



CITY OF ALLENTOWN

30591

RESOLUTION

R38 – 2023

*Introduced by the Administration on February 1, 2023*

---

Approves five transfers: \$73,590.00 in Health for a part-time position (#912-001) Community Health Nurse/HIV Navigator); \$15,000.00 in Parks Maintenance which is required to Pay for OT Needed Special Events Run by City Staff; \$12,536.08 - Building Standards and Safety for OT to help assist 4<sup>th</sup> floor with weekend and overnight call outs; \$12,349.47 – Buildings Standards & Safety for Significant overtime, longevity and shift differential overages due to personnel issues and manpower shortages; \$5,251.75 – Health to correct a negative account to Zero.

---

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

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

- \$73,590.00 in Health for a part-time position (#912-001) Community Health Nurse/HIV Navigator) from Account #000-09-0908-0002-04 (Temporary Wages), Account #000-09-0908-0019-04 (Temporary Wages) and Account #000-09-0908-0019-12 (FICA) to Account #000-09-0908-0011-04 (Temporary Wages) and Account #000-09-0908-0011-12 (FICA);
- \$15,000.00 in Parks Maintenance which is required to Pay for OT Needed for Special Events Run by City Staff from Account #000-08-0709-0001-04 (Temp Wages) to Account #000-08-0709-0001-20 (Electric Power) and Account #000-08-0709-0001-06 (Premium Pay).
- \$12,536.08 - Building Standards and Safety for OT to help assist 4<sup>th</sup> floor with weekend and overnight call outs from Account #000-09-0903-0001-46 (Other Contract Services) to Account #000-09-0903-0006-02 (Permanent Wages), Account #000-09-0903-0006-08 (longevity) and Account #000-09-0903-0006-12 (FICA);
- \$12,349.47 – Buildings Standards & Safety for Significant overtime, longevity and shift differential overages due to personnel issues and manpower shortages to Account #000-09-0903-0001-04 (Temporary Wages), Account #000-09-0903-0001-26 to Account #000-09-0903-0001-06 (Premium Pay, Account #000-09-0903-0001-08 (Longevity), and Account #000-09-0903-0001-11 (Shift Differential);
- \$5,251.75 – Health to correct a negative account to Zero from Account #000-09-0908-0018-30 (Rentals) to Account #000-09-0908-0001-3. (Rentals).

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

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

***THIS IS TO CERTIFY, That the above copy of Resolution No. 30591 was adopted by the City Council of Allentown on the 1<sup>st</sup> day of February, 2023, and is on file in the City Clerk's Office.***

  
 \_\_\_\_\_  
**City Clerk**

Posting Year: " Period:

Posting Date:

Posting # Ref #

Doc # Initials:

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Jessica Baraket, Interim Finance Director
BUREAU: Department of Finance

FROM: TERRY FASANO
BUREAU: HEALTH

Handwritten initials in a circle.

TRANSFER DETAIL

Date of Request 19-Jan-23 Fund: GENERAL Transfer Amount: \$73,590.00

FROM (DEBIT)

Table with 5 columns: ACCOUNT (All 15 digits) and ACCOUNT TITLE, TRANSFER AMOUNT (\$), ORIGINAL APPROPRIATION (\$), CURRENT ACCOUNT TOTAL (\$), ACCOUNT TOTAL AFTER TRANSFER (\$). Rows include temporary wages and FICA for various account numbers.

TO (CREDIT)

Table with 5 columns: ACCOUNT (All 15 digits) and ACCOUNT TITLE, TRANSFER AMOUNT (\$), ORIGINAL APPROPRIATION (\$), CURRENT ACCOUNT TOTAL (\$), ACCOUNT TOTAL AFTER TRANSFER (\$). Rows include temporary wages and FICA for various account numbers.

Reason Transfer is Required:

This part time position (#912-001 Community Health Nurse/HIV Navigator) was meant to be funded out of account 000-09-0908-0011-04, as it is part of the grant funded Communicable Disease Program. Since this is a position receiving benefits, FICA funds also must be transferred.

Reason Funds are Available for Transfer:

Funds are available in program 000-09-0908-0019-04 for part time Contact Tracer positions. Funds are available in 000-09-0908-0002-04 due to the part time position in this program being upgraded to a full time position.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

Amount not more than \$5,000.00

X Amount is greater than \$5,000.00

Department Head/Deputy Director:

Director of Finance/Deputy Director:

City Controller (if amount is greater than \$5,000):

Mayor/Managing Director (if amount is greater than \$5,000):

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

Handwritten signatures: Vicky Keeler, Jessica Baraket, and another signature.

Handwritten dates: 1/19/2023, 1/20/23, 1-23-23, 1-24-23

CITY COUNCIL

Table with 3 columns: Name, Approval status (Approved/Disapproved), Date. Rows list Council members: Cynthia Mota, Ed Zucal, Candida Affa, Cecilia Gerlach, Daryl Hendricks, Natalie Santos, Santo Napoli.

# RECEIVED

## NOV 29 2022

FINANCE DIRECTOR'S OFFICE

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

### CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Seth O'Neill, Director	FROM: Rick Holtzman
BUREAU: Department of Finance	BUREAU: Parks Maintenance

#### TRANSFER DETAIL

Date of Request: 28-Nov-22	Fund: General	Transfer Amount: \$15,000.00
----------------------------	---------------	------------------------------

#### FROM (DEBIT)

ACCOUNT (All 18 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-08-0709-0001-04 Temp wages	\$15,000.00	25,000.00	\$15,318.37	318.37
				-
				-
				-
				-
				-
				-
				-
				-
				-

#### TO (CREDIT)

000-08-0709-0001-20 Electric Power	\$10,000.00	\$51,500.00	\$38.20	10,038.20
000-08-0709-0001-06 Premium Pay	5,000.00	96,000.00	(4,933.87)	68.13
				-
				-
				-
				-
				-

**Reason Transfer is Required:**  
 Funds required to pay for OT needed special events run by City staff. Also, due to increased electric power costs, more funds are required to pay the final bills for the remainder of the year.

**Reason Funds are Available for Transfer:**  
 Lack of applicants for the summer laborer positions created a surplus.

#### 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: 11/29/22
Director of Finance/Deputy Director:	Date: 11/29/22
City Controller (if amount is greater than \$5,000):	Date: 11-29-22
Mayor/Managing Director (if amount is greater than \$5,000):	Date: 12-1-22
Referred to City Council in accordance with the provisions of the Administrative Code, Section 180.04:	Date:

#### CITY COUNCIL

Cynthia Mota, President	[ ] Approved [ ] Disapproved	Date:
Ed Zucal, Vice President	[ ] Approved [ ] Disapproved	Date:
Candida Afia, Councilperson	[ ] Approved [ ] Disapproved	Date:
Ce-Ce Gerlach, Councilperson	[ ] Approved [ ] Disapproved	Date:
Daryl Hendricks, Councilperson	[ ] Approved [ ] Disapproved	Date:
Natalie Santos, Councilperson	[ ] Approved [ ] Disapproved	Date:
Joshua Siegel, Councilperson	[ ] Approved [ ] Disapproved	Date:

*uu*

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: 20-Dec-22 Fund: General Transfer Amount: \$5,251.75

**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-09-0908-0018-30 rentals	\$5,251.75	81,000.00	\$70,000.00	64,748.25

**TO (CREDIT)**

000-09-0908-0001-30 rentals	\$5,251.75	\$56,395.00	(\$5,251.75)	
--------------------------------	------------	-------------	--------------	--

**Reason Transfer is Required:**

This transfer will correct a negative account to zero.

**Reason Funds are Available for Transfer:**

Rental funds were set aside for offsite mass vaccination COVID clinics in 2022 that were not needed.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

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

Department Head/Deputy Director:

Director of Finance/Deputy Director:

City Controller (if amount is greater than \$5,000):

Mayor/Managing Director (if amount is greater than \$5,000):

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

Date: 1/3/23  
Date: 1/3/23  
Date: 1-20-23  
Date: 1-20-23  
Date:

**CITY COUNCIL**

Cynthia Mota, President

Ed Zucal, Vice President

Candida Affa, Councilperson

Ce-Ce Gerlach, Councilperson

Deryl Hendricks, Councilperson

Natalie Santos, Councilperson

Joshua Siegel, Councilperson

[ ] Approved [ ] Disapproved  
[ ] Approved [ ] Disapproved  
[ ] Approved [ ] Disapproved  
[ ] Approved [ ] Disapproved  
[ ] Approved [ ] Disapproved  
[ ] Approved [ ] Disapproved  
[ ] Approved [ ] Disapproved

Date:  
Date:  
Date:  
Date:  
Date:  
Date:  
Date:

expstat.rpt 1:29PM  
 12/22/2022  
 Periods: 1 through 14

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

Account Number	Adjusted Appropriator	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
000 GENERAL						
09 COMMUNITY DEVELOPMENT						
0908 HEALTH						
0001 ADMINISTRATION						
0001-30 RENTALS	56,395.00	61,646.75	61,646.75	0.00	-5,251.75	109.31
Total GENERAL	56,395.00	61,646.75	61,646.75	0.00	-5,251.75	109.31
Grand Total	56,395.00	61,646.75	61,646.75	0.00	-5,251.75	109.31

(Not all accounts may be included.)

expstat.rpt 1:30PM  
 12/22/2022  
 Periods: 1 through 14

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

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditure	Year-to-date Encumbrances	Balance	Pct Used
000 GENERAL						
09 COMMUNITY DEVELOPMENT						
0908 HEALTH						
0018 IMMUNIZATION						
0018-30 RENTALS	81,000.00	5,604.25	5,604.2	5,395.75	70,000.00	13.58
Total GENERAL	81,000.00	5,604.25	5,604.2	5,395.75	70,000.00	13.58
<b>Grand Total</b>	81,000.00	5,604.25	5,604.2	5,395.75	70,000.00	13.58

(Not all accounts may be included.)

Posting Year: \_\_\_\_\_ Posting Date: \_\_\_\_\_ Posting # \_\_\_\_\_ Doc # \_\_\_\_\_  
 " Period: \_\_\_\_\_ Ref # \_\_\_\_\_ Initials: *HW*

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Seth O'Neill, Director FROM: Heidi Westerman  
 BUREAU: Department of Finance BUREAU: Building Standards & Safety

**TRANSFER DETAIL**

Date of Request 17-Jan-23 Fund: General *2022 Funds* Transfer Amount: \$12,536.08

**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-09-0903-0001-46	\$12,536.08	\$407,408.51	\$95,146.62	82,610.54
Other Contract Services				-
				-
				-
				-
				-
				-
				-
				-
				-

**TO (CREDIT)**

000-09-0903-0006-02	\$11,557.41	\$150,410.00	\$0.00	11,557.41
Permanent Wages				-
000-09-0903-0006-08	\$737.82	2,115.00	-	737.82
Longevity				-
000-09-0903-0006-12	\$240.85	11,982.00	-	240.85
FICA				-

Reason Transfer is Required:  
 OT to help assist 4th floor with weekend and overnight call outs

Reason Funds are Available for Transfer:  
 We had unused funds in our program 1 46 account

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

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

Department Head/Deputy Director: \_\_\_\_\_  
 Director of Finance/Deputy Director: \_\_\_\_\_  
 City Controller (if amount is greater than \$5,000): \_\_\_\_\_  
 Mayor/Managing Director (if amount is greater than \$5,000): \_\_\_\_\_  
 Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:

*Jessy Kusler* Date: *1/18/2023*  
*Fayula Bera* Date: *1/18/23*  
*[Signature]* Date: *1-18-23*  
 Date: *1-23-23*

**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: _____



expstat.rpt 11:56AM  
 01/17/2023  
 Periods: 1 through 14

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

000 GENERAL  
 09 COMMUNITY DEVELOPMENT  
 0903 BUILDING STANDARDS & SAFETY

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Pct Used
0006 PRE-SALES						
0006-02 PERMANENT WAGES	150,410.00	161,967.41	161,967.41	0.00	-11,557.41	107.68
0006-06 PREMIUM PAY	4,000.00	149.40	149.40	0.00	3,850.60	3.74
0006-08 LONGEVITY	2,115.00	2,852.82	2,852.82	0.00	-737.82	134.89
0006-11 SHIFT DIFFERENTIAL	100.00	6.60	6.60	0.00	93.40	6.60
0006-12 FICA	11,982.00	12,222.85	12,222.85	0.00	-240.85	102.01
0006-14 PENSION	21,071.00	21,071.00	21,071.00	0.00	0.00	100.00
0006-16 INSURANCE - EMPLOYEE GRP	64,887.00	64,887.00	64,887.00	0.00	0.00	100.00
0006-32 PUBLICATIONS & MEMBERSHIP	200.00	195.00	195.00	0.00	5.00	97.50
0006-34 TRAINING & PROF. DEVELOP	1,000.00	0.00	0.00	0.00	1,000.00	0.00
0006-42 REPAIRS & MAINTENANCE	500.00	0.00	0.00	0.00	500.00	0.00
0006-46 OTHER CONTRACT SERVICES	800.00	560.00	560.00	0.00	240.00	70.00
0006-50 OTHER SERVICES & CHARGES	850.00	0.00	0.00	0.00	850.00	0.00
0006-56 UNIFORMS	700.00	0.00	0.00	0.00	700.00	0.00
0006-68 OPERATING MATERIALS & SUPP	100.00	0.00	0.00	0.00	64.04	35.96
Total GENERAL	258,715.00	263,912.08	263,912.08	35.96	-5,233.04	102.02
<b>Grand Total</b>	<b>258,715.00</b>	<b>263,912.08</b>	<b>263,912.08</b>	<b>35.96</b>	<b>-5,233.04</b>	<b>102.02</b>

(Not all accounts may be included.)

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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Seth O'Neill, Director                  FROM: Heidi Westerman  
 BUREAU: Department of Finance                  BUREAU: Building Standards & Safety

**TRANSFER DETAIL**

Date of Request: 1/17/2023                  Fund: General 2022 Funds                  Transfer Amount: \$12,349.47

FROM (DEBIT)				
ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-09-0903-0001-04 Temporary Wages	\$12,000.00	\$12,000.00	\$12,000.00	-
000-09-0903-0001-26	\$349.47	\$400.00	\$400.00	50.53
<b>TO (CREDIT)</b>				
000-09-0903-0001-06 Premium Pay	\$11,253.06	\$37,000.00	\$0.00	11,253.06
000-09-0903-0001-08 Longevity	1,013.21	10,216.00	-	1,013.21
000-09-0903-0001-11 Shift Differential	83.20	1,600.00	-	83.20

**Reason Transfer is Required:**  
 Significant overtime, longevity and shift differential overages due to personnel issues and manpower shortages.

**Reason Funds are Available for Transfer:**  
 Funds for summer interns and outside printing were not used in the 2022 year.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

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

Department Head/Deputy Director: \_\_\_\_\_ Date: 1/18/2023  
 Director of Finance/Deputy Director: \_\_\_\_\_ Date: 1/18/23  
 City Controller (if amount is greater than \$5,000): \_\_\_\_\_ Date: 1-18-23  
 Mayor/Managing Director (if amount is greater than \$5,000): \_\_\_\_\_ Date: 1-23-23  
 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	Prc't Used
0000	GENERAL					
09	COMMUNITY DEVELOPMENT					
0903	BUILDING STANDARDS & SAFETY					
0001	BUILDING, PLUMBING, ELECTRICAL ENFORCE					
0001-02	PERMANENT WAGES	956,379.00	751,634.45	751,634.45	204,744.55	78.59
0001-04	TEMPORARY WAGES	12,000.00	0.00	0.00	12,000.00	0.00
0001-06	PREMIUM PAY	37,000.00	48,253.96	48,253.96	-11,253.96	130.42
0001-08	LONGEVITY	10,216.00	11,229.21	11,229.21	-1,013.21	109.92
0001-11	SHIFT DIFFERENTIAL	1,600.00	1,683.20	1,683.20	-83.20	105.20
0001-12	FICA	85,210.00	61,826.68	61,826.68	23,383.32	72.56
0001-14	PENSION	126,424.00	126,424.00	126,424.00	0.00	100.00
0001-16	INSURANCE - EMPLOYEE GRP	389,324.00	389,324.00	389,324.00	0.00	100.00
0001-26	PRINTING	400.00	0.00	0.00	400.00	0.00
0001-28	MILEAGE REIMBURSEMENT	400.00	0.00	0.00	400.00	0.00
0001-30	RENTALS	275.00	0.00	0.00	275.00	0.00
0001-32	PUBLICATIONS & MEMBERSHIP	11,099.99	11,016.00	11,016.00	83.99	99.24
0001-32	PUBLICATIONS & MEMBERSHIP	5,000.00	4,179.56	4,179.56	820.44	83.59
0001-34	TRAINING & PROF. DEVELOP	13,000.00	11,037.70	11,037.70	1,962.30	84.91
0001-42	REPAIRS & MAINTENANCE	1,400.00	0.00	0.00	1,400.00	0.00
0001-46	OTHER CONTRACT SERVICES	407,408.51	115,929.96	115,929.96	196,331.93	76.65
0001-50	OTHER SERVICES & CHARGES	6,400.00	4,237.18	4,237.18	2,162.82	66.21
0001-56	UNIFORMS	2,450.00	961.47	961.47	1,488.53	39.24
0001-68	OPERATING MATERIALS & SUPP	7,600.00	2,855.55	2,855.55	4,658.40	38.71
0001-72	EQUIPMENT	13,846.00	13,727.19	13,727.19	118.81	99.14
0001-90	REFUNDS	500.00	0.00	0.00	500.00	0.00
	Total GENERAL	2,087,532.50	1,554,320.11	1,554,320.11	336,794.41	83.87
	Grand Total	2,087,532.50	1,554,320.11	1,554,320.11	336,794.41	83.87

(Not all accounts may be included.)