



*City of Bethlehem Memorandum*

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**TO:** J. William Reynolds, Chairman, Finance Committee  
**FROM:** Mark W. Sivak, Director of Budget & Finance *MWS*  
**DATE:** January 20, 2021  
**SUBJECT:** Finance Committee – Non-Utility Capital Improvements Fund – Year-End Adjustments

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Attached are the annual adjustments to the Non-Utility Capital Improvements Fund based on remaining expense line item balances as of December 31, 2020 as well as bond proceeds and grant balances available as of December 31, 2020.

There are two other adjustments included that are not part of the annual adjustments. One is the allocation of \$80,000 for youth organizations. A memo explaining the adjustment request is attached. The other adjustment is the allocation of \$250,000 from the Golf Fund cash balance for various future golf course projects and repairs.

CITY OF BETHLEHEM  
NON-UTILITY CAPITAL FUND  
2021 ADJUSTMENTS

REVENUES:

Account #	Description	2021 Budget	Adjustments	2021 Adjusted Budget
308901	Cash Balance	\$ 3,087,415	\$ (11,596)	\$ 3,075,819
35006	Escrow	289,012	(110,164)	178,848
35008	2015 Bond Issue	189,004	(143,078)	45,926
35011	Recreation Fac Fund	189,545	87,771	277,316
35017	2019 Bond Issue	3,296,938	(52,232)	3,244,706
35023	2013 Bond	267,069	(9,186)	257,883
35024	Signage Contributions	182,335	-	182,335
35026	DCNR - Memorial Pool	513,594	(228,353)	285,241
35027	PENNDOT - New Street	80,000	-	80,000
35029	LSA Gaming Grant	122,609	(52,510)	70,099
35033	2017 Bond Issue	906,410	(157,917)	748,493
35055	Growing Greener Grant	-	15,185	15,185
35059	Lehigh - New Street 3rd to 4th	335,954	23,161	359,115
35060	NC CIPP Grant - New St. 3rd to 4th	60,000	-	60,000
35061	NC Open Space Initiative	241,986	-	241,986
35067	Golf Cash Account	-	250,000	250,000
35074	DCNR - Greenway Plaza	100,000	(89,004)	10,996
35080	DCNR - Greenway to Saucon Park	420,300	-	420,300
35081	DCNR - Monocacy Way Trail	282,916	-	282,916
35083	Multimodal - S New Street	1,000,000	-	1,000,000
35098	Blighted Property Proceeds	400,000	-	400,000
35111	CRIZ - New Street	50,000	-	50,000
35112	PA Grant - Rose Garden	100,000	-	100,000
35113	NC - Pedestrian Bridge	60,000	(137)	59,863
35114	DCNR - Pedestrian Bridge	40,000	-	40,000
35116	Multimodal - S Bethlehem	500,000	-	500,000
<b>Total:</b>		<b>\$ 12,715,087</b>	<b>\$ (478,060)</b>	<b>\$ 12,237,027</b>

## EXPENDITURES:

Account #	Description	2021 Budget	Adjustments	2021 Adjusted Budget
66002	Isolated Intersections	\$ 280,596	\$ -	\$ 280,596
66003	Traffic Safety Improvement	51,134	(25,185)	25,949
66014	Fan Coil Replacement	180,000	-	180,000
66016	Police Heat Pump System	80,000	-	80,000
66017	Library Ext. Column Repair	200,000	-	200,000
66018	City Hall Garage Beam Replacement	179,500	-	179,500
66019	General Pool Improvement	75,000	-	75,000
66025	City Hall Garage Floor	200,000	-	200,000
66028	Ice Rink	100,000	(2,564)	97,436
66047	Miscellaneous Drainage Structures	74,287	(3,256)	71,031
66048	Rodgers Street Facility	200,000	-	200,000
66053	Rose Garden Improvements	50,000	-	50,000
66058	Street Overlays	240,565	(1,276)	239,289
66067	Bridge Repair	140,000	-	140,000
66090	Grounds Capital Improvement Plan	388,958	-	388,958
660999	Facility Cap Imprv Plan	778,125	(8,952)	769,173
66169	IT Improvement Plan	78,773	(10,999)	67,774
<b>2019 Bond Issue</b>		<b>\$ 3,296,938</b>	<b>\$ (52,232)</b>	<b>\$ 3,244,706</b>
66002	Isolated Intersections	\$ 468	\$ 2	\$ 470
66013	Mechanical System Upgrade	84,894	(37,100)	47,794
66019	General Pool Improvement	2,396	-	2,396
66022	City Center Improvements	23,548	-	23,548
66028	Ice Rink	2,352	-	2,352
66033	Signage	100,000	-	100,000
66047	Miscellaneous Drainage Structures	50,474	(37,364)	13,110
66050	Roof, Safety, Fire Code	-	1,650	1,650
66060	Fueling Tank Replacement	30,000	-	30,000
66067	Bridge Repair	132,668	-	132,668
66090	Grounds Capital Improvement Plan	21,509	(14,005)	7,504
66117	South Bethlehem Greenway	75,000	(75,000)	-
66154	W Broad Street Lighting	38,377	-	38,377
66159	Blighted Property Acquisition	325,000	-	325,000
66169	IT Improvement Plan	-	3,900	3,900
66197	Memorial Pool Complex	19,724	-	19,724
<b>2017 Bond Issue</b>		<b>\$ 906,410</b>	<b>\$ (157,917)</b>	<b>\$ 748,493</b>
66067	Bridge Repair	\$ 35,304	\$ -	\$ 35,304
66177	Linden Street S.S. Replacement	153,700	(143,078)	10,622
<b>2015 Bond Issue</b>		<b>\$ 189,004</b>	<b>\$ (143,078)</b>	<b>\$ 45,926</b>
66022	City Center Improvements	\$ 10,309	\$ -	\$ 10,309
66163	Greenway/Saucon Connection	256,760	(9,186)	247,574
<b>2013 Bond Issue</b>		<b>\$ 267,069</b>	<b>\$ (9,186)</b>	<b>\$ 257,883</b>

<b>Account #</b>	<b>Description</b>	<b>2021 Budget</b>	<b>Adjustments</b>	<b>2021 Adjusted Budget</b>
660061	Self- Contained Breathing Apparatus	\$ 100,000	\$ -	\$ 100,000
66017	Library Ext. Column Repair	200,000	-	200,000
66025	City Hall Garage Floor	200,000	-	200,000
66026	Pedestrian Bridge Feasibility	140,000	(137)	139,863
66033	Signage	182,335	-	182,335
66040	Tree Replacement	155,000	(72,652)	82,348
66046	Storm Water Program	142,415	(24,672)	117,743
66048	Rodgers Street Facility	1,500,000	-	1,500,000
66051	Chiller Replacement	180,000	-	180,000
66053	Rose Garden Improvements	139,545	7,771	147,316
66057	Youth Organizations	-	80,000	80,000
66058	Street Overlays	420,000	-	420,000
66060	Fueling Tank Replacement	305,000	-	305,000
66061	Police Equipment - DCED Gaming	122,609	(52,510)	70,099
66062	S Bethlehem Connections	500,000	-	500,000
66063	Golf Course Projects	-	250,000	250,000
66080	New Street - 3rd to 4th	1,525,954	23,161	1,549,115
66089	Stefko Drainage Swale	-	15,185	15,185
66090	Grounds Capital Improvement Plan	-	13,076	13,076
66091	Monocacy Way Trail	524,902	-	524,902
66159	Blighted Property Acquisition	400,000	-	400,000
66163	Greenway/Saucon Connection	570,300	-	570,300
66176	Greenway Plaza Development	100,000	(89,004)	10,996
66196	Animal Shelter	134,012	(37,512)	96,500
66197	Memorial Pool Complex	513,594	(228,353)	285,241
<b>Other Revenue</b>		<b>\$ 8,055,666</b>	<b>\$ (115,647)</b>	<b>\$ 7,940,019</b>
<b>Total:</b>		<b>\$ 12,715,087</b>	<b>\$ (478,060)</b>	<b>\$ 12,237,027</b>



# CITY OF BETHLEHEM

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www.bethlehem-pa.gov

To: Adam R. Waldron, President of City Council

From: Eric R. Evans, Business Administrator

RE: Funding Opportunity for Youth Organizations Leasing City Owned Property

Date: January 20, 2021

## **Use Permit Agreements, Traditional City Support**

In the late fall of 2019, City officials met with all 7 youth baseball/softball organizations (now 5 following the mergers of City Line, Northeast, North Central) and all 3 youth football organizations to review the use permit agreements that were in place.

### Baseball/Softball

Bethlehem Stars

Lehigh Sports Association

North Bethlehem Athletic Association (CL/NE/NC)

Northwest Athletic Association of Bethlehem

Southside Little League

### Football

Bethlehem Saints

Bethlehem Steelers Athletic Association

Northeast Bethlehem Raiders

After open discussion, the use permit agreements were updated to clearly define rights and responsibilities for the 10 (now 8) youth sports organizations using City property. The use permit agreements were listed as a Communication on City Council's February 18, 2020 agenda and can be found at

<https://www.bethlehem-pa.gov/getattachment/Calendar/Meetings/2020/City-Council-Meeting/53/06a-Use-Permit-Agreement-Youth-Athletic-Organizations.pdf.aspx?lang=en-US>

On March 3, 2020, City Council voted to approve the use permit agreements.

Since inception, it has been the underlying understanding that the organizations are expected to be primarily self-sufficient. That is, the revenues from registration, concessions, sponsorships, etc. should be able to cover the operating expenses of the league – uniforms, equipment, field maintenance, etc. The City supports the leagues with specialty work or special projects by request, based upon availability of funding and personnel resources. The meetings in fall 2019 laid out the process for requesting the support, and made introductions to the personnel providing the support.

### **Impact of the Pandemic on the Organizations**

The emergence of COVID-19 restrictions in Pennsylvania coincided with the beginning of baseball and softball seasons. Most leagues had already completed their registration and drafted their teams. At that point in mid-March, the traditional seasons were cancelled and registration fees were reimbursed. During the summer, once protocols were available, a couple leagues were able to organize some very limited programming. By late summer the football organizations made the decision to cancel their fall seasons.

The cancellations eliminated the primary source of revenues for these non-profit, volunteer based, youth organizations. While most of the corresponding expenses were also eliminated (equipment, uniforms, etc.) the leagues were left without funding to make routine investments into the property.

### **Rationale**

As stated, each of the organizations are non-profit, volunteer based, youth organizations. The leagues are located on the north side, south side, and west side of the City, and have provided critical recreational programming for the youth in all geographic locations of the City for decades. In addition, they maintain large City owned properties and the fixtures located on them. It is important that these organizations continue to operate, and continue to maintain the properties in good standing.

### **Proposal**

Ordinance 1347.10 addresses SALDO, Recreation Land and Fees. Fees are collected during specific land development, accounted for separately from other City funds, with the purpose stated to provide adequate park and recreational land and facilities for both active and passive recreation. Rec Fees have been used in the recent past as a match to DCNR grants to expand the Greenway, towards the construction of Memorial Pool, and for work at the Rose Garden.

These 8 organizations provide strong support to the community of Bethlehem, and have been severely impacted by the pandemic. The recommendation is to allocate Rec Fees as a special one-time funding opportunity for the express purpose of maintenance and improvements to the public property. Each organization would be required to complete an application to define the purchase/project, obtain approval from the City, and provide quotes, invoices, and proof of payment. It is recommended that funding would be limited to \$10,000 per organization.

Cc: Robert J. Donchez, Mayor  
Michael Alkhal P.E., Director of Public Works  
Jodi M. Evans, Director of Recreation  
Mark W. Sivak, Director of Budget and Finance  
William P. Leeson, Solicitor  
George Yasso, Controller