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FINANCE DIRECTOR'S OFFICE

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Brent A. Hartzell, Director	FROM: C Messinger
BUREAU: Department of Finance	BUREAU: Public Works - Street Lighting

TRANSFER DETAIL

Date of Request: 5-Dec-18	Fund: GENERAL	Transfer Amount: 68,000.00
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-03-0701-0001-02 Wages	12,000.00	59,475.00	32,004.67	20,004.67
000-03-0702-0001-34 Training	3,000.00	7,080.00	5,669.50	2,669.50
000-03-0702-0001-46 Contract	30,000.00	127,850.00	33,839.47	3,839.47
000-03-0707-0001-11 Shift Diff	2,000.00	9,851.00	5,830.29	3,830.29
000-03-0707-0001-20 Electric	10,000.00	270,000.00	38,480.21	28,480.21
000-03-0716-0001-34 Training	3,000.00	6,100.00	5,694.41	2,694.41
000-03-0808-0002-20 Electric	8,000.00	23,600.00	10,980.20	2,980.20
				-

TO (CREDIT)

000-03-0809-0001-20	68,000.00	495,000.00	29,700.96	97,700.96
Electric Power			-	-
				-
				-
				-
				-
				-

Reason Transfer is Required:

Transfer needed to cover account through the end of 2018. Installation of LED lighting not completed as timely as predicted / extra use for Day Light Savings not accounted for in previous transfer.

Reason Funds are Available for Transfer:

0701-02: Director position not filled / 0702-34 & 0716-34: training not attended due to bureau work needs & PW departmental staff shortages / 0702-46: did not need to utilize survey consultation much in 2018 / 0707-20 & 0808-20: estimated savings based on account average spreadsheet for 2018 / 0707-11: Shift Differential not used heavily

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

	Amount not more than \$5,000.00	
X	Amount is greater than \$5,000.00	
Department Head:	<i>Craig W. Messinger</i>	Date: 12/5/18
Director of Finance:	<i>Brent Hartzell</i>	Date: 12/10/2018
Mayor or Managing Director (if amount is greater than \$5,000):	<i>Pro. Council</i>	Date: 12/13/18
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:

CITY COUNCIL

Roger MacLean, President:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Vice President:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 20-DEC-18
Julio Guridy, Councilperson:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 12/28/18
Courtney Robinson, Councilperson:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 12/24/2018
Ed Zucal, Councilperson:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Cynthia Mota, Councilperson:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 12/27/2018

Expenditure Status Report

CITY OF ALLENTOWN
 1/1/2018 through 12/31/2018

000 GENERAL
 03 PUBLIC WORKS
 0702 ENGINEERING

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
0001 DESIGN, PERMITS & INSPECTION						
0001-02 PERMANENT WAGES	764,732.00	655,041.12	655,041.12	0.00	109,690.88	85.66
0001-06 PREMIUM PAY	7,000.00	1,934.89	1,934.89	0.00	5,065.11	27.64
0001-08 LONGEVITY	15,846.00	12,545.72	12,545.72	0.00	3,300.28	79.17
0001-11 SHIFT DIFFERENTIAL	500.00	185.12	185.12	0.00	314.88	37.02
0001-12 FICA	60,288.00	50,106.02	50,106.02	0.00	10,181.98	83.11
0001-14 PENSION	80,061.00	66,720.00	66,720.00	0.00	13,341.00	83.34
0001-16 INSURANCE - EMPLOYEE GRP	285,520.00	237,930.00	237,930.00	0.00	47,590.00	83.33
0001-26 PRINTING	4,104.00	752.08	752.08	947.92	2,404.00	41.42
0001-32 PUBLICATIONS & MEMBERSHIP	3,595.00	1,048.00	1,048.00	0.00	2,547.00	29.15
0001-34 TRAINING & PROF. DEVELOP	7,080.00	1,410.50	1,410.50	0.00	5,669.50	19.92
0001-42 REPAIRS & MAINTENANCE	19,700.00	17,338.79	17,338.79	0.00	2,361.21	88.01
0001-46 OTHER CONTRACT SERVICES	172,735.60	92,097.53	92,097.53	46,798.60	33,839.47	80.41
0001-50 OTHER SERVICES & CHARGES	2,228.00	1,864.25	1,864.25	0.00	363.75	83.67
0001-54 REPAIR & MAINT SUPPLIES	585.00	411.19	411.19	149.85	23.96	95.90
0001-56 UNIFORMS	3,675.00	403.75	403.75	666.44	2,604.81	29.12
0001-68 OPERATING MATERIALS & SUPP	2,000.00	1,811.50	1,811.50	179.55	8.95	99.55
0001-72 EQUIPMENT	250.00	0.00	0.00	0.00	250.00	0.00
0001-90 REFUNDS	3,500.00	1,232.50	1,232.50	0.00	2,267.50	35.21
Total ENGINEERING	1,433,399.60	1,142,832.96	1,142,832.96	48,742.36	241,824.28	83.13

(Not all accounts may be included.)

Expenditure Status Report

CITY OF ALLENTOWN
 1/1/2018 through 12/31/2018

000 GENERAL
 03 PUBLIC WORKS
 0701 DIRECTOR - PUBLIC WORKS

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
0001 ADMINISTRATION						
0001-02 PERMANENT WAGES	59,475.00	27,470.33	27,470.33	0.00	32,004.67	46.19
0001-08 LONGEVITY	601.00	527.61	527.61	0.00	73.39	87.79
0001-12 FICA	4,596.00	2,083.60	2,083.60	0.00	2,512.40	45.34
0001-14 PENSION	3,905.00	3,250.00	3,250.00	0.00	655.00	83.23
0001-16 INSURANCE - EMPLOYEE GRP	13,928.00	11,610.00	11,610.00	0.00	2,318.00	83.36
0001-32 PUBLICATIONS & MEMBERSHIP	200.00	165.00	165.00	0.00	35.00	82.50
0001-34 TRAINING & PROF. DEVELOP	1,000.00	157.42	157.42	0.00	842.58	15.74
Total ADMINISTRATION	83,705.00	45,263.96	45,263.96	0.00	38,441.04	54.08
0002 OFFICE OF COMPLIANCE						
0002-02 PERMANENT WAGES	169,874.00	132,067.75	132,067.75	0.00	37,806.25	77.74
0002-04 TEMPORARY WAGES	5,000.00	0.00	0.00	0.00	5,000.00	0.00
0002-06 PREMIUM PAY	1,374.46	1,251.76	1,251.76	0.00	122.70	91.07
0002-08 LONGEVITY	2,864.00	2,492.53	2,492.53	0.00	361.47	87.33
0002-11 SHIFT DIFFERENTIAL	105.00	35.72	35.72	0.00	69.28	34.02
0002-12 FICA	13,684.00	9,897.70	9,897.70	0.00	3,786.30	72.33
0002-14 PENSION	16,273.00	13,560.00	13,560.00	0.00	2,713.00	83.33
0002-16 INSURANCE - EMPLOYEE GRP	58,033.00	48,360.00	48,360.00	0.00	9,673.00	83.33
0002-28 MILEAGE REIMBURSEMENT	100.00	0.00	0.00	0.00	100.00	0.00
0002-32 PUBLICATIONS & MEMBERSHIP	850.00	370.00	370.00	0.00	480.00	43.53
0002-34 TRAINING & PROF. DEVELOP	2,070.00	320.00	320.00	0.00	1,750.00	15.46
0002-42 REPAIRS & MAINTENANCE	500.00	0.00	0.00	0.00	500.00	0.00
0002-46 OTHER CONTRACT SERVICES	87,000.00	18,812.60	18,812.60	62,437.50	5,748.90	93.39
0002-56 UNIFORMS	215.39	0.00	0.00	0.00	215.39	0.00
0002-68 OPERATING MATERIALS & SUPP	370.15	370.15	370.15	0.00	0.00	100.00
0002-90 REFUNDS	1,500.00	340.99	340.99	0.00	1,159.01	22.73
Total OFFICE OF COMPLIANCE	359,803.00	227,879.20	227,879.20	62,437.50	69,486.30	80.69
Total DIRECTOR - PUBLIC WORKS	443,508.00	273,143.16	273,143.16	62,437.50	107,927.34	75.67

(Not all accounts may be included.)

Expenditure Status Report

CITY OF ALLENTOWN
 1/1/2018 through 12/31/2018

000 GENERAL

03 PUBLIC WORKS

0716 STREETS

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
0001 MAINTENANCE						
0001-02 PERMANENT WAGES	205,831.16	159,256.93	159,256.93	0.00	46,574.23	77.37
0001-04 TEMPORARY WAGES	107.00	0.00	0.00	0.00	107.00	0.00
0001-06 PREMIUM PAY	33,500.00	8,855.90	8,855.90	0.00	24,644.10	26.44
0001-08 LONGEVITY	2,246.84	2,144.90	2,144.90	0.00	101.94	95.46
0001-11 SHIFT DIFFERENTIAL	3,500.00	367.89	367.89	0.00	3,132.11	10.51
0001-12 FICA	22,849.00	12,913.10	12,913.10	0.00	9,935.90	56.51
0001-14 PENSION	29,291.00	24,410.00	24,410.00	0.00	4,881.00	83.34
0001-16 INSURANCE - EMPLOYEE GRP	104,459.00	87,050.00	87,050.00	0.00	17,409.00	83.33
0001-20 ELECTRIC POWER	28,000.00	18,810.74	18,810.74	0.00	9,189.26	67.18
0001-26 PRINTING	2,445.00	250.01	250.01	949.99	1,245.00	49.08
0001-28 MILEAGE REIMBURSEMENT	200.00	18.40	18.40	0.00	181.60	9.20
0001-30 RENTALS	10,000.00	1.00	1.00	0.00	9,999.00	0.01
0001-32 PUBLICATIONS & MEMBERSHIP	350.00	330.00	330.00	0.00	20.00	94.29
0001-34 TRAINING & PROF. DEVELOP	6,100.00	405.59	405.59	0.00	5,694.41	6.65
0001-42 REPAIRS & MAINTENANCE	4,250.00	4,046.77	4,046.77	0.00	203.23	95.22
0001-46 OTHER CONTRACT SERVICES	24,810.00	18,199.18	18,199.18	5.00	6,605.82	73.37
0001-54 REPAIR & MAINT SUPPLIES	230,700.00	189,115.49	189,115.49	36,991.90	4,592.61	98.01
0001-56 UNIFORMS	20,818.00	6,090.44	6,090.44	9,106.43	5,621.13	73.00
0001-62 FUELS, OILS & LUBRICANTS	29,500.00	9,556.01	9,556.01	19,943.99	0.00	100.00
0001-66 CHEMICALS	158,000.00	133,862.96	133,862.96	23,137.04	1,000.00	99.37
0001-68 OPERATING MATERIALS & SUPP	13,600.00	10,251.68	10,251.68	73.89	3,274.43	75.92
Total MAINTENANCE	930,557.00	685,936.99	685,936.99	90,208.24	154,411.77	83.41
0002 STORMWATER						
Total STORMWATER	0.00	0.00	0.00	0.00	0.00	0.00
Total STREETS	930,557.00	685,936.99	685,936.99	90,208.24	154,411.77	83.41

(Not all accounts may be included.)

Expenditure Status Report

CITY OF ALLENTOWN
 1/1/2018 through 12/31/2018

000 GENERAL

03 PUBLIC WORKS

0707 BUILDING MAINTENANCE

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
0001 MAINTENANCE						
0001-02 PERMANENT WAGES	754,809.00	667,717.49	667,717.49	0.00	87,091.51	88.46
0001-04 TEMPORARY WAGES	60,500.00	47,357.52	47,357.52	0.00	13,142.48	78.28
0001-06 PREMIUM PAY	32,725.00	16,180.61	16,180.61	0.00	16,544.39	49.44
0001-08 LONGEVITY	10,086.00	8,872.82	8,872.82	0.00	1,213.18	87.97
0001-11 SHIFT DIFFERENTIAL	9,851.00	4,020.71	4,020.71	0.00	5,830.29	40.82
0001-12 FICA	67,301.00	56,169.04	56,169.04	0.00	11,131.96	83.46
0001-14 PENSION	95,682.00	79,740.00	79,740.00	0.00	15,942.00	83.34
0001-16 INSURANCE - EMPLOYEE GRP	341,231.00	284,360.00	284,360.00	0.00	56,871.00	83.33
0001-20 ELECTRIC POWER	210,000.00	171,519.79	171,519.79	0.00	38,480.21	81.68
0001-26 PRINTING	249.00	68.05	68.05	81.95	99.00	60.24
0001-28 MILEAGE REIMBURSEMENT	25.00	18.95	18.95	0.00	6.05	75.80
0001-30 RENTALS	3,000.00	1,959.42	1,959.42	0.00	1,040.58	65.31
0001-32 PUBLICATIONS & MEMBERSHIP	175.00	165.00	165.00	0.00	10.00	94.29
0001-34 TRAINING & PROF. DEVELOP	1,800.00	599.69	599.69	0.00	1,200.31	33.32
0001-42 REPAIRS & MAINTENANCE	21,500.00	9,440.72	9,440.72	2,800.00	9,259.28	56.93
0001-46 OTHER CONTRACT SERVICES	223,054.45	143,737.66	143,737.66	53,236.74	26,080.05	88.31
0001-54 REPAIR & MAINT SUPPLIES	152,068.00	124,714.28	124,714.28	20,294.37	7,059.35	95.36
0001-56 UNIFORMS	8,827.00	2,553.23	2,553.23	4,296.25	1,977.52	77.60
0001-62 FUELS, OILS & LUBRICANTS	122,000.00	83,379.78	83,379.78	16,580.14	22,040.08	81.93
0001-64 PIPE & FITTINGS	10,373.00	5,273.58	5,273.58	1,911.01	3,188.41	69.26
0001-66 CHEMICALS	8,000.00	7,060.00	7,060.00	0.00	940.00	88.25
0001-68 OPERATING MATERIALS & SUPP	33,500.00	18,387.26	18,387.26	13,923.72	1,189.02	96.45
0001-72 EQUIPMENT	21,750.00	14,782.27	14,782.27	3,963.00	3,004.73	86.19
Total BUILDING MAINTENANCE	2,188,506.45	1,748,077.87	1,748,077.87	117,087.18	323,341.40	85.23

(Not all accounts may be included.)

Expenditure Status Report
CITY OF ALLENTOWN
 1/1/2018 through 12/31/2018

000 GENERAL
 03 PUBLIC WORKS
 0808 COMMUNICATIONS

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
0001 EMERGENCY COMMUNICATIONS						
Total EMERGENCY COMMUNICATIONS	0.00	0.00	0.00	0.00	0.00	0.00
0002 TECHNICAL SERVICES						
0002-02 PERMANENT WAGES	164,752.00	141,971.89	141,971.89	0.00	22,780.11	86.17
0002-06 PREMIUM PAY	9,762.53	6,983.21	6,983.21	0.00	2,779.32	71.53
0002-08 LONGEVITY	3,690.00	3,128.71	3,128.71	0.00	561.29	84.79
0002-11 SHIFT DIFFERENTIAL	993.16	135.36	135.36	0.00	857.80	13.63
0002-12 FICA	13,727.00	11,547.26	11,547.26	0.00	2,179.74	84.12
0002-14 PENSION	19,527.00	16,270.00	16,270.00	0.00	3,257.00	83.32
0002-16 INSURANCE - EMPLOYEE GRP	69,639.00	58,030.00	58,030.00	0.00	11,609.00	83.33
0002-20 ELECTRIC POWER	23,600.00	12,619.80	12,619.80	0.00	10,980.20	53.47
0002-24 POSTAGE & SHIPPING	350.00	312.91	312.91	20.00	17.09	95.12
0002-26 PRINTING	22.00	0.00	0.00	0.00	22.00	0.00
0002-30 RENTALS	54,400.00	27,066.00	27,066.00	21,000.00	6,334.00	88.36
0002-34 TRAINING & PROF. DEVELOP	3,100.00	0.00	0.00	0.00	3,100.00	0.00
0002-42 REPAIRS & MAINTENANCE	11,500.00	5,285.14	5,285.14	4,651.52	1,563.34	86.41
0002-46 OTHER CONTRACT SERVICES	13,610.00	4,367.30	4,367.30	8,192.12	1,050.58	92.28
0002-54 REPAIR & MAINT SUPPLIES	50,000.00	45,108.98	45,108.98	2,594.83	2,296.19	95.41
0002-56 UNIFORMS	1,755.00	348.48	348.48	99.46	1,307.06	25.52
0002-62 FUELS, OILS & LUBRICANTS	9,000.00	3,882.71	3,882.71	129.21	4,988.08	44.58
0002-68 OPERATING MATERIALS & SUPP	39,910.00	33,874.33	33,874.33	5,458.41	577.26	98.55
0002-72 EQUIPMENT	468,508.00	467,837.52	467,837.52	670.00	0.48	100.00
Total TECHNICAL SERVICES	957,845.69	838,769.60	838,769.60	42,815.55	76,260.54	92.04
0003 TELEPHONES						
0003-02 PERMANENT WAGES	28,219.00	24,751.73	24,751.73	0.00	3,467.27	87.71
0003-06 PREMIUM PAY	237.47	386.96	386.96	0.00	-149.49	162.95
0003-08 LONGEVITY	594.00	508.68	508.68	0.00	85.32	85.64
0003-11 SHIFT DIFFERENTIAL	6.84	11.52	11.52	0.00	-4.68	168.42