		" Period:	n e maner i salan i altare emaneramente i i mi i mi es e			Ref#		nitials:	
		CITY OF A	LLENTOWN	BUDGET T	RANSFER REC	UEST I	FORM		
TO: BUREAU:	Bina Patel, Di Department o	irector of Finance of Finance	_	FROM: BUREAU:	And the second s		rossman/Vicky Kisti	er/Jennifer G	omez
D-tf			Ţ	RANSFER	DETAIL				
Date of Request:	06.28.2023		Fund	: General			Transfer Amount:	\$	11,303.00
executed. with addition reconnections are				FROM (DE	BIT)				
	NT (All 15 digits) COUNT TITLE	TRANSFER	AMOUNT (\$)	O	RIGINAL PRIATION (\$)	CUR	RENT ACCOUNT TOTAL (\$)	ACCOUNT TOT TRANSFE	
000-09-0902-0	0004-46	\$	11,303.00		84,945.00	\$			68,697.00
Other Contract	t Services							\$	_
								\$	_
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								B	
							5	6	-
								6	-
							3	5	•
							5	5	-
	2000			TO (CRED	DIT)	T-National appropriate to	encentare e nomen	e P - *	
000-09-0902-0	0003-06	\$	10,803.00	\$	## #1	\$	(3,109.03)	6	7,693.97
Premium Pay	2000 44			and the second of			3	\$	-
000-09-0902-0 Shift Differenti		, \$	500.00	_ \$	103.00	\$	(31.66)		468.34
Omit Dinetend	aı						\$		-
							- 9		-
							9		-
							\$		-
Due to staffing shi needed for after h Reason Funds	are Available fo	r Transfer:			ent current with its re	sposibilitie	es to the City and the Co	mmunity. Additi	onal funds
Zoning work durin	g staff shortages tak	es priority over the use	of subcontracte	d staff.					
X	Amount not more	than \$10,000.00	UTHORIZAT	FIONS WITH	IIN & BETWEEI	N PROG	RAMS		
Department Head	Deputy Director:	O V	ICKY K	ullu		6/2	8/23 Date:		
Director of Finance		404	sico.	Bar	tells	les	29/2-3 Date:		
	mount is greater tha		R	7/2	~	7-	3- 12, Date:		
		greater than \$10,000):	17	1	1	7	2 3 Date:		
Referred to City Co	ouncil in accordance	with the provisions of t	he Administrativ	e Code, Section	on 130.04;		Date:		
				CITY COUNC	CIL				
Daryl Hendricks, P			E] Approved	[] Disapproved		Date:		
Cynthia Mota, Vice].] Approved	[] Disapproved		Date:		
Candida Affa, Cou	The state of the s	e e e e e e e e e e e e e e e e e e e	[] Approved	[] Disapproved		Date:		
Cecilia Gerlach, Co		i] Approved	[] Disapproved		Date:		
Ed Zucal, Councile				Approved	[] Disapproved		Date:		
Natalie Santos, Co Santo Napoli, Cou	MINISTER STATE OF THE STATE OF		[1780-786-7	[] Disapproved		Date:		
(teholi Ood	inipolauli		1] Approved	[] Disapproved		Date:		

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expstat.rpt 06/28/2023	8:06AM	Expenditure	Expenditure Status Report			Page:	
Periods: 1	thro	CITY OF A 1/1/2023 thr	CITY OF ALLENTOWN 2023 through 12/31/2023				
000	GENERAL						
0902	COMMUNITY DEVELOPMENT PLANNING AND ZONING						
Account Number	umber	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
0003 LAND	LAND USE & DEVELOP MGMT,						
0003-06 PREMIUM PAY Total GENERAL	PREMIUM PAY Total GENERAL	0.00	3,109.03 3,109.03	3,109.03	0.00	-3,109.03	0.00
	Grand Total	0.00	3,109.03	3,109.03	0.00	-3,109.03	0.00

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06/28/2023	06/28/2023 8-07AM	LApellaliule Status Report
lods: 1 tl	Periods: 1 through 12	CITY OF ALLENTOWN 1/1/2023 through 12/31/2023
	GENERAL	
09 0902	COMMUNITY DEVELOPMENT PLANNING AND ZONING	

Page:

Prct Used	130.74	130.74
Balance	-31.66 -31.66	-31.66
Year-to-date Encumbrances	0.00	00:00
Year-to-date Expenditures	134.66 134.66	134.66
Expenditures	134.66 134.66	134.66
Adjusted Appropriation	103.00	103.00

0003 LAND USE & DEVELOP. MGMT.

Account Number

0003-11 SHIFT DIFFERENTIAL TOTAL GENERAL

Grand Total

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expstat.rpt 06/28/2023	8:08AM	Expenditure	Expenditure Status Report			Page:	
Periods: 1	thro	CITY OF / 1/1/2023 th	CITY OF ALLENTOWN 1/1/2023 through 12/31/2023				
000	GENERAL						
0902	COMMUNITY DEVELOPMENT PLANNING AND ZONING						
Account Number	umber	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc1 Used
0004 HIST	0004 HISTORICAL & ARCH, PRESERVATION						
0004-46 OTH	0004-46 OTHER CONTRACT SERVICES Total GENERAL	84,945.00 84,945.00	0.00	0.00	4,945.00 4,945.00	80,000.00	5.82
	Grand Total	84,945.00	0.00	0.00	4,945.00	80,000.00	5.82

Br 1, Jean

From: Gomez, Jennifer

Sent: Tuesday, June 27, 2023 4:56 PM

To: Brossman, Jean Cc: Kistler, Vicky

Subject: FW: Entering old overtime

Jean: In my discussions with Vicky, can I please ask you to prepare a budget transfer? The goal is to correct any negative balances, plan for future use of overdrawn funds, and correct for Melissa's overtime situation. Here is the summary of what we need:

000 General 09 Community Development 0902 Planning and Zoning

0003-06 Premium Pay has a balance of -\$3,109. Please transfer \$10,803 into the account. This will be used to pay:

- 1. \$3,500 Estimated amount owed to Melissa for overdue OT
- 2. \$3,109 To reimburse the negative balance
- 3. \$3,109 For future OT. This is an estimate that simply doubles the amount used since there year is only half through and there are still vacancies
- 4. \$1,000 buffer

0003-11 Shift Differential has a negative balance of -\$31.66 - Please add \$500 into this account to reimburse the balance and to have a buffer if by chance it is needed

Please take the funds from 0004-46 Other Contract Services. There is a balance of \$80K.

Vicky will need to review everything, speak to the Mayor and take this to council. Since this is my first time, I kindly ask that you please show her the draft to review before taking the next steps.

Thank you very much for your help!!!



Jennifer Gomez (She/Her/Hers)

Director
Bureau of Planning & Zoning | City of Allentown
435 Hamilton St.
Allentown, PA, 18101

+1 (610) 437-7630 x2866

☑ Jennifer.Gomez@allentownpa.gov



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From: Kistler, Vicky < Vicky. Kistler@allentownpa.gov>

Sent: Monday, June 26, 2023 5:19 PM

To: Ondush, Heather < Heather. Ondush@allentownpa.gov>

Cc: Gomez, Jennifer < Jennifer.Gomez@allentownpa.gov>; Velez, Melissa < Melissa.Velez@allentownpa.gov>

Subject: RE: Entering old overtime