

CITY OF BETHLEHEM

DEPARTMENT OF PUBLIC WORKS INTEROFFICE MEMORANDUM

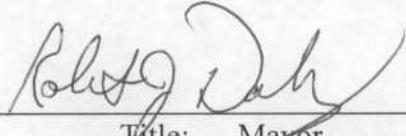
TO: City Council
FROM: Mayor Donchez
RE: Hiring of Replacement Housing & Community Development Planner – Bureau of Community Development, Department of Community & Economic Development
DATE: March 30, 2015

The Housing & Community Development Planner in the above referenced Department has resigned as of March 13, 2015. In addition to managing the city's Housing and Homelessness strategies, this position is the steward of approximately \$4 million in unspent CDBG and HOME spanning years 2003 through 2015. These funds, which are used to support city and community projects, require annual HUD reporting and significant compliance and monitoring responsibilities. A delay in hiring for this position could result in a loss of funding.

This position is budgeted at \$70,907 and is funded by CDBG and HOME administration funds.

We are currently interviewing candidates and ask for your concurrence to immediately fill this position. If you have any further questions, please let me know.

cc: A. Karner
File/xc

By: 

Title: Mayor