



CITY OF ALLENTOWN

31159

RESOLUTION

R166 – 2025

Introduced by the Administration on November 5, 2025

Approves the following transfers:

- Public Safety/Police - \$376,000.00
- Public Safety/Police - \$136,000.00
- Parks Maintenance - \$30,785.58
- Parks and Recreation - \$16,066.25
- Public Works - \$75,000

Resolved by the Council of the City of Allentown, That

WHEREAS, the Administration has forwarded and requested Council approve the following transfers, as attached:

- Public Safety/Police - \$376,000 to cover the cost of 2 months lease payments (\$26,000) for fiscal year 2025 plus \$350,000 for modifications to parking garage for police fleet to park at leased building.
- Public Safety/Police - \$136,000.00 This budget transfer is to cover the cost of purchasing 3 SUV vehicles to add to the police fleet.
- Parks Maintenance - \$30,785.58 Needs to Purchase a new Ventrac to Replace an old and aging unit that is on the verge of being non operational.
- Public Works - \$75,000 for fleet repairs.
- Parks and Recreation - \$16,066.25 to purchase a shade structure for the skatepark as this was a frequent request from the users as there is no shade at the park anymore due to the original bleachers being in poor condition and had to be removed

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

	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. 31159 was adopted by the City Council of Allentown on the 5th day of November, 2025, and is on file in the City Clerk's Office.



City Clerk

2025 Budget Year		Posting Year: 2025	Posting Date: 10	Budget Office Only:	Doc #
		Period: 10		Posting #	Initials: B5
CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM					
TO: Bina Patel, Director of Finance	FROM: Charles Roca				
BUREAU: Department of Finance	BUREAU: Public Safety / Police				
TRANSFER DETAIL					
Date of Request: 1-Oct-25	Fund: General	Transfer Amount: \$ 376,000.00			
ACCOUNT (All 15 digits) and ACCOUNT TITLE		TRANSFER AMOUNT (\$)	FROM (DEBIT)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-04-0802-0026-50072 Equipment		\$ 376,000.00	ADJUSTED APPROPRIATION (\$)	\$ 2,274,936.65	\$ 690,850.75
000-04-0802-0021-50030 Rentals		\$ 26,000.00	TO (CREDIT)	\$ 1,230,183.82	\$ 28,000.00
000-04-0802-0021-50046 Other Contract Services		\$ 350,000.00		\$ 583,824.99	\$ 933,824.99
REASON TRANSFER IS REQUIRED:					
This budget transfer is to cover the cost of 2 months lease payments (\$ 26,000) for fiscal year 2025 plus \$ 350,000 for modifications to parking garage for police fleet to park at leased building.					
REASON FUNDS ARE AVAILABLE FOR TRANSFER:					
This funding is available due to City budgeted amounts being less than expected and rolled over into new year.					
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>Bina Patel</i>		Date: 10-2-25		
Director of Finance/Deputy Director:	<i>Charles Roca</i>		Date: 10-7-25		
City Controller (if amount is greater than \$5,000):	<i>John Doe</i>		Date: 10-7-25		
Mayor/Managing Director (if amount is greater than \$10,000):	<i>John Doe</i>		Date: 10-13-25		
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 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: _____		
Natalia Santos, Councilperson	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date: _____		
Santo Napoli, Councilperson	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date: _____		

2025 Budget Year		Budget Office Only:			
		Posting Year: <i>2025</i>	Posting Date: <i>10/13/25</i>	Posting #	Doc #
* Period: <i>10</i>				Ref #	Initials: <i>BS</i>
CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM					
TO:	Bina Patel, Director of Finance		FROM:	Charles Roca	
BUREAU:	Department of Finance		BUREAU:	Public Safety / Polcie	
TRANSFER DETAIL					
Date of Request:	13-Oct-25	Fund:	General	Transfer Amount:	\$ 136,000.00
FROM (DEBIT)					
ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)	
000-04-0802-0026-50072 Equipment	\$ 136,000.00	\$ 2,274,936.65	\$ 1,092,850.75	\$ 956,850.75	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
TO (CREDIT)					
000-04-0802-0021-50072 Equipment	\$ 136,000.00	\$ 887,245.29	\$ 130,320.70	\$ 266,320.70	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
REASON TRANSFER IS REQUIRED:					
This budget transfer is to cover the cost of purchasing 3 SUV vehicles to add to the police fleet					
REASON FUNDS ARE AVAILABLE FOR TRANSFER:					
This funding is to be transferred to the correct account to purchase these vehicles. This funding is available due to City budgeted amounts being less than expected and rolled over into 2025 fiscal year.					
TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS					
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>Bina Patel</i>			Date: 10-13-25	
Director of Finance/Deputy Director:	<i>Charles Roca</i>			Date: 10-13-25	
City Controller (if amount is greater than \$5,000):	<i>Marko</i>			Date: 10-13-25	
Mayor/Managing Director (if amount is greater than \$10,000):	<i>Marko</i>			Date: 10/20/25	
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 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:		
Natalie Santos, Councilperson	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date:		
Santo Napoli, Councilperson	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date:		

YTD Available Budget Report



Account Number	Account Desc	Original Budget	Transfers	Revised Budget	YTD Actuals	Enc/Req	Available Budget	% Used
000 GENERAL FUND		710,081.80	2,452,100.14	3,162,181.94	466,187.92	1,472,822.57	1,223,171.45	61.32 %
04 POLICE		710,081.80	2,452,100.14	3,162,181.94	466,187.92	1,472,822.57	1,223,171.45	61.32 %
0802 POLICE		710,081.80	2,452,100.14	3,162,181.94	466,187.92	1,472,822.57	1,223,171.45	61.32 %
000-04-0802-0021-50072-	EQUIPMENT	96,250.00	790,995.29	887,245.29	424,618.30	332,306.29	130,320.70	85.31 %
000-04-0802-0026-50072-	EQUIPMENT	613,831.80	1,661,104.85	2,274,936.65	41,569.62	1,140,516.28	1,092,850.75	51.96 %
	Grand Total:	710,081.80	2,452,100.14	3,162,181.94	466,187.92	1,472,822.57	1,223,171.45	61.32 %

Notes on Police transfer of \$136,000.00 from Technology Acct to Equipment Acct.

In 2024 and 2025 the City budgeted for certain police operational technology in the general fund. However, in December 2023 the City was awarded a multi-year PCCM grant to pay for this expense. This situation led to two issues: improper roll-over of funds and circumvention of the annual budget process.

The department wisely preserved the general fund allocation by spending grants funds first. Thus, unobligated general fund money remained in the account and was erroneously rolled over into the next years' budgets. Consequently, there are now excess funds in the operational technology account.

Secondly, the department now seeks to transfer those funds to purchase 3 SUVs. The issue is that this transfer circumvents the normal scrutiny of the annual budget process. Transfers should be used to respond to departmental exigencies encountered during the year. As the City annually allocates funds for vehicles, this transfer is not exigent.

The Controller recommends that these funds not be transferred and that the vehicles be considered as part of the 2026 budget process.

2025 Budget Year		Budget Office Only:			
Posting Year: " Period:		Posting Date:		Posting #	Doc #
				Ref #	Initials:
CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM					
TO:	Bina Patel, Director of Finance		FROM:	Mandy Tolino	
BUREAU:	Department of Finance		BUREAU:	Parks Maintenance	
TRANSFER DETAIL					
Date of Request:	10-Oct-25	Fund: Trexler	Transfer Amount: \$ 30,785.58		
FROM (DEBIT)					
ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)	
006-08-6761-0031-50046 Other Contract Services	\$ 30,785.58	\$ 65,225.00	\$ 49,818.00	\$ 19,032.42	
TO (CREDIT)					
006-08-6761-0031-50072 Equipment	\$ 30,785.58	\$ 20,000.00	\$ 11,240.50	\$ 42,026.08	
REASON TRANSFER IS REQUIRED:					
Park Maintenance needs to purchase a new Ventrac to replace an old and aging unit that is on the verge of being non operational. This piece of equipment is also a vital part of our snow removal responsibilities and this machine is needed to complete those critical tasks.					
REASON FUNDS ARE AVAILABLE FOR TRANSFER:					
The funds were originally allocated for parking lot striping and surfacing. The contractor is booked to capacity and cannot take any additional work, creating a surplus.					
TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS					
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>Bina Patel</i> <i>OK</i>					
Director of Finance/Deputy Director:					
City Controller (if amount is greater than \$5,000):					
Mayor/Managing Director (if amount is greater than \$10,000): <i>Ed Zucal</i>					
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 Alifa, 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:		

10/14/25
10/15/25
10-15-25
10/20/25
Date:

YTD Available Budget Report



Account Number	Account Desc	Original Budget	Transfers	Revised Budget	YTD Actuals	Enc/Req	Available Budget	% Used
006 TREXLER FUND		0.00	85,225.00	85,225.00	0.00	24,166.50	61,058.50	28.36 %
08 PARKS AND RECREATION								
6761 TREXLER MEMORIAL PARK		0.00	85,225.00	85,225.00	0.00	24,166.50	61,058.50	28.36 %
006-08-6761-0031-50046-	OTHER CSVC	0.00	65,225.00	65,225.00	0.00	15,407.00	49,818.00	23.62%
006-08-6761-0031-50072-	EQUIPMENT	0.00	20,000.00	20,000.00	0.00	8,759.50	11,240.50	43.80%
	Grand Total:	0.00	85,225.00	85,225.00	0.00	24,166.50	61,058.50	28.36 %

Notes on Parks Maintenance Transfer dated 10 Oct 2025 for \$30,785.58

These funds were appropriated by Ordinance 16146 on 7 July 2025. These funds listed above were originally allocated to the operations budget to pay for parking lot line painting. It is requested that they be transferred to the equipment fund to pay for a new Ventrac.

While it is recognized that Ventracs are important pieces of equipment used to maintain our parks, it is unclear whether reallocating these funds fulfills the City's obligation to the Trexler Trust as to the purchase of materials and assisting w completion of capital projects.

It is also unclear what provisions Parks has made for restriping and surfacing parking lots in 2026.

2025 Budget Year		Budget Office Only:		
Posting Year: Period:		Posting Date:	Posting # Ref #	Doc # Initials:
CITY OF ALLENTEWON BUDGET TRANSFER REQUEST FORM				
TO: BUREAU:	FROM: BUREAU:		Bryne Heffner-Bair Parks and Recreation	
TRANSFER DETAIL				
Date of Request: 18-Sep-25	Fund: Capital	Transfer Amount: \$ 16,066.25		
FROM (DEBIT)				
ACCOUNT (All 15 digits) and ACCOUNT TITLE 001-08-1682-1420-50076 Construction Contracts	TRANSFER AMOUNT (\$) \$ 16,066.25	ADJUSTED APPROPRIATION (\$) \$ 120,000.00	CURRENT ACCOUNT TOTAL (\$) \$ 36,878.00	ACCOUNT TOTAL AFTER TRANSFER (\$) \$ 20,811.75
TO (CREDIT)				
001-08-1682-1420-50072 Equipment	\$ 16,066.25	\$	\$	\$ 16,066.25
REASON TRANSFER IS REQUIRED:				
To purchase a shade structure for the skatepark as this was a frequent request from the users as there is no shade at the park anymore due to the original bleachers being in poor condition and had to be removed.				
REASON FUNDS ARE AVAILABLE FOR TRANSFER:				
Money is available for Phase 2 of the Skatepark, just need to move into correct account.				
TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS				
<input checked="" type="checkbox"/> Check if amount is equal to or less than \$5,000.00 <input type="checkbox"/> Check if amount is greater than \$5,000.00				
Department Head/Deputy Director: X	Rajeca Patel			
Director of Finance/Deputy Director:	A. H.			
City Controller (if amount is greater than \$5,000.00):	10/6/05			
Mayor/Managing Director (if amount is greater than \$10,000.00):	10/7/05			
Referral to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	10-2-23			
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 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:	
Natalie Santos, Councilperson	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date:	
Santo Napoli, Councilperson	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date:	

YTD Available Budget Report

Account Number	Account Desc	Original Budget	Transfers	Revised Budget	YTD Actuals	Enc/Req	Available Budget	% Used
001 CAPITAL FUND		120,000.00	0.00	120,000.00	81,977.50	1,144.50	36,878.00	69.27%
08 PARKS AND RECREATION		120,000.00	0.00	120,000.00	81,977.50	1,144.50	36,878.00	69.27%
1682 SKATE PARK DEVELOPMENT		120,000.00	0.00	120,000.00	81,977.50	1,144.50	36,878.00	69.27%
001-08-1682-1420-50076-	CONST CONT	120,000.00	0.00	120,000.00	81,977.50	1,144.50	36,878.00	69.27%
	Grand Total:	120,000.00	0.00	120,000.00	81,977.50	1,144.50	36,878.00	69.27%

2025 Budget Year		Budget Office Only:			
		Posting Year: Period:	Posting Date:	Posting # Ref #	Doc # Initials:
CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM					
TO:	Bina Patel, Director of Finance	FROM:	Julio Vargas		
BUREAU:	Department of Finance	BUREAU:	Public Works - Fleet		
TRANSFER DETAIL					
Date of Request:	21-Oct-25	Fund:	General	Transfer Amount:	\$ 75,000.00
FROM (DEBIT)					
ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)	
000-03-0704-0016-50054 Repairs & Maintenance Supplies	\$ 75,000.00	\$ 1,638,009.63	\$ 255,557.14	\$ 180,557.14	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
TO (CREDIT)					
000-03-0704-0016-50042 Repairs & Maintenance	\$ 75,000.00	\$ 421,273.69	\$ 79.08	\$ 75,079.08	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
REASON TRANSFER IS REQUIRED:					
This transfer is necessary to facilitate the dispatch of vehicles for proprietary repair work. There were multiple unforeseen repairs needed by outside vendors in 2025 that were not budgeted for, these include the Milling Machine (7565) and Paver (75608). These unexpected repairs have cost \$59,554.68 for both vehicles so far. In addition, due to staffing shortages, more vehicles had to be sent out for repair.					
REASON FUNDS ARE AVAILABLE FOR TRANSFER:					
The funds are available because fewer parts and tools were purchased than originally expected, resulting in a surplus in this particular account at this time.					
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:				Date: 10/22/2025	
Director of Finance/Deputy Director:				Date: 10/22/25	
City Controller (if amount is greater than \$5,000):				Date: 10/22/25	
Mayor/Managing Director (if amount is greater than \$10,000):				Date: 10/24/25	
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:					
CITY COUNCIL					
Daryl Hendricks, President	[] Approved [] Disapproved			Date:	
Cynthia Mota, Vice President	[] Approved [] Disapproved			Date:	
Candida Afia, Councilperson	[] Approved [] Disapproved			Date:	
Cecilia Gerlach, Councilperson	[] Approved [] Disapproved			Date:	
Ed Zucal, Councilperson	[] Approved [] Disapproved			Date:	
Natalie Santos, Councilperson	[] Approved [] Disapproved			Date:	
Santo Napoli, Councilperson	[] Approved [] Disapproved			Date:	