



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer

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April 15, 2011

The Honorable Mayor Dan Devine
and Members of the Common Council
7525 W. Greenfield Avenue
West Allis WI 53214

SUBJECT: Transfer of Scrap Sales Revenue Funds to Public Works Department Budget
in the Amount of \$2,500

Dear Mayor Devine and Common Council Members:

This letter is to request your approval to transfer a portion of scrap sales revenue to the Public Works Department budget in the amount of \$2,500. The \$2,500 would be used in two separate accounts for two separate purposes in two different amounts as follows:

1. 100-4101-533-3004 Other Cont. Services, \$1,500
Haul scrap concrete street light poles and bases from the Morgan dump that have accumulated over the years.
2. 100-4101-533-5310 Sand/Stone & Gravel, \$1,000
Relocate spare aluminum street light poles at the Morgan dump and purchase gravel to put down under the spare aluminum street light poles to keep weeds from growing up around the poles so it is easier to see what we have on hand.

The source of the funds being transferred come from the sale of scraped aluminum street light poles and discarded copper wiring. The amount of the scrap sale was \$6,545.82. With the transfer of the \$2,500 to the two Public Works accounts for the above described purposes, the remaining difference in the revenue of \$4,045.82 will be placed in the General Fund of the City. No further use of this balance is anticipated.

Thank you for your consideration of this request. If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Paul M. Ziehler".

Paul M. Ziehler,
City Administrative Officer, Clerk/Treasurer

PMZ:jfw

cc: Tom Harmatys
Terry Meineke
Gary Schmid