



CITY OF ALLENTOWN

30479

RESOLUTION

R120 – 2022

Introduced by the Administration on August 3, 2022

Approves three transfers: (1) \$47,500.00 from City Council needed to ensure that the correct amount is in the Legal Services Account to Pay for the Legal Services of Smith Law Offices (Council's Solicitor); (2) \$55,000 from Risk Management to provide funding for the CDL certification training to our employees; (3) \$24,000.00 from Fire due to the unprecedented increases in materials, the cost to manufacture the firefighter turn-out gear has had four price increases in the last eight months; (4) \$15,000.00 from Public Safety/Police due to the large number of trainings and required recertification trainings that were rescheduled to this year, the current training budget has been exhausted.

Resolved by the Council of the City of Allentown, That

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

- \$47,500.00 from City Council needed to ensure that the correct amount is in the Legal Services Account to Pay for the Legal Services of Smith Law Offices (Council's Solicitor) from Account #000-01-0101-0001-46 (Other Contract Services) to Account #000-01-0101-0001-44 (Legal Services);
- \$55,000 from Risk Management to provide funding for the CDL certification training to our employees from Account #081-02-8001-0001-87 (Professional Losses) to Account #081-02-8001-0001-34 (Training & Professional Development);
- \$24,000.00 from Fire due to the unprecedented increases in materials, the cost to manufacture the firefighter turn-out gear has had 4 price increases in the last 8 months from Account #000-05-0803-0002-72 (Equipment), Account #000-05-0803-00002-68 (Operating Materials and Supplies), and Account #000-05-0803-0002-54 (Repair and Maintenance Supplies) to Account #000-05-0803-0002-56 (Uniforms);
- \$15,000.00 from Public Safety/Police due to the large number of trainings and required recertification trainings that were rescheduled to this year, the current training budget has been exhausted from Account #000-04-0802-0001-46 (Other Contract Services) to Account #000-04-0802-00001-34 (Training and Professional Development).

NOW, THER-EFORE, BE IT RESOLVED that City Council hereby approves the transfers.

	Yea	Nay
Candida Affa	X	
Ce-Ce Gerlach		
Daryl Hendricks	X	
Natalie Santos	X	
Joshua Siegel	X	
Ed Zucal	X	
Cynthia Y. Mota, President	X	
TOTAL	6	0

THIS IS TO CERTIFY, That the above copy of Resolution No. 30479 was adopted by the City Council of Allentown on the 3rd day of August, 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:	Tawanna L. Whitehead
BUREAU:	Department of Finance	BUREAU:	City Council

TRANSFER DETAIL

Date of Request	25-Jul-22	Fund:	Transfer Amount:	\$47,500.00
-----------------	-----------	-------	------------------	-------------

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	\$47,500.00	207,500.00	\$163,547.00	116,047.00
(Other Contract Services)				-
				-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-01-0101-0001-44	\$47,500.00	\$55,416.65	\$35,000.00	82,500.00
(Legal Services)				-
				-
				-
				-
				-
				-

Reason Transfer is Required:

Transfer is needed to ensure that the correct amount is in the Legal Services account to pay for the Legal Services of Smith Law Offices (Charles "Chruck" Smith - Council's Solicitor)

Reason Funds are Available for Transfer:

Account 46 - Other Contract Services has the sufficient amount to cover the Transfer

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

Amount not more than \$5,000.00	
Amount is greater than \$5,000.00	
Department Head/Deputy Director: <i>MPH</i>	Date: <i>7/25</i>
Director of Finance/Deputy Director: <i>Baran</i>	Date: <i>7/25/22</i>
City Controller (if amount is greater than \$5,000): <i>Baran</i>	Date: <i>7-25-22</i>
Mayor/Managing Director (if amount is greater than \$5,000): <i>Baran</i>	Date: <i>7-26-22</i>
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

000	GENERAL						
01	NONDEPARTMENTAL						
0101	CITY COUNCIL						
Account Number		Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Pct Used
0001	LEGISLATION & RECORDKEEPING						
0001-46	OTHER CONTRACT SERVICES	207,500.00	43,337.00	43,337.00	616.00	163,547.00	21.18
Total GENERAL		207,500.00	43,337.00	43,337.00	616.00	163,547.00	21.18
Grand Total		207,500.00	43,337.00	43,337.00	616.00	163,547.00	21.18

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

000	GENERAL						
01	NONDEPARTMENTAL						
0101	CITY COUNCIL						
Account Number		Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Pct Used
0001	LEGISLATION & RECORDKEEPING						
0001-44	LEGAL SERVICES	55,416.65	17,499.99	17,499.99	2,916.66	35,000.00	36.84
Total GENERAL		55,416.65	17,499.99	17,499.99	2,916.66	35,000.00	36.84
Grand Total		55,416.65	17,499.99	17,499.99	2,916.66	35,000.00	36.84

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO:	Seth O'Neill, Director	FROM:	John Ferry
BUREAU:	Department of Finance	BUREAU:	Risk Management

TRANSFER DETAIL

Date of Request	15-Jul-22	Fund: RISK FUND	Transfer Amount:	\$55,000.00
-----------------	-----------	-----------------	------------------	-------------

FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
081-02-8001-0001-87 PROFESSIONAL LOSSES	\$55,000.00	1,600,000.00	\$1,172,262.00	1,117,262.00
				-
				-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

081-02-8001-0001-34 TRAINING & PROF. DEVELOP	\$55,000.00	\$9,000.00	\$7,629.25	62,629.25
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:

This transfer is required to provide funding for the CDL certification training to our employees. The requirement for all CDL holders after 07 Feb 2022 to be trained via a certified training center has introduced the need for additional training funds to train/equip those affected employees. The 2023 budget will see this funding requirement moved to the Human Resources Dept. This is a one-time transfer to meet the needs of the City training requirements of multiple employees.

Reason Funds are Available for Transfer:

The professional losses for 2022 are not expected to reach anywhere near the original appropriation. The budgeting for FY2022 was predicated on the PA Courts and our known potential liability. The PA Courts have not scheduled many of the City cases for 2022.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

	Amount not more than \$5,000.00
XXXXXXXX	Amount is greater than \$5,000.00
Department Head/Deputy Director:	<i>Josipa Barakat</i> 7/14/22 Date:
Director of Finance/Deputy Director:	<i>Josipa Barakat</i> 7/14/22 Date:
City Controller (if amount is greater than \$5,000):	<i>10/20/22</i> 7-20-22 Date:
Mayor/Managing Director (if amount is greater than \$5,000):	<i>7-21-22</i> 7-21-22 Date:
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:

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

081	RISK MANAGEMENT											
02	FINANCE											
8001	RISK MANAGEMENT											
Account Number			Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Pct Used				
0001	PROPERTY & CASUALTY											
0001-02	PERMANENT WAGES	195,624.00	99,658.07	99,658.07	0.00	0.00	95,965.93	50.94				
0001-04	TEMPORARY WAGES	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00				
0001-08	LONGEVITY	662.00	311.58	311.58	0.00	0.00	350.42	47.07				
0001-12	FICA	15,323.00	7,574.50	7,574.50	0.00	0.00	7,748.50	49.43				
0001-14	PENSION	24,789.00	12,396.00	12,396.00	0.00	0.00	12,393.00	50.01				
0001-15	Employee - Health Insurance Opt Out	1,508.00	778.81	778.81	0.00	0.00	729.19	51.65				
0001-16	INSURANCE - EMPLOYEE GRP	76,338.00	38,172.00	38,172.00	0.00	0.00	38,166.00	50.00				
0001-26	PRINTING	500.00	0.00	0.00	0.00	500.00	0.00	100.00				
0001-30	RENTALS	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00				
0001-32	PUBLICATIONS & MEMBERSHIP	1,000.00	932.79	932.79	0.00	0.00	67.21	93.28				
0001-34	TRAINING & PROF. DEVELOP	9,000.00	1,370.75	1,370.75	0.00	0.00	7,629.25	15.23				
0001-36	INS - PROPERTY & CASUALTY	863,000.00	706,834.00	706,834.00	0.00	0.00	156,166.00	81.90				
0001-42	REPAIRS & MAINTENANCE	3,000.00	702.00	702.00	0.00	0.00	2,298.00	23.40				
0001-44	LEGAL SERVICES	700,000.00	133,326.17	133,326.17	0.00	0.00	566,673.83	19.05				
0001-46	OTHER CONTRACT SERVICES	343,480.60	106,935.97	106,935.97	0.00	10,493.18	226,051.45	34.19				
0001-50	OTHER SERVICES & CHARGES	15,000.00	5,666.50	5,666.50	0.00	4,333.50	5,000.00	66.67				
0001-54	REPAIR & MAINT SUPPLIES	500.00	30.00	30.00	0.00	0.00	470.00	6.00				
0001-56	UNIFORMS	7,000.00	366.00	366.00	0.00	0.00	6,634.00	5.23				
0001-68	OPERATING MATERIALS & SUPP	58,500.00	9,001.51	9,001.51	0.00	0.00	49,498.49	15.39				
0001-72	EQUIPMENT	21,972.00	2,456.28	2,456.28	0.00	0.00	19,515.72	11.18				
0001-80	SELF-INSURED LOSSES	239,235.66	98,108.36	98,108.36	0.00	17,127.74	123,999.56	48.17				
0001-81	PROPERTY LOSSES	201,509.65	18,911.19	18,911.19	0.00	44,079.84	138,518.62	31.26				
0001-85	AUTO LOSSES	304,617.68	96,583.76	96,583.76	0.00	31,368.83	176,665.09	42.00				
0001-86	GENERAL CITY CHARGES	67,107.00	33,552.00	33,552.00	0.00	0.00	33,555.00	50.00				
0001-87	PROFESSIONAL LOSSES	1,597,000.00	424,738.00	424,738.00	0.00	0.00	1,172,262.00	26.60				
Total PROPERTY & CASUALTY			4,751,666.59	1,798,406.24	1,798,406.24	107,903.09	2,845,357.26	40.12				
0002	WORKERS COMPENSATION											

Expenditure Status Report

CITY OF ALLENTOWN

1/1/2022 through 12/31/2022

Account Number	RISK MANAGEMENT		Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Pct Used
	081	RISK MANAGEMENT						
	02	FINANCE						
	8001	RISK MANAGEMENT						
0002-32		PUBLICATIONS & MEMBERSHIP	3,000.00	195.00	195.00	0.00	2,805.00	6.50
0002-34		TRAINING & PROF. DEVELOP	8,000.00	0.00	0.00	0.00	8,000.00	0.00
0002-36		INS - PROPERTY & CASUALTY	156,100.00	126,135.00	126,135.00	0.00	29,965.00	80.80
0002-38		INS - OTHER EMPLOYEE	21,000.00	0.00	0.00	0.00	21,000.00	0.00
0002-46		OTHER CONTRACT SERVICES	59,000.00	35,500.00	35,500.00	0.00	23,500.00	60.17
0002-72		EQUIPMENT	10,000.00	0.00	0.00	6,972.00	3,028.00	69.72
0002-80		SELF-INSURED LOSSES	600,000.00	-129,362.90	-129,362.90	0.00	729,362.90	21.56
0002-86		GENERAL CITY CHARGES	67,107.00	33,552.00	33,552.00	0.00	33,555.00	50.00
		Total WORKERS COMPENSATION	924,207.00	66,019.10	66,019.10	6,972.00	851,215.90	7.90
0003		EMPLOYEE HEALTH BENEFITS						
0003-37		INS - DENTAL, LIFE, DRUG	22,400,000.00	12,134,226.61	12,134,226.61	0.00	10,265,773.39	54.17
		Total EMPLOYEE HEALTH BENEFITS	22,400,000.00	12,134,226.61	12,134,226.61	0.00	10,265,773.39	54.17
		Total RISK MANAGEMENT	28,075,873.59	13,998,651.95	13,998,651.95	114,875.09	13,962,346.55	50.27
		Grand Total	28,075,873.59	13,998,651.95	13,998,651.95	114,875.09	13,962,346.55	50.27

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Seth O'Neill, Director	FROM: Efrain Agosto Jr, Fire Chief
BUREAU: Department of Finance	BUREAU: Fire

TRANSFER DETAIL

Date of Request	13-Jul-22	Fund: General	Transfer Amount:	\$24,000.00
-----------------	-----------	---------------	------------------	-------------

FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-05-0803-0002-72	\$14,000.00	79,800.00	\$114,091.89	100,091.89
000-05-0803-0002-68	5,000.00	57,886.00	48,102.00	43,102.00
000-05-0803-0002-54	5,000.00	37,600.00	25,442.00	20,442.00
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-05-0803-0002-56	\$24,000.00	\$239,912.00	\$0.00	24,000.00
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:

Due to unprecedented increases in materials, the cost to manufacture the Fire fighter turn-out gear has had 4 price increases in the last 8 months.

Reason Funds are Available for Transfer:

We will put off buying some supplies and equipment that were budgeted this year until 2023

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

<input type="checkbox"/>	Amount not more than \$5,000.00		
X	Amount is greater than \$5,000.00		
Department Head/Deputy Director:		Date:	13-July-22
Director of Finance/Deputy Director:		Date:	7/13/22
City Controller (if amount is greater than \$5,000):		Date:	7-13-22
Mayor/Managing Director (if amount is greater than \$5,000):		Date:	7.13.22
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:	

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Seth O'Neill, Director	FROM: Charles Roca, Chief of Police
BUREAU: Department of Finance	BUREAU: Public Safety / Police

TRANSFER DETAIL

Date of Request 7/11/2022	Fund: General	Transfer Amount: \$15,000.00
---------------------------	---------------	------------------------------

FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-04-0802-0001-46	\$15,000.00	884,652.55	\$533,737.76	518,737.76
				-
				-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-04-0802-0001-34	\$15,000.00	\$85,886.00	\$225.87	15,225.87
				-
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:

See attached document

Reason Funds are Available for Transfer:

See attached document

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:	7/11/22
Director of Finance/Deputy Director:		Date:	7/12/22
City Controller (if amount is greater than \$5,000):		Date:	7-12-22
Mayor/Managing Director (if amount is greater than \$5,000):		Date:	7-12-22
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:

Reason Transfer is Requested:

During the years of 2020 and 2021, many outside training agencies and facilities cancelled scheduled police trainings due to the pandemic. Recertifications and mandatory trainings were either waived or postponed until 2022, or when in person trainings could safely resume. Due to the large number of trainings and required recertification trainings that were re-scheduled to this year, the current training budget has been exhausted with a considerable amount of scheduled trainings yet to be completed this year.

Reason Funds are Available for Transfer:

Partial funding will be transferred from the Crossing Guard contract because of the vendor not fulfilling all the requirements in the contract. (Numerous locations were left uncovered where officers had to fill in) Also, there are funds remaining in the ERT budget that were seated to be used for candidate psychological testing but not needed now, additionally, the amount budgeted for promotional testing was high so remaining funds can be transferred from that account.