

Doc #

Initials:

Daryl Hendricks, President	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved	Date:
Cynthia Mota, Vice President	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved	Date:
Cecilia Gerlach, Councilperson	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved	Date:
Ed Zucal, Councilperson	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved	Date:
Santo Napoli, Councilperson	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved	Date:

Expenditure Status Report
CITY OF ALLENTOWN
1/1/2023 through 12/31/2023

000	GENERAL								
09	COMMUNITY DEVELOPMENT								
0902	PLANNING AND ZONING								
Account Number		Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used		
0003	LAND USE & DEVELOP MGMT.								
0003-06	PREMIUM PAY	0.00	3,109.03	3,109.03	0.00	-3,109.03	0.00		
	Total GENERAL	0.00	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		

Expenditure Status Report
CITY OF ALLENTOWN
1/1/2023 through 12/31/2023

000		GENERAL							
09		COMMUNITY DEVELOPMENT							
0902		PLANNING AND ZONING							
Account Number				Adjusted Appropriation		Expenditures		Year-to-date Expenditures	
								Year-to-date Encumbrances	
0003		LAND USE & DEVELOP. MGMT.							
0003-11		SHIFT DIFFERENTIAL		103.00		134.66		0.00	
Total GENERAL				103.00		134.66		0.00	
Grand Total				103.00		134.66		0.00	

Expenditure Status Report
CITY OF ALLENTOWN
1/1/2023 through 12/31/2023

000 GENERAL						
09 COMMUNITY DEVELOPMENT						
0902 PLANNING AND ZONING						
<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
0004 HISTORICAL & ARCH. PRESERVATION						
0004-46 OTHER CONTRACT SERVICES	84,945.00	0.00	0.00	4,945.00	80,000.00	5.82
Total GENERAL	84,945.00	0.00	0.00	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



Total
10,834.66

This message contains confidential information and is intended only for the intended recipients. If you are not an intended recipient you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. If verification is required please request a hard-copy version.

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