



City of Bethlehem Memorandum

TO: J. William Reynolds, Chairman, Finance Committee
FROM: Mark W. Sivak, Director of Budget & Finance mwa
DATE: July 14, 2021
SUBJECT: Finance Committee – General Fund Adjustments

The following are adjustments requested to the General Fund. Memos explaining the adjustments are attached for review. The adjustments will amend the total General Fund budget from \$87,462,878 to \$87,842,262.

REVENUE

Table with 5 columns: Account #, Account Title, From, To, Change. Rows include DEP Grant - Recycling and Redevelopment Authority.

APPROPRIATION

Table with 5 columns: Account #, Account Title, From, To, Change. Rows include Salaries, Equipment, and Medical Insurance.

CITY OF BETHLEHEM

Department of Community and Economic Development Interoffice Memo

SUBJECT: DEP Grant-Equipment
TO: Mark Sivak, Director of Budget & Finance
FROM: Tiffany Wismer-DCED Business Manager
DATE: July 13, 2021

Bethlehem received a DEP grant from the State in the amount of \$345,462 for the purchase of a loader, compactor, and roll off.

This is a reimbursement grant; when the funds have been fully expended by the city, then the city will request reimbursement from DEP. The city is required to pay 10% of the purchase price which has already been included in the 2021 budget. However the projected revenue and expenses associated with this grant were not included in the 2021 budget. It is our recommendation that the following budget adjustments be considered for approval.

Revenue
001A-30414-DEP Grant-Recycling
\$345,462

Expense
0307-43099 Equipment
\$345,462

Please place this request on the next available Finance Committee agenda. Let me know if you need any additional information to process this request.

CC: M. Halbfoerster
Mayor Donchez
A. Karner

CITY OF BETHLEHEM

Department of Community and Economic Development

Interoffice Memo

SUBJECT: DCED Grant Management Position
TO: Mark Sivak, Director of Budget & Finance
FROM: Tiffany Wismer-DCED Business Manager
DATE: July 7, 2021

The Department of Community and Economic development is requesting the budget approval for a new city position: Grants Program Manager. This position is expected to be filled by the current Redevelopment Authority (RDA) Administrative Assistant. The RDA is covering 100% of the salary and benefits for this position, effective August 30, 2021.

Projected revenue and expenses associated with this position were not included in the 2021 budget. It is our recommendation that the following budget adjustments be considered for approval. Since this is a new position and this is a new revenue source we request that a revenue and expenditure account be adjusted.

Revenue

001A-30456 – Redevelopment Authority
\$33,922

Expense

0304-40001 – Community Development Salaries
\$24,230

0801-42085 – Benefits Account
\$9,692 (40% of salary)

Please place this request on the next available Finance Committee agenda. Let me know if you need any additional information to process this request.

CC: A. Karner
E. Evans



CITY OF BETHLEHEM
OFFICE OF THE CITY SOLICITOR

INTEROFFICE MEMORANDUM

To: Robert G. Vidoni, Esquire, City Clerk

CC: The Honorable Robert J. Donchez, Mayor
Alicia Karner, Director, DCED
Eric Evans, City Business Administrator
Mark Sivak, Director of Budget and Finance

From: Edmund J. Healy, Esquire, First Assistant City Solicitor

Re: Proposed Resolution and Intergovernmental Agreement with RDA

Date: July 8, 2021

Please arrange for the attached documents to be considered by both the Finance Committee and City Council on their respective agendas.

With the dissolution of the BethWorks Tax Increment Financing District, the Administration and Redevelopment Authority (RDA) are in agreement that the historical management of the RDA is no longer feasible. The proposed Resolution and Intergovernmental Agreement outline the creation and funding of a City position entitled "Grants Program Manager" and the role and responsibilities of the RDA moving forward. The documents are in final form and are ripe for Council to consider at the most appropriate upcoming meetings. Upon the execution of the Resolution and Agreement, and subsequent budget amendment, a City position will be funded entirely by the Redevelopment Authority for the remainder of 2021 and then, beginning in 2022, at the rate of 30% of the salary and benefits.

Both Director Karner and Business Administrator Evans will be available to answer questions at the Finance Committee and Council meetings.

Respectfully,

Edmund J. Healy, Esq.
Edmund J. Healy, Esq.
First Assistant City Solicitor

RESOLUTION _____

AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL COOPERATION AGREEMENT PURSUANT TO 53 PS §2307 BY AND BETWEEN THE CITY OF BETHLEHEM AND THE REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM

WHEREAS, the CITY OF BETHLEHEM, is a municipal corporation being a City of the Third-Class, subject to the Optional Third-Class City Charter Law, organized and existing under the laws of the Commonwealth of Pennsylvania, its constituent parts being split by law between Northampton County and Lehigh County, Pennsylvania with principal administrative offices at City Hall, 10 E. Church Street, Bethlehem, PA 18018 (hereinafter referred to as “City”); and

WHEREAS, the REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM, is a public body, corporate and politic, organized and existing under the laws of the Commonwealth of Pennsylvania, with principal administrative offices at City Hall, 10 E. Church Street, Bethlehem, PA 18018 (hereinafter referred to as the “RDA”); and

WHEREAS, the RDA was created pursuant to Resolution 4624 enacted on January 13, 1953 by the City Council of the City of Bethlehem to exercise powers authorized by the Urban Redevelopment Law. 35 PS §2701 et seq; and

WHEREAS, the RDA has completed many projects since its creation and continues to own and maintain certain improvements and performed certain actions authorized under the Urban Redevelopment Law; and

WHEREAS, the RDA is entering a phase under which its projects and resources are more limited in scope, but its value remains important; and

WHEREAS, the City and RDA recognize that a partnership between them is mutually valuable for the purpose of ensuring continuity in staffing and maintaining RDA operations with respect to the subjects and operations hereinafter identified.

WHEREAS, the City will provide support staff to the RDA in the form of an employee of the City who shall provide designated administrative services for the RDA in the manner described in the attached Intergovernmental Cooperation Agreement.

WHEREAS, the RDA further pledges in the attached Intergovernmental Cooperation Agreement to use its present cash and near-cash reserves totaling approximately \$500,000 for non-elective projects of the RDA and other specified purposes in the attached Intergovernmental Cooperation Agreement.

WHEREAS, the duration of the attached Intergovernmental Cooperation Agreement shall be three years from the date it is fully-executed and shall thereafter automatically renew from year-to-year, unless terminated as provided therein.

WHEREAS, the Agreement further addresses the manner and extent of financing the obligations of the agreement, the organizational structure necessary to implement the agreement, the management of property subject to the Agreement, and the party responsible for employees and employee benefits.

NOW THEREFORE BE IT RESOLVED, on this ____ day of _____, 2021, that the City Council of the City of Bethlehem, approves and ratifies the intergovernmental cooperation agreement attached hereto.

President of Council

ATTEST:

City Clerk

INTERGOVERNMENTAL COOPERATION AGREEMENT

This Intergovernmental Cooperation Agreement dated this _____ day of _____, 2021 is by and between

CITY OF BETHLEHEM, a municipal corporation being a City of the Third Class, subject to the Optional Third Class City Charter Law, organized and existing under the laws of the Commonwealth of Pennsylvania, its constituent parts being split by law between Northampton County and Lehigh County, Pennsylvania with principal administrative offices at City Hall, 10 E. Church Street, Bethlehem, PA 18018 (hereinafter referred to as "CITY").

- AND -

REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM, a public body, corporate and politic, organized and existing under the laws of the Commonwealth of Pennsylvania, with principal administrative offices at City Hall, 10 E. Church Street, Bethlehem, PA 18018 (hereinafter referred to as the "RDA").

WITNESSETH:

WHEREAS, the RDA was created pursuant to Resolution 4624 enacted on January 13, 1953 by the City Council of the City of Bethlehem to exercise powers authorized by the Urban Redevelopment Law. 35 PS §2701 et seq;

WHEREAS, the RDA has completed many projects since its creation and continues to own and maintain certain improvements and performed certain actions authorized under the Urban Redevelopment Law;

WHEREAS, the RDA is entering a phase under which its projects and resources are more limited in scope, but its value remains important;

WHEREAS, the City and RDA recognize that a partnership between them is mutually valuable for the purpose of ensuring continuity in staffing and maintaining RDA operations with respect to the subjects and operations hereinafter identified;

WHEREAS, the RDA is an independent and separate body and shall continue to operate as such in accordance with the Urban Redevelopment Law and other applicable law.

NOW, THEREFORE, in consideration of the mutual representations and promises made by the City and RDA, the parties intending to be legally bound hereby agree as follows:

1. All "WHEREAS" paragraphs are incorporated herein by reference as if the same were set forth fully herein at length.

2. SUPPORT STAFF: The position of Grant Program Manager is acknowledged by the parties to be exclusively a position of employment with the City. For the remainder of calendar year 2021, the position of Grant Program Manager shall be funded entirely by the RDA, provided however that beginning

January 1, 2022 the position of Grant Program Manager shall be funded by the parties from their respective financial resources in the proportion of 70% to be paid by the City and 30% to be paid by the RDA.

a. **JOB DESCRIPTION:** The job description for the Grant Program Manager is attached hereto as Exhibit "A" and incorporated herein as though fully set forth at length.

b. **BASIS OF COMPUTATION.** The cost of such position shall be calculated to include the following components: salaries or wages, together with the social security and unemployment taxes, workmen's compensation, insurance premiums, health and accident insurance premiums and pension benefits applicable thereto;

c. **INVOICE; TIME OF PAYMENT.** Within 30 days of the start date of the new position with the City, the City Business Administrator shall compute the cost of such position through December 31, 2021 and bill the RDA and the RDA shall remit such amount to the City within 30 days of such invoice. Effective January 1, 2022, the cost of such position shall be computed annually by the City Business Administrator and billed to the RDA on/before the 15th of January of every calendar year and the RDA shall remit such amount to the City within 30 days of such invoice;

d. **PAYMENT AND BENEFIT RESTRICTION.** The City in its sole discretion shall determine the salary or wages to be paid to the Grant Program Manager. The RDA expressly agrees that it will not pay or furnish directly or indirectly to the person holding the position of Grant Program Manager any money, benefits, or any other thing of value under any contract or arrangement or allow any other person or entity to do so. This paragraph shall not apply to any pension or deferred compensation to which such person was entitled prior to the signing of the Agreement by the parties which amount(s) shall be payable in the manner allowed by law.

3. The Grant Program Manager shall also be responsible for (and Exhibit A shall so reflect) the duties and responsibilities that the RDA Administrative Coordinator (currently Heather Bambu-Weiss) has previously and currently is performing plus acting as Secretary of the RDA, if so appointed by the RDA. Any issues relating to the performance of the duties and responsibilities of the Grant Program Manager with respect to the RDA shall be resolved by the City after such issues are reported to the Director of the Department of Community and Economic Development and/or the City Business Administrator.

4. **SUCCESSION PLANNING.** Prior to the execution of this Agreement by the parties, RDA has provided the City with a comprehensive list of the property holdings, including infrastructure, presently owned or maintained by the RDA, a copy of which is attached hereto as Exhibit "B". The parties agree that the property described in that list may be transferred to the City in due course as the parties may further agree.

5. **INFRASTRUCTURE MAINTENANCE; PRESERVATION OF CASH ON-HAND RESOURCES FOR INFRASTRUCTURE MAINTENANCE.** The RDA pledges to use the present cash and near-cash reserves of the RDA totaling approximately \$500,000 for (a) non-elective projects of the RDA which shall consist of providing normal preventative and required maintenance, and unanticipated

emergencies relating to the restoration and/or maintenance of the real and personal property listed in Exhibit "B", (b) the payments required by this Agreement on account of the Grant Program Manager; (c) ongoing pension obligations for employees of the RDA hired prior to January 1, 2021; and (d) ordinary administrative expenses of the RDA which shall consist of the following: compensation and expenses of officers and members of the RDA, legal, printing, advertising, engineering, architectural and auditing fees and expenses; and other items of general administrative expense incurred and deemed reasonably necessary by the RDA; and (e) such other uses and expenditures as the RDA shall deem reasonable and appropriate including but not limited to consultants and other employees in accordance with the Urban Development Law and other applicable laws.

5.1. It is understood between the parties hereto that the cash on hand as described herein shall not be used for Act 94 Blighted Property acquisitions. Other related costs and expenses, such as appraisals, title work, engineering, and legal expenses may be provided by the RDA (as in past practice), with such expenses, if any, to be reimbursed to the RDA (as in past practice) by the City.

6. GRANTS AND SUBSIDIES. The parties agree to give reasonable advance notice in writing to the other of them of any grants, subsidies, funding, and/or subsidized financing which may be or become known to either of them, and/or which either of them will seek, for the purpose of making improvements or maintaining the property of the RDA listed in Exhibit "A". The parties agree to cooperate with each other and take all reasonable measures, including but not limited to supplying such information, communications and taking any official action as may be needed, to assist the other of them to successfully apply for such grants and subsidies.

7. INSURANCE. The parties agree that the owners of the property listed in Exhibit "A" shall maintain building and building personal property blanket coverages for the replacement value of the property listed in Exhibit "A" to the extent applicable, and General Liability coverage and such other coverages as is/are presently in place on such property as of the date this Agreement executed, or as the City may otherwise desire.

8. INSPECTION. The parties shall provide the other, from time to time, all information relevant to the proper administration of their responsibilities under this Agreement, or in respect to the interpretation hereof, in such form and detail as may be reasonably requested and each shall, at all reasonable times and from time to time, permit their representatives to examine and inspect their respective records and physical facilities relevant to the subject matter of this Agreement.

9. INDEMNITY. Unless otherwise provided by this Agreement, each party hereto agrees to indemnify and save harmless the other party against all costs, losses or damage, including payment of reasonable attorney's fees, on account of any injury to persons (regardless of whether a party hereto or not) or property (regardless of whether owned by a party hereto or not) on account of the breach of this Agreement by the breaching party or its agents or employees. This indemnification obligation, however, shall not waive any rights or immunities available to either party arising out of any applicable governmental immunity laws and statutes.

10. SEVERABILITY. Should any provision hereof for any reason be held illegal or invalid, no other provision of this Agreement shall be affected; and this Agreement shall then be construed and enforced as if such illegal or invalid provision had not been contained herein.

11. HEADINGS. The headings in this Agreement are solely for convenience and shall have no effect in the legal interpretation of any provision hereof.

12. EFFECTIVE DATE. This Agreement and any amendment thereto shall be void and unenforceable unless City Council adopts a resolution authorizing execution by City officials. Thereafter, this Agreement and any amendment shall become effective on the date such document is signed by the last party to do so.

13. WAIVER. The failure of a party hereto to insist upon strict performance of this Agreement or of any of the terms or conditions hereof shall not be construed as a waiver of any of its rights under, or for a more favorable interpretation of, this Agreement.

14. SUCCESSORS AND ASSIGNS. Neither party shall assign this Agreement without the consent of the other. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their respective successors and assigns notwithstanding any such assignment.

15. PRIOR AGREEMENTS. All other agreements, contracts and understandings between the parties shall remain in full force and effect, except as changed / modified herein.

16. MODIFICATION. This Agreement may not be modified or amended except in a duly authorized writing signed by the parties.

17. PENNSYLVANIA LAW, INTERPRETATION, AND JUDICIAL VENUE. This Agreement shall be construed according to, be subject to and be governed by the laws of the Commonwealth of Pennsylvania. The parties do further recognize and agree that they have each been represented by, or had the opportunity to obtain the advice of, legal counsel prior to executing this Agreement and to the extent that either party chose not to seek further legal counseling relating to the provisions of this Agreement, do hereby waive any rights or claims that it was not fully aware of the provisions and legal effect of this Agreement. In furtherance thereof, RDA does further waive any claim or contention that this Agreement should be construed against City on the basis that this Agreement was prepared by the City and the City Solicitor. Jurisdiction and venue shall vest solely in the Court of Common Pleas of Northampton County, Pennsylvania.

18. RECORDING. This Agreement shall not be recorded by any party hereto. The recording of the Agreement shall not be a prerequisite to the commencement of any proceeding under this Agreement.

19. TERM. This Agreement shall be effective for a period of three years from the date described in paragraph 12 above and shall automatically renew from year-to-year unless either party gives at least six months written notice to terminate prior to the end of the initial three-year term and any yearly term thereafter.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties have hereunto set their hands and seals on the dates set forth below.

WITNESS/ATTEST:

REDEVELOPMENT AUTHORITY OF THE
CITY OF BETHLEHEM

By: _____

By: _____ (SEAL)

Name (printed): _____

Name (printed): _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTEST:

CITY OF BETHLEHEM:

By: _____ (SEAL)

By: _____ (SEAL)

George Yasso

Robert J. Donchez

Title: City Controller

Title: Mayor

Date signed:

EXHIBIT A



CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

HUMAN RESOURCES

HR Phone: 610-865-7015

JOB DESCRIPTION

Job Title: Grant Program Manager **Department:** Community and Economic Development

Bureau: Community Development **Union Status:** 27T (TAMS)

Reports to: Community Development Administrator **Compensation:** 75 Hrs. /260 Days/7.5 Hrs. /Day

Exempt/Non-Exempt: Exempt

Position Summary: The Grant Program Manager is responsible for ensuring that grant programs, including those with federal, state, and city funds are administered within the parameters specified by the funders. Programs include the Blighted Property Review Program, CDBG, and HOME programs, and other programs as assigned. Other duties include assisting with operational support and financial accounting of the authorities, grant writing, grant monitoring, and loan management. The Grant Program Manager receives supervision and performs duties in accordance with policies established by the Housing and Community Development Administrator.

Qualifications:

- Comprehensive understanding of the value of community development initiatives.
- Knowledge of applicable federal, state, and local Community Development programs, especially compliance requirements.
- Have a full understanding and proficiency of loan processes and of PA and Federal income tax regulations and reporting related to loan programs.
- Must have good organizational and communication skills.
- Bachelor's degree in Accounting or business related field from an accredited college/university is preferred.
- Minimum of 2 years of experience in accounting, grant writing, or loan processing.
- Valid driver's license and access to reliable transportation required.

Essential Functions:

- Provides accounting, secretarial and operational support for municipal authorities, including the RDA and BRIA.
- Maintains and reconciles loan accounts, processing payments from loan inception to pay-off.
- Proactively coordinates the blight remediation process inclusive of property nomination to Blighted Property Review Committee, property acquisition through the RDA, developer selection in cooperation, and property distribution to the preferred developer.
- Prepares and/or assists in the preparation of grant applications and grant compliance for Local, State, and Federal funding sources as identified.
- Prepares and submits grant invoices and back-up documentation by required deadlines.
- Establishes and maintains databases to monitor grant funds.
- Processes and deposits grant revenue and assist with annual audit.
- Coordinates, assists, and monitors additional projects, including site visits, as may be assigned.
- Attend early morning or late evening meetings, as necessary.

Physical Requirements: Ability to sit, stand, and walk for long periods of time during work day.

Working Conditions: Office setting, blighted properties

Exhibit B

Properties Owned by The Redevelopment Authority of the City of Bethlehem

- 1. Undeveloped parcel of property, bounded on the East by Conestoga Street, on the West by SR 378, and on the North by 143 West Broad Street, currently under agreement of sale to Skyline West, LLC.**
- 2. Vacant Single-Family Residence located at 723 Broadway, Bethlehem.**
- 3. Various parcels of property, West of Main Street, adjacent to the Hotel Bethlehem and situated in the former Monocacy Creek Redevelopment Area, now known as the Colonial Industrial Quarter, Bethlehem.**
- 4. Bethlehem Visitor Center located at 711 First Street and adjacent and miscellaneous plazas, currently leased by ArtsQuest, Bethlehem.**
- 5. Levitt Pavilion SteelStacks located and connected to 711 First Street and adjacent and miscellaneous plazas, currently leased by ArtsQuest, Bethlehem.**
- 6. Hoover-Mason Trestle located adjacent to 711 First Street and extending East to property owned by Wind Creek Bethlehem, near Sands Boulevard, Bethlehem.**
- 7. Property located in the Sun Inn Courtyard, South of Broad Street, North of Walnut Street, and adjacent to Nevin Place, Bethlehem.**