



CITY OF ALLENTOWN

30717

RESOLUTION

R165 – 2023

Introduced by the Administration on October 4, 2023

Approves transfer: (1) \$30,000.00 in Human Resources for Funds Transferred are to cover contract for HR Consultant – an expense that was not budgeted for in 2023.

Resolved by the Council of the City of Allentown, That

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

- **\$30,000.00 in Human Resources for Funds Transferred are to cover contract for HR Consultant – an expense that was not budgeted for in 2023 from Account #000-06-0603-0001-40 (Temporary Wages) to Account #000-06-0603-0001-46 (Other Contracts & Services).**

NOW, THEREFORE, BE IT RESOLVED that City Council hereby approves the transfer.

	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. 30717 was adopted by the City Council of Allentown on the 4th day of October, 2023, and is on file in the City Clerk's Office.



 City Clerk

Posting Year: Period:	Posting Date:	Posting # Ref #	Doc # Initials:
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CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Bina Patel, Director of Finance	FROM: Garry Ritter, Interim HR Director
BUREAU: Department of Finance	BUREAU: Human Resources

TRANSFER DETAIL

Date of Request: 30-Aug-23 Fund: General Transfer Amount: \$ 30,000.00

FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-06-0603-0001-04 (TEMPORARY WAGES)	\$ 30,000.00	\$ / 31,200.00	\$ / 31,200.00	\$ / 1,200.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

TO (CREDIT)

000-06-0603-0001-46 (OTHER CONTRACTS & SERVICE)	\$ 30,000.00	\$ / 421,633.75	\$ / 42,011.46	\$ / 72,011.46
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

8/30/23 JP

Reason Transfer is Required:

Funds transferred are to cover contract for HR Consultant - an expense that was not budgeted for in 2023; the funds will cover his invoices through December 2023. NOTE: Current balance in receiving account is not enough to cover consultant expenses plus other payables for rest of year.

Reason Funds are Available for Transfer:

Temporary wages were not and will not be expensed in 2023.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

- Amount not more than \$10,000.00
- Amount is greater than \$10,000.00

Department Head/Deputy Director:

Director of Finance/Deputy Director:

City Controller (if amount is greater than \$10,000):

Mayor/Managing Director (if amount is greater than \$10,000):

Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:

Date: 8/30/23
Date: 8/30/23
Date: 8-31-23
Date: 9-1-23

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 Alfa, 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:

Expenditure Status Report
 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						
06 HUMAN RESOURCES						
0603 HUMAN RESOURCES						
0001 PERSONNEL ADMINISTRATION						
0001-04 TEMPORARY WAGES	31,200.00	0.00	0.00	0.00	31,200.00	0.00
Total GENERAL	31,200.00	0.00	0.00	0.00	31,200.00	0.00
Grand Total	31,200.00	0.00	0.00	0.00	31,200.00	0.00

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

000 GENERAL
 06 HUMAN RESOURCES
 0603 HUMAN RESOURCES

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Pct Used
0001 PERSONNEL ADMINISTRATION						
0001-46 OTHER CONTRACT SERVICES	421,633.75	273,466.61	273,466.61	106,155.68	42,011.46	90.04
Total GENERAL	421,633.75	273,466.61	273,466.61	106,155.68	42,011.46	90.04
Grand Total	421,633.75	273,466.61	273,466.61	106,155.68	42,011.46	90.04

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

Account Number	GENERAL	HUMAN RESOURCES	HUMAN RESOURCES	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Pct Used
0001	PERSONNEL ADMINISTRATION								
0001-02	PERMANENT WAGES			465,813.00	239,364.49	239,364.49	0.00	226,448.51	51.39
0001-03	HOLIDAY PAY			0.00	0.00	0.00	0.00	0.00	0.00
0001-04	TEMPORARY WAGES			31,200.00	0.00	0.00	0.00	31,200.00	0.00
0001-06	PREMIUM PAY			3,000.00	134.43	134.43	0.00	2,865.57	4.48
0001-08	LONGEVITY			2,372.00	987.94	987.94	0.00	1,384.06	41.65
0001-10	WAGES PAY - END ACCRUAL			0.00	0.00	0.00	0.00	0.00	0.00
0001-11	SHIFT DIFFERENTIAL			0.00	0.00	0.00	0.00	0.00	0.00
0001-12	FICA			38,912.00	17,482.38	17,482.38	0.00	21,429.62	44.93
0001-14	PENSION			58,306.00	34,013.00	34,013.00	0.00	24,293.00	58.34
0001-15	Employee - Health Insurance Opt Out			0.00	0.00	0.00	0.00	0.00	0.00
0001-16	INSURANCE - EMPLOYEE GRP			156,420.00	91,245.00	91,245.00	0.00	65,175.00	58.33
0001-22	TELEPHONE			0.00	0.00	0.00	0.00	0.00	0.00
0001-26	PRINTING			1,120.00	379.98	379.98	740.02	0.00	100.00
0001-28	MILEAGE REIMBURSEMENT			300.00	0.00	0.00	0.00	300.00	0.00
0001-30	RENTALS			2,000.00	523.93	523.93	0.00	1,476.07	26.20
0001-32	PUBLICATIONS & MEMBERSHIP			3,162.00	2,066.88	2,066.88	0.00	1,095.12	65.37
0001-34	TRAINING & PROF. DEVELOP			280,729.00	35,689.52	35,689.52	0.00	245,039.48	12.71
0001-42	REPAIRS & MAINTENANCE			0.00	0.00	0.00	0.00	0.00	0.00
0001-44	LEGAL SERVICES			0.00	0.00	0.00	0.00	0.00	0.00
0001-46	OTHER CONTRACT SERVICES			421,633.75	273,466.61	273,466.61	106,155.68	42,011.46	90.04
0001-50	OTHER SERVICES & CHARGES			122,370.00	25,170.20	25,170.20	0.00	42,951.37	64.90
0001-53	WELLNESS			10,000.00	0.00	0.00	0.00	10,000.00	0.00
0001-54	REPAIR & MAINT SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.00
0001-56	UNIFORMS			0.00	0.00	0.00	0.00	0.00	0.00
0001-58	OFFICE SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.00
0001-68	OPERATING MATERIALS & SUPP			51,500.00	2,412.78	2,412.78	0.00	49,087.22	4.69
0001-72	EQUIPMENT			5,000.00	0.00	0.00	0.00	5,000.00	0.00
0001-99	PRIOR YEARS' COMMITMENTS			0.00	0.00	0.00	0.00	0.00	0.00

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

Total GENERAL	1,653,837.75	722,937.14	722,937.14	161,144.13	769,756.48	53.46
Grand Total	1,653,837.75	722,937.14	722,937.14	161,144.13	769,756.48	53.46
