



CITY OF ALLENTOWN

30783

RESOLUTION

R11 – 2024

*Introduced by the Administration on January 17, 2024*

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Approves two transfers: (1) \$55,852.78 in Human Resources as a result of increases costs for employee screening for seasonal employees and (2) \$41,371.86 in Parks and Recreation to current and end Capital Improvement Projects at the Golf Course for painting, carpet and new HVAC system.

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

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

- \$55,852.78 in Human Resources for Increased Costs for Employee Screening (Background Checks, Drug Screens) for On-Boarding Seasonal Employees, previously expensed by various departments and not budgeted in HR for 2023 from Account #000-06-0603-0001-34 to Account #000-06-0603-0001-46 and Account #000-06-0603-0001-50.
- \$41,371.86 in Parks and Recreation for the need to move funding into correct ending for Capital Improvement Projects at the Golf Course for Painting, Carpet and new HVAC from Account #091-08-9001-0005-76 (Construction Contracts) to Account #091-08-9001-0005-46 (Other Contract Services).

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. 30783 was adopted by the City Council of Allentown on the 17<sup>th</sup> day of January, 2024, and is on file in the City Clerk's Office.***

  
 \_\_\_\_\_  
 City Clerk

2023

Posting Year: 2023  
Period:

Posting Date:

Posting #  
Ref #

Doc #  
Initials:

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Bina Patel, Director of Finance  
BUREAU: Department of Finance

FROM: Roberto Bernal  
BUREAU: Human Resources

**TRANSFER DETAIL**

Date of Request: 8-Jan-24 Fund: General Transfer Amount: \$ 55,852.78

**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-06-0603-0001-34	\$55,852.78	\$211,429.00	\$81,473.85	25,621.07
			\$	.
			\$	.
			\$	.
			\$	.
			\$	.
			\$	.
			\$	.
			\$	.
			\$	.

**TO (CREDIT)**

000-06-0603-0001-46	\$ 52,738.02	\$ 560,933.75	(2,160.05)	50,577.97
000-06-0603-0001-50	\$ 3,114.76	\$ 122,370.00	465.85	3,580.61
			\$	.
			\$	.
			\$	.
			\$	.
			\$	.
			\$	.

JP

**Reason Transfer is Required:**

Increased costs for employee screening (background checks, drug screens) for on-boarding seasonal employees, previously expensed by various depts. and not budgeted in HR for 2023. Larger than average 4th quarter unemployment compensation costs, and remainder of the HR consultant contract, which was not in the original 2023 budget.

**Reason Funds are Available for Transfer:**

Fewer tuition reimbursement & certification bonus requests were received than budgeted for in 2023 leaving an available balance in the Training & Prof. Development account.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

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

Department Head/Deputy Director:

Director of Finance/Deputy Director:

City Controller (if amount is greater than \$10,000):

Mayor/Managing Director (if amount is greater than \$10,000):

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

Date: 1/9/2024  
 Date: 1/9/2024  
 Date: 5-10-24  
 Date: 1-10-24

**COUNCIL**

- David Handricks, President
- Cynthia Mota, Vice President
- Candida Affa, Councilperson
- Cecilia Gerlach, Councilperson
- Ed Zucal, Councilperson
- Natalie Santos, Councilperson
- Santo Napoli, Councilperson

[ ]	Annroved	[ ]	Disannroved
[ ]	Approved	[ ]	Disapproved
[ ]	Approved	[ ]	Disapproved
[ ]	Approved	[ ]	Disapproved
[ ]	Approved	[ ]	Disapproved
[ ]	Approved	[ ]	Disapproved
[ ]	Approved	[ ]	Disapproved

Date:  
Date:  
Date:  
Date:  
Date:  
Date:  
Date:

Expenditure Status Report

expstat.rpt  
 01/09/2024 10:35AM  
 Periods: 0 through 12

CITY OF ALLENTOWN  
 1/1/2023 through 12/31/2023

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
000 GENERAL						
06 HUMAN RESOURCES						
0603 HUMAN RESOURCES						
0001 PERSONNEL ADMINISTRATION						
0001-02 PERMANENT WAGES	465,813.00	349,715.81	349,715.81	0.00	116,097.19	75.06
0001-04 TEMPORARY WAGES	1,200.00	0.00	0.00	0.00	1,200.00	0.00
0001-06 PREMIUM PAY	3,000.00	134.43	134.43	0.00	2,865.57	4.48
0001-08 LONGEVITY	2,372.00	1,299.46	1,299.46	0.00	1,072.54	54.78
0001-12 FICA	38,912.00	25,522.79	25,522.79	0.00	13,389.21	65.89
0001-14 PENSION	58,306.00	58,306.00	58,306.00	0.00	0.00	100.00
0001-16 INSURANCE - EMPLOYEE GRP	156,420.00	143,385.00	143,385.00	0.00	13,035.00	91.67
0001-26 PRINTING	1,120.00	525.60	525.60	594.40	0.00	100.00
0001-28 MILEAGE REIMBURSEMENT	300.00	0.00	0.00	0.00	300.00	0.00
0001-30 RENTALS	2,000.00	1,523.93	1,523.93	0.00	476.07	76.20
0001-32 PUBLICATIONS & MEMBERSHIP	3,162.00	2,899.60	2,899.60	0.00	262.40	91.70
0001-34 TRAINING & PROF. DEVELOP				733.47	81,473.85	61.47
0001-46 OTHER CONTRACT SERVICES				70,011.36	-2,160.05	100.39
0001-50 OTHER SERVICES & CHARGES				61,219.10	465.85	99.62
0001-53 WELLNESS	10,000.00	4,845.68	4,845.68	0.00	5,154.32	48.46
0001-68 OPERATING MATERIALS & SUPP	11,500.00	8,652.77	8,652.77	0.00	2,847.23	75.24
0001-72 EQUIPMENT	5,000.00	19.45	19.45	0.00	4,980.55	0.39
Total GENERAL	1,653,837.75	1,279,819.69	1,279,819.69	132,558.33	241,459.73	85.40
Grand Total	1,653,837.75	1,279,819.69	1,279,819.69	132,558.33	241,459.73	85.40

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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO:	Bina Patel, Director of Finance	FROM:	Bryne Heffner-Bair
BUREAU:	Department of Finance	BUREAU:	Parks and Recreation

**TRANSFER DETAIL**

Date of Request:	8-Jan-24	Fund: Golf Course	- 2024	Transfer Amount: \$	41,371.86
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
091-08-9001-0005-76 Construction Contracts	\$ 41,371.86	\$ 400,000.00	\$ 366,628.14	\$ 325,256.28
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

**TO (CREDIT)**

091-08-9001-0005-46 Other Contract Services	\$ 41,371.86	\$ -	\$ -	\$ 41,371.86
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -



**Reason Transfer is Required:**

Need to move funding into correct account ending for capital improvement projects at the golf course for Painting, Carpet and new HVAC.

**Reason Funds are Available for Transfer:**

Funds are available for capital improvements, just need to be moved into the correct account ending.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

<input type="checkbox"/>	Amount not more than \$10,000.00		
<input checked="" type="checkbox"/>	Amount is greater than \$10,000.00		
Department Head/Deputy Director:			Date: 1/18/24
Director of Finance/Deputy Director:			Date: 1/9/2024
City Controller (if amount is greater than \$10,000):			Date: 1-9-24
Mayor/Managing Director (if amount is greater than \$10,000):			Date: 1.10.24
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:			Date:

**CITY COUNCIL**

Daryl Hendricks, President	[ ] Approved [ ] Disapproved	Date:
Cynthia Mota, 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:
Santo Napoli, Councilperson	[ ] Approved [ ] 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	Prct Used
091	GOLF COURSE					
08	PARKS AND RECREATION					
9001	MUNICIPAL GOLF COURSE					
0005	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
0005-46	OTHER CONTRACT SERVICES	400,000.00	0.00	33,371.86	366,628.14	8.34
0005-76	CONSTRUCTION CONTRACTS	400,000.00	0.00	33,371.86	366,628.14	8.34
	<b>Total GOLF COURSE</b>					
	<b>Grand Total</b>	400,000.00	0.00	33,371.86	366,628.14	8.34