



CITY OF ALLENTOWN

30455

RESOLUTION

R95 – 2022

*Introduced by the Administration on June 15, 2022*

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Approves five transfers: (1) \$114,500.00 in Community and Economic Development to reallocate funds for hotel stays for COVID unsheltered and COVID funding for Hispanic Organization for Rental Assistance from Account #700-01-7620-0235-40 (Other Services & Charges), Account #700-01-7620-0211-50 (Civic Expenses), Account #700-01-7620-0205-50 (Civic Expenses) to Account #700-01-7620-0235-50 (Civic Expenses), Account #700-01-7620-0211-40 (Other Services & Charges, Account #700-01-7620-0205-40 (Other Services & Charges); (2) \$32,500.00 to hire a fleet maintenance consultant to look at the cost involved with bringing the fleet maintenance operations back in-house; (3) \$31,598.00 to rebuild and install motor for the elevator in the Public Safety building; (4) \$20,454.00 to cover the cost of the summer intern program run by the City Controller's office; (5) \$9,750.00 to cover the costs of two vaccine refrigerators and two vaccine freezers for the Allentown School District; (6) \$8,500.00 to cover the required additional Traffic overtime for PPL Events and Special Events.

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


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

- \$114,500.00 in Community and Economic Development to reallocate funds for hotel stays for COVID unsheltered and COVID funding for Hispanic Organization for Rental Assistance from Account #700-01-7620-0235-40 (Other Services & Charges), Account #700-01-7620-0211-50 (Civic Expenses), Account #700-01-7620-0205-50 (Civic Expenses) to Account #700-01-7620-0235-50 (Civic Expenses), Account #700-01-7620-0211-40 (Other Services & Charges, Account #700-01-7620-0205-40 (Other Services & Charges).
- \$32,500.00 to hire a fleet maintenance consultant to look at the cost involved with bringing the fleet maintenance operations back in-house from Account #000-01-0101-0001-46 (Other Contract Services) to Account #000-03-0704-0001-46 (Other Contract Services);
- \$31,598.00 to rebuild and install motor for the elevator in the Public Safety building from Account #000-01-0609-0001-78 (Contingency) to Account #000-03-0707-00001-42 (Repairs & Maintenance);
- \$20,454.00 to cover the cost of the summer intern program run by the City Controller's office Account #000-01-0609-0001-78 (Contingency) Account #000-01-0301-0001-04 (Temporary Wages and Account #000-01-0301-0001-12 (FICA).
- \$9,750.00 to cover the costs of two vaccine refrigerators and two vaccine freezers for the Allentown School District from Account #000-09-0908-0018-68 (Operating Materials & Supplies to Account #000-09-0908-0018-72 (Equipment);
- \$8,500.00 to cover the required additional overtime in Traffic for PPL Events and Special Events from Account #000-03-0702-0001-06 (Premium Pay) to Account #000-03-0807-0001-06 (Premium Pay).

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

	Yea	Nay
Candida Affa	X	
Ce-Ce Gerlach	X	
Daryl Hendricks	X	
Natalie Santos	X	
Joshua Siegel	X	
Ed Zucal	X	
Cynthia Y. Mota, President	X	
TOTAL	7	0

***THIS IS TO CERTIFY, That the above copy of Resolution No. 30455 was adopted by the City Council of Allentown on the 15<sup>th</sup> day of June, 2022, 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: Maria Quigney / Vicky Kistler
BUREAU: Department of Finance	BUREAU: CED

**TRANSFER DETAIL**

Date of Request	14-Apr-22	Fund: HUD Funds	Transfer Amount:	\$114,500.00
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
700-01-7620-0235-40 Other Services & Charges	\$15,000.00	267,742.00	\$110,882.00	95,882.00
700-01-7620-0211-50 Civic Expenses	\$35,000.00	50,000.00	\$45,100.00	10,100.00
700-01-7620-0205-50 Civic Expenses	\$64,500.00	23,962.44	\$93,147.77	28,647.77

**TO (CREDIT)**

700-01-7620-0235-50 Civic Expenses	\$15,000.00	\$49,500.00	\$375.22	15,375.22
700-01-7620-0211-40 Other Services & Charges	35,000.00	344,245.60	1,179.68	36,179.68
700-01-7620-0205-40 Other Services & Charges	64,500.00	270,624.07	13,715.10	78,215.10

**Reason Transfer is Required:**  
need to reallocate fund for hotel stays for COVID unsheltered and also COVID funding for Hispanic Org. for rental assistance

**Reason Funds are Available for Transfer:**  
funds are available in several accounts we are able to make transfer to keep our COVID efforts moving

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

Amount not more than \$5,000.00		
XX Amount is greater than \$5,000.00		
Department Head/Deputy Director:	<i>Maria Quigney / Vicky Kistler</i>	Date: 5/11/22
Director of Finance/Deputy Director:	<i>[Signature]</i>	Date: 5/11/2022
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date: 5-11-22
Mayor/Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	Date: 5-13-22
Referred to City Council in accordance with the provisions of the Administrative Code, Section 180.04:		Date:

**CITY COUNCIL**

Cynthia Mota, President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ed Zucal, Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ce-Ce Gerlach, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

Account No: E 700-01-7620-0205-50

Title: OTHER SERVICES & CHARGES

Fiscal Year: 2022

Debit / Credit: D Account Class:  
Status Code: 0 Report Group 1:  
JC Required: N Report Group 2:  
Standard Acct: Y Account Type:  
Comments:

Cash / Inv Code: Locked: N  
Nominal / Real: Budget Account:  
Budgeted: Y  
Allotment: N Year End Estimate: 0.00

Account History			
Year	Total Budget	Encumbrances	Balance
2022	100,011.77	0.00	93,147.77
2021	31,424.56	0.00	11.77
2020	23,962.44	0.00	3,401.68

Account Activity			
Period	Total Budget	Encumbrances	Balance
1	11.77	0.00	6,852.23-
2	100,000.00	0.00	93,147.77
<b>Totals:</b>	<b>100,011.77</b>	<b>0.00</b>	<b>93,147.77</b>

Transaction Detail						
Period	Jrnl	Doc Type	Doc Date	Post Date	Group	Reference
1	GJ	je	1/27/2022	2/28/2022	chau	50051
1	GJ	je	1/27/2022	2/28/2022	chau	50052
1	GJ	je	1/27/2022	2/28/2022	chau	50053
2	GJ	BA	2/17/2022	2/17/2022	quigney	5581

Budget Adjustments:		Encumbrances:		Activity:	
	100,000.00		0.00		6,864.00

Period	Jrnl	Doc Type	Doc Date	Post Date	Group	Reference	Description	Amount	D/C
1	GJ	je	1/27/2022	2/28/2022	chau	50051	COVID MOTEL- 2 ROOMS	3,432.00	D
1	GJ	je	1/27/2022	2/28/2022	chau	50052	COVID MOTEL- EASON	1,716.00	D
1	GJ	je	1/27/2022	2/28/2022	chau	50053	COVID MOTEL- BECK	1,716.00	D
2	GJ	BA	2/17/2022	2/17/2022	quigney	5581	MOVE FUNDS FROM 40 TO 50 ACCT	100,000.00	D

Account No: E 700-01-7620-0205-40

Title: CIVIC EXPENSES

Fiscal Year: 2022

Debit / Credit: D Account Class:  
 Status Code: 0 Report Group 1:  
 JC Required: N Report Group 2:  
 Standard Acct: Y Account Type:  
 Comments:

Cash / Inv Code: Locked: N  
 Nominal / Real: Budget Account:  
 Budgeted: Y  
 Allotment: N Year End Estimate: 0.00

Account History			Expenditures	Balance
Year	Total Budget	Encumbrances		
2022	18,339.40	4,309.30	315.00	13,715.10
2021	154,817.36	0.00	36,477.96	118,339.40
2020	270,624.07	0.00	13,594.81	257,029.26

Account Activity			Expenditures	Balance
Period	Total Budget	Encumbrances		
1	118,339.40	4,624.30	0.00	113,715.10
2	100,000.00-	315.00-	315.00	13,715.10
<b>Totals:</b>	<b>18,339.40</b>	<b>4,309.30</b>	<b>315.00</b>	<b>13,715.10</b>

Transaction Detail						Amount	D/C
Period	Jrnl	Doc Type	Doc Date	Post Date	Group	Description	
1	AP	OP	1/1/2022	1/28/2022	chau	212-000001 CETRONIA AMBULANCE CORPS INC C	4,624.30
					Vendor:	00003409 - CETRONIA AMBULANCE CORPS	0
2	AP	IN	2/15/2022	2/18/2022	chau	1/28/2022 CETRONIA AMBULANCE CORPS INC C	120.00
					Vendor:	00003409 - CETRONIA AMBULANCE CORPS	217864
2	AP	LI	2/15/2022	2/18/2022	chau	1/28/2022 CETRONIA AMBULANCE CORPS INC C	120.00-
					Vendor:	00003409 - CETRONIA AMBULANCE CORPS	217864
2	GJ	BA	2/17/2022	2/17/2022	quigney	5581 MOVE FUNDS FROM 40 TO 50 ACCT	100,000.00-
2	AP	IN	2/28/2022	3/1/2022	chau	1/1/2022-2/28/2022 CETRONIA AMBULANCE CORPS INC C	195.00
					Vendor:	00003409 - CETRONIA AMBULANCE CORPS	217892
2	AP	LI	2/28/2022	3/1/2022	chau	1/1/2022-2/28/2022 CETRONIA AMBULANCE CORPS INC C	195.00-
					Vendor:	00003409 - CETRONIA AMBULANCE CORPS	217892

Account No: E 700-01-7620-0205-40

Title: CIVIC EXPENSES

Fiscal Year: 2022

Budget Adjustments: 100,000.00-

Encumbrances: 4,309.30

Activity: 315.00

Account No: E 700-01-7620-0211-50

Title: OTHER SERVICES & CHARGES

Fiscal Year: 2022

Debit / Credit: D Account Class: Cash / Inv Code: Locked: N  
 Status Code: 0 Report Group 1: Nominal / Real: Budget Account:  
 JC Required: N Report Group 2: Budgeted: Y  
 Standard Acct: Y Account Type: Allotment: N Year End Estimate: 0.00  
 Comments:

		Account History	
Year	Total Budget	Encumbrances	Balance
2022	48,100.00	0.00	45,100.00
2021	50,000.00	0.00	48,100.00

		Account Activity	
Period	Total Budget	Encumbrances	Balance
1	48,100.00	0.00	45,100.00
2	0.00	0.00	45,100.00
Totals:	48,100.00	0.00	45,100.00

		Transaction Detail							
Period	Jrnl	Doc Type	Doc Date	Post Date	Group	Reference	Description	Amount	D/C
1	GJ	GJ je	1/3/2022	2/28/2022	chau	50028	CV RENTAL-J CRUZ-401 E SUSQUE	3,000.00	D

Budget Adjustments: 0.00 Encumbrances: 0.00 Activity: 3,000.00

Account No: E 700-01-7620-0211-40 Title: CIVIC EXPENSES Fiscal Year: 2022

Debit / Credit: D Account Class: Cash / Inv Code: Locked: N  
 Status Code: 0 Report Group 1: Nominal / Real: Budget/Account:  
 JC Required: N Report Group 2: Budgeted: Y  
 Standard Acct: Y Account Type: Allotment: N Year End Estimate: 0.00  
 Comments:

Account History		Encumbrances	Expenditures	Balance
Year	Total Budget			
2022	134,703.35	115,966.52	17,557.15	1,179.68
2021	294,245.60	0.00	171,530.10	122,715.50
2020	344,245.60	0.00	0.00	344,245.60

Account Activity		Encumbrances	Expenditures	Balance
Period	Total Budget			
1	134,703.35	133,523.67	0.00	1,179.68
2	0.00	17,557.15-	17,557.15	1,179.68
<b>Totals:</b>	<b>134,703.35</b>	<b>115,966.52</b>	<b>17,557.15</b>	<b>1,179.68</b>

Transaction Detail		Reference	Description	Amount	D/C
1	AP OP po open	1/1/2022 1/28/2022 chau Vendor: 00059045 - CACLV	CACLV - SIXTH STREET SHELTER C Check#:	25,000.00	0
1	AP OP po open	1/1/2022 1/28/2022 chau Vendor: 00054173 - LEHIGH CONFERENCE OF CHURCHE	LEH CONF CHURCHES/RAPID REHOU Check#:	90,966.52	0
1	AP OP po open	1/1/2022 1/28/2022 chau Vendor: 00087055 - HISPANIC AMERICAN ORGANIZATION	HISPANIC AMERICAN ORGANIZATION Check#:	17,557.15	0
2	AP IN apinv	2/1/2022 2/10/2022 chau Vendor: 00087055 - HISPANIC AMERICAN ORGANIZATION	HISPANIC AMERICAN ORGANIZATION Check#:	5,429.50	D
2	AP LI po	2/1/2022 2/10/2022 chau Vendor: 00087055 - HISPANIC AMERICAN ORGANIZATION	HISPANIC AMERICAN ORGANIZATION Check#:	5,429.50-	217766
2	AP IN apinv	2/3/2022 2/10/2022 chau Vendor: 00087055 - HISPANIC AMERICAN ORGANIZATION	HISPANIC AMERICAN ORGANIZATION Check#:	6,227.85	D



Account No: E 700-01-7620-0211-40

Title: CIVIC EXPENSES

Fiscal Year: 2022

2 AP	LI	po	2/3/2022	2/10/2022	chau	12/27/21-1/7/22	HISPANIC AMERICAN ORGANIZATION	6,227.85-
				Vendor:		00087055 - HISPANIC AMERICAN ORGANIZATION	Check#: 217766	
2 AP	IN	apinv	2/9/2022	2/18/2022	chau	10/23/2021-1/29/2022	HISPANIC AMERICAN ORGANIZATION	5,760.00 D
				Vendor:		00087055 - HISPANIC AMERICAN ORGANIZATION	Check#: 217868	
2 AP	LI	po	2/9/2022	2/18/2022	chau	10/23/2021-1/29/2022	HISPANIC AMERICAN ORGANIZATION	5,760.00-
				Vendor:		00087055 - HISPANIC AMERICAN ORGANIZATION	Check#: 217868	
2 AP	IN	apinv	2/11/2022	2/18/2022	chau	2/9/2022	HISPANIC AMERICAN ORGANIZATION	139.80 D
				Vendor:		00087055 - HISPANIC AMERICAN ORGANIZATION	Check#: 217868	
2 AP	LI	po	2/11/2022	2/18/2022	chau	2/9/2022	HISPANIC AMERICAN ORGANIZATION	139.80-
				Vendor:		00087055 - HISPANIC AMERICAN ORGANIZATION	Check#: 217868	

Budget Adjustments:

0.00

Encumbrances:

115,966.52

Activity:

17,557.15

Account No: E 700-01-7620-0235-40

Title: CIVIC EXPENSES

Fiscal Year: 2022

Debit / Credit: D Account Class:  
 Status Code: 0 Report Group 1:  
 JC Required: N Report Group 2:  
 Standard Acct: Y Account Type:  
 Comments:

Cash / Inv Code: Locked: N  
 Nominal / Real: Budget Account:  
 Budgeted: Y  
 Allotment: N Year End Estimate: 0.00

Account History		
Year	Total Budget	Encumbrances
2022	110,882.00	0.00
2021	125,736.79	0.00
2020	267,742.00	0.00

Account Activity		
Period	Total Budget	Encumbrances
1	110,882.00	0.00
2	0.00	0.00
<b>Totals:</b>	110,882.00	0.00

Transaction Detail			
Period	Jrnl	Doc Type	Doc Date

Post Date	Group	Reference	Description	Amount	D/C

Budget Adjustments: 0.00 Encumbrances: 0.00 Activity: 0.00

Account No: E 700-01-7620-0235-50 Title: OTHER SERVICES & CHARGES Fiscal Year: 2022

Debit / Credit: D Account Class: Report Group 1: Report Group 2: Account Type: Comments:  
 Status Code: 0 JC Required: N Standard Acct: Y  
 Cash / Inv Code: N Locked: N Budget Account: Y  
 Nominal / Real: Y Budgeted: Y Allotment: N Year End Estimate: 0.00

Account History		Encumbrances	Expenditures	Balance
Year	Total Budget			
2022	21,365.04	0.00	20,989.82	375.22
2021	49,500.00	0.00	25,898.39	23,601.61

Account Activity		Encumbrances	Expenditures	Balance
Period	Total Budget			
1	23,601.61	0.00	21,755.72	1,845.89
2	2,236.57-	0.00	390.68-	0.00
3	0.00	0.00	375.22-	375.22
<b>Totals:</b>	<b>21,365.04</b>	<b>0.00</b>	<b>20,989.82</b>	<b>375.22</b>

Transaction Detail		Reference	Description	Amount	D/C				
Period	Jrnl	Doc Type	Doc Date	Post Date	Group				
1	GJ	je	1/4/2022	2/28/2022	chau	50029	COVID MOTEL- 7 PEOPLE	8,937.50	D
1	AP	IN	1/31/2022	2/28/2022	mckinney	010422	HOMELESS COVID HOTEL	275.00	D
			Vendor: 00086459 - ALLENWOOD MOTEL				Check#: 2669		
1	AP	IN	1/31/2022	2/28/2022	mckinney	090942	FOOD FOR COVID HOMELESS CLIENT	375.22	D
			Vendor: 00034901 - WALMART				Check#: 2669		
1	AP	IN	1/31/2022	2/28/2022	mckinney	010622	HOMELESS COVID HOTEL	936.00	D
			Vendor: 00086459 - ALLENWOOD MOTEL				Check#: 2669		
1	AP	IN	1/31/2022	2/28/2022	mckinney	010722	HOMELESS COVID HOTEL	936.00	D
			Vendor: 00086459 - ALLENWOOD MOTEL				Check#: 2669		
1	AP	IN	1/31/2022	2/28/2022	mckinney	011222	HOMELESS COVID HOTEL	3,432.00	D
			Vendor: 00086459 - ALLENWOOD MOTEL				Check#: 2669		
1	AP	IN	1/31/2022	2/28/2022	mckinney	011322	HOMELESS COVID HOTEL	1,716.00	D

Account No: E 700-01-7620-0235-50

Title: OTHER SERVICES & CHARGES

Fiscal Year: 2022

Line	Account	IN	AP	BA	JE	Vendor	Date	Amount	Check#	Fiscal Year
1	AP	IN	apinv			Vendor: 00086459 - ALLENWOOD MOTEL	1/31/2022			2669
						mckinney 011422	2/28/2022	3,432.00	HOMELESS COVID HOTEL	2669
1	AP	IN	apinv			Vendor: 00086459 - ALLENWOOD MOTEL	1/31/2022			2669
						mckinney 011622	2/28/2022	1,716.00	HOMELESS COVID HOTEL	2669
2	GJ	BA	budadj			Vendor: 00086459 - ALLENWOOD MOTEL	2/23/2022			2669
						5603	2/23/2022	390.68-	FUNDS MOVED FOR THE PURCHASE	2669
2	GJ	GJ	je			50096	2/23/2022	390.68	FUNDS MOVED FOR THE PURCHASE	2669
2	GJ	BA	budadj			5607	2/28/2022	1,845.89-	BUDGET ADJ TO REALLOCATE FUNDS	2669
3	GJ	GJ	je			50200	3/11/2022	375.22	CORRECTION TO ACCT PER THE CON	2669

Budget Adjustments:

2,236.57-

Encumbrances:

0.00

Activity:

20,989.82

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

*Seth O'Neil* **CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: <i>Jessica Barakat</i> , Interim Director	FROM: Maria Quigney/ Vicky Kistler
BUREAU: Department of Finance	BUREAU: CED

**TRANSFER DETAIL**

Date of Request: 14-Apr-22	Fund: HUD Funds	Transfer Amount: \$114,500.00
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
700-01-7620-0235-40 Other Services & Charges	\$15,000.00	267,742.00	\$110,882.00	95,882.00
				-
700-01-7620-0211-50 Civic Expense	35,000.00	50,000.00	45,100.00	10,100.00
				-
700-01-7620-0205-50 Other Services & Charges	64,500.00	23,962.44	93,147.77	28,647.77
				-
				-
				-

**TO (CREDIT)**

700-01-7620-0235-50 Civic Expense	\$15,000.00	\$49,500.00	\$375.22	15,375.22
				-
700-01-7620-0211-40 Civic Expense	35,000.00	344,245.60	1,179.68	36,179.68
				-
700-01-7620-0205-40 Other Services & Charges	64,500.00	270,624.07	13,715.10	78,215.10
				-

**Reason Transfer is Required:**

need to reallocate fund for hotels stays for COVID unsheltered and also COVID funding for Hispanic Org. for rental assistance

**Reason Funds are Available for Transfer:**

funds are available in several accounts we are able to make this transfer to keep our COVID efforts moving.

**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: <i>Maria Quigney</i>	Date: 5/10/22
Director of Finance: <i>Vicky Kistler</i>	Date: 5/24/22
City Controller (if amount is greater than \$5,000):	Date:
Mayor or Managing Director (if amount is greater than \$5,000):	Date: 5.27.22
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:

# RECEIVED

MAY 10 2022

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: Seth O'Neill
BUREAU: Department of Finance	BUREAU: Finance Administration

**TRANSFER DETAIL**

Date of Request	10-May-22	Fund: General	Transfer Amount:	\$32,500.00
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-01-0101-0001-46	\$32,500.00	240,000.00	\$233,663.00	201,163.00
Other Contract Services				-
				-
				-
				-
				-
				-
				-
				-

**TO (CREDIT)**

000-03-0704-0001-46	\$32,500.00	\$2,632,323.00	\$57,412.00	89,912.00
Other Contract Services				-
				-
				-
				-
				-
				-
				-
				-

**Reason Transfer is Required:**

During the 2022 budget discussions, City council expressed a desire to hire a fleet maintenance consultant to look at the costs involved with bringing the fleet maintenance operations back in-house. The consultant has been chosen via the RFP process; the cost is \$65,000. City council has agreed to split the cost of the contract with the Administration.

**Reason Funds are Available for Transfer:**

Funding available in City Councils budget as line itemed for consulting services

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

Amount not more than \$5,000.00

XX Amount is greater than \$5,000.00

Department Head/Deputy Director:	<i>[Signature]</i>	Date:	5/10/22
Director of Finance/Deputy Director:	<i>[Signature]</i>	Date:	5/10/22
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:	5-10-22
Mayor/Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:	5-10-22
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:	

**CITY COUNCIL**

Cynthia Mota, President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ed Zucal, Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ce-Ce Gerlach, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

# RECEIVED

## MAY 10 2022

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: Casandra Magliane
BUREAU: Department of Finance	BUREAU: Finance Administration

### TRANSFER DETAIL

Date of Request	10-May-22	Fund: General	Transfer Amount:	\$31,598.00
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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	\$31,598.00	300,000.00	\$290,150.50	258,552.50
Contingency				-
				-
				-
				-
				-
				-
				-
				-
				-

#### TO (CREDIT)

000-03-0707-0001-42	\$31,598.00	\$185,430.00	\$87,446.35	119,044.35
Repairs & Maintenance				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

**Reason Transfer is Required:**  
 The elevator in the Public Safety building is currently inoperable. To repair the issue, the door motor needs to be rebuilt and installed. The repair needs to be completed in a timely fashion to keep the building ADA compliant.

**Reason Funds are Available for Transfer:**  
 The Administration is allowing use of contingency funds for this emergency repair so that Building Maintenance does not have to forego any of the other repairs that are currently slated with their 2022 operating budget.

### TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

Amount not more than \$5,000.00	
XX Amount is greater than \$5,000.00	
Department Head/Deputy Director:	Date: 5/11/2022
Director of Finance/Deputy Director:	Date: 5/11/2022
City Controller (if amount is greater than \$5,000):	Date: 5-11-22
Mayor/Managing Director (if amount is greater than \$5,000):	Date: 5-11-22
Referred to City Council in accordance with the provisions of the Administrative Code Section 130.04:	Date:

#### CITY COUNCIL

Cynthia Mota, President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ed Zucal, Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ce-Ce Gerlach, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

## Magliane, Casandra

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**From:** Heiney, Gabrielle  
**Sent:** Tuesday, May 10, 2022 2:53 PM  
**To:** Magliane, Casandra  
**Cc:** Berger, Theodore; Shahda, Mark  
**Subject:** Waiver of Bids  
**Attachments:** 2022\_05\_10\_14\_49\_37.pdf

Hi Cassie,

Please see the attached Waiver of Bids for the elevator fix in Public Safety. We talked about doing a transfer from the contingency account into Building Maintenance to cover this cost of \$31,598.00. If you need anything else please let me know.

Thank you,  
Gabrielle



Gabrielle M. Heiney  
Public Works Operations Manager  
Public Works | City of Allentown  
641 S 10th Street  
Allentown, PA, 18103  
☎ +1 (610) 437-8729 x2583  
📠 +1 (484) 661-9763  
✉ Gabrielle.Heiney@allentownpa.gov



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City of Allentown Memorandum

COPY

TO: Purchasing Agent
FROM: Ted Berger
SUBJECT: Request for Waiver of Bids and/or Emergency Procurement

Date Requested/Date of Incident: 5/6/2022 Requisition No.: Estimated Amount: \$31,598.00
Department: Building Maintenance
Project Name: Public Safety Elevator Repair Product or Service Description: Door operator replaccment
Account Number: 000-03-0707-0001-42 Is this a Grant Funded Project: No
Vendor: (Vendor No.) 00087419 (Vendor Name) Schindler Elevator Corporation
(Address) 6330 Hedgewood Dr Ste 210 (Phone No.) 610-391-8895
(E-mail Address) (Fax No.)

(Check All That Apply)

- WAIVER OF BIDS:
Compatibility with Existing Systems (If necessary, attach IT approval)
Ability to Maintain Standard Inventory Items
Ability to Take Advantage of Pricing and Favorable Terms
Time Sensitive Situations that Do Not Constitute an Emergency as Life Threatening
Time Sensitive Projects which Could Result in Loss of State or Federal Aid
Other (Please Describe):

EMERGENCY PROCUREMENT:
Reason for Departure from Purchasing Procedure:

Other Supporting Comments/Documentation:

The only elevator in the Public Safety Building is inoperable. The unit has been repaired twice in one week. In order to permanently fix the problem, a new door operator needs to be installed. Not having a functioning elevator in that building is also an ADA violation.

Table with 2 columns: Signature/Date and Date. Row 1: Department Head (signature) and Date: 5/6/22. Row 2: IF OVER \$10,000: Mayor (signature) and Date: 5/9/22.

RECEIVED

MAY 10 2022

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

DIRECTOR'S OFFICE CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Seth O'Neill, Director	FROM: Barbara Wagenhurst, Finance Operations Mgr.
BUREAU: Department of Finance	BUREAU: Finance

TRANSFER DETAIL

Date of Request: 10-May-22	Fund: General	Transfer Amount: \$20,454.00
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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	\$20,454.00	300,000.00	\$290,150.50	269,696.50
				-
				-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-01-0301-0001-04 Temporary Wages	\$19,000.00	\$15,000.00	\$12,950.14	31,950.14
000-01-0301-0001-12 FICA	1,454.00	10,047.00	6,776.29	8,230.29
				-
				-
				-

Reason Transfer is Required:

Transfer is needed to cover the cost of the summer intern program run by the City Controller's Office. The approximate cost of the program is \$19,000 for stipends and \$1,454 for FICA.

Reason Funds are Available for Transfer:

Funds are budgeted each year in the contingency account for unexpected expenses. Due to COVID it was uncertain if the summer intern program would be able to happen in 2022, therefore, it was not budgeted. Sufficient funds remain in the Contingency account for other unbudgeted 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:		Date:	5/19/22
Director of Finance/Deputy Director:		Date:	5/10/22
City Controller (if amount is greater than \$5,000):		Date:	5-10-22
Mayor/Managing Director (if amount is greater than \$5,000):		Date:	5-10-22
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:			Date:

CITY COUNCIL

Cynthia Mota, President:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ed Zucal, Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Natalie Santos, 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:
Ce-Ce Gerlach, 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: Seth O'Neill, Director  
 BUREAU: Department of Finance

FROM: Terry Fasano  
 BUREAU: Health

**TRANSFER DETAIL**

Date of Request: 12-May-22      Fund: General      Transfer Amount: \$9,750.00

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	FROM (DEBIT)		CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
		ORIGINAL APPROPRIATION (\$)			
000-09-0908-0018-88 operating materials & supplies	\$9,750.00	60,000.00		\$49,086.13	39,336.13
<b>TO (CREDIT)</b>					
000-09-0908-0018-72 equipment	\$9,750.00	\$12,978.00		\$2,422.00	12,172.00

**Reason Transfer is Required:**  
 The transfer of funds is required to cover the costs of 2 vaccine refrigerators and 2 vaccine freezers for the Allentown School District as we assist them in becoming a Vaccine for Children site, giving them the ability to administer VFC vaccines to students in school, reducing the barriers to getting school vaccinations and increasing the immunization rate for ASD students.

**Reason Funds are Available for Transfer:**  
 The Health Bureau's current Immunization Grant, through June 2022, includes supplemental COVID funding and a line item for Laboratory Equipment. Since the vaccine refrigerators and freezers are equipment, we need to transfer funds from Account 88 to 72.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

Amount not more than \$5,000.00  
 Amount is greater than \$5,000.00

Department Head/Deputy Director: *Vicki Kistler*  
 Director of Finance/Deputy Director: *Barbara Wagner*  
 City Controller (if amount is greater than \$5,000): *[Signature]*  
 Mayor/Managing Director (if amount is greater than \$5,000): *[Signature]*

Date: 5/12/2022  
 Date: 5-13-22  
 Date: 5-13-22  
 Date: 5.13.22

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

**CITY COUNCIL**

Cynthia Mota, President	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date:
Ed Zucal, Vice President	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date:
Ce-Ce Gerlach, Councilperson	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date:
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date:

expsat.rpt 2:57PM  
 05/12/2022  
 Periods: 0 through 14

Expenditure Status Report  
 CITY OF ALLENTOWN  
 1/1/2022 through 12/31/2022

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
000 GENERAL						
09 COMMUNITY DEVELOPMENT						
0908 HEALTH						
0018 IMMUNIZATION						
0018-68 OPERATING MATERIALS & SUPP	60,000.00	9,133.87	9,133.87	1,780.00	49,086.13	18.19
Total GENERAL	60,000.00	9,133.87	9,133.87	1,780.00	49,086.13	18.19
Grand Total	60,000.00	9,133.87	9,133.87	1,780.00	49,086.13	18.19

(Not all accounts may be included.)

# RECEIVED

MAY 12 2022

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: Nelson Varughese
BUREAU: Department of Finance	BUREAU: Traffic Planning & Control

### TRANSFER DETAIL

Date of Request: 12-May-22      Fund: General Fund      Transfer Amount: \$8,500.00

#### FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-03-0702-0001-06 Premium Pay	\$8,500.00	11,500.00	\$11,500.00	3,000.00
				-
				-
				-
				-
				-
				-
				-
				-
				-

#### TO (CREDIT)

000-03-0807-0001-06 Premium Pay	\$8,500.00	\$34,250.00	\$10,138.42	18,638.42
				-
				-
				-
				-
				-
				-
				-
				-
				-

**Reason Transfer is Required:**

The reason for this transfer is because Traffic is required to work additional overtime for PPL events and Special events to set up or tear down traffic patterns.

**Reason Funds are Available for Transfer:**

The winter was mild so the employees in Engineering have not had overtime plowing or salting.

### 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:	5-12-22
Director of Finance/Deputy Director:		Date:	5/12/22
City Controller (if amount is greater than \$5,000):		Date:	5-13-22
Mayor/Managing Director (if amount is greater than \$5,000):		Date:	5-13-22
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:	

#### CITY COUNCIL

Cynthia Mota, President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ed Zucal, Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ce-Ce Gerlach, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

**Expenditure Status Report**  
 CITY OF ALLENTOWN  
 1/1/2022 through 12/31/2022

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
000 GENERAL						
03 PUBLIC WORKS						
0702 ENGINEERING						
0001 DESIGN, PERMITS & INSPECTION						
0001-02 PERMANENT WAGES	743,155.00	223,551.43	223,551.43	0.00	519,603.57	30.08
0001-06 PREMIUM PAY	11,500.00	0.00	0.00	0.00	11,500.00	0.00
0001-08 LONGEVITY	9,342.00	2,849.08	2,849.08	0.00	6,492.92	30.50
0001-11 SHIFT DIFFERENTIAL	1,150.00	0.00	0.00	0.00	1,150.00	0.00
0001-12 FICA	56,233.00	17,075.63	17,075.63	0.00	39,157.37	30.37
0001-14 PENSION	100,809.00	33,604.00	33,604.00	0.00	67,205.00	33.33
0001-16 INSURANCE - EMPLOYEE GRP	310,441.00	103,480.00	103,480.00	0.00	206,961.00	33.33
0001-26 PRINTING	13,714.00	4,962.36	4,962.36	7,331.62	1,420.02	89.65
0001-28 MILEAGE REIMBURSEMENT	50.00	33.00	33.00	0.00	17.00	66.00
0001-30 RENTALS	4,000.00	2,608.48	2,608.48	0.00	1,391.52	65.21
0001-32 PUBLICATIONS & MEMBERSHIP	2,745.00	476.82	476.82	0.00	2,268.18	17.37
0001-34 TRAINING & PROF. DEVELOP	10,000.00	330.00	330.00	0.00	9,670.00	3.30
0001-42 REPAIRS & MAINTENANCE	20,500.00	14,198.00	14,198.00	0.00	6,302.00	69.26
0001-46 OTHER CONTRACT SERVICES	151,487.50	5,537.50	5,537.50	84,950.00	61,000.00	59.73
0001-50 OTHER SERVICES & CHARGES	4,539.00	601.95	601.95	0.00	3,937.05	13.26
0001-54 REPAIR & MAINT SUPPLIES	1,100.00	0.00	0.00	0.00	1,100.00	0.00
0001-56 UNIFORMS	1,774.00	305.05	305.05	500.00	968.95	45.38
0001-68 OPERATING MATERIALS & SUPP	18,775.00	5,709.78	5,709.78	9,613.88	3,451.34	81.62
0001-90 REFUNDS	1,000.00	589.78	589.78	0.00	410.22	58.98
Total ENGINEERING	1,462,314.50	415,912.86	415,912.86	102,395.50	944,006.14	35.44

Expenditure Status Report  
 CITY OF ALLENTOWN  
 1/1/2022 through 12/31/2022

Account Number	Adjusted Appropriation	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prcnt Used
000 GENERAL					
03 PUBLIC WORKS					
0807 TRAFFIC PLANNING & CONTROL					
0001 TRAFFIC PLANNING & CONTROL					
0001-02 PERMANENT WAGES	582,304.00	152,094.31	0.00	430,209.69	26.12
0001-04 TEMPORARY WAGES	49,890.00	9,269.34	0.00	40,620.66	18.58
0001-06 PREMIUM PAY	34,250.00	24,111.58	0.00	10,138.42	70.40
0001-08 LONGEVITY	7,089.00	1,983.17	0.00	5,105.83	27.98
0001-11 SHIFT DIFFERENTIAL	2,925.00	493.26	0.00	2,431.74	16.86
0001-12 FICA	51,749.00	14,279.35	0.00	37,469.65	27.59
0001-14 PENSION	66,104.00	22,036.00	0.00	44,068.00	33.34
0001-16 INSURANCE - EMPLOYEE GRP	203,568.00	67,856.00	0.00	135,712.00	33.33
0001-20 ELECTRIC POWER	117,000.00	26,948.11	0.00	90,051.89	23.03
0001-26 PRINTING	2,250.00	0.00	0.00	2,250.00	0.00
0001-30 RENTALS	500.00	0.00	0.00	500.00	0.00
0001-32 PUBLICATIONS & MEMBERSHIP	1,680.00	680.00	0.00	1,000.00	40.48
0001-34 TRAINING & PROF. DEVELOP	4,000.00	0.00	0.00	4,000.00	0.00
0001-42 REPAIRS & MAINTENANCE	17,500.00	694.39	0.00	16,805.61	3.97
0001-46 OTHER CONTRACT SERVICES	118,841.13	19,773.03	26,700.44	72,367.66	39.11
0001-50 OTHER SERVICES & CHARGES	1,500.00	0.00	0.00	1,500.00	0.00
0001-54 REPAIR & MAINT SUPPLIES	22,306.70	2,854.39	14,353.18	5,099.13	77.14
0001-56 UNIFORMS	3,566.00	1,400.74	617.93	1,547.33	56.61
0001-66 CHEMICALS	4,500.00	112.92	2,887.08	1,500.00	66.67
0001-68 OPERATING MATERIALS & SUPP	93,959.72	18,272.80	36,568.27	39,118.65	58.37
0001-72 EQUIPMENT	23,188.00	6,340.00	0.00	16,848.00	27.34
Total TRAFFIC PLANNING & CONTROL	1,408,670.55	369,199.39	81,126.90	958,344.26	31.97

## Magliane, Casandra

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**From:** Heiney, Gabrielle  
**Sent:** Thursday, May 12, 2022 3:43 PM  
**To:** Magliane, Casandra; Wagenhurst, Barbara  
**Cc:** Shahda, Mark  
**Subject:** Traffic overtime - transfer request  
**Attachments:** Traffic Overtime Transfer.05\_12\_2022.pdf

Hello,

Please see the attached transfer to cover some of the Traffic overtime. If you have any questions please let me know.

Thank you,  
Gabrielle



Gabrielle M. Heiney  
Public Works Operations Manager  
Public Works | City of Allentown  
641 S 10th Street  
Allentown, PA, 18103  
☎ +1 (610) 437-8729 x2583  
📱 +1 (484) 661-9763  
✉ Gabrielle.Heiney@allentownpa.gov



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