



CITY OF ALLENTOWN

30338

RESOLUTION

R195 – 2021

Introduced by the Administration on November 17, 2021

Approves two transfers placing funds in the proper accounts: (1) \$63,000 in CED to purchase a Fire/Compact Rescue Skid which will assist in rescue attempts in hard to reach areas of the City; (2) \$12,000 in CED to purchase Lights in the Parkway Commemorative Ornaments for Retail Sales.

Resolved by the Council of the City of Allentown, That

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

- \$63,000 in CED to purchase a Fire/Compact Rescue Skid which will assist in rescue attempts in hard to reach areas of the City from Account #000-09-0901-0001-46 (Other Contract Services) to Account #000-09-0901-0001-72 (Equipment);
- \$12,000 in CED to purchase Lights in the Parkway Commemorative Ornaments for Retail Sales from Account #000-09-0901-0001-46 (Other Contract Services) to Account #000-09-0901-0005-68 (Operating Material & Supplies).

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

| | Yea | Nay |
|-------------------------------|-----|-----|
| Candida Affa | X | |
| Ce-Ce Gerlach | X | |
| Daryl Hendricks | X | |
| Cynthia Mota | X | |
| Joshua Siegel | X | |
| Ed Zucal | X | |
| Julio A. Guridy, President | X | |
| TOTAL | 7 | 0 |

THIS IS TO CERTIFY, That the above copy of Resolution No. 30338 was adopted by the City Council of Allentown on the 17th day of November, 2021, and is on file in the City Clerk's Office.



City Clerk

Expenditure Status Report

expstat.rpt
 10/22/2021 8:09AM
 Periods: 0 through 14

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 | | | | | | |
| 09 COMMUNITY DEVELOPMENT | | | | | | |
| 0901 DIRECTOR - COMMUNITY DEVELOPMENT | | | | | | |
| 0001 ADMINISTRATION | | | | | | |
| 0001-46 OTHER CONTRACT SERVICES | 216,193.00 | 37,261.04 | 37,261.04 | 66,270.21 | 112,661.75 | 47.89 |
| Total GENERAL | 216,193.00 | 37,261.04 | 37,261.04 | 66,270.21 | 112,661.75 | 47.89 |
| Grand Total | 216,193.00 | 37,261.04 | 37,261.04 | 66,270.21 | 112,661.75 | 47.89 |

(Not all accounts may be included.)

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 | Prc't Used |
|---------------------------------------|------------------------|-----------------|---------------------------|---------------------------|-----------------|--------------|
| 000 GENERAL | | | | | | |
| 09 COMMUNITY DEVELOPMENT | | | | | | |
| 0901 DIRECTOR - COMMUNITY DEVELOPMENT | | | | | | |
| 0001 ADMINISTRATION | | | | | | |
| 0001-72 EQUIPMENT | 7,500.00 | 1,926.99 | 1,926.99 | 3,863.78 | 1,709.23 | 77.21 |
| Total GENERAL | 7,500.00 | 1,926.99 | 1,926.99 | 3,863.78 | 1,709.23 | 77.21 |
| Grand Total | 7,500.00 | 1,926.99 | 1,926.99 | 3,863.78 | 1,709.23 | 77.21 |

#2

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Seth O'Neill, Director FROM: Jean Brossman
 BUREAU: Department of Finance BUREAU: CED

TRANSFER DETAIL

Date of Request: 10.21.2021 Fund: General Fund Transfer Amount: \$12,000.00

| ACCOUNT (All 15 digits) and ACCOUNT TITLE | TRANSFER AMOUNT (\$) | FROM (DEBIT) | | ACCOUNT TOTAL AFTER TRANSFER (\$) |
|--|----------------------|-----------------------------|----------------------------|-----------------------------------|
| | | ORIGINAL APPROPRIATION (\$) | CURRENT ACCOUNT TOTAL (\$) | |
| 000-09-0901-0001-46 Other Contract Services | \$12,000.00 | \$216,193.00 | \$112,661.75 | 100,661.75 |

49,661.75 37,661.75

| | | TO (CREDIT) | | |
|--|-------------|-------------|------------|-----------|
| 000-09-0901-0005-68 Operating Material & Supplies | \$12,000.00 | \$8,750.00 | \$3,714.00 | 15,714.00 |

Reason Transfer is Required:

To purchase LIP commemorative ornaments for retail sale. 1500 ornaments sold at \$20.00 = \$30,000; 1500 ornaments sold at \$15.00 = \$22,500

\$30k

Reason Funds are Available for Transfer:

Anticipated allocated funding needs have changed.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

Amount not more than \$5,000.00

X Amount is greater than \$5,000.00

Department Head/Deputy Director:

Director of Finance/Deputy Director:

City Controller (if amount is greater than \$5,000):

Mayor/Managing Director (if amount is greater than \$5,000):

Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:

Date: 10/21/2021
 Date: 10/21/21
 Date: 10/20/21
 Date: 10/20/21

CITY COUNCIL

| | | |
|---------------------------------|------------------------------|-------|
| Julio Gurdy, President: | [] Approved [] Disapproved | Date: |
| Cynthia Mota, Vice President | [] Approved [] Disapproved | Date: |
| Ce-Ce Gerlach, Councilperson | [] Approved [] Disapproved | Date: |
| Candida Alfa, Councilperson | [] Approved [] Disapproved | Date: |
| Joshua Siegel, Councilperson | [] Approved [] Disapproved | Date: |
| Ed Zucal, Councilperson | [] Approved [] Disapproved | Date: |
| Daryl Hendricks, Councilperson: | [] Approved [] Disapproved | Date: |

Expenditure Status Report

expstat.rpt
 10/21/2021 8:43AM
 Periods: 0 through 14

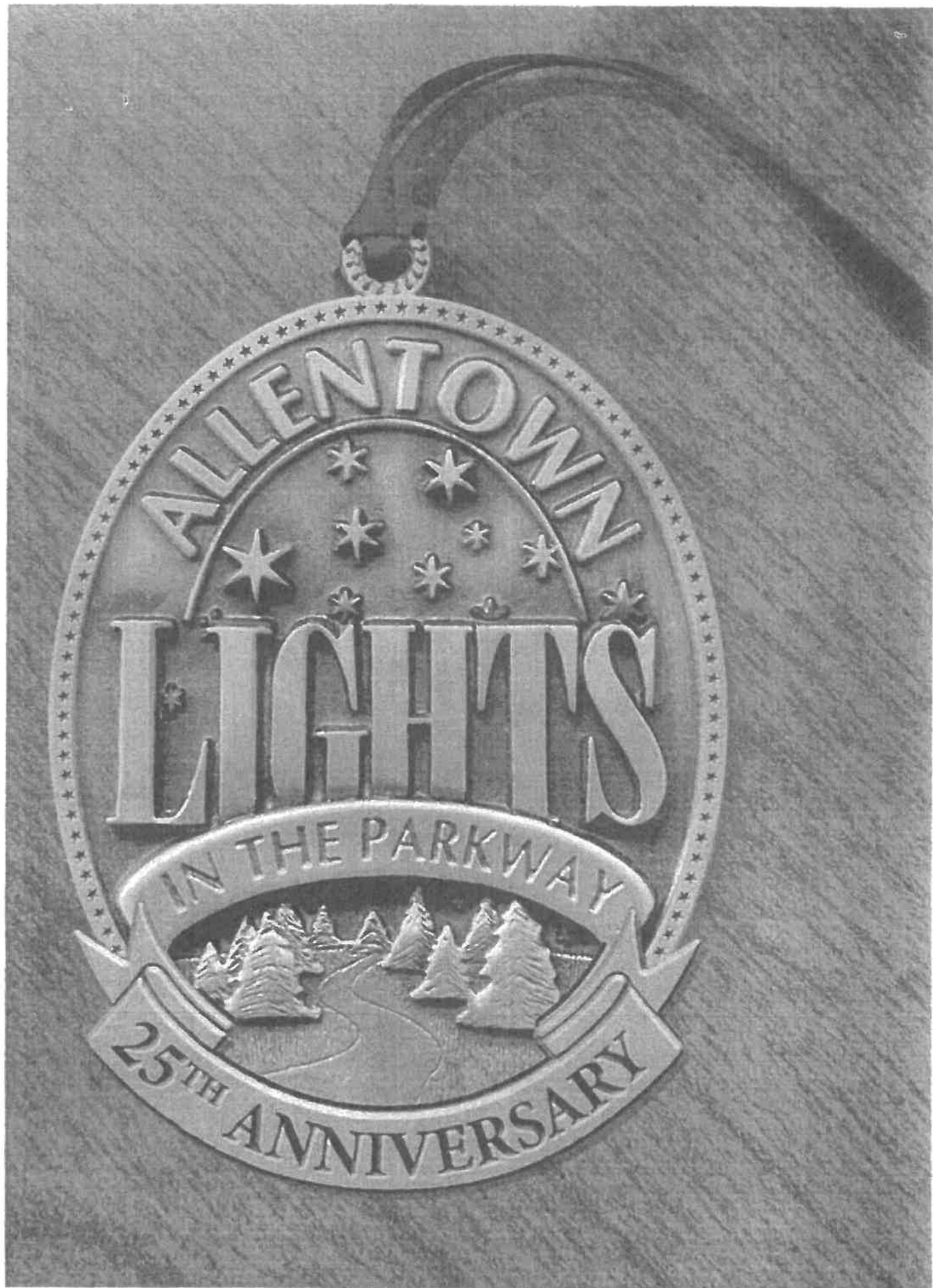
CITY OF ALLENTOWN
 1/1/2021 through 12/31/2021

| Account Number | Adjusted Appropriation | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance | Prct Used |
|---------------------------------------|------------------------|--------------|---------------------------|---------------------------|----------|-----------|
| 000 GENERAL | | | | | | |
| 09 COMMUNITY DEVELOPMENT | | | | | | |
| 0901 DIRECTOR - COMMUNITY DEVELOPMENT | | | | | | |
| 0005 LIGHTS IN THE PARKWAY | | | | | | |
| 0005-68 OPERATING MATERIALS & SUPP | 8,750.00 | 0.00 | 0.00 | 5,036.00 | 3,714.00 | 57.55 |
| Total GENERAL | 8,750.00 | 0.00 | 0.00 | 5,036.00 | 3,714.00 | 57.55 |
| Grand Total | 8,750.00 | 0.00 | 0.00 | 5,036.00 | 3,714.00 | 57.55 |

(Not all accounts may be included.)

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 | | | | | | |
| 09 COMMUNITY DEVELOPMENT | | | | | | |
| 0901 DIRECTOR - COMMUNITY DEVELOPMENT | | | | | | |
| 0001 ADMINISTRATION | | | | | | |
| 0001-46 OTHER CONTRACT SERVICES | 216,193.00 | 37,261.04 | 37,261.04 | 66,270.21 | 112,661.75 | 47.89 |
| Total GENERAL | 216,193.00 | 37,261.04 | 37,261.04 | 66,270.21 | 112,661.75 | 47.89 |
| Grand Total | 216,193.00 | 37,261.04 | 37,261.04 | 66,270.21 | 112,661.75 | 47.89 |



Brossman, Jean

From: Wright, Lucinda
Sent: Thursday, October 21, 2021 9:01 AM
To: Brossman, Jean
Subject: FW: Custom Ornaments - City of Allentown



Lucinda Wright
Special Events Manager
Community and Economic Development | City of Allentown
435 Hamilton Street
Allentown, PA, 18101
☎ +1 (610) 437-7610 x2181
☎ +1 (484) 426-8396
✉ Lucinda.Wright@allentownpa.gov
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From: Rick Spies - Howe House Limited Editions <rlick@howehouse.com>
Sent: Wednesday, October 20, 2021 7:36 PM
To: Wright, Lucinda <Lucinda.Wright@allentownpa.gov>
Subject: RE: Custom Ornaments - City of Allentown

Thanks for the update. Below are numbers for the various quantities. Production time is currently 4-5 weeks. Transit time for shipping can vary from 3 to 7 days.

| Qty | Item / Description | Unit Price | Total |
|-----|-------------------------------|------------|------------|
| 500 | Custom Pewter Ornament | \$7.35 | \$3,675.00 |
| 1 | 3D Modeling Charge | \$295.00 | \$295.00 |
| 500 | Clear-Top Gift Box / Red Cord | n/c | \$0.00 |
| | Shipping Estimate | | \$150.00 |

Total \$4,120.00 (8.24 each)

| Qty | Item / Description | Unit Price | Total |
|------|-------------------------------|------------|------------|
| 1000 | Custom Pewter Ornament | \$7.20 | \$7,200.00 |
| 1 | 3D Modeling Charge | \$295.00 | \$295.00 |
| 1000 | Clear-Top Gift Box / Red Cord | n/c | \$0.00 |
| | Shipping Estimate | | \$300.00 |

Total \$7,795.00 (7.80 each)

| Qty | Item / Description | Unit Price | Total |
|------|-------------------------------|------------|-------------|
| 1500 | Custom Pewter Ornament | \$7.20 | \$10,800.00 |
| 1 | 3D Modeling Charge | \$295.00 | \$295.00 |
| 1500 | Clear-Top Gift Box / Red Cord | n/c | \$0.00 |
| | Shipping Estimate | | \$450.00 |

Total \$11,545.00 (7.70 each)

| Qty | Item / Description | Unit Price | Total |
|------|-------------------------------|------------|-------------|
| 2000 | Custom Pewter Ornament | \$7.20 | \$14,400.00 |
| 1 | 3D Modeling Charge | \$295.00 | \$295.00 |
| 2000 | Clear-Top Gift Box / Red Cord | n/c | \$0.00 |
| | Shipping Estimate | | \$600.00 |

Total \$15,295.00 (7.65 each)

| Qty | Item / Description | Unit Price | Total |
|------|-------------------------------|------------|-------------|
| 3000 | Custom Pewter Ornament | \$7.20 | \$21,600.00 |
| 1 | 3D Modeling Charge | \$295.00 | \$295.00 |
| 3000 | Clear-Top Gift Box / Red Cord | n/c | \$0.00 |
| | Shipping Estimate | | \$900.00 |

Total \$22,795.00 (7.6 each)

| Qty | Item / Description | Unit Price | Total |
|------|-------------------------------|------------|-------------|
| 4000 | Custom Pewter Ornament | \$7.20 | \$28,800.00 |
| 1 | 3D Modeling Charge | \$295.00 | \$295.00 |
| 4000 | Clear-Top Gift Box / Red Cord | n/c | \$0.00 |
| | Shipping Estimate | | \$1,200.00 |

Total \$30,295.00 (7.57 each)

From: Wright, Lucinda [mailto:Lucinda.Wright@allentownpa.gov]

Sent: Wednesday, October 20, 2021 3:18 PM

To: Rick Spies - Howe House Limited Editions

Cc: Lightner, Leonard; Brossman, Jean

Subject: RE: Custom Ornaments - City of Allentown

Good Afternoon,

Thank you for your email and update.

The delay is the purchase order amount, can you please provide us with quotes for 500, 1000, 1500, 2000, 3000, 4000 and lead times. Perhaps we will have to change the quantity...

I apologize for the delay.

Best,
Lucinda

HOWE HOUSE

LIMITED EDITIONS

3301 Dibrell Dr • Plano, TX • 75023
 (800) 403-0807 info@howehouse.com

Estimate

ADDRESS

City of Allentown
 435 Hamilton Street
 Allentown, PA 18101

SHIP TO

City of Allentown
 435 Hamilton Street
 Allentown, PA 18101

ESTIMATE # 1015

DATE 10/21/2021

SALES REP

RS

| DESCRIPTION | QTY | RATE | AMOUNT |
|---|-------|--------|-----------|
| F-Pewter:1000-2499 Custom Pewter Ornament | 1,550 | 7.20 | 11,160.00 |
| F-3D Standard Setup Setup 3D Modeling | 1 | 295.00 | 295.00 |
| F-Clear-Top Gift Box Clear-Top Gift Box / Silver Cord | 1,550 | 0.00 | 0.00 |
| Shipping Shipping | 1 | 465.00 | 465.00 |

| | |
|--------------|--------------------|
| SUBTOTAL | 11,920.00 |
| TAX | 0.00 |
| TOTAL | \$11,920.00 |

Accepted By

Accepted Date

Danek, Audrey

From: Baraket, Jessica
Sent: Monday, October 25, 2021 2:38 PM
To: Danek, Audrey
Subject: RE: LIP ornament transfer

Follow Up Flag: Follow up
Due By: Tuesday, October 26, 2021 1:00 PM
Flag Status: Flagged

Approved



Jessica Baraket, CPPO, CPCP, NIGP-CPP
Deputy Finance Director
Department of Finance | City of Allentown
435 Hamilton Street
Allentown, PA, 18101
☎ +1 (610) 437-7500 x2230
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✉ Jessica.Baraket@allentownpa.gov
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From: Danek, Audrey <Audrey.Danek@allentownpa.gov>
Sent: Friday, October 22, 2021 3:03 PM
To: Baraket, Jessica <Jessica.Baraket@allentownpa.gov>
Subject: FW: LIP ornament transfer

Are you able to approve this by email since Seth is out until Tuesday?



Audrey Danek, MPA
Financial Analyst
Department of Finance | City of Allentown
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From: Brossman, Jean <Jean.Brossman@allentownpa.gov>

Sent: Friday, October 22, 2021 2:55 PM

To: Danek, Audrey <Audrey.Danek@allentownpa.gov>

Cc: Lightner, Leonard <Leonard.Lightner@allentownpa.gov>; Wright, Lucinda <Lucinda.Wright@allentownpa.gov>

Subject: LIP ornament transfer

First, thank you for your time and assistance.

Attached is the transfer request for the LIP order. This is time sensitive as we would like to sell these ornaments during the LIP season. Thank you for all the help that you provide to me.



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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