



CITY OF ALLENTOWN

30620

**RESOLUTION**

**R67 – 2023**

*Introduced by the Administration on April 5, 2023*

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**Approves two transfers: (1) \$139,808.95 in Garage to Pay for the December 2022 Invoice to the Contractor; (2) \$20,961.00 in Finance – General Support Services (Print Shop) to Increase Funds to Supplement Contract C07-000025 for Canon Color Printer (21 months remaining on Contract).**

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


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

- **\$139,808.95 in Garage to Pay for the December 2022 Invoice to the Contractor from Account #000-03-0704-0001-72 (Equipment) to Account #000-03-0704-0001-46 (Other Contract Services).**
- **\$20,961.00 in Finance – General Support Services (Print Shop) to Increase Funds to Supplement Contract C07-000025 for Canon Color Printer (21 months remaining on Contract) from Account #000-02-0602-0006-24 (Postage & Shipping) to Account #000-02-0602-0006-26 (Printing).**

**NOW, THEREFORE, BE IT RESOLVED** that City Council hereby approves these transfers.

	Yea	Nay
Candida Affa	X	
Ce-Ce Gerlach	X	
Cynthia Y. Mota	X	
Santo Napoli	X	
Natalie Santos	X	
Ed Zucal	X	
Daryl Hendricks, President	X	
TOTAL	7	0

***THIS IS TO CERTIFY, That the above copy of Resolution No. 30617 was adopted by the City Council of Allentown on the 5<sup>th</sup> day of April, 2023, 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: Jessica Baraket, Interim Finance Director      FROM: Dan Steckel  
 BUREAU: Department of Finance                      BUREAU: Garage

**TRANSFER DETAIL**

Date of Request      14-Mar-23                      Fund: General Fund                      Transfer Amount:                      \$139,808.95

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	FROM (DEBIT)		CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
		ORIGINAL APPROPRIATION (\$)			
000-03-0704-0001-72 Equipment	\$139,808.95	370,100.00		\$340,006.39	200,197.44
<b>TO (CREDIT)</b>					
000-03-0704-0001-46 Other Contract Services	\$139,808.95	\$93,205.29		\$12,700.00	152,508.95




**Reason Transfer is Required:**

The reason for the transfer is to pay for the December 2022 invoice to the Contractor. Based on the updated invoice provided 3/10/2023, it much was higher than anticipated. After a thorough review of the invoice, it is mainly due to paying outside vendors for work that was sent out prior to the end of the contract and needed to be closed out once the contrat ended. After discussing this with the City Controller and the Finance Director, it was determined to do this transfer to pay the final invoice.

**Reason Funds are Available for Transfer:**

The funds haven't been spent yet and are available to use to cover the cost.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

Amount not more than \$5,000.00  
 Amount is greater than \$5,000.00  
 Department Head/Deputy Director:  Date: 3-14-23  
 Director of Finance/Deputy Director:  Date: 3-15-23  
 City Controller (if amount is greater than \$5,000):  Date: 3-15-23  
 Mayor/Managing Director (if amount is greater than \$5,000): \_\_\_\_\_ Date: 3-15-23  
 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:
Cecilia 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:
Santo Napoli, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

**Expenditure Status Report**

expstat.rpt  
03/14/2023 7:37AM  
Periods: 1 through 12

CITY OF ALLENTOWN  
1/1/2023 through 12/31/2023

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
000 GENERAL						
03 PUBLIC WORKS						
0704 FLEET MAINTENANCE OPERATIONS						
0001 FLEET SERVICE & REPAIR						
0001-02 PERMANENT WAGES	1,041,747.00	168,966.86	168,966.86	0.00	872,780.14	16.22
0001-06 PREMIUM PAY	63,000.00	2,228.20	2,228.20	0.00	60,771.80	3.54
0001-08 LONGEVITY	9,000.00	937.48	937.48	0.00	8,062.52	10.42
0001-11 SHIFT DIFFERENTIAL	12,506.00	1,100.03	1,100.03	0.00	11,405.97	8.80
0001-12 FICA	54,930.00	13,139.43	13,139.43	0.00	41,790.57	23.92
0001-20 ELECTRIC POWER	0.00	-1,980.55	-1,980.55	0.00	1,980.55	0.00
0001-26 PRINTING	3,600.00	0.00	0.00	0.00	3,600.00	0.00
0001-28 MILEAGE REIMBURSEMENT	500.00	0.00	0.00	0.00	500.00	0.00
0001-30 RENTALS	155,292.00	36,353.14	36,353.14	0.00	118,938.86	23.41
0001-32 PUBLICATIONS & MEMBERSHIP	300.00	185.00	185.00	0.00	115.00	61.67
0001-34 TRAINING & PROF. DEVELOP	15,200.00	0.00	0.00	0.00	15,200.00	0.00
0001-42 REPAIRS & MAINTENANCE	516,000.00	20,101.03	20,101.03	16,344.09	479,554.88	7.06
0001-46 OTHER CONTRACT SERVICES	93,205.29	261.00	261.00	80,244.29	12,700.00	86.37
0001-50 OTHER SERVICES & CHARGES	25,025.00	373.00	373.00	0.00	24,652.00	1.49
0001-54 REPAIR & MAINT SUPPLIES	1,078,460.00	265,167.81	265,167.81	139,068.59	672,223.60	37.55
0001-56 UNIFORMS	12,650.00	498.00	498.00	0.00	12,352.00	3.88
0001-62 FUELS, OILS & LUBRICANTS	1,666,000.00	116,626.22	116,626.22	411,812.68	1,137,561.10	31.72
0001-66 CHEMICALS	8,040.00	1,040.00	1,040.00	0.00	7,000.00	12.94
0001-68 OPERATING MATERIALS & SUPP	26,988.00	0.00	0.00	0.00	26,988.00	0.00
0001-72 EQUIPMENT	370,100.00	241.33	241.33	29,852.28	340,006.39	8.13
Total GENERAL	5,150,743.29	625,237.98	625,237.98	677,321.93	3,848,183.38	25.29
Grand Total	5,150,743.29	625,237.98	625,237.98	677,321.93	3,848,183.38	25.29

(Not all accounts may be included.)

Posting Year:  
" Period:

Posting Date:

Posting #  
Ref #

Doc #  
Initials:

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Bina Patel, Director of Finance  
BUREAU: Department of Finance

FROM: Alexis Anatolio  
BUREAU: Finance - General Support Services (Print Shop)

TRANSFER DETAIL

Date of Request: 9-Mar-23 Fund: General Transfer Amount: \$20,961.00

FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-02-0602-0006-24 POSTAGE & SHIPPING	\$ 20,961.00	\$ 175,000.00	\$ 174,902.35	\$ 153,941.35
			\$	\$ -
			\$	\$ -
			\$	\$ -
			\$	\$ -
			\$	\$ -
			\$	\$ -
			\$	\$ -
			\$	\$ -

TO (CREDIT)

000-02-0602-0006-26 PRINTING	\$20,961.00	\$ 74,948.00	\$ 27,948.00	\$ 48,909.00
			\$	\$ -
			\$	\$ -
			\$	\$ -
			\$	\$ -
			\$	\$ -

Reason Transfer is Required:

Increase funds to supplement Contract C07-000025 for Canon color printer (21 months remaining on contract; exp. 09/2024).  
*was entered in Eden without the (supplemental maintenance) amounts, so this was underbudgeted. The original contract + overages.*

Reason Funds are Available for Transfer:

Funds are available now in the 0006-24 Postage & Shipping account. The next expense out of this account will not be made until later in the year. If funds are needed in Q4, we can transfer in at that time.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

Amount not more than \$5,000.00  
x Amount is greater than \$5,000.00

Department Head/Deputy Director: Bina Patel  
Director of Finance/Deputy Director: Alexis Anatolio  
City Controller (if amount is greater than \$5,000):  
Mayor/Managing Director (if amount is greater than \$5,000):

Date: 3/9/2023  
Date: 3-9-23  
Date: MAR 21 2023

CITY COUNCIL

Name	Approved	Disapproved	Date
Daryl Hendricks, President	[ ]	[ ]	Date:
Cynthia Mota, Vice President	[ ]	[ ]	Date:
Candida Affa, Councilperson	[ ]	[ ]	Date:
Cecilia Gerlach, Councilperson	[ ]	[ ]	Date:
Ed Zucal, Councilperson	[ ]	[ ]	Date:
Natalie Santos, Councilperson	[ ]	[ ]	Date:
Santo Napoli, Councilperson	[ ]	[ ]	Date:

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

Account Number	GENERAL	FINANCE	FINANCE	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Pct Used
0006	GENERAL SUPPORT SERVICES								
0006-02	PERMANENT WAGES			104,442.00	17,754.90	17,754.90	0.00	86,687.10	17.00
0006-03	HOLIDAY PAY			0.00	0.00	0.00	0.00	0.00	0.00
0006-04	TEMPORARY WAGES			0.00	0.00	0.00	0.00	0.00	0.00
0006-06	PREMIUM PAY			0.00	0.00	0.00	0.00	0.00	0.00
0006-08	LONGEVITY			1,274.00	217.25	217.25	0.00	1,056.75	17.05
0006-10	WAGES PAY - END ACCRUAL			0.00	0.00	0.00	0.00	0.00	0.00
0006-11	SHIFT DIFFERENTIAL			0.00	0.00	0.00	0.00	0.00	0.00
0006-12	FICA			8,087.00	1,374.86	1,374.86	0.00	6,712.14	17.00
0006-14	PENSION			19,435.00	3,240.00	3,240.00	0.00	16,195.00	16.67
0006-16	INSURANCE - EMPLOYEE GRP			52,140.00	8,690.00	8,690.00	0.00	43,450.00	16.67
0006-20	ELECTRIC POWER			0.00	0.00	0.00	0.00	0.00	0.00
0006-24	POSTAGE & SHIPPING			175,000.00	97.65	97.65	0.00	174,902.35	0.06
0006-26	PRINTING			74,948.00	1,479.00	1,479.00	45,521.00	27,948.00	62.71
0006-30	RENTALS			1,500.00	0.00	0.00	0.00	1,500.00	0.00
0006-32	PUBLICATIONS & MEMBERSHIP			0.00	0.00	0.00	0.00	0.00	0.00
0006-34	TRAINING & PROF. DEVELOP			0.00	0.00	0.00	0.00	0.00	0.00
0006-42	REPAIRS & MAINTENANCE			7,811.00	2,210.00	2,210.00	0.00	5,601.00	28.29
0006-46	OTHER CONTRACT SERVICES			0.00	0.00	0.00	0.00	0.00	0.00
0006-50	REPAIR & MAINT SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.00
0006-54	REPAIR & MAINT SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.00
0006-56	UNIFORMS			0.00	0.00	0.00	0.00	0.00	0.00
0006-58	OFFICE SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.00
0006-62	FUELS, OILS & LUBRICANTS			0.00	0.00	0.00	0.00	0.00	0.00
0006-68	OPERATING MATERIALS & SUPP			61,638.73	3,878.41	3,878.41	4,555.95	53,204.37	13.68
0006-72	EQUIPMENT			0.00	0.00	0.00	0.00	0.00	0.00
0006-99	PRIOR YEARS' COMMITMENTS			0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total GENERAL</b>			<b>506,275.73</b>	<b>38,942.07</b>	<b>38,942.07</b>	<b>50,076.95</b>	<b>417,256.71</b>	<b>17.58</b>

expstat.rpt 12:17PM  
03/09/2023  
Periods: 1 through 12

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

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**Grand Total**

506,275.73

38,942.07

38,942.07

50,076.95

417,256.71

17.58