

RECEIVED**SEP 04 2019**

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

FINANCE DIRECTOR'S OFFICE CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Brent A. Hartzell, Director

FROM: Mark Shahda

BUREAU: Department of Finance

BUREAU: Streets

TRANSFER DETAIL

Date of Request: **9-3-19** Fund: Stormwater Transfer Amount: \$12,700

FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
086-03-0815-0001-54	12,700.00	77,250.00	29,930.66	17,230.66
Repair & Maint Supplies				-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

086-03-0815-0001-42	12,700.00	11,500.00	7,035.00	19,735.00
Repair & Maintenance				-
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:

To purchase new storm grates, including fabrication, for two locations: Mack Blvd between Vine St and Dixon St, and Emaus Ave and Lancaster Ave.

Reason Funds are Available for Transfer:

We have not needed to purchase any new inlets or inlet protectors yet this year.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

	Amount not more than \$5,000.00	
X	Amount is greater than \$5,000.00	
Department Head:	<i>Craig L. Z...</i>	Date: 9/3/19
Director of Finance:	<i>Brent Hartzell</i>	Date: 9/5/2019
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date: 9-12-19
Mayor or Managing Director (if amount is greater than \$5,000):	<i>Pro. Full</i>	Date: 9/14/19
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:

CITY COUNCIL

Roger MacLean, President:	[] Approved [] Disapproved	Date:
Julio Guridy, Vice President:	[] Approved [] Disapproved	Date: 9/18/19
Daryl Hendricks, Councilperson:	[] Approved [] Disapproved	Date: 8-SEPT-19
Candida Affa, Councilperson:	[] Approved [] Disapproved	Date:
Courtney Robinson, Councilperson:	[] Approved [] Disapproved	Date: 9/24/2019
Ed Zucal, Councilperson:	[] Approved [] Disapproved	Date:
Cynthia Mota, Councilperson:	[] Approved [] Disapproved	Date:

Posting Year:	Posting Date:	Posting #	Doc #
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CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO:	Brent A. Hartzell, Director	FROM:	Gail Struss, Assistant Chief of Police
BUREAU:	Department of Finance	BUREAU:	Public Safety / Police

TRANSFER DETAIL

Date of Request:	19-Aug-19	Fund: General	Transfer Amount:	\$6,000.00
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-04-0802-0004-90 (Refunds)	6,000.00	6,000.00	6,000.00	-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-04-0802-0004-72 (Equipment)	6,000.00	5,000.00	5,000.00	11,000.00
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:

Requesting a transfer of funds to upgrade the current Police Academy classroom audio visual equipment. This is needed for both the Act 120 Classroom plus the larger classroom which is used for training (which is utilized by outside agencies). This equipment has not been upgraded since 2012 and is continually breaking down. It is not cost effective to keep the current equipment.

Reason Funds are Available for Transfer:

Re-allocation of funds

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

<input type="checkbox"/>	Amount not more than \$5,000.00
<input checked="" type="checkbox"/>	Amount is greater than \$5,000.00
Department Head:	<i>C. Struss</i>
Director of Finance:	<i>Brent Hartzell</i>
Mayor or Managing Director (if amount is greater than \$5,000):	<i>Ron Gail</i>
City Controller (if amount is greater than \$5,000):	<i>Joe Pagan</i>
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	

Date: 8/22/19
Date: 9/3/2019
Date: 9/14/19
Date: 9-14-19

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: 9/18/19
Daryl Hendricks, Councilperson:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 18-SEPT-19
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Courtney Robinson, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ed Zucal, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Cynthia Mota, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

POLICE ACADEMY TRANSFER OF \$6,000.00

The Police Academy intends to update their classroom audio-visual equipment by purchasing a flat panel screen for Classroom #1 and projector for classroom #2. The total cost, including installation, will be \$19,268.04. After the transfer, the total in the Academy's 72 will be \$11,000.00. The balance of the expense will be paid for by additional reimbursement from Pennsylvania's Municipal Police Officers' Education and Training Commission (MPOETC). An ordinance to recognize that revenue is in the process of being drawn up.

Additionally, the projector comes with a 5-year warranty and the flat panel screen comes with a 3-year warranty. Installation is warranted for 1 year.

Please advise if you have any questions.

Jeff

A handwritten signature in blue ink, appearing to be 'JOS' or similar, written over the name 'Jeff'.

RECEIVED

SEP 03 2019

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

FINANCE DIRECTOR'S OFFICE		CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM	
TO:	Brent A. Hartzell, Director	FROM:	Ted Berger
BUREAU:	Department of Finance	BUREAU:	Public Works - Building Maintenance

TRANSFER DETAIL

Date of Request:	29-Aug-19	Fund: GENERAL	Transfer Amount:	20,000.00
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FROM (DEBIT)				
ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-03-0707-0001-04	20,000.00	101,673.15	73,853.35	53,853.35
Temporary Wages				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)				
000-03-0707-0001-06	20,000.00	34,970.00	2,089.11	22,089.11
Premium Pay			-	-
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:

Funds are needed to cover overtime expenses for several uncompleted projects and snow.

Reason Funds are Available for Transfer:

Funds are available due to part-time position vacancies.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

	Amount not more than \$5,000.00	
X	Amount is greater than \$5,000.00	
Department Head:	<i>[Signature]</i>	Date: 8/29/19
Director of Finance:	<i>[Signature]</i>	Date: 9/5/2019
Mayor or Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	Date: 9/14/19
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:

CITY COUNCIL

Roger MacLean, President:	[] Approved [] Disapproved	Date:
Candida Affa, Vice President:	[] Approved [] Disapproved	Date:
Daryl Hendricks, Councilperson:	[x] Approved [] Disapproved	Date: 18-SEPT-19
Julio Guridy, Councilperson:	[x] Approved [] Disapproved	Date: 9/18/19
Courtney Robinson, Councilperson:	[x] Approved [] Disapproved	Date: 9/24/2019
Ed Zucal, Councilperson:	[] Approved [] Disapproved	Date:
Cynthia Mota, Councilperson:	[] Approved [] Disapproved	Date:

BUILDING MAINTENANCE TRANSFER OF \$20,000.00

The funds are available for transfer. However, part of the reason is that 2019's appropriation was significantly greater than 2018's. Additionally, because of part-time position vacancies this year, the account has spent \$8,000.00 less than at the same time in 2018.

Please advise if you have any questions.


Jeff

RECEIVED**SEP 09 2019**

Posting Year:	Posting Date:	Posting #	Doc #
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FINANCE DIRECTOR'S OFFICE**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO:	Brent A. Hartzell, Director	FROM:	Mark Geosits
BUREAU:	Department of Finance	BUREAU:	Public Works - Engineering

TRANSFER DETAIL

Date of Request:	6-Sep-19	Fund: Capital	Transfer Amount:	20,864.70
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
001-03-2007-1501-76 Construction Contracts	20,864.70	162,187.66	20,864.70	-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

001-03-2007-1501-46 Contract/Services Fees	20,864.70	-	-	20,864.70
				-
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:

Pollutants were discovered upon removal of the existing underground storage tanks at the street facility. A fund transfer from the 76-construction account to a 46-professional services account is required to hire an environmental consultant to address a PaDEP requirement to prepare a site characterization report.

Reason Funds are Available for Transfer:

The transfer amount is the balance available in the account after the completion of the new above ground fuel storage facility.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

	Amount not more than \$5,000.00	
X	Amount is greater than \$5,000.00	
Department Head:	<i>[Signature]</i>	Date: 8/5/19
Director of Finance:	<i>Brent Hartzell</i>	Date: 9/10/2019
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date: 9-11-19
Mayor or Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	Date: 9/14/19
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:

CITY COUNCIL

Roger MacLean, President:	<i>[Signature]</i>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 9/18/19
Julio Guridy, Vice President:	<i>[Signature]</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 18-SEPT-19
Daryl Hendricks, Councilperson:	<i>[Signature]</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Candida Affa, Councilperson		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Courtney Robinson, Councilperson		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Ed Zucal, Councilperson		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Cynthia Mota, Councilperson		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	

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Periods: 0 through 14

Expenditure Detail Report

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CITY OF ALLENTOWN
01/01/2019 through 12/31/2019

001 CAPITAL FUND
03 PUBLIC WORKS
2007 REFURBISHING BUILDING FACILITIES

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
1501 GENERAL OBLIGATION BONDS						
1501-46 OTHER CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
1501-76 CONSTRUCTION CONTRACTS	162,187.66	0.00	0.00	0.00	162,187.66	0.00
1/1/2019 po open OP 181-000028				133,987.66		
Line Description: CONSTRUCTION OF ABOVE GROUND S						
Vendor: 00003932 PINE RUN CONSTRUCTION Check # 0						
1/1/2019 po open OP 181-000028				-4,485.00		
Line Description: The purpose of this change ord						
Vendor: 00003932 PINE RUN CONSTRUCTION Check # 0						
1/1/2019 po open OP 181-000028				7,565.80		
Line Description: pon review of the FAA, the LNA						
Vendor: 00003932 PINE RUN CONSTRUCTION Check # 0						
1/1/2019 po open OP 181-000028				937.50		
Line Description: the purpose of this change ord						
Vendor: 00003932 PINE RUN CONSTRUCTION Check # 0						
4/26/2019 apinv IN estimate #6		92,572.00				
Line Description: ESTIMATE #6 CONSTRUCTION OF AB						
Vendor: 00003932 PINE RUN CONSTRUCTION Check # 209004						
4/26/2019 po LI estimate #6				-92,572.00		
Line Description: CONSTRUCTION OF ABOVE GROUND S						
Vendor: 00003932 PINE RUN CONSTRUCTION Check # 209004						

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CITY OF ALLENTOWN
01/01/2019 through 12/31/2019

001 CAPITAL FUND
03 PUBLIC WORKS
2007 REFURBISHING BUILDING FACILITIES

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
1501-76 CONSTRUCTION CONTRACTS	(Continued)					
4/26/2019 apinv IN Estimate #7 Line Description: Estimate #7 2/22/19 to 3/30/19 Vendor: 00003932 PINE RUN CONSTRUCTION Check # 209004		19,003.16				
4/26/2019 po LI Estimate #7 Line Description: CONSTRUCTION OF ABOVE GROUND S Vendor: 00003932 PINE RUN CONSTRUCTION Check # 209004				-19,003.16		
5/16/2019 po CO 181-000028 Line Description: This Supplemental is to add add Vendor: 00003932 PINE RUN CONSTRUCTION Check # 0				3,317.00		
5/24/2019 apinv IN estimate #8 final Line Description: CONSTRUCTION OF ABOVE GROUND S Vendor: 00003932 PINE RUN CONSTRUCTION Check # 209381		22,412.50				
5/24/2019 po LI estimate #8 final Line Description: CONSTRUCTION OF ABOVE GROUND S Vendor: 00003932 PINE RUN CONSTRUCTION Check # 209381				-22,412.50		
5/24/2019 apinv IN estimate #8 final Line Description: The purpose of this change ord Vendor: 00003932 PINE RUN CONSTRUCTION Check # 209381		-4,485.00				
5/24/2019 po LI estimate #8 final Line Description: The purpose of this change ord Vendor: 00003932 PINE RUN CONSTRUCTION Check # 209381				4,485.00		

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Expenditure Detail Report

CITY OF ALLENTOWN
01/01/2019 through 12/31/2019

001 CAPITAL FUND
03 PUBLIC WORKS
2007 REFURBISHING BUILDING FACILITIES

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
1501-76 CONSTRUCTION CONTRACTS	(Continued)					
5/24/2019 apinv IN estimate #8 final Line Description: pon review of the FAA, the LNA Vendor: 00003932 PINE RUN CONSTRUCTION Check # 209381		7,565.80				
5/24/2019 po LI estimate #8 final Line Description: pon review of the FAA, the LNA Vendor: 00003932 PINE RUN CONSTRUCTION Check # 209381				-7,565.80		
5/24/2019 apinv IN estimate #8 final Line Description: the purpose of this change ord Vendor: 00003932 PINE RUN CONSTRUCTION Check # 209381		937.50				
5/24/2019 po LI estimate #8 final Line Description: the purpose of this change ord Vendor: 00003932 PINE RUN CONSTRUCTION Check # 209381				-937.50		
5/24/2019 apinv IN estimate #8 final Line Description: This Supplemental is to add add Vendor: 00003932 PINE RUN CONSTRUCTION Check # 209381		3,317.00				
5/24/2019 po LI estimate #8 final Line Description: This Supplemental is to add add Vendor: 00003932 PINE RUN CONSTRUCTION Check # 209381				-3,317.00		
1501-76 CONSTRUCTION CONTRACTS	162,187.66	141,322.96	141,322.96	0.00	20,864.70	87.14
Total CAPITAL FUND	162,187.66	141,322.96	141,322.96	0.00	20,864.70	87.14

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Periods: 0 through 14

Expenditure Detail Report

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CITY OF ALLENTOWN
01/01/2019 through 12/31/2019

Grand Total	162,187.66	141,322.96	141,322.96	0.00	20,864.70	87.14
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