



## CITY OF BETHLEHEM

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To: Dr. Wandalyn J. Enix, Chairwoman, Finance Committee

From: Eric R. Evans, Business Administrator

RE: Request for Budget Transfer: Elected Officials - Mayor - Temp Help

Date: August 7, 2023

		From	To	Change
Elected Officials - Mayor - Temp Help	0102-40004	\$40,000	\$50,000	\$10,000
C&ED - Admin - Salaries	0301-40001	\$591,960	\$581,960	<u>(\$10,000)</u>
Net change to budget				\$ 0

The application for Bethlehem's World Heritage status is reaching the final phases and funds are requested to provide short-term administrative support to complete the project. Mrs. Augello, the Mayor's Executive Assistant, is dedicating much of her time to the initiative, and the additional support is needed to complete the existing responsibilities of the Mayor's office. It is anticipated that this support will be needed through February 2024. Funds are available to be transferred from C&ED - Admin - Salaries, as there are savings in that account due to vacant positions that existed in the bureau earlier this year.

Thank you for your consideration.

**RESOLUTION NO. 2023-**

BE IT RESOLVED by the Council of the City of Bethlehem that \$10,000 in the General Fund Budget be transferred from the following:

<u>Amount</u>	<u>Account No.</u>
\$10,000	0301-40001 – Salaries

to the following:

\$10,000	0102-40004 – Salaries
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The Mayor's Office of the City of Bethlehem is in need of additional support to complete the existing responsibilities of the Mayor's Office. It is anticipated that this support will be needed through February, 2024. Funds are available to be transferred from the Department of Community and Economic Development, as there are savings in that account, to the Department of Elected Officials, Mayor's Office. A budget adjustment that reflects this personnel activity is being proposed. The net effect on the 2023 budget is \$0.

Sponsored by:     /s/ \_\_\_\_\_

                              /s/ \_\_\_\_\_

ADOPTED by this Council the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

                                      /s/ \_\_\_\_\_

President of Council

ATTEST:

/s/ \_\_\_\_\_

City Clerk