

Posting Year:	Posting Date:	Posting #	Doc #
" Period:		Ref #	Initials:

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Seth O'Neill, Director	FROM: Jean Brossman/Lucinda Wright
BUREAU: Department of Finance	BUREAU:

TRANSFER DETAIL

Date of Request:	Fund: General	Transfer Amount:	\$26,846.00
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT 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 Contract Services				-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-09-0901-0004-72	\$20,000.00	\$20,000.00	\$0.00	20,000.00
Equipment				-
000-09-0903-0001-72	6,846.00	7,000.00	154.00	7,000.00
Equipment				-
				-
				-
				-

Reason Transfer is Required:

The 30 foot Christmas tree had to be replaced. This was not realized until the tree was taken down at the end of January 2022. We requested quotes and selected the lowest bid which was MOSCA. Their discounted price expired on February 28, 2022, therefore we utilized funds from available sources of the correct account with the intent to replace the spent funds by transfer.

Reason Funds are Available for Transfer:

The utilized funds were just to be borrowed due to the time expiration of the special offer. The funds will be replaced by this transfer. The funding source was entered into the 2022 budget for contracted events, however that will not viable this year.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

Amount not more than \$5,000.00	
Amount is greater than \$5,000.00	
Department Head/Deputy Director: <i>Vicki Kiedler</i>	Date: 2/25/22
Director of Finance/Deputy Director: <i>Jessica Barakat</i>	Date: 3/1/22
City Controller (if amount is greater than \$5,000): <i>[Signature]</i>	Date: 3-1-22
Mayor/Managing Director (if amount is greater than \$5,000): <i>[Signature]</i>	Date: 3-1-22
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	Date:

CITY COUNCIL

Cynthia Mota, President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ed Zucal, Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ce-Ce Gerlach, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

Expenditure Status Report

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

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
000 GENERAL						
09 COMMUNITY DEVELOPMENT						
0901 DIRECTOR - COMMUNITY DEVELOPMENT						
0004 SPECIAL EVENTS						
0004-46 OTHER CONTRACT SERVICES	337,900.00	1,000.00	1,000.00	1,500.00	335,400.00	0.74
Total GENERAL	337,900.00	1,000.00	1,000.00	1,500.00	335,400.00	0.74
Grand Total	337,900.00	1,000.00	1,000.00	1,500.00	335,400.00	0.74

Expenditure Status Report
 CITY OF ALLENTOWN
 1/1/2022 through 12/31/2022

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

Expenditure Status Report
 CITY OF ALLENTOWN
 1/1/2022 through 12/31/2022

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
000 GENERAL						
09 COMMUNITY DEVELOPMENT						
0903 BUILDING STANDARDS & SAFETY						
0001 BUILDING, PLUMBING, ELECTRICAL ENFORCE						
0001-72 EQUIPMENT	7,000.00	0.00	0.00	0.00	7,000.00	0.00
Total GENERAL	7,000.00	0.00	0.00	0.00	7,000.00	0.00
Grand Total	7,000.00	0.00	0.00	0.00	7,000.00	0.00

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
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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 <Leonard.Lightner@allentownpa.gov>;

Rhoads, Robert <Robert.Rhoads@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

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✉ 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>; Wright, Lucinda <Lucinda.Wright@allentownpa.gov>

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

Rhoads, Robert <Robert.Rhoads@allentownpa.gov>; Snyder, Judy <Judy.Snyder@allentownpa.gov>; El-Chaar, Karen

<Karen.El-Chaar@allentownpa.gov>

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
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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 <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
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 Jean.Brossman@allentownpa.gov

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