

RECEIVED

SEP 21 2020

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

FINANCE DIRECTOR'S OFFICE

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO:	Jessica Baraket, Interim Director	FROM:	Leonard Lightner/Jean Brossman
BUREAU:	Department of Finance	BUREAU:	CED

TRANSFER DETAIL

Date of Request: 09.14.2020	Fund: General	Transfer Amount:	\$7,445.22
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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	\$7,445.22	122,513.59	\$51,453.59	44,008.37
				-
				-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-08-0709-0001-54	4,337.70	37,984.00	2,185.28	6,522.98
000-08-0709-0001-68	3,107.52	12,000.00	-	3,107.52
				-
				-
				-
				-
				-

Reason Transfer is Required:

The lights and bows for the holiday wreaths to be displayed on Hamilton Street are over 16 years old and are in need of replacemnt. The Cost to replace the bows and the light bulbs is \$7000. The Mayor has approved this purchase/approval email attached.

Reason Funds are Available for Transfer:

Due to Covid 19, many of the planned evenst have not taken place therefore the funds were available to assist with the repair of the Downtown holiday decorations.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

Amount not more than \$5,000.00	
Amount is greater than \$5,000.00	
Department Head:	Date: 9/17/2020
Director of Finance:	Date: 9/22/2020
City Controller (if amount is greater than \$5,000):	Date: 9-30-20
Mayor or Managing Director (if amount is greater than \$5,000):	Date: 9/30/20
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	Date:

CITY COUNCIL

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

Brossman, Jean

From: Holtzman, Rick
Sent: Monday, September 14, 2020 9:16 AM
To: Lightner, Leonard
Cc: Brossman, Jean
Subject: FW: Hamilton Street Light Decorations

Leonard,

Good Morning. Since we will not be purchasing the new displays I have asked the Mayor if it would be okay for us to replace the bulbs and bows for our current decorations and he is fine with that.

Can we move forward with purchasing new LED Bulbs for the wreaths and bows for the poles for Hamilton St. for 2020 at a cost of approximately \$7000.00 using funding from CED?

From: O'Connell, Raymond <Ray.OConnell@allentownpa.gov>
Sent: Sunday, September 13, 2020 8:35 PM
To: Holtzman, Rick <Rick.Holtzman@allentownpa.gov>
Cc: Lightner, Leonard <Leonard.Lightner@allentownpa.gov>; Brossman, Jean <Jean.Brossman@allentownpa.gov>; McMahon, Joseph <Joseph.McMahon@allentownpa.gov>; El-Chaar, Karen <Karen.El-Chaar@allentownpa.gov>
Subject: Re: Hamilton Street Light Decorations

Rick,
Hope you and your family are well also.
Yes, replace the bulbs and the wreaths.
Thank you for all you do for the city.
You are a great person.
Take care.

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From: Holtzman, Rick <Rick.Holtzman@allentownpa.gov>
Sent: Sunday, September 13, 2020 7:16:57 PM
To: O'Connell, Raymond <Ray.OConnell@allentownpa.gov>
Cc: Lightner, Leonard <Leonard.Lightner@allentownpa.gov>; Brossman, Jean <Jean.Brossman@allentownpa.gov>; McMahon, Joseph <Joseph.McMahon@allentownpa.gov>; El-Chaar, Karen <Karen.El-Chaar@allentownpa.gov>
Subject: RE: Hamilton Street Light Decorations

I am doing well, thank you for asking. I hope you and your family are hanging in there.

Please understand this is something that I brought up early in 2020 to make everyone aware of the condition of our current decorations. I totally understand our current financial position and your decision to hold off on the purchase of new decorations. The only thing I would suggest for our current Hamilton St Holiday décor would be to replace the bulbs in the wreaths and the bows for the poles. Our current decorations are 16 years old. The original LED bulbs that came with the wreaths are fading out. If possible I would like to replace all the LED bulbs and bows. This would cost around \$7000.00. Also, keep in mind that even if we purchase the new decorations for the top of the light poles down the road we would still use our current wreaths on the poles.

Whatever you decide we will do our best to make the holidays as bright as possible.

Thank you!!

From: O'Connell, Raymond <Ray.OConnell@allentownpa.gov>
Sent: Thursday, September 10, 2020 3:10 PM
To: Holtzman, Rick <Rick.Holtzman@allentownpa.gov>
Subject: FW: Hamilton Street Light Decorations

Rick,
Sorry, forgot to cc you this .
Hope you are well.
Take care,

From: McMahon, Joseph <Joseph.McMahon@allentownpa.gov>
Sent: Thursday, September 10, 2020 2:55 PM
To: O'Connell, Raymond <Ray.OConnell@allentownpa.gov>
Cc: Brossman, Jean <Jean.Brossman@allentownpa.gov>; Baraket, Jessica <Jessica.Baraket@allentownpa.gov>;
Wagenhurst, Barbara <Barbara.Wagenhurst@allentownpa.gov>; Glazier, Jeff <Jeff.Glazier@allentownpa.gov>
Subject: RE: Hamilton Street Light Decorations

Thank you.

From: O'Connell, Raymond <Ray.OConnell@allentownpa.gov>
Sent: Thursday, September 10, 2020 2:42 PM
To: McMahon, Joseph <Joseph.McMahon@allentownpa.gov>
Cc: Brossman, Jean <Jean.Brossman@allentownpa.gov>; Baraket, Jessica <Jessica.Baraket@allentownpa.gov>;
Wagenhurst, Barbara <Barbara.Wagenhurst@allentownpa.gov>; Glazier, Jeff <Jeff.Glazier@allentownpa.gov>
Subject: RE: Hamilton Street Light Decorations

We will make do what we have now for 2020.
Will reassess in 2021.
Thank you.

From: McMahon, Joseph <Joseph.McMahon@allentownpa.gov>
Sent: Thursday, September 10, 2020 2:07 PM
To: O'Connell, Raymond <Ray.OConnell@allentownpa.gov>
Subject: FW: Hamilton Street Light Decorations

This one is your call. If we do not spend it this year it is another incremental help is solving next year's budget problems.

From: Baraket, Jessica <Jessica.Baraket@allentownpa.gov>
Sent: Thursday, September 10, 2020 2:05 PM
To: McMahon, Joseph <Joseph.McMahon@allentownpa.gov>
Subject: FW: Hamilton Street Light Decorations

From: Glazier, Jeff <Jeff.Glazier@allentownpa.gov>
Sent: Wednesday, September 9, 2020 3:28 PM
To: Baraket, Jessica <Jessica.Baraket@allentownpa.gov>
Subject: FW: Hamilton Street Light Decorations

Jb

Given our financial challenges and uncertainty is this the way we want to spend our limited resources???

Jeff

From: Brossman, Jean <Jean.Brossman@allentownpa.gov>
Sent: Wednesday, September 9, 2020 3:24 PM
To: Glazier, Jeff <Jeff.Glazier@allentownpa.gov>
Cc: Wagenhurst, Barbara <Barbara.Wagenhurst@allentownpa.gov>
Subject: Hamilton Street Light Decorations

Rick Holtzman has informed CED that the holiday displays for the light posts are in need of extensive repairs. Due to Covid 19, many of the special events were canceled for this year. Therefore, CED is providing the funds to purchase the new light post displays. These funds will need to be transferred to the appropriate account and program. I am coming to you to ask your expertise as to which and who's account the funds should be transferred to. CED Special Events, CED Administration, Parks? Please advise and thank you for your time and consideration.



JEAN BROSSMAN
EXECUTIVE SECRETARY

Community and Economic Development
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Allentown, PA 18101
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E: Jean.Brossman@allentownpa.gov
W: www.allentownpa.gov

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Expenditure Status Report

CITY OF ALLENTOWN
1/1/2020 through 12/31/2020

000	GENERAL						
09	COMMUNITY DEVELOPMENT						
0901	DIRECTOR - COMMUNITY DEVELOPMENT						
	<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
0004	SPECIAL EVENTS						
0004-46	OTHER CONTRACT SERVICES	122,513.59	28,580.00	28,580.00	42,480.00	51,453.59	58.00
	Total GENERAL	122,513.59	28,580.00	28,580.00	42,480.00	51,453.59	58.00
	Grand Total	122,513.59	28,580.00	28,580.00	42,480.00	51,453.59	58.00

Expenditure Status Report
CITY OF ALLENTOWN
1/1/2020 through 12/31/2020

000	GENERAL								
08	PARKS AND RECREATION								
0709	PARK MAINTENANCE								
<i>Account Number</i>		<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>		
0001	GROUNDS MAINTENANCE								
0001-68	OPERATING MATERIALS & SUPP	12,000.00	10,484.56	10,484.56	1,515.44	0.00	100.00		
Total GENERAL		12,000.00	10,484.56	10,484.56	1,515.44	0.00	100.00		
Grand Total		12,000.00	10,484.56	10,484.56	1,515.44	0.00	100.00		