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CITY OF BETHLEHEM
Inter-Office Memorandum

SUBJECT: Amending Resolution 11,836 – Gift of Real Estate
TO: Members of City Council
FROM: J. William Reynolds, President of Council
DATE: February 23, 2017

Attached for Council's consideration is a proposed Resolution to amend Resolution 11,836, adopted May 25, 1993 that states the procedures for the acceptance or rejection of gifts of real estate.

I would plan to place the Resolution of the March 7, 2017 agenda.



J. William Reynolds, President of Council

cc: John F. Spirk, Jr., Esq.
Mayor Robert J. Donchez
William P. Leeson, Esq.
Edmund J. Healy, Esq.
Michael Alkhal

RESOLUTION NO.

BE IT RESOLVED by the Council of the City of Bethlehem that Resolution 11,836, which sets forth the procedures governing the acceptance or rejection of gifts of real estate, which reads as follows:

BE IT RESOLVED by the Council of the City of Bethlehem that the following procedures are hereby adopted concerning the acceptance or rejection of gifts of real estate, involving no consideration or normal consideration, to the City of Bethlehem:

1. When the ~~Administration's Property Committee, or the Administration~~ recommends that a proposed gift of real estate to the City of Bethlehem be accepted, written notice shall be given to the City Clerk so that the request to accept the gift of real property is read into the record during the Communications section of the Agenda for the regular meeting of City Council.
2. The request for permission to accept the gift of real property must set forth the following:
 - a. The description of property – location, length, width, etc.
 - b. Location of utility lines, easements, other significant characteristics.
 - c. Appraised value of property, unless the Administration can show reason, and Council agrees, that a professional appraisal is not warranted.
 - d. Names of abutting property owners.
 - e. Zoning designation.
 - f. Condition of title – deed restrictions, etc.
 - g. Reason why proposed gift of real property should be accepted.
3. After the request for acceptance is read into the record, the President will refer the request to the ~~Parks and Public Property Committee~~ for study and recommendation.
4. Members of the ~~Parks and Public Property Committee~~ may personally visit the property in question with appropriate Administration officials.
5. The ~~Parks and Public Property Committee~~ will meet to determine whether the gift of real property should be accepted or rejected. If the request has Committee approval, a Resolution will be forwarded to Council.
6. At its next regular meeting, Council will receive the report of the ~~Parks and Public Property Committee~~. A Resolution will be on the Agenda that will permit the appropriate officials to accept the gift of real property. All proposed gifts of real property to the City of Bethlehem shall be rejected, and Administration officials shall refuse delivery of the deed, unless a Resolution authorizing acceptance of the gift is adopted and passed by Council.
7. The provisions of the State Municipal Planning Code will be incorporated into any transactions where such may be applicable.

Shall be amended to read:

BE IT RESOLVED by the Council of the City of Bethlehem that the following procedures are hereby adopted concerning the acceptance or rejection of gifts of real estate, involving no consideration or normal consideration, to the City of Bethlehem:

1. When the Administration recommends that a proposed gift of real estate to the City of Bethlehem be accepted, written notice shall be given to the City Clerk so that the request to accept the gift of real property is read into the record during the Communications section of the Agenda for the regular meeting of City Council.

2. The request for permission to accept the gift of real property must set forth the following:

- a. The description of property – location, length, width, etc.
- b. Location of utility lines, easements, other significant characteristics.
- c. Appraised value of property, unless the Administration can show reason, and Council agrees, that a professional appraisal is not warranted.
- d. Names of abutting property owners.
- e. Zoning designation.
- f. Condition of title – deed restrictions, etc.
- g. Reason why proposed gift of real property should be accepted.

3. After the request for acceptance is read into the record, the President will refer the request to the **Public Works Committee** for study and recommendation.

4. Members of the **Public Works Committee** may personally visit the property in question with appropriate Administration officials.

5. The **Public Works Committee** will meet to determine whether the gift of real property should be accepted or rejected. If the request has Committee approval, a Resolution will be forwarded to Council.

6. At its next regular meeting, Council will receive the report of **Public Works Committee**. A Resolution will be on the Agenda that will permit the appropriate officials to accept the gift of real property. All proposed gifts of real property to the City of Bethlehem shall be rejected, and Administration officials shall refuse delivery of the deed, unless a Resolution authorizing acceptance of the gift is adopted and passed by Council.

7. The provisions of the State Municipal Planning Code will be incorporated into any transactions where such may be applicable.

Resolution No.

Sponsored by _____

ADOPTED by Council this day of , 2017.

President of Council

ATTEST:

City Clerk