



CITY OF ALLENTOWN

**30954**

**RESOLUTION**

**R191 – 2024**

***Introduced by the Administration on November 6, 2024***

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Approves three transfers: (1) \$65,422.00 in Parks to correct negative balances: Premium pay is over due to the snow storms and necessary increase of trash pick up and bathroom cleanings due to park usage in the summer; (2) \$21,799.20 in Traffic Planning required for purchase of traffic equipment to maintain and upkeep with various projects throughout the city; (3) \$20,000.00 in Recreation for funds needed to be transferred to the 50 – other services & charges account to cover the cost of credit card fees assessed by Global Payments (payment processor).

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


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

- \$65,422.00 in Parks to correct negative balances: Premium pay is over due to the snow storms and necessary increase of trash pick up and bathroom cleanings due to park usage in the summer from Account #000-08-0709-0001-04 (Temp Wages) to Account #000-08-0709-0001-06 (Premium Pay) and Account #000-08-0709-0001-11 Shift Differential);
- \$21,799.20 in Traffic Planning required for purchase of traffic equipment to maintain and upkeep with various projects throughout the city from Account #000-03-0807-0001-76 (Construction Contracts) to Account #000-03-0807-0001-72 (Equipment);
- \$20,000.00 in Recreation for funds needed to be transferred to the 50 – other services & charges account to cover the cost of credit card fees assessed by Global Payments (payment processor) from Account #000-08-0905-0002-04 and Account #000-08-0905-0002-50.

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

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

***THIS IS TO CERTIFY, That the above copy of Resolution No. 30954 was adopted by the City Council of Allentown on the 6<sup>th</sup> day of November, 2024, 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:	Bina Patel, Director of Finance	FROM:	Mandy Tolino
BUREAU:	Department of Finance	BUREAU:	Parks

**TRANSFER DETAIL**

Date of Request:	2-Oct-24	Fund: General	Transfer Amount: \$	65,422.00
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-08-0709-0001-04 Temp Wages	\$ 65,422.00	\$ 125,000.00	\$ 65,422.00	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

**TO (CREDIT)**

000-08-0709-0001-06 Premium Pay	\$ 63,422.00	\$ 84,779.03	\$ (38,235.59)	\$ 25,186.41
000-08-0709-0001-11 Shift Differential	\$ 2,000.00	\$ 1,497.56	\$ (595.06)	\$ 1,404.94
				\$ -
				\$ -
				\$ -
				\$ -

**Reason Transfer is Required:**  
Correct negative balances. Premium Pay is over due to the snow storms, and necessary increase of trash pick up and bathroom cleanings due to park usage in the summer. There was also an increase in the amount of recreation programming and special events that required more staffing.

**Reason Funds are Available for Transfer:**  
We were not able to hire as many summer laborers as intended.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

<input type="checkbox"/>	Check if amount is equal to or less than \$5,000.00
<input checked="" type="checkbox"/>	Check if amount is greater than \$5,000.00
Department Head/Deputy Director:	<i>[Signature]</i> Date: 10/2/24
Director of Finance/Deputy Director:	<i>[Signature]</i> Date: 10/18/24
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i> Date: 10-18-24
Mayor/Managing Director (if amount is greater than \$10,000):	<i>[Signature]</i> Date: _____
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	Date: _____

**CITY COUNCIL**

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

**Expenditure Status Report**  
 CITY OF ALLENTOWN  
 1/1/2024 through 9/30/2024

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
0000	GENERAL					
08	PARKS AND RECREATION					
0709	PARK MAINTENANCE					
0001	GROUND MAINTENANCE					
0001-02	PERMANENT WAGES	2,442,125.35	1,579,948.52	0.00	862,176.83	64.70
0001-04	TEMPORARY WAGES	122,800.00	57,378.00	0.00	65,422.00	46.72
0001-06	PREMIUM PAY	84,779.03	123,014.62	0.00	-38,235.59	145.10
0001-08	LONGEVITY	26,615.00	15,646.43	0.00	10,968.57	58.79
0001-11	SHIFT DIFFERENTIAL	1,497.56	2,092.62	0.00	-595.06	139.74
0001-12	FICA	218,647.00	134,593.05	0.00	84,053.95	61.56
0001-14	PENSION	422,424.00	316,818.00	0.00	105,606.00	75.00
0001-16	INSURANCE - EMPLOYEE GRP	1,070,207.00	802,655.28	0.00	267,551.72	75.00
0001-26	PRINTING	5,000.00	185.16	19.00	4,795.84	4.08
0001-28	MILEAGE REIMBURSEMENT	200.00	154.00	0.00	46.00	77.00
0001-30	RENTALS	7,500.00	0.00	0.00	7,500.00	0.00
0001-32	PUBLICATIONS & MEMBERSHIP	3,675.00	1,180.00	0.00	2,495.00	32.11
0001-34	TRAINING & PROF. DEVELOP	5,000.00	237.25	0.00	4,762.75	4.75
0001-42	REPAIRS & MAINTENANCE	4,600.00	1,170.00	450.00	2,980.00	35.22
0001-46	OTHER CONTRACT SERVICES	234,027.54	60,226.75	162,593.85	11,206.94	95.21
0001-50	OTHER SERVICES & CHARGES	1,258.00	229.00	0.00	1,029.00	18.20
0001-54	REPAIR & MAINT SUPPLIES	87,000.00	21,625.36	31,810.60	33,564.04	61.42
0001-56	UNIFORMS	13,000.00	8,225.90	720.29	4,053.81	68.82
0001-62	FUELS, OILS & LUBRICANTS	25,752.18	9,935.78	11,832.97	3,983.43	84.53
0001-66	CHEMICALS	75,500.00	67,639.19	4,322.87	3,537.94	95.31
0001-68	OPERATING MATERIALS & SUPP	40,750.00	24,592.92	3,925.00	12,232.08	69.98
0001-72	EQUIPMENT	78,150.00	61,841.67	9,979.00	6,329.33	91.90
	Total GENERAL	4,970,507.66	3,289,389.50	225,653.58	1,455,464.58	70.72
	<b>Grand Total</b>	4,970,507.66	3,289,389.50	225,653.58	1,455,464.58	70.72

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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Bina Patel, Director of Finance FROM: Meghan Wells  
 BUREAU: Department of Finance BUREAU: Traffic Planning

**TRANSFER DETAIL**

Date of Request: **10/21/24** Fund: General Transfer Amount: \_\_\_\_\_

**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-03-0807-0001-76 Construction Contracts	\$ 21,799.20	\$ 45,000.00	\$ 45,000.00	\$ 23,200.80
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

**TO (CREDIT)**

000-03-0807-0001-72 Equipment	\$ 21,799.20	\$ 103,806.50	\$ 8,375.80	\$ 30,175.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

Reason Transfer is Required:  
 Transfer is required for purchase of traffic equipment to maintain and upkeep with various projects throughout the City

Reason Funds are Available for Transfer:  
 Funds are available as money within this account is now included in grants for projects

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

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

Department Head/Deputy Director: *[Signature]* Date: 10-21-24  
 Director of Finance/Deputy Director: *[Signature]* Date: 10-21-24  
 City Controller (if amount is greater than \$5,000): *[Signature]* Date: 10-23-24  
 Mayor/Managing Director (if amount is greater than \$10,000): *[Signature]* Date: \_\_\_\_\_  
 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: _____
Santo Napoli, 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: _____
Ed Zucal, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: _____
Natale Santos, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: _____
Daryl Hendricks, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: _____

**Expenditure Status Report**

CITY OF ALLENTOWN  
 1/1/2024 through 12/31/2024

000 GENERAL  
 003 PUBLIC WORKS  
 0807 TRAFFIC PLANNING & CONTROL

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
0001 TRAFFIC PLANNING & CONTROL						
0001-02 PERMANENT WAGES	584,185.00	467,984.49	467,984.49	0.00	116,200.51	80.11
0001-04 TEMPORARY WAGES	21,800.00	0.00	0.00	0.00	21,800.00	0.00
0001-06 PREMIUM PAY	79,250.00	70,730.21	70,730.21	0.00	8,519.79	89.25
0001-08 LONGEVITY	3,288.00	3,368.43	3,368.43	0.00	-80.43	102.45
0001-11 SHIFT DIFFERENTIAL	2,925.00	567.87	567.87	0.00	2,357.13	19.41
0001-12 FICA	53,431.00	41,351.01	41,351.01	0.00	12,079.99	77.39
0001-14 PENSION	94,455.00	70,841.25	70,841.25	0.00	23,613.75	75.00
0001-16 INSURANCE - EMPLOYEE GRP	239,301.00	179,475.75	179,475.75	0.00	59,825.25	75.00
0001-26 PRINTING	10,700.00	8,263.38	8,263.38	736.62	1,700.00	84.11
0001-32 PUBLICATIONS & MEMBERSHIP	2,435.00	1,245.00	1,245.00	0.00	1,190.00	51.13
0001-34 TRAINING & PROF. DEVELOP	5,100.00	2,811.20	2,811.20	0.00	2,288.80	55.12
0001-40 CIVIC EXPENSES	250.00	250.00	250.00	0.00	0.00	100.00
0001-42 REPAIRS & MAINTENANCE	4,120.00	1,917.39	1,917.39	0.00	2,202.61	46.54
0001-46 OTHER CONTRACT SERVICES	304,460.00	5,610.00	5,610.00	289,300.00	9,550.00	96.86
0001-50 OTHER SERVICES & CHARGES	1,850.00	100.00	100.00	0.00	1,750.00	5.41
0001-54 REPAIR & MAINT SUPPLIES	62,606.05	14,734.58	14,734.58	34,616.57	13,254.90	78.83
0001-56 UNIFORMS	4,560.00	3,131.07	3,131.07	117.76	1,311.17	71.25
0001-66 CHEMICALS	3,500.00	2,691.94	2,691.94	790.15	17.91	99.49
0001-68 OPERATING MATERIALS & SUPP	97,298.00	74,151.41	74,151.41	20,689.16	2,457.43	97.47
0001-72 EQUIPMENT	103,806.50	44,820.20	44,820.20	50,610.50	8,375.80	91.93
0001-76 CONSTRUCTION CONTRACTS	45,000.00	0.00	0.00	0.00	45,000.00	0.00
Total GENERAL	1,724,320.55	994,045.18	994,045.18	396,860.76	333,414.61	80.66
<b>Grand Total</b>	<b>1,724,320.55</b>	<b>994,045.18</b>	<b>994,045.18</b>	<b>396,860.76</b>	<b>333,414.61</b>	<b>80.66</b>

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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Bina Patel, Director of Finance      FROM: Mandy Tolino  
 BUREAU: Department of Finance      BUREAU: Recreation

**TRANSFER DETAIL**

Date of Request: 14-Oct-24      Fund: General      Transfer Amount: \$ 20,000.00

**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-08-0905-0002-04	\$ 20,000.00	\$ 348,630.00	\$ 40,784.50	\$ 20,784.50
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

**TO (CREDIT)**

000-08-0905-0002-50	\$ 20,000.00	\$ 13,500.00	\$ (16,093.59)	\$ 3,906.41
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

**Reason Transfer is Required:**

Funds need to be transferred to the 50 - OTHER SERVICES & CHARGES account to cover the cost of credit card fees assessed by Global Payments (payment processor). The fees were doubled in May 2024.

**Reason Funds are Available for Transfer:**

Summer seasonal staff for temporary wages (hours & dates) came in lower than expected for the summer of 2024 out of the 04 - TEMPORARY WAGES account.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

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

Department Head/Deputy Director: *[Signature]*  
 Director of Finance/Deputy Director: *[Signature]*  
 City Controller (if amount is greater than \$10,000): *[Signature]*  
 Mayor/Managing Director (if amount is greater than \$10,000): *[Signature]*

Date: 10/16/24  
 Date: 10/18/24  
 Date: 10-18-24  
 Date:  
 Date:

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

**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 Afa, 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  
 1/1/2024 through 12/31/2024

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc'l Used
000 GENERAL						
08 PARKS AND RECREATION						
0905 RECREATION						
0002 ORGANIZED SPORTS ACTIVITIES						
0002-02 PERMANENT WAGES	283,781.00	184,714.57	184,714.57	0.00	99,066.43	65.09
0002-04 TEMPORARY WAGES	348,630.00	307,845.50	307,845.50	0.00	40,784.50	88.30
0002-06 PREMIUM PAY	1,720.97	220.97	220.97	0.00	1,500.00	12.84
0002-08 LONGEVITY	1,298.00	445.69	445.69	0.00	852.31	34.34
0002-11 SHIFT DIFFERENTIAL	2.44	2.44	2.44	0.00	0.00	100.00
0002-12 FICA	44,888.00	37,439.65	37,439.65	0.00	7,448.35	83.41
0002-14 PENSION	39,356.00	29,517.03	29,517.03	0.00	9,838.97	75.00
0002-16 INSURANCE - EMPLOYEE GRP	99,709.00	74,781.72	74,781.72	0.00	24,927.28	75.00
0002-22 TELEPHONE	390.00	278.55	278.55	0.00	111.45	71.42
0002-26 PRINTING	3,022.75	530.24	530.24	804.26	1,688.25	44.15
0002-30 RENTALS	12,171.98	9,741.00	9,741.00	667.00	1,763.98	85.51
0002-32 PUBLICATIONS & MEMBERSHIP	650.00	645.00	645.00	0.00	5.00	99.23
0002-34 TRAINING & PROF. DEVELOP	8,810.00	6,853.87	6,853.87	0.00	1,956.13	77.80
0002-42 REPAIRS & MAINTENANCE	1,900.00	90.00	90.00	90.00	1,720.00	9.47
0002-46 OTHER CONTRACT SERVICES	231,810.17	200,535.15	200,535.15	16,881.00	14,394.02	93.79
0002-50 OTHER SERVICES & CHARGES	13,500.00	29,593.59	29,593.59	0.00	-16,093.59	219.21
0002-56 UNIFORMS	2,000.00	1,984.53	1,984.53	0.00	15.47	99.23
0002-68 OPERATING MATERIALS & SUPP	28,270.00	23,092.33	23,092.33	0.00	5,177.67	81.68
0002-72 EQUIPMENT	10,768.10	10,670.85	10,670.85	0.00	97.25	99.10
0002-90 REFUNDS	1,000.00	450.00	450.00	0.00	550.00	45.00
Total GENERAL	1,133,678.41	919,432.68	919,432.68	18,442.26	195,803.47	82.73
Grand Total	1,133,678.41	919,432.68	919,432.68	18,442.26	195,803.47	82.73