PROPOSED

CITY OF BETHLEHEM

2015 OPERATING & CAPITAL BUDGETS

CITY OF BETHLEHEM
2015
TABLE OF CONTENTS

	Page
BUDGET OVERVIEW	
Cash Balance Analysis	1
GENERAL FUND	
Fund Analysis Summary	3
Revenue Summary	7
Bureau Resource Summary	8
Summary of Positions	10
Elected Officials	11
Council	12
Mayor	16
Controller	20
Treasurer	24
Law	26
Administration	29
Administration	30
Information Services	34
Financial Services	38
Purchasing	42
Taxes	46
Human Resources	50
Community and Economic Development	53
Administration	54
Health	58
Code Enforcement	64
Community Development	68
Planning & Zoning	72
Recycling	76
Economic Development	80
Housing Inspections	82
Parks & Public Property	85
Administration	86
Building Maintenance	90
Recreation	96
Parks Maintenance	102
Public Works	107
Administration	108
Engineering	112
Streets	116
Urban Forestry	122
Mechanical Maintenance	126
Electrical Maintenance	132
Traffic Maintenance	140
Police	145
Police	146
Communications	154
Records Room	158
Fire	161
Fire	162
EMS	172
General & Civic Expenses	177
General Expenses	178
Civic Expenses	182

	Page
Debt Service	185
Debt Service	186
9-1-1 FUND	
Fund Analysis Summary	191
9-1-1	192
WATER FUND	
Fund Analysis Summary	199
Bureau Resource Summary	200
Summary of Positions	202
Debt Service Schedule	203
Collections & Treatment	206
Laboratory Services	210
East Allen Township	214
Administration	218
Water Filtration	222
Utility Billing	226
Water Engineering	230
Water Control	234
Water Maintenance	238
Meter Shop	242
General Expenses	246
SEWER FUND	
Fund Analysis Summary	251
Bureau Resource Summary	252
Summary of Positions	254
Debt Service Schedule	255
Wastewater Treatment	258
Sewer Maintenance	262
General Expenses	266
Wastewater Laboratory	270
GOLF COURSE FUND	
Fund Analysis Summary	275
Golf Course	276
LIQUID FUELS FUND	
Fund Analysis Summary	283
Liquid Fuels	284
NON-UTILITY CAPITAL FUND	
Fund Analysis Summary	289
Non-Utility Capital Detail	290
Non-Utility Capital Project Detail	291
WATER CAPITAL FUND	
Fund Analysis Summary	303
Water Capital Project Detail	304
SEWER CAPITAL FUND	
Fund Analysis Summary	309
Sewer Capital Project Detail	310
CDBG FUND	
CDBG Detail	313
CDBG Project Detail	315

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	$25,158,368	$ -	$ -	$ -	$ -	$ -
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	$71,310,000	$4,685,000	$20,215,000	$14,150,000	$1,600,000	$1,539,754
2015 Expenditure Appropriations						
Personnel Costs	$52,021,917	$1,399,485	$ 3,736,288	$ 3,386,808	$ 541,733	$ 585,000
Materials & Supplies	1,775,333	11,000	444,661	596,603	157,130	370,000
Purchased Services	8,925,633	1,422,802	5,939,078	6,880,566	677,633	345,597
Equipment	465,134	1,467,029	-	-	-	239,157
Long-Term Debt	6,692,932	384,684	8,624,141	1,600,328	73,504	-
Civic Expenses	1,429,051	-	-	-	-	-
General Fund Charges	-	-	1,065,832	1,685,695	150,000	-
Total 2015 Expenditure Appropriations	$71,310,000	$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 Proposed 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	24,558,368
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	25,158,368
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 Proposed 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 Intiative	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 Proposed 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

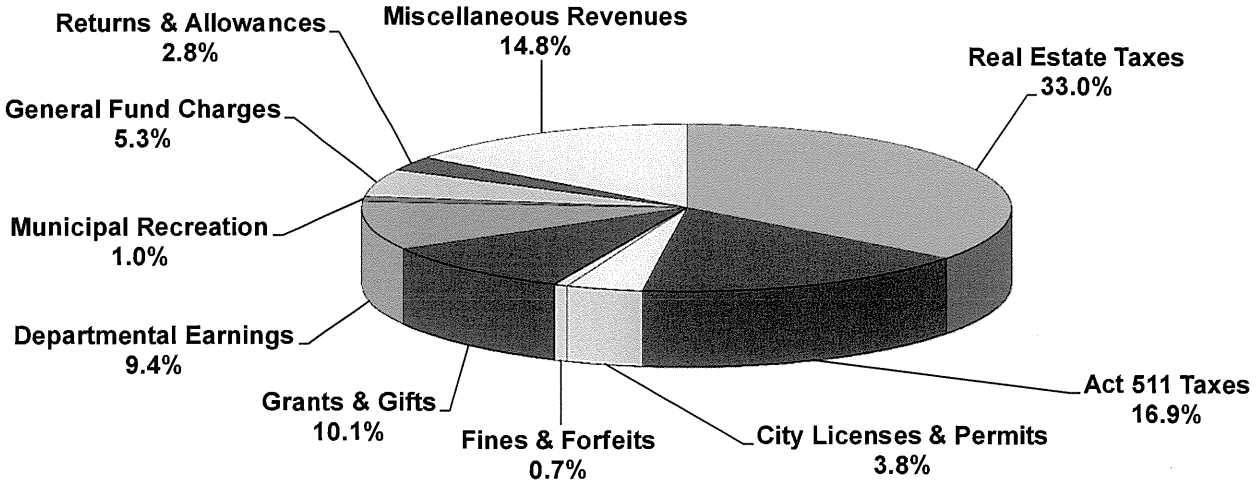
CITY OF BETHLEHEM
GENERAL FUND
FUND ANALYSIS SUMMARY

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers	2014 Actual & Estimated	2015 Proposed 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 Adminstrative 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**	**71,310,000**
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	5,124,449
	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	6,334,065
	Police	12,933,312	12,746,872	13,030,095	13,949,173	14,531,856	14,355,836	15,684,455
	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	20,239,425
	Civic Expenses	1,309,662	1,334,150	1,384,677	1,387,827	1,406,351	1,401,046	1,429,051
	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**	**71,310,000**
EXPENDITURES BY CATEGORY:								
	Personnel Costs	49,651,408	47,447,309	46,015,698	49,256,966	50,745,720	50,276,516	52,021,917
	Materials & Supplies	1,405,781	1,501,203	1,585,677	1,537,993	1,876,096	1,727,097	1,775,333
	Purchased Services	5,799,826	6,912,766	7,273,803	8,584,655	8,425,157	7,211,687	8,925,633
	Equipment	210,252	143,271	369,740	460,641	624,966	592,423	465,134
	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	1,429,051
TOTAL GENERAL FUND EXPENDITURES		**67,073,120**	**63,340,423**	**64,161,857**	**68,963,673**	**71,263,528**	**69,394,007**	**71,310,000**

CITY OF BETHLEHEM
GENERAL FUND
REVENUE SUMMARY

	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers	2014 Actual & Estimated	2015 Proposed Budget
Real Estate Taxes	$20,728,465	$20,931,147	$20,373,619	$23,141,600	$23,526,183	$23,450,000	$25,158,368
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	$64,022,512	$66,522,462	$65,376,292	$69,411,437	$71,263,528	$69,479,179	$71,310,000

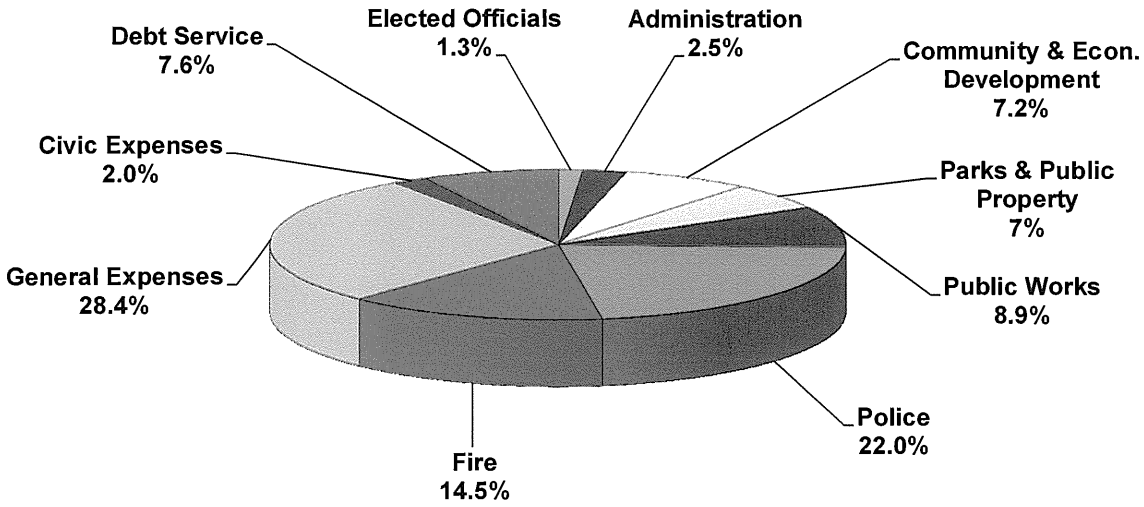
General Fund Revenues



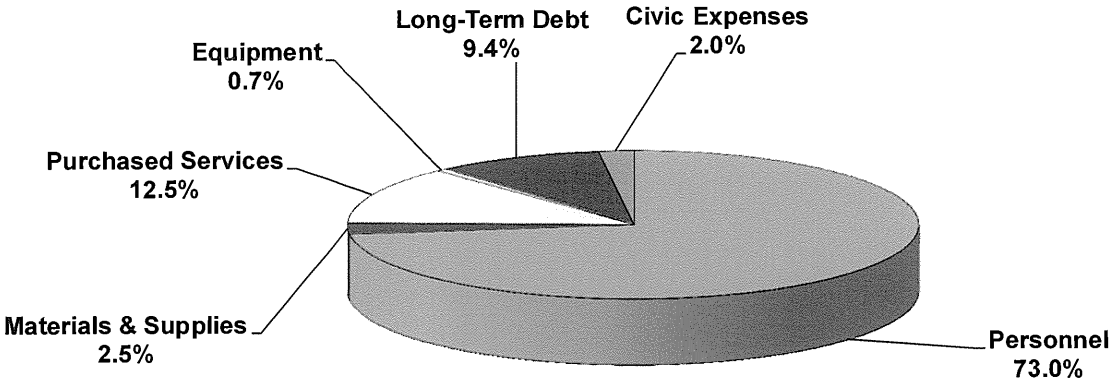
CITY OF BETHLEHEM
GENERAL FUND
BUREAU RESOURCE SUMMARY

	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	91,900	-	-	523,675
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	227,727	4,725	45,500	-	-	-	277,952
Administration		**1,255,309**	**36,425**	**373,460**	**91,900**	**-**	**-**	**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	242,888	2,870	117,245	-	-	-	363,003
0305	Planning & Zoning	238,343	2,400	86,160	-	-	-	326,903
0307	Recycling	538,818	64,500	1,309,918	-	-	-	1,913,236
0309	Housing Inspections	258,864	14,616	4,200	-	-	-	277,680
Community & Econ. Development		**3,132,747**	**105,393**	**1,880,109**	**6,200**	**-**	**-**	**5,124,449**
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	155,950	51,390	2,700	-	-	1,292,276
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**	**371,088**	**1,921,928**	**39,050**	**426,475**	**-**	**6,334,065**
0601	Police	12,375,067	582,829	197,471	190,060	-	-	13,345,427
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**	**591,329**	**2,290,971**	**190,060**	**-**	**-**	**15,684,455**
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	18,213,133	27,000	1,121,000	-	878,292	-	20,239,425
General Expenses		**18,213,133**	**27,000**	**1,121,000**	**-**	**878,292**	**-**	**20,239,425**
0901	Civic Expenses	-	-	-	-	-	1,429,051	1,429,051
Civic Expenses		**-**	**-**	**-**	**-**	**-**	**1,429,051**	**1,429,051**
1001	Debt Service	-	-	-	-	5,388,165	-	5,388,165
Debt Service		**-**	**-**	**-**	**-**	**5,388,165**	**-**	**5,388,165**
TOTAL GENERAL FUND		**$ 52,021,917**	**$ 1,775,333**	**$ 8,925,633**	**$ 465,134**	**$ 6,692,932**	**$ 1,429,051**	**$ 71,310,000**

General Fund Expenditures By Department

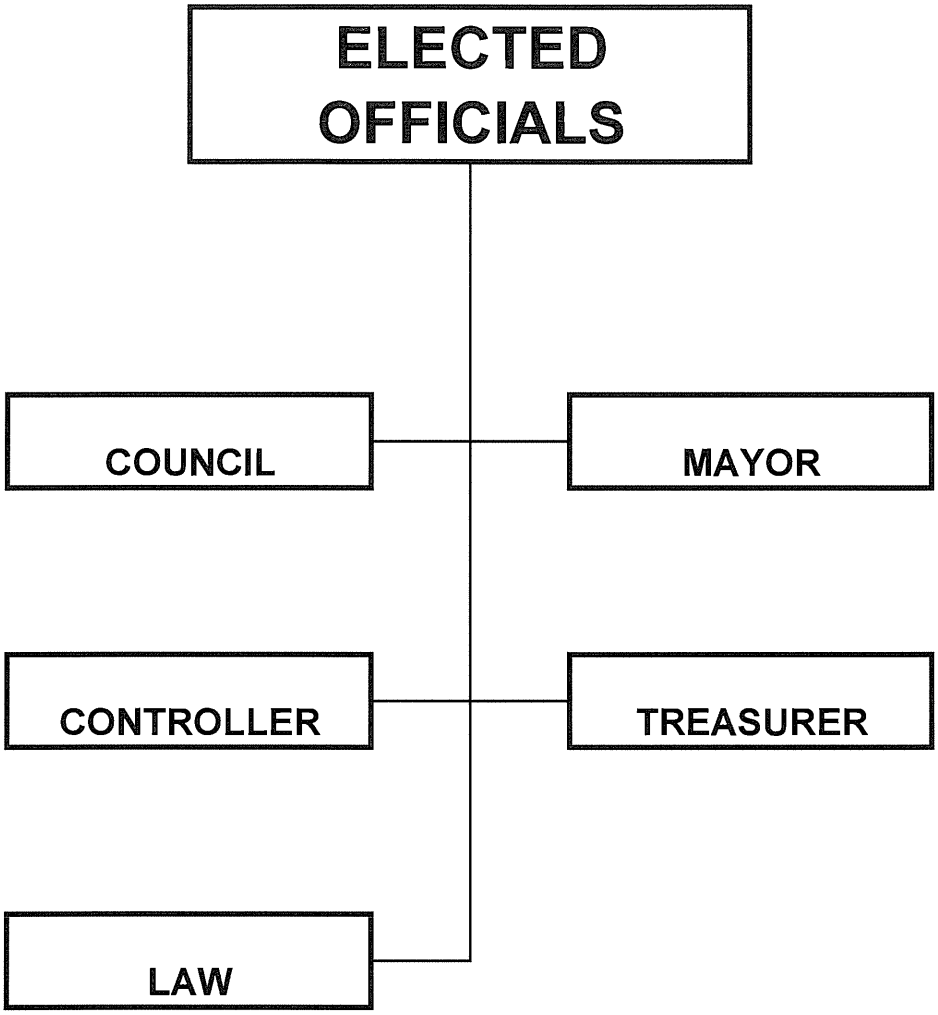


General Fund Expenditures By Category



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 Proposed 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	3
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**	**32**
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**	**472**


ELECTED OFFICIALS
COUNCIL
MAYOR
CONTROLLER
TREASURER
LAW

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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
N005	Council President	1	1	1	1	1	7,600	1	7,600	1	7,600
N010	Councilperson	6	6	6	6	6	42,600	6	42,600	6	42,600
N015	Attorney for Council	1	1	1	1	1	21,029	1	21,029	1	21,766
N020	City Clerk	1	1	1	1	1	72,053	1	72,053	1	74,575
C101	Assistant City Clerk	1	1	1	1	1	55,749	1	55,749	1	57,727
	Total Positions	10	10	10	10	10	199,031	10	199,031	10	204,268

Account Detail								
40001	SALARIES	188,224	190,277	195,241	195,011	197,511	197,511	202,668
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	18,000
	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

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

2015 BUDGET REQUEST JUSTIFICATION

ACCOUNT	AMOUNT	DESCRIPTION
40003	150	OVERTIME
		150 - ASSISTANT CITY CLERK OVERTIME FOR AFTER HOURS MEETINGS
40004	18,000	TEMPORARY HELP
		18,000 - PART-TIME HELP IN CITY CLERK'S OFFICE
42040	7,000	ADVERTISING AND PRINTING
		7,000 - LEGAL ADVERTISEMENTS
42055	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.
- Reinstituted 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 Proposed 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 Proposed 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 Proposed 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

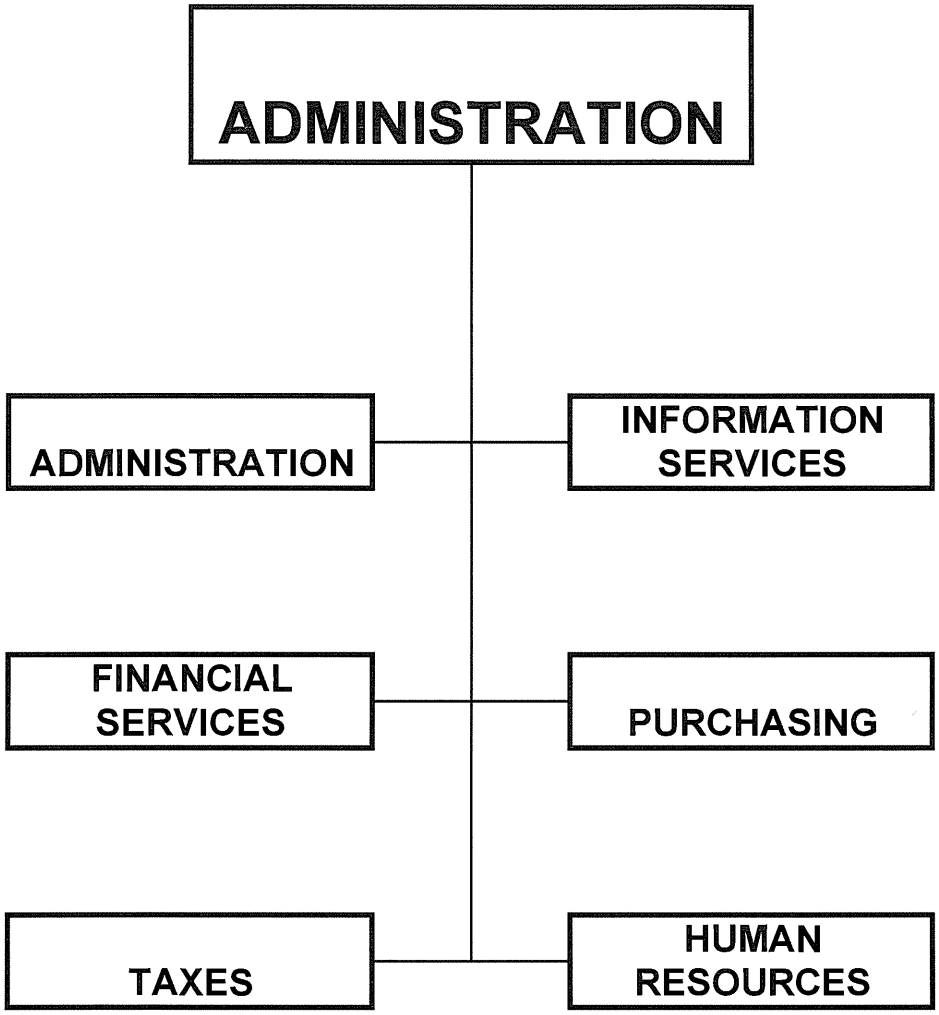
FUND 001 GENERAL
DEPT 0010 ELECTED OFFICIALS
BUREAU 0105 LAW

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
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.


ADMINISTRATION
ADMINISTRATION
INFORMATION SERVICES
FINANCIAL SERVICES
PURCHASING
TAXES
HUMAN RESOURCES

BUREAU DETAIL

Bureau: Administration **No:** 0201 **Department:** Administration **No:** 0020

Bureau Description:

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

Goals and Objectives:

- 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 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed 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

Personnel Detail		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
		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	91,900
	Equipment	33,868	9,122	30,569	68,630	111,650	110,883	91,900
Total	INFORMATION SERVICES	447,297	370,734	396,966	468,881	533,755	509,298	523,675

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

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	91,900	EQUIPMENT
		7,500 - NETWORK SWITCHES
		14,000 - REPLACE MAIN COMPUTER ROOM UPS/D&R SITE UPS
		43,500 - USER MS OFFICE LICENSES
		20,000 - 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 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed 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	FINANCIAL SERVICES	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 Progarm 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 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
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

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

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, PAPPA, 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 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed 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	TAXES	571,758	301,315	276,621	264,876		242,773		237,223		132,880

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

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

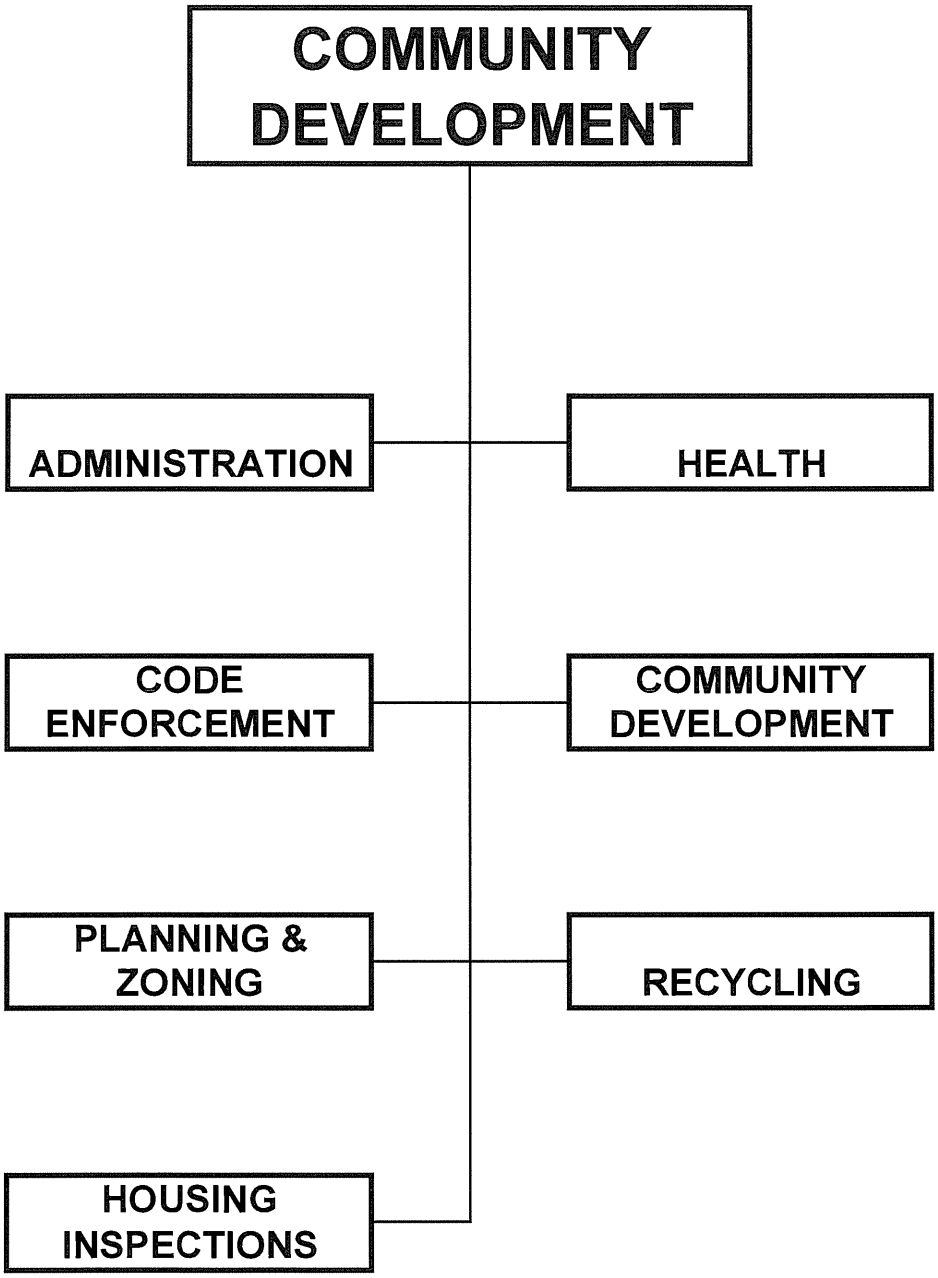
FUND 001 GENERAL
DEPT 0020 ADMINISTRATION
BUREAU 0207 HUMAN RESOURCES

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3202	Director of HR	1	1	1	1	1	68,245	1	68,245	1	78,974
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	183,397
Account Detail											
40001	SALARIES	231,951	180,047	189,755	157,702		161,063		161,063		182,117
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		227,727
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	HUMAN RESOURCES	287,454	238,689	271,359	245,792		259,890		257,040		277,952

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

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


COMMUNITY DEVELOPMENT
ADMINISTRATION
HEALTH
CODE ENFORCEMENT
COMMUNITY DEVELOPMENT
PLANNING & ZONING
RECYCLING
HOUSING INSPECTIONS

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 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed 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		418,816
40002	LONGEVITY	1,400	1,785	2,200	2,160		2,800		2,800		2,800
40003	OVERTIME	5	95	-	49		250		50		250
	Personnel	346,369	360,569	379,467	383,741		405,402		405,202		421,866
41013	OFFICE EXPENSE	445	265	524	159		550		400		550
41025	POSTAGE	1,710	1,500	1,024	669		650		650		212
	Materials & Supplies	2,155	1,765	1,548	828		1,200		1,050		762
42032	TRAINING/CONT. EDUCATION	-	60	653	637		500		400		500
42060	OTHER EXPENSES	1,923	1,112	1,488	1,308		2,310		1,600		1,860
	Purchased Services	1,923	1,172	2,141	1,945		2,810		2,000		2,360
Total	ADMINISTRATION	350,447	363,506	383,156	386,514		409,412		408,252		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 no 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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		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.

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

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

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

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
42178	0	INJURY PREVENTION GRANT
		3,800 - SUBCONTRACT **
		1,278 - SUPPLIES**
		550 - TRAVEL AND TRAINING/ MEMBERSHIPS,CONFERENCES **
		2,371 - OTHER COSTS**
42181	100,000	HEALTY 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 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed 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

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

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 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
2906	Housing & CD Planner	-	-	-	-	-	-	-	-	1	70,907
2607	Bus Ret & Attract Officer	-	-	-	1	1	44,347	1	44,347	1	48,619
2605	Rehab Finance Specialist	1	1	1	1	1	63,532	1	63,532	1	45,682
	Total Positions	1	1	1	2	2	107,879	2	107,879	3	165,208
Account Detail											
40001	SALARIES	57,657	58,799	60,718	70,870		106,279		106,279		165,208
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		242,888
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		363,003

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

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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		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	PLANNING & ZONING	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.

CITY OF BETHLEHEM
BUREAU BUDGET
RESOURCE REQUIREMENTS

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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
3026	Director of Recycling	1	1	1	1	1	76,787	1	76,787	1	67,440
M136	Rec Maint/Op Specialist	1	1	1	1	1	58,690	1	58,690	1	60,687
M116	Rec Truck Driver/ Equip Op	1	1	1	1	1	53,770	1	53,770	1	55,680
	Total Positions	3	3	3	3	3	189,247	3	189,247	3	183,807
Account Detail											
40001	SALARIES	174,123	176,161	180,821	180,394		184,367		184,367		180,447
40002	LONGEVITY	5,180	4,040	4,380	4,720		4,880		4,880		3,360
40003	OVERTIME	42,189	38,639	33,032	39,303		41,575		41,575		39,000
40004	TEMPORARY HELP	254,936	243,469	296,572	323,354		321,804		320,000		308,198
40005	HOLIDAY PAY	3,852	4,415	4,773	3,859		5,000		4,500		6,550
40006	DIFFERENTIAL PAY	184	191	137	117		262		200		262
40008	MEAL REIMBURSEMENT	1,751	1,378	1,066	857		1,001		1,001		1,001
	Personnel	482,215	468,293	520,781	552,604		558,889		556,523		538,818
41013	OFFICE EXPENSE	689	402	776	1,053		1,000		1,000		1,000
41014	OPERATING SUPPLIES	2,550	5,746	2,127	4,246		9,000		6,000		2,000
41016	UNIFORMS/SAFETY SHOES	1,114	1,330	2,045	2,541		3,200		3,125		4,000
41023	GASOLINE	48,143	47,999	54,136	41,674		50,000		45,000		53,500
41025	POSTAGE	28,192	25,608	14,512	20,925		22,000		15,000		4,000
	Materials & Supplies	80,688	81,085	73,596	70,439		85,200		70,125		64,500
42032	TRAINING/CONT. EDUCATION	-	2,748	-	6,424		2,500		2,500		250
42038	EQUIPMENT REPAIRS-FLEET	37,710	54,487	4,639	13,581		27,000		16,500		28,700
42040	ADVERTISING AND PRINTING	33,580	15,413	33,392	9,180		36,800		25,000		12,000
42047	DEPARTMENT CONTRACTS	1,166,700	1,217,304	1,197,309	1,242,217		1,131,160		1,131,160		1,205,718
42054	RENTALS	40,157	22,296	14,322	3,727		5,000		4,350		4,000
42055	PROFESSIONAL SERVICES	-	630	-	-		1,000		500		500
42060	OTHER EXPENSES	16,733	20,735	14,858	31,378		52,940		35,000		21,250
42064	EQUIPMENT MAINTENANCE	23,937	41,462	60,314	50,501		30,000		24,500		20,000
42065	PLANT MAINTENANCE	8,049	35,124	22,305	163,445		35,000		34,000		17,500
	Purchased Services	1,326,866	1,410,199	1,347,139	1,520,453		1,321,400		1,273,510		1,309,918
43099	EQUIPMENT	24,337	-	-	6,375		9,000		-		-
	Equipment	24,337	-	-	6,375		9,000		-		-
Total	RECYCLING	1,914,106	1,959,577	1,941,516	2,149,871		1,974,489		1,900,158		1,913,236

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

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	1,205,718	DEPARTMENT CONTRACTS
		1,166,718 - 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 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed 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

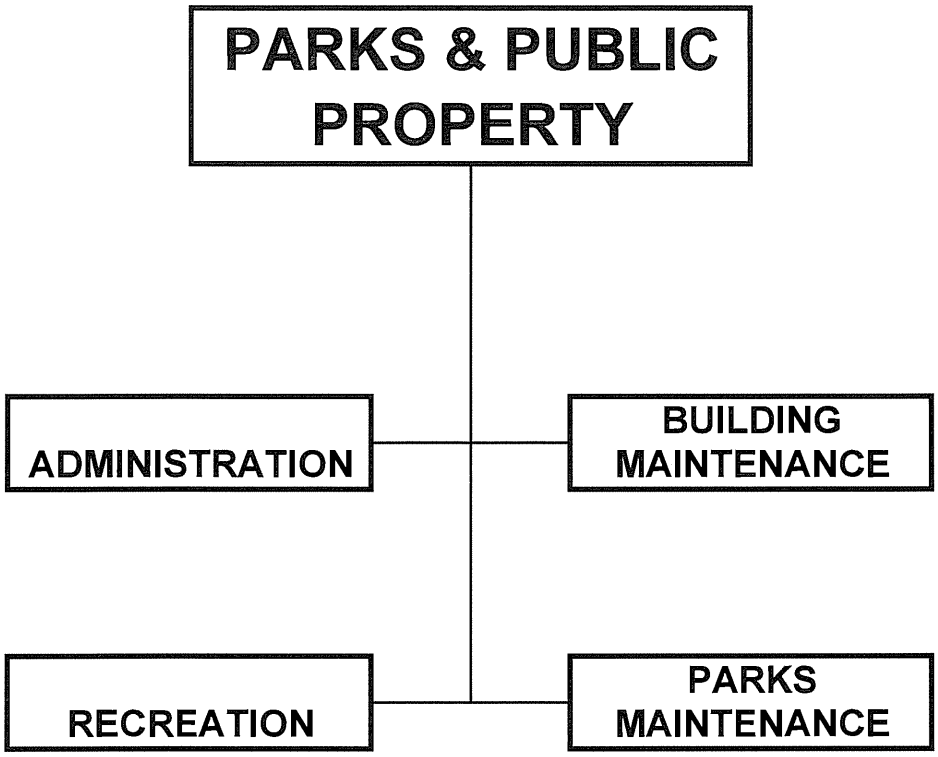
FUND 001 GENERAL
DEPT 0030 COMMUNITY & ECONOMIC DEVELOPMENT
BUREAU 0309 HOUSING INSPECTIONS

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed 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
ADMINISTRATION
BUILDING MAINTENANCE
RECREATION
PARKS MAINTENANCE

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 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed 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

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

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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		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	BUILDING MAINTENANCE	1,648,549	1,649,499	1,599,901	1,744,191		1,837,476		1,778,776		1,865,585

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

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.

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

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		

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

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
		1,700 -	ICE HOUSE FIRE PROTECTION INSPECTION AND AIR TEST 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 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed 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
							216,265		216,265		223,804

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

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

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

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

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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		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	PARKS MAINTENANCE	1,163,988	1,242,760	1,229,231	1,229,298		1,304,272		1,285,072		1,306,688

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

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,

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

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 FERTLIZER, GRASS SEED TOPSOIL, LUMBER AND PAINT, REPAIRS DUE TO FLOODING
		5,000 -	TREE REMOVAL, PRUNING, REPLACEMENT

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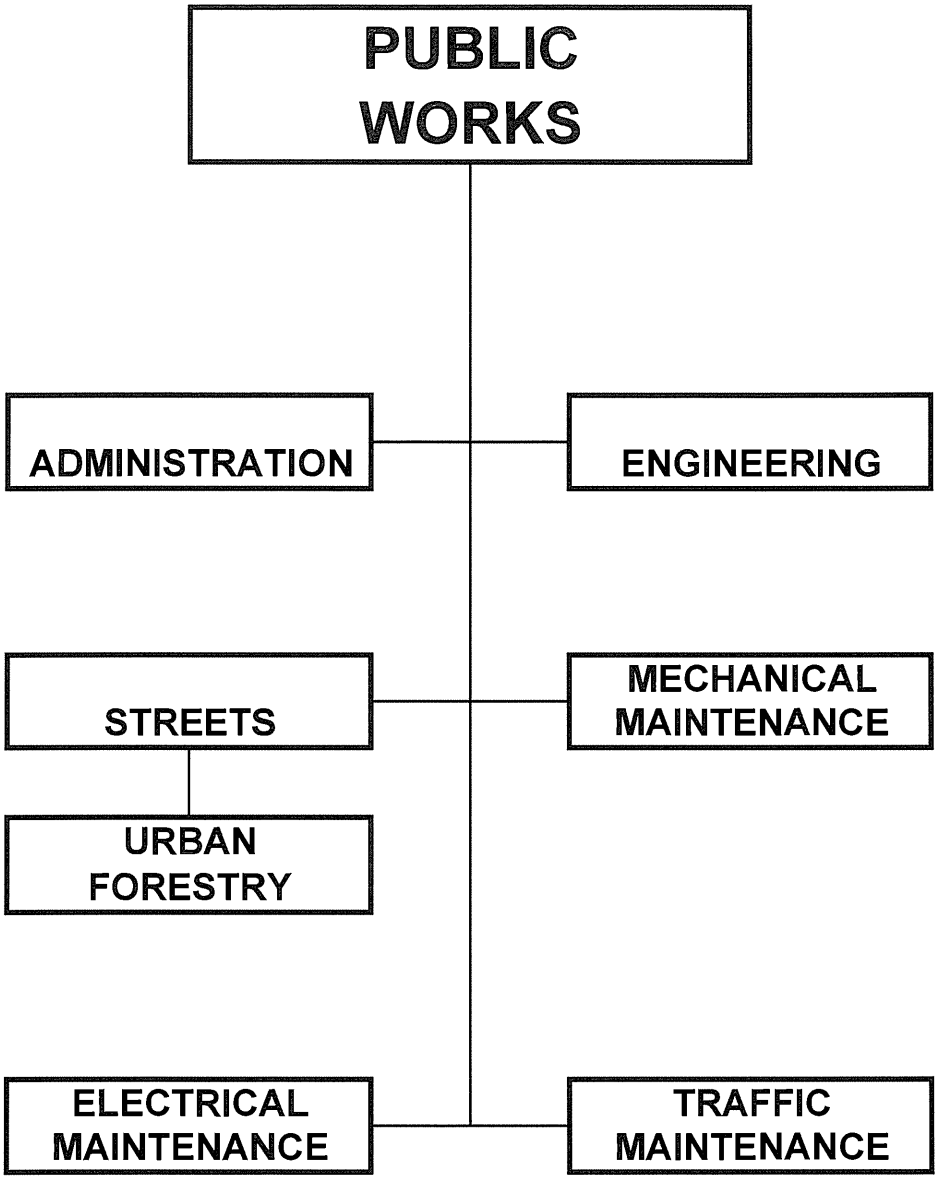
PUBLIC WORKS
ADMINISTRATION
ENGINEERING
STREETS
MECHANICAL MAINTENANCE
URBAN FORESTRY
ELECTRICAL MAINTENANCE
TRAFFIC MAINTENANCE

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 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
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

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

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 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed 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

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

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 SUBSTANIAL 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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		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						(400,000)		(400,000)		(400,000)
							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		125,000
	Materials & Supplies	95,331	119,620	127,433	113,301		183,841		170,200		155,950
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	STREETS	1,092,326	1,067,264	1,169,436	1,133,829		1,305,319		1,276,138		1,292,276

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

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.

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

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	125,000	GASOLINE 125,000 - TO OPERATE STREET'S VEHICLES AND HEAVY EQUIPMENT. APPROXIMATELY 32,515 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, RESPIRATIORS, 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 abetment 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 o 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 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	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 REVISON 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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		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	MECHANICAL MAINTENANCE	1,016,974	971,237	1,021,728	1,040,240		1,186,189		1,125,434		1,167,412

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

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.

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

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,

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 INDEMIFICATION 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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		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

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

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.

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

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 TRAIN-ING AND ELECTRICAL SEMINARS. RADIO TRAINING COURSES AVERAGING $4,000 PER COURSE WHICH INCLUDES AIR TRAVEL, HOTEL, FOOD, COURSE FEES, MATERIALS, AND TRANS-PORTATION. 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 INFASTRUCTURE 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 REPLACE-MENTS 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	SLCSRA EXPENDITURES
		125,000 - CHARGE ACCOUNT TO COVER EXPENSES RELATED TO STREET LIGHTING SUCH AS INSTALLATION OF NEW LIGHTS, UN-EXPECTED REPAIR COSTS FOR STREET LIGHTING, REPLACE-MENT 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 EXEED 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 INCADESCENT 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 A0 DIGITAL LOGGING RECORDER/9-1-1 COMMUNICATION BACK UP CENTER 5 POSITION MCC7500 CONSOLES AND CENTRAL ELECTRONIC BANK. $10,000.00 IS ALSO INCLUDED AND IS NECESSARY FOR MOTOROLA TECHNICAL SUPPORT. PUBLIC WORKS PORTION IS $90,112.00 AND 9-1-1 FUND ITEM 001.42027505 WILL COVER $187,508.00 PUBLIC WORKS WILL ALSO COVER THE COST FOR THE 18GHZ MICROWAVES, THE 5.8 MHZDSS/THE FIREHOUSE WAN NETWORK AND SOFTWARE UPGRADE.
		2,400 - WINTER GENERATOR SERVICE AGREEMENT FOR 3 SITES (WILLIAMS STREET/SOUTH MOUNTAIN/GARRISON STREET).
		2,275 - PALMERTON TELEPHONE TOWER RENTAL.
		2,325 - MISCELLANEOUS TRAFFIC SIGNAL OUTSIDE SUPPORT SERVICES.
		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 devises 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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	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

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

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, NAPTHA & 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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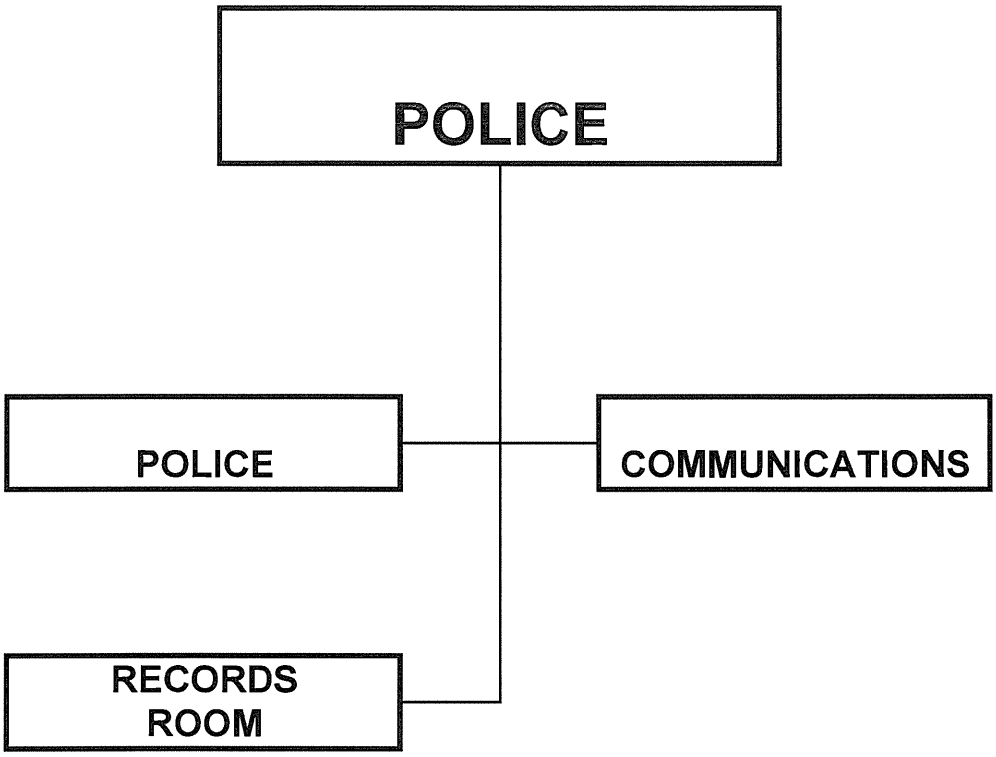
POLICE
POLICE
COMMUNICATIONS
RECORDS ROOM

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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		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 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers	2014 Actual & Estimated	2015 Proposed 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	245,000
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	582,829
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	13,345,427

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

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

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	245,000	GASOLINE
		245,000 - 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 UTILIES
		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 - MAGLOCLEN 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 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
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
	Personnel	2,645	1,845	1,639	90		1,000		500		1,000
41016	UNIFORMS/SAFETY SHOES	4,787	3,089	3,647	3,089		4,000		3,400		4,000
	Materials & Supplies	4,787	3,089	3,647	3,089		4,000		3,400		4,000
42060	OTHER EXPENSES	1,014	-	670	1,208		1,500		1,200		1,500
420772	TRANSFERS TO 9-1-1	-	-	350,000	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		2,086,500
Total	COMMUNICATIONS	8,446	4,934	355,956	1,104,387		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

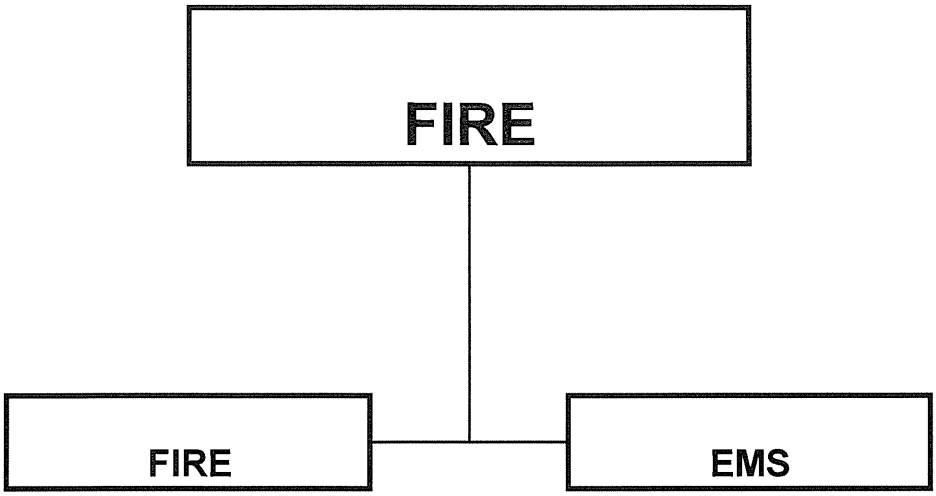
FUND 001 GENERAL
DEPT 0060 POLICE
BUREAU 0603 RECORDS ROOM

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
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	RECORDS ROOM	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


FIRE
FIRE
EMS

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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		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	4	282,625
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	1	71,542
F401	Firefighter	88	82	82	82	82	5,108,842	82	5,108,842	80	4,902,727
2720	Business Manager	-	-	-	-	1	46,403	1	46,403	1	48,027
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

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

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.

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

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 HARNESSES, 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)

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 OPMBA 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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		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	EMS	1,883,673	1,972,495	2,118,638	2,184,813		2,257,705		2,230,766		2,232,266

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

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)

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

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.

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

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 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers	2014 Actual & Estimated	2015 Proposed Budget
Personnel Detail	Number of Permanent Positions				# Salaries	# 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	-	521,602
Purchased Services	17,719,561	17,292,850	16,936,241	19,103,298	18,510,414	18,107,263	20,212,425
Total GENERAL EXPENSES	17,791,057	17,333,730	16,960,845	19,122,315	18,539,414	18,130,263	20,239,425

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	521,602	UNFORESEEN CONTINGENCY 521,602 - 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 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-	-	-
Account Detail										
95004 MEMORIAL DAY DECOR	900	900	900	900	900		900		900	
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	
95026 CITY"S 275TH ANNIVERSARY	-	-	-	-	-		-		40,000	
Civic Expenses	1,309,662	1,334,150	1,384,677	1,387,827	1,406,351		1,401,046		1,429,051	
Total CIVIC EXPENSES	1,309,662	1,334,150	1,384,677	1,387,827	1,406,351		1,401,046		1,429,051	

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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 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail	Number of Permanent Positions				#	Salaries	#	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		Series of 2008		Series of 2010		Series of 2010 C		Beth. Authority Guaranteed Lease Revenue Bond Series A of 2011		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		
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Total
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
6,790,000	7,066,475	5,310,000	1,875,665	8,245,000	2,324,613	1,850,000	335,580	24,100,000	13,089,344	27,785,000	15,018,816	170,906,117

Debt Service

Bureau 1001	2014	2015
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
	7,438,833	5,388,165
Bureau 0801- Landfill Transfer		
Series B of 2013		
Principal	20,000	580,000
Interest	298,629	298,292
	318,629	878,292
Bureau 0505 - Street Lighting		
Series of 2010		
Principal	315,000	320,000
Interest	112,775	106,475
	427,775	426,475
Bureau 0801- PMRS MMO		
Series C of 2014		
Principal	-	1,090,000
Interest	-	1,050,793
	-	2,140,793
Total General Fund	8,185,237	8,833,725

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

	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers	2014 Actual & Estimated	2015 Proposed Budget
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	2,066,431	1,796,923	2,193,009	2,432,244	2,460,000	2,051,217	1,786,820
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	259	-	350,000	1,100,000	2,050,000	1,100,000	2,898,180
Investment Interest							
30850 Investment Interest	-	14	-	-	-	-	-
Total Investment Interest	-	14	-	-	-	-	-
TOTAL 9-1-1 FUND REVENUES	**2,066,690**	**1,796,937**	**2,543,009**	**3,532,244**	**4,510,000**	**3,151,217**	**4,685,000**
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	**3,008,350**	**2,697,794**	**2,715,947**	**3,006,428**	**4,510,000**	**3,694,941**	**4,685,000**

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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		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		
	Principal	Interest	Principal	Interest	Total
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
	105,000	15,348	2,537,000	388,166	3,045,513

Debt Service

Accounts 42091 & 42092

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

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

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

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

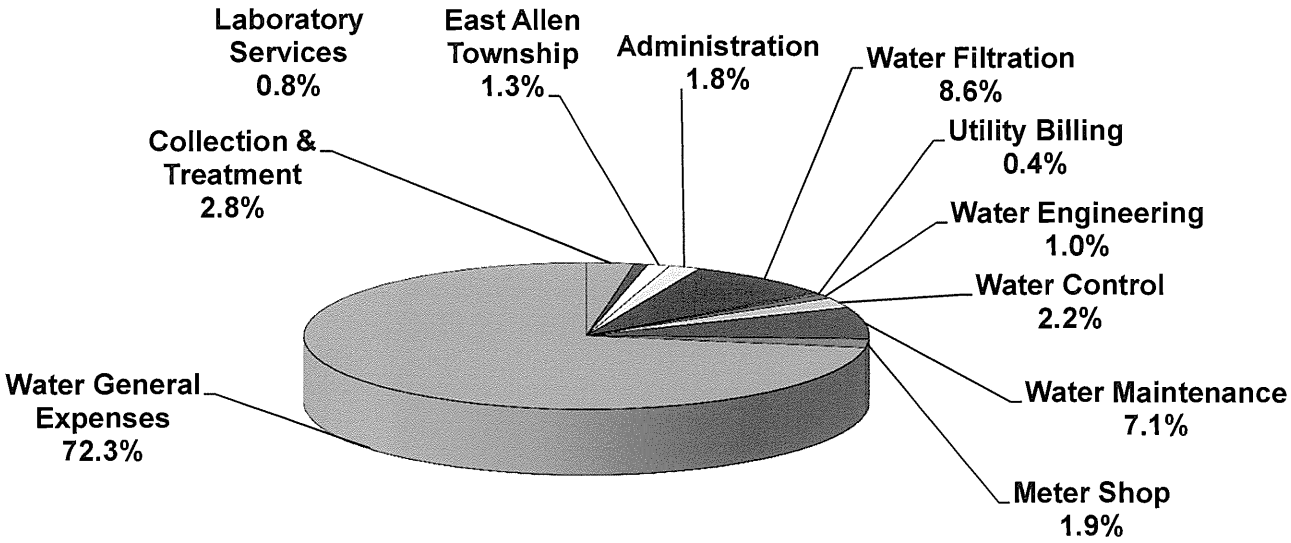
CITY OF BETHLEHEM
WATER FUND
FUND ANALYSIS SUMMARY

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers	2014 Actual & Estimated	2015 Proposed 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 Potection	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**

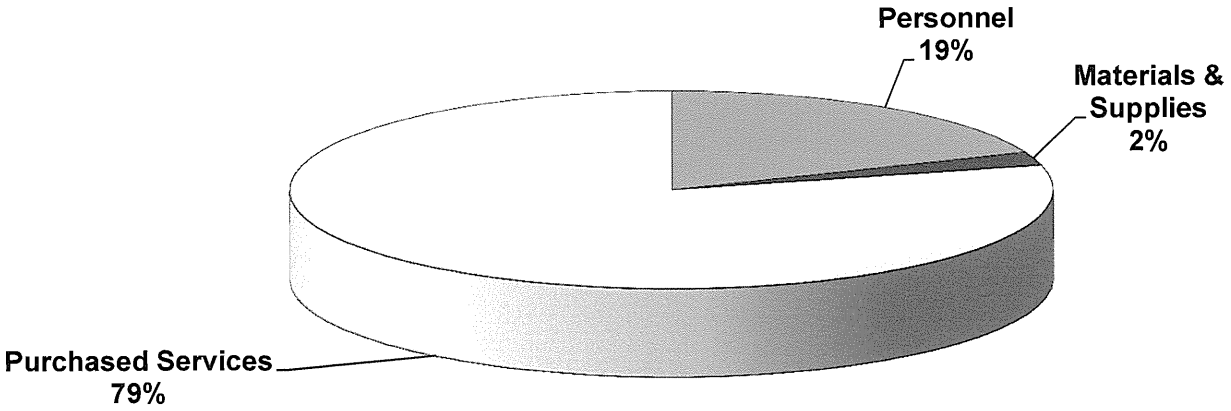
CITY OF BETHLEHEM
WATER FUND
BUREAU/DIVISION RESOURCE SUMMARY

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	-	-	-	72,326
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**	**307,751**	**1,078,050**	**-**	**3,706,558**
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**	**$ 444,161**	**$ 15,622,551**	**$ -**	**$ 19,803,000**

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 Proposed 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

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

Schedule of Payment of Bond & Note Indebtedness

	1998 PennVest Note		1998 Capital Appreciation Bond		2007 GO Note	
	Principal	Interest	Principal	Interest	Principal	Interest
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	4,296,651	233,093	13,512,165	40,722,835	493,000	75,436

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
Principal	Interest	
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
62,665,000	26,738,175	148,736,355

BUREAU DETAIL

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

Division Description:

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

Goals and Objectives:

- 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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		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	COLLECTION & TREATMENT	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 REIMBURSMENTS, 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 **Department:** Water/Sewer Resources **No:** 0055
Division: Laboratory Services **No:** 20012

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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		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	50,278
2710	Laboratory Technician	-	-	-	-	1	46,403	1	46,403	1	68,608
	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)
							98,658		98,658		103,225
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	LABORATORY SERVICES	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 **Department:** Water/Sewer Resources **No:** 0055
Division: East Allen Township **No:** 20014

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/repaired (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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		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 **Department:** Water/Sewer Resources **No:** 0055
Division: Administration **No:** 20015

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 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed 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)
							236,481		236,481		245,451
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) VEHICHLES.
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 **Department:** Water/Sewer Resources **No:** 0055
Division: Water Filtration **No:** 20016

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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		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	WATER FILTRATION	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, TRANSPORATION 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 **Department:** Water/Sewer Resources **No:** 0055
Division: Utility Billing **No:** 20017

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 Proposed 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 **Department:** Public Works **No:** 0050
Division: Water Engineering **No:** 20018

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 Proposed 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 **Department:** Water/Sewer Resources **No:** 0055
Division: Water Control **No:** 20019

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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
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)
							300,328		300,328		310,993
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	569,145	533,995	512,385	523,017		370,373		356,628		378,933
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	13,964	18,764	18,486	14,666		4,879		3,500		2,760
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	220,607	191,854	200,586	190,499		50,395		42,000		56,160
Total	WATER CONTROL	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 **Department:** Water/Sewer Resources **No:** 0055
Division: Utility Maintenance **No:** 20022

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 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed 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 **No:** 2002 **Department:** Water/Sewer Resources **No:** 0055
Division: Meter Shop **No:** 20023

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 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed 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 MISCELANEOUS REPAIRS.
42060	1,000	OTHER EXPENSES 1,000 - CDL REIMBURSEMENTS, BOOKS, PORTABLE RADIO BATTERIES AND PROFESSIONAL MEMBERSHIPS FEES.

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BUREAU DETAIL

Bureau: General Expenses **No:** 2006 **Department:** Water/Sewer Resources **No:** 0055

Bureau Description:

This bureau provides for the payment of general expenditures not allocated to bureau programs such as the Water Fund's share of the Minimum Municipal Obligation (MMO) for the O&E and PMRS pension funds, lease rental, debt payments, 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 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers	2014 Actual & Estimated	2015 Proposed 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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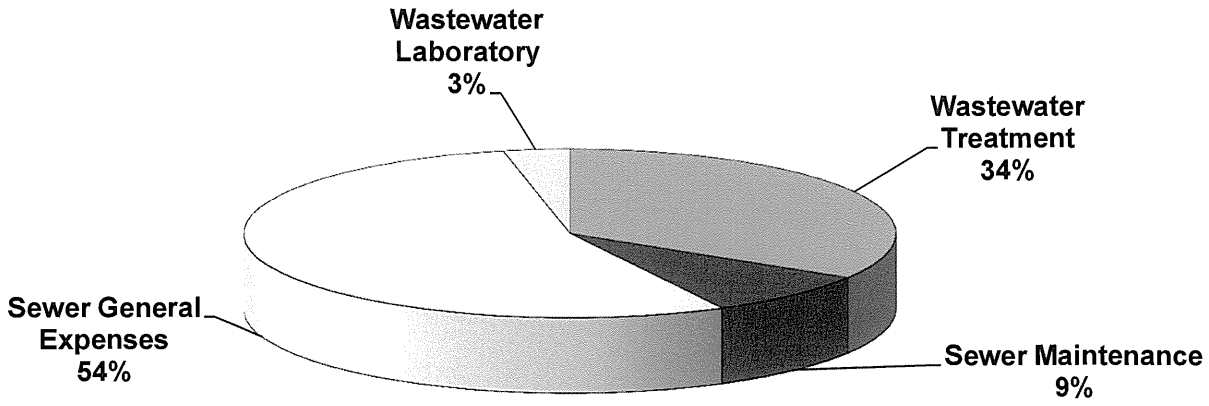
CITY OF BETHLEHEM
SEWER FUND
FUND ANALYSIS SUMMARY

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers	2014 Actual & Estimated	2015 Proposed 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**

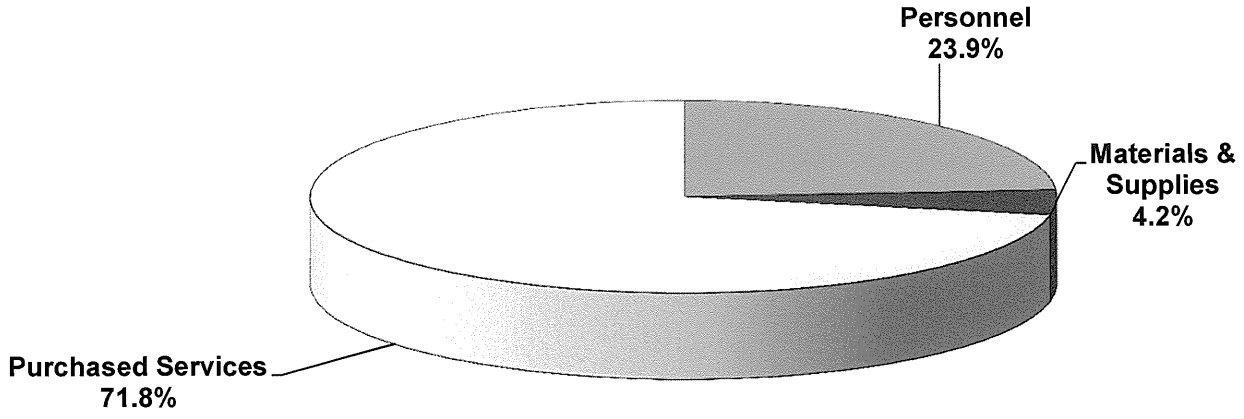
CITY OF BETHLEHEM
SEWER FUND
BUREAU RESOURCE SUMMARY

Bureau		Personnel	Materials & Supplies	Purchased Services	Equipment	2015 Total
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		**$ 3,386,809**	**$ 596,603**	**$ 10,166,588**	**$ -**	**$ 14,150,000**

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 Proposed 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

	2014	2015
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
	992,825	988,774
Account 42093		
2012 Pennvest		
Principal	263,805	432,384
Interest	95,027	114,170
2014 Pennvest		
Principal	-	-
Interest	5,000	65,000
	363,832	611,554

Schedule of Payment for Bond Indebtedness

	Series A of 2005		Series of 2010		Series 2012	
	Principal	Interest	Principal	Interest	Principal	Interest
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	675,000	96,325	1,155,000	67,263	6,210,000	1,825,311

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		
Principal	Interest	Principal	Interest	Total
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
9,159,097	1,807,143	10,737,000	1,672,690	33,404,829

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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		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	WASTEWATER TREATMENT	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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		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	UTILITY MAINTENANCE	625,721	658,739	685,284	633,509		1,184,528		1,162,991		1,201,865

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

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 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers	2014 Actual & Estimated	2015 Proposed Budget
Personnel Detail		Number of Permanent Positions				# Salaries	# 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

		2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed Budget	
Personnel Detail		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	WASTEWATER LABORATORY	414,627	422,670	406,208	404,378		453,257		432,722		469,456

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

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-PAAEL/WEF/WWOPA.
42064	3,500	EQUIPMENT MAINTENANCE
		3,500 - MAINTAIN AND REPAIR LABORATORY EQUIPMENT INCLUDING LAB INSTRUMENTATION, REFRIGERATORS, INCUBATOR AND DRYING OVENS AND QC CALIBRATIONS.

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CITY OF BETHLEHEM
GOLF FUND
FUND ANALYSIS SUMMARY

	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers	2014 Actual & Estimated	2015 Proposed 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	**1,436,203**	**1,326,278**	**1,422,322**	**1,407,105**	**1,639,000**	**1,472,000**	**1,600,000**
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	**1,481,695**	**1,339,333**	**1,503,005**	**1,578,120**	**1,639,000**	**1,468,764**	**1,600,000**

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 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers		2014 Actual & Estimated		2015 Proposed 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	WORKMEN'S 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 (REGRIP 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

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

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
	139,000	8,316	147,316

CITY OF BETHLEHEM
LIQUID FUELS FUND
FUND ANALYSIS SUMMARY

	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget w/ Transfers	2014 Actual & Estimated	2015 Proposed Budget
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	1,372,390	1,362,382	1,433,311	1,409,980	1,947,748	1,947,748	1,539,754
Investment Interest							
308501 Investment Income	43	276	2,287	1,946	-	1,500	-
Total Investment Interest	43	276	2,287	1,946	-	1,500	-
TOTAL LIQUID FUELS FUND REVENUES	**1,372,433**	**1,362,658**	**1,435,598**	**1,411,926**	**1,947,748**	**1,949,248**	**1,539,754**
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	**1,078,186**	**1,701,728**	**1,134,514**	**1,473,596**	**1,947,748**	**1,826,593**	**1,539,754**

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 Budget w/ Transfers	2014 Actual & Estimated	2015 Proposed 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 STORM-WATER LINES STARTING FROM THE EAST SIDE OF LINDEN STREET (APPROXIMATELY 250' NORTH OF EAST BOULEVARD), CROSSING OVER LINDEN STREET TO THE WEST SIDE AND CON-TINUING 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 Proposed 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 - Monacacy 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 Date & 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	429,394
	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	654,831
	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 rechassising 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	300,000
	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	55,706
	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	75,000
	190,000

FEMA/PEMA – Parks — $238,000

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

Funding Source:

FEMA/PEMA	238,000

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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	125,000
	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	150,000
	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	125,000
	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	119,789
	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	3,739
	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	75,000
	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	200,000
	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)	200,000
	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)	140,000
	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)	100,000
	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	800,000
	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)	205,000
	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	170,000
	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)	340,391
	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)	250,000
	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 the 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)	155,000
	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	511,385
	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)	90,000
	97,000

2015 NON-UTILITY CAPITAL IMPROVEMENT PROJECT DETAIL

OTHER NON-UTILITY PROJECTS

IT Improvement Plan **$8,780**

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 Proposed Budget
REVENUES:		
37005	Bond Redemption & Improvement	135,000
37007	H20 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		**4,112,439**
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		**4,112,439**

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 are 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 5th 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 H20 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 Proposed 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	87,025
TOTAL SEWER CAPITAL FUND REVENUES		**18,076,504**
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	12,500
TOTAL SEWER CAPITAL FUND EXPENDITURES		**18,076,504**

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

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

Raw Sewage Pumps 008A-88146

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

Primary Digester 2 Upgrades 008A-88149

Demolition and installation of new roof. Completion of mixing, heating and other improvements.

Plant Data Management System 008A-88150

Installation of WIMS plant/lab Data Management System. In conjunction with plant SCADA system.

Backflow Preventer Replacement 008A-88151

Replacement of original plan backflow preventer on incoming water line. Required redesign of area.

WWTP Grit Truck 008A-88152

Purchase of new small dump truck to safely transport girt and rages to landfill for disposal.

Aeration Tank Mixers Platform Upgrade 008A-88153

Stabilization of mixer platforms due to harmonic resonance.

Non-Potable Water System Upgrade 008A-88154

Design and upgrade of non-potable water system. Pumps and controls are not acceptable for current and future needs.

Infoworks Model Update 008A-88155

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.

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
Redevelopement 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**
	4,907,451

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

Eastern Gateway — $55,706

Streetscape improvements in the Eastern Gateway area.

Economic Development — $156,327

Reimbursement to General Fund for staff and operating costs associated with economic development programs.

Embrace Your Dreams — $14,000

Teaching youth in low and moderate-income neighborhoods life skills through golf and tennis.

Employer Assisted Housing — $15,000

Down payment and closing cost assistance for City of Bethlehem employees.

Health Bureau — $11,315

Funding for dental program.

Housing Rehabilitation-Grants and Loans — $469,671

Grants and loans for lead remediation and code correction.

Housing Rehabilitation-Staff Delivery Costs — $259,612

Staff and delivery costs associated with the housing rehabilitation program.

LVCIL/ADA Counseling — $30,000

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

Engineering and redesign costs for Lynn Avenue Bridge.

New Bethany Ministries — $15,000

Improvements to the transitional housing facility.

NHS-LV-HOOP Delivery — $9,354

NHS of the LV-Administration of the home ownership outreach program and other additional programs related to the city.

CDBG PROJECT DETAIL

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

Street Overlays **$511,385**

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

Valley Youth House **$5,000**

Security and facility upgrades at the homeless youth shelter.

YWCA **$12,000**

Funding for the TechGYRLS program.

TOTAL CDBG FUNDS **$3,613,265**

HOME PROJECT DETAIL

Alliance for Building Communities — $115,000

Construction of a rental property for low income renters.

Habitat for Humanity — $413,000

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

Home Program Administrative Expenses — $71,724

Home Program operating expenses.

Housing Development Corporation — $35,000

Construction of affordable rental units at St. Stanislaus.

Housing Rehabilitation — $139,079

Provide financial and technical assistance to qualified homeowners for rehabilitation, weatherization and lead remediation improvements.

HOM, Inc — $150,100

Construction of affordable homes (four town homes on the Southside of Bethlehem).

Lehigh Valley Community Land Trust — $99,500

Rehabilitation and resale of 426 Hayes Street.

Moravian Development Corporation — $214,032

Renovations to Moravian House I, II and III.

Victory House of Lehigh Valley — $56,751

Improvements at the emergency homeless shelter and transitional housing facility for men.

TOTAL HOME FUNDS — $1,294,186

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