

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	Х	
Ce-Ce Gerlach	Х	
Daryl Hendricks	Х	
Cynthia Mota	Х	
Joshua Siegel	Х	
Ed Zucal	Х	
Julio A. Guridy, President	Х	
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.

Michael PHal City Clerk

4 3		Posting Year:	Posting Date:	Posting #	Doc#
¥		" Period:		Ref#	Initials:
grammation may n		CITY OF ALLENTOWN	BUDGET TRANSFER F	REQUEST FORM	
TO:	Seth O'Neill,	Director	FROM:	Jean Brossman	
BUREAU:	Department	of Finance	BUREAU:	CED	1000
-	=		TRANSFER DETAIL		
Date of Reque	st: 10.21.2021	Fund:	General Fund	Transfer Amount:	\$63,000.00
	-		FROM (DEBIT)		
	(Ali 15 digits)	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-09-0901-0	0001-46	\$63,000.00	\$216,193.00	\$112,661.75	49,661.75
Other Contrac	t Services	ine.		A manufacture special control of the second special control of the	-
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			#		<u>-</u>
		-	TO (CREDIT)		
000-09-0901-0	0001-72	\$63,000.00	\$7,500.00	\$1,709.23	64,709.23
Equipment		:	A		
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		:		i ·	TOTAL MARK
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D					
To purchase a Fire homeless in rough	fer is Required: e/Compact Rescue terrain.	Skid which will assist in rescue att	tempts in hard to reach areas of	the City. This equipment's main	use is for reaching the
Reason Funds	are Available for	or Transfer:	The second of th		
Equipment accour	nt for final approval.	account to assist in homelessnes	s. Although, this purchase assis	sts with homelessness this item	needs to be expended from an
	Amount not mor	TRANSFER AUTHORIZA e than \$5,000.00	ATIONS WITHIN & BETW	EEN PROGRAMS	
x	_	er than \$5,000.00			
Department Head/		XXX		Date	10/21
Director of Finance	e/Deputy Director.	10550	70	Date.	10/26/2024
City Controller (if a	mount is greater that		0_	. Date:	10/77/01
		s greater than \$5,000):	792		10-38-21
		e with the provisions of the Admini	strative Code Section 130 04:	Date:	10/28/21
			CITY COUNCIL	Date:	
Julio Guridy, Presid		[]	Approved [] Disapproved	Date:	
Cynthia Mota, Vice	·		Approved [] Disapproved	Date:	•
Ce-Ce Gerlach, Co		. =	Approved [] Disapproved	Date:	-
Candida Affa, Cou			Approved [] Disapproved	Date:	
Joshua Siegel, Co		. <u>. [1</u>	Approved [] Disapproved	Date:	
Ed Zucal, Councilp Daryl Hendricks, C		****	Approved [] Disapproved	Date:	
	- sergerout.	_ 1	Approved [] Disapproved	Date:	

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expstat.rpt		Expenditure	Expenditure Status Report			Page:	
10/22/2021	8:09AM		•				
Periods: 0	Periods: 0 through 14	CITY OF AI 1/1/2021 thro	CITY OF ALLENTOWN 1/1/2021 through 12/31/2021				
	CENEDAL						
8							
60	COMMUNITY DEVELOPMENT						
0901	DIRECTOR - COMMUNITY DEVELOPMENT						
		Adjusted		Year-to-date	Year-to-date		Pret
Account Number	umber	Appropriation	Expenditures	Expenditures	Encumbrances	Balance	nsed
0001 ADMIN	ADMINISTRATION						
0001-46 OTH	0001-46 OTHER CONTRACT SERVICES	216,193.00	37,261.04	37,261.04	66,270.21	112,661.75	47.89
Total	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

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(Not all accounts may be included.)

Periods: 0	Periods: 0 through 14	CITY 0 1/1/2021	CITY OF ALLENTOWN 2021 through 12/31/2021
000	GENERAL		
09 0901	COMMUNITY DEVELOPMENT DIRECTOR - COMMUNITY DEVELOPMENT		
Account Number	итьег	Adjusted Appropriation	Expenditures
0001 ADMIN	ADMINISTRATION		
0001-72 EQUIPMENT Total GENERAL	EQUIPMENT Total GENERAL	7,500.00 7,500.00	1,926.99 1,926.99
	Grand Total	7,500.00	1,926.99

Prcf Used

Balance

Year-to-date Encumbrances

Year-to-date Expenditures

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Page:

Expenditure Status Report

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

77.21 77.21

1,709.23

3,863.78 3,863.78

1,926.99 1,926.99

77.21

1,709.23

3,863.78

1,926,99

#2

		Posting Year:	Posting Date:	Posting #	Doc#
		* Period:		Ref #	Initials:
-	desirent.	CITY OF ALLENTOW	N BUDGET TRANSFER R	EQUEST FORM	
TO:	Seth O'Neill, I	A1 100 100 100 100 100 100 100 100 100 1	FROM:	Jean Brossman	And comments
BUREAU:	Department o		BUREAU:		
BURLAU.	Debarment o		TRANSFER DETAIL	CED	
Date of Door				The second section of the section of the second section of the section of the second section of the secti	Acri
Date of Requi	est: 10.21.2021	Fund:	: General Fund	Transfer Amount:	\$12,000.00
			FROM (DEBIT)		
ACCOUN	T (Ali 15 digits) COUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (C)	CURRENT ACCOUNT	ACCOUNT TOTAL AFTER
000-09-0901-		\$12,000.00	APPROPRIATION (\$) \$216,193.00	TOTAL (\$)	TRANSFER (\$)
Other Contrac		Ψ12,0 <u>00.0</u> 0	\$210,185.00	\$112,661.75	100,661.75
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			• • • • • • • • • • • • • • • • • • • •		
000 00 0004	0005 00	distribution to the contract of the contract o	TO (CREDIT)		
000-09-0901-		\$12,000.00	\$8,750.00	\$3,714.00	15,714.00
Operating Ma	terial & Supplies	- 1979	į.		
	THE MAIN TO THE	e			
		12.0	-	;	•
	- =		-		. •
	-	-		-	• :
	BB-1			w.n.	•
Reason Trans	fer is Required:				
10 purchase LIP (commemorative ornar	nents for retail sale. 1500 orna	rments sold at \$20.00 = \$50,000	000 ornaments sold at \$15.00) = \$22,500
			120		
Reason Funds	s are Available for	Transfer:	Paga		
Anticipated alloca	ted funding needs have	ve changed.			
			~)		
			/		
		TRANSFER AUTHORIZA	TIONS WITHIN & BETWE	EN PROCRAMO	
	Amount not more	than \$5,000.00		-LIA L MOGRANIS	
X	Amount is greater	than \$5,000.00			
Department Head	Deputy Director:	XXX		_	1 i i
Director of Finance	1	the first	1 .	Date:	10/01/2021
		more	Ly ingl SSD	Date:	10/21/21
	amount is greater than	//	lon	Date:	100 1
	Director (If amount is g		ROLL	Date:	101 2012
Referred to City C	ouncil in accordance v	with the provisions of the adminis	strative Code, Section 130.04:	Date:	10/20/21
There on the man			CITY COUNCIL		
Julio Guridy, Presi		. []	Approved [] Disapproved	Date:	
Cynthia Mota, Vice		[1]	Approved [] Disapproved	Date:	***
Ce-Ce Gerlach, Co		: [];	Approved [] Disapproved	Date:	
Candida Affa, Cou		_[1]	Approved [] Disapproved	Date:	
Joshua Siegel, Con Ed Zucal, Councilp			Approved [] Disapproved	Date:	
Daryi Hendricks, C			Approved [] Disapproved	Date:	
			Approved [] Disapproved	Date:	

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expstat.rpt	pt 0-724W	Expenditure	Expenditure Status Report			Page:	-
Periods:	thro	CITY OF AI 1/1/2021 thr	CITY OF ALLENTOWN 2021 through 12/31/2021				
000	GENERAL						
0901	COMMUNITY DEVELOPMENT DIRECTOR - COMMUNITY DEVELOPMENT						
Account Number	Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
0005 LIG	LIGHTS IN THE PARKWAY						
0005-68 O/ Tota	0005-68 OPERATING MATERIALS & SUPP Total GENERAL	8,750.00 8,750.00	0.00	0.00	5,036.00	3,714,00 3,714,00	57,55 57,55
	Grand Total	8,750.00	0.00	0.00	5,036.00	3,714.00	57.55

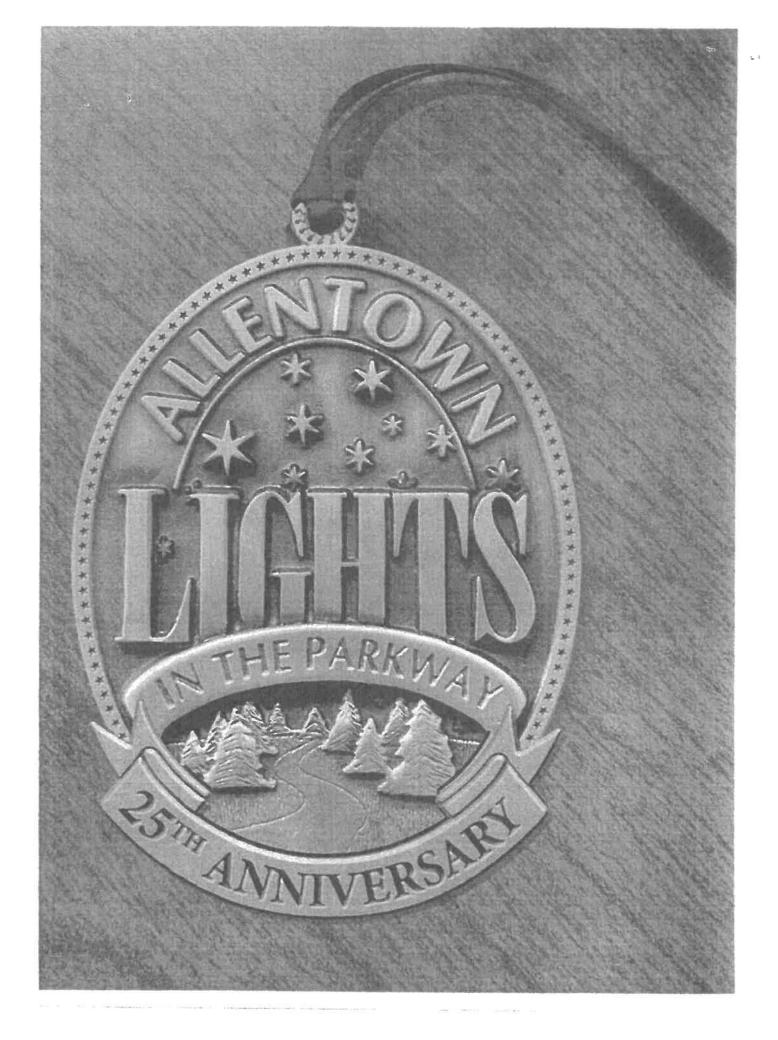
expstat.rpt	rpt 21 8-414M	Expenditure	Expenditure Status Report			Page:
Periods:	thro	CITY OF A 1/1/2021 thr	CITY OF ALLENTOWN 2021 through 12/31/2021			
000	GENERAL					
0901	COMMUNITY DEVELOPMENT DIRECTOR - COMMUNITY DEVELOPMENT					
Account Number	Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance
0001 ADI	ADMINISTRATION					
0001-46 OT	0001-46 OTHER CONTRACT SERVICES Total GENERAL	216,193.00 216,193.00	37,261.04 37,261.04	37,261.04 37,261.04	66,270.21 66,270.21	112,661.75 112,661.75
	Grand Total	216,193.00	37,261.04	37,261.04	66,270.21	112,661.75

Prct Used

Page:

47.89 47.89

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 +1 (484) 426-8396

☑ Lucinda. Wright@allentownpa.gov



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From: Rick Spies - Howe House Limited Editions <rick@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)

a⊩ - 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)

4000	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



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

Estimate

ADDRESS

. 6

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

\$11,920.00

SALES REP

RS

DESCRIPTION		Ulv	RATE	TVUOMA
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	000.00

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:

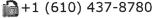
Flagged

Approved



Jessica Baraket, CPPO, CPCP, NIGP-CPP Deputy Finance Director Department of Finance | City of Allentown 435 Hamilton Street Allentown, PA, 18101

L+1 (610) 437-7500 x2230



☑ 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 435 Hamilton Street Allentown, PA, 18101 +1 (610) 437-7500 x2243.

→ +1 (610) 437-7563

Audrey.Danek@allentownpa.gov



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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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