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AUG 08 2018

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FINANCE DIRECTOR'S OFFICE

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Brent A. Hartzell, Director	FROM: Eric C. Gratz
BUREAU: Department of Finance	BUREAU: Emergency Medical Services

TRANSFER DETAIL

Date of Request: 7-Aug-18	Fund: General	Transfer Amount: \$125,000
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-05-0605-0003-02 <i>Permanent wages</i>	125,000.00	2,130,712.00	1,095,442.65	970,442.65
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-05-0605-0003-06 <i>Premium Pay</i>	125,000.00	286,413.00	7,009.48	132,009.48
				-
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:

For 2018, we moved \$100,000 from 06 to 02 as funding for the 2 additional FT paramedics. Due to circumstances not within my control, those positions (and 2 other vacancies) were not filled until 5/5/18, which was already 34% into the year. We currently had 2 other employees recently depart, which means we were full staff for exactly 1 day this year thus far. We are forced to utilize overtime to maintain our staffing to stay afloat with the 5% increase in calls.

Reason Funds are Available for Transfer:

Despite this overtime overage, an aggregate of our wage accounts shows us to be \$65,413.75 in the black. We are using overtime to offset the vacancies in full-time and our depletion of part-timers (several were hired full-time), which adequately summarizes the reason for the spike and why these other funds are available in 02 and 04.

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>[Signature]</i>	Date: 8/7/2018
Director of Finance: <i>Brent Hartzell</i>	Date: 8/8/2018
Mayor or Managing Director (if amount is greater than \$5,000): <i>Bo'ann</i>	Date: 8/15/2018
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 checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 8/21/18
Candida Alfa, Vice President: <i>[Signature]</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson: <i>[Signature]</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 21-AUG-18
Julio Guridy, Councilperson: <i>[Signature]</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 21-AUG-18
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: 8/21/2018