



CITY OF ALLENTOWN

30813

RESOLUTION

R43 – 2024

Introduced by the Administration on March 20, 2024

Approves a transfer of \$32,000 in Garage part-time Clerk 3 is needed to assist with entering invoices and ordering vehicle parts due to high number of invoices.

Resolved by the Council of the City of Allentown, That

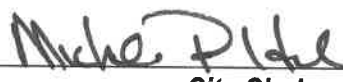
WHEREAS, the Administration has requested Council approve the following transfer:

- **\$32,000 in Garage due to high number of invoices entry in the Garage, a part-time Clerk 3 is needed to assist with entering invoices and ordering vehicle parts from Account #000-03-0702-0001-04 (Temporary Wages) and Account #000-03-0704-0001-04 (Temporary Wages).**

NOW, THEREFORE, BE IT RESOLVED that City Council hereby approves this transfer.

	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		
TOTAL	6	0

THIS IS TO CERTIFY, That the above copy of Resolution No. 30813 was adopted by the City Council of Allentown on the 20th day of March, 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: Mark Shahda
BUREAU: Department of Finance	BUREAU: Garage

TRANSFER DETAIL

Date of Request: 7-Mar-24	Fund: General Fund	Transfer Amount: \$ 32,000.00
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-03-0702-0001-04 Temporary Wages	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -
000-03-0807-0001-04 Temporary Wages	\$ 7,000.00	\$ 28,800.00	\$ 28,800.00	\$ 21,800.00

TO (CREDIT)

000-03-0704-0001-04 Temporary Wages	\$ 32,000.00	\$ -	\$ -	\$ 32,000.00

Reason Transfer is Required:
 Due to high number of invoice entry in the Garage, a part time clerk 3 is needed to assist with entering invoices and ordering vehicle parts. For reference, in 2022 when the Garage was contracted out, a total of 409 invoices were entered. In 2023, when the Garage was brought back in house, 4,142 invoices were entered, which is an increase of over 900%.

Reason Funds are Available for Transfer:
 Items were budgeted for in Engineering and Traffic, and we feel the funds are needed more in the Garage to pay for a part time Clerk 3.

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:	3/8/24
Director of Finance/Deputy Director:	<i>[Signature]</i>	Date:	3/11/24
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:	3-13-24
Mayor/Managing Director (if amount is greater than \$10,000):	<i>[Signature]</i>	Date:	3.12.24
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:	
Natalie 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

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
000						
000						
03						
0702						
0001						
DESIGN, PERMITS & INSPECTION						
0001-02	783,628.00	117,054.30	117,054.30	0.00	666,573.70	14.94
0001-04	25,000.00	0.00	0.00	0.00	25,000.00	0.00
0001-06	11,000.00	1,172.66	1,172.66	0.00	9,827.34	10.66
0001-08	8,094.00	1,448.87	1,448.87	0.00	6,645.13	17.90
0001-11	1,000.00	44.50	44.50	0.00	955.50	4.45
0001-12	61,330.00	8,954.39	8,954.39	0.00	52,375.61	14.60
0001-14	128,039.00	21,339.84	21,339.84	0.00	106,699.16	16.67
0001-26	324,386.00	54,064.34	54,064.34	0.00	270,321.66	16.67
0001-28	13,550.00	2,633.16	2,633.16	7,165.35	3,751.49	72.31
0001-30	50.00	0.00	0.00	0.00	50.00	0.00
0001-32	3,000.00	2,881.60	2,881.60	0.00	118.40	96.05
0001-34	1,895.00	209.99	209.99	0.00	1,685.01	11.08
0001-42	7,950.00	577.00	577.00	0.00	7,373.00	7.26
0001-46	21,250.00	14,680.48	14,680.48	0.00	6,569.52	69.08
0001-50	194,582.50	702.50	702.50	37,060.00	156,820.00	19.41
0001-54	4,539.00	0.00	0.00	0.00	4,539.00	0.00
0001-56	2,550.00	0.00	0.00	0.00	2,550.00	0.00
0001-68	3,040.00	358.17	358.17	0.00	2,681.83	11.78
0001-72	18,735.00	4,806.07	4,806.07	13,000.00	928.93	95.04
0001-90	7,500.00	0.00	0.00	0.00	7,500.00	0.00
REFUNDS	1,000.00	0.00	0.00	0.00	1,000.00	0.00
Total ENGINEERING	1,622,118.50	230,927.87	230,927.87	57,225.35	1,333,965.28	17.76

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
000	GENERAL					
03	PUBLIC WORKS					
0807	TRAFFIC PLANNING & CONTROL					
0001	TRAFFIC PLANNING & CONTROL					
0001-02	PERMANENT WAGES	584,185.00	99,566.60	0.00	484,618.40	17.04
0001-04	TEMPORARY WAGES	28,800.00	0.00	0.00	28,800.00	0.00
0001-06	PREMIUM PAY	79,250.00	19,721.30	0.00	59,528.70	24.88
0001-08	LONGEVITY	3,288.00	699.41	0.00	2,588.59	21.27
0001-11	SHIFT DIFFERENTIAL	2,925.00	210.93	0.00	2,714.07	7.21
0001-12	FICA	53,431.00	9,160.56	0.00	44,270.44	17.14
0001-14	PENSION	94,455.00	15,742.50	0.00	78,712.50	16.67
0001-16	INSURANCE - EMPLOYEE GRP	239,301.00	39,883.50	0.00	199,417.50	16.67
0001-26	PRINTING	10,700.00	3,000.00	3,000.00	4,700.00	56.07
0001-30	RENTALS	3,000.00	0.00	0.00	3,000.00	0.00
0001-32	PUBLICATIONS & MEMBERSHIP	2,435.00	800.00	0.00	1,635.00	32.85
0001-34	TRAINING & PROF. DEVELOP	5,100.00	0.00	0.00	5,100.00	0.00
0001-42	REPAIRS & MAINTENANCE	4,500.00	0.00	0.00	4,500.00	0.00
0001-46	OTHER CONTRACT SERVICES	304,080.00	0.00	0.00	304,080.00	0.00
0001-50	OTHER SERVICES & CHARGES	2,100.00	100.00	0.00	2,000.00	25.65
0001-54	REPAIR & MAINT SUPPLIES	77,106.05	2,539.76	4,575.00	69,991.29	9.23
0001-56	UNIFORMS	4,560.00	557.00	0.00	4,003.00	12.21
0001-66	CHEMICALS	3,500.00	138.24	0.00	3,361.76	42.86
0001-68	OPERATING MATERIALS & SUPP	82,798.00	1,904.59	14,917.50	65,975.91	20.32
0001-72	EQUIPMENT	118,806.50	0.00	14,595.00	104,211.50	12.28
0001-76	CONSTRUCTION CONTRACTS	90,000.00	0.00	0.00	90,000.00	0.00
	Total TRAFFIC PLANNING & CONTROL	1,794,320.55	194,024.39	116,449.25	1,483,846.90	17.30

Expenditure Status Report

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

000 GENERAL
 03 PUBLIC WORKS
 0704 FLEET MAINTENANCE OPERATIONS

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
0001 FLEET SERVICE & REPAIR						
0001-02 PERMANENT WAGES	1,135,852.00	180,213.15	180,213.15	0.00	955,638.85	15.87
0001-06 PREMIUM PAY	58,500.00	20,651.93	20,651.93	0.00	37,848.07	35.30
0001-08 LONGEVITY	10,205.00	1,433.70	1,433.70	0.00	8,771.30	14.05
0001-11 SHIFT DIFFERENTIAL	12,506.00	1,739.80	1,739.80	0.00	10,766.20	13.91
0001-12 FICA	93,105.00	15,468.76	15,468.76	0.00	77,636.24	16.61
0001-14 PENSION	157,425.00	26,237.50	26,237.50	0.00	131,187.50	16.67
0001-16 INSURANCE - EMPLOYEE GRP	398,835.00	66,472.50	66,472.50	0.00	332,362.50	16.67
0001-26 PRINTING	4,320.00	0.00	0.00	0.00	4,320.00	0.00
0001-28 MILEAGE REIMBURSEMENT	1,000.00	99.90	99.90	0.00	900.10	9.99
0001-30 RENTALS	158,924.00	37,076.58	37,076.58	111,847.70	9,999.72	93.71
0001-32 PUBLICATIONS & MEMBERSHIP	9,320.00	4,207.00	4,207.00	0.00	5,113.00	45.14
0001-34 TRAINING & PROF. DEVELOP	4,876.00	385.98	385.98	0.00	4,590.02	7.76
0001-42 REPAIRS & MAINTENANCE	265,500.00	-15,618.62	-15,618.62	200,508.73	80,609.89	69.64
0001-46 OTHER CONTRACT SERVICES	46,620.00	2,593.75	2,593.75	35,010.07	9,016.18	80.66
0001-50 OTHER SERVICES & CHARGES	2,057.00	271.04	271.04	0.00	1,785.96	13.18
0001-54 REPAIR & MAINT SUPPLIES	1,237,460.00	236,677.73	236,677.73	643,161.98	357,620.29	71.10
0001-56 UNIFORMS	14,250.00	1,696.75	1,696.75	5,163.36	7,389.89	48.14
0001-62 FUELS, OILS & LUBRICANTS	1,338,040.00	29,732.74	29,732.74	1,146,349.31	161,957.95	87.90
0001-66 CHEMICALS	11,500.00	1,957.21	1,957.21	9,507.81	34.98	99.70
0001-68 OPERATING MATERIALS & SUPP	26,000.00	22,790.57	22,790.57	0.00	3,208.43	87.66
0001-72 EQUIPMENT	45,500.00	1,408.36	1,408.36	0.00	44,091.64	3.10
Total FLEET MAINTENANCE OPERATIONS	5,031,895.00	635,486.33	635,486.33	2,151,548.96	2,244,849.71	55.39

(Not all accounts may be included.)