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Initials:

FINANCE DIRECTOR'S OFFICE

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Brent A. Hartzell, Director

FROM: Craig Messinger

BUREAU: Department of Finance

BUREAU: Engineering

TRANSFER DETAIL

Date of Request: 10-Apr-19

Fund: General

Transfer Amount:

1,000.00

FROM (DEBIT)

| ACCOUNT (All 15 digits) and ACCOUNT TITLE | TRANSFER AMOUNT (\$) | ORIGINAL APPROPRIATION (\$) | CURRENT ACCOUNT TOTAL (\$) | ACCOUNT TOTAL AFTER TRANSFER (\$) |
|--|----------------------|-----------------------------|----------------------------|-----------------------------------|
| 000-03-0701-0001-34 Training & Prof Dev | 1,000.00 | 2,800.00 | 2,800.00 | 1,800.00 |
| | | | | |
| | | | | |
| | | | | |

TO (CREDIT)

| | | | | |
|--|----------|----------|--------|----------|
| 000-03-0702-0001-50 Other Contract Services | 1,000.00 | 1,500.00 | 894.80 | 1,894.80 |
| | | | | |
| | | | | |
| | | | | |

Reason Transfer is Required:

To pay Lehigh County filing fee for curb & sidewalk invoices that need to be liened

Reason Funds are Available for Transfer:

training held to a minimum

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

- Amount not more than \$5,000.00
- Amount is greater than \$5,000.00

Department Head:

[Signature]

Date:

4/10/19

Director of Finance:

[Signature]

Date:

4/16/2019

City Controller (if amount is greater than \$5,000):

[Signature]

Date:

4-17-19

Mayor or Managing Director (if amount is greater than \$5,000):

[Signature]

Date:

4/17/19

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: |
| Julio Guridy, Vice President: | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | Date: 5/1/19 |
| Daryl Hendricks, Councilperson: | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | Date: 27-APRIL-19 |
| Candida Affa, Councilperson: | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | Date: |
| Courtney Robinson, Councilperson: | <input type="checkbox"/> Approved | <input checked="" type="checkbox"/> Disapproved | Date: 5/1/2019 |
| Ed Zucal, Councilperson: | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | Date: |
| Cynthia Mota, Councilperson: | <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | Date: |

Transfer to Public Works Engineering acct 50 for Sidewalk Liens

A number of property owners owe money for required sidewalk replacement done when the street abutting their property was rebuilt.

Placing a lien better protects the City's claim to the debt in case the property is sold prior to the debt being repaid.

The transfer will fund over 100 liens for debt that was incurred in prior years. Funds will be available if additional liens need to be filed for current year debts.

Note: This transfer is spread over two sheets owing to the number of accounts involved. Please sign each sheet.

Please feel free to call if you have any questions.

Jeff