

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

### CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Jessica Baraket, Interim Director	FROM: VICKY KISTLER <i>PKM</i>
BUREAU: Department of Finance	BUREAU: HEALTH

#### TRANSFER DETAIL

Date of Request: 9-Jun-20	Fund: GENERAL	Transfer Amount: \$12,000.00
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#### FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-09-0908-0002-46 other contract services	\$12,000.00	64,704.00	\$64,704.00	52,704.00
				-
				-
				-
				-
				-
				-
				-
				-
				-

#### TO (CREDIT)

000-09-0908-0002-04 temporary wages	\$12,000.00	\$0.00	\$0.00	12,000.00
				-
				-
				-
				-
				-
				-
				-
				-
				-

#### Reason Transfer is Required:

To fund an Expert Consultant for the Public Health and Safety Project to reduce opioid use.

#### Reason Funds are Available for Transfer:

Funds are available as a result of the CDC Opioid Overdose Reduction Subcontractor Agreement.

*Funds were originally appropriated to Act. 46 but due to insurance issue, consultant needed to become a temporary employee.*

#### 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: <i>[Signature]</i>	Date: 6/9/2020
Director of Finance: <i>Please see attached approval email</i>	Date: 6/10/2020
City Controller (if amount is greater than \$5,000): <i>[Signature]</i>	Date: 6/10/20
Mayor or Managing Director (if amount is greater than \$5,000): <i>[Signature]</i>	Date: 6/11/20
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	Date:

#### CITY COUNCIL

Daryl Hendricks, President:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Julio Gurdy, Vice President:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ce-Ce Gerlach, Councilperson:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ed Zucal, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Cynthia Mota, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

## Wagenhurst, Barbara

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**From:** Baraket, Jessica  
**Sent:** Wednesday, June 10, 2020 12:15 PM  
**To:** Wagenhurst, Barbara  
**Subject:** Re: two transfers

Approved

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**From:** Wagenhurst, Barbara <Barbara.Wagenhurst@allentownpa.gov>  
**Sent:** Wednesday, June 10, 2020 11:54 AM  
**To:** Baraket, Jessica <Jessica.Baraket@allentownpa.gov>  
**Subject:** FW: two transfers

These are the two transfers I was referring to. thanks

**From:** Brossman, Jean <Jean.Brossman@allentownpa.gov>  
**Sent:** Wednesday, June 10, 2020 7:52 AM  
**To:** Fasano, Terry <Terry.Fasano@allentownpa.gov>; Kistler, Vicky <Vicky.Kistler@allentownpa.gov>  
**Cc:** Shiels, MaryEllen <MaryEllen.Shiels@allentownpa.gov>; Ritter, Garry <Garry.Ritter@allentownpa.gov>; Wagenhurst, Barbara <Barbara.Wagenhurst@allentownpa.gov>; Marks, Belle <Belle.Marks@allentownpa.gov>; Synnamon, David <David.Synnamon@allentownpa.gov>  
**Subject:** RE: two transfers

**From:** Fasano, Terry <Terry.Fasano@allentownpa.gov>  
**Sent:** Tuesday, June 9, 2020 12:02 PM  
**To:** Kistler, Vicky <Vicky.Kistler@allentownpa.gov>; Lightner, Leonard <Leonard.Lightner@allentownpa.gov>; Brossman, Jean <Jean.Brossman@allentownpa.gov>  
**Cc:** Shiels, MaryEllen <MaryEllen.Shiels@allentownpa.gov>; Ritter, Garry <Garry.Ritter@allentownpa.gov>; Wagenhurst, Barbara <Barbara.Wagenhurst@allentownpa.gov>; Marks, Belle <Belle.Marks@allentownpa.gov>; Synnamon, David <David.Synnamon@allentownpa.gov>  
**Subject:** RE: two transfers

Hi, Vicky, attached are the two transfers. Belle and I reviewed them and she initialed next to your name.

Jean---after Leonard signs, would you please scan copies of both transfer back to me via email? Thank you.

Terry

**From:** Kistler, Vicky <Vicky.Kistler@allentownpa.gov>  
**Sent:** Monday, June 8, 2020 6:19 PM  
**To:** Fasano, Terry <Terry.Fasano@allentownpa.gov>  
**Cc:** Shiels, MaryEllen <MaryEllen.Shiels@allentownpa.gov>; Ritter, Garry <Garry.Ritter@allentownpa.gov>; Synnamon, David <David.Synnamon@allentownpa.gov>; Lightner, Leonard <Leonard.Lightner@allentownpa.gov>; Brossman, Jean <Jean.Brossman@allentownpa.gov>; Wagenhurst, Barbara <Barbara.Wagenhurst@allentownpa.gov>  
**Subject:** two transfers

• Terry,

It is very important that we submit 2 transfers to Leonard tomorrow(copy Jean) so we can get them signed by Council and Barb can make the changes.

1. We need to take contract services money from Program 19 and move it to temporary wages. I know we don't have temporary wages in Program 19 but Barb will create it – this will be for 5 temporary contact tracers. Please move \$20,000.
2. We need to move \$12,000 from Injury Prevention Contract services and move it to Temporary Wages for Scott Grim – Barb will create the account when she gets it.

Please know that I approve these transfers and can come in after I am teaching the medical residents or Belle can sign for me.



**VICKY KISTLER**  
**DIRECTOR**

Allentown Health Bureau  
245 North Sixth Street  
Allentown, PA 18102  
P: 610.437.7760 x2824  
F: 610-437-8799  
M: 610-392-1436  
E: [Vicky.Kistler@allentownpa.gov](mailto:Vicky.Kistler@allentownpa.gov)  
W: [www.allentownpa.gov](http://www.allentownpa.gov)

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