



City of Bethlehem Memorandum

TO: J. William Reynolds, Chairman, Finance Committee

FROM: Mark W. Sivak, Director of Budget & Finance *mws*

DATE: January 20, 2021

SUBJECT: Finance Committee – General Fund Adjustments

The following are adjustments requested to the General Fund. A memo explaining the adjustments is attached for review. The adjustments will amend the total General Fund budget from \$87,400,000 to \$87,442,878.

REVENUE

<u>Account #</u>	<u>Account Title</u>	<u>From</u>	<u>To</u>	<u>Change</u>
001A-30451	NC – Revitalization Grant	\$34,000	\$45,313	\$11,313
001A-30904	Escrow	-0-	31,565	<u>31,565</u>
				\$42,878

APPROPRIATION

<u>Account #</u>	<u>Account Title</u>	<u>From</u>	<u>To</u>	<u>Change</u>
0304-42152	Economic Development	\$134,957	\$146,270	\$11,313
050301-42047	Department Contracts	12,500	44,065	<u>31,565</u>
				\$42,878

CITY OF BETHLEHEM

Department of Community and Economic Development Interoffice Memo

SUBJECT: CIPP-Facade
TO: Mark Sivak, Director of Budget & Finance
FROM: Tiffany Wismer-DCED Business Manager
DATE: January 20, 2021

The City of Bethlehem received a grant award from Northampton County for Façade Improvements in the amount of 50,000. There were several projects that were expected to be complete by 2020 however with Covid-19 and other delays they were not finished and paid out until 2021. Therefore, it is our recommendation that the following budget adjustments be considered for approval.

Revenue

001A-30451 NC-Revitalization Grant
\$11,313 – Northampton County Façade

Expense

0304-42152 Economic Development
\$11,313 – Northampton County Façade

Please place this request on the next available Finance Committee agenda. Let me know if you need any additional information to process this request.

CC: A. Karner

CITY OF BETHLEHEM

DEPARTMENT OF PUBLIC WORKS INTEROFFICE MEMORANDUM

TO: Eric Evans, Business Administrator
FROM: Michael Alkhal, P.E., Director of Public Works/City Engineer
RE: Request for Transfer of Funds
DATE: January 8, 2021

This is to request the transfer of funds from the Developers Tree Fund Escrow Account 001A-30904 to Urban Forestry 050301-42047 to cover the project that was scheduled to be completed in 2020, CPO 20000740 Urban Forestry GIS Database Development. Resolution No. 2020-108 approved by City Council July 7, 2020.

The following transfer of funds request:

Amount: \$31,565.00
From: Escrow 001A-30904
To: Department Contracts 050301-42047.
Reason: The GIS street tree inventory project by ArborPro Inc. was not completed at the end of 2020 as anticipated due to the inclement weather in December and the addition of collecting park trees. This amount was scheduled to be completed in 2020 hence the amount was not carried forward in the Budget to 2021 accordingly.

If you have any questions, please let me know. Thank you.

MA/glb
cc: M. Sivak
D. Shaffer
G. Bullard
file

By: 
Title: Director of Public Works/City Engineer