



CITY OF ALLENTOWN

30357

RESOLUTION

R212 – 2021

Introduced by the Administration on December 15, 2021

Approves five transfers: (1) \$100,000 in Risk Management to cover any additional city vehicle loss payments through the remainder of 2021; (2) \$50,000 in CED to move funds to the correct account; (3) \$16,500 in Finance for Cost to Repair the Porch Roof at City Rental Property - 2302 Park Drive; (4) \$12,000 in Fire to Increase in the Cost of Turnout Gear, More Tog Repairs, Other Budgeted To Wrong Account; (5) \$6,000 in Finance for Admins Software Service Request to allow Revenue and Audit to sort files by zip code to allow the Mail Room to send out bulk mailings (over 500) at a discounted bulk rate postage price.

Resolved by the Council of the City of Allentown, That

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

- \$100,000 in Risk Management to cover any additional city vehicle loss payments through the remainder of 2021 from Account #000-01-0609-0001-78 (Contingency) to Account #000-07-0604-0001-46 (Operating Materials & Supplies);
- \$50,000 in CED to move funds to the correct account from Account #700-01-7504-0213-40 (Civic Expense) to 700-01-7504-0213-46 (Other Services & Charges);
- \$16,500 in Finance for Cost to Repair the Porch Roof at City Rental Property - 2302 Park Drive from Account #000-01-0609-0001-78 (Contingency) to Account #000-01-0609-0001-55 (Property Repairs);
- \$12,000 in Fire to Increase in the Cost of Turnout Gear, More Tog Repairs, Other Budgeted to Wrong Account from Account #000-05-0803-0002-72 (Repairs & Maintenance) to Account #000-05-0803-0002-56 (Uniforms)
- \$6,000 in Finance for Admins Software Service Request to allow Revenue and Audit to sort files by zip code to allow the Mail Room to send out bulk mailings (over 500) at a discounted bulk rate postage price from Account #000-01-0609-0001-78 (Contingency) to Account #000-07-0604-0001-46 (Operating Materials & 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. 30357 was adopted by the City Council of Allentown on the 15th day of December, 2021, and is on file in the City Clerk's Office.



City Clerk

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Seth O'Neill, Director	FROM: John Ferry
BUREAU: Department of Finance	BUREAU: RISK Management

TRANSFER DETAIL

Date of Request: 7-Dec-21	Fund: RISK Fund	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 (\$)
081-02-8001-0001-87 Professional Losses	\$100,000.00	\$1,000,000.00	\$834,749.71	734,749.71
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

081-02-8001-0001-85 Auto Losses	\$100,000.00	\$300,000.00	(\$46,552.55)	53,447.45
				-
				-
				-
				-
				-
				-
				-
				-
				-



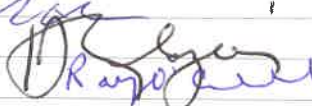
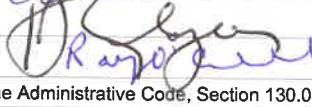
Reason Transfer is Required:

This transfer should cover any additional city vehicle loss payments through the remainder of 2021. The account is overspent due to several auto incidents that required payout to the insured hitting the account earlier this month.

Reason Funds are Available for Transfer:

The professional losses account did not meet the 2021 forecast due to court cases being postponed in 2020 and 2021 due to COVID restrictions.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

	Amount not more than \$5,000.00		
XXXXXXXX	Amount is greater than \$5,000.00		
Department Head/Deputy Director:		Date:	12/07/21
Director of Finance/Deputy Director:		Date:	12/07/21
City Controller (if amount is greater than \$5,000):		Date:	12-8-21
Mayor/Managing Director (if amount is greater than \$5,000):		Date:	12/9/21
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:	

CITY COUNCIL

Julio Guridy, President:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Cynthia Mota, 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:
Daryl Hendricks, Councilperson:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:



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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

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

TRANSFER DETAIL

Date of Request: 9-Sep-21	Fund: HUD Funds	Transfer Amount: \$50,000.00
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
700-01-7504-0213-40 Civic Expense	\$50,000.00	50,000.00	\$50,000.00	-
				-
				-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

700-01-7504-0213-46 Other Services & Charges	\$50,000.00	\$18,500.00	\$18,500.00	68,500.00
				-
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:
Need to move funds to the correct account

Reason Funds are Available for Transfer:
Need to move funds to the correct account

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

Amount not more than \$5,000.00	
Amount is greater than \$5,000.00	
Department Head:	Date: 9/8/2021
Director of Finance: <i>Jessica Baraket</i>	Date: 9/21/21
City Controller (if amount is greater than \$5,000):	Date: 9-24-21
Mayor or Managing Director (if amount is greater than \$5,000): <i>Ray</i>	Date: 9/29/21
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:

M

Expenditure Detail Report
 Monthly Status of Risk Account
 CITY OF ALLENTOWN
 01/01/2021 through 12/31/2021

700 CDBG
 01 NONDEPARTMENTAL
 7504 NEIGHBORHOOD STABILIZATION (CDBG)

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
0213 ALLENTOWN CITY PARKS/JORDAN CREEK						
0213-40 CIVIC EXPENSES	50,000.00	0.00	0.00	0.00	50,000.00	0.00
0213-46 OTHER CONTRACT SERVICES	18,500.00	0.00	0.00	0.00	18,500.00	0.00
Total CDBG	68,500.00	0.00	0.00	0.00	68,500.00	0.00
Grand Total	68,500.00	0.00	0.00	0.00	68,500.00	0.00

RECEIVED

DEC 07 2021

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: Barbara Wagenhurst, Fin. Operations Manager
BUREAU: Department of Finance	BUREAU: Finance

TRANSFER DETAIL

Date of Request: 7-Dec-21 Fund: General Transfer Amount: \$6,000.00

FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-01-0609-0001-78	\$6,000.00	350,000.00	\$69,516.47	63,516.47
Contingency				-
				-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-07-0604-0001-46	\$6,000.00	\$500,246.58	\$139,758.28	145,758.28
Operating Materials & Supp.				
				-
				-
				-

Reason Transfer is Required:

Admins Software Service Request to allow Revenue and Audit to sort files by zip code to allow the Mail Room to send out bulk mailings (over 500) at a discounted bulk rate postage price.

Reason Funds are Available for Transfer:

The purpose of this account is to provide funds for unbudgeted expenses. Sufficient funds remain for other end of year non-budgeted expenses.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

	Amount not more than \$5,000.00		
X	Amount is greater than \$5,000.00		
Department Head/Deputy Director:	<i>[Signature]</i>	Date:	12/7/21
Director of Finance/Deputy Director:	<i>[Signature]</i>	Date:	12/7/21
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:	12-8-21
Mayor/Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:	12/9/21
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:	

CITY COUNCIL

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

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Seth O'Neill, Director	FROM: Audrey Danek
BUREAU: Department of Finance	BUREAU: Finance Director

TRANSFER DETAIL

Date of Request: 10-Dec-21	Fund: General	Transfer Amount: \$16,500.00
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-01-0609-0001-78 Contingency	\$16,500.00	\$350,000.00	\$63,416.47	46,916.47
				-
				-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-01-0609-0001-55 Property Repairs	\$16,500.00	\$40,000.00	\$40,000.00	56,500.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				#REF!
				-

Reason Transfer is Required:
 This is the cost to repair the porch roof at city rental property at 2302 Park Dr. The porch roof was tagged as an unsafe structure on 11/11/21 by our building inspector. There are currently tenants residing in this property.

Reason Funds are Available for Transfer:
 Money is available in the contingency fund and approved for use on this project by the Finance Director.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

<input type="checkbox"/>	Amount not more than \$5,000.00		
<input checked="" type="checkbox"/>	Amount is greater than \$5,000.00		
Department Head/Deputy Director:		Date:	12/10/21
Director of Finance/Deputy Director:		Date:	12/10/21
City Controller (if amount is greater than \$5,000):		Date:	12-10-21
Mayor/Managing Director (if amount is greater than \$5,000):		Date:	12/10/21
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:	

CITY COUNCIL

Julio Guridy, President:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Cynthia Mota, 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:
Daryl Hendricks, Councilperson:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:



Kulp Roofing & Construction, Inc.
641 S. West End Blvd, Suite 7
Quakertown, PA 18951

545 Penn Drive
Tamaqua, PA 18252

Phone: 215-538-0618
Fax: 215-536-3425

Company Representative
Tony Ortwein
Phone: (215) 538-0618
tony@kulpervices.com

Audrey Danek
City Of Allentown
2302 Park Drive
Allentown, PA 18103
(610) 645-2204

Job: Audrey Danek

Repair Section

Diagnose & Repair

- Heimbach Brothers Construction will tear down the rotted L shaped front porch and remove all construction debris.
- Heimbach Brothers Construction will supply and install new wood coloumns / post - Heimbach Brothers Construction will supply and install all of the materials to reframe the front porch.
- Heimbach Brothers Construction will frame beams for the gutter box.
- Heimbach Brothers Construction will frame all new roof rafters and will install 3/4" plywood on the newly installed rafters.
- All electrical work that is on porch will have to be taken down by licensed electrician and reinstalled by one.
- Heimbach Brothers Construction will supply and install wood planking on porch roof to match the look that is there now.
- All Painting work will be done by others.
- Heimbach Brothers Construction will pull all permits that are required for framing and will have an inspection performed.
- Heimbach Brothers Construction will install felt paper on the newly installed roof decking.
- Heimbach Brothers Construction will supply and install decorative trim around the roof main support beams and around the top of the columns / post .

\$47,550.00

TOTAL

\$47,550.00



Kulp Roofing & Construction, Inc.
641 S. West End Blvd, Suite 7
Quakertown, PA 18951

545 Penn Drive
Tamaqua, PA 18252

Phone: 215-538-0618
Fax: 215-536-3425

Company Representative
Tony Ortwein
Phone: (215) 538-0618
tony@kulpervices.com

Audrey Danek
City Of Allentown
2302 Park Drive
Allentown, PA 18103
(610) 645-2204

Job: Audrey Danek

Roofing - Standard Section

Removal -

Remove shingles to expose roof deck surface and put in a jobsite receptacle. Tarping the exterior for protection is a goal of Kulp Roofing & Construction, Inc. on every home.

Please be aware that NOT every home should or can be tarped. It is at the discretion of our installation foreman and the job site manager to make that decision.

Kulp Roofing & Construction, Inc. is not responsible for debris, dust, paper, shingle granules, slate dust inside attics and garages and will not be held responsible for cleaning or removal of debris. It is the responsibility of the client to cover or tarp attics and garage interiors etc. Initials: _____

Standard 1" Drip Edge -

Install 1" standard drip edge around the perimeter of the roof edge and fasten with roofing nails.
Color:

Standard Ice & Water Shield

Install standard ice & water shield 6' on eaves, 3' centered in the valleys, 18" around penetrations and along all adjoining walls.

Standard Synthetic Roofing Underlayment -

Install standard synthetic roofing underlayment over remaining roof surface.

GAF Pro-Start Eave/Rake Strips -

Install GAF Pro-Start eave/rake strips around the perimeter of the roof for wind warranty.

GAF Timberline HDZ Shingles (Standard) -

Install GAF Timberline HDZ lifetime shingles with 6 nails per shingle per manufacturer's specifications for wind warranty.
Color:

Wall Flashing

Properly provide the needed flashing along adjoining wall to ensure a water tight barrier.

Color:

GAF Cobra Ridge Vent

Payment Terms –

- 33% deposit is required upon acceptance of contract and to secure your project is scheduled. The remaining balance is due upon project completion, unless otherwise specified.
- If your project is multi-faceted (i.e., roofing, doors & windows, siding, gutters) as each phase is completed the remaining balance for the completed phase is due before the next phase begins unless otherwise specified.
- We accept cash, check, credit cards, and offer financing.

Additional Terms –

- All material is guaranteed to be as specified and all work is to be completed in a workmanlike manner according to standard practices.
- Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will incur an extra charge beyond the original estimate.
- All agreements contingent upon strikes, accidents, or delays beyond Kulp Roofing & Construction, Inc.'s control. Property owner to carry fire, tornado, and other necessary insurances. Kulp Roofing & Construction, Inc. workers are fully covered by workman's compensation insurance.

Acceptance of Proposal –

- The above prices, specifications, and conditions are satisfactory and are hereby accepted. Kulp Roofing & Construction, Inc. is authorized to do the work as specified in the estimate. Payment(s) will be made as outlined in the aforementioned "**Payment Terms**" section.
- This estimate is valid for 30 days from the date noted.

Company Authorized Signature

Date

Customer Signature

Date

Customer Signature

Date

Danek, Audrey

From: Westerman, Heidi
Sent: Thursday, November 11, 2021 10:28 AM
To: Danek, Audrey
Subject: FW: Unsafe
Attachments: 20211111_095451.jpg; 20211111_095156.jpg; 20211111_095512.jpg

Good morning Audrey,

Please see the property that was tagged today at Park Drive.



Heidi Westerman
Director
Building Standards and Safety | City of Allentown
435 Hamilton Street
Allentown, PA, 18101
☎ +1 (610) 437-7690
📠 +1 (484) 553-3581
✉ Heidi.Westerman@allentownpa.gov



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From: Fries, David <David.Fries@allentownpa.gov>
Sent: Thursday, November 11, 2021 10:02 AM
To: Jeffries, Dottie <Dottie.Jeffries@allentownpa.gov>; Westerman, Heidi <Heidi.Westerman@allentownpa.gov>
Subject: Unsafe

2302 park drive. Unsafe structure raze or repair porch roof within 30 days

Sent from my Verizon, Samsung Galaxy smartphone
[Get Outlook for Android](#)



David Fries
Building Inspector
Building Standards and Safety | City of Allentown
435 Hamilton Street

RECEIVED

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

DEC 02 2021

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Seth O'Neill, Director BUREAU: Department of Finance	FROM: Efrain Agosto BUREAU: Fire
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TRANSFER DETAIL

Date of Request: 30-Nov-21	Fund: Fire	Transfer Amount: \$12,000.00
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-05-0803-0002-72 Repairs & Maintenance	\$12,000.00	\$79,800.00	\$44,145.72	32,145.72
				-
				-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-05-0803-0002-56 Uniforms	\$12,000.00	\$190,640.00	\$452.53	12,452.53
				-
				-
				-
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:

Increase in the cost of turnout gear, more tog repairs, other budgeted to wrong account

Reason Funds are Available for Transfer:

Items not purchased or needed in 2021.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

<input type="checkbox"/>	Amount not more than \$5,000.00
<input checked="" type="checkbox"/>	Amount is greater than \$5,000.00
Department Head/Deputy Director:	<i>Efrain Agosto</i> Date:
Director of Finance/Deputy Director:	<i>Cynthia Barakat</i> 12/2/21 Date:
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i> 12-3-21 Date:
Mayor/Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i> 12/6/21 Date:
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04: Date:	

CITY COUNCIL

Julio Gurdy, President:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Cynthia Mota, 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:
Daryl Hendricks, Councilperson:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

Magliane, Casandra

From: Marino, Angela
Sent: Thursday, December 2, 2021 12:38 PM
To: Magliane, Casandra
Subject: 2021 Budget transfer
Attachments: Fire Dept Budget Transfer Acct 72 to 56.pdf

Hi Cassie!

Transfer attached that will need to go to City Council for approval. Thank you



ANGELA M. MARINO, CPPB
OFFICE MANAGER

Fire Department
641 S. 10th Street
Allentown, PA 18103
P: +1 (610) 437-7765
M: +1 (610) 984-4997
E: Angela.Marino@allentownpa.gov
W: www.allentownpa.gov

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