



CITY OF ALLENTOWN

**31235**

**RESOLUTION**

**R36 – 2026**

***Introduced by the Administration on March 4, 2026***

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\$144,723.75 Transfer – Allowing the city to allocate CHDO funds from the federal 2021 HOME grant to Community Action of the Lehigh Valley to offset the costs incurred for the project located at 136 S 8<sup>th</sup> Street.

\$22,786.79 Transfer – The positions of 144-003 Senior Planner and 525-002 Planner were created on 11/06/2024 by Ordinance #16060 and were not part of the original 2025 position budget model.

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

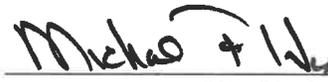
**WHEREAS**, the Administration has forwarded and requested Council approve the following transfer, as attached:

- \$144,723.75 Transfer – Allowing the city to allocate CHDO funds from the federal 2021 HOME grant to Community Action of the Lehigh Valley to offset the costs incurred for the project located at 136 S 8<sup>th</sup> Street.
- \$22,786.79 Transfer – The positions of 144-003 Senior Planner and 525-002 Planner were created on 11/06/2024 by Ordinance #16060 and were not part of the original 2025 position budget model. The addition of a percentage of these two positions to the General Fund was missed when writing Ordinance #16147. This transfer moves funding into the permanent wages account to cover the General Fund portion of their salaries. The change to split – funded positions still results in a net savings to the General Fund of (\$53,383.69) in budget year 2025.

**NOW, THEREFORE, BE IT RESOLVED THAT** City Council hereby approves the transfer attached.

Jeremy Binder	X	
Ce-Ce Gerlach	X	
Cynthia Y. Mota	X	
Cristian Pungo	X	
Natalie Santos	X	
Santo Napoli, President	X	
<b>TOTAL</b>	<b>7</b>	<b>0</b>

***THIS IS TO CERTIFY, That the above copy of Resolution No. 31235 was adopted by the City Council of Allentown on the 4<sup>th</sup> day of March, 2026, and is on file in the City Clerk's Office.***

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

2026 Budget Year	Budget Office Only:			
	Posting Year: 2025 Period:	Posting Date:	Posting # Ref #:	Doc # Initials:

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO:	Bina Patel, Director of Finance	FROM:	Vicky Kistler, CED Director
BUREAU:	Department of Finance	BUREAU:	DCED>Federal Grants>HUD/CDBG

**TRANSFER DETAIL**

Date of Request:	2/16/2026	Fund:	700/CDBG	Transfer Amount:	\$ 144,723.75
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
700-01-7707-5152-50040-	\$ 144,723.75	\$ 144,723.75	\$ 144,723.75	\$ -
21 HOME Invest. Partner Program				\$ -
CHDO 2021				\$ -
Civic Expenses				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

**TO (CREDIT)**

700-01-7907-5197-50040-	\$ 144,723.75	\$ 170,467.68	\$ 81,771.77	\$ 226,495.52
23 HOME Invest. Partner Program				\$ -
CHDO Set Aside				\$ -
Civic Expenses				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

**REASON TRANSFER IS REQUIRED:**

This transfer will allow the City to allocate CHDO funds from the federal 2021 HOME grant to Community Action of the Lehigh Valley to offset the costs incurred for the project located at 136 S 8th Street.

**REASON FUNDS ARE AVAILABLE FOR TRANSFER:**

This legislation will allow the City to submit an amendment to its 2021 one year Action Plan for the allocation and reallocation of funds from the federal HUD HOME grant.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

<input type="checkbox"/>	Check if amount is equal to or less than \$5,000.00
<input checked="" type="checkbox"/>	Check if amount is greater than \$5,000.00
Department Head/Deputy Director:	<i>Vicky Kistler</i> Date: 2/17/2026
Director of Finance/Deputy Director:	<i>Bina Patel</i> Date:
City Controller (if amount is greater than \$5,000):	<i>Bina Patel (Feb 18, 2026 11:33:47 EST)</i> Date:
Mayor/Managing Director (if amount is greater than \$10,000):	<i>ja glazier (Feb 18, 2026 11:38:14 EST)</i> Date:
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	<i>Matt Tuerk</i> Date:
	<i>Matt Tuerk (Feb 18, 2026 12:45:02 EST)</i>

**CITY COUNCIL**

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:

**G/L ACCOUNT - MASTER INQUIRY**

Org code: 70001700 GENERAL FUND  
 Object code: 50040 CIVIC EXPENSES  
 Project code:

Type: E  
 Status: A  
 Budgetary: Y

Fund 700 CDBG FUND  
 Department 01 NONDEPARTMENTAL  
 Bureau 7707 21 HOME INVEST PARTNER PROG  
 Program 5152 CHDO 2021  
 \*UNKNOWN\*  
 \*UNKNOWN\*  
 \*UNKNOWN\*

Full description: CIVIC EXPENSES  
 Reference Acct:

Short desc: CIVIC EXP  
 Auto-encumber? (Y/N) N

----- CURRENT YEAR MONTHLY AMOUNTS -----				
PER	ACTUAL	ENCUMBRANCE	BUD TRANSFER	BUDGET
00	.00	.00	.00	.00
01	.00	.00	.00	.00
02	.00	.00	.00	144,723.75
03	.00	.00	.00	.00
04	.00	.00	.00	.00
05	.00	.00	.00	.00
06	.00	.00	.00	.00
07	.00	.00	.00	.00
08	.00	.00	.00	.00
09	.00	.00	.00	.00
10	.00	.00	.00	.00
11	.00	.00	.00	.00
12	.00	.00	.00	.00
13	.00	.00	.00	.00
Tot:	.00	.00	.00	144,723.75

----- CURRENT YEAR TOTAL AMOUNTS -----			
Actual (Memo)	.00	Original Budget	144,723.75
Encumbrances	.00	Budget Tranfr In	.00
Requisitions	.00	Budget Tranfr Out	.00
Total	.00	Carry Fwd Budget	.00
Available Budget	144,723.75	Carry Fwd Bud Tfr	.00
Percent Used	.00	Revised Budget	144,723.75
Inceptn to SOY	.00	Inceptn Orig Bud	.00
		Inceptn Revsd Bud	.00
Encumb-Last Yr	.00		144,723.75
Actual-Last Yr	.00		144,723.75
Estim-Actual	144,723.75		144,723.75
	.00		144,723.75
			.00

**G/L ACCOUNT - MASTER INQUIRY**

PER	ACTUAL	LAST YEAR MONTHLY AMOUNTS	
		ENCUMBRANCE	BUDGET
00	.00	.00	.00
01	.00	.00	144,723.75
02	.00	.00	.00
03	.00	.00	.00
04	.00	.00	.00
05	.00	.00	.00
06	.00	.00	.00
07	.00	.00	.00
08	.00	.00	.00
09	.00	.00	.00
10	.00	.00	.00
11	.00	.00	.00
12	.00	.00	.00
13	.00	.00	.00
Tot:	.00	.00	144,723.75

----- PRIOR YEARS TOTAL AMOUNTS -----			
2024 Actual	.00	2024 Orig Budget	144,723.75
2024 Closed @ YE	.00	2024 Bud Tfr In	.00
2024 Encumbrance	.00	2024 Bud Tfr Out	.00
2024 Memo Bal	.00	2024 C Fwd Budget	.00
2023 Actual	.00	2024 Revsd Budget	144,723.75
2022 Actual	.00		
2021 Actual	.00	2023 Orig Budget	144,723.75
2020 Actual	.00	2023 Revsd Budget	144,723.75
2019 Actual	.00	2022 Orig Budget	144,723.75
2018 Actual	.00	2022 Revsd Budget	144,723.75
2017 Actual	.00		
2016 Actual	.00	2024	0.00
2015 Actual	.00	2023	0.00
		2022	0.00

----- FUTURE YEAR AMOUNTS -----			
PER	2026 BUDGET		BUDGET
00	.00	2026	.00
01	144,723.75	2026	.00
02	.00	2026	.00
03	.00	2026	144,723.75
04	.00	2026	.00
05	.00	2026 Revised	144,723.75
06	.00	2027 Estimate	.00
07	.00	2028 Estimate	.00
08	.00	2029 Estimate	.00
09	.00	2030 Estimate	.00
10	.00		
11	.00	2026 Memo Bal	.00
12	.00	2026 Encumbrance	.00
13	.00	2026 Requisition	.00
Tot:	144,723.75		

----- ACCOUNT NOTES -----

\*\* END OF REPORT - Generated by Ellen Price \*\*

G/L ACCOUNT - MASTER INQUIRY

Org code: 70002720 GENERAL FUND  
 Object code: 50040 CIVIC EXPENSES  
 Project code:

Type: E  
 Status: A  
 Budgetary: Y

Fund 700 CDBG FUND  
 Department 01 NONDEPARTMENTAL  
 Bureau 7907 23 HOME INVEST PARTNER PROG  
 Program 5197 CHDO SET ASIDE  
 \*UNKNOWN\*  
 \*UNKNOWN\*  
 \*UNKNOWN\*

Full description: CIVIC EXPENSES  
 Reference Acct:

Short desc: CIVIC EXP  
 Auto-encumber? (Y/N) N

----- CURRENT YEAR MONTHLY AMOUNTS -----				
PER	ACTUAL	ENCUMBRANCE	BUD TRANSFER	BUDGET
00	.00	.00	.00	.00
01	.00	.00	.00	170,467.68
02	.00	.00	.00	.00
03	.00	170,467.68	.00	.00
04	.00	.00	.00	.00
05	.00	.00	.00	.00
06	.00	.00	.00	.00
07	.00	.00	.00	.00
08	.00	.00	.00	.00
09	84,762.57	-84,762.57	.00	.00
10	.00	.00	.00	.00
11	1,331.66	-1,331.66	.00	.00
12	2,601.68	-2,601.68	.00	.00
13	.00	-81,771.77	.00	.00
Tot:	88,695.91	.00	.00	170,467.68

----- CURRENT YEAR TOTAL AMOUNTS -----			
Actual (Memo)	88,695.91	Original Budget	170,467.68
Encumbrances	.00	Budget Tranfr In	.00
Requisitions	.00	Budget Tranfr Out	.00
Total	88,695.91	Carry Fwd Budget	.00
Available Budget	81,771.77	Carry Fwd Bud Tfr	.00
Percent Used	52.03	Revised Budget	170,467.68
Inceptn to SOY	.00	Inceptn Orig Bud	.00
		Inceptn Revsd Bud	.00
Encumb-Last Yr	.00		170,467.68
Actual-Last Yr	.00		170,467.68
Estim-Actual	170,467.68		170,467.68
	.00		.00

G/L ACCOUNT - MASTER INQUIRY

PER	ACTUAL	LAST YEAR MONTHLY AMOUNTS	
		ENCUMBRANCE	BUDGET
00	.00	.00	.00
01	.00	.00	147,847.35
02	.00	.00	.00
03	.00	.00	.00
04	.00	.00	.00
05	.00	.00	.00
06	.00	.00	.00
07	.00	.00	.00
08	.00	.00	.00
09	.00	.00	.00
10	.00	.00	.00
11	.00	.00	.00
12	16,422.67	.00	39,043.00
13	.00	.00	.00
Tot:	16,422.67	.00	186,890.35

		----- PRIOR YEARS TOTAL AMOUNTS -----	
2024 Actual	16,422.67	2024 Orig Budget	147,847.35
2024 Closed @ YE	16,422.67	2024 Bud Tfr In	39,043.00
2024 Encumbrance	.00	2024 Bud Tfr Out	.00
2024 Memo Bal	16,422.67	2024 C Fwd Budget	.00
2023 Actual	28,634.65	2024 Revsd Budget	186,890.35
2022 Actual	.00		
2021 Actual	.00	2023 Orig Budget	.00
2020 Actual	.00	2023 Revsd Budget	176,482.00
2019 Actual	.00	2022 Orig Budget	.00
2018 Actual	.00	2022 Revsd Budget	.00
2017 Actual	.00		
2016 Actual	.00	2024	0.00
2015 Actual	.00	2023	0.00
		2022	0.00

		----- FUTURE YEAR AMOUNTS -----	
PER	2026 BUDGET		BUDGET
00	.00	2026	.00
01	.00	2026	.00
02	.00	2026	.00
03	.00	2026	.00
04	.00	2026	.00
05	.00	2026	.00
06	.00	2026 Revised	.00
07	.00	2027 Estimate	.00
08	.00	2028 Estimate	.00
09	.00	2029 Estimate	.00
10	.00	2030 Estimate	.00
11	.00		
12	.00	2026 Memo Bal	.00
13	.00	2026 Encumbrance	81,771.77
Tot:	.00	2026 Requisition	.00

----- ACCOUNT NOTES -----

\*\* END OF REPORT - Generated by Ellen Price \*\*

# Rx-2026\_BA\_xxx\_02.2026 HUD CACLV transfer \$144,723.75

Final Audit Report

2026-02-18

Created:	2026-02-18
By:	Jennifer Palenchar (jennifer.palenchar@allentownpa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA1T4IBQdgnxENY4Mri2FmEqdGPNI7y7mi

## "Rx-2026\_BA\_xxx\_02.2026 HUD CACLV transfer \$144,723.75" History

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2026-02-18 - 3:37:54 PM GMT

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2026-02-18 - 3:41:42 PM GMT

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2026-02-18 - 4:32:51 PM GMT

 Signer bina.patel@allentownpa.gov entered name at signing as Bina Patel  
2026-02-18 - 4:33:45 PM GMT

 Document e-signed by Bina Patel (bina.patel@allentownpa.gov)  
Signature Date: 2026-02-18 - 4:33:47 PM GMT - Time Source: server

 Document emailed to jeff.glazier@allentownpa.gov for signature  
2026-02-18 - 4:33:49 PM GMT

 Email viewed by jeff.glazier@allentownpa.gov  
2026-02-18 - 4:37:19 PM GMT

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2026-02-18 - 4:38:12 PM GMT

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Signature Date: 2026-02-18 - 4:38:14 PM GMT - Time Source: server

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2026-02-18 - 4:38:14 PM GMT

# Rx-2026\_BA\_xxx\_02.2026 HUD CACLV transfer \$144,723.75

Final Audit Report

2026-02-18

Created:	2026-02-18
By:	Jennifer Palenchar (jennifer.palenchar@allentownpa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAE2Qh41V_UYrjLQ_STEnTvypjVAZ0fd_Z

## "Rx-2026\_BA\_xxx\_02.2026 HUD CACLV transfer \$144,723.75" History

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2026-02-18 - 5:27:52 PM GMT
-  Document emailed to matt.tuerk@allentownpa.gov for signature  
2026-02-18 - 5:31:20 PM GMT
-  Email viewed by matt.tuerk@allentownpa.gov  
2026-02-18 - 5:44:34 PM GMT
-  Signer matt.tuerk@allentownpa.gov entered name at signing as Matt Tuerk  
2026-02-18 - 5:45:00 PM GMT
-  Document e-signed by Matt Tuerk (matt.tuerk@allentownpa.gov)  
Signature Date: 2026-02-18 - 5:45:02 PM GMT - Time Source: server
-  Agreement completed.  
2026-02-18 - 5:45:02 PM GMT

**2025 Budget Year**

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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Bina Patel, Director of Finance	FROM: Jen Palenchar
BUREAU: Department of Finance	BUREAU: DCED > Planning & Zoning

**TRANSFER DETAIL**

Date of Request:	2/23/2026	Fund: General	Transfer Amount: \$	22,786.79
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-09-0902-0039-50050- Other Services & Charges	\$ 15,809.50	\$ 95,050.00	\$ 15,809.50	\$ -
				\$ -
000-09-0902-0039-50068- Operating Materials & Supplies	\$ 6,977.29	\$ 9,000.00	\$ 8,255.26	\$ 1,277.97
				\$ -
				\$ -
				\$ -
				\$ -

**TO (CREDIT)**

000-09-0902-0039-50002- Permanent Wages	\$ 22,756.40	\$ 920,477.64	\$ (22,756.40)	\$ -
				\$ -
000-09-0902-0039-50008- Longevity	\$ 30.39	\$ 6,290.00	\$ (30.39)	\$ -
				\$ -
				\$ -

**Reason Transfer is Required:**

The positions of 144-003 Senior Planner and 525-002 Planner were created on 11/06/2024 by Ord # 16060 and were not part of the original 2025 position budget model. These were originally 100% Grant Fund items in 2024, then changed to split funded b/w Grant and General Fund on 06/18/2025 by Ord # 16147. The addition of a percentage of these 2 positions to the General Fund was missed when writing Ord # 16147. This transfer moves funding into the perm wages account to cover the General Fund portion of their salaries. The change to split-funded positions still results in a net savings to the General Fund of (\$53,383.69) in budget year 2025.

**Reason Funds are Available for Transfer:**

EOY savings in misc operational accounts are being used to balance adjustment.

**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: <u>Vicky Kistler</u> <small>Vicky Kistler (Feb 24, 2026 08:03:27 EST)</small>	Date: 02/24/2026
Director of Finance/Deputy Director: <u>Bina Patel</u> <small>Bina Patel (Feb 24, 2026 10:13:29 EST)</small>	Date: 02/24/2026
City Controller (if amount is greater than \$5,000): <u>ja glazier</u> <small>ja glazier (Feb 24, 2026 13:43:12 EST)</small>	Date: 02/24/2026
Mayor/Managing Director (if amount is greater than \$10,000): <u>Math Tuerk</u> <small>Math Tuerk (Feb 24, 2026 14:57:28 EST)</small>	Date: 02/24/2026
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	Date:

**CITY COUNCIL**

Santo Napoli, 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:
Cristian Pungo, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Jeremy Binder, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

# 2025 FY Transfer PZ, Grant Fund staffing \$22,786.79

Final Audit Report

2026-02-24

Created:	2026-02-23
By:	Jennifer Palenchar (jennifer.palenchar@allentownpa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwUcH_IpWmY8zGslgcfjihFRSRSk7cOkF

## "2025 FY Transfer PZ, Grant Fund staffing \$22,786.79" History

 Document created by Jennifer Palenchar (jennifer.palenchar@allentownpa.gov)  
2026-02-23 - 10:37:31 PM GMT

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2026-02-23 - 10:40:30 PM GMT

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2026-02-24 - 1:02:45 PM GMT

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Signature Date: 2026-02-24 - 1:03:27 PM GMT - Time Source: server

 Document emailed to bina.patel@allentownpa.gov for signature  
2026-02-24 - 1:03:29 PM GMT

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2026-02-24 - 3:12:45 PM GMT

 Signer bina.patel@allentownpa.gov entered name at signing as Bina Patel  
2026-02-24 - 3:13:27 PM GMT

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Signature Date: 2026-02-24 - 3:13:29 PM GMT - Time Source: server

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2026-02-24 - 6:41:59 PM GMT

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2026-02-24 - 6:43:10 PM GMT

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Signature Date: 2026-02-24 - 6:43:12 PM GMT - Time Source: server

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2026-02-24 - 6:43:17 PM GMT

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2026-02-24 - 7:56:44 PM GMT

 Signer matt.tuerk@allentownpa.gov entered name at signing as Matt Tuerk  
2026-02-24 - 7:57:26 PM GMT

 Document e-signed by Matt Tuerk (matt.tuerk@allentownpa.gov)  
Signature Date: 2026-02-24 - 7:57:28 PM GMT - Time Source: server

 Agreement completed.  
2026-02-24 - 7:57:28 PM GMT