

# RECEIVED

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FINANCE DIRECTOR'S OFFICE

## CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO:	Jessica Baraket, Interim Director	FROM:	Craig Messinger
BUREAU:	Department of Finance	BUREAU:	Engineering

### TRANSFER DETAIL

Date of Request:	20-Nov-20	Fund: Capital	Transfer Amount:	\$40,000.00
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#### FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
001-03-2001-1910-54 <i>Repair &amp; Maint. Supplies</i>	\$40,000.00	\$229,140.45	\$123,914.03	83,914.03
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#### TO (CREDIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
001-03-2001-1910-76 <i>Construction Contracts</i>	\$40,000	\$50,000	\$50,000	90,000.00
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#### Reason Transfer is Required:

Transfer request is being made to provide required funds in a 76 Construction Contract account to be able to enter into a contract with a contractor to construct the Livingston Watershed 6th and Sumner BMP Concrete Forebay Contract.

#### Reason Funds are Available for Transfer:

Funds are available from a 54 Repair and Maintenance supply account from a PADEP DCNR Growing Greener grant. The funds can be transferred as sufficient funds will remain after the transfer to purchase materials for the project.

### TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

Yes <input checked="" type="checkbox"/>	Amount not more than \$5,000.00	Date:	11/20/2020
	Amount is greater than \$5,000.00	Date:	11/30/2020
Department Head:	<i>Craig Messinger</i>	Date:	12-3-20
Director of Finance:	<i>Jessica Baraket</i>	Date:	12/3/20
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:	
Mayor or Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:	
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:	

### CITY COUNCIL

Daryl Hendricks, President:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Julio Guridy, Vice President:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ce-Ce Gerlach, Councilperson:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ed Zuca, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Cynthia Mota, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

## Wagenhurst, Barbara

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**From:** Magliane, Casandra  
**Sent:** Friday, November 20, 2020 12:05 PM  
**To:** Wagenhurst, Barbara  
**Subject:** FW: Livingston Watershed 6th and Sumner Basin Funds Transfer request  
**Attachments:** 6th Sumner funds transfer 11.20.2020.pdf

*Barb*

*please see the attached transfer form and explanation below from Mark Geosits.  
I believe Craig has already placed this in the inter-office mail.*

*Please let me know if you will need any further information to help push it along.*

Regards,  
Casandra Magliane

- - - -

*Build yourself a Bridge ...*

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**From:** Geosits, Mark <Mark.Geosits@allentownpa.gov>  
**Sent:** Friday, November 20, 2020 11:47 AM  
**To:** Magliane, Casandra <Casandra.Magliane@allentownpa.gov>  
**Cc:** Messinger, Craig <Craig.Messinger@allentownpa.gov>  
**Subject:** Livingston Watershed 6th and Sumner Basin Funds Transfer request

Cassie:

Please find attached a transfer request signed by Craig for the 6<sup>th</sup> and Sumner Basin. The transfer will provide the balance of funds needed for us to award the contract for the Concrete Forebay construction project for which we have already received bids.

I am hopeful we can move this along to get Council transfer approval in a timely manner and then subsequently get Council contract award approval which will not happen until the transfer is signed off by the needed parties. (Jeanette is scheduling the award approval for the December 18<sup>th</sup> Council meeting).

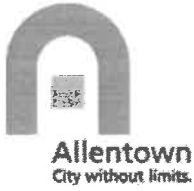
I am looking to the contract awarded and get the contract preparation and execution process going (usually takes at least a month) so it is completed no later than mid-January.

I want to get the Contractor started in February so they can complete the work by mid-march early April. We have a small window to get plantings in and established in the basin in the spring (before summer heat) and it would be best if we can have the Concrete Forebay construction project completed by then.

I know that was way to much information. The point is, I am asking if you can shepherd the transfer process along to the best of your ability (understanding there are multiple signatures needed).

Thank you in advance for all of your help on this.

Have a great weekend.



**MARK S. GEOSITS**  
**ASSISTANT CITY ENGINEER**

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