

REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM

10 EAST CHURCH STREET; BETHLEHEM, PA 18018

THURSDAY, MAY 17, 2018 - 3:00 PM

ROOM A-205

AGENDA

- A. APPROVAL OF MINUTES – Regular Meeting of March 20, 2018
- B. CASH REPORTS
 - 1. Month Ended February 28, 2018
 - 2. Month Ended March 31, 2018
- C. COURTESY OF THE FLOOR
- D. EXECUTIVE DIRECTOR REPORT
- E. ITEMS REQUIRING BOARD ACTION
 - 1. **CREDIT CARD USE POLICY** – The RDA Board has been asked to review and consider for approval the proposed Credit Card Use Policy for the RDA. Because the RDA recently acquired a credit card to use when purchasing goods / services requiring immediate payment with a credit card, a use policy has been created for the RDA to detail its use when such purchases are made. This proposed Credit Card Use Policy, if approved, will be incorporated into the RDA Accounting Policies and Procedures manual. Approval of this policy can be done via motion
 - 2. **2018-2019 ANNUAL ADMINISTRATIVE BUDGET** – The RDA Board has been asked to review and consider for approval the proposed 2018-2019 Annual Administrative Budget for the period of July 1, 2018 through June 30, 2019. The approval of this budget can be done via motion as has been done in the past.
 - 3. **REAFFIRM APPROVAL OF INVOICES – APRIL 2018** - The RDA Board has been asked to reaffirm its email vote for approval the invoices / reimbursements as outlined on the April 2018 invoice summary. The approval of these invoices was originally approved via email voting due to the April 2018 RDA meeting being cancelled.
 - 4. **APPROVAL OF INVOICES – MAY 2018** - The RDA Board has been asked to review and consider for approval the invoices / reimbursements as outlined on the May 2018 invoice summary.
- G. GENERAL DISCUSSION
- H. ADJOURNMENT