



CITY OF ALLENTOWN

30400

RESOLUTION

R43 – 2022

Introduced by the Administration on March 16, 2022

Approves four transfers: (1) \$100,000 in Community and Economic Development for funds needed for the Covid Positive Placement; (2) \$36,603.17 in Fire Administration for Year End Negative Balance in Fire Pension Due to an Adjustment posted on 2/4/2022; (3) \$26,846.00 in Community and Economic Development for a 30 Foot Christmas Tree Replacement; (4) \$8,074.50 – Office of the Mayor to Create a (72) Account within the Mayor's Budget to allow for the Purchase of Furniture for the Mayor's Suite.

Resolved by the Council of the City of Allentown, That

WHEREAS, the Administration has requested Council approve the following transfers:

- \$100,000 in Community and Economic Development for funds needed for the Covid Positive Placement from Account #700-01-7620-0205-40 (Civic Expense) to Account #700-01-7620-0205-50 (Other Services)
- \$36,603.17 in Fire Administration for Year End Negative Balance in Fire pension Due to An Adjustment posted on 2/4/2022 from Account 000-05-0803-0002-16 (Insurance – Emp Group) to Account #000-05-0803-0002-14 (Pension).
- \$26,846.00 in Community and Economic Development for a 30 Foot Christmas Tree Replacement from Account #000-09-0901-0004-46 (Other Contract Services) to Account #000-09-0901-0004-72 (Equipment) and Account #000-09-0903-0001-72 (Equipment)
- \$8,074.50 – Office of the Mayor to Create a (72) Account within the Mayor's Budget to allow for the Purchase of Furniture for the Mayor's Suite from Account #000-01-0609-0001-78 (Contingency) to Account #000-01-0201-0001-72 (Equipment).

NOW, THEREFORE, BE IT RESOLVED that City Council hereby approves the transfers.

	Yea	Nay
Candida Affa	X	
Ce-Ce Gerlach	X	
Daryl Hendricks	X	
Natalie Santos	X	
Joshua Siegel	X	
Ed Zucal	X	
Cynthia Y. Mota, President	X	
TOTAL	7	0

THIS IS TO CERTIFY, That the above copy of Resolution No. 30400 was adopted by the City Council of Allentown on the 16th day of March, 2022, and is on file in the City Clerk's Office.

Michael P. Heath

 City Clerk

RECEIVED

FEB 28 2022

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

FINANCE DIRECTOR'S OFFICE CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Seth O'Neill, Director	FROM: Maria Quigney
BUREAU: Department of Finance	BUREAU: CED

TRANSFER DETAIL

Date of Request	17-Feb-22	Fund:	700	Transfer Amount:	\$100,000.00
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
700-01-7620-0205-40 CIVIC EXPENSE	\$100,000.00	270,624.07	\$113,715.10	13,715.10
				-
				-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

700-01-7620-0205-50 OTHER SERVICES	\$100,000.00	\$23,962.44	\$11.77	100,011.77
				-
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:

FUNDS NEEDED FOR THE COVID POSITIVE PLACEMENT

Reason Funds are Available for Transfer:

FUNDS NEEDED FOR THE COVID POSITIVE PLACEMENT

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

Amount not more than \$5,000.00		
Amount is greater than \$5,000.00		
Department Head/Deputy Director:	<i>Vicky Kuster</i>	Date: 2/24/22
Director of Finance/Deputy Director:	<i>Jessica Brant</i>	Date: 3/1/22
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date: 3-2-22
Mayor/Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	Date: 3-2-22
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:

Account No: E 700-01-7620-0205-40

Title: CIVIC EXPENSES

Fiscal Year: 2022

Debit / Credit: D Account Class:
 Status Code: 0 Report Group 1:
 JC Required: N Report Group 2:
 Standard Acct: Y Account Type:
 Comments:

Cash / Inv Code: Locked: N
 Nominal / Real: Budget Account:
 Budgeted: Y
 Allotment: N Year End Estimate: 0.00

Account History

Year	Total Budget	Encumbrances	Expenditures	Balance
2022	118,339.40	4,624.30	0.00	113,715.10
2021	154,817.36	0.00	36,477.96	118,339.40
2020	270,624.07	0.00	13,594.81	257,029.26

Account Activity

Period	Total Budget	Encumbrances	Expenditures	Balance
2	0.00	0.00	0.00	113,715.10
Totals:	0.00	0.00	0.00	113,715.10

Transaction Detail

Period	Jrnl	Doc Type	Doc Date	Post Date	Group	Reference	Description	Amount	D/C
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Budget Adjustments: 0.00 Encumbrances: 0.00 Activity: 0.00

Account No: E 700-01-7620-0205-50

Title: OTHER SERVICES & CHARGES

Fiscal Year: 2022

Debit / Credit: D Account Class:
 Status Code: 0 Report Group 1:
 JC Required: N Report Group 2:
 Standard Acct: Y Account Type:
 Comments:

Cash / Inv Code: Locked: N
 Nominal / Real: Budget Account:
 Budgeted: Y Year End Estimate: 0.00
 Allotment: N

Account History			Balance
Year	Total Budget	Encumbrances	Expenditures
2022	11.77	0.00	0.00
2021	31,424.56	0.00	31,412.79
2020	23,962.44	0.00	20,560.76
			11.77
			11.77
			3,401.68

Account Activity			Balance
Period	Total Budget	Encumbrances	Expenditures

Totals:

Transaction Detail			
Period	Jrnl	Doc Type	Doc Date

Budget Adjustments: 0.00 Encumbrances: 0.00 Activity: 0.00

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

Account Number	Adjusted Appropriation	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
700 CDBG					
01 NONDEPARTMENTAL					
7620 C.A.R.E.S. COVID -19					
0200 Allentown Area Food Bank	0.00	0.00	0.00	0.00	0.00
Total Allentown Area Food Bank					
0201 Allentown School District/Computer and W	0.00	0.00	0.00	0.00	0.00
Total Allentown School District/Computer and W					
0202 Allentown YMCA - Salaries for shelter te	0.00	0.00	0.00	0.00	0.00
Total Allentown YMCA - Salaries for shelter te					
0203 Allentown Non-Profit Agencies	16,896.85	0.00	5,996.07	10,900.78	35.49
0203-40 CIVIC EXPENSES	16,896.85	0.00	5,996.07	10,900.78	35.49
Total Allentown Non-Profit Agencies					
0204 City of Allentown - Engineering/Public I	5,000.00	0.00	0.00	5,000.00	0.00
0204-40 CIVIC EXPENSES	5,000.00	0.00	0.00	5,000.00	0.00
Total City of Allentown - Engineering/Public I					
0205 City of Allentown - Lease for Homeless S	118,339.40	0.00	4,624.30	113,715.10	3.91
0205-40 CIVIC EXPENSES	118,339.40	0.00	4,624.30	113,715.10	3.91
0205-50 OTHER SERVICES & CHARGES	11.77	0.00	0.00	11.77	0.00
0205-68 OPERATING MATERIALS & SUPP	19,703.06	0.00	0.00	19,703.06	0.00
0205-72 EQUIPMENT	13,300.00	0.00	0.00	13,300.00	0.00
Total City of Allentown - Lease for Homeless S	151,354.23	0.00	4,624.30	146,729.93	3.06
0206 Allentown Small Business Loan Program	500,000.00	0.00	0.00	500,000.00	0.00
0206-40 CIVIC EXPENSES	500,000.00	0.00	0.00	500,000.00	0.00
Total Allentown Small Business Loan Program					

CITY OF ALLENTOWN
 COVID-19 CDBG FUNDS
 ACTION PLAN

CITY OF ALLENTOWN
 44TH YEAR CONSOLIDATED GRANTS PROGRAM
 SUMMARY OF REQUESTS FOR FUNDING

	APPROVED ALLOCATION	ACCOUNT NUMBER	CONTRACT	EXPENSES
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ✓				
Allentown Area Food Bank Balance as of 08/27/20	\$ 5,000.00	700-01-7620-0200-**	contract done closed out	
		\$	(5,000.00)	
Allentown School District/Computer and WIFI - LVCIL	\$ 25,000.00	700-01-7620-0201-**		
Allentown YMCA - Salaries for shelter team/food Balance as of 08/27/20	\$ 100,000.00	700-01-7620-0202-**	contract done closed out	
		\$	(100,000.00)	
Allentown Non-Profit Agencies	\$ 145,000.00	700-01-7620-0203-**		
VALLEY YOUTH HOUSE		\$	(20,000.00) contract done	
COMMUNITY BIKE WORKS		\$	(20,000.00) contract done	
BOYS & GIRLS CLUB		\$	(5,000.00) contract done	
NEIGHBORHOOD CENTER		\$	(14,820.00) contract done	
DAYBREAK - LCC		\$	(20,000.00) contract done	
SALVATION ARMY		\$	(20,000.00)	
CARING PLACE		\$	(21,976.17) contract done	
GRACE		\$	(2,000.00) contract done	
UNIDOS CAMPAIGN - FIRESAFE		\$	(21,203.83)	
		\$	(145,000.00) \$	
City of Allentown - CDBG Admin	\$ 271,209.00	700-01-7620-0207-**		
parks		\$	(2,470.00)	
equipment		\$	(6,350.00)	
City of Allentown - Engineering/Public Improvements—change to n	\$ 3,000.00	700-01-7620-0204-**		
City of Allentown - Lease for Homeless Shelter	\$ 284,834.00	700-01-7620-0205-**	done \$150,000	
Other expenses related to the Shelter		700-01-7620-0205-**		
shelter funds per LL		\$	(30,000.00)	
Meal on Wheels			(10,000.00)	
reallocation of funds to ASD/LVCIL ??????			(25,000.00)	
Centronia			(10,000.00)	
Gaint			(10,000.00)	
Laundry Service				
Allenwood Motel				
Port o Pottie				
cleaning supplies , PPE				
servpro			(5,000.00)	
Food Bank			(10,000.00)	
journal enties				
Allentown Small Business Loan Program	\$ 500,000.00	700-01-7620-0206-**		
North Penn Legal Services - Fair Housing	\$ 20,000.00	700-01-7620-0208-**	CONTRACT DONE	
TOTAL CDBG	\$ 1,336,043.00			
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) - CDBG-CV3 - PART A				
Allentown Small Business Loan Program	\$ 400,000.00	700-01-7620-0210-**		
Chamber Small Business Marketing Business			(100,000.00)	
Brewworks			(21,000.00)	
Rental Assistance Program ✓	\$ 344,245.60	700-01-7620-0211-** <i>ikf</i>	contract done	
City of Allentown - CDBG Admin	\$ 186,061.40	700-01-7620-0207-**		
TOTAL CDBG - CV 3	\$ 930,307.00			

Budget Adjustments Posting List

CITY OF ALLENTOWN

Document #: 3020573
 Reference: 5581

Date: 2/17/2022 Posting #: 101903 Doc Source: budadj Group: quigney
 Description: MOVE FUNDS FROM 40 TO 50 ACCT FOR HOTEL

Account #	Account Title	Description	Amount	Posted Into
E 700-01-7620-0205-50	OTHER SERVICES & CHARGES	MOVE FUNDS FROM 40 TO 50 ACC	100,000.00	02/2022
E 700-01-7620-0205-40	CIVIC EXPENSES	MOVE FUNDS FROM 40 TO 50 ACC	-100,000.00	02/2022
S* B 700-2600	Appropriations Control	Automatic Summary	100,000.00	CR 02/2022
S* B 700-2810	Estimated Fund Balance	Automatic Summary	100,000.00	DB 02/2022
S* B 700-2600	Appropriations Control	Automatic Summary	100,000.00	DB 02/2022
S* B 700-2810	Estimated Fund Balance	Automatic Summary	100,000.00	CR 02/2022
Balance Sheet Totals:			200,000.00 DB	200,000.00 CR
			Difference:	0.00

Summary Documents

Document #: 3020574 Date: 2/17/2022 Posting #: 101903 Doc Source: budadj
Reference: 700 Description: FUND 700 SUMMARY

Account #	Account Title	Description	Amount	Posted Info
B 700-2600	Appropriations Control	Automatic Summary	100,000.00 CR	02/2022
B 700-2810	Estimated Fund Balance	Automatic Summary	100,000.00 DB	02/2022
B 700-2600	Appropriations Control	Automatic Summary	100,000.00 DB	02/2022
B 700-2810	Estimated Fund Balance	Automatic Summary	100,000.00 CR	02/2022

Balance Sheet Totals: 200,000.00 DB 200,000.00 CR Difference: 0.00

Balance Sheet Fund Totals

Fund	Debits	Credits	Difference
700 CDBG	200,000.00	200,000.00	0.00

Errors / Warnings

Documents with errors : 0
 Documents with warnings : 0

RECEIVED

FEB 24 2022

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

FINANCE DIRECTOR'S OFFICE CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Seth O'Neill, Director	FROM: Casandra Magliane, Financial Analyst
BUREAU: Department of Finance	BUREAU: Fire Administration

TRANSFER DETAIL

Date of Request:	Fund: General (2021)	Transfer Amount:	\$36,603.17
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-05-0803-0002-16 INSURANCE - EMP GROUP	\$36,603.17	3,361,722.00	\$560,282.00	523,678.83
				-
				-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-05-0803-0002-14 PENSION	\$36,603.17	\$4,499,496.00	(\$36,603.17)	-
				-
				-
				-
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:
Year end negative balance in Fire Pension due to an adjustment posted on 2/4/2022

Reason Funds are Available for Transfer:
Funds remaining in distribution account at end of 2021

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

	Amount not more than \$5,000.00		
XX	Amount is greater than \$5,000.00		
Department Head/Deputy Director:	<i>[Signature]</i>	2/24/22	Date:
Director of Finance/Deputy Director:	<i>[Signature]</i>	2/24/22	Date:
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	2-25-22	Date:
Mayor/Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	2-25-22	Date:
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
 1/1/2021 through 12/31/2021

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
000 GENERAL						
005 FIRE						
0803 FIRE						
Total ADMIN/PLANNING/TRAINING						
0001 ADMIN/PLANNING/TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
Total ADMINISTRATION & OPERATIONS						
0002 ADMINISTRATION & OPERATIONS						
0002-02 PERMANENT WAGES	9,465,082.89	9,465,082.89	9,465,082.89	0.00	70,634.05	99.26
0002-03 HOLIDAY PAY	758,106.00	736,543.83	736,543.83	0.00	21,562.17	97.16
0002-06 PREMIUM PAY	2,430,896.68	2,430,896.68	2,430,896.68	0.00	0.00	100.00
0002-08 LONGEVITY	223,773.00	215,098.49	215,098.49	0.00	8,674.51	96.12
0002-09 UNIFORM ALLOWANCE	38,700.00	34,774.30	34,774.30	0.00	3,925.70	89.86
0002-11 SHIFT DIFFERENTIAL	73,436.00	71,331.49	71,331.49	0.00	2,104.51	97.13
0002-12 FICA	185,763.98	185,763.98	185,763.98	0.00	0.00	100.00
0002-14 PENSION	4,499,496.00	4,536,099.17	4,536,099.17	0.00	36,603.17	100.81
0002-15 Employee - Health Insurance Opt Out	1,652.24	1,652.24	1,652.24	0.00	0.00	100.00
0002-16 INSURANCE - EMPLOYEE GRP	3,361,722.00	2,801,440.00	2,801,440.00	0.00	560,282.00	83.33
0002-20 ELECTRIC POWER	52,731.00	52,728.32	52,728.32	0.00	2.68	99.99
0002-26 PRINTING	1,200.00	1,186.11	1,186.11	13.89	0.00	100.00
0002-28 MILEAGE REIMBURSEMENT	100.00	64.20	64.20	0.00	35.80	64.20
0002-32 PUBLICATIONS & MEMBERSHIP	6,000.00	4,232.72	4,232.72	0.00	1,767.28	70.55
0002-34 TRAINING & PROF. DEVELOP	70,200.00	47,778.76	47,778.76	0.00	22,421.24	68.06
0002-42 REPAIRS & MAINTENANCE	89,619.00	80,568.51	80,568.51	1,917.00	7,133.49	92.04
0002-46 OTHER CONTRACT SERVICES	16,450.00	8,053.00	8,053.00	7,650.00	747.00	95.46
0002-50 OTHER SERVICES & CHARGES	500.00	0.00	0.00	0.00	500.00	0.00
0002-54 REPAIR & MAINT SUPPLIES	37,300.00	28,630.16	28,630.16	0.00	8,669.84	76.76
0002-56 UNIFORMS	254,286.49	240,756.30	240,756.30	11,440.00	2,090.19	99.18
0002-62 FUELS, OILS & LUBRICANTS	36,500.00	35,802.97	35,802.97	0.00	697.03	98.09
0002-66 CHEMICALS	2,000.00	107.40	107.40	0.00	1,892.60	5.37
0002-68 OPERATING MATERIALS & SUPP	97,719.21	89,495.72	89,495.72	0.00	8,223.49	91.58
0002-72 EQUIPMENT	235,782.50	220,389.54	220,389.54	7,622.00	7,770.96	96.70

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

<input type="checkbox"/>	Amount not more than \$5,000.00		
<input type="checkbox"/>	Amount is greater than \$5,000.00		
Department Head/Deputy Director:	<i>Vicki Kus Her</i>	Date:	<i>2/25/22</i>
Director of Finance/Deputy Director:	<i>Jessica Barchant</i>	Date:	<i>3/1/22</i>
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:	<i>3-1-22</i>
Mayor/Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:	<i>3-1-22</i>
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	Prct 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	Prc't 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	Prct 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
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✉ 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 <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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Allentown, PA, 18101

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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?



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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
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Jean.Brossman@allentownpa.gov
Globe, People, Location icons

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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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Globe, People, Location icons

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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
Department of Parks and Recreation | City of Allentown
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Allentown, PA, 18104
☎ +1 (610) 437-7626 x2164
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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 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 your assistance.



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