Allentown
All Inspiring

City of Allentown
435 Hamilton St.
Allentown, PA 18101

MEMO

To: Ray O'Connell, Mayor
President and Members of City Council

From: Seth O'Neill, Finance Director

Date: November 3, 2021

Re: Budget Memo #3 – Parks, Recreation, Trexler and Golf Funds

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The following changes have been made to the 2022 Proposed Budget:

Parks

Correct the salary for the Office Manager to $64,092; an increase of $780. This position is funded in four areas of the budget – Parks, Recreation, Trexler and Golf Course with each having an increased cost of $195.

Revised pages 159, 160, 165, 166, 299, 300, 399 and 400 are attached for your reference.

Golf Fund

Correct mistake on the Fund Summary page 391. Incorrect amount was entered for General City Charges. Page 400 has the correct amount of $378,047; only the summary page is incorrect. Revised page 391 is attached.

cc:
Jeff Glazier
Matthew Kloiber
Michael Hanlon
Karen El-Chaar
Craig Messinger
Chief Charles Roca
Chief Efrain Agosto
Mike Moore
Leonard Lightner
Audrey Danek
Casandra Magliane
Barbara Wagenhurst
Matthew Leibert
FOP President
IAFF President
SEIU President
MESA President
The Morning Call
Meloney Sallie-Dosunmu
Jessica Baraket

CITY OF ALLENTOWN
PERSONNEL SUMMARY

FUND	000	GENERAL
DEPT	08	PARKS AND RECREATION
BUREAU	0709	PARK MAINTENANCE
PROGRAM	0001	GROUNDS MAINTENANCE

		2017	2018	2019	2020	2021		2021		2022	
		Actual				Final Budget		Actual & Estimated		Proposed Budget	
		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
18N	Deputy Director Parks	-	-	-	-	0.47	42,636	0.47	42,636	0.47	43,711
16N	Parks Superintendent	0.5	0.5	0.5	0.5	-	-	-	-	-	-
13N	Chief Maintnance Supervisor	-	-	0.5	0.5	0.5	39,507	0.5	39,507	0.5	40,547
11N	Maintenance Supervisor	4.0	4.0	4.0	4.0	4.0	246,740	4.0	246,740	4.0	240,474
10N	Project Coordinator	-	-	-	-	-	-	-	-	1.0	54,580
09N	Office Manager	-	-	0.25	0.25	0.25	15,828	0.25	15,828	0.25	16,023
15M	Tradesman - Plumber	1.0	1.0	1.0	1.0	1.0	61,975	1.0	61,975	1.0	63,882
15M	Tradesman - Pools	1.0	1.0	1.0	1.0	1.0	56,201	1.0	56,201	1.0	59,482
15M	Tradesman - Electrician	1.0	1.0	1.0	1.0	1.0	53,579	1.0	53,579	1.0	58,481
15M	Arborist 2	1.0	1.0	1.0	1.0	1.0	48,957	1.0	48,957	1.0	56,232
14M	Equipment Operator 4	1.0	1.0	1.0	1.0	1.0	57,423	1.0	57,423	1.0	47,082
14M	Maint. Mechanic - Specialist	1.0	1.0	1.0	1.0	-	-	-	-	-	-
14M	Maint. Spray Technician	-	-	-	-	1.0	55,016	1.0	55,016	1.0	59,787
11M	Arborist 1	1.0	1.0	1.0	1.0	1.0	54,363	1.0	54,363	1.0	57,072
10M	Maintenance Worker 3	2.0	2.0	3.0	3.0	1.0	54,413	1.0	54,413	1.0	54,782
09M	Maintenance Mechanic 1 - Pools	2.0	2.0	2.0	2.0	3.0	139,282	3.0	139,282	3.0	148,823
08M	Clerk 3	1.0	1.0	0.5	0.5	-	-	-	-	-	-
08M	Maintenance Worker 2	12.0	12.0	13.0	13.0	14.0	680,263	14.0	680,263	15.0	727,199
06M	Maintenance Worker 1	8.0	8.0	8.0	8.0	8.0	360,774	8.0	360,774	8.0	365,715
	Total Positions	**36.5**	**36.5**	**38.8**	**38.75**	**38.22**	**1,924,321**	**38.22**	**1,924,321**	**40.22**	**2,093,872**

CITY OF ALLENTOWN
PROGRAM BUDGET

000 GENERAL
08 PARKS AND RECREATION
0709 PARK MAINTENANCE
0001 GROUNDS MAINTENANCE

Account Number		*2021 Budget*	*2021 Adj. Budget*	*2021 A&E*	*2022 Prop. Budget*
0001-02	PERMANENT WAGES	1,966,956	1,966,956	1,966,956	2,093,871
0001-06	PREMIUM PAY	88,350	103,350	95,000	95,000
0001-08	LONGEVITY	24,323	24,323	24,323	23,073
0001-11	SHIFT DIFFERENTIAL	3,000	3,000	3,000	3,000
0001-12	FICA	157,406	157,406	157,406	169,428
0001-14	PENSION	293,127	293,127	293,127	338,508
0001-16	INSURANCE - EMPLOYEE GRP	981,572	981,572	981,572	997,992
0001-20	ELECTRIC POWER	68,000	53,000	50,000	51,500
0001-26	PRINTING	5,000	2,500	2,500	5,000
0001-28	MILEAGE REIMBURSEMENT	250	250	250	250
0001-30	RENTALS	7,200	7,200	7,200	7,200
0001-32	PUBLICATIONS & MEMBERSHIP	1,700	1,700	1,300	2,425
0001-34	TRAINING & PROF. DEVELOP	3,000	3,000	3,000	3,625
0001-42	REPAIRS & MAINTENANCE	8,900	8,900	8,900	8,900
0001-46	OTHER CONTRACT SERVICES	0	6,877	6,877	0
0001-50	OTHER SERVICES & CHARGES	1,410	1,410	1,150	1,258
0001-54	REPAIR & MAINT SUPPLIES	55,375	62,779	55,375	57,000
0001-64	PIPE & FITTINGS	13,000	12,837	11,442	10,000
0001-66	CHEMICALS	31,750	31,750	31,750	37,700
0001-68	OPERATING MATERIALS & SUPP	24,000	24,668	24,000	27,500
0001-72	EQUIPMENT	17,000	45,605	40,000	17,000
Total	**GROUNDS MAINTENANCE**	**3,751,319**	**3,792,210**	**3,765,128**	**3,950,230**

CITY OF ALLENTOWN
PERSONNEL SUMMARY

FUND	**000**	**GENERAL**
DEPT	**08**	**PARKS AND RECREATION**
BUREAU	**0905**	**RECREATION**
PROGRAM	**0002**	**ORGANIZED SPORTS & ACTIVITIES**

		2017	2018	2019	2020	2021		2021		2022	
		Actual				Final Budget		Actual & Estimated		Proposed Budget	
		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
10N	Recreation Program Specialist	2.0	2.0	2.0	2.0	2.0	117,104	2.0	117,104	2.0	120,874
09N	Office Manager	-	-	0.25	0.25	0.25	15,828	0.25	15,828	0.25	16,023
05N	Aquatics Program Coordinator	-	-	1.0	-	-	-	-	-	-	-
08M	Clerk 3	1.0	1.0	2.5	2.5	2.0	97,439	2.0	97,439	2.0	103,253
	Total Positions	**3.0**	**3.0**	**5.8**	**4.8**	**4.25**	**230,371**	**4.25**	**230,371**	**4.25**	**240,150**

CITY OF ALLENTOWN
PROGRAM BUDGET

000 GENERAL
08 PARKS AND RECREATION
0905 RECREATION
0002 ORGANIZED SPORTS ACTIVITIES

Account Number		*2021 Budget*	*2021 Adj. Budget*	*2021 A&E*	*2022 Prop. Budget*
0002-02	PERMANENT WAGES	230,371	230,371	230,371	240,150
0002-04	TEMPORARY WAGES	212,000	186,742	186,742	325,456
0002-06	PREMIUM PAY	1,500	1,500	1,500	1,500
0002-08	LONGEVITY	1,348	1,348	1,348	1,767
0002-11	SHIFT DIFFERENTIAL	75	75	75	75
0002-12	FICA	33,958	33,958	33,958	43,510
0002-14	PENSION	32,570	32,570	32,570	36,682
0002-16	INSURANCE - EMPLOYEE GRP	109,064	109,064	109,064	108,146
0002-22	TELEPHONE	325	350	325	350
0002-26	PRINTING	2,745	2,645	2,745	2,900
0002-28	MILEAGE REIMBURSEMENT	100	100	50	100
0002-30	RENTALS	6,800	5,140	4,540	5,500
0002-32	PUBLICATIONS & MEMBERSHIP	850	850	850	850
0002-34	TRAINING & PROF. DEVELOP	4,110	3,610	3,610	4,110
0002-42	REPAIRS & MAINTENANCE	800	4,261	4,175	950
0002-46	OTHER CONTRACT SERVICES	176,922	243,460	169,454	185,422
0002-50	OTHER SERVICES & CHARGES	4,900	10,400	10,400	9,682
0002-54	REPAIR & MAINT SUPPLIES	100	100	100	100
0002-56	UNIFORMS	2,000	1,000	2,000	2,000
0002-68	OPERATING MATERIALS & SUPP	16,450	17,439	16,450	21,045
0002-72	EQUIPMENT	0	16,740	0	6,250
0002-90	REFUNDS	2,500	1,900	2,500	1,250
Total	**ORGANIZED SPORTS ACTIVITIES**	**839,488**	**903,623**	**812,827**	**997,795**

CITY OF ALLENTOWN
PERSONNEL SUMMARY

FUND	006	TREXLER
DEPT	08	PARKS AND RECREATION
BUREAU	6761	TREXLER MEMORIAL PARK
PROGRAM	0001	GROUNDS MAINTENANCE

		2017	2018	2019	2020	2021		2021		2022	
		Actual				Final Budget		Actual & Estimated		Proposed Budget	
		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
21A	Parks & Rec Director	1.0	1.0	1.0	1.0	1.0	102,310	1.0	102,310	1.0	104,858
18N	Deputy Director Parks	-	-	-	-	0.53	48,078	0.53	48,078	0.53	49,291
16N	Parks Superintendent	0.5	0.5	0.5	0.5	-	-	-	-	-	-
13N	Chief Maint Supervisor	1.0	1.0	0.5	0.5	0.5	39,507	0.5	39,507	0.5	40,547
11N	Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0	58,708	1.0	58,708	1.0	62,400
09N	Office Manager	0.5	0.5	0.25	0.25	0.25	15,828	0.25	15,828	0.25	16,023
14M	Equipment Operator 4	1.0	1.0	1.0	1.0	1.0	60,389	1.0	60,389	1.0	62,219
14M	Maint. Mechanic - Specialist	1.0	1.0	1.0	1.0	1.0	60,389	1.0	60,389	1.0	62,218
11M	Arborist 1	1.0	1.0	1.0	1.0	1.0	51,499	1.0	51,499	1.0	54,387
10M	Maintenance Worker 3	2.0	2.0	1.0	1.0	1.0	54,413	1.0	54,413	1.0	56,082
08M	Clerk 3	1.0	1.0	-	-	1.0	49,836	1.0	49,836	-	-
08M	Maintenance Worker 2	5.0	5.0	4.0	4.0	4.0	182,991	4.0	182,991	4.0	175,808
	Total Positions	**15.0**	**15.0**	**11.3**	**11.25**	**12.28**	**723,948**	**12.28**	**723,948**	**11.28**	**683,833**

CITY OF ALLENTOWN
PROGRAM BUDGET

006 TREXLER
08 PARKS AND RECREATION
6761 TREXLER MEMORIAL PARK
0001 GROUNDS MAINTENANCE

Account Number		*2021 Budget*	*2021 Adj. Budget*	*2021 A&E*	*2022 Prop. Budget*
0001-02	PERMANENT WAGES	723,948	723,948	723,948	683,832
0001-04	TEMPORARY WAGES	5,000	31,842	28,366	50,000
0001-06	PREMIUM PAY	10,000	40,000	10,000	40,000
0001-08	LONGEVITY	12,632	12,632	12,632	12,472
0001-11	SHIFT DIFFERENTIAL	1,500	1,500	1,500	1,500
0001-12	FICA	58,153	58,153	58,153	60,133
0001-14	PENSION	93,877	93,877	93,877	105,989
0001-16	INSURANCE - EMPLOYEE GRP	314,360	314,360	314,360	312,477
0001-20	ELECTRIC POWER	5,000	5,000	3,500	5,000
0001-30	RENTALS	25,933	29,933	29,933	29,533
0001-32	PUBLICATIONS & MEMBERSHIP	575	575	575	575
0001-34	TRAINING & PROF. DEVELOP	6,000	6,000	6,000	11,000
0001-42	REPAIRS & MAINTENANCE	2,000	13,606	12,900	5,000
0001-46	OTHER CONTRACT SERVICES	23,156	39,411	39,411	23,342
0001-54	REPAIR & MAINT SUPPLIES	20,000	77,455	77,455	60,000
0001-56	UNIFORMS	10,000	12,225	12,225	10,000
0001-62	FUELS, OILS & LUBRICANTS	10,500	12,500	12,500	13,000
0001-66	CHEMICALS	6,000	11,000	11,000	15,000
0001-68	OPERATING MATERIALS & SUPP	14,000	49,000	49,000	45,000
0001-72	EQUIPMENT	22,160	107,603	75,151	42,160
0001-84	CAPITAL FUND CONTRIBUTION	330,000	459,312	330,000	600,000
Total	**GROUNDS MAINTENANCE**	**1,694,794**	**2,099,932**	**1,902,486**	**2,126,013**

CITY OF ALLENTOWN
PERSONNEL SUMMARY

FUND	**091**	**GOLF COURSE**
DEPT	**08**	**PARKS & RECREATION**
BUREAU	**9001**	**MUNICIPAL GOLF COURSE**
PROGRAM	**0004**	**ADMINISTRATION**

		2017	2018	2019	2020	2021		2021		2022	
		Actual				Final Budget		Actual & Estimated		Proposed Budget	
		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
13N	Golf Course Manager	1.0	1.0	1.0	1.0	1.0	77,688	1.0	77,688	1.0	79,378
09N	Office Manager	0.5	0.5	0.3	0.25	0.25	15,828	0.25	15,828	0.25	16,023
	Total Positions	**1.5**	**1.5**	**1.3**	**1.25**	**1.25**	**93,516**	**1.25**	**93,516**	**1.25**	**95,401**

CITY OF ALLENTOWN
PROGRAM BUDGET

091 GOLF COURSE
08 PARKS AND RECREATION
9001 MUNICIPAL GOLF COURSE
0004 ADMINISTRATION

Account Number		2021 Budget	2021 Adj. Budget	2021 A&E	2022 Prop. Budget
0004-02	PERMANENT WAGES	93,516	93,516	93,516	95,401
0004-04	TEMPORARY WAGES	109,350	98,150	109,350	120,000
0004-06	PREMIUM PAY	2,000	2,000	2,000	2,000
0004-08	LONGEVITY	1,526	1,526	1,526	1,601
0004-12	FICA	15,789	15,789	15,789	16,739
0004-14	PENSION	9,579	9,579	9,579	10,789
0004-16	INSURANCE - EMPLOYEE GRP	32,078	32,078	32,078	31,808
0004-22	TELEPHONE	1,000	1,000	1,000	1,000
0004-26	PRINTING	200	1,765	1,765	3,500
0004-32	PUBLICATIONS & MEMBERSHIP	1,450	1,450	875	1,350
0004-42	REPAIRS & MAINTENANCE	2,800	2,800	2,800	17,800
0004-46	OTHER CONTRACT SERVICES	4,500	4,500	4,500	12,000
0004-50	OTHER SERVICES & CHARGES	39,750	71,750	50,623	64,750
0004-54	REPAIR & MAINT SUPPLIES	3,805	1,305	3,805	6,305
0004-68	OPERATING MATERIALS & SUPP	16,600	17,800	17,642	17,800
0004-70	PRO SHOP INVENTORY	50,000	58,435	48,435	70,000
0004-72	EQUIPMENT	12,500	12,500	12,500	5,000
0004-86	GENERAL CITY CHARGES	0	0	0	378,047
0004-88	INTERFUND TRANSFERS	0	0	0	125,000
Total	**ADMINISTRATION**	**396,443**	**425,943**	**407,783**	**980,890**

CITY OF ALLENTOWN
FUND SUMMARY - GOLF COURSE FUND (091)

	2021 Budget	2021 Adj. Budget	2021 A&E	2022 Prop. Budget
Revenues:				
091-2661 Transfer from General Fund	0	375,000	375,000	0
091-3182 Cart Rentals	320,000	320,000	381,000	425,000
091-3183 Greens Fees	975,000	975,000	975,000	1,100,000
091-3184 Driving Range	190,000	190,000	238,000	300,000
091-3186 Pro Shop Rental/Miscellaneous	68,000	68,000	68,000	90,000
091-3187 G/C Bar & Rest	52,500	52,500	52,500	54,180
091-3189 State Aid Pension	21,762	21,762	21,762	22,980
Total Revenue	**1,627,262**	**2,002,262**	**2,111,262**	**1,992,160**
Expenditures:				
02 PERMANENT WAGES	297,161	297,161	297,161	310,278
04 TEMPORARY WAGES	169,350	158,150	169,350	200,000
06 PREMIUM PAY	18,000	18,000	18,000	18,000
08 LONGEVITY	2,191	2,191	2,191	2,397
11 SHIFT DIFFERENTIAL	200	200	200	200
12 FICA	37,101	37,101	37,101	40,612
14 PENSION	40,233	40,233	40,233	45,313
16 INSURANCE - EMPLOYEE GRP	134,726	134,726	134,726	133,592
Total Personnel	**698,962**	**687,762**	**698,962**	**750,392**
20 ELECTRIC POWER	13,500	17,500	13,500	18,000
22 TELEPHONE	2,000	2,000	2,000	2,500
26 PRINTING	200	1,765	1,765	3,500
30 RENTALS	165,390	165,390	165,390	161,625
32 PUBLICATIONS & MEMBERSHIP	2,250	2,250	1,675	2,600
34 TRAINING & PROF. DEVELOP	2,115	1,125	2,115	5,000
42 REPAIRS & MAINTENANCE	5,800	5,800	5,800	21,300
46 OTHER CONTRACT SERVICES	6,700	275,700	275,700	14,700
50 OTHER SERVICES & CHARGES	40,450	40,450	51,323	64,900
Total Services & Charges	**238,405**	**511,980**	**519,268**	**294,125**
54 REPAIR & MAINT SUPPLIES	20,805	52,745	56,805	23,305
56 UNIFORMS	1,144	1,144	1,144	1,144
62 FUELS, OILS & LUBRICANTS	16,700	16,700	16,700	20,000
64 PIPE & FITTINGS	5,000	5,000	5,000	10,000
66 CHEMICALS	100,000	101,890	100,000	115,000
68 OPERATING MATERIALS & SUPP	41,100	43,524	42,142	48,300
Total Materials & Supplies	**184,749**	**221,003**	**221,791**	**217,749**
70 PRO SHOP INVENTORY	50,000	58,435	48,435	70,000
72 EQUIPMENT	28,500	173,089	98,500	24,000
Total Capital Outlay	**78,500**	**231,524**	**146,935**	**94,000**
86 GENERAL CITY CHARGES	360,045	360,045	360,045	378,047
Total Sundry	**360,045**	**360,045**	**360,045**	**378,047**
Total Expenditures	**1,560,661**	**2,012,314**	**1,947,001**	**1,734,313**