



CITY OF ALLENTOWN

30977

RESOLUTION

R214 – 2024

Introduced by the Administration on December 4, 2024

Approves two transfers: (1) \$113,596.69 in Parks and Recreation – Aquatics for Several Factors Came into Play for Temp Wages and FICA Going Over Budget. The season started earlier and extended longer than anticipated due to weather and other factors. The Irving Pool Project Was Completed Earlier Than Anticipated Which Also Increased Staffing Needs; (2) \$27,000.00 in Golf Course for Funds Needed to Correct Negative Balances that were created due to the Golf Course Superintendent Position Being Vacant for the Summer Months.

Resolved by the Council of the City of Allentown, That

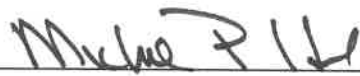
WHEREAS, the Administration has requested Council approve the following transfer:

- \$113,596.69 in Parks and Recreation – Aquatics for Several Factors Came into Play for Temp Wages and FICA Going Over Budget. The season started earlier and extended longer than anticipated due to weather and other factors. The Irving Pool Project Was Completed Earlier Than Anticipated Which Also Increased Staffing Needs from Account #000-08-0906-0001-06 (Premium Pay), Account #000-08-0906-0001-26 (Printing), Account #000-08-0906-0001-34 (Training and Professional Services), Account #000-08-0906-0001-56 (Uniforms), Account #000-08-0906-0001-68 (Operating Materials), Account #000-08-0906-0001-72 (Equipment), Account # 000-08-0905-0002-06 (Temporary Wages), Account #000-08-0905-0002-06 (Premium Pay), Account #000-08-0905-0002-26 (Printing), and Account #000-08-0905-0002-30 (Rentals) from Account #000-08-0906-0001-04 (Temp Wages), and Account #000-08-0906-0001-12 (FICA).
- \$27,000.00 in Golf Course for Funds Needed to Correct Negative Balances that were created due to the Golf Course Superintendent Position Being Vacant for the Summer Months. Staff had to work more hours than expected to maintain the quality of the course from Account #091-08-9001-0001-02 (Permanent Wages), Account #091-08-9001-0001-54 (Repair and Maint Supplies), Account #091-08-9001-0001-66 (Chemicals), Account #091-08-9001-0004-70 (Pro Shop Inventory), Account #091-08-9001-0004-72 (Equipment) to Account #091-08-9001-0001-04 (Temp Wages), Account #091-08-9001-0001-06 (Premium Pay).

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. 30977 was adopted by the City Council of Allentown on the 4th day of December, 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: Mandy Tollino
BUREAU: Department of Finance	BUREAU: Parks and Recreation - <i>Aquatics</i>

TRANSFER DETAIL

Date of Request: 11/21/2024	Fund: General	Transfer Amount: \$ 113,596.69
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-08-0906-0001-06 Premium Pa	\$ 376.24	\$ 3,500.00	\$ 376.24	\$ -
000-08-0906-0001-26 Printing	\$ 549.20	\$ 549.20	\$ 549.20	\$ -
000-08-0906-0001-34 Training & P	\$ 6,286.00	\$ 8,560.00	\$ 6,286.00	\$ -
000-08-0906-0001-56 Uniforms	\$ 93.00	\$ 3,150.00	\$ 93.00	\$ -
000-08-0906-0001-68 Operating Ma	\$ 7,527.21	\$ 51,550.00	\$ 7,527.21	\$ -
000-08-0906-0001-72 Equipment	\$ 12,746.43	\$ 21,625.00	\$ 12,746.43	\$ -
000-08-0905-0002-04 Temporary W	\$ 12,000.00	\$ 328,290.00 628,000.00	\$ 18,797.50 19,107.50	\$ 6,797.50 7,107.50
000-08-0905-0002-06 Premium Pa	\$ 1,500.00	\$ 1,720.97	\$ 1,500.00	\$ -
000-08-0905-0002-26 Printing	\$ 1,500.00	\$ 3,022.75	\$ 1,688.25	\$ 188.25
000-08-0905-0002-30 Rentals	\$ 1,500.00	\$ 12,171.98	\$ 1,763.98	\$ 263.98
See Attached List of Accounts for Remaining Funds to Transfer From...				\$ -

TO (CREDIT)

000-08-0906-0001-04	\$ 105,551.00	\$ 379,840.00	\$ (105,551.00)	\$ -
Temp Wages				\$ -
000-08-0906-0001-12	\$ 8,045.69	\$ 29,326.00	\$ (8,045.69)	\$ -
FICA				\$ -
				\$ -
				\$ -
				\$ -

Reason Transfer is Required:

Several factors came into play for the temp wages and FICA going over budget. The season started earlier and extended longer than anticipated due to weather and other factors. The Irving Pool project was completed earlier than anticipated which also increased staffing needs.

Reason Funds are Available for Transfer:

All bureaus with the department were asked to make sacrifices to make this transfer possible.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

☐	Amount not more than \$10,000.00
☒	Amount is greater than \$10,000.00
Department Head/Deputy Director:	<i>[Signature]</i> Date: 11/20/24
Director of Finance/Deputy Director:	<i>[Signature]</i> Date: 11/25/24
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i> Date: 11-25-24
Mayor/Managing Director (if amount is greater than \$10,000):	<i>[Signature]</i> Date: 11-25-24
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:

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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						
08 PARKS AND RECREATION						
0709 PARK MAINTENANCE						
0001 GROUNDS MAINTENANCE						
0001-02 PERMANENT WAGES	2,442,125.35	1,914,119.99	1,914,119.99	0.00	528,005.36	78.38
0001-04 TEMPORARY WAGES	57,378.00	57,378.00	57,378.00	0.00	0.00	100.00
0001-06 PREMIUM PAY	148,201.03	136,880.98	136,880.98	0.00	11,320.05	92.36
0001-08 LONGEVITY	26,615.00	18,752.59	18,752.59	0.00	7,862.41	70.46
0001-11 SHIFT DIFFERENTIAL	3,497.56	2,265.98	2,265.98	0.00	1,231.58	64.79
0001-12 FICA	218,647.00	161,179.34	161,179.34	0.00	57,467.66	73.72
0001-14 PENSION	422,424.00	352,020.00	352,020.00	0.00	70,404.00	83.33
0001-16 INSURANCE - EMPLOYEE GRP	1,070,207.00	891,839.20	891,839.20	0.00	178,367.80	83.33
0001-26 PRINTING	5,000.00	2,833.63	2,833.63	49.53	2,116.84	57.66
0001-28 MILEAGE REIMBURSEMENT	225.00	224.00	224.00	0.00	1.00	99.56
0001-30 RENTALS	7,500.00	7,500.00	7,500.00	0.00	0.00	100.00
0001-32 PUBLICATIONS & MEMBERSHIP	3,675.00	1,500.00	1,500.00	0.00	2,175.00	40.82
0001-34 TRAINING & PROF. DEVELOP	5,000.00	951.98	951.98	0.00	4,048.02	19.04
0001-42 REPAIRS & MAINTENANCE	4,600.00	1,395.00	1,395.00	225.00	2,980.00	35.22
0001-46 OTHER CONTRACT SERVICES	234,027.54	87,253.21	87,253.21	137,250.80	9,523.53	95.93
0001-50 OTHER SERVICES & CHARGES	1,258.00	716.00	716.00	0.00	542.00	56.92
0001-54 REPAIR & MAINT SUPPLIES	87,000.00	79,506.62	79,506.62	4,839.76	2,653.62	96.95
0001-56 UNIFORMS	13,000.00	11,455.82	11,455.82	231.23	1,312.95	89.90
0001-52 FUELS, OILS & LUBRICANTS	25,752.18	10,851.21	10,851.21	11,003.43	3,897.54	84.87
0001-66 CHEMICALS	75,475.00	72,424.00	72,424.00	2,587.24	463.76	99.39
0001-68 OPERATING MATERIALS & SUPP	44,750.00	36,433.51	36,433.51	1,000.00	7,316.49	83.65
0001-72 EQUIPMENT	78,150.00	78,029.91	78,029.91	0.00	120.09	99.85
Total GROUNDS MAINTENANCE	4,974,507.66	3,925,510.97	3,925,510.97	157,186.99	891,809.70	82.07
0007 SPECIAL EVENTS						
0007-02 PERMANENT WAGES	191,016.00	149,042.36	149,042.36	0.00	41,973.64	78.03
0007-04 TEMPORARY WAGES	12,128.82	10,889.85	10,889.85	0.00	1,238.97	89.78
0007-06 PREMIUM PAY	371.18	371.18	371.18	0.00	0.00	100.00

Expenditure Status Report
CITY OF ALLENTOWN
1/1/2024 through 12/31/2024

000		GENERAL									
08		PARKS AND RECREATION									
0709		PARK MAINTENANCE									
Account Number		Adjusted Appropriation		Expenditures		Year-to-date Expenditures		Year-to-date Encumbrances		Balance	
0009-40		CIVIC EXPENSES		40,000.00		40,000.00		0.00		0.00	
0009-50		OTHER SERVICES & CHARGES		1,000.00		0.00		0.00		1,000.00	
0009-68		OPERATING MATERIALS & SUPP		1,000.00		0.00		0.00		1,000.00	
Total		SUSTAINABILITY		42,000.00		40,000.00		0.00		2,000.00	
Total		PARK MAINTENANCE		5,905,297.06		4,566,391.00		215,134.39		1,123,771.67	
										80.97	

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

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

TRANSFER DETAIL

Date of Request: 18-Nov-24	Fund: Golf	Transfer Amount: \$ 27,000.00
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
091-08-9001-0001-02 Permanent Wages	\$ 8,000.00	\$ 256,298.00	\$ 51,782.36	\$ 43,782.36
091-08-9001-0001-54 Repair and Maint Supplies	\$ 4,000.00	\$ 37,000.00	\$ 15,224.49	\$ 11,224.49
091-08-9001-0001-66 Chemicals	\$ 10,000.00	\$ 203,150.00	\$ 11,201.21	\$ 1,201.21
091-08-9001-0004-70 Pro Shop Inventory	\$ 2,500.00	\$ 70,000.00	\$ 3,897.18	\$ 1,397.18
091-08-9001-0004-72 Equipment	\$ 2,500.00	\$ 9,140.00	\$ 3,231.38 3,740.20	\$ 731.38 1,248.20

TO (CREDIT)

091-08-9001-0001-04 Temp Wages	\$ 11,697.37	\$ 99,999.75	\$ (6,697.37)	\$ 5,000.00
091-08-9001-0004-06 Premium Pay	\$ 15,302.63	\$ 20,000.00	\$ (7,846.44)	\$ 7,456.19

Reason Transfer is Required:

Funds needed to correct negative balances that were created due to the Golf Course Superintendent position being vacant for the summer months. Staff had to work more hours than expected to maintain the quality of the course.

Reason Funds are Available for Transfer:

This is partially funded by the vacancy factor of the Golf Course Superintendent. The rest of the funding is from reducing expenses to cover personnel costs.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

☒ Check if amount is equal to or less than \$5,000.00	
☐ Check if amount is greater than \$5,000.00	
Department Head/Deputy Director:	Date: 11/18/24
Director of Finance/Deputy Director:	Date: 11/18/24
City Controller (if amount is greater than \$5,000):	Date: 11-18-24
Mayor/Managing Director (if amount is greater than \$10,000):	Date:
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	Date:

CITY COUNCIL

Cynthia Mota, President	☐ Approved ☐ Disapproved	Date:
Santo Napoli, Vice President	☐ Approved ☐ Disapproved	Date:
Candida Alfa, Councilperson	☐ Approved ☐ Disapproved	Date:
Cecilia Gerlach, Councilperson	☐ Approved ☐ Disapproved	Date:
Ed Zucal, Councilperson	☐ Approved ☐ Disapproved	Date:
Natalie Santos, Councilperson	☐ Approved ☐ Disapproved	Date:
Daryl Hendricks, Councilperson	☐ Approved ☐ Disapproved	Date:

Expenditure Status Report

CITY OF ALLENTOWN
11/1/2024 through 12/31/2024

091		GOLF COURSE		Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
08	PARKS AND RECREATION	9001	MUNICIPAL GOLF COURSE							
0001 GROUND MAINTENANCE										
0001-02	PERMANENT WAGES	256,298.90	204,516.54	204,516.54	0.00	51,782.36	79.80			
0001-04	TEMPORARY WAGES	99,999.75	106,697.12	106,697.12	0.00	-6,697.37	106.70			
0001-06	PREMIUM PAY	20,000.00	27,846.44	27,846.44	0.00	-7,846.44	139.23			
0001-08	LONGEVITY	1,442.00	994.46	994.46	0.00	447.54	68.96			
0001-11	SHIFT DIFFERENTIAL	500.00	469.34	469.34	0.00	30.66	93.87			
0001-12	FICA	28,096.00	25,517.18	25,517.18	0.00	2,578.82	90.82			
0001-14	PENSION	41,980.00	34,983.30	34,983.30	0.00	6,996.70	83.33			
0001-16	INSURANCE - EMPLOYEE GRP	106,356.00	88,630.00	88,630.00	0.00	17,726.00	83.33			
0001-22	TELEPHONE	1,150.00	94.90	94.90	1,020.10	35.00	96.96			
0001-30	RENTALS	173,957.00	171,940.92	171,940.92	1,809.40	206.68	99.88			
0001-32	PUBLICATIONS & MEMBERSHIP	3,779.00	2,989.00	2,989.00	0.00	790.00	79.09			
0001-34	TRAINING & PROF. DEVELOP	6,500.00	2,015.90	2,015.90	0.00	4,484.10	31.01			
0001-42	REPAIRS & MAINTENANCE	3,500.00	1,055.00	1,055.00	0.00	2,445.00	30.14			
0001-46	OTHER CONTRACT SERVICES	5,250.00	5,000.00	5,000.00	0.00	250.00	95.24			
0001-50	OTHER SERVICES & CHARGES	141.25	100.00	100.00	0.00	41.25	70.80			
0001-54	REPAIR & MAINT SUPPLIES	37,000.00	16,287.54	16,287.54	5,487.97	15,224.49	58.85			
0001-56	UNIFORMS	1,144.00	987.60	987.60	0.00	156.40	86.33			
0001-62	FUELS, OILS & LUBRICANTS	32,000.00	12,079.27	12,079.27	12,731.39	7,189.34	77.53			
0001-66	CHEMICALS	203,150.00	191,317.04	191,317.04	631.75	11,201.21	94.49			
0001-68	OPERATING MATERIALS & SUPP	62,600.00	41,454.43	41,454.43	16,549.51	4,596.06	92.66			
0001-72	EQUIPMENT	42,000.00	39,450.79	39,450.79	-460.85	3,010.06	92.83			
Total GROUND MAINTENANCE		1,126,843.90	974,426.77	974,426.77	37,769.27	114,647.86	89.83			
0004 ADMINISTRATION										
0004-02	PERMANENT WAGES	155,277.00	125,125.54	125,125.54	0.00	30,151.46	80.58			
0004-04	TEMPORARY WAGES	133,877.79	120,940.33	120,940.33	0.00	12,937.46	90.34			
0004-06	PREMIUM PAY	1,934.77	1,934.77	1,934.77	0.00	0.00	100.00			
0004-08	LONGEVITY	1,782.00	1,331.28	1,331.28	0.00	450.72	74.71			

Expenditure Status Report

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

091		GOLF COURSE													
08		PARKS AND RECREATION													
9001		MUNICIPAL GOLF COURSE													
Account Number		Adjusted Appropriation		Expenditures		Year-to-date Expenditures		Year-to-date Encumbrances		Balance		Prct Used			
0004-11		SHIFT DIFFERENTIAL		2.44		2.44		0.00		0.00		100.00			
0004-12		FICA		21,158.00		18,815.05		0.00		2,342.95		88.93			
0004-14		PENSION		17,842.00		14,868.30		0.00		2,973.70		83.33			
0004-16		INSURANCE - EMPLOYEE GRP		45,201.00		37,667.50		0.00		7,533.50		83.33			
0004-22		TELEPHONE		250.00		0.00		0.00		250.00		0.00			
0004-26		PRINTING		3,860.00		3,587.97		10.25		261.78		93.22			
0004-32		PUBLICATIONS & MEMBERSHIP		1,350.00		900.00		0.00		450.00		66.67			
0004-42		REPAIRS & MAINTENANCE		10,000.00		6,277.22		388.93		3,333.85		66.66			
0004-46		OTHER CONTRACT SERVICES		5,300.00		4,431.04		0.00		868.96		83.60			
0004-50		OTHER SERVICES & CHARGES		64,632.00		59,169.14		0.00		5,462.86		91.55			
0004-54		REPAIR & MAINT SUPPLIES		2,500.00		1,254.28		0.00		1,245.72		50.17			
0004-68		OPERATING MATERIALS & SUPP		35,050.00		31,453.16		0.00		3,596.84		89.74			
0004-70		PRO SHOP INVENTORY		70,000.00		64,770.19		1,332.63		3,897.18		94.43			
0004-72		EQUIPMENT		9,140.00		6,568.62		-660.00		3,231.38		64.65			
0004-86		GENERAL CITY CHARGES		347,363.00		289,469.20		0.00		57,893.80		83.33			
0004-88		INTERFUND TRANSFERS		22,489.00		18,740.80		0.00		3,748.20		83.33			
Total		ADMINISTRATION		949,009.00		807,306.83		1,071.81		140,630.36		85.18			
0005		CAPITAL IMPROVEMENTS													
0005-42		REPAIRS & MAINTENANCE		36,636.28		36,636.28		0.00		0.00		100.00			
0005-46		OTHER CONTRACT SERVICES		51,526.86		51,526.86		0.00		0.00		100.00			
0005-76		CONSTRUCTION CONTRACTS		348,473.14		0.00		0.00		348,473.14		0.00			
Total		CAPITAL IMPROVEMENTS		436,636.28		88,163.14		0.00		348,473.14		20.19			
Total		GOLF COURSE		2,512,489.18		1,869,896.74		38,841.08		603,751.36		75.97			
Grand Total				2,512,489.18		1,869,896.74		38,841.08		603,751.36		75.97			