



CITY OF ALLENTOWN

No. \_\_\_\_\_

**RESOLUTION**

**R119 - 2024**

***Introduced by the Administration on July 24, 2024***

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Authorizes lease agreement with Friends of Allentown Parks for an office space located at 2700 Parkway Boulevard, Allentown, PA 18104.

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***Resolved by the Council of the City of Allentown, That***

**WHEREAS**, the City of Allentown is desirous of leasing an office space, located at 2700 Parkway Boulevard 18104, to Friends of Allentown Parks which shall commence upon full execution and shall cease five (5) years thereafter, with (4) one (1) year terms beyond the contract expiration period.

**WHEREAS**, Article IV Financial Procedures, Chapter 5 Administration of Government, Section 5-28 Sale/Leasing of City Land, requires City Council approval for leasing City-owned real estate for a term in excess of five years.

**WHEREAS**, Friends of Allentown Parks has leased office spaces from the City in the past, with their last lease expiring in 2019.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the City of Allentown Pennsylvania, hereby designates the Mayor as the official to execute all documents and agreements between the City of Allentown and Friends of Allentown Parks to execute the requested lease agreement.

## LEGISLATIVE TEMPLATE

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

The lease agreement originates from the Purchasing office. This office is responsible for managing lease agreements for City-owned properties.

- **Summary and Facts of the Bill**

The Resolution is required to proceed with execution of the lease agreement between the City and Friends of Allentown Parks for use of an office located at 2700 Parkway Boulevard.

- **Purpose – Please include the following in your explanation:**
  - **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
  - **What are the Benefits of doing this/Down-side of doing this**
  - **How does this Bill related to the City’s Vision/Mission/Priorities**

The Resolution allows for the lease agreement to be fully executed once signed by all parties.

- **Financial Impact – Please include the following in your explanation:**
  - **Cost (Initial and ongoing)**
  - **Benefits (initial and ongoing)**

The agreement is for a nominal amount of \$120.00 for year one (\$10.00 a month) with four (4) one (1) renewal options.

- **Funding Sources – Please include the following in your explanation:**
  - **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

No funding is needed.

- **Priority status/Deadlines, if any**

There is currently no lease agreement with Friends of Allentown Parks.

- **Why should Council unanimously support this bill?**

Friends of Allentown Parks would like to lease an office from a City own building at 2700 Parkway Boulevard. Friends of Allentown Parks has worked out of this building for numerous years with their last lease agreement ending in 2019. They would like to continue to utilize space in this building to run their operations out of. This is revenue generating in the nominal amount of \$120.00 per year (\$10.00 per month). The terms of this agreement will be five (5) years upon full execution, with four (4) one (1) year renewals.