | 22 | 22 | 23 | 23 | 1,160,646 | 23 | 1,160,646 | 23 | 1,225,985 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 1,052,761 | 1,059,837 | 1,094,590 | 1,081,687 | | 1,147,606 | | 1,147,606 | | 1,211,585 |
| 40002 LONGEVITY | 12,933 | 13,933 | 15,483 | 17,650 | | 13,040 | | 13,040 | | 14,400 |
| 40003 OVERTIME | 24,934 | 36,184 | 16,287 | 9,929 | | 24,600 | | 20,000 | | 41,000 |
| 40004 TEMPORARY HELP | 75,317 | 61,947 | 104,783 | 97,392 | | 86,500 | | 86,500 | | 62,000 |
| 40005 HOLIDAY PAY | 53,011 | 54,782 | 57,796 | 51,623 | | 60,500 | | 58,000 | | 58,000 |
| 40006 DIFFERENTIAL PAY | 7,964 | 9,498 | 9,964 | 9,855 | | 11,000 | | 10,200 | | 10,500 |
| 40008 MEAL REIMBURSEMENT | 2,701 | 4,121 | 2,587 | 1,612 | | 3,800 | | 2,000 | | 2,000 |
| Personnel | 1,229,621 | 1,240,302 | 1,301,490 | 1,269,748 | | 1,347,046 | | 1,337,346 | | 1,399,485 |
| 41013 OFFICE EXPENSE | 1,298 | 1,079 | 980 | 1,107 | | 1,800 | | 1,250 | | 1,800 |
| 41014505 OPER SUPPLIES-ELECT MAINT | 8,552 | 7,490 | 8,029 | 7,084 | | 9,000 | | 7,500 | | 9,200 |
| Materials & Supplies | 9,850 | 8,569 | 9,009 | 8,191 | | 10,800 | | 8,750 | | 11,000 |
| 42032602 TRAIN/CONT ED-COMM CENTER | 7,365 | 6,325 | 10,910 | 7,505 | | 12,000 | | 8,000 | | 12,500 |
| 42036601 COMMUNICATE-POLICE | 36,488 | 33,926 | 34,834 | 37,456 | | 40,000 | | 38,500 | | 40,000 |
| 42036801 COMMUNICATE-GENERAL | 76,452 | 74,879 | 76,714 | 87,287 | | 89,000 | | 87,500 | | 122,000 |
| 42047202 DEPT CONTRACT-INFO SRVCS | 73,084 | 84,369 | 50,621 | 67,768 | | 79,000 | | 70,000 | | 97,000 |
| 42047505 DEPT CONTRACT-ELECT MAINT | 150,125 | 168,309 | 94,702 | 127,892 | | 188,000 | | 175,000 | | 187,600 |
| 42055801 PROFESSIONAL FEES | 118,825 | 58,250 | 53,735 | 62,660 | | 104,000 | | 101,000 | | 104,000 |
| 42060505 OTHER EXP-ELECT MAINT | 184 | 475 | 320 | 130 | | 500 | | 400 | | 500 |
| 42064602 EQUIP MAINT-COMM CENTER | 563 | 7,121 | 6,163 | 2,456 | | 21,500 | | 18,500 | | 18,400 |
| 42075 PENSIONS-PMRS MMO | 152,898 | 165,818 | 169,930 | 259,371 | | 269,447 | | 269,447 | | 269,447 |
| 42085 MEDICAL INSURANCE | 169,171 | 181,859 | 185,000 | 397,000 | | 451,000 | | 451,000 | | 451,000 |
| 42086 WORKMEN'S COMPENSATION | 3,152 | 3,152 | 3,152 | 3,215 | | 3,215 | | 3,215 | | 3,215 |
| 42087 SOCIAL SECURITY | 91,225 | 94,850 | 99,860 | 99,480 | | 102,910 | | 102,910 | | 107,065 |
| 42090 UNFORESEEN CONTINGENCY | - | - | - | - | | 6,080 | | - | | 4,775 |
| 42091 BOND REDEMPTION | 283,500 | 252,000 | 260,000 | 269,000 | | 278,000 | | 278,000 | | 288,000 |
| 42092 COUPON INTEREST | 76,424 | 135,209 | 126,071 | 116,618 | | 106,823 | | 106,823 | | 96,684 |
| 42191 ADMINISTRATIVE FEE | 6,140 | 5,848 | 5,706 | 5,501 | | 5,700 | | 5,300 | | 5,300 |
| Purchased Services | 1,245,596 | 1,272,390 | 1,177,718 | 1,543,339 | | 1,757,175 | | 1,715,595 | | 1,807,486 |
| 43099602 EQUIP-COMM CENTER SHARED | 478,900 | 20,183 | 86,380 | 108,050 | | 1,208,299 | | 508,250 | | 1,281,069 |
| 43099603 EQUIP-COMM CENTER-ACT 56 | 44,383 | 156,350 | 141,350 | 77,100 | | 186,680 | | 125,000 | | 185,960 |
| Equipment | 523,283 | 176,533 | 227,730 | 185,150 | | 1,394,979 | | 633,250 | | 1,467,029 |
| Total | 9-1-1 SYSTEM | 3,008,350 | 2,697,794 | 2,715,947 | 3,006,428 | 4,510,000 | | 3,694,941 | | 4,685,000 |

Schedule of Payment of Bond Indebtedness

| | Series A of 2005 | | Series of 2007 | | Total |
|-------------|-------------------------|-----------------|-----------------------|-----------------|------------------|
| | Principal | Interest | Principal | Interest | |
| 2015 | 15,000 | 4,083 | 273,000 | 92,601 | 384,684 |
| 2016 | 15,000 | 3,528 | 283,000 | 82,636 | 384,164 |
| 2017 | 15,000 | 2,958 | 294,000 | 72,307 | 384,264 |
| 2018 | 20,000 | 2,380 | 320,000 | 46,055 | 388,435 |
| 2019 | 20,000 | 1,600 | 328,000 | 37,319 | 386,919 |
| 2020 | 20,000 | 800 | 337,000 | 28,365 | 386,165 |
| 2021 | | | 346,000 | 19,165 | 365,165 |
| 2022 | | | 356,000 | 9,719 | 365,719 |
| | <u>105,000</u> | <u>15,348</u> | <u>2,537,000</u> | <u>388,166</u> | <u>3,045,513</u> |

Debt Service

Accounts 42091 & 42092

| | <u>2014</u> | <u>2015</u> |
|-------------------------|--------------------|--------------------|
| Series A of 2005 | | |
| Principal | 15,000 | 15,000 |
| Interest | 4,623 | 4,083 |
| Series of 2007 | | |
| Principal | 263,000 | 273,000 |
| Interest | <u>102,200</u> | <u>92,601</u> |
| | <u>384,823</u> | <u>384,684</u> |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|----------|--------|--|
| 40003 | 41,000 | OVERTIME 41,000 - THIS REFLECTS THE ANTICIPATED COST OF PROVIDING REPLACEMENT FOR FULL-TIME EMPLOYEES ON CONTRACTUAL LEAVE, SUPPLEMENT OF STAFF DURING SCHEDULED EVENTS SUCH AS MUSIKFEST, OTHER UNFORESEEN STAFFING PROBLEMS AND THE UNAVAILABILITY OF PART-TIME HELP. |
| 40004 | 62,000 | TEMPORARY HELP 62,000 - THIS ACCOUNT IS USED TO COVER VACANT SHIFTS CAUSED BY CONTRACTUAL LEAVE, SUPPLEMENT OF STAFFING DURING SCHEDULED EVENTS AND OTHER UNFORESEEN STAFFING PROBLEMS. PART-TIME HELP IS UTILIZED BEFORE OVERTIME IS USED. THIS ACCOUNT IS ALSO USED TO COMPENSATE PART-TIME EMPLOYEES WHO WORK ON HOLIDAYS BY PAYING THEM A HOLIDAY RATE OF \$14.48 PER HOUR. PART-TIME HOURLY RATE IS PRESENTLY \$10.00 TO \$12.00 PER HOUR. |
| 40005 | 58,000 | HOLIDAY PAY 58,000 - THIS ACCOUNT COVERS THE COST OF HOLIDAYS FOR 2014 AND INCLUDES THE COST OF PAYING TIME AND ONE-HALF TO THE COMMUNICATION SPECIALISTS SCHEDULED TO WORK ON THESE HOLIDAYS. |
| 40006 | 10,500 | DIFFERENTIAL PAY 10,500 - PERSONNEL WILL RECEIVE \$0.38 PER HOUR FOR MIDDLE SHIFT AND \$0.48 PER HOUR FOR NIGHT SHIFT. IN ADDITION, WE ARE REQUESTING TO PROVIDE SHIFT DIFFERENTIAL TO OUR PART-TIME EMPLOYEES. |
| 40008 | 2,000 | MEAL REIMBURSEMENT 2,000 - THIS ACCOUNT IS USED TO COVER THE COST OF COMPENSATION FOR CIVILIAN PERSONNEL FOR MEALS WHEN THEY WORK PAST THEIR NORMAL EIGHT HOUR DAY. THIS IS A CONTRACTUAL ITEM. |
| 41013 | 1,800 | OFFICE EXPENSE 1,800 - INK, ,TONER, POSTAGE, COPY PAPER |
| 41014505 | 9,200 | OPER.SUPPLIES-ELECT MAINT 9,200 - RADIO SUPPLIES: MIC ASSEMBLIES, VARIOUS RADIO MODULES, ANTENNAS, CABLE, NUMEROUS ELECTRICAL COMPONENTS, SOLDER AND P.A. MATERIALS. TOWER ANTENNA INSTALLATION. CONSOLES. |
| 42032602 | 12,500 | TRAIN/CONT ED-COMM.CENTER THESE FUNDS WILL BE USED FOR CONTINUING EDUCATION OF COMMUNICATIONS PERSONNEL, BY ATTENDING SEMINARS, |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|----------|---------|---|
| | | CONFERENCES, AND IN HOUSE TRAINING. |
| | 3,000 | - EDUCATIONAL MATERIALS FOR NEW TRAINEES, (APCO BOOKS). |
| | 5,000 | - EMS DISPATCHER TRAINING. |
| | | CAD SOFTWARE TRAINING FROM CODY |
| | | PRO QA SOFTWARE TRAINING FOR DISPATCHERS |
| | 4,500 | - SUPERVISORY & ADMINISTRATOR APCO AND NENA TRAINING |
| 42036601 | 40,000 | COMMUNICATE-POLICE |
| | 36,000 | - CELLULAR TRANSMISSION SERVICE FROM VERIZON FOR ALL |
| | 4,000 | - MOBILE AND HANDHELD DATA TERMINALS FOR NCIC, CLEAN LOOKUP, COMMUNICATION CENTER TO MOBILE UNIT COMMUNICATIONS, AND VERIZON CONNECTIVITY |
| 42036801 | 122,000 | COMMUNICATE-GENERAL |
| | 80,400 | - ESTIMATED 9-1-1 COMMUNICATION COSTS FOR 2015 |
| | 3,600 | - LANGUAGE LINE INTERPRETATION SERVICES |
| | 36,000 | - PENNTELEDATA-FIBER CONNECTION ALLENTOWN & NORTHAMPTON |
| | 2,000 | - MCI LONG DISTANCE |
| 42047202 | 97,000 | DEPT CNTRCT-INFO SRVCS |
| | | PUBLIC SAFETY SYSTEM |
| | 5,000 | - VERIZON - CAD TO MDT INTERFACE - SOFTWARE MAINT. |
| | 3,000 | - HARDWARE MAINTENANCE RENEWAL (1 YEAR) |
| | 67,495 | - CAD/RMS YEARLY SOFTWARE MAINTENANCE FEES (CODY, |
| | 18,505 | - 9IMS SOFTWARE MAINTENANCE & UPDATES |
| | 2,000 | - GIS MAINTENANCE FOR CAD |
| | 1,000 | - PRIORITY DISPATCH MAINTENANCE |
| 42047505 | 187,600 | DEPT CNTRCT-ELECT MAINT. |
| | 187,600 | - COMMUNICATIONS INFRASTRUCTURE COVERS 2 GHZ,6 GHZ, 6 QUANTAR TRANSMITTERS, REDUNDANT CENTRAL SITE CONTROLLERS, CENTRAL SITE CONTROLLER, RADIO CONTROL EQUIPMENT, 14 MODEMS 9-1-1 COMMUNICATIONS CENTER CENTRAL ELECTRONICS BANK DIGITAL LOGGING RECORDER 9-1-1 PREMISE EQUIPMENT (TELEPHONE HARDWARE) 9-1-1 PREMISE TELEPHONE (SOFTWARE/ FIRMWARE) NETWORK MONITORING SERVICE |
| 42055801 | 104,000 | PROFESSIONAL FEES |
| | 55,500 | - CONTRACT WITH ESSENTIAL MANAGEMENT SOLUTIONS,LLC TO IMPROVE THE EMERGENCY SYSTEMS AND SERVICES WHILE MAXIMIZING THE RECEIPT OF STATE APPROVED REVENUES. |
| | 45,000 | - PROFESSIONAL FEES ASSOCIATED WITH WIRELESS PLANNING AND DEVELOPMENT. |
| | 3,000 | - AUDIT COSTS & PREFERRED EAP COSTS |
| | 500 | - PREFERRED EAP |
| 42060505 | 500 | OTHER EXP.-ELECT MAINT |
| | 500 | - ALL RELATED DUES TO NENA, PEMA , APCO & MTUG |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|----------|-----------|--|
| 42064602 | 18,400 | EQUIP MAINT - COMM.CENTER 3,000 - THIS ACCOUNT IS USED TO REPAIR HEAD-SETS AND ANY OTHER EQUIPMENT. 3,100 - MAINTANCE AGREEMENT FOR ELECTRICAL GENERATOR WHICH PROVIDES EMERGENCY POWER TO 9-1-1 CENTER IN THE EVENT OF A POWER OUTAGE. 6,200 - CONVERSION ASSISTANCE FROM CODY/FIREHOUSE GIS/CAD INTERFACE UPGRADES 6,100 - UPS UPGRADES |
| 42075 | 269,447 | PENSIONS - P.M.R.S. MMO 269,447 - THIS IS THE AMOUNT OF PMRS PENSION APPLICABLE TO THE 9-1-1 FUND IN ACCORDANCE WITH ACT 205 |
| 42090 | 4,775 | UNFORESEEN CONTINGENCY 4,775 - ITEMS THAT COULD NOT BE FORESEEN AT TIME OF BUDGET PREPARATION. |
| 42091 | 288,000 | BOND REDEMPTION 288,000 - PRINCIPAL PAYMENT ON OUTSTANDING DEBT. |
| 42092 | 96,684 | COUPON INTEREST 96,684 - INTEREST PAYMENT ON OUTSTANDING DEBT. |
| 42191 | 5,300 | ADMINISTRATIVE FEE 5,300 - ANNUAL FEE PAID TO GENERAL FUND WHICH EQUALS 1% OF TOTAL 9-1-1 REVENUES COLLECTED IN 2015. |
| 43099602 | 1,281,069 | EQUIP-COMM.CENTER SHARED 429,394 - CPE ACT 56 PART \$429,394 CITY MATCH \$191,000 654,831 - CAD REPLACEMENT ACT 56 \$654,831 CITY MATCH \$295,000 17,046 - CAD SERVER REPLACEMENT ACT 56 \$11,786 CITY MATCH \$5,260 CAD 1ST YR MAINTENANCE 86,172 - ACT 56 \$59,582 CITY MATCH \$26,590 20,856 - CAD HARWARE REFRESH ACT 56 \$11,625 CITY MATCH \$9,231 22,838 - CAD PRO QA INTERFACE ACT 56 \$12,730 CITY MATCH \$10,108 49,932 - NAT. PRIORITY PRO QA ACT 56 25,037 CITY MATCH \$23,990 |
| 43099603 | 185,960 | EQUIP-COMM CENTER-ACT 56 3,183 - ACCURACY TESTING NEXTEL INTERGRATION 41,755 - NEXT GEN 911 SECURITY ASSESSMENT 26,977 - NEXT GEN 911 POLICE & PROCEDURE DEVELOPMENT 69,045 - NEXT GEN 911 SYSTEM ASSESSMENT 45,000 - NG911 REGIONAL ASSESSMENT |

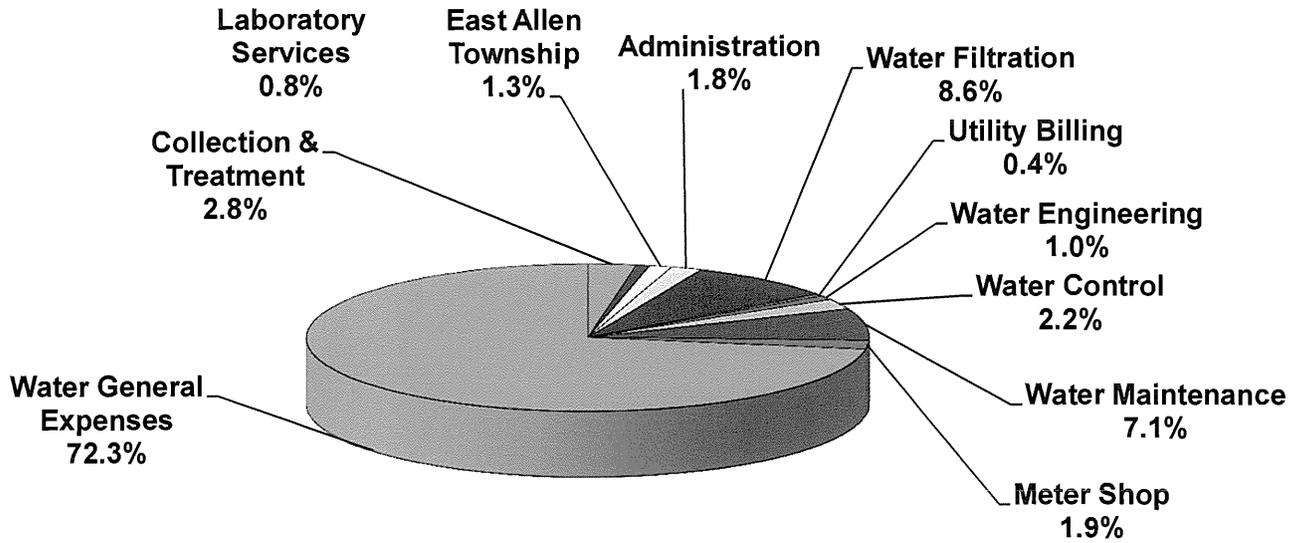
**CITY OF BETHLEHEM
WATER FUND
FUND ANALYSIS SUMMARY**

| | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Budget w/ Transfers | 2014 Actual & Estimated | 2015 Final Budget |
|---|-------------------|-------------------|-------------------|-------------------|--------------------------------|-------------------------------|-------------------------|
| REVENUES: | | | | | | | |
| Sale of Water | | | | | | | |
| 31001A Residential | 11,176,980 | 11,004,217 | 11,862,856 | 12,208,105 | 12,733,756 | 12,375,000 | 12,671,924 |
| 31001B Commercial | 2,287,431 | 2,439,854 | 2,372,367 | 2,526,107 | 2,469,296 | 2,425,000 | 2,555,679 |
| 31001C Industrial | 1,146,157 | 1,238,750 | 1,078,127 | 1,185,673 | 1,477,407 | 1,285,000 | 1,348,264 |
| 31001D Institutional | 1,190,307 | 1,066,042 | 859,614 | 1,066,906 | 1,059,853 | 1,055,000 | 1,079,150 |
| 31001E Public | 13,316 | 15,197 | 13,326 | 16,246 | 17,931 | 105,000 | 87,068 |
| 31002 Quarterly Meter | 11 | - | - | - | - | - | - |
| 31004 Salisbury Township | 4,271 | 4,013 | 3,919 | 4,206 | 4,254 | 4,250 | 4,292 |
| 31005 East Allen Township | 80,969 | 92,127 | 108,226 | 85,872 | 59,116 | 58,000 | - |
| 31006 Utilities Inc | 206,140 | 196,148 | 168,490 | 219,719 | 246,872 | 215,000 | 226,062 |
| 31007 Upper Saucon | 136,756 | 132,854 | 127,145 | 72,224 | 63,338 | 125,000 | 58,277 |
| 31008 Lower Saucon | 544,769 | 524,862 | 496,883 | 506,710 | 529,994 | 475,000 | 613,601 |
| 31009 Fire Protection | 675,614 | 720,123 | 625,623 | 717,021 | 731,979 | 695,000 | 731,979 |
| 31011 Penalty on Delinquents | 91,324 | 73,438 | 70,277 | 81,217 | - | 78,000 | 75,000 |
| 31014 Building Permit Water | 7,246 | 9,992 | 16,803 | 13,004 | 10,000 | 21,100 | 10,000 |
| 31015 Suburban Building Water | 565 | - | 256 | - | - | - | - |
| 31016 Fire Hydrant Water Use | 541,264 | 548,118 | 529,148 | 548,064 | 551,204 | 520,000 | 551,204 |
| 31017 Penalty - Fire Protection | 2,306 | 2,348 | 3,349 | 6,731 | - | 6,020 | 4,500 |
| 31050D Delinquent Water | 566 | 278 | 70 | 322 | - | - | - |
| Total Sale of Water | 18,105,992 | 18,068,361 | 18,336,479 | 19,258,127 | 19,955,000 | 19,442,370 | 20,017,000 |
| Other Operating Revenues | | | | | | | |
| 308901 Cash Balance | - | - | - | 1,740,500 | - | - | - |
| 31102 Suburban Water Extension | 1,641 | 5,000 | 81 | - | - | - | - |
| 31103 Permits & Materials | 19,286 | 45,400 | 42,966 | 44,914 | 40,000 | 20,000 | 40,000 |
| 31105 Expense Returns | - | - | - | 58,803 | 30,000 | - | - |
| 31106 Miscellaneous | 51,461 | 36,800 | 27,770 | 69,148 | 30,000 | 36,500 | 30,000 |
| 31108 Backflow | - | - | - | - | - | - | 3,000 |
| 31109 Dist System Improve Charge | - | - | - | - | - | - | 125,000 |
| 31400 Timbering | 30,634 | 42,300 | - | - | - | - | - |
| Total Other Operating Revenues | 103,022 | 129,500 | 70,817 | 1,913,365 | 100,000 | 56,500 | 198,000 |
| Investment Interest | | | | | | | |
| 308501 Investment Income | - | 271 | 463 | - | - | - | - |
| Total Investment Interest | - | 271 | 463 | - | - | - | - |
| TOTAL WATER FUND REVENUES | 18,209,014 | 18,198,132 | 18,407,759 | 21,171,492 | 20,055,000 | 19,498,870 | 20,215,000 |
| EXPENDITURES BY BUREAU/DIVISION: | | | | | | | |
| Collection & Treatment | 494,850 | 439,909 | 443,528 | 454,711 | 540,652 | 493,407 | 544,994 |
| Laboratory Services | 131,236 | 122,011 | 142,922 | 141,327 | 144,878 | 137,058 | 155,775 |
| East Allen Township | - | - | - | 154,127 | 190,792 | 165,700 | 250,025 |
| Administration | 307,890 | 287,163 | 306,280 | 323,513 | 343,021 | 319,091 | 349,051 |
| Water Filtration | 1,508,166 | 1,359,534 | 1,511,864 | 1,506,571 | 1,756,406 | 1,618,656 | 1,706,560 |
| Utility Billing | 76,380 | 82,319 | 85,985 | 81,264 | 69,718 | 69,518 | 79,326 |
| Water Engineering | 173,259 | 178,871 | 153,580 | 159,731 | 217,592 | 206,292 | 189,974 |
| Water Control | 803,716 | 744,613 | 731,457 | 728,182 | 425,647 | 402,128 | 437,853 |
| Water Maintenance | 1,368,896 | 1,337,499 | 1,313,046 | 1,373,693 | 1,351,895 | 1,287,051 | 1,401,041 |
| Meter Shop | 437,135 | 405,490 | 413,595 | 414,122 | 372,234 | 368,759 | 381,881 |
| Water General Expenses | 12,998,489 | 13,063,041 | 13,905,729 | 14,100,637 | 14,642,165 | 14,243,685 | 14,313,520 |
| TOTAL WATER FUND EXPENDITURES | 18,300,017 | 18,020,450 | 19,007,986 | 19,437,878 | 20,055,000 | 19,311,345 | 19,810,000 |
| EXPENDITURES BY CATEGORY: | | | | | | | |
| Personnel Costs | 4,138,595 | 3,960,358 | 3,998,828 | 4,026,378 | 3,620,509 | 3,589,715 | 3,736,288 |
| Materials & Supplies | 412,298 | 417,346 | 419,150 | 398,464 | 461,611 | 390,210 | 444,661 |
| Purchased Services | 13,749,124 | 13,642,746 | 14,590,008 | 15,013,036 | 15,972,880 | 15,331,420 | 15,629,051 |
| Equipment | - | - | - | - | - | - | - |
| TOTAL WATER FUND EXPENDITURES | 18,300,017 | 18,020,450 | 19,007,986 | 19,437,878 | 20,055,000 | 19,311,345 | 19,810,000 |

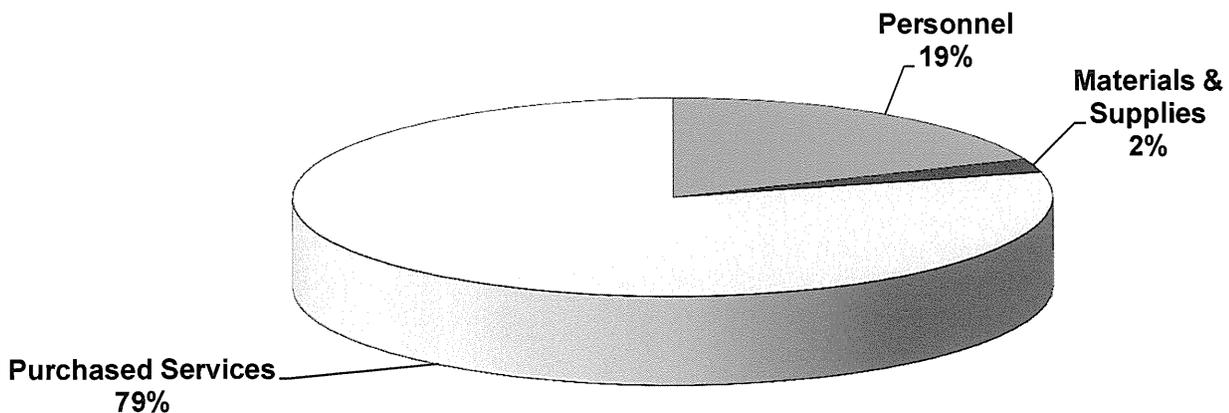
**CITY OF BETHLEHEM
WATER FUND
BUREAU/DIVISION RESOURCE SUMMARY**

| Bureau/Divison | | Personnel | Materials & Supplies | Purchased Services | Equipment | 2015 Total |
|-------------------------------|------------------------|---------------------|-------------------------------------|-------------------------------|------------------|-----------------------|
| 20011 | Collection & Treatment | \$ 368,978 | \$ 35,081 | \$ 140,935 | \$ - | \$ 544,994 |
| 20012 | Laboratory Services | 126,225 | 10,050 | 19,500 | - | 155,775 |
| 20014 | East Allen Township | - | 4,600 | 245,425 | - | 250,025 |
| 20015 | Administration | 245,451 | 4,250 | 99,350 | - | 349,051 |
| 20016 | Water Filtration | 1,002,870 | 251,010 | 452,680 | - | 1,706,560 |
| 20017 | Utility Billing | 72,326 | 500 | 6,500 | - | 79,326 |
| 20018 | Water Engineering | 125,974 | - | 64,000 | - | 189,974 |
| 20019 | Water Control | 378,933 | 2,760 | 56,160 | - | 437,853 |
| Supply & Treatment | | 2,320,757 | 308,251 | 1,084,550 | - | 3,713,558 |
| 20022 | Water Maintenance | 1,064,050 | 114,500 | 222,491 | - | 1,401,041 |
| 20023 | Meter Shop | 351,481 | 18,900 | 11,500 | - | 381,881 |
| Water Maintenance | | 1,415,531 | 133,400 | 233,991 | - | 1,782,922 |
| 2006 | Water General Expenses | - | 3,010 | 14,310,510 | - | 14,313,520 |
| Water General Expenses | | - | 3,010 | 14,310,510 | - | 14,313,520 |
| TOTAL WATER FUND | | \$ 3,736,288 | \$ 444,661 | \$ 15,629,051 | \$ - | \$ 19,810,000 |

Water Fund Expenditures by Bureau/Division



Water Fund Expenditures by Category



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

| Bureau/Divison | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Budget w/ Transfers | 2014 Actual & Estimated | 2015 Final Budget |
|-------------------------------|------------------------|------------------------|------------------------|------------------------|---|--|----------------------------------|
| 20011 Collection System | 7 | 6 | 6 | 6 | 6 | 6 | 6 |
| 20012 Laboratory Services | 2 | 2 | 2 | 2 | 3 | 3 | 3 |
| 20014 East Allen Township | - | - | - | - | - | - | - |
| 20015 Administration | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 20016 Water Filtration | 15 | 14 | 14 | 14 | 14 | 14 | 14 |
| 20017 Utility Billing | 4 | 4 | 4 | 4 | 3 | 3 | 3 |
| 20018 Water Engineering | 3 | 3 | 3 | 2 | 2 | 2 | 2 |
| 20019 Water Control | 10 | 9 | 9 | 9 | 6 | 6 | 6 |
| Supply & Treatment | 45 | 42 | 42 | 41 | 38 | 38 | 38 |
| 20022 Water Maintenance | 25 | 24 | 24 | 24 | 27 | 27 | 27 |
| 20023 Meter Shop | 9 | 8 | 8 | 8 | 7 | 7 | 7 |
| Water Maintenance | 34 | 32 | 32 | 32 | 34 | 34 | 34 |
| TOTAL WATER FUND | 79 | 74 | 74 | 73 | 72 | 72 | 72 |

Debt Service

Bureau 2006

| | <u>2014</u> | <u>2015</u> |
|---|------------------|------------------|
| Account 42091.1 Notes Payable | | |
| Emmaus Note of 1997 | | |
| Principal | 680,000 | - |
| Interest | <u>581,964</u> | <u>-</u> |
| | 1,261,964 | - |
| 5% Coverage | <u>63,098</u> | <u>-</u> |
| | <u>1,325,062</u> | <u>-</u> |
| GO Note Series C 2013 | | |
| Interest | <u>33,462</u> | <u>-</u> |
| | <u>1,358,524</u> | <u>-</u> |
| Account 42091.2 LOC Interest | | |
| Interest | <u>197,000</u> | <u>-</u> |
| Account 42093 PennVest Reimbursement | | |
| Principal | 1,234,719 | 1,274,827 |
| Interest | <u>159,049</u> | <u>118,940</u> |
| | <u>1,393,768</u> | <u>1,393,767</u> |
| Account 42094 Lease Rental | | |
| Series of 2004 | | |
| Principal | 3,885,000 | - |
| Interest | 1,830,110 | - |
| Series of 2010 | | |
| Principal | 445,000 | - |
| Interest | 360,754 | - |
| Series of 2014 | | |
| Principal | - | 4,250,000 |
| Interest | <u>-</u> | <u>2,806,550</u> |
| | 6,520,864 | 7,056,550 |
| 5% Coverage | 326,044 | 352,828 |
| Credit | <u>(400,000)</u> | <u>(250,000)</u> |
| | <u>6,446,908</u> | <u>7,159,378</u> |
| Account 42095 2007 G.O Note | | |
| Principal | 51,000 | 53,000 |
| Interest | <u>19,856</u> | <u>17,995</u> |
| | <u>70,856</u> | <u>70,995</u> |

Schedule of Payment of Bond & Note Indebtedness

| | 1998 PennVest Note | | 1998 Capital Appreciation Bond | | 2007 GO Note | |
|---------------|--------------------|-----------------|-----------------------------------|-------------------|------------------|-----------------|
| | <u>Principal</u> | <u>Interest</u> | <u>Principal</u> | <u>Interest</u> | <u>Principal</u> | <u>Interest</u> |
| 2015 | 1,274,827 | 118,940 | | | 53,000 | 17,995 |
| 2016 | 1,316,238 | 77,529 | | | 55,000 | 16,060 |
| 2017 | 1,358,995 | 34,773 | | | 57,000 | 14,053 |
| 2018 | 346,591 | 1,851 | 151,747 | 273,254 | 62,000 | 8,954 |
| 2019 | | | 456,513 | 918,487 | 64,000 | 7,262 |
| 2020 | | | 437,344 | 957,656 | 66,000 | 5,515 |
| 2021 | | | 419,547 | 990,453 | 67,000 | 3,713 |
| 2022 | | | 2,038,880 | 5,166,120 | 69,000 | 1,884 |
| 2023 | | | 1,941,153 | 5,288,847 | | |
| 2024 | | | 1,835,213 | 5,414,787 | | |
| 2025 | | | 1,746,838 | 5,528,163 | | |
| 2026 | | | 1,662,661 | 5,637,339 | | |
| 2027 | | | 1,581,392 | 5,738,608 | | |
| 2028 | | | 1,240,878 | 4,809,122 | | |
| 2029 | | | | | | |
| 2030 | | | | | | |
| 2031 | | | | | | |
| 2032 | | | | | | |
| Totals | <u>4,296,651</u> | <u>233,093</u> | <u>13,512,165</u> | <u>40,722,835</u> | <u>493,000</u> | <u>75,436</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.

| 2014 Guaranteed Water Revenue Bonds | | Total |
|--|--------------------------|---------------------------|
| <u>Principal</u> | <u>Interest</u> | |
| 4,250,000 | 2,806,550 | 8,521,312 |
| 4,375,000 | 2,679,050 | 8,518,877 |
| 4,550,000 | 2,504,050 | 8,518,870 |
| 5,400,000 | 2,276,550 | 8,520,946 |
| 5,070,000 | 2,006,550 | 8,522,812 |
| 5,300,000 | 1,753,050 | 8,519,565 |
| 5,550,000 | 1,488,050 | 8,518,763 |
| 35,000 | 1,210,550 | 8,521,434 |
| 80,000 | 1,209,500 | 8,519,500 |
| 65,000 | 1,207,100 | 8,522,100 |
| 40,000 | 1,205,150 | 8,520,150 |
| 15,000 | 1,203,900 | 8,518,900 |
| - | 1,203,413 | 8,523,413 |
| 1,270,000 | 1,203,413 | 8,523,413 |
| 7,360,000 | 1,160,550 | 8,520,550 |
| 7,625,000 | 893,750 | 8,518,750 |
| 5,960,000 | 512,500 | 6,472,500 |
| 5,720,000 | 214,500 | 5,934,500 |
| <u>62,665,000</u> | <u>26,738,175</u> | <u>148,736,355</u> |

BUREAU DETAIL

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

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

Division Description:

This division provides for the collection, storage, and pretreatment (when necessary) of raw water that is to be treated and distributed throughout the City and surrounding communities; operation and maintenance of 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:

- Investigate opportunities to reduce energy costs at the watershed.
- Repair cracks in Wild Creek spillway wall.
- Assess the functionality of in-place instruments at the Penn Forest Dam to aid in the development of the new SCADA system.
- Maintain current level of fire lane maintenance providing emergency access to most areas of the watershed
- Place Watershed Protection Area signage on appropriate roads in watershed.

Prior Year Achievements:

- Completed pressure monitoring study on Transmission Line #1, to provide data for accurate flow monitoring for inclusion in the Comprehensive Planning Study.
 - Reduced energy costs at the Tunkhannock Intake by installing an enclosure inside of the building. Savings during the heating season were \$1,200.00.
 - Added additional fire lane between Hell Hollow Rd and Penn Forest fire lane to provide access and additional safety for a future prescribed burn for forest management.
 - Increased the number of certified operators at Wild Creek from two to three.
 - Cleared brush on pipeline right of way from Hahn's Dairy Rd. to the Old grange property in areas that cannot be mowed safely.
 - Started engineering process for the repair of the Wild Creek Spillway and Penn forest oxygen sensor, generator and SCADA systems.
 - Added drainage pipe on transmission right of way to prevent further washout of fill material covering transmission mains.
 - Repaired and reseeded erosion areas on Penn Forest downstream slopes.
 - Assisted in maintaining the Bethlehem Authority's forest management plan for forest certification by The Nature Conservancy.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------|-----------------|-----------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Final Budget | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3012 Chief Water Plant/Shed Op | 1 | 1 | 1 | 1 | 1 | 76,947 | 1 | 76,947 | 1 | 79,579 |
| M128 WSR Maint Worker III | - | - | - | 1 | 1 | 56,176 | 1 | 56,176 | 1 | 58,170 |
| M114 Maintenance Worker III | 2 | 2 | 2 | 1 | 1 | 54,010 | 1 | 54,010 | 1 | 55,840 |
| M112 Automotive Mechanic | 1 | 1 | 1 | 1 | 1 | 54,010 | 1 | 54,010 | 1 | 55,840 |
| M092 Maintenance Worker II | 3 | 2 | 2 | 2 | 2 | 97,814 | 2 | 97,814 | 2 | 101,344 |
| Total Positions | 7 | 6 | 6 | 6 | 6 | 338,957 | 6 | 338,957 | 6 | 350,773 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 331,606 | 300,533 | 319,749 | 326,316 | | 330,237 | | 330,237 | | 341,813 |
| 40002 LONGEVITY | 7,490 | 6,730 | 7,880 | 8,400 | | 8,720 | | 8,720 | | 8,960 |
| 40003 OVERTIME | 31,630 | 17,679 | 19,080 | 17,868 | | 19,000 | | 18,250 | | 18,030 |
| 40006 DIFFERENTIAL PAY | 2 | - | 6 | 2 | | 25 | | 10 | | 25 |
| 40008 MEAL REIMBURSEMENT | 23 | - | 39 | 39 | | 150 | | 50 | | 150 |
| Personnel | 370,751 | 324,942 | 346,754 | 352,625 | | 358,132 | | 357,267 | | 368,978 |
| 41014 OPERATING SUPPLIES | 5,995 | 4,218 | 5,466 | 3,669 | | 11,300 | | 7,500 | | 11,300 |
| 41016 UNIFORMS/SAFETY SHOES | 883 | 535 | 910 | 745 | | 1,400 | | 1,300 | | 780 |
| 41021 CHEMICALS | - | - | - | - | | 100 | | - | | 1 |
| 41023 GASOLINE | 12,694 | 19,571 | 19,310 | 18,012 | | 21,500 | | 20,000 | | 23,000 |
| Materials & Supplies | 19,572 | 24,324 | 25,686 | 22,426 | | 34,300 | | 28,800 | | 35,081 |
| 42031 UNIFORM RENTAL | 1,332 | 1,489 | 1,190 | 2,241 | | 1,540 | | 1,540 | | 1,965 |
| 42036 COMMUNICATIONS | 2,871 | 2,622 | 2,502 | 2,576 | | 5,300 | | 3,000 | | 4,000 |
| 42044 ELECTRIC | 11,542 | 11,970 | 9,770 | 10,318 | | 15,700 | | 12,000 | | 14,800 |
| 42046 HEATING OIL | 4,969 | 6,578 | 9,569 | 4,938 | | 8,400 | | 8,000 | | 8,190 |
| 42047 DEPARTMENT CONTRACTS | 69,781 | 50,875 | 42,857 | 45,702 | | 94,980 | | 70,000 | | 83,800 |
| 42054 RENTALS | 515 | 190 | 430 | 210 | | 1,000 | | 500 | | 1,280 |
| 42060 OTHER EXPENSES | 715 | 772 | 1,288 | 1,056 | | 2,000 | | 1,300 | | 2,700 |
| 42064 EQUIPMENT MAINTENANCE | 12,802 | 12,499 | 3,180 | 8,541 | | 10,000 | | 7,500 | | 15,000 |
| 42065 PLANT MAINTENANCE | - | 3,648 | 302 | 4,078 | | 9,300 | | 3,500 | | 9,200 |
| Purchased Services | 104,527 | 90,643 | 71,088 | 79,660 | | 148,220 | | 107,340 | | 140,935 |
| Total | 494,850 | 439,909 | 443,528 | 454,711 | | 540,652 | | 493,407 | | 544,994 |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40003 | 18,030 | OVERTIME 18,030 - OVERTIME REQUIRED FOR SECURITY PATROL ON HOLIDAYS, WEEKENDS, DEER SEASON, AND DAM READINGS/OBSERVATION. |
| 40006 | 25 | DIFFERENTIAL PAY 25 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION AGREEMENT. |
| 40008 | 150 | MEAL REIMBURSEMENT 150 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT. |
| 41014 | 11,300 | OPERATING SUPPLIES 11,300 - PARTS, PENS, CHARTS FOR RECORDERS, FORESTRY SUPPLIES (CHAINSAW CHAINS, MARKING PAINT, MISC. TOOLS, ETC.), HERBICIDES FOR ROAD/TRAIL TREATMENT, GARAGE SUPPLIES (GASES, WELDING SUPPLIES, ETC.), PROPANE FOR EMERGENCY GENERATOR, PIPE, MISCELLANEOUS CONSTRUCTION LUMBER, FENCE POSTS/FABRIC, DAM MAINTENANCE SUPPLIES, BIANNUAL OXYGEN SENSORS/ MODULES, LUMBER, METAL STOCK, IRON FABRICATION, HOSES, AND MISC SUPPLIES, COLD/HOT PATCH, BAGGED CEMENT, PERSONAL PROTECTION EQUIPMENT, LAB SUPPLIES, ASPHALT CRACK SEALER, ROAD REPAIR STONE AND MISC ITEMS/TOOLS. |
| 41016 | 780 | UNIFORMS/SAFETY SHOES 780 - TO PURCHASE SAFETY SHOES FOR EMPLOYEES AND T-SHIRTS SWEATSHIRTS AS PER UNION CONTRACT. |
| 41021 | 1 | CHEMICALS 1 - POTASSIUM PERMANGANATE FOR PRE-TREATMENT DURING RESERVOIR TURNOVER. |
| 41023 | 23,000 | GASOLINE 23,000 - GASOLINE AND DIESEL FUEL. |
| 42031 | 1,965 | UNIFORM RENTAL 1,965 - UNIFORM RENTAL AND REPLACEMENTS. |
| 42036 | 4,000 | COMMUNICATIONS 4,000 - TELEPHONE SERVICE FOR WILD CREEK AND DEDICATED CIRCUIT FOR WTP FOR KMNO4 COMMUNICATIONS. |
| 42044 | 14,800 | ELECTRIC 14,800 - ELECTRIC SERVICE FOR WILD CREEK CHEMICAL TREATMENT/AUXILIARY BUILDINGS, FIRE TOWER, WILD CREEK AND PENN FOREST DAMS, TUNKHANNOCK INTAKE/BP CHAMBER AND TRANSMISSION MAIN CHAMBER. |
| 42046 | 8,190 | HEATING OIL 8,190 - HEATING OIL FOR WILD CREEK CHEMICAL TREATMENT AND AUXILIARY BUILDINGS. |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 42047 | 83,800 | DEPARTMENT CONTRACTS 83,800 - USGS CONTRACT, SERVICE CONTRACT FOR GENERATORS, MAINTENANCE FOR TWO (2) GAS DETECTORS, FAX MACHINE MAINTENANCE, FIRE EXTINGUISHER SERVICING AND REPLACEMENT, XEROX COPIER CONTRACT, WILD CREEK DAM VEGETATION TREATMENT (SEMI-ANNUAL), INSPECT INTAKE CRANE, EVALUATE P.F. ADAS SYSTEM REPLACEMENT, BOILER SERVICING, ANNUAL DAM INSPECTION, INSTRUMENTATION REPORT AS REQUIRED BY PA DEP AND EMERGENCY RESPONSE PLAN UPDATES. |
| 42054 | 1,280 | RENTALS 1,280 - HAULING OF HEAVY EQUIPMENT TO AND FROM TUNKHANNOCK, SEPTIC TANK CLEANING, RENTAL OF PRESSURE WASHER AND PAINT SPRAYER FOR STORAGE BUILDING PAINTING. |
| 42060 | 2,700 | OTHER EXPENSES 2,700 - GARBAGE COLLECTION FEE, MAPS, FLAGS, CDL REIMBURSEMENTS, COOLER RENTAL, BOAT LICENSE, SAMPLING LICENSE, DEBRIS AND SCRAP TIRE/METAL DISPOSAL, TRUCK WASTE HAULING LICENSE, MISC. ITEMS, BOTTLED WATER, OFFICE SUPPLIES, BOOTS AND RAINGEAR. |
| 42064 | 15,000 | EQUIPMENT MAINTENANCE 10,000 - REPAIR PARTS FOR MOTORIZED VEHICLES AND SMALL UNITS (PUMPS, MOWERS, CHAINSAWS, ETC.), VALVES, METERS, ACTUATORS, ELECTRICAL PARTS, PUMPS, GENERATORS, MOTORS, EQUIPMENT AND SCADA INSTRUMENTATION. 2,000 - AUTO START-UP OF PENN FOREST GENERATOR. 3,000 - REPAIR OXYGEN SENSOR OPERATIONS IN PENN FOREST ADIT BUILDING. |
| 42065 | 9,200 | PLANT MAINTENANCE 9,200 - HARDWARE, PAINT, PLUMBING, FITTINGS, PIPE, RAGS, AND SUNDRY/RELATED SUPPLIES FOR UPKEEP TO WILD CREEK, PENN FOREST, TUNKHANNOCK AND AUXILIARY BUILDINGS. STAIN/PAINT FOR STORAGE BUILDING. MASONRY SUPPLIES FOR 3 O'CLOCK SPRINGS, SPILLWAYS AND DAM PANELS. FOUR (4) REPLACEMENT HEATERS FOR GARAGE. FOUR (4) REPLACEMENT WINDOWS FOR WILD CREEK CHEMICAL PRETREATMENT BUILDING. |

BUREAU DETAIL

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

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

Division Description:

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

Goals and Objectives:

- Completion of cross-training so all employees are able to pass an IDOC (Initial Demonstration of Capability) which will allow them to perform compliance testing.
- Complete Phase I of Partnership for Distribution System Optimization.

Prior Year Achievements:

- Implemented cross-training of all Quality Bureau personnel in all three areas (WW Lab, Drinking Water Lab, MIPP).
 - Mailing of the annual Consumer Confidence Report was eliminated and replaced by adding a message on their utility bill directing customers to our website for the report with a savings of \$9,000.
 - Performed a Workplace Organization and Visual Control exercise in the drinking water lab, clearing out all old lab equipment and reorganizing space for better efficiency.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------|-----------------|-----------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Final Budget | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3209 Water Quality Manager | 1 | 1 | 1 | 1 | 1 | 84,661 | 1 | 84,661 | 1 | 87,563 |
| 2714 Microbiologist | 1 | 1 | 1 | 1 | 1 | 66,254 | 1 | 66,254 | 1 | 68,608 |
| 2710 Laboratory Technician | - | - | - | - | 1 | 46,403 | 1 | 46,403 | 1 | 50,278 |
| Total Positions | 2 | 2 | 2 | 2 | 3 | 197,318 | 3 | 197,318 | 3 | 206,449 |
| 3209 50% Allocated to 3004 | | | | | | (42,331) | | (42,331) | | (43,781) |
| 2714 50% Allocated to 3004 | | | | | | (33,127) | | (33,127) | | (34,304) |
| 2710 50% Allocated to 3004 | | | | | | (23,202) | | (23,202) | | (25,139) |
| | | | | | | <u>98,658</u> | | <u>98,658</u> | | <u>103,225</u> |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 53,596 | 39,353 | 69,739 | 72,382 | | 97,138 | | 97,138 | | 101,665 |
| 40002 LONGEVITY | 700 | 735 | 1,260 | 1,480 | | 1,520 | | 1,520 | | 1,560 |
| 40004 TEMPORARY HELP | 52,372 | 52,758 | 44,199 | 43,495 | | 15,000 | | 15,000 | | 23,000 |
| Personnel | 106,668 | 92,846 | 115,198 | 117,357 | | 113,658 | | 113,658 | | 126,225 |
| 41014 OPERATING SUPPLIES | 5,005 | 5,734 | 4,719 | 6,636 | | 8,000 | | 6,500 | | 8,000 |
| 41016 UNIFORMS/SAFETY SHOES | - | - | - | 95 | | 130 | | 100 | | 130 |
| 41023 GASOLINE | 780 | 1,128 | 1,084 | 1,112 | | 2,190 | | 1,200 | | 1,920 |
| Materials & Supplies | 5,785 | 6,862 | 5,803 | 7,843 | | 10,320 | | 7,800 | | 10,050 |
| 42047 DEPARTMENT CONTRACTS | 8,471 | 12,711 | 11,716 | 9,687 | | 17,300 | | 13,000 | | 14,700 |
| 42060 OTHER EXPENSES | 10,312 | 9,592 | 10,205 | 6,440 | | 3,600 | | 2,600 | | 4,800 |
| Purchased Services | 18,783 | 22,303 | 21,921 | 16,127 | | 20,900 | | 15,600 | | 19,500 |
| Total | 131,236 | 122,011 | 142,922 | 141,327 | | 144,878 | | 137,058 | | 155,775 |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40004 | 23,000 | TEMPORARY HELP 23,000 - PART-TIME SAMPLER/LAB TECHNICIAN SYSTEM AND COLLECT CHEMICAL AND BACTERIOLOGICAL SAMPLES. ASSIST IN ROUTINE CHEMICAL AND BACTERIOLOGICAL ANALYSES. |
| 41014 | 8,000 | OPERATING SUPPLIES 8,000 - ANALYTICAL CHEMICALS, GLASSWARE, PLASTIC WARE, CRYPTO ANALYSIS KITS, FILTERS, PADS, OFFICE SUPPLIES, BACT ID KITS. CONTINUED REDUCTION IN SPENDING DUE TO CONTINUOUS IMPROVEMENT INITIATIVES. |
| 41016 | 130 | UNIFORMS/SAFETY SHOES 130 - SAFETY SHOES FOR ONE (1) EMPLOYEE |
| 41023 | 1,920 | GASOLINE 1,920 - REGULAR GASOLINE. BASED ON 2014 USAGE AND WEEKLY WATERSHED MONITORING. |
| 42047 | 14,700 | DEPARTMENT CONTRACTS 8,500 - MONITORING FOR SDWA. 1,200 - QA/QC SAMPLES. 750 - PREVENTIVE MAINTENANCE ON LAB EQUIPMENT. 1,750 - LAGOON RESIDUALS AND GROUNDWATER MONITORING. 2,500 - UCMR 3 MONITORING |
| 42060 | 4,800 | OTHER EXPENSES 1,800 - STATE LAB CERTIFICATION FEES. 500 - MEMBERSHIP FEES FOR PAAEL AND AWWA. 500 - TRAVEL EXPENSES/OFFICE SUPPLIES. 2,000 - SAFE PARTNERSHIP ANNUAL FEE. |

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BUREAU DETAIL

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

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

Division Description:

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

Goals and Objectives:

- Install transfer switch gear for use with mobile emergency power generator (Country Squire Estates, Wil-Mar and East Allen Gardens).
- Contract with Utility Services Group to rehabilitate and restore yield to well #2 at Country Squire Estates; permit well #3 with Pa DEP.
- Implement plan to extend Shady Lane system to serve Beatrice Lane customers. Coordinate with PA DEP.
- Continue development of long-range strategic plan to connect East Allen Township customers to City infrastructure.

Prior Year Achievements:

- Performed distribution system flushing on East Allen Gardens, Country Squire Estates, Wil-Mar Manor and Shady Lane well systems.
 - Replaced older/unreliable chlorine dosing pumps (repair parts unavailable) with new reliable, better performing pumps.
 - Replaced/repared (2) faulty pumps (Wil-Mar, Airport Rd Booster Station) and replaced (1) faulty expansion tank (East Allen Gardens) in order to ensure uninterrupted service to our customers.
 - Pump station at Shady Lane is scheduled for replacement by end of 2014.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2010 | 2011 | 2012 | 2013 | 2014 | | 2015 | | | |
|---------------------------------|-------------------------------|--------|--------|---------|------------------------|-----------------------|-----------------|----------|---|----------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Final Budget | | | |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| | - | - | - | - | - | - | - | - | - | - |
| Total Positions | - | - | - | - | - | - | - | - | - | - |
| Account Detail | | | | | | | | | | |
| 41014 OPERATING SUPPLIES | - | - | - | 833 | 1,200 | 850 | 1,200 | | | |
| 41021 CHEMICALS | - | - | - | - | 3,000 | 1,750 | 3,000 | | | |
| 41023 GASOLINE | - | - | - | 123 | 400 | 300 | 400 | | | |
| Materials & Supplies | - | - | - | 956 | 4,600 | 2,900 | 4,600 | | | |
| 42036 COMMUNICATIONS | - | - | - | 190 | 2,000 | 1,300 | 2,000 | | | |
| 42044 ELECTRIC | - | - | - | 4,463 | 11,000 | 11,000 | 15,400 | | | |
| 42047 DEPARTMENT CONTRACTS | - | - | - | 18,945 | 75,278 | 67,500 | 62,125 | | | |
| 42060 OTHER EXPENSES | - | - | - | 78,648 | 80,814 | 75,000 | 145,900 | | | |
| 42064 EQUIPMENT MAINTENANCE | - | - | - | 925 | 17,100 | 8,000 | 20,000 | | | |
| 42091 BOND REDEMPTION | - | - | - | 50,000 | - | - | - | | | |
| Purchased Services | - | - | - | 153,171 | 186,192 | 162,800 | 245,425 | | | |
| Total | | | | | | | | | | |
| EAST ALLEN TOWNSHIP | - | - | - | 154,127 | 190,792 | 165,700 | 250,025 | | | |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 41014 | 1,200 | OPERATING SUPPLIES 1,200 - WELL SYSTEM AND AIRPORT ROAD PUMP STATION SUPPLIES. |
| 41021 | 3,000 | CHEMICALS 3,000 - WELL SYSTEM CHEMICALS. |
| 41023 | 400 | GASOLINE 400 - DIESEL FUEL FOR AIRPORT ROAD PUMP STATION EMERGENCY GENERATOR. |
| 42036 | 2,000 | COMMUNICATIONS 2,000 - PHONE SERVICE/AUTO DIALERS FOR WELL SYSTEMS AND AIRPORT ROAD PUMP STATION. |
| 42044 | 15,400 | ELECTRIC 15,400 - ELECTRIC SERVICE FOR WELL HOUSES AND AIRPORT ROAD PUMP STATION. |
| 42047 | 62,125 | DEPARTMENT CONTRACTS 43,200 - SYSTEM OPERATOR FOR WELL SYSTEMS, RT. 512 SYSTEM AND AIRPORT ROAD PUMP STATION (2014 AND 2015) 855 - GENERATOR SERVICE FOR AIRPORT ROAD PUMP STATION. 7,070 - LAWN MOWING/PLOWING AT FACILITIES AND EMPTY LOT AND SPRING CLEAN UP. 11,000 - LABORATORY TESTING |
| 42060 | 145,900 | OTHER EXPENSES 99,336 - PURCHASED WATER FROM BATH BOROUGH AUTHORITY FOR RT. 512 SYSTEM. 6,564 - QUARTERLY METER CHARGE 40,000 - PERMIT WELL #3 |
| 42064 | 20,000 | EQUIPMENT MAINTENANCE 20,000 - EQUIPMENT MAINTENANCE FOR ALL SYSTEM FACILITIES. |

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BUREAU DETAIL

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

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

Division Description:

This division provides the strategic direction to the combined 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:

- Create a Long Term Infrastructure Improvement Plan for our water system to support application for a Distribution System Improvement Charge (DSIC) through the PUC.
- Finalize a new Inter-Municipal Agreement with Allen Township and Northampton Borough Municipal Authority to provide water service to the Willowbrook Road Area Industrial Development.
- Finalize a new Inter-Municipal Agreement with Lower Nazareth Township to provide water and sanitary sewer service for proposed Greenfield Industrial Park and Lehigh Valley East 2 developments.
- Finalize a new Inter-Municipal Agreement with Upper Saucon Township to resolve conflicts in water service territories.

Prior Year Achievements:

- Prepared the first Water and Sewer Resources 10-year plan which was a crucial element in the debt restructuring plan.
 - Awarded for the sixth 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.
 - Awarded \$1.25 million PennWorks Grant from the PA Department of Community and Economic Development to be used for Wastewater Treatment Plant improvements.
 - Awarded \$10.7 million PennVest loan for continued improvements to the Wastewater Treatment Plant.
 - Implemented a 4.7% water and 15% sewer rate increase.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|--------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------|-----------------|----------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Final Budget | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| N125 | Dir Water/Sewer Resource | 1 | 1 | 1 | 1 | 1 | 93,957 | 1 | 93,957 | 1 | 95,220 |
| 3203 | Water Supply/Treat Sup | 1 | 1 | 1 | 1 | 1 | 84,661 | 1 | 84,661 | 1 | 87,563 |
| 3015 | Commercial Ops Manager | 1 | 1 | 1 | 1 | 1 | 74,989 | 1 | 74,989 | 1 | 74,346 |
| 2807 | Dept Business Manager | 1 | 1 | 1 | 1 | 1 | 58,056 | 1 | 58,056 | 1 | 66,022 |
| Total Positions | | 4 | 4 | 4 | 4 | 4 | 311,663 | 4 | 311,663 | 4 | 323,151 |
| 2831 | 25% Allocated from 0202 | | | | | | 17,179 | | 17,179 | | 17,796 |
| 2799 | 33% Allocated from 0202 | | | | | | 21,520 | | 21,520 | | 22,298 |
| N125 | 50% Allocated to 3001 | | | | | | (46,979) | | (46,979) | | (47,610) |
| 3015 | 50% Allocated to 3001 | | | | | | (37,874) | | (37,874) | | (37,173) |
| 2807 | 50% Allocated to 3001 | | | | | | (29,028) | | (29,028) | | (33,011) |
| | | | | | | | <u>236,481</u> | | <u>236,481</u> | | <u>245,451</u> |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 195,618 | 199,302 | 226,623 | 228,237 | | 233,362 | | 233,362 | | 242,485 |
| 40002 | LONGEVITY | 2,275 | 2,345 | 2,508 | 2,993 | | 3,119 | | 3,119 | | 2,966 |
| Personnel | | 197,893 | 201,647 | 229,131 | 231,230 | | 236,481 | | 236,481 | | 245,451 |
| 41014 | OPERATING SUPPLIES | 4,853 | 10,493 | 8,861 | 7,969 | | 3,670 | | 2,500 | | 2,800 |
| 41016 | UNIFORMS/SAFETY SHOES | - | - | - | - | | 130 | | 110 | | 130 |
| 41023 | GASOLINE | 561 | 901 | 552 | 665 | | 1,015 | | 1,000 | | 1,320 |
| Materials & Supplies | | 5,414 | 11,394 | 9,413 | 8,634 | | 4,815 | | 3,610 | | 4,250 |
| 42032 | TRAINING/CONT. EDUCATION | 3,831 | 5,009 | 4,677 | 12,372 | | 10,000 | | 5,000 | | 15,000 |
| 42036 | COMMUNICATIONS | 3,589 | 10,049 | 4,913 | 5,100 | | 6,500 | | 5,500 | | - |
| 42047 | DEPARTMENT CONTRACTS | 90,825 | 47,684 | 50,786 | 57,141 | | 74,075 | | 60,000 | | 73,650 |
| 42060 | OTHER EXPENSES | 6,338 | 11,380 | 7,360 | 9,036 | | 11,150 | | 8,500 | | 10,700 |
| Purchased Services | | 104,583 | 74,122 | 67,736 | 83,649 | | 101,725 | | 79,000 | | 99,350 |
| Total | ADMINISTRATION | 307,890 | 287,163 | 306,280 | 323,513 | | 343,021 | | 319,091 | | 349,051 |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 41014 | 2,800 | OPERATING SUPPLIES 2,800 - FAX, PRINTER AND OFFICE SUPPLIES |
| 41016 | 130 | UNIFORMS/SAFETY SHOES 130 - SAFETY SHOES FOR ONE (1) EMPLOYEE. |
| 41023 | 1,320 | GASOLINE 1,320 - GASOLINE FOR ONE (1) VEHICLES. |
| 42032 | 15,000 | TRAINING/CONTINUING ED. 15,000 - MEETINGS, SEMINARS, CONFERENCES, TRAINING AIDS. ONLINE, CLASSROOM, CORRESPONDENCE COURSES, EXAMS TOWARD RECEIVING A CERTIFICATION/LICENSE AND TRAVEL EXPENSES INVOLVED FOR ALL WATER FUND DIVISIONS. INITIAL LICENSE/LICENSE RENEWAL FEES AND EXPENSES. |
| 42047 | 73,650 | DEPARTMENT CONTRACTS 10,420 - COPIER LEASE PAYMENT-FOURTH FLOOR, UPDATE CAPITAL VALUE/DEPRECIATION OF WATER SYSTEM. 63,230 - SUNGARD ANNUAL SW MAINTENANCE, T1 LINE, COPIER LEASE PAYMENT-DUPLICATING CENTER. |
| 42060 | 10,700 | OTHER EXPENSES 9,700 - PA CODE UPDATES, MEMBERSHIPS TO VARIOUS TECHNICAL ASSOCIATIONS, PA DEP STORAGE TANK REGISTRATION, CAPACITY AND INDEMNIFICATION FUND, FAX REPAIRS, BOOKS, PERIODICALS, STANDARDS AND VIDEOS, ELEVATOR AND BOILER CERTIFICATION FEES, MISC ITEMS, HIGHWAY OCCUPANCY PERMIT FEES, NEWSPAPER ADS, BASE MAPS, PROFILE SURVEYS. 500 - OPERATOR CERTIFICATION ANNUAL SERVICE FEE. 500 - PA DEP NPDES ANNUAL PERMIT FEE. |

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BUREAU DETAIL

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

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

Division Description:

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

Goals and Objectives:

- Complete Section 3 (8 sections total) of Phase III of the Partnership for Safe Water.
- Robotic cleanout of filter influent flume solids.
- Continue to transition Filtration Plant SCADA expertise to System wide capability.
- Calibration of the clearwell effluent venture meter to improve total system volumetric calculation and comply with the terms of the 2014 PUC rate case settlement.
- Implement maintenance program for Filtration Plant Relief Operators.

Prior Year Achievements:

- Completed Sections 1-2 (8 sections total) of Phase III of the Partnership for Safe Water.
 - SCADA technician continued to cross train on Water Control's SCADA System.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|------------------|-----------|------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | | |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3021 Filtration Operation Sup | 1 | 1 | 1 | 1 | 1 | 76,547 | 1 | 76,547 | 1 | 79,259 |
| 2812 Filtration Maint Sup | 1 | 1 | 1 | 1 | 1 | 69,914 | 1 | 69,914 | 1 | 72,383 |
| M142 Operator III | 6 | 6 | 6 | 6 | 6 | 364,413 | 6 | 364,413 | 7 | 424,064 |
| M132 Electronics Repair Man | 1 | 1 | 1 | 1 | 1 | 58,130 | 1 | 58,130 | 1 | 60,206 |
| M103 Relief Operator I | 6 | 5 | 5 | 5 | 5 | 246,632 | 5 | 246,632 | 4 | 209,808 |
| Total Positions | 15 | 14 | 14 | 14 | 14 | 815,636 | 14 | 815,636 | 14 | 845,720 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 789,470 | 763,946 | 775,673 | 774,692 | | 798,996 | | 798,996 | | 830,120 |
| 40002 LONGEVITY | 11,743 | 12,815 | 15,100 | 16,400 | | 16,640 | | 16,640 | | 15,600 |
| 40003 OVERTIME | 90,535 | 98,725 | 112,244 | 109,411 | | 106,945 | | 100,000 | | 110,680 |
| 40005 HOLIDAY PAY | 34,159 | 33,752 | 35,049 | 33,700 | | 37,925 | | 35,000 | | 39,250 |
| 40006 DIFFERENTIAL PAY | 3,629 | 4,680 | 4,680 | 4,752 | | 5,025 | | 4,800 | | 5,030 |
| 40008 MEAL REIMBURSEMENT | 1,873 | 2,288 | 2,340 | 2,457 | | 2,255 | | 2,100 | | 2,190 |
| Personnel | 931,409 | 916,206 | 945,086 | 941,412 | | 967,786 | | 957,536 | | 1,002,870 |
| 41014 OPERATING SUPPLIES | 12,799 | 8,973 | 17,022 | 14,548 | | 22,170 | | 16,500 | | 21,720 |
| 41016 UNIFORMS/SAFETY SHOES | 1,662 | 2,249 | 2,146 | 2,296 | | 3,180 | | 2,500 | | 3,010 |
| 41021 CHEMICALS | 243,254 | 192,234 | 193,125 | 178,327 | | 238,660 | | 210,000 | | 223,630 |
| 41023 GASOLINE | 2,292 | 3,199 | 3,207 | 2,466 | | 2,965 | | 2,750 | | 2,650 |
| Materials & Supplies | 260,007 | 206,655 | 215,500 | 197,637 | | 266,975 | | 231,750 | | 251,010 |
| 42036 COMMUNICATIONS | - | - | - | - | | 840 | | - | | - |
| 42044 ELECTRIC | 81,140 | 91,524 | 81,251 | 75,597 | | 76,770 | | 76,770 | | 79,310 |
| 42046 HEATING OIL | 46,790 | 91,565 | 69,778 | 86,567 | | 102,000 | | 95,000 | | 109,500 |
| 42047 DEPARTMENT CONTRACTS | 153,199 | 29,242 | 165,087 | 173,759 | | 293,460 | | 225,000 | | 213,620 |
| 42054 RENTALS | - | - | - | - | | 1,275 | | - | | 1,450 |
| 42060 OTHER EXPENSES | 2,470 | 2,954 | 2,662 | 1,304 | | 3,695 | | 2,600 | | 2,750 |
| 42064 EQUIPMENT MAINTENANCE | 30,913 | 17,604 | 32,500 | 30,295 | | 43,505 | | 30,000 | | 45,950 |
| 42065 PLANT MAINTENANCE | 2,238 | 3,784 | - | - | | 100 | | - | | 100 |
| Purchased Services | 316,750 | 236,673 | 351,278 | 367,522 | | 521,645 | | 429,370 | | 452,680 |
| Total | 1,508,166 | 1,359,534 | 1,511,864 | 1,506,571 | | 1,756,406 | | 1,618,656 | | 1,706,560 |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| 40003 | 110,680 | OVERTIME 110,680 - TO PROVIDE COVERAGE FOR SICK, VACATION, OTHER LEAVES, PERSONAL HOLIDAYS, AND STANDBY. |
| 40005 | 39,250 | HOLIDAY PAY 39,250 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS. |
| 40006 | 5,030 | DIFFERENTIAL PAY 5,030 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION AGREEMENT. |
| 40008 | 2,190 | MEAL REIMBURSEMENT 2,190 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT. |
| 41014 | 21,720 | OPERATING SUPPLIES 21,720 - LABORATORY SUPPLIES, OFFICE SUPPLIES, ELECTRODES AND PROBES, CO-2 FOR CHLORINE ANALYZERS, MAINTENANCE SUPPLIES, MISC GREASE, OIL, ETC., SMALL TOOLS, RADIO BATTERIES, CIRCULAR CHARTS, SENSORS, ROCK SALT, RAGS, AND MISCELLANEOUS ITEMS. |
| 41016 | 3,010 | UNIFORMS/SAFETY SHOES 3,010 - T-SHIRTS, SWEATSHIRTS, AND SAFETY SHOES PER CONTRACT. |
| 41021 | 223,630 | CHEMICALS 223,630 - GASEOUS CHLORINE, BULK LIQUID ORTHOPHOSPHATE, SODIUM BISULFITE, BULK HYDRATED LIME, BULK LIQUID HYDROFLUOSILICIC ACID, BULK LIQUID ALUM, POLYMER; SLUDGE CONDITIONING, BULK LIQUID CAUSTIC SODA, SODIUM HYPOCHLORITE SOLUTION. |
| 41023 | 2,650 | GASOLINE 2,650 - GASOLINE AND DIESEL FUEL FOR TWO (2) TRUCKS AND EQUIPMENT. |
| 42044 | 79,310 | ELECTRIC 79,310 - ELECTRIC SERVICE FOR CARBON BUILDING, FILTRATION PLANT, GARAGE, RECYCLING CHAMBER, METER CHAMBER AND GROUNDS LIGHTING. |
| 42046 | 109,500 | HEATING OIL 109,500 - HEATING OIL FOR FILTRATION PLANT, GARAGE AND EMERGENCY GENERATOR. |
| 42047 | 213,620 | DEPARTMENT CONTRACTS 68,580 - SERVICE CONTRACTS ON HVAC EQUIPMENT, CHLORINATION EQUIPMENT, FIRE ALARM/SECURITY SYSTEM, EMERGENCY GENERATOR, DEIONIZATION SYSTEM, ELECTRICAL EQUIPMENT, SCADA SW/HW MAINTENANCE, SCADA PROPRIETARY SW UPDATES, CHLORINE CRANES, TRANSFER SWITCH, UPS/BATTERIES, EMPTY SPILL |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| | | CONTAINMENT TANK, BOILER TREATMENT, MAINTENANCE FOR TWO (2) GAS DETECTORS, FILTER EFFLUENT VALVE/UPS/BATTERIES, FAX REPAIRS, XEROX MAINTENANCE, RESPIRATORY TESTS, ANNUAL EXPENSES, SEMI-ANNUAL ELEVATOR INSPECTION/MAINTENANCE. |
| | 19,560 | - FLUME CLEANING. |
| | 1,600 | - NPDES PERMIT RENEWAL APPLICATION - BALANCE OF 2013 CONTRACT. |
| | 118,870 | - REMOVAL, TRANSPORTATION AND PROCESSING OF LAGOON RESIDUALS (2014 RETAINAGE AND 2015 CONTRACT). |
| | 5,010 | - VENTURI/TRANSMITTER CALIBRATION. |
| 42054 | 1,450 | RENTALS |
| | 540 | - CLEANING OF SEPTIC TANK. |
| | 910 | - GENERATOR RENTAL FOR FLUME CLEANING. |
| 42060 | 2,750 | OTHER EXPENSES |
| | 2,750 | - GARBAGE COLLECTION FEE, WATER OPERATOR CERTIFICATION FEE, CDL REIMBURSEMENTS, MISC ITEMS, BOAT LICENSE, PAGERS, MISCELLANEOUS LANDSCAPING TO REPLACE DEAD TREES AND SHRUBS. |
| 42064 | 45,950 | EQUIPMENT MAINTENANCE |
| | 45,950 | - REPAIR PARTS FOR PUMPS, FLOCCULATORS, CHEMICAL FEEDERS AND OTHER EQUIPMENT, UNFORESEEN REPAIRS, MAINTENANCE OF PICKUP TRUCKS, REPAIR, REPLACE AND TESTING OF MOTORS, SCADA AND UPS MAINTENANCE, COMPRESSOR MAINTENANCE, EMERGENCY GENERATOR REPAIR PARTS/LABOR. |
| 42065 | 100 | PLANT MAINTENANCE |
| | 100 | - JANITORIAL SUPPLIES. |

BUREAU DETAIL

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

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

Division Description:

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

Goals and Objectives:

- Review hydrant adapter process to identify and implement process changes in order to increase revenue and decrease disturbances to the water distribution system.
 - Introduce online bill pay and paperless bill pay to better serve customer's needs and further reduce mailing costs.
 - Modernize the department's back-flow and cross connection prevention program to improve monitoring and compliance.
-

Prior Year Achievements:

- Completed implementation of City-wide printing and mailing initiative. Delinquent bills and shut-off notices were outsourced to Level One during 2014.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Budget w/ Transfers | 2014 Actual & Estimated | 2015 Final Budget |
|---------------------------------|------------------------|-------------------------------|----------------|----------------|----------------|--------------------------------|-------------------------------|-------------------------|
| Personnel Detail | | Number of Permanent Positions | | | | # Salaries | # Salaries | # Salaries |
| 2301 | Customer Service Supvr | 1 | 1 | 1 | 1 | 1 54,897 | 1 54,897 | 1 56,848 |
| C061 | Customer Service Rep | 3 | 3 | 3 | 3 | 2 82,270 | 2 82,270 | 2 86,902 |
| Total Positions | | 4 | 4 | 4 | 4 | 3 137,167 | 3 137,167 | 3 143,750 |
| 2301 | 50% Allocated to 3001 | | | | | (27,448) | (27,448) | (28,424) |
| C061 | 50% Allocated to 3001 | | | | | (40,451) | (40,451) | (43,450) |
| | | | | | | 69,268 | 69,268 | 71,876 |
| Account Detail | | | | | | | | |
| 40001 | SALARIES | 75,498 | 81,328 | 84,865 | 79,944 | 68,148 | 68,148 | 70,636 |
| 40002 | LONGEVITY | 840 | 975 | 1,120 | 1,320 | 1,120 | 1,120 | 1,240 |
| 40003 | OVERTIME | 42 | 16 | - | - | 450 | 250 | 450 |
| Personnel | | 76,380 | 82,319 | 85,985 | 81,264 | 69,718 | 69,518 | 72,326 |
| 41014 | OPERATING SUPPLIES | - | - | - | - | - | - | 500 |
| Materials & Supplies | | - | - | - | - | - | - | 500 |
| 42036 | COMMUNICATIONS | - | - | - | - | - | - | 6,500 |
| Purchased Services | | - | - | - | - | - | - | 6,500 |
| Total | UTILITY BILLING | 76,380 | 82,319 | 85,985 | 81,264 | 69,718 | 69,518 | 79,326 |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 40003 | 450 | OVERTIME 450 - TO PROCESS SHERIFF SALES, LIENS AND OTHER MISCELLANEOUS WORK. |
| 41014 | 500 | OPERATING SUPPLIES 500 - OFFICE SUPPLIES |
| 42036 | 6,500 | COMMUNICATIONS 6,500 - RAPID RESPONSE SYSTEM WATER CUSTOMER EMERGENCY TELEPHONE CALLS (WHICH IS A REGULATORY MANDATE) AND DELINQUENT NOTIFICATIONS. |

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BUREAU DETAIL

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

Department: Public Works

No: 0050

Division Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Improved water availability to deficient areas in the distribution system.
 - Reduced leakage/breakage in the system by replacement of older lines.
 - Monitored and updated all water records. Updated and calibrated water system computer model.
 - Performed numerous water capital engineering projects such as the Weil Street Pump Station installation and the 5 MG SE Storage Tank modifications.
 - Developed and implemented a hydrant flushing program.
 - Provided plan review and inspection for numerous projects including RT 412, Majestic, and Liberty Property Trust (CCB).
 - Reviewed and processed permits for connection to our water system and provided water available letters.
 - Used the water system model to predict system response to proposed changes and events (main extensions, valve opening/closing, tank draining, flushing activities, etc.).
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Budget w/ Transfers | | 2014 Actual & Estimated | | 2015 Final Budget | |
|---------------------------|--------------------------|-------------------------------|----------------|----------------|----------------|--------------------------------|----------------|-------------------------------|----------------|-------------------------|----------------|
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 2908 | Section Engineer | 1 | 1 | 1 | - | - | - | - | - | - | - |
| 2504 | Design Assistant | 1 | 1 | 1 | 1 | 1 | 60,489 | 1 | 60,489 | 1 | 62,629 |
| 2402 | Engineering Aide | 1 | 1 | 1 | 1 | 1 | 56,303 | 1 | 56,303 | 1 | 58,345 |
| Total Positions | | 3 | 3 | 3 | 2 | 2 | 116,792 | 2 | 116,792 | 2 | 120,974 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 168,621 | 171,960 | 145,457 | 95,330 | | 114,952 | | 114,952 | | 118,974 |
| 40002 | LONGEVITY | 2,660 | 2,730 | 2,870 | 1,680 | | 1,840 | | 1,840 | | 2,000 |
| 40003 | OVERTIME | 1,978 | 4,181 | 5,253 | 11,394 | | 5,000 | | 4,500 | | 5,000 |
| Personnel | | 173,259 | 178,871 | 153,580 | 108,404 | | 121,792 | | 121,292 | | 125,974 |
| 42055 | PROFESSIONAL SERVICES | - | - | - | 51,327 | | 95,800 | | 85,000 | | 64,000 |
| Purchased Services | | - | - | - | 51,327 | | 95,800 | | 85,000 | | 64,000 |
| Total | WATER ENGINEERING | 173,259 | 178,871 | 153,580 | 159,731 | | 217,592 | | 206,292 | | 189,974 |

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

2015 BUDGET REQUEST JUSTIFICATION

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

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BUREAU DETAIL

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

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

Division Description:

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

Goals and Objectives:

- Convert Fire Pump Station operation from manual to full time automatic SCADA control mode.
- Audit and update all Water Control Room SOPs as required.
- Upgrade SCADA monitoring controls for the 5th and William Street Pump Station.

Prior Year Achievements:

- Determined new alarm set points for Water Control SCADA System to minimize meaningless alarms.
 - Tested Fire Pump Station in full automatic SCADA control mode which was fully functional.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Budget w/ Transfers | | 2014 Actual & Estimated | | 2015 Final Budget | |
|---------------------------------|--------------------------------------|----------------|----------------|----------------|--------------------------------|----------------|-------------------------------|----------------|-------------------------|----------------|
| | | | | | # | Salaries | # | Salaries | # | Salaries |
| | Number of Permanent Positions | | | | | | | | | |
| 3014 Water Dist/Control Sup | 1 | 1 | 1 | 1 | 1 | 76,947 | 1 | 76,947 | 1 | 79,579 |
| M141 Utility Maint Mechanic II | 1 | 1 | 1 | 1 | - | - | - | - | - | - |
| M123 Utility Maint Mechanic I | 3 | 2 | 2 | 2 | - | - | - | - | - | - |
| M115 Control Oper Permit Off | 1 | 1 | 1 | 1 | 1 | 52,970 | 1 | 52,970 | 1 | 54,880 |
| M105 Water Dist Cont Oper | 4 | 4 | 4 | 4 | 4 | 203,779 | 4 | 203,779 | 4 | 211,088 |
| Total Positions | 10 | 9 | 9 | 9 | 6 | 333,696 | 6 | 333,696 | 6 | 345,547 |
| 3014 10% Allocated to 3002 | | | | | | (7,695) | | (7,695) | | (7,958) |
| M115 10% Allocated to 3002 | | | | | | (5,297) | | (5,297) | | (5,488) |
| M105 10% Allocated to 3002 | | | | | | (20,376) | | (20,376) | | (21,108) |
| | | | | | | <u>300,328</u> | | <u>300,328</u> | | <u>310,993</u> |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 463,356 | 430,141 | 433,371 | 434,116 | | 294,856 | | 294,856 | | 305,161 |
| 40002 LONGEVITY | 11,655 | 7,056 | 9,378 | 9,288 | | 5,472 | | 5,472 | | 5,832 |
| 40003 OVERTIME | 78,336 | 81,175 | 54,313 | 63,714 | | 51,925 | | 40,000 | | 49,390 |
| 40005 HOLIDAY PAY | 12,018 | 11,498 | 12,194 | 12,247 | | 14,290 | | 13,000 | | 15,070 |
| 40006 DIFFERENTIAL PAY | 1,803 | 2,417 | 2,181 | 2,247 | | 2,515 | | 2,300 | | 2,520 |
| 40008 MEAL REIMBURSEMENT | 1,977 | 1,708 | 948 | 1,405 | | 1,315 | | 1,000 | | 960 |
| Personnel | <u>569,145</u> | <u>533,995</u> | <u>512,385</u> | <u>523,017</u> | | <u>370,373</u> | | <u>356,628</u> | | <u>378,933</u> |
| 41014 OPERATING SUPPLIES | 5,972 | 7,504 | 6,621 | 5,946 | | 1,965 | | 1,000 | | 1,000 |
| 41016 UNIFORMS/SAFETY SHOES | 823 | 1,434 | 1,237 | 1,131 | | 1,345 | | 1,000 | | 1,020 |
| 41021 CHEMICALS | - | 366 | - | - | | - | | - | | - |
| 41023 GASOLINE | 7,169 | 9,460 | 10,628 | 7,589 | | 1,569 | | 1,500 | | 740 |
| Materials & Supplies | <u>13,964</u> | <u>18,764</u> | <u>18,486</u> | <u>14,666</u> | | <u>4,879</u> | | <u>3,500</u> | | <u>2,760</u> |
| 42036 COMMUNICATIONS | 1,153 | 1,173 | 976 | 2,336 | | 6,000 | | 4,000 | | 6,000 |
| 42044 ELECTRIC | 149,389 | 162,025 | 132,076 | 142,273 | | - | | - | | - |
| 42045 GAS | 77 | 87 | 87 | 121 | | - | | - | | - |
| 42047 DEPARTMENT CONTRACTS | 49,959 | 17,937 | 61,617 | 32,867 | | 42,785 | | 37,500 | | 46,940 |
| 42054 RENTALS | - | 2,573 | 1,904 | - | | 100 | | - | | 100 |
| 42060 OTHER EXPENSES | 80 | 200 | 513 | 898 | | 1,310 | | 500 | | 790 |
| 42064 EQUIPMENT MAINTENANCE | 10,010 | 6,484 | 3,413 | 12,004 | | 100 | | - | | 2,230 |
| 42065 PLANT MAINTENANCE | 9,939 | 1,375 | - | - | | 100 | | - | | 100 |
| Purchased Services | <u>220,607</u> | <u>191,854</u> | <u>200,586</u> | <u>190,499</u> | | <u>50,395</u> | | <u>42,000</u> | | <u>56,160</u> |
| Total | 803,716 | 744,613 | 731,457 | 728,182 | | 425,647 | | 402,128 | | 437,853 |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40003 | 49,390 | OVERTIME 39,030 - TO PROVIDE COVERAGE FOR SICK, VACATION, PERSONAL DAYS, OTHER LEAVES FOR CONTROL ROOM. 10,360 - STAND BY PAY FOR CONTROL ROOM. |
| 40005 | 15,070 | HOLIDAY PAY 15,070 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS. |
| 40006 | 2,520 | DIFFERENTIAL PAY 2,520 - DIFFERENTIAL PAY PER CONTRACT. |
| 40008 | 960 | MEAL REIMBURSEMENT 960 - MEAL REIMBURSEMENT PER CONTRACT. |
| 41014 | 1,000 | OPERATING SUPPLIES 1,000 - COMPUTER, OFFICE AND MISCELLANEOUS SUPPLIES, |
| 41016 | 1,020 | UNIFORMS/SAFETY SHOES 1,020 - TO PURCHASE SAFETY SHOES AND UNIFORMS PER CONTRACT. |
| 41023 | 740 | GASOLINE 740 - REGULAR FUEL FOR CONTROL ROOM VEHICLE. |
| 42036 | 6,000 | COMMUNICATIONS 6,000 - TWO (2) TI LINE CIRCUITS FOR SCADA SYSTEM. |
| 42047 | 46,940 | DEPARTMENT CONTRACTS 46,940 - CONTRACTS FOR ONE CALL, COPIER RENTAL, SW/HW/RTU MAINTENANCE CONTRACT ON SCADA SYSTEM, FAX MACHINE MAINTENANCE, FLOORMAT CONTRACT, PROPRIETARY SW UPDATES ON SCADA SYSTEM |
| 42054 | 100 | RENTALS 100 - RENTAL OF EQUIPMENT NOT IN CITY INVENTORY FOR EMERGENCY AND MAINTENANCE PURPOSES. |
| 42060 | 790 | OTHER EXPENSES 790 - OTHER MISCELLANEOUS ITEMS, CDL REIMBURSEMENTS, MAPS. |
| 42064 | 2,230 | EQUIPMENT MAINTENANCE 2,230 - REPLACEMENT PARTS FOR FAX MACHINE AND OTHER MISCELLANEOUS EQUIPMENT, SCADA MODEMS, SCADA UPS BATTERY PACKS. |
| 42065 | 100 | PLANT MAINTENANCE 100 - JANITORIAL SUPPLIES. |

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BUREAU DETAIL

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

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

Division Description:

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

Goals and Objectives:

- The Utility Maintenance Bureau will pilot COMMUNITY + Work Order program to provide accountability through accurate record keeping (time, personnel/equipment costs, inventory control).
- Location and replacement of 17 air release valves and 6 air/vacuum valves with modifications along the raw water transmission mains from Blue Mountain to Water Treatment Plant. This will allow for pressure monitoring and sample collection. This will conclude our efforts on the raw water transmission mains.
- Installation of additional pressure points in the water distribution system
- Replace (3) older/unreliable chlorine analyzers within the water distribution system to maintain Pa DEP regulatory compliance (Howertown, Pa Ave pressure reducing stations)
- Install 16 inch water main road crossings along Rte. 512 in Hanover and East Allen Townships (ahead of Penn DOT roadway restoration project) utilizing in-house personnel to lower overall cost of Rte. 512 main extension project.
- Rebuild (3) pressure reducing valves located in LVIP 3 to ensure proper operation and uninterrupted service for our customers.
- Install new booster pump station on Weil Street in Salisbury Township to improve water service to customers in this area.

Prior Year Achievements:

- Valve Exercising Program: Exercised and ensured that 1,500+ water distribution system valves are operational and valve attributes are recorded in the City's G.I.S. system; (3) valves replaced and (4) valves repaired to date; located and opened (3) closed valves that created unnecessary dead ends in the water system.
 - Established baseline metrics to prioritize infrastructure replacement projects through collaborative efforts of City of Bethlehem personnel and consultant.
 - Installed approx. 800ft of 6 inch water main on Kenmore Ave in order to complete a loop of the system. This provides consistent water quality and redundancy for our customers.
 - Installed (5) new valves in the water distribution system to allow for strategic control during both preventative maintenance and emergency repair activities.
 - Rebuilt Howertown pressure reducing valve to ensure proper operation and uninterrupted service for our customers.
 - Confident use of computer technology by personnel – trained lower level personnel and elevated knowledge base to level of crew leaders.
 - Install water line to new Esperanza Garden along Southside of Bethlehem Greenway.
 - Restored operation of 5MG storage tank to support customer base in the Majestic development and surrounding area.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|----------------------------|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|------------------|-----------------------|------------------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Actual & Estimated | Final Budget |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3204 | Water Superintendent | 1 | 1 | 1 | 1 | 1 | 84,421 | 1 | 84,421 | 1 | 87,403 |
| 3014 | Utility Maint Supervisor | 1 | 1 | 1 | 1 | 2 | 140,859 | 2 | 140,859 | 2 | 152,152 |
| 2402 | Foreman | 1 | 1 | 1 | 1 | - | - | - | - | - | - |
| M141 | Utility Maint Mechanic II | - | - | - | - | 1 | 61,269 | 1 | 61,269 | 1 | 62,427 |
| M123 | Utility Maint Mechanic I | - | - | - | - | 2 | 112,512 | 2 | 112,512 | 2 | 116,340 |
| M11E | Maint Worker III O&E | 1 | 1 | 1 | - | - | - | - | - | - | - |
| M114 | Maintenance Worker III | 10 | 10 | 10 | 11 | 11 | 586,026 | 11 | 586,026 | 11 | 604,640 |
| M092 | Maintenance Worker II | 10 | 10 | 10 | 10 | 10 | 453,575 | 10 | 453,575 | 10 | 475,847 |
| M072 | Maintenance Worker I | 1 | - | - | - | - | - | - | - | - | - |
| Total Positions | | 25 | 24 | 24 | 24 | 27 | 1,438,662 | 27 | 1,438,662 | 27 | 1,498,809 |
| 3204 | 50% Allocated to 3002 | | | | | | (42,210) | | (42,210) | | (43,702) |
| 3014 | 50% Allocated to 3002 | | | | | | (70,430) | | (70,430) | | (76,076) |
| M141 | 50% Allocated to 3002 | | | | | | (30,635) | | (30,635) | | (31,213) |
| M123 | 50% Allocated to 3002 | | | | | | (56,256) | | (56,256) | | (58,170) |
| M114 | 50% Allocated to 3002 | | | | | | (293,013) | | (293,013) | | (302,320) |
| M092 | 50% Allocated to 3002 | | | | | | (226,788) | | (226,788) | | (237,924) |
| 3019 | 50% Allocated from 3002 | | | | | | 31,956 | | 31,956 | | 33,044 |
| M123 | 50% Allocated from 3002 | | | | | | 25,222 | | 25,222 | | 28,925 |
| M114 | 50% Allocated from 3002 | | | | | | 79,414 | | 79,414 | | 82,280 |
| M092 | 50% Allocated from 3002 | | | | | | 48,827 | | 48,827 | | 65,372 |
| M072 | 50% Allocated from 3002 | | | | | | 15,278 | | 15,278 | | - |
| | | | | | | | 920,027 | | 920,027 | | 959,025 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 1,124,778 | 1,094,827 | 1,099,066 | 1,181,270 | | 905,467 | | 905,467 | | 939,985 |
| 40002 | LONGEVITY | 15,890 | 14,965 | 14,635 | 16,480 | | 14,560 | | 14,560 | | 19,040 |
| 40003 | OVERTIME | 151,445 | 131,880 | 102,523 | 85,922 | | 99,949 | | 99,949 | | 100,000 |
| 40004 | TEMPORARY HELP | - | - | - | - | | 13,534 | | 8,500 | | - |
| 40006 | DIFFERENTIAL PAY | 2,070 | 1,807 | 2,146 | 1,328 | | 1,675 | | 1,550 | | 1,675 |
| 40008 | MEAL REIMBURSEMENT | 3,646 | 4,063 | 3,276 | 2,132 | | 3,350 | | 3,350 | | 3,350 |
| Personnel | | 1,297,829 | 1,247,542 | 1,221,646 | 1,287,132 | | 1,038,535 | | 1,033,376 | | 1,064,050 |
| 41014 | OPERATING SUPPLIES | 9,806 | 10,485 | 11,376 | 16,376 | | 22,440 | | 17,500 | | 23,600 |
| 41016 | UNIFORMS/SAFETY SHOES | 2,792 | 4,158 | 3,989 | 4,238 | | 4,470 | | 4,400 | | 3,900 |
| 41021 | CHEMICALS | - | 731 | - | - | | 2,958 | | 1,500 | | 3,000 |
| 41023 | GASOLINE | 46,795 | 66,874 | 66,626 | 60,177 | | 84,994 | | 70,000 | | 84,000 |
| Materials & Supplies | | 59,393 | 82,248 | 81,991 | 80,791 | | 114,862 | | 93,400 | | 114,500 |
| 42031 | UNIFORM RENTAL | - | - | - | - | | 3,232 | | 1,000 | | 3,250 |
| 42044 | ELECTRIC | - | - | - | - | | 141,291 | | 120,000 | | 150,000 |
| 42045 | GAS | - | - | - | - | | 160 | | 125 | | 40 |
| 42047 | DEPARTMENT CONTRACTS | - | 3,274 | - | - | | 24,416 | | 20,000 | | 34,921 |
| 42054 | RENTALS | 14 | - | - | - | | 10,103 | | 6,500 | | 8,330 |
| 42060 | OTHER EXPENSES | 1,692 | 1,648 | 1,399 | 2,475 | | 2,061 | | 1,900 | | 2,450 |
| 42064 | EQUIPMENT MAINTENANCE | 9,968 | 2,787 | 8,010 | 3,295 | | 12,835 | | 10,000 | | 18,000 |
| 42065 | PLANT MAINTENANCE | - | - | - | - | | 4,400 | | 750 | | 5,500 |
| Purchased Services | | 11,674 | 7,709 | 9,409 | 5,770 | | 198,498 | | 160,275 | | 222,491 |
| Total | UTILITY MAINTENANCE | 1,368,896 | 1,337,499 | 1,313,046 | 1,373,693 | | 1,351,895 | | 1,287,051 | | 1,401,041 |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 40003 | 100,000 | OVERTIME 100,000 - PROVIDES FUNDS FOR EMERGENCY CALL-OUTS ON SATURDAYS, SUNDAYS, HOLIDAYS PLUS HOURS WHICH ARE NOT PART OF THE SCHEDULED WORK WEEK. INCLUDES STANDBY TIME PAYMENTS. BASED ON PROJECTED OVERTIME AND HISTORY. |
| 40006 | 1,675 | DIFFERENTIAL PAY 1,675 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT FOR THE MIDDLE SHIFT. |
| 40008 | 3,350 | MEAL REIMBURSEMENT 3,350 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT. |
| 41014 | 23,600 | OPERATING SUPPLIES 23,600 - DAILY OPERATING SUPPLIES USED IN CONJUNCTION WITH THE EMERGENCY RESPONSE/CONSTRUCTION, PLANNED MAINTENANCE AND TECHNICAL ACTIVITIES. ITEMS INCLUDING BUT NOT LIMITED TO TOOLS, CONCRETE, BRICK AND MASONRY SUPPLIES, FASTENERS, MARKING PAINT, MANHOLE RISERS, CASTINGS, INDUSTRIAL GASES, OFFICE SUPPLIES, ETC. ALSO INCLUDES CL2 ANALYZER REAGENT SETS, SURGE SUPPRESSORS, PORTABLE HEATERS, SUMPS PUMPS, RAGS AND TWO NEW (2) PUSH MOWERS. |
| 41016 | 3,900 | UNIFORMS/SAFETY SHOES 3,900 - SAFETY SHOES, UNIFORMS, COVERALLS, T-SHIRTS AND SWEATSHIRTS FOR ALL BUREAU EMPLOYEES. |
| 41021 | 3,000 | CHEMICALS 3,000 - DECHLOR TABS, CALCIUM HYPOCHLORITE AND SODIUM HYPOCHLORITE |
| 41023 | 84,000 | GASOLINE 84,000 - REGULAR GASOLINE AND DIESEL FUEL. |
| 42031 | 3,250 | UNIFORM RENTAL 3,250 - UNIFORM RENTAL. |
| 42044 | 150,000 | ELECTRIC 150,000 - ELECTRIC USAGE AT PUMPING STATIONS, STORAGE TANKS AND SCADA SYSTEM LOCATIONS. |
| 42045 | 40 | GAS 40 - NATURAL GAS FOR EMERGENCY GENERATOR AT 5TH AND WILLIAM PUMP STATION. |
| 42047 | 34,921 | DEPARTMENT CONTRACTS 14,880 - LANDFILL DUMPING FEES 720 - ASPHALT/CONCRETE EXCAVATION WASTE 6,229 - VEGETATION CONTROL 1,892 - INFRAED INSPECTION - MCC'S, PANEL AND TRANSFORMER AT SOUTHSIDE PUMP STATION |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| | | 1,875 - PREVENTIVE MAINTENANCE ON ELECTRICAL EQUIPMENT AT SOUTHSIDE PUMP STATION |
| | | 825 - GAS DETECTOR CALIBRATIONS (2) AND SENSOR REPLACEMENT |
| | | 7,000 - EMERSON ONSITE SERVICES - 5 DAYS FOR EMERGENCIES |
| | | 1,500 - IWATER ANNUAL SOFTWARE SUPPORT |
| 42054 | 8,330 | RENTALS |
| | | 500 - RENTAL EQUIPMENT AS REQUIRED BY BUREAU |
| | | 2,330 - RENTAL OF LIFT TO REPAIR RUST SPOTS ON WATER STORAGE TANKS |
| | | 5,500 - RENTAL OF EXCAVATOR TO LAY MAIN IN EAT (TRANSMISSION AT EAST ALLEN GARDENS) |
| 42060 | 2,450 | OTHER EXPENSES |
| | | 1,207 - NORFOLK SOUTHERN ANNUAL LEASE AGREEMENTS |
| | | 200 - PA DEP WASTE HAULING LICENSES |
| | | 683 - BOOKS, MAPS, PETTY CASH, CDL REIMBURSEMENTS, BUSINESS CARDS ETC. |
| | | 360 - FIRE EXTINGUISHERS |
| 42064 | 18,000 | EQUIPMENT MAINTENANCE |
| | | 18,000 - MISCELLANEOUS EQUIPMENT REPAIRS, PARTS, LABOR AND TECHNICAL SUPPORT. |
| 42065 | 5,500 | PLANT MAINTENANCE |
| | | 5,500 - MAINTENANCE OF PHYSICAL BUILDINGS, PURCHASE PRE- FABRICATED CONCRETE BLOCKS TO BUILD STORAGE BINS TO STOCK EXCAVATION MATERIALS AT DIFFERENT LOCATIONS, |

BUREAU DETAIL

Bureau: Utility Maintenance
Division: Meter Shop

No: 2002
No: 20023

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

Division Description:

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

Goals and Objectives:

- Develop project plan and financial evaluation for implementation of Radio Read meter reading technology.
 - Continue large meter replacement program as well as replacement of aged meters not currently read by T-pads in order to increase revenue and accuracy of meter readings.
-

Prior Year Achievements:

- Identified, coordinated and inspected the replacement of seventeen (17) aged water meters identified by the large meter replacement program in order to increase revenue and accuracy of meter readings.
 - Identified, coordinated and started implementation of the small meter replacement program with the focus on aged meters without T-pad technology.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|-----------------------|-------------------------------|---------|---------|---------|------------------------|-----------------------|-----------------------|-----------------------|-----------------|-----------------|
| | | 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 |
| 2505 | Meter Supervisor | 1 | 1 | 1 | 1 | 1 | 49,250 | 1 | 49,250 | 1 | 51,028 |
| M102 | Meter Repairman | 3 | 3 | 3 | 3 | 2 | 104,329 | 2 | 104,329 | 2 | 107,104 |
| M081 | Meter Reader | 5 | 4 | 4 | 4 | 4 | 194,040 | 4 | 194,040 | 4 | 199,006 |
| Total Positions | | 9 | 8 | 8 | 8 | 7 | 347,619 | 7 | 347,619 | 7 | 357,138 |
| 2505 | 5% Allocated to 3002 | | | | | | (2,463) | | (2,463) | | (2,551) |
| M102 | 5% Allocated to 3002 | | | | | | (5,180) | | (5,180) | | (5,356) |
| M081 | 5% Allocated to 3002 | | | | | | (9,692) | | (9,692) | | (9,950) |
| | | | | | | | 330,284 | | 330,284 | | 339,281 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 393,774 | 360,852 | 368,744 | 363,476 | | 321,724 | | 321,724 | | 331,073 |
| 40002 | LONGEVITY | 10,640 | 9,054 | 9,890 | 10,336 | | 8,560 | | 8,560 | | 8,208 |
| 40003 | OVERTIME | 10,801 | 12,043 | 10,413 | 10,090 | | 13,550 | | 13,550 | | 12,000 |
| 40006 | DIFFERENTIAL PAY | 17 | 16 | 4 | 10 | | 100 | | 50 | | 100 |
| 40008 | MEAL REIMBURSEMENT | 29 | 25 | 12 | 25 | | 100 | | 75 | | 100 |
| Personnel | | 415,261 | 381,990 | 389,063 | 383,937 | | 344,034 | | 343,959 | | 351,481 |
| 41014 | OPERATING SUPPLIES | 2,897 | 362 | 1,851 | 5,506 | | 1,800 | | 500 | | 3,500 |
| 41016 | UNIFORMS/SAFETY SHOES | 1,075 | 1,367 | 1,422 | 1,570 | | 1,810 | | 1,400 | | 1,400 |
| 41023 | GASOLINE | 10,036 | 14,361 | 13,563 | 12,453 | | 14,000 | | 13,500 | | 14,000 |
| Materials & Supplies | | 14,008 | 16,090 | 16,836 | 19,529 | | 17,610 | | 15,400 | | 18,900 |
| 42047 | DEPARTMENT CONTRACTS | 7,811 | 7,382 | 6,823 | 10,602 | | 10,000 | | 8,650 | | 10,500 |
| 42060 | OTHER EXPENSES | 55 | 28 | 873 | 54 | | 590 | | 750 | | 1,000 |
| Purchased Services | | 7,866 | 7,410 | 7,696 | 10,656 | | 10,590 | | 9,400 | | 11,500 |
| Total | METER SHOP | 437,135 | 405,490 | 413,595 | 414,122 | | 372,234 | | 368,759 | | 381,881 |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 40003 | 12,000 | OVERTIME 12,000 - STAND-BY PAY FOR METER REPAIRMEN AND OVERTIME FOR LEAKING, FROZEN OR BLOCKED METERS. |
| 40006 | 100 | DIFFERENTIAL PAY 100 - TO PROVIDE FOR SHIFT DIFFERENTIAL PER THE UNION CONTRACT. |
| 40008 | 100 | MEAL REIMBURSEMENT 100 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT. |
| 41014 | 3,500 | OPERATING SUPPLIES 3,500 - SMALL METER PARTS, COMPRESSION FITTINGS, COUPLINGS, MISC. (PAINT, GREASE, ETC.), REPLACEMENT OF SMALL TOOLS, AND OFFICE SUPPLIES. |
| 41016 | 1,400 | UNIFORMS/SAFETY SHOES 1,400 - T-SHIRTS, SWEATSHIRTS, SAFETY SHOES, RAIN GEAR, RUBBER BOOTS, SLIP-ON SHOE COVERS SEVEN (7) EMPLOYEES. |
| 41023 | 14,000 | GASOLINE 14,000 - GASOLINE |
| 42047 | 10,500 | DEPARTMENT CONTRACTS 10,500 - TOUCHREAD SOFTWARE MAINTENANCE PROGRAM, MAINTENANCE OF ONE (1) GAS DETECTOR, REPAIR TOUCH GUNS, BULK METER CALIBRATIONS, CALIBRATIONS OF SHOP TEST TANKS, TEST FIVE (5) METERS OF HIGH CONSUMPTION CUSTOMERS AND OTHER MISCELLANEOUS REPAIRS. |
| 42060 | 1,000 | OTHER EXPENSES 1,000 - CDL REIMBURSEMENTS, BOOKS, PORTABLE RADIO BATTERIES AND PROFESSIONAL MEMBERSHIPS FEES. |

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BUREAU DETAIL

Bureau: General Expenses **No:** 2006

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

Bureau Description:

This bureau provides for the payment of general expenditures not allocated to bureau programs such as the Water Fund's share of the Minimum Municipal Obligation (MMO) for the O&E and PMRS pension funds, lease rental, debt payments, 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.
 - Fully implement debt restructuring plan into general expense budget. Increase capital appropriation expenditure in accordance with 10-year plan.
-

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

| | 2010 | 2011 | 2012 | 2013 | 2014 | | 2015 | | | |
|-----------------------------------|--------------------------------------|------------|------------|------------|------------------------|-----------------------|-----------------|-----------------|----------|-----------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Final Budget | | | |
| Personnel Detail | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| | - | - | - | - | - | - | - | - | - | - |
| Total Positions | - | - | - | - | - | - | - | - | - | - |
| Account Detail | | | | | | | | | | |
| 41025 POSTAGE | 34,155 | 51,009 | 45,435 | 45,982 | 3,250 | 3,050 | | | | 3,010 |
| Materials & Supplies | 34,155 | 51,009 | 45,435 | 45,982 | 3,250 | 3,050 | | | | 3,010 |
| 42036 COMMUNICATIONS | 7,419 | 8,091 | 9,478 | 10,041 | 11,150 | 10,050 | | | | 11,500 |
| 42048 BANK SERVICE CHARGE | 292 | 151 | 130 | - | 1,000 | 400 | | | | 1,000 |
| 42050 TAXES | 46,453 | 46,453 | 46,453 | 46,453 | 47,020 | 47,020 | | | | 47,020 |
| 42055 PROFESSIONAL SERVICES | 180,410 | 267,009 | 194,658 | 145,667 | 379,285 | 350,000 | | | | 450,070 |
| 42074 PENSIONS-O&E MMO | 150,000 | 150,000 | 150,000 | 249,205 | 249,205 | 249,205 | | | | 249,205 |
| 42074.1 PENSIONS-O&E | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | | | | 300,000 |
| 42075 PENSIONS-PMRS MMO | 547,420 | 547,420 | 547,420 | 735,548 | 629,750 | 629,750 | | | | 629,750 |
| 42077 GENERAL FUND CHARGES | 1,420,000 | 1,001,943 | 1,065,832 | 1,065,832 | 1,065,832 | 1,065,832 | | | | 1,065,832 |
| 420776 COVERAGE RE-PAYMENT | - | - | - | - | - | - | | | | - |
| 42078 BETHLEHEM AUTHORITY OPEXP | 343,190 | 325,021 | 275,139 | 140,000 | 260,000 | 250,000 | | | | 275,000 |
| 420802 CITY INSURANCE PACKAGE | 140,000 | 141,464 | 140,000 | 140,000 | 140,000 | 140,000 | | | | 140,000 |
| 42085 MEDICAL INSURANCE | 1,320,000 | 1,320,000 | 1,595,000 | 1,698,000 | 1,580,500 | 1,580,500 | | | | 1,580,500 |
| 42086 WORKMEN'S COMPENSATION | - | 97,406 | 158,517 | 158,517 | 135,717 | 135,717 | | | | 135,717 |
| 42087 SOCIAL SECURITY | - | 320,651 | 315,602 | 315,602 | 274,400 | 274,400 | | | | 290,000 |
| 42089 TRANSFER TO GENERAL FUND | - | - | - | 39,622 | - | - | | | | - |
| 42090 UNFORESEEN CONTINGENCY | - | 26,745 | - | - | - | - | | | | 775 |
| 42091.1 NOTE PAYABLE | 1,178,250 | 1,231,500 | 1,174,000 | 1,103,579 | 1,358,524 | 1,358,524 | | | | - |
| 42091.2 LOC INTEREST EXPENSE | - | - | 73,709 | 100,836 | 195,000 | 120,000 | | | | - |
| 42093 PENNVEST LOAN | 1,393,767 | 1,393,767 | 1,393,767 | 1,393,767 | 1,393,768 | 1,161,473 | | | | 1,393,768 |
| 42094 LEASE RENTAL | 5,866,452 | 5,763,335 | 6,349,192 | 6,341,371 | 6,446,908 | 6,446,908 | | | | 7,159,378 |
| 42095 2007 G.O. LOAN | 70,681 | 71,076 | 71,397 | 70,615 | 70,856 | 70,856 | | | | 70,995 |
| 42097 CAPITAL APPROPRIATIONS-DSIC | - | - | - | - | - | - | | | | 125,000 |
| 42098 CAPITAL APPROPRIATIONS | - | - | - | - | 100,000 | 50,000 | | | | 385,000 |
| Purchased Services | 12,964,334 | 13,012,032 | 13,860,294 | 14,054,655 | 14,638,915 | 14,240,635 | | | | 14,310,510 |
| Total | WATER GENERAL EXPENSES | 12,998,489 | 13,063,041 | 13,905,729 | 14,100,637 | 14,642,165 | 14,243,685 | | | 14,313,520 |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|-----------|---|
| 41025 | 3,010 | POSTAGE 3,010 - POSTAGE FOR USPS AND UPS. |
| 42036 | 11,500 | COMMUNICATIONS 7,000 - VERIZON PHONES AND PLANS FOR ALL WATER DEPARTMENT BUREAUS. 4,500 - VERIZON AIR CARD WIRELESS CONNECT CHARGES FOR FIELD LAPTOP PCS FOR WATER DEPARTMENT BUREAUS. |
| 42048 | 1,000 | BANK SERVICE CHARGE 1,000 - BANK CHECKS |
| 42050 | 47,020 | TAXES 47,020 - TO MAKE PAYMENTS IN LIEU OF TAXES TO CARBON AND MONROE COUNTIES AND LEHIGH TOWNSHIP. |
| 42055 | 450,070 | PROFESSIONAL SERVICES 338,580 - TO PAY FOR SERVICES NOT AVAILABLE IN CITY WORK FORCE, SUCH AS SPECIALIZED LEGAL FEES, ENGINEERING, RATE INCREASE FILING AND SETTLEMENT FEES, ROAD OPENING PERMITS, PA DEP PERMIT APPLICATION FEES AND RMP UPDATE. 63,500 - PORTION OF LEVEL ONE BILLING AND MAILING CONTRACT. 30,430 - DEPARTMENT OF ADMINISTRATION LEGAL FEES, INDIRECT COST ALLOCATION STUDY, AUDIT, FLEX PLAN ADMINISTRATOR, PENSION ACTUARIAL STUDY (BIANNUAL), QUEST BEHAVIORAL, WEBSITE ADMINISTRATION. 17,560 - RAPID RESPONSE CUSTOMER NOTIFICATION CONTRACT. |
| 42074 | 249,205 | PENSIONS - O & E MMO 249,205 - PART OF MMO CONTRIBUTION REQUIRED BY ACT 205. |
| 42074.1 | 300,000 | PENSIONS - O & E 300,000 - THIS IS THE AMOUNT OF O & E PENSION APPLICABLE TO THE WATER FUND IN ACCORDANCE WITH ACT 205. |
| 42075 | 629,750 | PENSIONS - P.M.R.S. MMO 629,750 - THIS IS THE AMOUNT OF P.M.R.S. PENSION APPLICABLE TO THE WATER FUND IN ACCORDANCE WITH ACT 205 AND DEBT SERVICE. |
| 42077 | 1,065,832 | GENERAL FUND CHARGES 1,065,832 - THESE CHARGES ARE REIMBURSEMENTS TO THE GENERAL FUND FOR EXPENSES PAID INITIALLY BY THE GENERAL FUND BUT WHICH APPLY TO THE WATER FUND. |
| 42078 | 275,000 | BETHLEHEM AUTHORITY OPEXP 275,000 - ESTIMATED ADMINISTRATIVE EXPENSES OF THE BETHLEHEM AUTHORITY. |
| 420802 | 140,000 | CITY INSURANCE PACKAGE 140,000 - BUILDING CONTENTS AND LIABILITY INSURANCE. |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|-----------|--|
| 42085 | 1,580,500 | MEDICAL INSURANCE 1,580,500 - REIMBURSEMENT OF WATER FUND MEDICAL CLAIMS PAID BY GENERAL FUND |
| 42086 | 135,717 | WORKMEN'S COMPENSATION 135,717 - WORKMEN'S COMPENSATION. |
| 42087 | 290,000 | SOCIAL SECURITY 290,000 - SOCIAL SECURITY. |
| 42093 | 1,393,768 | PENNVEST LOAN 1,393,768 - FUNDS REQUIRED TO BE PROVIDED TO THE BETHLEHEM AUTHORITY IN ORDER TO MAKE DEBT SERVICE PAYMENT ON THE PENNVEST NOTE FOR THE RECONSTRUCTION OF THE PENN FOREST DAM (1998 NOTE). |
| 42094 | 7,159,378 | LEASE RENTAL 7,159,378 - FUNDS REQUIRED BY THE LEASE AGREEMENT WITH THE BETHLEHEM AUTHORITY FOR THE 2014 GUARANTEED WATER REVENUE BONDS. |
| 42097 | 125,000 | CAP APPROPRIATION - DSIC 125,000 - DISTRIBUTION SYSTEM IMPROVEMENT CHARGE USED FOR THE UPGRADE OR REPLACEMENT OF AGING INFRASTRUCTURE |
| 42098 | 385,000 | CAPITAL APPROPRIATION 385,000 - CONTRIBUTION TOWARDS WATER CAPITAL PROJECTS. |

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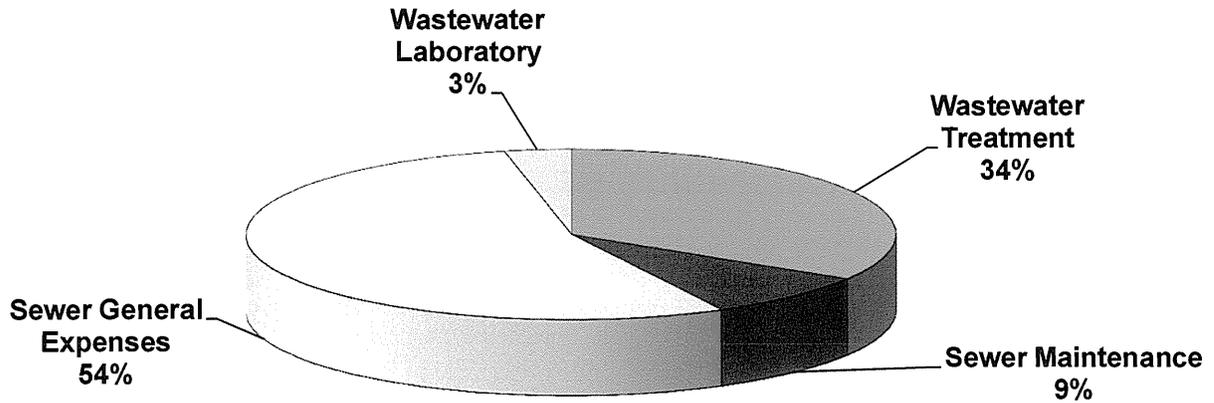
**CITY OF BETHLEHEM
SEWER FUND
FUND ANALYSIS SUMMARY**

| | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Budget w/ Transfers | 2014 Actual & Estimated | 2015 Final Budget |
|---------------------------------------|------------------------|------------------------|------------------------|------------------------|---|--|----------------------------------|
| REVENUES: | | | | | | | |
| Sale of Sewer | | | | | | | |
| 32001 Monthly Meter | 229 | - | - | - | - | - | - |
| 32001A Residential | 4,831,039 | 4,753,591 | 5,350,814 | 5,489,080 | 6,264,310 | 6,085,000 | 6,163,105 |
| 32001B Commercial | 832,780 | 815,578 | 785,399 | 856,643 | 946,839 | 925,000 | 977,145 |
| 32001C Industrial | 576,850 | 599,753 | 535,252 | 598,152 | 652,674 | 638,000 | 586,955 |
| 32001D Institutional | 462,917 | 472,522 | 461,992 | 519,429 | 630,839 | 585,000 | 616,023 |
| 32001E Public | 489 | 1,862 | 1,906 | 2,172 | 4,187 | 2,500 | 2,491 |
| 32003 MIPP Sampling/Surcharge | 1,236,206 | 922,915 | 933,620 | 955,698 | 1,000,000 | 970,000 | 1,000,000 |
| 32003F MIPP Fines | - | - | 72,156 | 6,600 | - | 600 | - |
| 32007 Industrial Sewer Rental | 18,787 | 19,595 | 19,325 | 21,458 | 15,000 | 17,000 | 15,000 |
| 32008 Fountain Hill | 430,663 | 449,038 | 526,227 | 492,012 | 540,335 | 525,000 | 508,724 |
| 32009 Hellertown | 433,361 | 480,610 | 351,000 | 488,844 | 455,485 | 480,000 | 466,593 |
| 32010 Allentown | 12,299 | (1,984) | 8,962 | 11,578 | 11,686 | 11,000 | 12,072 |
| 32011 Salisbury Township | 177,674 | 196,990 | 140,956 | 147,641 | 181,478 | 178,000 | 171,271 |
| 32012 Freemansburg | 120,578 | 116,291 | 127,846 | 125,441 | 139,049 | 120,000 | 116,590 |
| 32013 Bethlehem Township | 1,460,642 | 1,430,109 | 1,379,917 | 1,153,976 | 1,348,653 | 1,275,000 | 1,277,034 |
| 32014 Hanover Township (L. Cnty) | 69,752 | 71,556 | 66,068 | 72,967 | 79,358 | 77,000 | 72,000 |
| 32014NA HN Residential | 835,581 | 819,873 | 876,542 | 970,056 | 1,189,434 | 1,095,000 | 1,078,977 |
| 32014NB HN Commercial | 200,428 | 215,885 | 191,878 | 220,893 | 239,444 | 227,000 | 231,003 |
| 32014NC HN Industrial | 56,797 | 58,873 | 56,179 | 47,338 | 62,754 | 60,000 | 48,315 |
| 32014ND HN Institutional | 23,897 | 33,220 | 27,930 | 36,715 | 42,287 | 38,000 | 37,735 |
| 32014NE HN Public | 935 | 951 | 1,015 | 1,099 | 1,286 | 1,150 | 1,272 |
| 32015 Lower Saucon Township | 160,135 | 164,384 | 123,648 | 134,906 | 130,729 | 138,000 | 131,886 |
| 32050 Delinquent Sewer Penalty | 32,335 | 30,425 | 31,765 | 35,628 | - | 36,000 | 35,000 |
| Total Sale of Sewer | 11,974,374 | 11,652,037 | 12,070,397 | 12,388,326 | 13,935,827 | 13,484,250 | 13,549,191 |
| Other Operating Revenues | | | | | | | |
| 308901 Cash Balance | - | - | 150,000 | - | - | - | - |
| 32106 Debt Service Contributions | 136,513 | 136,507 | 370,050 | 559,173 | 559,173 | 574,516 | 575,809 |
| 32109 Sundry | 59,845 | 23,381 | 25,066 | 2,369 | 20,000 | 4,000 | 20,000 |
| 32112 Permits | 3,425 | 3,200 | 8,950 | 3,650 | 5,000 | 3,500 | 5,000 |
| 32120 DCNR Grant | - | 12,139 | 1,867 | - | - | - | - |
| Total Other Operating Revenues | 199,783 | 175,227 | 555,933 | 565,192 | 584,173 | 582,016 | 600,809 |
| Investment Interest | | | | | | | |
| 308501 Investment Income | - | 263 | - | - | - | - | - |
| Total Investment Interest | - | 263 | - | - | - | - | - |
| TOTAL SEWER FUND REVENUES | 12,174,157 | 11,827,527 | 12,626,330 | 12,953,518 | 14,520,000 | 14,066,266 | 14,150,000 |
| EXPENDITURES BY BUREAU: | | | | | | | |
| Wastewater Treatment | 5,077,414 | 4,851,751 | 4,341,506 | 4,445,319 | 4,940,272 | 4,622,122 | 4,789,866 |
| Sewer Maintenance | 625,721 | 658,739 | 685,284 | 633,509 | 1,184,528 | 1,162,991 | 1,201,865 |
| Sewer General Expenses | 5,616,578 | 5,891,049 | 7,146,758 | 6,524,895 | 7,941,943 | 7,655,146 | 7,688,813 |
| Wastewater Laboratory | 414,627 | 422,670 | 406,208 | 404,378 | 453,257 | 432,722 | 469,456 |
| TOTAL SEWER FUND EXPENDITURES | 11,734,340 | 11,824,209 | 12,579,756 | 12,008,101 | 14,520,000 | 13,872,981 | 14,150,000 |
| EXPENDITURES BY CATEGORY: | | | | | | | |
| Personnel Costs | 2,817,598 | 2,789,440 | 2,738,731 | 2,647,479 | 3,286,725 | 3,266,500 | 3,386,809 |
| Materials & Supplies | 590,834 | 529,637 | 584,052 | 745,926 | 666,218 | 642,450 | 596,603 |
| Purchased Services | 8,325,908 | 8,505,132 | 9,256,973 | 8,614,696 | 10,567,057 | 9,964,031 | 10,166,588 |
| Equipment | - | - | - | - | - | - | - |
| TOTAL SEWER FUND EXPENDITURES | 11,734,340 | 11,824,209 | 12,579,756 | 12,008,101 | 14,520,000 | 13,872,981 | 14,150,000 |

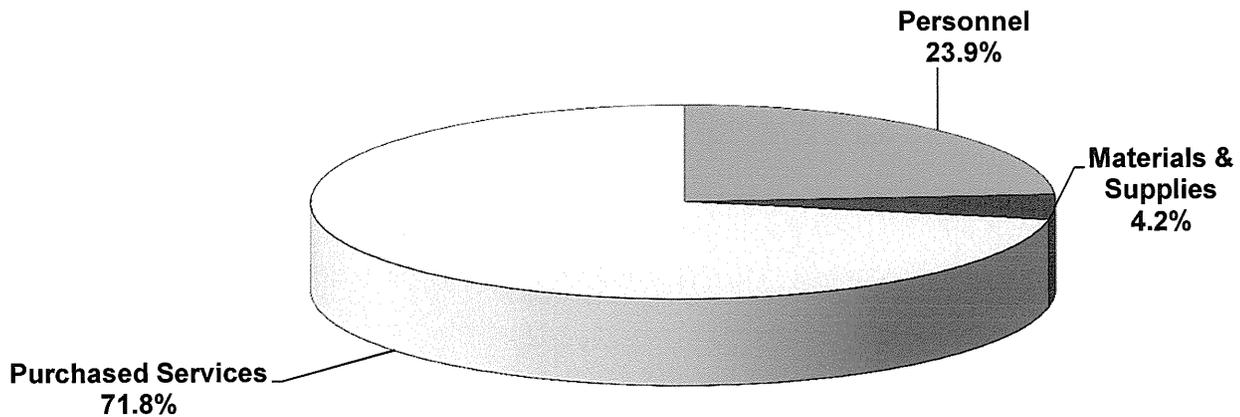
**CITY OF BETHLEHEM
SEWER FUND
BUREAU RESOURCE SUMMARY**

| <u>Bureau</u> | <u>Personnel</u> | <u>Materials & Supplies</u> | <u>Purchased Services</u> | <u>Equipment</u> | <u>2015 Total</u> |
|-----------------------------|----------------------------|-------------------------------------|-------------------------------|--------------------|-----------------------------|
| 3001 Wastewater Treatment | \$ 1,956,366 | \$ 529,500 | \$ 2,304,000 | \$ - | \$ 4,789,866 |
| 3002 Sewer Maintenance | 1,087,047 | 38,043 | 76,775 | - | 1,201,865 |
| 3003 Sewer General Expenses | - | 1,500 | 7,687,313 | - | 7,688,813 |
| 3004 Wastewater Laboratory | 343,396 | 27,560 | 98,500 | - | 469,456 |
| TOTAL SEWER FUND | <u>\$ 3,386,809</u> | <u>\$ 596,603</u> | <u>\$ 10,166,588</u> | <u>\$ -</u> | <u>\$ 14,150,000</u> |

Sewer Fund Expenditures by Bureau



Sewer Fund Expenditures by Category



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

| Bureau | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Budget w/ Transfers | 2014 Actual & Estimated | 2015 Final Budget |
|----------------------------|------------------------|------------------------|------------------------|------------------------|---|--|----------------------------------|
| 3001 Wastewater Treatment | 31 | 29 | 28 | 28 | 27 | 27 | 27 |
| 3002 Sewer Maintenance | 9 | 8 | 8 | 8 | 8 | 8 | 8 |
| 3004 Wastewater Laboratory | 4 | 3 | 3 | 3 | 3 | 3 | 3 |
| TOTAL SEWER FUND | 44 | 40 | 39 | 39 | 38 | 38 | 38 |

Debt Service

Bureau 3003

| | <u>2014</u> | <u>2015</u> |
|-----------------------------------|----------------|----------------|
| Accounts 42091 & 42092 | | |
| Series A of 2005 | | |
| Principal | 100,000 | 100,000 |
| Interest | 29,810 | 26,210 |
| Series of 2010 | | |
| Principal | 380,000 | 385,000 |
| Interest | 37,588 | 29,988 |
| Series of 2012 | | |
| Principal | 285,000 | 290,000 |
| Interest | 160,427 | 157,576 |
| | <u>992,825</u> | <u>988,774</u> |
| Account 42093 | | |
| 2012 Pennvest | | |
| Principal | 263,805 | 432,384 |
| Interest | 95,027 | 114,170 |
| 2014 Pennvest | | |
| Principal | - | - |
| Interest | 5,000 | 65,000 |
| | <u>363,832</u> | <u>611,554</u> |

Schedule of Payment for Bond Indebtedness

| | Series A of 2005 | | Series of 2010 | | Series 2012 | |
|---------------|------------------|-----------------|------------------|-----------------|------------------|------------------|
| | <u>Principal</u> | <u>Interest</u> | <u>Principal</u> | <u>Interest</u> | <u>Principal</u> | <u>Interest</u> |
| 2015 | 100,000 | 26,210 | 385,000 | 29,988 | 290,000 | 157,576 |
| 2016 | 105,000 | 22,510 | 390,000 | 21,325 | 295,000 | 153,951 |
| 2017 | 110,000 | 18,520 | 240,000 | 11,575 | 295,000 | 150,264 |
| 2018 | 115,000 | 14,285 | 140,000 | 4,375 | 300,000 | 146,208 |
| 2019 | 120,000 | 9,800 | | | 305,000 | 141,708 |
| 2020 | 125,000 | 5,000 | | | 310,000 | 136,370 |
| 2021 | | | | | 315,000 | 130,170 |
| 2022 | | | | | 325,000 | 123,083 |
| 2023 | | | | | 330,000 | 114,958 |
| 2024 | | | | | 340,000 | 106,213 |
| 2025 | | | | | 350,000 | 96,863 |
| 2026 | | | | | 360,000 | 86,887 |
| 2027 | | | | | 370,000 | 76,537 |
| 2028 | | | | | 380,000 | 65,438 |
| 2029 | | | | | 390,000 | 54,037 |
| 2030 | | | | | 405,000 | 41,850 |
| 2031 | | | | | 420,000 | 28,687 |
| 2032 | | | | | 430,000 | 14,512 |
| 2033 | | | | | - | - |
| 2034 | | | | | | |
| 2035 | | | | | - | - |
| Totals | <u>675,000</u> | <u>96,325</u> | <u>1,155,000</u> | <u>67,263</u> | <u>6,210,000</u> | <u>1,825,311</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.

| 2012 Pennvest | | 2014 Pennvest | | Total |
|------------------|------------------|-------------------|------------------|-------------------|
| Principal | Interest | Principal | Interest | |
| 432,384 | 114,170 | - | 65,000 | 1,600,328 |
| 438,958 | 107,596 | 487,406 | 105,140 | 2,126,886 |
| 445,632 | 100,921 | 492,303 | 100,244 | 1,964,458 |
| 452,408 | 94,145 | 497,248 | 95,298 | 1,858,967 |
| 443,015 | 144,747 | 502,244 | 90,303 | 1,756,816 |
| 447,134 | 161,232 | 507,289 | 85,257 | 1,777,282 |
| 460,817 | 147,549 | 485,524 | 139,940 | 1,679,000 |
| 474,919 | 133,448 | 494,055 | 131,409 | 1,681,913 |
| 489,452 | 118,915 | 502,735 | 122,729 | 1,678,788 |
| 504,429 | 103,937 | 511,568 | 113,896 | 1,680,043 |
| 519,865 | 88,501 | 520,556 | 104,908 | 1,680,693 |
| 535,774 | 72,593 | 529,703 | 95,761 | 1,680,717 |
| 552,169 | 56,197 | 539,009 | 86,455 | 1,680,367 |
| 569,066 | 39,301 | 548,480 | 76,984 | 1,679,268 |
| 586,480 | 21,887 | 558,116 | 67,347 | 1,677,867 |
| 406,061 | 202,305 | 567,923 | 57,541 | 1,680,680 |
| 557,887 | 50,479 | 577,901 | 47,563 | 1,682,517 |
| 574,959 | 33,408 | 588,055 | 37,409 | 1,678,342 |
| 267,689 | 15,813 | 598,387 | 27,077 | 908,967 |
| | | 608,900 | 16,564 | 625,464 |
| | | 619,599 | 5,865 | 625,464 |
| <u>9,159,097</u> | <u>1,807,143</u> | <u>10,737,000</u> | <u>1,672,690</u> | <u>33,404,829</u> |

BUREAU DETAIL

Bureau: Wastewater Treatment No: 3001

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

Bureau Description:

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

Goals and Objectives:

- Develop and institutionalize the WWTP SCADA system and new operating procedures. Set up key operating and monitoring parameters, including digester temperatures, volatile solids reduction, gas production and GBT TWAS dry solids.
 - Implement new wet-weather operating procedures upon completion of the CSO Relocation Project.
 - Provide continued training and examinations for Operator certification.
 - Maintenance of plant operation and NPDES Permit compliance through the completion of the Digester/WAS Upgrade Project, the CSO Relocation Project and the Dewatering/Effluent Pump Project. Complete operator training and implement SOP's associated with each project.
-

Prior Year Achievements:

- Reorganization of WWTP operations staff. All staff are now Plant Operator III.
 - Have fewer but more highly paid/trained operators. The Operators rotate thru and are responsible for all operating functions of the plant instead of only specific areas.
 - Provide for PADEP certified operators on every shift.
 - Improved plant operation and maintained Permit compliance during the Digester/WAS Upgrade project.
 - Training on the operation and maintenance of new equipment.
 - Installation two new Gravity Belt Thickeners for WAS thickening to digesters.
 - Conversion of the new Primary Digester #3, including new heating and mixing and installation of a new flexible membrane for gas storage.
 - Installation of new heating and mixing in Primary Digester #1.
 - Installation of the WWTP SCADA system. Monitor digester and GBT processes as they came on-line. Set up key operating and monitoring parameters.
 - Improved gas production and conveyance during the Digester/WAS Upgrade project. Gas production has increased from less than 50,000 cu.ft./day to over 210,000 cu.ft./day.
 - No confirmed PADEP odor violations at WWTP in 2014.
 - Maintained plant operation and Permit compliance during the Digester/WAS Upgrade project.
 - Provided training classes and material to assist operators in obtaining PADEP Operator Certification. One person passed their Operator Certification exams in 2014. In addition, three operators were upgraded to Class A-1 in 2014. A total of 16 people are certified.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|-------------------------------|------------------|------------------|------------------|------------------------|-----------------------|-----------------------|------------------|-----------|------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | | |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3205 Wastewater Treatment Sup | 1 | 1 | 1 | 1 | 1 | 84,661 | 1 | 84,661 | 1 | 87,563 |
| 3029 Chief of Operations WWT | 1 | 1 | 1 | 1 | 1 | 75,188 | 1 | 75,188 | 1 | 72,753 |
| 2810 WWT Plant Maint Sup | 1 | 1 | 1 | 1 | 1 | 69,994 | 1 | 69,994 | 1 | 72,383 |
| 2809 Project Engineer | 1 | - | - | - | - | - | - | - | - | - |
| M142 Operator III | 1 | 1 | 1 | 1 | 4 | 233,242 | 4 | 233,242 | 7 | 393,650 |
| M141 Utility Maint Mechanic II | 1 | 1 | 1 | 1 | 1 | 61,269 | 1 | 61,269 | 1 | 63,349 |
| M134 Acting Operating III | 6 | 6 | 6 | 6 | 11 | 567,475 | 11 | 567,475 | 8 | 454,068 |
| M132 Electronics Repair Man | 1 | 1 | 1 | 1 | 1 | 56,930 | 1 | 56,930 | 1 | 52,056 |
| M126 Plant Op II Ind Samp Tech | 2 | 2 | 2 | 2 | 2 | 112,112 | 2 | 112,112 | 2 | 116,099 |
| M125 WWT Plant Operator II | 2 | 2 | 4 | 5 | - | - | - | - | - | - |
| M123 Utility Maint Mechanic I | 3 | 3 | 3 | 3 | 3 | 168,048 | 3 | 168,048 | 3 | 173,949 |
| M106 WWT Plant Operator I | 7 | 7 | 5 | 4 | - | - | - | - | - | - |
| M092 Maintenance Worker II | 1 | 1 | 1 | 1 | 1 | 48,667 | 1 | 48,667 | 1 | 50,432 |
| M072 Maintenance Worker I | 2 | 1 | - | - | - | - | - | - | - | - |
| C062 Account Clerk II | 1 | 1 | 1 | 1 | 1 | 44,707 | 1 | 44,707 | 1 | 46,301 |
| Total Positions | 31 | 29 | 28 | 28 | 27 | 1,522,293 | 27 | 1,522,293 | 27 | 1,582,603 |
| 2831 25% Allocated from 0202 | | | | | | 17,179 | | 17,179 | | 17,796 |
| 2799 33% Allocated from 0202 | | | | | | 21,520 | | 21,520 | | 22,298 |
| N125 50% Allocated from 20015 | | | | | | 46,979 | | 46,979 | | 47,610 |
| 3015 50% Allocated from 20015 | | | | | | 37,874 | | 37,874 | | 37,173 |
| 2807 50% Allocated from 20015 | | | | | | 29,028 | | 29,028 | | 33,011 |
| 2301 50% Allocated from 20017 | | | | | | 27,448 | | 27,448 | | 28,424 |
| C061 50% Allocated from 20017 | | | | | | 40,451 | | 40,451 | | 43,450 |
| | | | | | | 1,742,772 | | 1,742,772 | | 1,812,365 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 1,698,132 | 1,635,975 | 1,645,677 | 1,610,170 | | 1,716,693 | | 1,716,693 | | 1,785,599 |
| 40002 LONGEVITY | 25,287 | 24,775 | 26,108 | 25,513 | | 26,079 | | 26,079 | | 26,766 |
| 40003 OVERTIME | 174,250 | 173,017 | 121,637 | 119,657 | | 110,000 | | 100,000 | | 110,000 |
| 40004 TEMPORARY HELP | - | - | - | - | | - | | - | | 1 |
| 40005 HOLIDAY PAY | 23,451 | 22,763 | 20,316 | 21,924 | | 30,000 | | 24,000 | | 25,000 |
| 40006 DIFFERENTIAL PAY | 5,034 | 6,291 | 6,423 | 6,392 | | 6,000 | | 5,700 | | 6,000 |
| 40008 MEAL REIMBURSEMENT | 4,242 | 5,057 | 2,392 | 2,587 | | 3,000 | | 2,500 | | 3,000 |
| Personnel | 1,930,396 | 1,867,878 | 1,822,553 | 1,786,243 | | 1,891,772 | | 1,874,972 | | 1,956,366 |
| 41014 OPERATING SUPPLIES | 30,293 | 32,185 | 27,133 | 38,602 | | 42,500 | | 39,500 | | 38,500 |
| 41016 UNIFORMS/SAFETY SHOES | 3,282 | 3,168 | 3,274 | 3,478 | | 6,000 | | 4,100 | | 4,000 |
| 41021 CHEMICALS | 452,030 | 375,260 | 459,176 | 588,960 | | 535,000 | | 528,000 | | 475,000 |
| 41023 GASOLINE | 29,220 | 26,156 | 10,741 | 8,115 | | 17,000 | | 15,250 | | 12,000 |
| Materials & Supplies | 514,825 | 436,769 | 500,324 | 639,155 | | 600,500 | | 586,850 | | 529,500 |
| 42031 UNIFORM RENTAL | 16,582 | 14,894 | 18,452 | 22,694 | | 20,000 | | 17,500 | | 20,000 |
| 42033 TRAINING AND SAFETY | 12,053 | 8,180 | 8,430 | 17,579 | | 20,000 | | 1,800 | | 20,000 |
| 42044 ELECTRIC | 713,551 | 736,177 | 675,651 | 634,287 | | 650,000 | | 625,000 | | 650,000 |
| 42046 HEATING OIL | 15,328 | 77,865 | 22,254 | 19,676 | | 25,000 | | 12,000 | | 25,000 |
| 42047 DEPARTMENT CONTRACTS | 1,543,031 | 1,391,292 | 1,161,018 | 1,142,965 | | 1,200,000 | | 1,150,000 | | 1,200,000 |
| 42054 RENTALS | 3,766 | 2,682 | 2,926 | 2,682 | | 4,000 | | 3,000 | | 4,000 |
| 42060 OTHER EXPENSES | 4,746 | 15,901 | 10,572 | 11,877 | | 16,000 | | 8,000 | | 10,000 |
| 42062 WATER CONSUMPTION | - | - | - | - | | 202,000 | | 75,000 | | 100,000 |
| 42064 EQUIPMENT MAINTENANCE | 279,433 | 255,714 | 82,191 | 115,253 | | 261,000 | | 220,000 | | 225,000 |
| 42065 PLANT MAINTENANCE | 43,703 | 44,399 | 37,135 | 52,908 | | 50,000 | | 48,000 | | 50,000 |
| Purchased Services | 2,632,193 | 2,547,104 | 2,018,629 | 2,019,921 | | 2,448,000 | | 2,160,300 | | 2,304,000 |
| Total | 5,077,414 | 4,851,751 | 4,341,506 | 4,445,319 | | 4,940,272 | | 4,622,122 | | 4,789,866 |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| 40003 | 110,000 | OVERTIME 110,000 - TO PROVIDE SHIFT COVERAGE FOR VACATIONS, OTHER LEAVE AND WORK AS NEEDED PER THE UNION CONTRACT. |
| 40004 | 20,000 | TEMPORARY HELP 20,000 - TEMPORARY HELP ON AS NEEDED BASIS. |
| 40005 | 25,000 | HOLIDAY PAY 25,000 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS. |
| 40006 | 6,000 | DIFFERENTIAL PAY 6,000 - TO PAY PERSONNEL WORKING MIDDLE AND NIGHT SHIFT AS PER UNION CONTRACT. |
| 40008 | 3,000 | MEAL REIMBURSEMENT 3,000 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT. |
| 41014 | 38,500 | OPERATING SUPPLIES 38,500 - MAINTENANCE/OPERATING SUPPLIES AS REQUIRED TO OPERATE THE PLANT. |
| 41016 | 4,000 | UNIFORMS/SAFETY SHOES 4,000 - TO PURCHASE SAFETY SHOES AND ORANGE JACKETS FOR EMPLOYEES PER UNION CONTRACT AND ORANGE OR GREEN SHIRTS FOR EMPLOYEES IN MIPP AND SLUDGE HAULING. |
| 41021 | 475,000 | CHEMICALS 475,000 - ALKALINITY PRODUCTS, CHLORINE, POTASSIUM PERMANGANATE, POLYMER, POLYMER SOLVENT AND MAGNESIUM HYDROXIDE FOR ODOR CONTROL. INCREASE DUE TO 15% POLYMER PRICE INCREASE AND USE OF CENTRIFUGE. |
| 41023 | 12,000 | GASOLINE 12,000 - GASOLINE FOR VEHICLES AND GAS POWERED PUMPS. BASED ON 2014 USAGE. |
| 42031 | 20,000 | UNIFORM RENTAL 20,000 - USED TO PAY FOR EMPLOYEE RENTAL OF UNIFORMS AS PER UNION CONTRACT. BASED ON 2014 EXPENSE AND PRICE INCREASE. |
| 42033 | 20,000 | TRAINING AND SAFETY 20,000 - MISCELLANEOUS TRAINING: WATER ENV. FED., CA STATE, EPWPCOA, PWEA, SEMINARS, REPORTS, SAFETY AND MAINTENANCE TRAINING, OPERATOR CERTIFICATION TRAINING, WHICH IS NOW REQUIRED BY DEP. |
| 42044 | 650,000 | ELECTRIC 650,000 - TO PAY FOR ALL ELECTRIC POWER IN THE PLANT. BASED ON 2014 EXPENSE. |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|-----------|--|
| 42046 | 25,000 | HEATING OIL 25,000 - HEATING OIL USED IN CONJUNCTION WITH DIGESTER. |
| 42047 | 1,200,000 | DEPARTMENT CONTRACTS 1,200,000 - REMOVAL AND DISPOSAL OF SLUDGE, XEROX LEASE AND COMPUTER CONTRACTS. DUE TO CENTRIFUGE RENTAL RESULTING IN INCREASED PERCENTAGE OF DRY SOLIDS. |
| 42054 | 4,000 | RENTALS 4,000 - FOR RENTAL EQUIPMENT WHEN NEEDED FOR REPAIRS WHEN CITY DOESN'T HAVE SUITABLE EQUIPMENT. |
| 42060 | 10,000 | OTHER EXPENSES 10,000 - PA BULLETIN, WATER ENV. DUES, EPQCPOA DUES, COMPUTER SOFTWARE, EARTHDAY, CDL REIMBURSEMENTS AS PER UNION CONTRACT, BUDGET BOOK PREPARATION AND OFFICE SUPPLIES. |
| 42062 | 100,000 | WATER CONSUMPTION 100,000 - WATER USAGE FOR PLANT BASED ON ANNUAL CONSUMPTION. |
| 42064 | 205,000 | EQUIPMENT MAINTENANCE 205,000 - MAINTAIN AND REPAIR EQUIPMENT, PURCHASE PARTS. |
| 42065 | 50,000 | PLANT MAINTENANCE 50,000 - INSECT AND VEGETATION CONTROL, GRASS CUTTING EQUIPMENT, PAINT, LUMBER, SHRUBBERY, AND BUILDING MAINTENANCE. |

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:

- The Utility Maintenance Bureau will pilot COMMUNITY+ Work Order program to provide accountability through accurate record keeping (time, personnel/equipment costs, inventory control).
 - Install impervious "wrap" on 10 manholes to remediate inflow and infiltration issues.
 - Install 100+ manhole inserts to remediate inflow and infiltration issues. (the average manhole is capable of allowing 34,560 gallons of water into the sanitary sewer system during a rain event).
-

Prior Year Achievements:

- I+I Program – Focus shifted to (2) two specific areas that see substantial impact to the wastewater collection system during wet weather events.
 - Update - MH709 located in the storm water swale along Rte 378 – In 2014 we have been working with a property owner (Weir Welding) on the NW side of the city to remediate excessive inflow conditions. Intended completion end of 2014.
 - Manhole 6071 rehabilitation performed by Abel Recon on Conestoga St. – removed 80,000 gpd from sanitary sewer system.
 - Fully implemented re-organization of Utility Maintenance Bureau. Workforce is now cross-functional. This has increased productivity and has resulted in 64 mile of sewer lines maintained in 2014 as compared to only 37 miles maintained in 2013.
 - Confident use of computer technology by personnel – trained lower level personnel and elevated knowledge base to level of crew leaders.
 - Cleaned out siphons in sanitary lines crossing the Lehigh River to mitigate sewage backups in Freemansburg.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|------------------|-----------------------|------------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | Actual & Estimated | Final Budget |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3019 Utility Maint Supervisor | 1 | 1 | 1 | 1 | 1 | 63,912 | 1 | 63,912 | 1 | 66,087 |
| M141 Utility Maint Mechanic II | 1 | 1 | 1 | 1 | - | - | - | - | - | - |
| M123 Utility Maint Mechanic I | - | - | - | - | 1 | 50,445 | 1 | 50,445 | 1 | 57,850 |
| M114 Maintenance Worker III | 3 | 3 | 3 | 3 | 3 | 158,829 | 3 | 158,829 | 3 | 164,560 |
| M092 Maintenance Worker II | 2 | 2 | 2 | 2 | 3 | 145,681 | 3 | 145,681 | 3 | 130,744 |
| M072 Maintenance Worker I | 2 | 1 | 1 | 1 | - | - | - | - | - | - |
| Total Positions | 9 | 8 | 8 | 8 | 8 | 418,867 | 8 | 418,867 | 8 | 419,241 |
| 3019 50% Allocated to 20022 | | | | | | (31,956) | | (31,956) | | (33,044) |
| M123 50% Allocated to 20022 | | | | | | (25,222) | | (25,222) | | (28,925) |
| M114 50% Allocated to 20022 | | | | | | (79,414) | | (79,414) | | (82,280) |
| M092 50% Allocated to 20022 | | | | | | (48,827) | | (48,827) | | (65,372) |
| M072 50% Allocated to 20022 | | | | | | (15,278) | | (15,278) | | - |
| 3014 10% Allocated from 20019 | | | | | | 7,695 | | 7,695 | | 7,958 |
| M115 10% Allocated from 20019 | | | | | | 5,297 | | 5,297 | | 5,488 |
| M105 10% Allocated from 20019 | | | | | | 20,376 | | 20,376 | | 21,108 |
| 3204 50% Allocated from 20022 | | | | | | 42,210 | | 42,210 | | 43,702 |
| 3014 50% Allocated from 20022 | | | | | | 38,474 | | 38,474 | | 76,076 |
| 2402 50% Allocated from 20022 | | | | | | 28,911 | | 28,911 | | - |
| M141 50% Allocated from 20022 | | | | | | 30,635 | | 30,635 | | 31,213 |
| M123 50% Allocated from 20022 | | | | | | 56,256 | | 56,256 | | 58,170 |
| M114 50% Allocated from 20022 | | | | | | 293,013 | | 293,013 | | 302,320 |
| M092 50% Allocated from 20022 | | | | | | 226,788 | | 226,788 | | 237,924 |
| 2505 5% Allocated from 20023 | | | | | | 2,463 | | 2,463 | | 2,551 |
| M102 5% Allocated from 20023 | | | | | | 5,180 | | 5,180 | | 5,356 |
| M081 5% Allocated from 20023 | | | | | | 9,492 | | 9,492 | | 9,950 |
| | | | | | | 984,960 | | 984,960 | | 1,011,436 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 513,076 | 510,734 | 538,917 | 492,801 | | 969,352 | | 969,352 | | 991,316 |
| 40002 LONGEVITY | 7,665 | 8,460 | 9,298 | 10,216 | | 15,608 | | 15,608 | | 20,120 |
| 40003 OVERTIME | 58,808 | 83,372 | 60,950 | 49,947 | | 79,449 | | 79,449 | | 70,000 |
| 40005 HOLIDAY PAY | 1,335 | 1,278 | 1,355 | 1,329 | | 1,532 | | 1,532 | | 1,586 |
| 40006 DIFFERENTIAL PAY | 489 | 788 | 562 | 496 | | 1,675 | | 1,600 | | 1,675 |
| 40008 MEAL REIMBURSEMENT | 1,386 | 1,737 | 1,406 | 884 | | 3,500 | | 3,400 | | 2,350 |
| Personnel | 582,759 | 606,369 | 612,488 | 555,673 | | 1,071,116 | | 1,070,941 | | 1,087,047 |
| 41014 OPERATING SUPPLIES | 7,217 | 9,211 | 6,247 | 10,443 | | 10,100 | | 7,500 | | 13,830 |
| 41016 UNIFORMS/SAFETY SHOES | 855 | 1,083 | 1,058 | 1,123 | | 4,470 | | 3,000 | | 2,000 |
| 41017 SMALL TOOLS | - | 99 | 70 | 130 | | - | | - | | - |
| 41021 CHEMICALS | - | - | - | - | | 2,008 | | - | | 2,000 |
| 41023 GASOLINE | 17,532 | 22,878 | 22,831 | 15,381 | | 19,720 | | 18,750 | | 20,213 |
| Materials & Supplies | 25,604 | 33,271 | 30,206 | 27,077 | | 36,298 | | 29,250 | | 38,043 |
| 42031 UNIFORM RENTAL | 2,639 | 2,144 | 2,375 | 2,920 | | 3,109 | | 2,500 | | 3,109 |
| 42033 TRAINING AND SAFETY | 441 | 670 | 1,489 | 1,598 | | 1,635 | | 1,600 | | 1,635 |
| 42044 ELECTRIC | 3,984 | 4,723 | 3,200 | 3,140 | | 3,674 | | 3,200 | | 3,805 |
| 42045 GAS | 343 | 577 | 262 | 199 | | 490 | | 250 | | 490 |
| 42047 DEPARTMENT CONTRACTS | 130 | 70 | 15,709 | 27,351 | | 46,172 | | 39,000 | | 44,280 |
| 42054 RENTALS | - | 390 | - | - | | 500 | | - | | 500 |
| 42060 OTHER EXPENSES | 918 | 815 | 803 | 1,135 | | 1,184 | | 1,000 | | 1,930 |
| 42064 EQUIPMENT MAINTENANCE | 8,843 | 9,303 | 17,497 | 12,592 | | 17,250 | | 12,500 | | 17,226 |
| 42065 PLANT MAINTENANCE | 60 | 407 | 1,255 | 1,824 | | 3,100 | | 2,750 | | 3,800 |
| Purchased Services | 17,358 | 19,099 | 42,590 | 50,759 | | 77,114 | | 62,800 | | 76,775 |
| Total | 625,721 | 658,739 | 685,284 | 633,509 | | 1,184,528 | | 1,162,991 | | 1,201,865 |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40003 | 70,000 | OVERTIME 70,000 - PROVIDES FUNDS FOR EMERGENCY CALL-OUTS ON SATURDAYS, SUNDAYS, HOLIDAYS PLUS HOURS WHICH ARE NOT PART OF THE SCHEDULED WORK WEEK. INCLUDES STANDBY TIME PAYMENTS. BASED ON PROJECTED OVERTIME AND HISTORY. |
| 40005 | 1,586 | HOLIDAY PAY 1,586 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS. |
| 40006 | 1,675 | DIFFERENTIAL PAY 1,675 - TO PROVIDE FOR SHIFT DIFFERENTIAL IN ACCORDANCE WITH THE UNION CONTRACT FOR WORK DURING NON-STANDARD HOURS. |
| 40008 | 2,350 | MEAL REIMBURSEMENT 2,350 - TO REIMBURSE EMPLOYEES FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT. |
| 41014 | 13,830 | OPERATING SUPPLIES 13,830 - DAILY OPERATING SUPPLIES USED IN CONJUNCTION WITH THE EMERGENCY RESPONSE/CONSTRUCTION, PLANNED MAINTENANCE AND TECHNICAL ACTIVITIES. ITEMS INCLUDING BUT NOT LIMITED TO TOOLS, CONCRETE, BRICK AND MASONRY SUPPLIES, FASTENERS, MARKING PAINT, MANHOLE RISERS, CASTINGS, INDUSTRIAL GASES, OFFICE SUPPLIES, ETC. |
| 41016 | 2,000 | UNIFORMS/SAFETY SHOES 2,000 - SAFETY SHOES, UNIFORMS, COVERALLS, T-SHIRTS AND SWEATSHIRTS FOR ALL BUREAU EMPLOYEES. |
| 41021 | 2,000 | CHEMICALS 2,000 - JET POWER II DEGREASER AND ROOT GROWTH INHIBITOR. |
| 41023 | 20,213 | GASOLINE 20,213 - REGULAR GASOLINE AND DIESEL FUEL. |
| 42031 | 3,109 | UNIFORM RENTAL 3,109 - UNIFORM RENTAL. |
| 42033 | 1,635 | TRAINING AND SAFETY 1,635 - PROVIDE FUNDING FOR PURCHASE OF SAFETY EQUIPMENT, TRAINING, MANUALS, AND CALIBRATE GAS CHECKERS. |
| 42044 | 3,805 | ELECTRIC 3,805 - FUNDING TO PAY FOR ELECTRIC POWER FOR OPERATING FIVE (5) PUMPING STATIONS. |
| 42045 | 490 | GAS 490 - TO PAY FOR GAS USED AT THE AIRPORT PUMP STATION TO PROVIDE POWER FOR THE BACKUP GENERATOR. |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 42047 | 44,280 | DEPARTMENT CONTRACTS 8,280 - LANDFILL DUMPING FEES AND ASPHALT/CONCRETE EXCAVATIONWASTE DISPOSAL 855 - AIRPORT ROAD GENERATOR MAINTENANCE 32,220 - FLOW MONITORING EQUIPMENT LEASE 2,100 - CUES LICENSE SOFTWARE UPGRADE/SUPPORT 825 - GAS DETECTOR CALIBRATIONS (2) AND SENSOR REPLACEMENT |
| 42054 | 500 | RENTALS 500 - RENTAL EQUIPMENT AS REQUIRED BY BUREAU |
| 42060 | 1,930 | OTHER EXPENSES 1,930 - PETTY CASH AND OTHER MISCELLANEOUS ITEMS INCLUDING VACCINATIONS, CDL REIMBURSEMENTS, NORFOLK SOUTHERN LEASE AGREEMENTS, PA DEP WASTE HAULING LICENSES, MAP BOOKS, KEYS, AND BUSINESS CARDS. |
| 42064 | 17,226 | EQUIPMENT MAINTENANCE 17,226 - MISCELLANEOUS EQUIPMENT REPAIRS, PARTS, LABOR AND TECHNICAL SUPPORT. |
| 42065 | 3,800 | PLANT MAINTENANCE 3,800 - MAINTENANCE OF PHYSICAL BUILDINGS, ASPHALT INSTALLATION AT AIRPORT RD AND APPLEBUTTER RD PUMP STATIONS. |

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

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | 2010 | 2011 | 2012 | 2013 | 2014 | 2014 | 2015 | |
|-----------------------------------|--------------------------------------|-----------|-----------|-----------|------------------------|-----------------------|-----------------|-----------------|
| | 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 | 24,461 | 33,491 | 31,079 | 54,518 | 1,500 | 1,200 | 1,500 | |
| Materials & Supplies | 24,461 | 33,491 | 31,079 | 54,518 | 1,500 | 1,200 | 1,500 | |
| 42036 COMMUNICATIONS | 3,131 | 3,860 | 4,843 | 4,908 | 6,500 | 5,200 | 6,500 | |
| 42048 BANK SERVICE CHARGE | 294 | - | 123 | - | 300 | 150 | 300 | |
| 42055 PROFESSIONAL SERVICES | 106,697 | 68,564 | 124,243 | 72,700 | 199,500 | 115,000 | 150,000 | |
| 42074 PENSIONS-O&E MMO | 150,000 | 150,000 | 150,000 | 195,578 | 195,578 | 195,578 | 195,578 | |
| 42074.1 PENSIONS-O&E | 800,000 | 800,000 | 800,000 | 800,000 | 800,000 | 800,000 | 800,000 | |
| 42075 PENSIONS-PMRS MMO | 547,420 | 547,420 | 547,420 | 635,548 | 731,270 | 731,270 | 731,270 | |
| 42077 GENERAL FUND CHARGES | 1,938,000 | 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 | 725,000 | 725,000 | 1,045,000 | 1,113,000 | 1,456,500 | 1,456,500 | 1,456,500 | |
| 42086 WORKMEN'S COMPENSATION | - | 69,417 | 149,417 | 149,417 | 172,217 | 172,217 | 172,217 | |
| 42087 SOCIAL SECURITY | - | 182,888 | 222,790 | 205,100 | 255,680 | 255,680 | 265,000 | |
| 42090 UNFORESEEN CONTINGENCY | - | 54,445 | 56,515 | - | 4,507 | - | 6,900 | |
| 42091 BOND REDEMPTION | 335,000 | 445,000 | 455,000 | 775,000 | 1,028,805 | 1,028,805 | 775,000 | |
| 42092 COUPON INTEREST | 112,603 | 98,407 | 94,633 | 276,313 | 477,851 | 477,851 | 213,774 | |
| 42093 PENNVEST LOAN | - | - | - | - | - | - | 611,554 | |
| 42098 CAPITAL APPROPRIATION | 343,972 | 496,862 | 1,250,000 | 27,118 | 396,040 | 200,000 | 87,025 | |
| Purchased Services | 5,592,117 | 5,857,558 | 7,115,679 | 6,470,377 | 7,940,443 | 7,653,946 | 7,687,313 | |
| Total | SEWER GENERAL EXPENSES | 5,616,578 | 5,891,049 | 7,146,758 | 6,524,895 | 7,941,943 | 7,655,146 | 7,688,813 |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|-----------|--|
| 41025 | 1,500 | POSTAGE 1,500 - POSTAGE |
| 42036 | 6,500 | COMMUNICATIONS 6,500 - TWO (2) NEW AND FIVE (5) EXISTING NEXTEL PHONES. |
| 42048 | 300 | BANK SERVICE CHARGE 300 - SERVICE CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNT FEES. |
| 42055 | 150,000 | PROFESSIONAL SERVICES 65,500 - PROFESSIONAL SERVICES TO BE USED WHEN PROJECTS ARE BEYOND THE CAPACITY OF THE PROFESSIONALS AT THE WASTEWATER TREATMENT PLANT. 16,000 - OTHER CHARGES FOR ADMINISTRATION INCLUDE MAHER DUESSEL FOR THE ACCOUNTING AUDIT, MAXIMUS FOR INDIRECT COST ALLOCATION, CONRAD SIEGEL, PREFERRED EAP, TALLMAN HUDDERS, AND TASC. 5,000 - PA DEP AIR PERMIT UPDATES. 63,500 - PORTION OF LEVEL ONE BILLING AND MAILING CONTRACT |
| 42074 | 195,578 | PENSIONS - O & E MMO 195,578 - PART OF THE MMO CONTRIBUTION REQUIRED BY ACT 205. |
| 42074.1 | 800,000 | PENSIONS - O & E 800,000 - O & E - REQUIRED PER ACT 205. |
| 42075 | 731,270 | PENSIONS - P.M.R.S. MMO 731,270 - PENSIONS - PMRS MMO AND DEBT SERVICE. |
| 42077 | 1,685,695 | GENERAL FUND CHARGES 1,685,695 - REIMBURSEMENTS TO THE GENERAL FUND FOR EXPENSES WHICH ARE INITIALLY PAID BY THE GENERAL FUND BUT WHICH APPLY TO THE SEWER FUND. |
| 420775 | 400,000 | BETH AUTH LANDFILL PYMNT 400,000 - LANDFILL PAYMENT |
| 420802 | 130,000 | CITY INSURANCE PACKAGE 130,000 - BUILDING CONTENTS AND LIABILITY INSURANCE. |
| 42085 | 1,456,500 | MEDICAL INSURANCE 1,456,500 - REIMBURSEMENT OF SEWER FUND MEDICAL CLAIMS PAID BY GENERAL FUND |
| 42086 | 172,217 | WORKMEN'S COMPENSATION 172,217 - WORKMAN'S COMPENSATION |
| 42087 | 265,000 | SOCIAL SECURITY 265,000 - SOCIAL SECURITY |
| 42090 | 6,901 | UNFORESEEN CONTINGENCY 6,901 - THESE FUNDS ARE FOR ITEMS THAT COULD NOT BE FORESEEN |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| | | AT THE TIME OF BUDGET PREPARATION. |
| 42091 | 775,000 | BOND REDEMPTION 775,000 - PRINCIPAL PAYMENT ON OUTSTANDING DEBT |
| 42092 | 213,774 | COUPON INTEREST 213,774 - INTEREST PAYMENT ON OUTSTANDING DEBT. |
| 42093 | 611,554 | PENNVEST LOAN 611,554 - PENNVEST PRINCIPAL AND INTEREST PAYMENT FOR WWTP UPGRADES. |
| 42098 | 87,025 | CAPITAL APPROPRIATION 87,025 - CONTRIBUTION TOWARD SEWER CAPITAL PROJECTS AND EQUIPMENT PURCHASES. |

BUREAU DETAIL

Bureau: Wastewater Laboratory **No:** 3004

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

Bureau Description:

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

Goals and Objectives:

- Investigate various ways to improve data collection/analytical results storage that will eliminate time wasted looking for data.
- Completion of cross-training so all employees are able to pass an IDOC (Initial Demonstration of Capability) which will allow them to perform compliance testing.

Prior Year Achievements:

- Implemented an improved MIPP Sampling and Analysis billing process with faster turnaround times for both results and billing, lower postage costs, and is less labor intensive.
 - Finalized pH and Chlorine training of current operators.
 - Implemented cross-training of all Quality Bureau personnel in all three areas (WW Lab, Drinking Water Lab, MIPP).
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| Personnel Detail | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|-------------------------------|----------------|----------------|----------------|------------------------|-----------------------|-----------------------|-----------------|----------|----------------|
| | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | | |
| | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3032 MIPP Coord/QC Coord | 1 | 1 | 1 | 1 | 1 | 76,947 | 1 | 76,947 | 1 | 79,579 |
| 2815 Plant Chemist | 1 | 1 | 1 | 1 | 1 | 69,594 | 1 | 69,594 | 1 | 72,063 |
| 2406 Laboratory Tech II | 1 | - | - | - | - | - | - | - | - | - |
| M127 Lab Technician | 1 | 1 | 1 | 1 | 1 | 55,936 | 1 | 55,936 | 1 | 57,930 |
| Total Positions | 4 | 3 | 3 | 3 | 3 | 202,477 | 3 | 202,477 | 3 | 209,572 |
| 3209 50% Allocated from 20012 | | | | | | 42,331 | | 42,331 | | 43,781 |
| 2714 50% Allocated from 20012 | | | | | | 33,127 | | 33,127 | | 34,304 |
| 2710 50% Allocated from 20012 | | | | | | 23,202 | | 23,202 | | 25,139 |
| | | | | | | 301,137 | | 301,137 | | 312,796 |
| Account Detail | | | | | | | | | | |
| 40001 SALARIES | 274,667 | 280,622 | 263,783 | 266,427 | | 295,057 | | 295,057 | | 306,516 |
| 40002 LONGEVITY | 4,970 | 5,290 | 5,130 | 5,880 | | 6,080 | | 6,080 | | 6,280 |
| 40003 OVERTIME | 5,641 | 8,426 | 3,944 | 1,439 | | 4,500 | | 2,500 | | 4,500 |
| 40004 TEMPORARY HELP | 15,852 | 17,586 | 28,058 | 28,997 | | 15,000 | | 14,000 | | 23,000 |
| 40005 HOLIDAY PAY | 3,221 | 3,018 | 2,774 | 2,774 | | 3,000 | | 2,800 | | 3,000 |
| 40006 DIFFERENTIAL PAY | 19 | 43 | 1 | 7 | | 50 | | 25 | | 50 |
| 40008 MEAL REIMBURSEMENT | 73 | 208 | - | 39 | | 150 | | 125 | | 50 |
| Personnel | 304,443 | 315,193 | 303,690 | 305,563 | | 323,837 | | 320,587 | | 343,396 |
| 41014 OPERATING SUPPLIES | 23,525 | 23,368 | 19,534 | 22,399 | | 24,000 | | 22,500 | | 24,000 |
| 41016 UNIFORMS/SAFETY SHOES | 629 | 301 | 409 | 423 | | 1,000 | | 450 | | 1,000 |
| 41023 GASOLINE | 1,790 | 2,437 | 2,500 | 2,354 | | 2,920 | | 2,200 | | 2,560 |
| Materials & Supplies | 25,944 | 26,106 | 22,443 | 25,176 | | 27,920 | | 25,150 | | 27,560 |
| 42031 UNIFORM RENTAL | 332 | 249 | 240 | 254 | | 1,000 | | 350 | | 1,000 |
| 42033 TRAINING AND SAFETY | 1,767 | 1,530 | 1,577 | 1,027 | | 3,000 | | 1,850 | | 3,000 |
| 42055 PROFESSIONAL SERVICES | 79,573 | 77,253 | 75,385 | 70,335 | | 86,815 | | 75,000 | | 88,000 |
| 42060 OTHER EXPENSES | 2,156 | 1,820 | 2,519 | 2,023 | | 3,000 | | 2,100 | | 3,000 |
| 42064 EQUIPMENT MAINTENANCE | 412 | 519 | 354 | - | | 7,685 | | 7,685 | | 3,500 |
| Purchased Services | 84,240 | 81,371 | 80,075 | 73,639 | | 101,500 | | 86,985 | | 98,500 |
| Total | 414,627 | 422,670 | 406,208 | 404,378 | | 453,257 | | 432,722 | | 469,456 |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| 40003 | 4,500 | OVERTIME 4,500 - TO PROVIDE OVERTIME COVERAGE 7 DAYS/WEEK IN WWTP LABORATORY FOR ANALYSES OF COMPLIANCE SAMPLES, OVERTIME IN MIPP FOR EMERGENCIES/SPILLS, CSO EVENTS AND ABSENTEEISM. |
| 40004 | 23,000 | TEMPORARY HELP 23,000 - PART-TIME SAMPLER/LAB TECHNICIAN |
| 40005 | 3,000 | HOLIDAY PAY 3,000 - HOLIDAY PAY FOR 24-HOUR CONTINUOUS OR 7 DAY A WEEK OPERATIONS. |
| 40006 | 50 | DIFFERENTIAL PAY 50 - TO PAY PERSONNEL WORKING MIDDLE AND NIGHT SHIFT AS PER UNION CONTRACT. |
| 40008 | 50 | MEAL REIMBURSEMENT 50 - TO REIMBURSE PERSONNEL FOR MEALS IN ACCORDANCE WITH THE UNION CONTRACT. |
| 41014 | 24,000 | OPERATING SUPPLIES 24,000 - LABORATORY SUPPLIES FOR COMPLIANCE TESTING PROCESS CONTROL, QC SAMPLES, HAZARDOUS CHEMICAL DISPOSAL, MIPP TESTING AND SAMPLING. CONTINUED REDUCTION IN SPENDING DUE TO CONTINUOUS IMPROVEMENT INITIATIVE. |
| 41016 | 1,000 | UNIFORMS/SAFETY SHOES 1,000 - TO PURCHASE SAFETY SHOES, UNIFORMS AND T-SHIRTS FOR LAB EMPLOYEES. |
| 41023 | 2,560 | GASOLINE 2,560 - GASOLINE BASED ON 2014 USAGE. |
| 42031 | 1,000 | UNIFORM RENTAL 1,000 - LAB COATS FOR THREE (3) EMPLOYEES. |
| 42033 | 3,000 | TRAINING AND SAFETY 3,000 - MISCELLANEOUS TRAINING, SEMINARS, AND OPERATOR CERTIFICATION TRAINING AS REQUIRED BY PA DEP AND SAEFTY EQUIPMENT. |
| 42055 | 88,000 | PROFESSIONAL SERVICES 40,000 - MIPP PROGRAM SAMPLING AND ANALYSIS. 18,000 - PLANT SAMPLING FOR NPDES. 12,000 - MISCELLANEOUS SAMPLING. 15,000 - 50% OF ANNNUAL SC ENGINEERING CONTRACT. 3,000 - MARCOR |
| 42060 | 3,000 | OTHER EXPENSES 2,000 - LAB CERTIFICATION. 500 - OFFICE SUPPLIES. |

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

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|--|
| | | 500 - MEMBERSHIP RENEWALS-PAEL/WEF/WWOPA. |
| 42064 | 3,500 | EQUIPMENT MAINTENANCE |
| | | 3,500 - MAINTAIN AND REPAIR LABORATORY EQUIPMENT INCLUDING LAB INSTRUMENTATION, REFRIGERATORS, INCUBATOR AND DRYING OVENS AND QC CALIBRATIONS. |

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

| | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 Budget w/ Transfers | 2014 Actual & Estimated | 2015 Final Budget |
|---------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|---|--|----------------------------------|
| REVENUES: | | | | | | | |
| Operating Revenues | | | | | | | |
| 33001 Golf Course Fees | 878,048 | 812,159 | 868,597 | 856,488 | 940,000 | 875,000 | 940,000 |
| 33003 Golf Cart Rentals | 335,247 | 310,539 | 334,670 | 318,230 | 395,000 | 335,000 | 395,000 |
| 33004 Golf Merchandise Sales | 53,871 | 55,454 | 51,440 | 47,673 | 90,000 | 55,000 | 70,000 |
| 33005 Gift Certificates | - | - | - | - | - | - | - |
| 33006 Driving Range | 120,923 | 113,309 | 118,877 | 128,919 | 150,000 | 130,000 | 140,000 |
| 33007 Restaurant | 25,138 | 26,080 | 39,905 | 45,143 | 22,000 | 45,000 | 25,000 |
| 33009 Vending Commission | 9,089 | 8,452 | 8,533 | 10,352 | 20,000 | 14,000 | 20,000 |
| 33010 Escrow | 6,875 | - | - | - | - | - | - |
| 33011 Miscellaneous | 304 | 285 | 300 | 300 | 22,000 | 18,000 | 10,000 |
| Total Operating Revenues | 1,429,495 | 1,326,278 | 1,422,322 | 1,407,105 | 1,639,000 | 1,472,000 | 1,600,000 |
| Other Operating Revenues | | | | | | | |
| 35022 2008 GO Note | 6,708 | - | - | - | - | - | - |
| Total Other Operating Revenues | 6,708 | - | - | - | - | - | - |
| TOTAL GOLF FUND REVENUES | <u>1,436,203</u> | <u>1,326,278</u> | <u>1,422,322</u> | <u>1,407,105</u> | <u>1,639,000</u> | <u>1,472,000</u> | <u>1,600,000</u> |
| EXPENDITURES BY CATEGORY: | | | | | | | |
| Personnel Costs | 652,323 | 547,984 | 569,883 | 524,268 | 552,914 | 535,264 | 541,733 |
| Materials & Supplies | 154,745 | 163,563 | 166,694 | 173,263 | 179,550 | 159,200 | 157,130 |
| Purchased Services | 667,919 | 620,425 | 763,735 | 868,349 | 903,536 | 773,300 | 901,137 |
| Equipment | 6,708 | 7,361 | 2,693 | 12,240 | 3,000 | 1,000 | - |
| TOTAL GOLF FUND EXPENDITURES | <u>1,481,695</u> | <u>1,339,333</u> | <u>1,503,005</u> | <u>1,578,120</u> | <u>1,639,000</u> | <u>1,468,764</u> | <u>1,600,000</u> |

BUREAU DETAIL

Bureau: Golf Course

No: 004A

Department: Golf Fund

No: 004A

Bureau Description:

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

Goals and Objectives:

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

Prior Year Achievements:

- Maintained revenue while managing operational expenses within budget projections.
 - Successfully maintained over 200 acres of turf with emphasis on the greens, approaches, fairways, and tees with specialized chemical and fertilizer applications. Best course conditions in past 20 years.
 - Fairways are fuller, thicker and tighter.
 - Purchase of new 15 blade reels has made the greens fuller, roll truer and faster.
 - Addition of the first cut has led to definition of the fairways and overall aesthetics of the golf course.
 - Installed new plantings at the club house and continued new tree plantings on course as needed.
 - Installed new sign and plantings at the entrance of golf course.
 - Continued our marketing strategy with, Lehigh Valley Iron Pigs, and Lehigh Valley Market Place Magazine.
 - Renovating men's and women's locker rooms. Finalized the two new rooms (hitting room/ lounge) to be used for meetings or private functions at the course. Holds up to 30-40 people. Able to put up indoor cage to utilize our flight scope launch monitor during winter months. Flight Scope is being utilized to educate consumers on equipment.
 - Use of social media as an additional marketing tool.
 - Implemented new initiatives to reduce mowing with new growth regulators and natural areas improving the aesthetics of the course.
 - Introducing new women golfers through our Ladies Casual Club. This program has created over 150 new golfers over the last 5 years.
 - Had a successful Junior League program, with 20+ golfers. Along with the Junior camps at the Executive course.
 - New restaurant operator resulting in a good working relationship improving our tournament capabilities.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | | 2010 | 2011 | 2012 | 2013 | 2014 | | 2014 | | 2015 | |
|---------------------------------|--------------------------|-------------------------------|-----------|-----------|-----------|------------------------|-----------------------|-----------------------|-----------------|------|-----------|
| | | Actual | Actual | Actual | Actual | Budget w/ Transfers | Actual & Estimated | Actual & Estimated | Final Budget | | |
| Personnel Detail | | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| 3005 | Golf Course Superintend | 1 | 1 | 1 | 1 | 1 | 76,547 | 1 | 76,547 | 1 | 79,259 |
| 2403 | Golf Clubhouse Manager | 1 | 1 | 1 | 1 | 1 | 56,303 | 1 | 56,303 | 1 | 58,345 |
| 2101 | Assist Clubhouse Mgr | 1 | 1 | 1 | 1 | 1 | 45,763 | 1 | 45,763 | 1 | 47,303 |
| M141 | Golf Course Lead Tech | - | 1 | 1 | 1 | 1 | 60,229 | 1 | 60,229 | 1 | 63,349 |
| M121 | Golf Course Technician | 1 | - | - | - | - | - | - | - | - | - |
| M114 | Maintenance Worker III | 2 | - | - | - | - | - | - | - | - | - |
| M113 | Golf Course Mechanic | 1 | - | - | - | - | - | - | - | - | - |
| M092 | Maintenance Worker II | 3 | 3 | 3 | 3 | 3 | 146,402 | 3 | 146,402 | 3 | 151,696 |
| M072 | Maintenance Worker I | 2 | 2 | 2 | 1 | 1 | 46,197 | 1 | 46,197 | 1 | 34,493 |
| Total Positions | | 12 | 9 | 9 | 8 | 8 | 431,441 | 8 | 431,441 | 8 | 434,445 |
| 3209 | Allocated to 0406 | | | | | | (48,027) | | (48,027) | | (49,712) |
| | | | | | | | 383,414 | | 383,414 | | 384,733 |
| Account Detail | | | | | | | | | | | |
| 40001 | SALARIES | 497,276 | 402,647 | 405,627 | 355,778 | | 375,974 | | 375,974 | | 376,893 |
| 40002 | LONGEVITY | 9,030 | 6,650 | 5,060 | 7,680 | | 7,440 | | 7,440 | | 7,840 |
| 40003 | OVERTIME | 31,670 | 20,713 | 27,667 | 27,030 | | 34,000 | | 34,000 | | 30,000 |
| 400047 | MAINTENANCE-TEMP HELP | 39,883 | 31,281 | 43,375 | 52,826 | | 52,000 | | 45,000 | | 47,000 |
| 400048 | CLUB HOUSE-TEMP HELP | 69,267 | 83,037 | 83,255 | 77,956 | | 76,000 | | 67,500 | | 72,500 |
| 40005 | HOLIDAY PAY | 4,415 | 2,927 | 4,101 | 2,373 | | 5,000 | | 3,500 | | 5,000 |
| 40006 | DIFFERENTIAL PAY | 401 | 404 | 421 | 248 | | 1,000 | | 450 | | 1,000 |
| 40008 | MEAL REIMBURSEMENT | 381 | 325 | 377 | 377 | | 1,500 | | 1,400 | | 1,500 |
| Personnel | | 652,323 | 547,984 | 569,883 | 524,268 | | 552,914 | | 535,264 | | 541,733 |
| 41014 | OPERATING SUPPLIES | 82,585 | 78,727 | 88,822 | 90,561 | | 91,450 | | 84,000 | | 82,250 |
| 41016 | UNIFORMS/SAFETY SHOES | 1,241 | 2,337 | 1,362 | 3,177 | | 3,350 | | 2,400 | | 2,480 |
| 41017 | SMALL TOOLS | 303 | 2,359 | 2,411 | 1,560 | | 2,750 | | 2,100 | | 1,900 |
| 41020 | GOLF MERCHANDISE | 42,024 | 43,899 | 36,366 | 41,911 | | 44,300 | | 33,000 | | 37,000 |
| 41023 | GASOLINE | 28,592 | 36,241 | 37,733 | 36,054 | | 37,700 | | 37,700 | | 33,500 |
| Materials & Supplies | | 154,745 | 163,563 | 166,694 | 173,263 | | 179,550 | | 159,200 | | 157,130 |
| 42040 | ADVERTISING AND PRINTING | 14,648 | 12,808 | 12,488 | 11,231 | | 12,000 | | 8,000 | | 10,000 |
| 42044 | ELECTRIC | 33,900 | 39,634 | 31,350 | 26,318 | | 33,000 | | 32,500 | | 33,000 |
| 42046 | HEATING OIL | 13,894 | 14,238 | 15,680 | 20,060 | | 23,350 | | 23,350 | | 20,000 |
| 42047 | DEPARTMENT CONTRACTS | 136,884 | 122,556 | 116,779 | 116,879 | | 129,700 | | 122,250 | | 120,325 |
| 42048 | BANK SERVICE CHARGE | 15,268 | 14,179 | 17,463 | 17,768 | | 18,400 | | 18,250 | | 15,000 |
| 420481 | BANK DISCOUNT | - | 1,408 | - | - | | - | | - | | 500 |
| 42049 | REFUNDS | 550 | - | - | - | | 800 | | 800 | | 2,000 |
| 42054 | RENTALS | 417 | 374 | 494 | 983 | | 1,000 | | 650 | | 1,000 |
| 42055 | PROFESSIONAL SERVICES | 7,592 | 3,087 | 2,550 | 2,593 | | 4,200 | | 2,700 | | 4,200 |
| 42060 | OTHER EXPENSES | 10,499 | 10,354 | 10,758 | 10,667 | | 14,750 | | 11,500 | | 11,550 |
| 42064 | EQUIPMENT MAINTENANCE | 25,621 | 27,283 | 26,972 | 27,963 | | 31,555 | | 26,000 | | 30,000 |
| 42065 | PLANT MAINTENANCE | 35,863 | 25,943 | 20,852 | 32,272 | | 20,670 | | 15,000 | | 24,000 |
| 42074.1 | O & E MMO | 17,540 | 17,540 | 17,540 | 54,678 | | 54,678 | | 54,678 | | 54,678 |
| 42075 | PENSIONS-PMRS MMO | 106,740 | 112,735 | 106,820 | 163,044 | | 163,044 | | 163,044 | | 163,044 |
| 42077 | GENERAL FUND CHARGES | 175,000 | - | 155,000 | 150,000 | | 150,000 | | 50,000 | | 150,000 |
| 42085 | MEDICAL INSURANCE | - | 82,000 | 103,000 | 110,000 | | 120,000 | | 120,000 | | 136,090 |
| 42086 | WORKMENS COMPENSATION | - | 5,000 | 8,000 | 8,160 | | 8,160 | | 8,160 | | 8,160 |
| 42087 | SOCIAL SECURITY | - | 58,000 | 45,000 | 42,120 | | 42,300 | | 42,300 | | 42,300 |
| 42090 | UNFORESEEN CONTINGENCY | - | - | - | - | | 1,811 | | - | | 1,786 |
| 42091 | BOND REDEMPTION | 56,000 | 58,000 | 60,000 | 63,000 | | 66,000 | | 66,000 | | 68,000 |
| 42092 | COUPON INTEREST | 17,503 | 15,286 | 12,989 | 10,613 | | 8,118 | | 8,118 | | 5,504 |
| Purchased Services | | 667,919 | 620,425 | 763,735 | 868,349 | | 903,536 | | 773,300 | | 901,137 |
| 43099 | EQUIPMENT | - | 7,361 | 2,693 | 12,240 | | 3,000 | | 1,000 | | - |
| 43099004 | EQUIPMENT-2008 GO NOTE | 6,708 | - | - | - | | - | | - | | - |
| Equipment | | 6,708 | 7,361 | 2,693 | 12,240 | | 3,000 | | 1,000 | | - |
| Total | GOLF COURSE | 1,481,695 | 1,339,333 | 1,503,005 | 1,578,120 | | 1,639,000 | | 1,468,764 | | 1,600,000 |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 40003 | 30,000 | OVERTIME 30,000 - WEEKEND SCHEDULING TO ENSURE COURSE IS IN TOP CONDITION FOR PUBLIC PLAY, SPRING AND FALL RENOVATIONS (AERATING AND OVER SEEDING GREENS, TEES, AND FAIRWAYS). OVERTIME NEEDED FOR STORM CLEAN UP AND DURING WEATHER EXTREMES. |
| 400047 | 47,000 | MAINTENANCE--TEMP. HELP ASSIST WITH THE DAILY OPERATION OF BOTH GOLF COURSES: 18,000 - BALL PICKERS 29,000 - GROUNDS MAINTENANCE |
| 400048 | 72,500 | CLUB HOUSE---TEMP. HELP ASSIST WITH THE DAILY OPERATION OF BOTH GOLF COURSES: 16,500 - STARTERS 38,000 - CASHIERS 10,000 - RANGERS 8,000 - CART ATTENDANTS |
| 40005 | 5,000 | HOLIDAY PAY 5,000 - THIS AMOUNT COVERS 12 HOLIDAYS FOR 2014 AND INCLUDES THE COST OF PAYING TIME AND A HALF TO EMPLOYEES SCHEDULED TO WORK ON HOLIDAYS. |
| 40006 | 1,000 | DIFFERENTIAL PAY 1,000 - MIDDLE SHIFT HOURS WORKED DURING SUMMER MONTHS |
| 40008 | 1,500 | MEAL REIMBURSEMENT 1,500 - REIMBURSEMENT FOR MEALS IN ACCORDANCE WITH UNION CONTRACT. |
| 41014 | 82,250 | OPERATING SUPPLIES 4,500 - DRIVING RANGE BALLS 500 - PENCILS 500 - POSTAGE AND SHIPPING ITEMS 500 - JANITORIAL SUPPLIES 5,000 - GRASS SEED 33,000 - FUNGICIDES 8,000 - INSECTICIDES 8,000 - HERBICIDES 4,000 - SURFACTANTS 13,000 - FERTILIZERS 3,000 - MISCELLANEOUS COURSE SUPPLIES -- MARKERS FOR FAIRWAYS AND TEES, BUNKER RAKES, FLAGS, FLAGPOLES, CUPS, ETC. INCREASE DUE TO THEFT, VANDELISM AND USE. 2,000 - PAPER PRODUCTS - CUPS, TOILET PAPER, TOWELS, ETC. 250 - CLUB REPAIR SUPPLIES |
| 41016 | 2,480 | UNIFORMS/SAFETY SHOES 660 - SAFETY SHOES 770 - UNIFORMS 50 - RAIN GEAR |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|---|
| | | 1,000 - STAFF SHIRTS |
| 41017 | 1,900 | SMALL TOOLS |
| | | 500 - SPECIALTY TOOLS FOR MAINTENANCE AND MECHANICAL WORK ON GOLF COURSE EQUIPMENT. |
| | | 250 - ROTARY MOWERS |
| | | 500 - MISC. EQUIPMENT (TO REPLACE EQUIPMENT THAT BREAKS IN SEASON) |
| | | 250 - BLOWERS, HAND HELD |
| | | 400 - POWER TOOLS |
| 41020 | 37,000 | GOLF MERCHANDISE |
| | | 32,000 - PURCHASE OF MERCHANDISE FOR RESALE AT THE GOLF COURSE CLUBHOUSE. |
| | | 1,250 - GRIPS (REGRIIP CLUBS) |
| | | 1,500 - HANDICAP FEES |
| | | 750 - GIFT CARDS |
| | | 1,500 - TEES |
| 41023 | 33,500 | GASOLINE |
| | | 33,500 - BASED ON ESTIMATED USAGE |
| 42040 | 10,000 | ADVERTISING AND PRINTING |
| | | 500 - RESIDENT CARDS/LAMINATING POUCHES |
| | | 9,000 - ADVERTISING, SPECIAL EVENTS, ETC. |
| | | 500 - SCORECARDS |
| 42044 | 33,000 | ELECTRIC |
| | | 33,000 - BASED ON ESTIMATED USAGE |
| 42046 | 20,000 | HEATING OIL |
| | | 20,000 - BASED ON ESTIMATED USAGE AND COST INCREASE |
| 42047 | 120,325 | DEPARTMENT CONTRACTS |
| | | 60,600 - LEASE PURCHASE FOR 72 GOLF CARTS |
| | | 1,800 - XEROX COPIER LEASE |
| | | 2,000 - INTERNET WEBSITE |
| | | 2,400 - FORE RESERVATIONS SOFTWARE/COMPUTER UPGRADES |
| | | 2,500 - PORT-A-JOHN RENTALS |
| | | 2,500 - ALARM MONITORING |
| | | 3,100 - GPS SERVICE PLAN IRRIGATION COMPUTER |
| | | 28,500 - LEASE AGREEMENT FOR EQUIPMENT YEAR 4 OF 5 |
| | | 16,925 - JACOBSEN HR-9016 MOWER YEAR 2 OF 5 |
| 42048 | 15,000 | BANK SERVICE CHARGE |
| | | 15,000 - FOR CHARGE CARD SYSTEM. |
| 420481 | 500 | BANK DISCOUNT |
| | | 500 - FOR CHARGE CARD SYSTEM. |
| 42049 | 2,000 | REFUNDS |
| | | 2,000 - REFUND OF FEES DUE TO UNFORESEEN EMERGENCIES. |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 42054 | 1,000 | RENTALS 1,000 - RENTAL OF EQUIPMENT FOR MAINTENANCE PROJECTS AT THE GOLF COURSE |
| 42055 | 4,200 | PROFESSIONAL SERVICES 4,200 - ANNUAL AUDIT, EAP, AND OTHER PROFESSIONAL SERVICES. |
| 42060 | 11,550 | OTHER EXPENSES 1,000 - PESTICIDE UPDATE TRAINING 1,000 - MEMBERSHIP GCSAA, PTGA, PGA, PGSA 500 - TURFGRASS MEETINGS 500 - TOURNAMENTS (TROPHIES, PLAQUES) 200 - CITY DIRECTORY 7,000 - CONCESSION FEES 1,300 - SAFETY SUPPLIES 50 - NATIONAL CONFERENCE |
| 42064 | 30,000 | EQUIPMENT MAINTENANCE 25,000 - REPAIR OF GOLF COURSE EQUIPMENT, TRIPLEXES, FAIRWAY MOWERS, SPRAYERS, TRACTORS, ROUGH UNITS, AERIFIERS, SEEDERS, TRIM MOWERS, ETC. ALL EQUIPMENT IS OVERHAULED IN THE OFF SEASON -- NOVEMBER THROUGH MARCH. 5,000 - UNFORESEEN MAJOR REPAIRS |
| 42065 | 24,000 | PLANT MAINTENANCE 1,000 - CLUBHOUSE REPAIRS AND MAINTENANCE 2,500 - TOP DRESSING TO FILL AERATION HOLES, MONTHLY TOP DRESSING TO MAINTAIN CONSISTANT GREENS. 2,500 - IRRIGATION SUPPLIES 2,000 - MATS FOR DRIVING RANGE, NEED TO KEEP NEW ONES COMING IN -- ALWAYS IN USE 1,500 - TREE PLANTING, CARE AND ANNUAL FLOWERS 2,000 - WEATHER CENTER FOR LATEST WEATHER CONDITIONS 2,000 - NETTING REPAIRS/REPLACEMENT 3,000 - UNFORESEEN MAINTENANCE REPAIRS 2,000 - DIVOT MIX 1,500 - SAND & DRAINAGE MATERIALS FOR BUNKERS 3,000 - MISC. MAINTENANCE SUPPLIES, PAINT, LUMBER, ETC. 1,000 - UPGRADE COMMUNICATION LINES BETWEEN 18 AND 9 HOLE CLUBHOUSES WITH FIBEROPTIC LINE |
| 42074 | 54,678 | PENSIONS - O & E MMO 54,678 - PART OF MMO CONTRIBUTION REQUIRED BY ACT 205 |
| 42075 | 163,044 | PENSIONS - P.M.R.S. MMO 163,044 - PENSIONS - P.M.R.S. MMO AND DEBT SERVICE. |
| 42077 | 150,000 | GENERAL FUND CHARGES 150,000 - GENERAL FUND CHARGES |
| 42085 | 136,090 | MEDICAL INSURANCE 136,090 - MEDICAL INSURANCE |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--------|---|
| 42086 | 8,160 | WORKMEN'S COMPENSATION 8,160 - WORKMEN'S COMP |
| 42087 | 42,300 | SOCIAL SECURITY 42,300 - SOCIAL SECURITY |
| 42090 | 1,786 | UNFORESEEN CONTINGENCY 1,786 - GOLF CONTINGENCY |
| 42091 | 68,000 | BOND REDEMPTION 68,000 - PRINCIPAL PAYMENT ON LONG-TERM DEBT |
| 42092 | 5,504 | COUPON INTEREST 5,504 - INTEREST PAYMENT ON LONG-TERM DEBT |

Schedule of Payment of Note Indebtness

| | Series of 2008 | | |
|-------------|-----------------------|-----------------|----------------|
| | Principal | Interest | Total |
| 2015 | 68,000 | 5,504 | 73,504 |
| 2016 | 71,000 | 2,812 | 73,812 |
| | <u>139,000</u> | <u>8,316</u> | <u>147,316</u> |

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

| | <u>2010 Actual</u> | <u>2011 Actual</u> | <u>2012 Actual</u> | <u>2013 Actual</u> | <u>2014 Budget w/ Transfers</u> | <u>2014 Actual & Estimated</u> | <u>2015 Final Budget</u> |
|---|-------------------------|-------------------------|-------------------------|-------------------------|---|--|----------------------------------|
| REVENUES: | | | | | | | |
| Operating Revenues | | | | | | | |
| 34002 State Allocation | 1,325,721 | 1,353,902 | 1,424,831 | 1,399,095 | 1,506,774 | 1,506,774 | 1,506,774 |
| 34004 Maintenance Turnback | 8,480 | 8,480 | 8,480 | 8,480 | 8,480 | 8,480 | 8,480 |
| 34006 DEP Grant - Leaf Loaders | 38,189 | - | - | - | - | - | - |
| 308901 Cash Bal (Carryover from PY) | - | - | - | 2,405 | 432,494 | 432,494 | 24,500 |
| Total Operating Revenues | <u>1,372,390</u> | <u>1,362,382</u> | <u>1,433,311</u> | <u>1,409,980</u> | <u>1,947,748</u> | <u>1,947,748</u> | <u>1,539,754</u> |
| Investment Interest | | | | | | | |
| 308501 Investment Income | 43 | 276 | 2,287 | 1,946 | - | 1,500 | - |
| Total Investment Interest | <u>43</u> | <u>276</u> | <u>2,287</u> | <u>1,946</u> | <u>-</u> | <u>1,500</u> | <u>-</u> |
| TOTAL LIQUID FUELS FUND REVENUES | <u>1,372,433</u> | <u>1,362,658</u> | <u>1,435,598</u> | <u>1,411,926</u> | <u>1,947,748</u> | <u>1,949,248</u> | <u>1,539,754</u> |
| EXPENDITURES: | | | | | | | |
| Liquid Fuels | 1,078,186 | 1,701,728 | 1,134,514 | 1,473,596 | 1,947,748 | 1,826,593 | 1,539,754 |
| TOTAL LIQUID FUELS FUND EXPENDITURES | <u>1,078,186</u> | <u>1,701,728</u> | <u>1,134,514</u> | <u>1,473,596</u> | <u>1,947,748</u> | <u>1,826,593</u> | <u>1,539,754</u> |

BUREAU DETAIL

Bureau: Liquid Fuels

No: 005A

Department: Liquid Fuels

No: 005A

Bureau Description:

This fund provides for the maintenance of the City's streets to include resurfacing, crack sealing and snow operations. Salaries incurred as part of this work are also included under this fund. These costs are paid for by funds received by the City from the Liquid Fuels Fund as promulgated by State Regulations.

Goals and Objectives:

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

Prior Year Achievements:

- Supported and funded all street maintenance and operation activities including Streets Bureau equipment and fleet.
 - Conducted CI Events to improve:
 - Snow/Salt/Brine Operations
 - Sweeper and Leaf Operations
 - Storm Sewer Operations
 - Collected over 20,000 cubic yards of leaves during the 2013 leaf collection operation.
 - Maintained storm sewers – cleaning and flushing of over 150 basins throughout the City.
 - Paved over 13,610 feet of roadway and scratched 4,000 feet in 2014 through the in-house paving program.
 - Milled over 8,000 feet of roadway with new milling machine.
 - Improved snow plowing operation by switching all plows to steel blades.
 - Improved brine operation by using a deicing additive (GEOMELT 55 BEET JUICE).
 - Acquired additional leaf loader to improve our leaf collection program.
 - Acquired tact machine to continue to improve our paving program and road maintenance.
 - Added a new pothole patcher to improve road conditions.
 - Installed two (2) 5000 gallon holding tanks to save money on deicing additives, by buying in bulk loads.
 - New pothole truck – 2014 to cut costs – one (1) man operation.
-

**CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS**

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

| | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Actual | 2014 | | 2015 | | | |
|---------------------------------|--------------------------------------|------------------|------------------|------------------|------------------------|-----------------------|------------------|-----------------|----------|-----------------|
| | | | | | Budget w/ Transfers | Actual & Estimated | Final Budget | Final Budget | | |
| Personnel Detail | Number of Permanent Positions | | | | # | Salaries | # | Salaries | # | Salaries |
| | - | - | - | - | - | - | - | - | - | - |
| Total Positions | - | - | - | - | - | - | - | - | - | - |
| Account Detail | | | | | | | | | | |
| 55001 SNOW AND ICE REMOVAL | 144,478 | 173,955 | 37,526 | 164,050 | 361,000 | 350,000 | 185,000 | | | |
| 55003 ROAD MAINTENANCE | 374,317 | 399,076 | 395,915 | 384,502 | 400,000 | 398,700 | 400,000 | | | |
| 55004 SNOW REMOVAL OPER SUPPLY | 264,672 | 334,995 | 135,232 | 239,574 | 400,000 | 390,000 | 250,000 | | | |
| 55005 ROAD MAINT OPER SUPPLIES | 91,403 | 117,462 | 164,376 | 110,130 | 120,000 | 110,000 | 120,000 | | | |
| 55007 HAND TOOLS | 4,201 | 2,999 | 4,342 | 1,618 | 5,000 | 3,000 | 5,000 | | | |
| 55008 REPAIRS TOOLS & MACHINERY | 69,720 | 58,550 | 58,040 | 79,926 | 184,457 | 145,000 | 90,000 | | | |
| 55011 CURB RAMPS | - | 20,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | | | |
| 55014 CONTRACT SNOW REMOVAL | - | - | - | - | 197,738 | 197,738 | - | | | |
| 55016 STREET OVERLAYS | 11,029 | 236,897 | 54,436 | 419,438 | 210,648 | 168,000 | 60,097 | | | |
| 55022 STREET SIGNS | 4,790 | 11,470 | 9,520 | 9,517 | 14,300 | 10,000 | 10,000 | | | |
| 55031 LINDEN ST SS REPLACEMENT | - | 146,205 | 8,445 | - | - | - | 170,000 | | | |
| 55050 BANK SERVICE CHARGES | 150 | 150 | 248 | 280 | 800 | 350 | 500 | | | |
| 55099 EQUIPMENT | 113,426 | 199,969 | 256,434 | 54,561 | 43,805 | 43,805 | 239,157 | | | |
| Total LIQUID FUELS | 1,078,186 | 1,701,728 | 1,134,514 | 1,473,596 | 1,947,748 | 1,826,593 | 1,539,754 | | | |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 55001 | 185,000 | SNOW AND ICE REMOVAL 185,000 - LABOR ACCOUNT TO COVER OVERTIME FOR REMOVING SNOW AND ICE FROM STREETS AND BRIDGES. NO LABOR CAN BE CHARGED TO THIS ACCOUNT WHEN SNOW AND ICE IS REMOVED FROM SIDEWALKS AND PARKING LOTS. |
| 55003 | 400,000 | ROAD MAINTENANCE 400,000 - ACCOUNT TO COVER REGULAR LABOR FOR REPAIRS TO STREETS, BRIDGES, AND OTHER PUBLIC WORKS INFRA-STRUCTURE ALLOWED UNDER LIQUID FUELS (SIX WEEKS OF PAYROLL). |
| 55004 | 250,000 | SNOW REMOVAL OPER SUPPLY 250,000 - ACCOUNT TO CHARGE THE PURCHASE OF SALT, LIQUID CALCIUM, AND OTHER MATERIALS USED FOR SNOW AND ICE REMOVAL ON STREETS AND BRIDGES (ANNUAL ANTICIPATED USAGE OF 4080 TONS OF SALT AT \$60.38 PLUS LIQUID CALCIUM COSTS). THE PURCHASE OF SUCH MATERIALS FOR USE ON SIDEWALKS AND PARKING LOTS CANNOT BE CHARGED TO THIS ACCOUNT. |
| 55005 | 120,000 | ROAD MAINT OPER SUPPLIES 120,000 - PURCHASE OF ROADWAY SUPPLIES SUCH AS BLACKTOP PATCH MATERIALS, GUARD RAIL, SWEEPER SUPPLIES, CRACK FILLER, ETC. WHEN USED ONLY ON STREETS. ALSO USED TO PURCHASE SAND AND CONCRETE FOR SINKHOLE REPAIRS. |
| 55007 | 5,000 | HAND TOOLS 5,000 - PURCHASE OF SMALL TOOLS RELATED TO AND USED FOR THE REPAIR, MAINTENANCE AND CONSTRUCTION OF STREETS AND CATCH BASINS IN THE STREET. ALSO TO PURCHASE ELECTRIC HAND TOOLS FOR STREET REPAIR. THIS ACCOUNT WILL INCLUDE ALL ELECTRIC DRILLS OR ANY OTHER TOOLS NEEDED FOR BASIN OR STREET REPAIRS. |
| 55008 | 90,000 | REPAIRS TOOLS & MACHINERY 90,000 - ACCOUNT TO CHARGE THE PURCHASE OF REPAIR PARTS, CONTRACT MAINTENANCE, ETC. TO EQUIPMENT, TOOLS AND MACHINERY USED IN ROAD REPAIR AND CONSTRUCTION. THIS ACCOUNT WILL ALSO COVER REPAIRS TO DAMAGED EQUIPMENT DUE TO ACCIDENTS, 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. |
| 55016 | 60,097 | STREET OVERLAYS 60,097 - ACCOUNT TO COVER THE COST OF BLACK TOP MATERIALS FOR IN-HOUSE PAVING AND PROVIDE FOR CONTRACT STREET OVERLAYS. |

2015 BUDGET REQUEST JUSTIFICATION

| ACCOUNT | AMOUNT | DESCRIPTION |
|---------|---------|--|
| 55022 | 10,000 | STREET SIGNS 10,000 - THIS BUDGET ITEM IS NOW PRIMARILY TO COVER ANNUAL REPLACEMENT AND MAINTENANCE OF STREET SIGNS. MAINTENANCE OF DOWNTOWN HISTORIC BETHLEHEM STREET SIGNS, AND NEW STATE REGULATIONS ON STREET NAME SIGNS. |
| 55031 | 170,000 | LINDEN ST S.S. REPLACE 170,000 - LINDEN STREET SS REPLACEMENT (PHASE I): TO REPLACE STORMWATER LINES ON THE EAST SIDE OF LINDEN STREET APPROXIMATELY 500' SOUTH OF EAST BOULEVARD AND CONTINUE NORTH TO A POINT 250' NORTH OF EAST BOULEVARD. LINDEN STREET SS REPLACEMENT PHASE II TO REPLACE STORMWATER LINES STARTING FROM THE EAST SIDE OF LINDEN STREET (APPROXIMATELY 250' NORTH OF EAST BOULEVARD), CROSSING OVER LINDEN STREET TO THE WEST SIDE AND CONTINUING NORTH TO CITY LINE IS PLANNED FOR 2015 (\$317,058.00). |
| 55050 | 500 | BANK SERVICE CHARGES 500 - CHARGES BY BANK FOR CHECK PROCESSING AND ACCOUNTING FEES. |
| 55099 | 239,157 | EQUIPMENT 105,457 - TWO (2) GMC 2015 SIERRA 3500 4WD REGULAR CAB PICKUP TRUCKS AT \$52,728.50 A PIECE. THESE TWO (2) PICKUP TRUCKS WILL BE REPLACEMENT UNITS FOR UNIT #166 (2001 FORD PICKUP) AND UNIT #171 (2006 FORD PICKUP). BOTH UNITS ARE IN NEED OF REPLACEMENT DUE TO RUSTED FRAMES AND INCREASING REPAIR COSTS. 133,700 - ALL .30- P-W-R-08 UNIT - STREET FLUSHER TANK. THIS UNIT IS TO REPLACE THE TANK ON UNIT #152 (1991 STREET FLUSHER), THE TANK FRAME IS RUSTING AND LEAKING AND NEEDS TO BE REPLACED. WE WILL STILL BE USING THE CHASSIS OF THE 1991 VOLVO. THIS TANK IS USED TO FILL THE STREETS MILLING MACHINE, FLUSH OUT DRAINS ON THE HILL-TO-HILL BRIDGE, FLUSH MUSIKFEST STREETS, AND HILLS THAT THE STREET SWEEPERS ARE UNABLE TO ACCESS DUE TO PARKING ISSUES. |

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

**2015
Final
Budget**

REVENUES:

Operating Revenues

| | | |
|--------|-----------------------------------|-----------|
| 308901 | Cash Balance | 148,521 |
| 30917 | Dedicated Tax Cash Account | 566,245 |
| 35006 | Escrow | 30,903 |
| 35008 | 2015 Bond Issue | 5,000,000 |
| 35009 | DEP Grant - Monocacy Park | 119,789 |
| 35010 | FEMA/PEMA Reimbursement | 238,000 |
| 35011 | Recreation Fac Fund | 150,000 |
| 35017 | High St Bridge-DCNR | 150,000 |
| 35018 | High St Bridge-PCT1 | 800,000 |
| 35019 | High St Bridge-Norfolk Southern | 50,000 |
| 35022 | 2009 Note | 72,532 |
| 35023 | 2013 Bond | 854,008 |
| 35025 | 3rd & 4th Street - Federal | 100,000 |
| 35026 | 3rd & 4th Street - State | 200,000 |
| 35027 | PENNDOT - New Street | 80,000 |
| 35034 | Greenway Contributions | 200,000 |
| 35035 | PennDOT - ARLE Program | 112,181 |
| 35041 | 2007 Note | 52,930 |
| 35048 | Lynn Avenue Bridge Grant | 4,750,000 |
| 35055 | Growing Greener Grant | 65,000 |
| 35057 | Main St/Streetscape State | 250,000 |
| 35058 | TAP Grant | 65,500 |
| 35061 | NC Open Space Initiative | 123,818 |
| 35063 | Main St/Streetscape Contributions | 250,000 |
| 35072 | DEP - Monocacy Watershed | 150,000 |
| 35076 | DCNR - Greenway | 200,000 |
| 35080 | DCNR - Greenway to Saucon Park | 500,000 |
| 35087 | Eastern Gateway Lighting - State | 225,000 |

TOTAL NON-UTILITY CAPITAL FUND REVENUES

15,504,427

EXPENDITURES BY BUDGET UNIT:

| | | |
|-------|---------------|-----------|
| 62007 | 2007 Note | 52,930 |
| 62009 | 2009 Note | 72,532 |
| 62011 | 2011 Bond | 566,245 |
| 62013 | 2013 Bond | 854,008 |
| 62015 | 2015 Bond | 5,000,000 |
| 69999 | Other Revenue | 8,958,712 |

TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES

15,504,427

EXPENDITURES BY CATEGORY:

| | |
|----------------------------|-----------|
| Public Safety | 2,516,196 |
| Parks & Public Property | 3,728,705 |
| Public Works | 9,131,526 |
| Other Non-Utility Projects | 128,000 |

TOTAL NON-UTILITY CAPITAL FUND EXPENDITURES

15,504,427

**CITY OF BETHLEHEM
2015 NON-UTILITY CAPITAL IMPROVEMENT PLAN**

| | 2015 Bond | 2013 Bond | 2011 Bond | 2009 Note | 2007 Note | Fed, State & Local Grants | Cash/ Misc | Other Funds | Total |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|--|-----------------------|------------------------|-------------------|
| Public Safety | | | | | | | | | |
| 911 Phone Equipment Replacement | | | 191,000 | | | | | 429,394 | 620,394 |
| 911 Radio System Software Upgrade | 920,000 | | | | | | | | 920,000 |
| Ambulance Replace/Remount Plan | 135,000 | | | | | | | | 135,000 |
| CAD/RMS Replacement | | | 295,000 | | | | | 654,831 | 949,831 |
| Fire Apparatus Replacement Program | 597,500 | | | | | | | | 597,500 |
| Fire House Improvements | 75,000 | 17,696 | | | | | | | 92,696 |
| Replace 911 Radio System Microwave Links | 210,000 | | | | | | | | 210,000 |
| Wireless Mesh Data & Video Network | | | 75,000 | | | | | | 75,000 |
| Total Public Safety | 1,937,500 | 17,696 | 561,000 | - | - | - | - | 1,084,225 | 3,600,421 |
| Parks and Public Property | | | | | | | | | |
| City Center Improvements | 300,000 | 10,000 | | | | | | | 310,000 |
| Eastern Greenway | | | | | | 225,000 | | 55,706 | 280,706 |
| Facility Capital Improvement | 75,000 | 115,000 | | | | | | | 190,000 |
| FEMA/PEMA-Parks | | | | | | 238,000 | | | 238,000 |
| General Pool Repairs | 125,000 | 31,400 | | | | | | | 156,400 |
| Greenway/Saucon Park Ball Field Connect | | 350,000 | | | | 500,000 | 150,000 | | 1,000,000 |
| Johnston Park Dam | | | | | | 4,029 | | | 4,029 |
| Mechanical System Upgrade | 125,000 | 45,300 | | | | | | | 170,300 |
| Monocacy Creek Improvements | | | | | | 239,578 | | | 239,578 |
| Monocacy Watershed Assessment | | | | | | 150,000 | | | 150,000 |
| Municipal Ice Rink | | 13,060 | | | | | | | 13,060 |
| Park/Playground Improvements | 225,000 | 21,570 | 5,245 | | | | 3,739 | 223,971 | 479,525 |
| Roof, Safety, Fire Code | 75,000 | 4,470 | | | | | | | 79,470 |
| South Bethlehem Greenway | | | | 72,532 | | 200,000 | 344,782 | | 617,314 |
| Vehicle/Equipment Replacement | 80,000 | | | | | | | | 80,000 |
| Total Parks & Public Property | 1,005,000 | 590,800 | 5,245 | 72,532 | - | 1,556,607 | 498,521 | 279,677 | 4,008,382 |
| Public Works | | | | | | | | | |
| 3rd & 4th Street/Streetscapes Improvements | | | | | | 100,000 | 200,000 | | 300,000 |
| Bridge Repair | 140,000 | 35,000 | | | | | | | 175,000 |
| Broad Street Crosswalks | 75,000 | | | | | | | | 75,000 |
| Creek Road Culvert Replacement | 85,000 | | | | | | | | 85,000 |
| Fahy Bridge Intersection Upgrade | | | | | | 112,181 | | | 112,181 |
| Geographic Information System | 100,000 | 22,512 | | | | | | | 122,512 |
| High Street Bridge | | | | | | 950,000 | 50,000 | | 1,000,000 |
| Isolated Intersections | 205,000 | 164,000 | | | | | | | 369,000 |
| Linden St Storm Sewer Upgrade/Repl | 170,000 | | | | | | | 170,000 | 340,000 |
| Lynn Avenue Bridge | | | | | | 4,750,000 | | 340,391 | 5,090,391 |
| Main Street/Streetscapes | | | | | 52,930 | 250,000 | 250,000 | | 552,930 |
| Mechanical Bureau Truck Lift | 124,500 | | | | | | | | 124,500 |
| Miscellaneous Drainage Structure | 155,000 | 17,000 | | | | | | | 172,000 |
| New Street (3rd St to 4th St) | | | | | | 80,000 | | | 80,000 |
| Shared Lane Markings | | | | | | 65,500 | | | 65,500 |
| Stefko Drainage Swale | | | | | | 65,000 | | | 65,000 |
| Storage Tanks | | | | | | | 30,903 | | 30,903 |
| Street Overlays | 600,000 | | | | | | | 571,482 | 1,171,482 |
| Streets Mack Heavy Duty Large Dump Truck | 185,000 | | | | | | | | 185,000 |
| Traffic Safety Improvement | 90,000 | 7,000 | | | | | | | 97,000 |
| Total Public Works | 1,929,500 | 245,512 | 0 | 0 | 52,930 | 6,372,681 | 530,903 | 1,081,873 | 10,213,399 |
| Other Non-Utility Projects | | | | | | | | | |
| IT Improvement Plan | 128,000 | | | | | | | | 128,000 |
| Total Other Non-Utility Projects | 128,000 | - | - | - | - | - | - | - | 128,000 |
| Total Non-Utility Capital (Net Other Funds) | 5,000,000 | 854,008 | 566,245 | 72,532 | 52,930 | 7,929,288 | 1,029,424 | - | 15,504,427 |

2015 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PUBLIC SAFETY

911 Phone Equipment Replacement

\$191,000

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

Funding Source:

| | |
|---------------------------|----------------|
| 2011 Bond - Dedicated Tax | 191,000 |
| 911 Fund | <u>429,394</u> |
| | 620,394 |

911 Radio System Software Upgrade from 7.7 to 7.14

\$920,000

The 911 Trunking Radio System is in need of a software version upgrade to stay compliant and serviceable from Motorola technical support. In 2014, Motorola will no longer be able to provide technical support on any systems that are operating on or below the 7.7 software version. The City is at risk if the software is not kept up to within five (5) release versions of the current release. Our system's software has not been upgraded in the last six (6) years. The Trunking Radio System is like a computer system running Windows XP and is completely software driven using switches, routers and servers that only have a manufactured life of about four (4) years. There is no more software support for the 7.7 version of software running the radio system. When a switch, router or server fails, the specific piece of equipment may no longer be compatible with our current software and the new version is our only option. Lack of upgrade in 2015 has a realistic possibility of diminished 911 communications at some juncture until the upgrade is implemented.

Funding Source:

| | |
|-----------|---------|
| 2015 Bond | 920,000 |
|-----------|---------|

Ambulance Replacement/Remount Plan

\$135,000

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

Funding Source:

| | |
|-----------|---------|
| 2015 Bond | 135,000 |
|-----------|---------|

CAD/RMS Replacement

\$295,000

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

Funding Source:

| | |
|---------------------------|----------------|
| 2011 Bond - Dedicated Tax | 295,000 |
| 911 Fund | <u>654,831</u> |
| | 949,831 |

2015 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Fire Apparatus Replacement Program

\$597,500

The project is to replace aged fire apparatus. The life of a piece of fire apparatus is 15 to 20 years depending on the call volume. In order to keep our apparatus within those guidelines, we must replace a piece of apparatus every other year. The fire department currently has six engines and two ladders. As the fire apparatus ages and warranties expire, it becomes more costly to maintain apparatus in an operational condition. The hazardous materials vehicle, a 1990 GMC Kodiak, will be replaced as part of the 2013 bond. Replacement of the hazmat vehicle will allow us to eliminate a 28 foot trailer now used by the team. Starting in 2014, a plan to start rechassisising the apparatus instead of purchasing new apparatus will be initiated. This should reduce the cost of apparatus replacement by at least forty percent. In 2015, we need to replace our 1997 Sutphen tower. It has already received extensive renovations. It has been out of service and unavailable to us for almost 50% of the time in the last two years.

Funding Source:

2015 Bond 597,500

Fire House Improvements

\$92,696

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

Funding Source:

2013 Bond 17,696
2015 Bond 75,000
92,696

Replacement of the 911 Radio System Microwave Links

\$210,000

This project is the replacement of the failed microwave links between the prime site on South Mountain to both the electrical back-up center and the master site at City Hall. The current microwave system is past its expected life cycle and is no longer serviceable. These microwave links are vital to public safety for the radio system operations for Police, Fire, EMS Fire Wan, Public Works, and Water Telemetry functions. There are no spare parts available to make any more repairs. Both links have currently failed and no longer in service. This is an absolute necessity to replace the links to keep the 911 Trunking Radio systems operational. The City installed 2 fiber optic T1 lines and will be evaluating the reliability as an inexpensive redundant backup to the replacement microwave links. The 911 radio system is currently operating on fiber optic T-1 links because the microwave links have completely failed on this function. There is some risk if the T-1 links get damaged or fail. The system will revert to site operation giving a reduced range and capacity until the utility can repair the fiber optic T-1 links. The failed microwaves are still being utilized for the wide area network (WAN) to extend service to fire stations and complete failure is likely within the next 3 years. Another link will have to be secured likely at \$5,000/month.

Funding Source:

2015 Bond 210,000

Wireless Mesh Public Safety Data and Video Network

\$75,000

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

Funding Source:

2011 Bond - Dedicated Tax 75,000

2015 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

PARKS AND PUBLIC PROPERTY

City Center Improvements

\$310,000

Work may include replacement of air handler #2 preheat/reheat coils, limited replacement of fan coil units in the Public Safety Building, window replacement on the Police Dept. floor, and other unforeseen repairs/improvements to facilities/equipment to extend the life of a capital asset.

Funding Source:

| | |
|-----------|----------------|
| 2013 Bond | 10,000 |
| 2015 Bond | <u>300,000</u> |
| | 310,000 |

Eastern Gateway

\$225,000

Funds are utilized for site analysis, planning and design for public spaces and rights of way and development of physical improvements along 4th Street/Route 412 corridor.

Funding Source:

| | |
|-------|---------------|
| State | 225,000 |
| CDBG | <u>55,706</u> |
| | 280,706 |

Facility Capital Improvement

\$190,000

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

Funding Source:

| | |
|-----------|---------------|
| 2013 Bond | 115,000 |
| 2015 Bond | <u>75,000</u> |
| | 190,000 |

FEMA/PEMA – Parks

\$238,000

Repairs to flood-damaged park facilities at Monocacy and Saucon parks.

Funding Source:

| | |
|-----------|---------|
| FEMA/PEMA | 238,000 |
|-----------|---------|

General Pool Improvements

\$156,400

Memorial – improvement to pool deck, and other unforeseen repairs/improvements to facilities/equipment to extend the life of the capital assets.

Funding Source:

| | |
|-----------|----------------|
| 2013 Bond | 31,400 |
| 2015 Bond | <u>125,000</u> |
| | 156,400 |

2015 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Greenway/Saucon Park Ball Fields Connection **\$1,000,000**

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

Funding Source:

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

Johnston Park Dam **\$4,029**

Remaining activity for this project is the installation of interpretive signage.

Funding Source:

| | |
|--------|-------|
| County | 4,029 |
|--------|-------|

Mechanical System Upgrade **\$170,300**

Continue updating of mechanical systems to improve reliability and energy efficiency of systems/facilities not covered under the Energy Savings Performance Contract and other unforeseen repairs/improvements to facilities/equipment to extend the life of the capital assets.

Funding Source:

| | |
|-----------|----------------|
| 2013 Bond | 45,300 |
| 2015 Bond | <u>125,000</u> |
| | 170,300 |

Monocacy Creek Improvements **\$234,827**

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

Funding Source

| | |
|--------|----------------|
| County | 119,789 |
| State | <u>119,789</u> |
| | 239,578 |

Monocacy Watershed Assessment **\$150,000**

Conduct an analysis of the Monocacy Creek watershed and establish current baseline data that will allow for understanding of current flooding/water quality issues within the watershed and City of Bethlehem and identify strategies for watershed restoration. The end result of this data assessment project will ultimately be the development and execution of an updated restoration plan that addresses the current problems and trends relating to the deterioration of the creek and natural resources and identifies opportunities for trails and greenways

Funding Source

| | |
|-------|---------|
| State | 150,000 |
|-------|---------|

2015 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Municipal Ice Rink

\$13,060

For unforeseen repairs/improvements to facilities/equipment to extend the life of the capital assets.

No projects planned for 2015-16.

Funding Source:

| | |
|-----------|--------|
| 2013 Bond | 13,060 |
|-----------|--------|

Park/Playground Improvements

\$255,554

Project includes the planning, design, implementation to upgrade City parks as recommended in the City's Comprehensive Plan for Parks and Recreation. Misc. unforeseen improvements/emergency repairs, and other unforeseen repairs/improvements to facilities/equipment to extend the life of the capital assets.

Funding Source:

| | |
|-----------|--------------|
| 2011 Bond | 5,245 |
| 2013 Bond | 21,570 |
| 2015 Bond | 225,000 |
| CDBG | 223,971 |
| Cash | <u>3,739</u> |
| | 479,525 |

Roof, Safety, Fire Code

\$79,470

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

Funding Source:

| | |
|-----------|---------------|
| 2013 Bond | 4,470 |
| 2015 Bond | <u>75,000</u> |
| | 79,470 |

South Bethlehem Greenway

\$617,314

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

Funding Source:

| | |
|--------------------------|----------------|
| 2008 Note | 72,532 |
| State | 200,000 |
| Cash – Escrow & Rec Fees | 144,782 |
| Other – Contributions | <u>200,000</u> |
| | 617,314 |

Vehicle/Equipment Replacement

\$80,000

Purchases for 2015 include a wide area mower, a mid-size dump truck, and an Avant utility vehicle.

Funding Source:

| | |
|-----------|--------|
| 2015 Bond | 80,000 |
|-----------|--------|

2015 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Public Works

3rd & 4th Street/Streetscape Improvements **\$300,000**

This project is to renew/upgrade the streetscape along Third and Fourth Streets from Hayes Street to Wyandotte Street. The work would include repair/replacement of brick and concrete sidewalk in deficient areas, curb, street furniture, and trees. The project is to be completed in four phases which are: Phase I - Fourth Street from Hayes Street to Pierce Street, Phase II - Fourth Street from Pierce Street to Adams Street, Phase III - Fourth Street from Adams Street to Wyandotte Street, and Phase IV - Third Street from Buchanan Street to Wyandotte Street.

Funding Source:

| | |
|-----------------------|----------------|
| Federal (Phase I) | 100,000 |
| Other (Phase II - IV) | <u>200,000</u> |
| | 300,000 |

Bridge Repair (2 year funding) **\$175,000**

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

Funding Source:

| | |
|--------------------|----------------|
| 2013 Bond | 35,000 |
| 2015 Bond (2 year) | <u>140,000</u> |
| | 175,000 |

Broad Street Crosswalks **\$75,000**

Remove and replace in-kind existing degraded brick crosswalks and ADA curb ramps along Broad Street in the Downtown Historic District at Broad and New Streets. Two of the four following crosswalks are proposed to be replaced: both north-south crossings of Broad Street at the intersection of New Street along with the mid-block north-south crossings on Broad Street just west and just east of that intersection. \

Funding Source:

| | |
|-----------|--------|
| 2015 Bond | 75,000 |
|-----------|--------|

Creek Road Culvert Replacement **\$85,000**

The Creek Road Culvert project is to replace the existing deteriorated culvert along Creek Road north of Friedensville Road. The culvert has been damaged by repeated flooding and the roadway is often overtopped during storms. In addition, the existing culvert is narrow, allowing only a single lane to cross. The replacement culvert will be sized to allow two lanes of traffic and reduce flooding of the road. The guiderail also needs to be upgraded to meet current safety standards.

Funding Source:

| | |
|-----------|--------|
| 2015 Bond | 85,000 |
|-----------|--------|

2015 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Fahy Bridge Intersection Upgrade

\$112,181

Elimination of the right-hand slip ramp onto Center Street from the north end of the Fahy Bridge (New St) and create a right-hand turn at the signalized intersection to provide a safer crossing for pedestrians and bicyclists. This work is now going to be performed with the Fahy Bridge rehabilitation project per agreement with PennDOT, and these funds are now being used to make pedestrian improvements at Liberty High School. The City is currently working with PennDOT to modify the agreement to allow the funding to be used at this new location.

Funding Source:

| | |
|--------------------|---------|
| State (ARLE Grant) | 112,181 |
|--------------------|---------|

Geographic Information System (2 year funding)

\$122,512

This project is the continued development of the Geographic Information System (GIS) for the City. The GIS includes City infrastructure and integrated data that will enable all departments to use it for analysis, monitoring of performance and work flow improvements. The project began in 2006 and now includes over 60 layers of data for tracking and maintaining city infrastructure and public safety. The most recent phase included preliminary storm sewer database construction as well as software and hardware upgrades. Currently, we are planning the next phase of the GIS implementation. Next phase will include a public viewer enabling self-service GIS maps, field mapping applications, continued development of the infrastructure networks, training, and various workflow tools. Additional tasks for future phases are being considered.

Funding Source:

| | |
|--------------------|----------------|
| 2013 Bond | 22,512 |
| 2015 Bond (2 year) | <u>100,000</u> |
| | 122,512 |

High Street Bridge

\$1,000,000

Provide for the engineering and replacement of the structurally deficient wooden bridge over a former Norfolk Southern line. The bridge was closed to all traffic on 6/16/11, which combined with the previous closing of the Seidersville Road Bridge equates to the residents along Ravena Street having only one point of access to their residences: the intersection of Ravena and Fire Lane Road. Final design has been completed and we are awaiting final approvals from PennDOT. The City has successfully had the bridge placed on the TIP for construction to replace the structure with a new 2-lane bridge meeting current standards. This would also preserve future recreational access beneath the structure. Norfolk Southern will be responsible for a portion of the replacement costs per agreement, specifically preliminary and final design engineering efforts. The let date is currently set for March 2015 with construction expected to begin in late spring and be completed in 2016, but may be moved up depending on when construction funds become available.

Funding Source:

| | |
|------------------|----------------|
| Norfolk Southern | 50,000 |
| State | 150,000 |
| Federal Grant | <u>800,000</u> |
| | 1,000,000 |

Isolated Intersections (2 year funding)

\$369,000

Install new or upgrade existing signals at various locations. Each intersection costs between \$150,000 and \$180,000. Proposed potential new signal locations include East Boulevard & Linden Street, Butztown Road & Easton Avenue, Linden Street & Elmhurst Avenue, and Third Avenue & Union Boulevard. Needed upgrade locations include New Street & Elizabeth Avenue, Main Street & Elizabeth Avenue, Goepp and Center Streets, Goepp and New Streets, Goepp and Main Streets, Broad and Linden Streets, Market and Center Streets, Market and New Streets, Center and Church Streets and Linden and Goepp Streets. Construction to upgrade New Street & Elizabeth Avenue and Main Street & Elizabeth Avenue are being completed in 2015. Design work for Goepp & Center Streets and Goepp & New Streets intersections will be completed in 2015 and construction will be completed in 2017 at an estimated total cost of \$156,500 (each is approximately \$160,000). Design work for Linden & Goepp Streets and Main & Goepp Streets will be completed in 2017.

Funding Source:

| | |
|--------------------|----------------|
| 2013 Bond | 164,000 |
| 2015 Bond (2 year) | <u>205,000</u> |
| | 369,000 |

2015 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Linden Street Storm Sewer Upgrade/Repl.

\$170,000

Replacement of the existing stormwater system providing service to Linden Street between East Boulevard and Santee Mill Road. This system is comprised of the original CMP installed by PennDOT in conjunction with the roadway, which is severely corroded and beginning to collapse in some areas. Since most of this system exists underneath Linden Street, roadway collapse has been a concern and has already occurred in a couple areas along this trunkline. This system will continue to cause problems, specifically reduced service capacity and roadway collapse due to pipe failure, unless addressed and replaced within the next few years. This project will be done in phases due to funding constraints. Phase I will begin on the east side of Linden Street approximately 500' south of East Boulevard and continue north to a point 250' north of East Blvd. Phase II will begin where Phase I ends and cross over to the west side of Linden Street. From there, the work continues 1150' north ending at the northwest intersection of Santee Mill Road. Phase I will be completed in 2014 and Phase II will be in 2015.

Funding Source:

| | |
|--------------|----------------|
| 2015 Bond | 170,000 |
| Liquid Fuels | <u>170,000</u> |
| | 340,000 |

Lynn Avenue Bridge

\$4,750,000

Remove and replace structurally deficient bridge. We currently anticipate completion of the final design by December 31, 2014. Delays have occurred with the acquisition of the necessary easements due to the death of a property owner and subsequent set up of the estate. Under the latest schedule, a let date is currently set for May 2015 and construction start is anticipated to be in mid to late 2015. There may be opportunities to advance the schedule, and we will pursue those if possible.

Funding Source:

| | |
|------------------------|----------------|
| Federal & State Grants | |
| (2015/2016) | 4,750,000 |
| CDBG (2015) | <u>340,391</u> |
| | 5,090,391 |

Main Street/Streetscapes

\$552,930

This project is to renew/upgrade the streetscape on Main Street including brick sidewalks and curb ramps, brick roadway intersections and crosswalks, utilities, trees, and street furniture between Church Street and Broad Street. The project is to be completed in four phases which are the Market Street intersection as Phase I (completed in 2012), Market Street to Walnut Street including the Walnut Street intersection as Phase II (2015), Walnut Street to Broad Street including the Broad Street intersection as Phase III (2018), and Market Street to Church Street as Phase IV (2019). We are actively seeking grant funding for this work. Funding is 50% grant, 25% City, and 25% property owner for Phase II.

Funding Source:

| | |
|------------------|----------------|
| 2007 Note | 52,930 |
| State (Phase II) | 250,000 |
| Other (Phase II) | <u>250,000</u> |
| | 552,930 |

2015 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Mechanical Bureau Truck Lift

\$124,500

Our current lift has hydraulic cylinders, hoses and components that are embedded in concrete and require us to jack hammer the floor up to inspect and repair. This could potentially release oil into the ground with a failure. The average usable life of an in-ground lift like we currently have is 20 years. Ours has been in place for 19 years. The productivity of our fleet depends on our ability to do routine maintenance and repairs fast and efficiently – from under the vehicle. It improves technician access to dramatically speed up maintenance and repairs. The Mechanical Bureau currently has a 2-post in-ground truck lift with a lifting capacity of 30,000 lbs. This allows us to lift approximately 70% of our heavy trucks. This limited lifting capacity requires us to maintain and repair the remainder of our trucks while on the floor using a combination of floor jacks and jack stands. This method is extremely inefficient, requiring far more time and labor to set up and complete repairs than if we could simply lift the vehicles. Technicians must constantly crawl in and out from under the trucks, carrying tools and parts. Since the truck lift bay is the only one large enough to fit the trucks in, techs must also contend with the existing lift infrastructure which often makes under vehicle repairs even more difficult. The proposed replacement lift will have a capacity of 60,000 lbs, which will lift 95% of the heavy trucks in our fleet both now and in the foreseeable future. Other benefits are accessibility of the lift itself for service. The new lift would be completely housed in a concrete trench with steel covers that allow full access to all hydraulics and components for inspection and maintenance with no excavation. This setup is fully EPA compliant with a sealed containment area in case of any ruptured hydraulics.

Funding Source:

| | |
|-----------|---------|
| 2015 Bond | 124,500 |
|-----------|---------|

Miscellaneous Drainage Structure (2 year funding)

\$172,000

These funds are used to make repairs to catch basins, headwalls, culverts, pipes, etc. throughout the City's extensive storm sewer system. In addition to catch basin repairs/replacements, we plan to replace the storm sewer at Stanford Road (\$65,000 Santee Mill Road (\$12,000), and Millside and Traveller Ave (\$50,000). The Stanford Road project is to extend the storm system from Ralston Road to address flooding further up Stanford Road. The Santee Mill Road project is for the replacement of a deteriorated section of pipe. The Millside/Traveller Avenue project is to alleviate flooding at the intersection of these two roads during heavy rain caused by an undersized pipe with a flat slope that discharges into the Saucon Creek.

Funding Source:

| | |
|--------------------|----------------|
| 2013 Bond | 17,000 |
| 2015 Bond (2 Year) | <u>155,000</u> |
| | 172,000 |

New Street (Third Street to Fourth Street)

\$80,000

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

Funding Source:

| | |
|-------|--------|
| State | 80,000 |
|-------|--------|

Shared Lane Markings

\$65,500

This project is to refresh all existing shared lane markings (bicycle markings) in thermoplastic and install new markings in various areas. This also includes markings in Allentown and Easton as a collaborative, regional effort to create a connection for bicyclists between the three cities.

Funding Source:

| | |
|-------------------|--------|
| State (TAP Grant) | 65,500 |
|-------------------|--------|

2015 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

Stefko Drainage Swale

\$65,000

This project was originally to upgrade the existing drainage channel between Broad Street and the Lehigh River to eliminate flooding at the former Bethlehem Steel Power Plant and to reclaim existing city owned property for future use. Due to changed conditions, this project has been re-evaluated to principally include a possible culvert under Lehigh Canal and selected improvements along the swale to reduce erosion and sediment transport to the river. A Growing Greener grant was received in 2013 for evaluation and design. 2015 funding is to complete the engineering work. Once the design is complete, we will seek grant funding for the identified construction.

Funding Source:

State (Growing Greener Grant) 65,000

Storage Tanks (2 year funding)

\$30,903

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

Funding Source:

Escrow 30,903

Street Overlays (2 year funding)

\$600,000

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

Funding Source:

| | |
|---------------------|----------------|
| 2015 Bond (2 Year) | 600,000 |
| Liquid Fuels (2015) | 60,097 |
| CDBG | <u>511,385</u> |
| | 1,171,482 |

Streets Mack Heavy Duty Large Dump Truck

\$185,000

To purchase a 2015 heavy duty large dump truck as an add-on to the fleet and be used in conjunction with the paving program to make improvements to larger roads using in-house personnel. It will also be utilized for snow plow operations.

Funding Source:

2015 Bond 185,000

Traffic Safety Improvement (2 year funding)

\$97,000

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

Funding Source:

| | |
|--------------------|---------------|
| 2013 Bond | 7,000 |
| 2015 Bond (2 Year) | <u>90,000</u> |
| | 97,000 |

2015 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

OTHER NON-UTILITY PROJECTS

IT Improvement Plan

\$128,000

As part of Phase I of this improvement plan we have successfully completed the following: (1) Purchased and configured our City Hall Virtual Server environment1 (2) Converted all but 1 server from stand-alone to virtual configuration. (3) Set up a temporary Backup/Disaster Recovery Server at Garrison Street location. The additional funds requested will be used to complete Phase II which includes: Upgrading Obsolete Exchange Server Licenses - \$40,000: We currently own 325 MS 2003 Exchange licenses which allows us to maintain 325 User mailbox accounts. We are currently running a version which MS no longer supports and are forced to purge emails constantly in order to keep our mail server from crashing. As of 2014, we will be 3 releases behind the newest version. Upgrading the Exchange licenses will give us an MS supported version of Exchange, increase the mailbox sizes so we can relax the purging requirements now in place and allow us to purchase enough licenses to accommodate all of the additional mailboxes added since 2003. Upgrading Remaining Workstation Licenses - \$60,000: Over the past few years we have been upgrading workstations and laptops to newer versions of MS Office as funding was available. However we are estimating that around 150 workstations still need to be upgraded to be fully compatible with the newer Exchange Versions. Purchase a Backup/Disaster Recovery Server - \$28,000: We are currently backing up all of our virtual servers to a used temporary server at the R&D site at Garrison Street. We are also relying on this server in case of disaster. Therefore, we would like to purchase a bigger, faster server to accommodate our current and future backup and disaster recovery requirements.

Funding Source:

| | |
|-----------|---------|
| 2015 Bond | 128,000 |
|-----------|---------|

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**CITY OF BETHLEHEM
2015 WATER CAPITAL FUND
FUND ANALYSIS SUMMARY**

| | 2015 Final Budget |
|--|----------------------------------|
| REVENUES: | |
| 37005 Bond Redemption & Improvement | 135,000 |
| 37007 H2O PA Grant - Valves | 47,439 |
| 37012 2014 Bond Issue | 3,420,000 |
| 37013 DSIC | 125,000 |
| 39805 Capital Appropriations | 385,000 |
| TOTAL WATER CAPITAL FUND REVENUES | <u>4,112,439</u> |
| EXPENDITURES: | |
| 770016 5 Million Gallon Northeast Standpipe Engineering & Evaluation | 85,992 |
| 77002 Distribution Systems Extension | 154,820 |
| 77003 Service Lines New/Renewal | 100,000 |
| 77004 Metering | 79,390 |
| 77005 Replace, Relocate, Rehabilitate Distribution System | 464,823 |
| 77006 Fire Hydrant New/Renewal | 100,000 |
| 77009 SS Pump Station Eng/Const | 525,000 |
| 77015 0.5 MG SE Tank Engineering | 26,576 |
| 77016 Emergency Repair Transmission Mains | 10,000 |
| 77017 East Allen/Shady Lan | 303,080 |
| 77020 Birchwood Farms | 1 |
| 77021 North Street Road Reconstruction | 1 |
| 77023 1 MG SE Tank Pump Station-Phase III | 75,000 |
| 77025 5th and William Street Pump Station Eng/Const. | 437,400 |
| 77026 Sidewalk/Trench Restoration | 75,000 |
| 77028 Rt. 512 Extension for EAT - Design | 170,510 |
| 77029 Rt. 412 Main Replacement | 300,000 |
| 77030 Water Department Vehicles | 38,860 |
| 77032 SCADA System Upgrade | 202,753 |
| 77033 Wild Creek Spillway Repair | 85,000 |
| 77036 Commercial & Industrial Meter Replacement | 129,140 |
| 77039 Master Meters/Pits/Appurtenances | 1 |
| 77041 5 MG SE Storage Tank Modifications | 1 |
| 77042 2 MG SW Res. Replacement Engineering | 75,000 |
| 77043 Comprehensive Planning Study | 10,000 |
| 77044 Repair Wild Creek Intake Roof | 5,000 |
| 77045 Repair Wild Creek Pole Building Lower Shed | 4,000 |
| 77046 Rt 378 Second St Ramp Reconstruction | 25,750 |
| 77047 5th Street Road Reconstruction | 220,000 |
| 77050 Replacement of Filtration Plant Boiler | 40,000 |
| 77061 Computer Upgrade Software/Hardware | 7,300 |
| 77084 Security Enhancements | 1 |
| 77096 Penn Forest Dam SCADA | 164,700 |
| 77097 CPU Model Calibration | 6,800 |
| 77099 Equip. Water Maint. | 94,320 |
| 770991 Equip. Collection & Treatment | 9,700 |
| 770992 Equip. Laboratory Service | 1,000 |
| 770996 Equip. WTR. Filtration | 22,950 |
| 770997 Equip. Utility Billing | 4,550 |
| 770999 Equip. Tech. Support | 58,020 |
| TOTAL WATER CAPITAL FUND EXPENDITURES | <u>4,112,439</u> |

2015 WATER CAPITAL PROJECT DETAIL

5 Million Gallon Northeast Standpipe Engineering & Evaluation

007A-770016

Project included the painting of interior/exterior, antenna retrofit service, mixing system installation and service and inspection services. Professional engineers will be responsible for ongoing asset management and scheduling of maintenance and for future structural integrity and renovations. Year 6 - \$85,992.

Distribution Systems Extensions

007A-77002

The extension of the distribution system and the routine expansions of the distribution mains, both inside and outside of the City limits. Includes Weil Street Pump Station construction for pressure enhancement with completion in 2014 as per PUC and payment in 2015.

Service Lines New/Renewal

007A-77003

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

Metering

007A-77004

This is an annual project. All water service must be metered. Meters range from 5/8" to 1" in size. All meters are of the encoder type.

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. Replace water distribution main on Norfolk in the Birchwood Farms development or Stafore Estates or Oakhurst development in 2015.

Fire Hydrant - New/Renewal

007A-77006

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

SS Pump Station Eng/Construction

007A-77009

To design and replace pumps, motors, isolation and check valves, actuators, piping, line stops, emergency generator/transfer switch, miscellaneous items and construction management. Completion in first quarter of 2016 as per PUC.

0.5 MG SE Tank Engineering

007A-77015

Project included the painting of interior/exterior, mixing system installation and service and inspection services. Professional engineers will be responsible for ongoing asset management and scheduling of maintenance and for future structural integrity and renovations. Year 6.

Emergency Repair Transmission Mains

007A-77016

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

East Allen/Shady Ln Well

007A-77017

Design, Bid, construction administration and construct pump house and water storage tank to meet PA DEP 4 log rule. Completion in 2014 as per PUC and payment in 2015.

2015 WATER CAPITAL PROJECT DETAIL

Birchwood Farms

007A-77020

Replacing water distribution main due to high break frequency on Birch Drive and Spruce Court in the Birchwood Farms development. This project will reduce customer outage in emergency situations. Completion and payment in 2014.

North Street Road Reconstruction

007A-77021

Water line infrastructure replacement due to complete road reconstruction of North Street. Completion and payment in 2014.

1 MG SE Tank Pump Station Engineering/Replacement

007A-77023

Phase III – Design, replace pumps, motors, control centers, piping, valves, electrical work, miscellaneous items, install emergency generator/transfer switch, and construction management. Engineering design at end of 2015, construction in 2016 and completion in first quarter 2017 as per PUC.

5th and William St. Pump Station

007A-77025

Phase II – To replace pumps, motors, control centers, piping, valves, gas engine, electrical work, generator/transfer switch, miscellaneous items and construction management. Completion in first quarter 2015 as per PUC and payment in 2015.

Sidewalk/Trench Restoration

007A-77026

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

Route 512 Extension for East Allen Township

007A-77028

Design and bid phase for extending water distribution main on Route 512 in East Allen Township, pumping station, one highway crossing, railroad and stream crossing and permitting. Construction of four water main highway crossings in 2015.

Route 412 Main Replacement

007A-77029

Replacement of water distribution infrastructure prior to Route 412 roadway reconstruction. To be completed in 2016 and billed by PA DOT in 2017. Includes main, valve, lateral installation on Reverse Frontage Road to be completed by City crews and paid for in 2015.

Vehicles – Water Department

007A-77030

Vehicles for Utility Maintenance Division.

SCADA System Upgrade

007A-77032

SCADA connectivity between South Mountain Tower and WTP, proprietary software updates, software upgrades, Control Room Server upgrade, replacement meter chamber transmitter, SCADA conversions and SCADA migration to WTP.

Wild Creek Spillway Repair

007A-77033

Repairs to Wild Creek spillway where concrete slabs are separating at the joints in eight (8) locations. Includes construction and inspection. Completion in 2014 as per PUC and payment in 2015.

Commercial and Industrial Meter Replacement

007A-77036

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

2015 WATER CAPITAL PROJECT DETAIL

| | |
|--|-------------------|
| Master Meters/Pits/Appurtenances | 007A-77039 |
| To install master meters in meter pits with piping and appurtenances in Allen Township, Lehigh Township, and others to monitor flows and to provide service in City water mains. | |
| 5 MG SE Storage Tank Modifications | 007A-77041 |
| To modify piping/valve in order to feed Saucon Valley and supplement fire flows in Commerce Center Boulevard area. To connect 12 MG SW Low Service Reservoir to South Side Pump Station. Materials purchased and paid for in 2014. To be completed by City crews in 2014 as per PUC. | |
| 2 MG SW Reservoir Replace Engineering | 007A-77042 |
| To design tank replacement for existing 2 MG SW Reservoir. Replacement tank to be 1 MG. Foundation design, soil testing, borings and bid phase services in 2015. Construction in 2016. | |
| Comprehensive Plan Study | 007A-77043 |
| To perform study in order to develop long term distribution system improvement plan. Completion in 2014 and payment of balance in 2015. | |
| Repair Wild Creek Roof | 007A-77044 |
| To repair Wild Creek Intake roof leaks. | |
| Repair Wild Creek Pole Building | 007A-77045 |
| To repair Wild Creek pole building lower shed due to animal burrowing. | |
| Route 378 Second Street Ramp Reconstruction | 007A-77046 |
| Relocation of water facilities for Route 378 Second Street ramp reconstruction. 50% of cost of 2012-2013 PA DOT project. Billing delayed to 2015. | |
| 5th Street Road Reconstruction | 007A-77047 |
| Water line infrastructure replacement due to complete road reconstruction of 5 th Street between William and Arnold. | |
| Replacement of Filtration Plant Boiler | 007A-77050 |
| To replace old, inefficient boiler which is 20 years old. | |
| Computer Upgrade Software/Hardware | 007A-77061 |
| This is an annual project. It is to upgrade current computer hardware and software current standards. | |
| Security Enhancements | 007A-77084 |
| To bid, design construct, and install a portion of the security enhancements identified as a result of the vulnerability assessment including contract administration. Dependent on receipt of grant from H2O PA. 12 Year Project. | |

2015 WATER CAPITAL PROJECT DETAIL

Penn Forest Dam SCADA System

007A-77096

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

CPU Model Calibration

007A-77097

To calibrate computer model and investigate unusual system pressures. Completion in 2014 and payment of balance in 2015.

Equipment – Water Maintenance

007A-77099

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

| | |
|----------|---|
| \$ 1,900 | Two (2) line locators/tracers |
| \$46,000 | FCS leak detection equipment |
| \$ 6,900 | Three (3) automatic tarps for dump trucks |
| \$16,300 | Equipment trailer for backhoe |
| \$ 2,800 | Hydrostatic test pump |
| \$ 4,100 | Solar powered arrow board |
| \$14,600 | Mobile solar powered message board |
| \$ 825 | Pneumatic backfill tamper |
| \$ 895 | Pneumatic 30 lb breaker hammer |

Equipment – Collection & Treatment

007A-770991

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

| | |
|----------|--|
| \$ 8,500 | One (1) Zero turn mower, Scag Tiger Cat, 48-inch cut to replace two (2) 14-year old lawn tractors. |
| \$ 1,200 | Two backpack leaf blowers. |

Equipment – Laboratory Services

007A-770992

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

| | |
|----------|--|
| \$ 1,000 | One (1) Refrigerator to replace unit moved to WWTP Laboratory. |
|----------|--|

Equipment – Water Filtration

007A-770996

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

| | |
|----------|---|
| \$ 7,000 | One (1) Duplox combination chlorine/fluoride analyzer (to be used as spare) |
| \$ 3,750 | One (1) chlorine analyzer (replace mixed water chlorine unit which is unable to be repaired) |
| \$ 3,310 | One (1) Rosemont model 3051S Ultra Smart DP Transmitter with 316 SS 3-valve instrument manifold (to be used as a spare for meter chamber transmitter) |
| \$ 1,800 | Two (2) sample pump motors (to be used as spares for 20-year old original units) |
| \$ 5,000 | Two hundred (200) feet of flocculator chain NH78 (to replace worn chain) |
| \$ 2,090 | Plant security system with ten (10) cameras, one (1) monitor and one (1) DVR |

Equipment – Utility Billing

007A-770997

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

| | |
|----------|-------------------------------|
| \$ 1,400 | Two (2) new PC units |
| \$ 600 | Four (4) flat screen monitors |
| \$ 550 | Two (2) MS office |
| \$ 2,000 | Two (2) scanners |

2015 WATER CAPITAL PROJECT DETAIL

Equipment – Technical Support

007A-770999

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

| | |
|----------|---|
| \$ 3,090 | Two (2) Rosemont level transmitters (0 to 240 in water) |
| \$ 3,090 | Four (4) Rosemont level transmitters (0 to 200 psi) |
| \$ 3,300 | Six (6) SCADA radio kits with power supplies and UPS |
| \$ 5,840 | One (1) SCADA server (not paid for in 2014) |
| \$ 1,400 | Two (2) Aeron chairs (not paid for in 2014) |
| \$ 1,400 | Four (4) enclosure heaters for SCADA boxes |
| \$ 1,900 | Two (2) line locators/tracers |
| \$ 2,000 | PRV rebuild kit(s) for LVIP 3 |
| \$14,000 | Three (3) chlorine analyzers |
| \$22,000 | Emergency power transfer switch gear for East Allen Township well sites |

**CITY OF BETHLEHEM
2015 SEWER CAPITAL FUND
FUND ANALYSIS SUMMARY**

| | 2015 Final Budget |
|--|----------------------------------|
| REVENUES: | |
| 32113 Tapping Fees | 200,000 |
| 32116 2012 Pennvest Loan | 1 |
| 32117 2012 Bond Issue | 3,262,478 |
| 32118 2013 Pennvest Loan | 10,737,000 |
| 32119 2014 PennWorks Grant | 1,250,000 |
| 32121 LNT Act 537 Appropriation | 2,540,000 |
| 39805 Capital Appropriation | <u>87,025</u> |
| TOTAL SEWER CAPITAL FUND REVENUES | <u><u>18,076,504</u></u> |
| EXPENDITURES: | |
| 88001 Sewer Laterals New/Renewal | 5,000 |
| 88002 Collection System New/Renewal | 220,000 |
| 880022 W Intermediate Clrfr Drive | 1 |
| 880024 Fine Bar Scrns-Detrtus Rm | 10,000 |
| 880031 RAS Pump | 16,000 |
| 880034 Security-Vulnerability | 1 |
| 880035 Sludge/Gas/Flow Meters Digest. | 5,000 |
| 88004 Inflow/Infiltration Mitigation | 28,751 |
| 88007 ACT 537 Collection System | 300,000 |
| 88008 Chlorinator/Tot Res Anal | 14,062 |
| 88009 Outfall 004 Relocation | 3,262,478 |
| 88011 New Dewatering Facility | 11,987,000 |
| 88016 Sewer Maintenance Equipment | 12,600 |
| 88073 Computer Hardware/Software | 10,000 |
| 88113 Grit Conveyor System Upgrade | 5,000 |
| 88114 Odor Control | 5,000 |
| 88120 WWT Equipment | 35,500 |
| 88121 WWT Laboratory Equipment | 13,110 |
| 88131 Sewer Department Vehicles | 72,500 |
| 88136 Facilities Improvement | 5,000 |
| 88143 Digester WAS Upgrades | 1 |
| 88145 Pump Station #1 Pumps | 16,000 |
| 88146 Raw Sewage Pumps | 16,000 |
| 88149 Primary Digester 2 Upgrades | 1,800,000 |
| 88150 Plant Data Management System | 75,000 |
| 88151 Backflow Preventer Replacement | 20,000 |
| 88152 WWTP Grit Truck | 80,000 |
| 88153 Aeration Tank Mixers Platform Upgrade | 25,000 |
| 88154 Non-Potable Water System Upgrade | 25,000 |
| 88155 Infoworks Model Update | <u>12,500</u> |
| TOTAL SEWER CAPITAL FUND EXPENDITURES | <u><u>18,076,504</u></u> |

2015 SEWER CAPITAL PROJECT DETAIL

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

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

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

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

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

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

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

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

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

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

Security – Vulnerability Assessment **008A-880034**

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

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

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

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

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

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

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

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

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

Upgrade of current chlorination control system.

Outfall 004 Relocation **008A-88009**

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

2015 SEWER CAPITAL PROJECT DETAIL

New Dewatering Facility **008A-88011**

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

Sewer Maintenance Equipment **008A-88016**

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

| | |
|----------|---|
| \$ 5,300 | Emergency generator transfer switches for two (2) lift stations |
| \$ 3,000 | Jet flusher nozzles |
| \$ 2,300 | Sonar locator for camera operations |
| \$ 1,800 | Two (2) magnetic locators |

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

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

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

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

Odor Control **008A-88114**

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

WWTP Equipment **008A-88120**

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

| | |
|----------|---|
| \$10,000 | ISCO samplers – samples for plant effluent, influent or as replacement |
| \$ 1,000 | Plant maintenance equipment for plant grounds, including weed eaters, edgers, cutters, loppers, pruners, rakes, cultivators, etc. as needed |
| \$ 2,000 | Plant maintenance tools such as ratchet sets, sockets, multi-tools, drills, etc |
| \$20,000 | Air conditioners to replace units in the control building and administration office as needed |
| \$ 3,000 | Office furniture to replace old desks, chairs and tables as needed |
| \$16,000 | Two (2) golf carts to replace old units which cannot be repaired |

WWTP Laboratory Equipment **008A-88121**

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

| | |
|----------|---|
| \$ 1,000 | One (1) refrigerator to MIPP samples to replace worn out unit. |
| \$ 1,500 | One (1) Dissolved oxygen sensor to replace malfunctioning unit. |
| \$ 610 | One (1) YSI self stirring probe for DO meter. |
| \$10,000 | Two (2) ISCO automatic samplers to replace old units. |

Facilities Improvement **008A-88136**

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

Digester/WAS Upgrades **008A-88143**

Digester/WAS upgrades.

2015 SEWER CAPITAL PROJECT DETAIL

| | |
|--|-------------------|
| Pump Station #1 Pumps | 008A-88145 |
| <hr/> | |
| <p>These pumps are used to pump flow from the waste activated sludge process to the trickling filters. These three pumps are in need of upgrade in order to ensure that they maintain the required pumping capacity.</p> | |
| Raw Sewage Pumps | 008A-88146 |
| <hr/> | |
| <p>These pumps ensure that all flows received by the treatment plant are lifted from the wet well in the headworks to downstream treatment processes. These pumps must be reliable during the high flows caused by wet weather, and have proven problematic during 2011, compromising wet-weather operation. The purpose of this project is to rehabilitate two of the six influent pumps and upgrade motor controls to more current technology.</p> | |
| Primary Digester 2 Upgrades | 008A-88149 |
| <hr/> | |
| <p>Demolition and installation of new roof. Completion of mixing, heating and other improvements.</p> | |
| Plant Data Management System | 008A-88150 |
| <hr/> | |
| <p>Installation of WIMS plant/lab Data Management System. In conjunction with plant SCADA system.</p> | |
| Backflow Preventer Replacement | 008A-88151 |
| <hr/> | |
| <p>Replacement of original plan backflow preventer on incoming water line. Required redesign of area.</p> | |
| WWTP Grit Truck | 008A-88152 |
| <hr/> | |
| <p>Purchase of new small dump truck to safely transport grit and rages to landfill for disposal.</p> | |
| Aeration Tank Mixers Platform Upgrade | 008A-88153 |
| <hr/> | |
| <p>Stabilization of mixer platforms due to harmonic resonance.</p> | |
| Non-Potable Water System Upgrade | 008A-88154 |
| <hr/> | |
| <p>Design and upgrade of non-potable water system. Pumps and controls are not acceptable for current and future needs.</p> | |
| Infoworks Model Update | 008A-88155 |
| <hr/> | |
| <p>This cost is to upgrade the current version of our sanitary sewer hydraulic model to Infoworks ICM. This model is used to determine if proposed new sanitary sewer connections can be accommodated and to locate any flow capacity issues in the system. All new connections in the City and tributary municipalities are input to the model during our planning module approval process. This model has not been updated in many years and many improvements/upgrades have since been made to the software. Vendor support will be difficult without the update.</p> | |

**CITY OF BETHLEHEM
2015 COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

| | 2003 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | Total |
|------------------------------|---------------|---------------|---------------|---------------|----------------|----------------|------------------|------------------|------------------|
| CDBG Funding | | | | | | | | | |
| Acquisition/Demolition | | | | | 62,225 | | | | 62,225 |
| ADA Improvements | | 11,508 | | | | | | 10,000 | 21,508 |
| Bethlehem Public Library | | | | | | 10,000 | | | 10,000 |
| Bethlehem Trail Study | | | | | | | 27,000 | | 27,000 |
| Boys & Girls Club | | | | | | | 31,500 | | 31,500 |
| CACLV Financial - Counseling | | | | | | 6,332 | 15,000 | 15,000 | 36,332 |
| CADC - Micro Enterprise | | | | | | | 20,000 | 20,000 | 40,000 |
| CD Consulting | | | | | | 2,148 | 25,000 | 45,000 | 72,148 |
| Community Police | | | | | | | 85,000 | 80,000 | 165,000 |
| Curb Ramps | | | | | | 10,163 | 110,000 | 100,000 | 220,163 |
| East 5th Street Project | | | | | | | | 145,871 | 145,871 |
| Eastern Gateway SS | | | | | | 55,706 | | | 55,706 |
| Economic Development | | | | | 156,327 | | | | 156,327 |
| Embrace Your Dreams | | | | | | | 7,000 | 7,000 | 14,000 |
| Employer Assisted Housing | | | | | | 15,000 | | | 15,000 |
| Health Bureau | | | | | | 3,147 | 5,000 | 3,168 | 11,315 |
| Housing Rehab-Grants & Loans | | | | | | 229,671 | 240,000 | | 469,671 |
| Housing Rehab-Delivery Costs | | | | | | 4,063 | 135,549 | 120,000 | 259,612 |
| LVCIL/ADA Counseling | | | | | | | 15,000 | 15,000 | 30,000 |
| Lynn Ave Bridge | 19,476 | | 34,389 | | | 73,526 | 38,000 | 175,000 | 340,391 |
| New Bethany Ministries | | | | | | | | 15,000 | 15,000 |
| NHS-LV-Hoop Delivery | | 1,354 | | | | | 8,000 | | 9,354 |
| North Penn Legal Services | | | | | | | 20,000 | 20,000 | 40,000 |
| Police Overtime | | | | | 103 | 15,000 | | 15,000 | 30,103 |
| Program Administration | | | | | 597 | 4,986 | 141,500 | 120,756 | 267,839 |
| Public Works Engineering | | | | | | | 10,000 | 10,000 | 20,000 |
| Redevelopment Authority | | | | | | | 15,000 | 10,000 | 25,000 |
| Rising Tide | | | | | | 16,947 | 25,000 | 25,000 | 66,947 |
| ShareCare | | | | | | | 5,000 | 4,000 | 9,000 |
| SS Parks/Playgrounds | | | | 6,803 | 23,534 | 55,434 | 98,200 | 40,000 | 223,971 |
| SS Recreation Coordinator | | | | | | 1,750 | 32,295 | 32,295 | 66,340 |
| Street Landscaping/Trees | | | | 17,557 | | | | 10,000 | 27,557 |
| Streetlights | | | | | | 100,000 | | | 100,000 |
| Street Overlays | | | | | 44,585 | 106,000 | 260,800 | 100,000 | 511,385 |
| Valley Youth House | | | | | | | | 5,000 | 5,000 |
| YWCA | | | | | | | 12,000 | | 12,000 |
| Total CDBG Funding | 19,476 | 12,862 | 34,389 | 24,360 | 287,371 | 709,873 | 1,381,844 | 1,143,090 | 3,613,265 |

**CITY OF BETHLEHEM
2015 COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

| | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | Total |
|------------------------------------|--------------|----------------|---------------|----------------|----------------|----------------|------------------|
| HOME Funding | | | | | | | |
| Alliance for Building Communities | | | | | | 115,000 | 115,000 |
| Habitat for Humanity | | | | 150,000 | 170,000 | 93,000 | 413,000 |
| Home Program Admin Expenses | | | | 20,000 | 27,200 | 24,524 | 71,724 |
| Housing Development Corp | | | | 35,000 | | | 35,000 |
| Housing Rehabilitation | 7,571 | | 56,000 | | 75,508 | | 139,079 |
| HOM, Inc | | 150,100 | | | | | 150,100 |
| Lehigh Valley Community Land Trust | | | | 49,500 | 50,000 | | 99,500 |
| Moravian Development Corp | | | | | 140,000 | 74,032 | 214,032 |
| Victory House | | | | 56,751 | | | 56,751 |
| Total HOME Funding | 7,571 | 150,100 | 56,000 | 311,251 | 462,708 | 306,556 | 1,294,186 |

| | |
|---|-------------------------|
| Total Community Development Block Grants | 3,613,265 |
| Total Home Investment Partnership Grants | 1,294,186 |
| | <u>4,907,451</u> |

CDBG PROJECT DETAIL

| | |
|--|------------------|
| Acquisition/Demolition | \$62,225 |
| Acquisition and demolition of properties for code condemnation and economic development /Redevelopment Authority uses. | |
| ADA Improvements | \$21,508 |
| Removal of architectural barriers at city-owned facilities. | |
| Bethlehem Area Public Library | \$10,000 |
| Installation of a new ADA ramp at the Southside branch of the library. | |
| Bethlehem Trail Feasibility | \$27,000 |
| Consultant costs for the Bethlehem Trail Feasibility plan. | |
| Boys and Girls Club | \$31,500 |
| Facility upgrades at the Boys and Girls Club in south side Bethlehem. | |
| CACLV Financial Counseling | \$36,332 |
| Contract for services with the Community Action Committee of the Lehigh Valley for homeownership, renters' rights, and family savings counseling. | |
| CADCB-Microenterprise | \$40,000 |
| Contract for services with the Community Action Development Corporation for Start Your Own Business counseling and related small business development costs. | |
| CD Consulting | \$72,148 |
| Consulting costs associated with preparation of annual action plan, environmental review record, performance reports and technical assistance services. | |
| Community Police | \$165,000 |
| Salary and benefit costs for community police officers on the city's Southside. | |
| Curb Ramps | \$220,163 |
| Construction of new ADA ramps in conjunction with the street overlay program. | |
| East Fifth Street Project | \$145,871 |
| Replacement of curbs, sidewalks, and street overlay due to installation of new water service lines. | |

CDBG PROJECT DETAIL

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| Eastern Gateway | \$55,706 |
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| Streetscape improvements in the Eastern Gateway area. | |
| Economic Development | \$156,327 |
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| Reimbursement to General Fund for staff and operating costs associated with economic development programs. | |
| Embrace Your Dreams | \$14,000 |
| <hr/> | |
| Teaching youth in low and moderate-income neighborhoods life skills through golf and tennis. | |
| Employer Assisted Housing | \$15,000 |
| <hr/> | |
| Down payment and closing cost assistance for City of Bethlehem employees. | |
| Health Bureau | \$11,315 |
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| Funding for dental program. | |
| Housing Rehabilitation-Grants and Loans | \$469,671 |
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| Grants and loans for lead remediation and code correction. | |
| Housing Rehabilitation-Staff Delivery Costs | \$259,612 |
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| Staff and delivery costs associated with the housing rehabilitation program. | |
| LVCIL/ADA Counseling | \$30,000 |
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| Contract for services with Lehigh Valley Center for Independent Living for counseling services dealing with disability and architectural barrier issues. | |
| Lynn Avenue Bridge | \$340,391 |
| <hr/> | |
| Engineering and redesign costs for Lynn Avenue Bridge. | |
| New Bethany Ministries | \$15,000 |
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| Improvements to the transitional housing facility. | |
| NHS-LV-HOOP Delivery | \$9,354 |
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| NHS of the LV-Administration of the home ownership outreach program and other additional programs related to the city. | |

CDBG PROJECT DETAIL

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| North Penn Legal Services | \$40,000 |
| Contract for services with North Penn Legal Services for education and assistance to clients related to fair housing. | |
| Police Overtime | \$30,103 |
| Reimbursement of drug surveillance costs in various low-income areas. | |
| Program Administration | \$267,839 |
| Reimbursement to the General Fund for staff costs and operating costs associated with management of CDBG/Home Programs implementation. Cost allocation plan, single audit, office equipment and furniture. | |
| Public Works-Engineering | \$20,000 |
| Design and engineering costs associated with city engineering bureau's work on CDBG eligible public works projects. | |
| Redevelopment Authority | \$25,000 |
| Administration expenses associated with vacant property review and compliance and urban renewal. | |
| Rising Tide | \$66,947 |
| Administrative costs associated with the Bethlehem Small Business Loan Fund. | |
| ShareCare | \$9,000 |
| Contract for services with ShareCare for operating costs to assist the elderly. | |
| Southside Parks/Playgrounds | \$223,971 |
| Improvements to various recreational facilities in low to moderate income neighborhoods. | |
| Southside Recreation Coordinator | \$66,340 |
| Partial salary for recreation coordinator and program costs. | |
| Street Landscaping/Trees | \$27,557 |
| Tree planting, removal, maintenance program on various streets located in low and moderate income areas. | |
| Street Lights | \$100,000 |
| Installation of new street lights. | |

CDBG PROJECT DETAIL

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| Street Overlays | \$511,385 |
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Repaving of streets in various low and moderate-income neighborhoods.

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| Valley Youth House | \$5,000 |
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Security and facility upgrades at the homeless youth shelter.

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| YWCA | \$12,000 |
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Funding for the TechGYRLS program.

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| TOTAL CDBG FUNDS | <u>\$3,613,265</u> |
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HOME PROJECT DETAIL

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| Alliance for Building Communities | \$115,000 |
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| Construction of a rental property for low income renters. | |
| Habitat for Humanity | \$413,000 |
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| Acquisition and rehabilitation of blighted properties that will be sold to homeowners. | |
| Home Program Administrative Expenses | \$71,724 |
| <hr/> | |
| Home Program operating expenses. | |
| Housing Development Corporation | \$35,000 |
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| Construction of affordable rental units at St. Stanislaus. | |
| Housing Rehabilitation | \$139,079 |
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| Provide financial and technical assistance to qualified homeowners for rehabilitation, weatherization and lead remediation improvements. | |
| HOM, Inc | \$150,100 |
| <hr/> | |
| Construction of affordable homes (four town homes on the Southside of Bethlehem). | |
| Lehigh Valley Community Land Trust | \$99,500 |
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| Rehabilitation and resale of 426 Hayes Street. | |
| Moravian Development Corporation | \$214,032 |
| <hr/> | |
| Renovations to Moravian House I, II and III. | |
| Victory House of Lehigh Valley | \$56,751 |
| <hr/> | |
| Improvements at the emergency homeless shelter and transitional housing facility for men. | |
| TOTAL HOME FUNDS | <u>\$1,294,186</u> |

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