

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 45 - 2023

May 3, 2023

AN ORDINANCE

Amending § 5-16 Amendments after adoption. C. Rules and regulations on transfers, (3) Intrafund transfers by changing the threshold for Council approval of transfers at a public meeting from \$5,000 to \$10,000.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: That § 5-16 Amendments after adoption, (3) Intrafund transfers is amended to include the following language:

§ 5-16 Amendments after adoption.

- A. Council may authorize by ordinance supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows: **[Amended 10-20-1993 by Ord. No. 13221; 4-7-1994 by Ord. No. 13252; 7-17-1997 by Ord. No. 13592]**
- (1) Council may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
 - (2) Council may authorize an appropriation from the unappropriated balance of any fund.
 - (3) Council may increase any revenue or income budget account to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
 - (4) Council must approve, by ordinance, any transfer of any funds which results in a change in salary for any City employee.
- B. Positions created by ordinance. No permanent or permanent part-time position not explicitly provided for in the Budget shall be created; nor shall any budgeted position be deleted or transferred from its budgeted program, unless City Council, by ordinance, authorizes the same position. **[Amended 3-16-1983 by Ord. No. 12548; 6-20-1990 by Ord. No. 12979]**
- C. Rules and regulations on transfers. **[Amended 6-20-1990 by Ord. No. 12979]**
- (1) Interfund transfers. City Council may, by ordinance, approve transfers between funds during a budget year.
 - (2) Budgeted transfers. The Administration shall issue a monthly report, no later than the 15th of each month, on the transfer of funds into the Risk Management Fund. **[Amended 9-16-2011 by Ord. No. 14922]**

- (3) Intrafund transfers. Subject to the above limitation, the Director of Finance shall have the power within a given account to authorize the transfer of any unexpended balance or any portion thereof, provided such transfers do not exceed \$5,000 ~~\$5,000~~ \$10,000 and the City Controller signs off on the transfer. Transfers that exceed \$5,000 ~~\$5,000~~ \$10,000 must be approved by a majority of Council ~~by a majority of Council~~ by resolution at a public meeting. ~~signing off on an appropriate form submitted to the Clerk's Office. After approval, the transfers shall be distributed to the public as an agenda item and be made part of the minutes of said meeting.~~
[Amended 10-7-2004 by Ord. No. 14215]
- (4) The Director of Finance must establish administrative procedures which require information on the request forms proving that such transfer requests comply with this section. [Amended 6-22-1993 by Ord. No. 13205; 10-20-1993 by Ord. No. 13221; 10-20-1994 by Ord. No. 13284; 7-17-1997 by Ord. No. 13592]

SECTION TWO: That this Ordinance takes effect ten (10) days after final passage.

SECTION THREE: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.