

#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
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-09-0901-0001-46	\$12,000.00	\$216,193.00	\$112,661.75	100,661.75
Other Contract Services			49,661.75	37,661.75
				-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

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

Reason Transfer is Required:

To purchase LIP commemorative ornaments for retail sale. 1500 ornaments sold at \$20.00 = \$50,000; 1500 ornaments sold at \$15.00 = \$22,500

Reason Funds are Available for Transfer:

Anticipated allocated funding needs have changed.

\$30k

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: 10/21/2021
Director of Finance/Deputy Director:	Date: 10/21/21
City Controller (if amount is greater than \$5,000):	Date: 10-28-21
Mayor/Managing Director (if amount is greater than \$5,000):	Date: 10/28/21
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	

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 Alfa, 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:

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

Expenditure Status Report

Page: 1

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

000 GENERAL

09 COMMUNITY DEVELOPMENT
0901 DIRECTOR - COMMUNITY DEVELOPMENT

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
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.)

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expstat.rpt
10/21/2021 8:41AM
Periods: 0 through 14

Expenditure Status Report

Page: 1

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

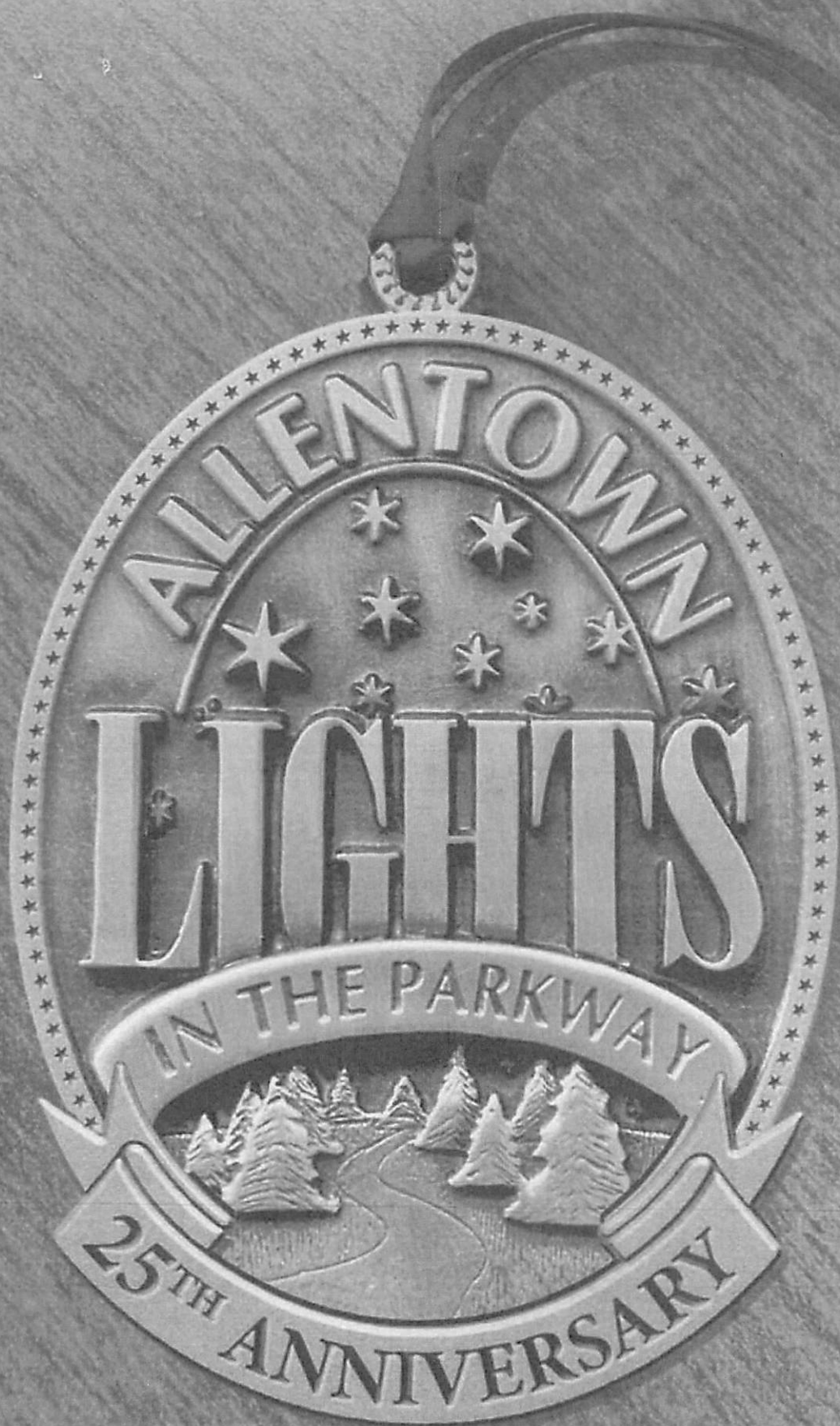
000 GENERAL

09 COMMUNITY DEVELOPMENT
0901 DIRECTOR - COMMUNITY DEVELOPMENT

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
0001 ADMINISTRATION						
0001-48 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.)

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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 <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)

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



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:1000-2489 Custom Pewter Ornament	1,550	7.20	11,160.00
F-3D Standard Setup Setup 3D Modelling	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
📠 +1 (610) 437-8780
✉️ 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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