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	0.45.000.28.00		BUDGET TRANSFER RE		144 . 1 4
TO:	Seth O'Neill, D		FROM:	Jean Brossman/Lucinda	Wright
BUREAU:	Department of		BUREAU:		
		I	RANSFER DETAIL		
Date of Requ	est:	Fund:	General	Transfer Amount:	\$26,846.00
			FROM (DEBIT)		
	IT (All 15 digits) COUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-09-0901-	0004-46	\$26,846.00	337,900.00	\$335,400.00	308,554.00
Other Contrac	ct Services				-
					-
					-
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			TO (CREDIT)		
000-09-0901-	0004-72	\$20,000.00	\$20,000.00	\$0.00	20,000.00
Equipment			VIII.0,000,000	70.13	
000-09-0903-	0001-72	6,846.00	7,000.00	154.00	7,000.00
Equipment			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		- 1,000.00
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Page:

MACC.O	Expenditure	Expenditure Status Report		
through 12	CITY OF A 1/1/2022 thi	CITY OF ALLENTOWN 1/1/2022 through 12/31/2022		
GENERAL				
COMMUNITY DEVELOPMENT DIRECTOR - COMMUNITY DEVELOPMENT				
mber	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances
AL EVENTS				
ER CONTRACT SERVICES SENERAL	337,900.00 337,900.00	1,000.00	1,000.00	1,500.00

02/25/2022 9:32AM Periods: 1 through 12

expstat.rpt 02/25/2022

000

SPECIAL EVENTS

Account Number

0901

60

Prct Used

Balance

Page:

0.74

335,400.00 335,400.00

0.74

335,400.00

1,500.00

1,000.00

1,000.00

337,900.00

Page:

(Not all accounts may be included.)

	9:31AM	Periods: 1 through 12
expstat.rpt)2/25/2022	Periods: 1

CITY OF ALLENTOWN 1/1/2022 through 12/31/2022

Expenditure Status Report

Page:

		-date Year-to-date Balance		0.00	0.00 20,000.00	0.00 0.00 20,000.00
		Year-to-date Expenditures		0.00	0.00	0.00
	LOPMENT	Adjusted Appropriation		20,000.00	20,000.00	20,000.00
GENERAL	COMMUNITY DEVELOPMENT DIRECTOR - COMMUNITY DEVELOPMEN	Account Number	SPECIAL EVENTS	0004-72 EQUIPMENT	Total GENERAL	Grand Total
000	09 0901	Acc	0004	0004		

Prct Used

0.00

0.00

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Page:

expstat.rpt 02/25/2022 Periods: 1	expstat.rpt 32/25/2022 9:25AM Periods: 1 through 12	Expenditure CITY OF,	Expenditure Status Report CITY OF ALLENTOWN		
		1/1/2022 th	1/1/2022 through 12/31/2022		
000	GENERAL				
0903	COMMUNITY DEVELOPMENT BUILDING STANDARDS & SAFETY				
Accoun	Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances
0001 BI	BUILDING, PLUMBING, ELECTRICAL ENFORCE				
0001-72 I	0001-72 EQUIPMENT Total GENERAL	7,000.00 7,000.00	0.00	0.00	0.00
	Grand Total	7,000.00	00.00	00.00	0.00

Prct Used

Balance

Page:

0.00

7,000.00

0.00

7,000.00

Brossman, Jean

To: Holtzman, Rick; Wright, Lucinda; Rhoads, Robert

Cc: Lightner, Leonard; El-Chaar, Karen; Snyder, Judy; Bianco, Christian; Kistler, Vicky

Subject: RE: Holiday Tree

The account numbers have changed. I have spoken with Leonard this morning regarding funding for the Christmas tree.

000-09-0901-0004-72 - \$20,000 000-09-0903-0001-72 - \$6,846

We will replace the funds from 000-09-0903-0001-72 by transfer.

This will allow the City to take advantage of the discounted price by February 28th,

From: Holtzman, Rick < Rick. Holtzman@allentownpa.gov>

Sent: Friday, February 25, 2022 8:54 AM

To: Wright, Lucinda < Lucinda. Wright@allentownpa.gov>

Cc: Lightner, Leonard <Leonard.Lightner@allentownpa.gov>; El-Chaar, Karen <Karen.El-Chaar@allentownpa.gov>; Rhoads, Robert <Robert.Rhoads@allentownpa.gov>; Snyder, Judy <Judy.Snyder@allentownpa.gov>; Bianco, Christian

<Christian.Bianco@allentownpa.gov>; Brossman, Jean <Jean.Brossman@allentownpa.gov>

Subject: RE: Holiday Tree

Jean gave us a call this morning. We have account numbers and are working through the process to try and get this ordered in time to receive the discount. Rob is working on setting up the vendor in our system and then will enter the Requisition.

We will do our best to get this ordered now that we have account numbers.



Rick Holtzman

Deputy Director - Parks

Department of Parks and Rec - Parks Maintenance | City of Allentown

2050 Park Drive

Allentown, PA, 18103

L +1 (610) 437-7626 x2163

+1 (610) 797-8451

+1 (610) 841-6572

Rick.Holtzman@allentownpa.gov



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From: Wright, Lucinda < Lucinda. Wright@allentownpa.gov>

Sent: Friday, February 25, 2022 8:34 AM

To: Holtzman, Rick < Rick. Holtzman@allentownpa.gov >; Brossman, Jean < Jean. Brossman@allentownpa.gov >

Cc: Bianco, Christian < Christian.Bianco@allentownpa.gov; Lightner, Leonard < Lightner@allentownpa.gov; Snyder, Judy < Judy.Snyder@allentownpa.gov; El-Chaar, Karen

<Karen.El-Chaar@allentownpa.gov>

Subject: RE: Holiday Tree

My understanding was that once the quotes were received, and we were advised the cost of the lowest, CED would provide an account number.

I just spoke with Jean and she is going to be making confirmations on cost and account.



Lucinda Wright

Special Events Manager

Community and Economic Development | City of Allentown

435 Hamilton Street

Allentown, PA, 18101

+1 (610) 437-7610 x2181

1 +1 (484) 426-8396

☑ Lucinda. Wright@allentownpa.gov



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From: Holtzman, Rick < Rick. Holtzman@allentownpa.gov>

Sent: Friday, February 25, 2022 8:01 AM

To: Brossman, Jean "Jean.Brossman@allentownpa.gov">"To: Brossman, Jean "Jean.Brossman@allentownpa.gov">"To: Brossman, Jean "Jean.Brossman@allentownpa.gov">"To: Brossman, Jean.Brossman@allentownpa.gov">"To: Brossman@allentownpa.gov">"To: Brossman, Jean.Brossman@allentownpa.gov">"To: Brossman, Jean.Brossman, Jean.Brossman@allentownpa.gov">"To: Brossman, Jean.Brossman, Jean.

Subject: RE: Holiday Tree

Today is Friday February 25th. At this point we do not have an account number to purchase the tree. To receive the discount from the low bidder the tree must be purchased by Feb 28th. If we do not purchase the tree by Feb. 28th the price of the tree will increase by \$11k.

The purchase of the Tree was tasked to me on Tuesday Feb. 15. We have taken this as far as we can at this point. Please let me know how you would like to proceed?



Rick Holtzman

Deputy Director - Parks

Department of Parks and Rec - Parks Maintenance | City of Allentown

2050 Park Drive

Allentown, PA, 18103

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1 +1 (610) 841-6572

Rick.Holtzman@allentownpa.gov



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From: Holtzman, Rick

Sent: Wednesday, February 23, 2022 12:39 PM

To: Brossman, Jean < Jean.Brossman@allentownpa.gov >; Wright, Lucinda < Lucinda.Wright@allentownpa.gov >

Cc: Bianco, Christian < christian.Bianco@allentownpa.gov; Lightner, Leonard < Lightner@allentownpa.gov;

Rhoads, Robert < Robert.Rhoads@allentownpa.gov >; Snyder, Judy < Judy.Snyder@allentownpa.gov >

Subject: RE: Holiday Tree

At this point I believe Rob has the quotes he needs to enter the requisition. Can someone please provide us with an account number so we can get the new tree in the queue?

I also wanted to ask about our old tree and Rileighs. Our old tree is stored with Rileighs at this time per our current contract. When does this contract expire because we will need to make plans to pick up our tree? My hope would be that the contract does not expire until October or November so they would store the tree until we are ready to pick it up and set up for Lights in the Parkway.

We will need to find storage for both of these trees at the end of the holiday season. I am asking for help to talk to other City Departments to look at their areas to identify possible space for 1 or 2 trees to be stored. I do not know exactly how much space we will need at this point but I do know that the limbs of the trees cannot be stacked.

From: Brossman, Jean < Jean. Brossman@allentownpa.gov>

Sent: Tuesday, February 22, 2022 8:53 AM

To: Snyder, Judy < Judy. Snyder@allentownpa.gov >; Rhoads, Robert < Robert. Rhoads@allentownpa.gov >

Cc: Wright, Lucinda < Lucinda. Wright@allentownpa.gov >; Bianco, Christian < Christian. Bianco@allentownpa.gov >;

Holtzman, Rick < Rick. Holtzman@allentownpa.gov >; Lightner, Leonard < Leonard. Lightner@allentownpa.gov >

Subject: RE: Holiday Tree

I have not received their quote.



Jean Brossman
Executive Secretary
Community and Economic Development | City of Allentown
435 Hamilton Street
Allentown, PA, 18101

+1 (610) 437-7610 x2712

☑ Jean.Brossman@allentownpa.gov



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From: Snyder, Judy <<u>Judy.Snyder@allentownpa.gov</u>>

Sent: Tuesday, February 22, 2022 8:22 AM

To: Rhoads, Robert < Robert.Rhoads@allentownpa.gov >; Brossman, Jean < Jean.Brossman@allentownpa.gov > Cc: Wright, Lucinda < Lucinda.Wright@allentownpa.gov >; Bianco, Christian < Christian.Bianco@allentownpa.gov >;

Holtzman, Rick < Rick. Holtzman@allentownpa.gov >; Lightner, Leonard < Leonard. Lightner@allentownpa.gov >

Subject: RE: Holiday Tree

Also I sent out an email to PA Landscape they did not send me anything either



Judy Snyder Buyer

Purchasing Department | City of Allentown

435 Hamilton Street Allentown, PA, 18101

+1 (610) 437-7624 x2228

+1 (610) 437-7618

☑ Judy.Snyder@allentownpa.gov



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From: Rhoads, Robert < Robert.Rhoads@allentownpa.gov>

Sent: Tuesday, February 22, 2022 8:14 AM

To: Brossman, Jean < Jean.Brossman@allentownpa.gov>

Cc: Wright, Lucinda < <u>Lucinda.Wright@allentownpa.gov</u>>; Bianco, Christian < <u>Christian.Bianco@allentownpa.gov</u>>; Holtzman, Rick < <u>Rick.Holtzman@allentownpa.gov</u>>; Lightner, Leonard < <u>Leonard.Lightner@allentownpa.gov</u>>; Snyder,

Judy <<u>Judy.Snyder@allentownpa.gov</u>>

Subject: RE: Holiday Tree

Hello All,

I never did receive a quote from PA Landscape. Also, I need the account we're using for this purchase.

Thanks, Rob



Robert E. Rhoads III
Administrative Supervisor
Department of Parks and Recreation | City of Allentown
2050 Park Dr
Allentown, PA, 18104

+1 (610) 437-7626 x2164

Robert.Rhoads@allentownpa.gov



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From: Brossman, Jean < Jean. Brossman@allentownpa.gov>

Sent: Tuesday, February 15, 2022 1:03 PM

To: Rhoads, Robert < Robert.Rhoads@allentownpa.gov>

Cc: Wright, Lucinda < <u>Lucinda.Wright@allentownpa.gov</u>>; Bianco, Christian < <u>Christian.Bianco@allentownpa.gov</u>>; Holtzman, Rick < <u>Rick.Holtzman@allentownpa.gov</u>>; Lightner, Leonard < <u>Leonard.Lightner@allentownpa.gov</u>>; Snyder, Judy < <u>Judy.Snyder@allentownpa.gov</u>>

Subject: Holiday Tree

Per Judy Snyder...

We will need three quotes for the requisition for a Christmas tree. Attached are two quotes (Mosca and Rileighs). Pennsylvania Landscape will be email a quote directly to you in the next day or so. Once you receive the third quote, would you please enter the requisition? Leonard and/or Lucinda will provide you with the account number for the requisition.

Rob, thank you for you assistance.



Jean Brossman
Executive Secretary
Community and Economic Development | City of Allentown 435 Hamilton Street
Allentown, PA, 18101
L+1 (610) 437-7610 x2712

☑ Jean. Brossman@allentownpa.gov



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