

MARION COUNTY BOARD OF COUNTY COMMISSIONERS

ADMINISTRATIVE BUDGET TRANSFER REPORT

07/04/2024 to 07/25/2024

Prepared by: Gregory C. Harrell, Marion County Clerk of Court and Comptroller - Budget Department

Pursuant to Florida Statute 129.06, Execution and Amendment of Budget, the County Budget Officer has executed the following Budget Transfers as authorized by the Marion County Board of County Commissioners, Commission Policy 19-01. The Budget Transfers adhere to the following conditions:

- A. The budget transfer does not change the total expenditure appropriations of a Cost Center; and
- B. The transfer adheres to the following account restrictions:
 - i. The transfer occurs between personnel expenditure accounts (line item account codes 510000 through 529999); or
 - ii. The transfer occurs between operating expenditure accounts (line item account codes 530000 through 559999); and
- C. The transfer per line item account is \$10,000 or less; and
- D. The transfer is approved by the County Administrator; and
- E. The transfer is reviewed and approved by the County Budget Officer.

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| General Fund |
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Fleet Management

Journal Number # 2024-10-827 *Date Executed:* 07/16/2024

For emergency preparedness and for the current/future hurricane season, the Fleet Department would like to purchase (5) GPS units for our service trucks that will be deployed during a disaster. Funds are available to transfer from Operating Supplies – PPE to Communication Services.

| | <u>Fund</u> | | <u>Dept</u> | | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|---|-------------|---|----------------|--------------------------|---------------|
| From | 0010 | - | 178 | - | 552119 | Operating Supplies - PPE | \$1,500 |
| To | 0010 | - | 178 | - | 541101 | Communications Services | \$1,500 |

Facilities Management

Journal Number # 2024-10-1959 *Date Executed:* 07/22/2024

Facilities Management is requesting a one-time transfer of \$1,725.00 from Professional Services to Operating Supplies - PPE. Operating supplies, PPE is in need of an increase due to the rising cost of supplies as well as the increase in awareness and usage of PPE items to include safety gloves and glasses, as well as respirators, cooling towels, sun sleeves and hydrating supplies. While professional services are highly utilized, the remaining funding in the account is insufficient for further studies and surveys, leaving the minimal amount more beneficial to be used elsewhere.

| | <u>Fund</u> | | <u>Dept</u> | | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|---|-------------|---|----------------|--------------------------|---------------|
| From | 0010 | - | 180 | - | 531109 | Professional Services | \$1,725 |
| To | 0010 | - | 180 | - | 552119 | Operating Supplies - PPE | \$1,725 |

Facilities Management

Journal Number # 2024-10-1981 Date Executed: 07/22/2024

Facilities Management is requesting \$3,706.00 be moved from Repairs and Maintenance Small Projects to Operating Supplies. Facilities Operating Supplies are traditionally operating items used in day to day operations by Facilities, such as tools. Fire Fleet's ice machine was broken and in need of repairs however was unable to be repaired and in need of replacement. Per Finance, this would need to be paid from the operating supplies line and therefore we are requesting the account be reimbursed.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|----------------------------------|---------------|
| From | 0010 | - 180 | - 546140 | Repairs and Maint Small Projects | \$3,706 |
| To | 0010 | - 180 | - 552108 | Operating Supplies | \$3,706 |

Circuit Court Judges Technology

Journal Number # 2024-10-1721 Date Executed: 07/17/2024

Transfer funds from Office Supplies to Computer Software. On July 16th BAR 24-10-34 was approved but before it could be posted, an unexpected \$15 Foreign Transaction fee was charged to Computer Software, thereby causing a shortage. This transfer will provide the additional \$15 needed to complete the original BAR.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|---------------------|---------------|
| From | 0010 | - 214 | - 551101 | Office Supplies | \$15 |
| To | 0010 | - 214 | - 552106 | Computer Software | \$15 |

Law Library

Journal Number # 2024-10-1239 Date Executed: 07/16/2024

When this account was first established, we did not budget enough for the book expenses. We are requesting to transfer funding from the Miscellaneous Expense into Books, Pubs & Subscriptions so the Law Library has enough to pay for the subscription for the rest of the fiscal year.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|--------------------------------------|---------------|
| From | 0010 | - 260 | - 549990 | Other Current Charges Misc Expenses | \$350 |
| To | 0010 | - 260 | - 554101 | Books Publications and Subscriptions | \$350 |

Family Mediation

Journal Number # 2024-10-1235 Date Executed: 07/16/2024

Transfer unspent funds from Travel and Training to Operating Supplies. Funding is available since we had no new volunteer mediators to send to training this year. Family Mediation requires a larger table to accommodate all parties and funding is needed in Operating Supplies so that we can purchase.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|------------------------|---------------|
| From | 0010 | - 265 | - 555501 | Training and Education | \$2,200 |
| From | 0010 | - 265 | - 540101 | Travel and Per Diem | \$1,000 |
| To | 0010 | - 265 | - 552108 | Operating Supplies | \$3,200 |

Misdemeanor Drug Court

Journal Number # 2024-10-1240 Date Executed: 07/16/2024

Request for Treatment Courts to transfer funding into the Professional Services account to pay for the increased number of drug screens in the program. The program does not currently have a grant to help with the costs. As a result, the department will reduce spending in the other accounts since drug screens are prioritized above all.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|------------------------|---------------|
| From | 0010 | - 284 | - 555501 | Training and Education | \$2,000 |
| From | 0010 | - 284 | - 548101 | Promotional Activities | \$500 |
| From | 0010 | - 284 | - 540101 | Travel and Per Diem | \$4,000 |
| From | 0010 | - 284 | - 547101 | Printing and Binding | \$200 |
| From | 0010 | - 284 | - 551101 | Office Supplies | \$1,000 |
| To | 0010 | - 284 | - 531109 | Professional Services | \$7,700 |

Emergency Medical Services

Journal Number # 2024-10-709 Date Executed: 07/12/2024

Marion County Fire Rescue contracts with a consultant for the Public Emergency Medical Transportation (PEMT) and Medical Managed Care Organization (MCO) Supplemental payment program, of which is anticipated to bring in net revenues of \$172,958.43 and \$2,541,941.07 respectively for the state fiscal year 2023. The consultants' fee is a percentage of these amounts collected and is higher than what was anticipated based on state funding received that has also increased, which has helped the EMS Fund of which is reimbursed for previous Medicaid and Medicare transports. There are funds available in Office Supplies that were anticipated for the Billing Division to purchase desks for their office, which did not end up being fulfilled due to a higher estimated amount than budgeted.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|--------------------------|---------------|
| From | 0010 | - 305 | - 551101 | Office Supplies | \$6,000 |
| To | 0010 | - 305 | - 534101 | Contract Serv Other Misc | \$6,000 |

Emergency Medical Services

Journal Number # 2024-10-1795 Date Executed: 07/22/2024

Marion County Fire Rescue is moving forward with a vendor to change update billing invoices with a QR code that directly links to the website. This change is provided in the contract with the vendor, however was not planned or budgeted. Funds are being moved from Office Supplies from the Billing Division to cover this unanticipated cost in Contract Services.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|--------------------------|---------------|
| From | 0010 | - 305 | - 551101 | Office Supplies | \$2,200 |
| To | 0010 | - 305 | - 534101 | Contract Serv Other Misc | \$2,200 |

Planning and Zoning

Journal Number # 2024-10-91 Date Executed: 07/10/2024

This transfer is necessary due to additional training requirements and CE points for maintaining current certifications of current staff, as well as meeting the continued training needs for new staff within the department while meeting Planning needs of Marion County.

The additional funds are needed to accommodate (2) Planners, (1) Deputy Director, and (1) Director’s upcoming travel/conference costs for the APA (American Planning Association) Annual FPC (Florida Planning Conference).

Funding for this request is available in Contract Serv-Staff Leasing.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|-----------------------------|---------------|
| From | 0010 | - 320 | - 534115 | Contract Serv Staff Leasing | \$6,000 |
| To | 0010 | - 320 | - 555501 | Training and Education | \$3,000 |
| To | 0010 | - 320 | - 540101 | Travel and Per Diem | \$3,000 |

Cooperative Extension Service

Journal Number # 2024-10-434 Date Executed: 07/10/2024

Transfer funds from Oper Supplies - Comp Hardware to Books, Pubs & Subscriptions in the amount of \$435 for a Mailer Lite Subscription that we use to send out emails about upcoming programs. Currently there are no funds in Books, Pubs & Subscriptions but we are adding funds to Books, Pubs & Subscriptions on FY24-25 Budget to fix this moving forward. This is an annual charge so the next time funds need to be taken out again will be on FY24-25 Budget.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|--------------------------------------|---------------|
| From | 0010 | - 372 | - 552116 | Operating Supplies Computer Hardware | \$435 |
| To | 0010 | - 372 | - 554101 | Books Publications and Subscriptions | \$435 |

Cooperative Extension Service

Journal Number # 2024-10-1574 Date Executed: 07/22/2024

Transfer funds from Repairs/Maintenance - Buildings & Grounds to Utility Services - Waste Disposal in the amount of \$50 to cover the cost of a larger manure bin. Budgeted for a 20-yard bin but the 4-H Farm needed a 25-yard bin due to increased livestock at the farm creating more manure. To fund in the future, we requested the cost of two 20-yard bins in FY24-25 budget rather than one.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|-----------------------------------|---------------|
| From | 0010 | - 372 | - 546101 | Repairs and Maint Bldgs and Grnds | \$50 |
| To | 0010 | - 372 | - 543102 | Utility Services Waste Disposal | \$50 |

County Transportation Maintenance Fund

Transportation

Journal Number # 2024-10-1633 Date Executed: 07/18/2024

Due to higher than expected claims, the Unemployment Compensation account is currently overdrawn. This transfer moves money from Other Salaries & Wages to make up the deficit and allow for future payments. \$5,000 will be transferred from Other Salaries & Wages to Unemployment Compensation.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|---------------------------|---------------|
| From | 1020 | - 400 | - 513101 | Other Salaries and Wages | \$5,000 |
| To | 1020 | - 400 | - 525101 | Unemployment Compensation | \$5,000 |

Transportation

Journal Number # 2024-10-1638 Date Executed: 07/18/2024

OCE plans to contract Kimley-Horn and Associates, Inc. to undertake a DRC Process Evaluation, of which the estimated cost is \$24,250. Currently the Professional Services account has \$21,000 available. This transfer will move \$6,000 from Contract Services - Other - Misc to cover the shortfall and allow for some overages. Contract Services - Other - Misc has sufficient remaining funding to cover this transfer.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|--------------------------|---------------|
| From | 1020 | - 400 | - 534101 | Contract Serv Other Misc | \$6,000 |
| To | 1020 | - 400 | - 531109 | Professional Services | \$6,000 |

TMF Transportation Planning Organization

TPO Federal Highway Administration

Journal Number # 2024-10-431 Date Executed: 07/10/2024

Transfer funds from Rentals and Leases to Other Current Charges. The transfer covers the costs for a 2050 Long Range Transportation Plan public workshop room rental. Expense is identified in the TPO’s new two-year UPWP, effective July 1, 2024. TPO advised this expense falls under Other Charges and not Rentals and Leases as earlier instructed. Room rental reservation will be made after July 1 when TPO’s new fiscal year and UPWP begin.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|-------------------------------------|---------------|
| From | 1029 | - 407 | - 544101 | Rentals and Leases Equipment | \$950 |
| To | 1029 | - 407 | - 549990 | Other Current Charges Misc Expenses | \$950 |

Marion County Airport Fund

Marion County Airport

Journal Number # 2024-10-1349 Date Executed: 07/22/2024

The Marion County Airport needs to transfer funds into Parts-Vehicle/Equipment. As Fleet added this new budget line to accommodate and monitor specific charges, we are requesting a transfer to accommodate current and projected spending for FY24. The funds are available from the transfer line as the Airport has reprioritized funds in the Printing and Binding line item for FY24

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|-----------------------------|---------------|
| From | 1035 | - 415 | - 547101 | Printing and Binding | \$300 |
| To | 1035 | - 415 | - 552257 | Parts Vehicle and Equipment | \$300 |

Marion County Airport

Journal Number # 2024-10-1359 Date Executed: 07/22/2024

The Marion County Airport needs to transfer funds into Communication Services for an increase of internet service and fees. The Airport budgeted funds based off previous years expenses but the increase by the provider exceeded the original budgeted amount. The Airport also added in new communication service provider for the fuel point of sale system. The funds are available from the transfer line due to a reduction of required staff training for FY24.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|-------------------------|---------------|
| From | 1035 | - 415 | - 555501 | Training and Education | \$2,000 |
| To | 1035 | - 415 | - 541101 | Communications Services | \$2,000 |

Marion County Airport

Journal Number # 2024-10-1361 Date Executed: 07/22/2024

The Marion County Airport needs to transfer funds into Utilities Services - Electric, Water and Sewer for the additional service fees and the increase of additional tenants at the airfield. With the addition of the new T-hangars at the airport, the division did not project enough additional funding needed for the utility services line item in the budget. The funds are available from the three transfer lines due to cost savings in the accounts.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|------------------------------|---------------|
| From | 1035 | - 415 | - 540101 | Travel and Per Diem | \$2,100 |
| From | 1035 | - 415 | - 544101 | Rentals and Leases Equipment | \$4,000 |
| From | 1035 | - 415 | - 552101 | Gasoline Oil and Lubricants | \$3,400 |
| To | 1035 | - 415 | - 543101 | Utility Services Elc Wtr Swr | \$9,500 |

Marion County Airport

Journal Number # 2024-10-1368 Date Executed: 07/22/2024

The Marion County Airport needs to transfer funds into Other Current Charges - Misc. Expenses for an increase of credit card charges at the facility. The Airport has seen an increase of customers paying for fuel or other sale items with credit cards causing the increase. This transfer will cover current expenses for the dues and memberships along with any additional expenses. The funds are available from two the transfer line as the Airport has reprioritized self-perform projects planned for FY24.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|-------------------------------------|---------------|
| From | 1035 | - 415 | - 552108 | Operating Supplies | \$1,000 |
| From | 1035 | - 415 | - 546257 | Repairs and Maint Fleet Management | \$2,000 |
| To | 1035 | - 415 | - 549990 | Other Current Charges Misc Expenses | \$3,000 |

Tourist Development Tax

Visitors and Convention Bureau

Journal Number # 2024-10-1036 Date Executed: 07/22/2024

Due to the growth of the Tourist Development Department, we no longer have room to store promotional items and convention/conference displays used to market Ocala/Marion County. To overcome this, we have secured space at an offsite storage facility. We are transferring unneeded funds from Printing and Binding to Rentals and Leases - Buildings to pay the annual charges. This will be a one-time change as this is included in future fiscal year budget projections.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|------------------------------|---------------|
| From | 1074 | - 155 | - 547101 | Printing and Binding | \$3,780 |
| To | 1074 | - 155 | - 544401 | Rentals and Leases Buildings | \$3,780 |

Medical Examiner Fund

Medical Examiner

Journal Number # 2024-10-1595 Date Executed: 07/18/2024

Marion County Facilities was contacted by the Medical Examiner's Office to replace a garbage disposal on an autopsy table. Upon obtaining quotes, two companies did not provide a quote and the only one that replied provided a quote of slightly over \$5,000. Funds are available in Operating Supplies to cover this amount out of Contract Services.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|--------------------------|---------------|
| From | 1091 | - 132 | - 552108 | Operating Supplies | \$5,000 |
| To | 1091 | - 132 | - 534101 | Contract Serv Other Misc | \$5,000 |

Medical Examiner

Journal Number # 2024-10-1865 Date Executed: 07/22/2024

The Medical Examiner's Office has 5 autopsy saws that are broken and need repair. The estimated cost to repair these saws will require three quotes. There are just enough funds in the Utilities line item to cover what is needed for Repairs/Maintenance. Funds are being moved in order to encumber money for the repairs.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|------------------------------|---------------|
| From | 1091 | - 132 | - 543101 | Utility Services Elc Wtr Swr | \$4,400 |
| To | 1091 | - 132 | - 546301 | Repairs and Maint Equipment | \$4,000 |

Fire Rescue and EMS Fund

Fire Rescue Services

Journal Number # 2024-10-230 Date Executed: 07/08/2024

When the MSTU Department quoted out the mailers for the residents of Rainbow Lakes Estates to advise them of the upcoming fire assessment on their notice, postage was not included. It is estimated that postage will cost 33 cents for 11,000 mailings. The Prevention Division had budgeted to order map books to be printed, but since the project was not able to be completed, they have funds that can be used to pay for stamps for each of the mailings to the individual residents.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|----------------------|---------------|
| From | 1120 | - 300 | - 547101 | Printing and Binding | \$4,000 |
| To | 1120 | - 300 | - 542201 | Postage and Freight | \$4,000 |

Fire Rescue Services

Journal Number # 2024-10-2353 Date Executed: 07/25/2024

Marion County Fire Rescue has a Public Information Officer, in conjunction with the Public Relations Department, that works on purchasing promotional items for public events to create awareness and to promote Fire Rescue to the media. Due to the increased events scheduled this year, funds are needed for purchasing promotional items for these activities due to the increased support for public relations campaigns. Some of these funds are also to provide camera and video equipment for the multimedia intern that helps to create social media awareness through photos and videos to highlight the department. There are available funds in Operating Supplies to accommodate the needs for further public relations efforts.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|-------------------------------------|---------------|
| From | 1120 | - 300 | - 552108 | Operating Supplies | \$5,000 |
| To | 1120 | - 300 | - 552114 | Operating Supplies Public Education | \$5,000 |

Stormwater Program

Stormwater Program

Journal Number # 2024-10-351 Date Executed: 07/10/2024

This adjustment transfers \$3,499 from Repairs/Maintenance - Buildings & Grounds to Repairs/Maintenance - Fleet Management and Parts - Vehicle/Equipment in Stormwater. \$2,499 will go to Repairs/Maintenance - Fleet Management and \$1,000 will go to Parts - Vehicle/Equipment. Several recent unexpected repairs to pumping operations have caused repair costs to escalate beyond original projections. Account Repairs/Maintenance - Buildings & Grounds has sufficient funding to supply the increase

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|------------------------------------|---------------|
| From | 1131 | - 430 | - 546101 | Repairs and Maint Bldgs and Grnds | \$3,499 |
| To | 1131 | - 430 | - 552257 | Parts Vehicle and Equipment | \$1,000 |
| To | 1131 | - 430 | - 546257 | Repairs and Maint Fleet Management | \$2,499 |

Stormwater Program

Journal Number # 2024-10-1651 Date Executed: 07/18/2024

The Other Salaries & Wages account is currently overdrawn as it was used to cover relocation expenses for the new Stormwater Engineer as part of his hiring package. This transfer moves money from Unemployment Compensation to make up the deficit. \$962 will be transferred from Unemployment Compensation to The Other Salaries & Wages.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|---------------------------|---------------|
| From | 1131 | - 430 | - 525101 | Unemployment Compensation | \$962 |
| To | 1131 | - 430 | - 513101 | Other Salaries and Wages | \$962 |

Solid Waste Disposal Fund

Solid Waste Disposal

Journal Number # 2024-10-862 Date Executed: 07/16/2024

In February the Budget Department created a new account object code, Parts- Vehicle/Equipment. This new object code was created to allow Fleet the ability to separate parts inventory from labor, supplies, overhead, etc. The initial budgeted amounts were difficult to determine due to this new methodology. As a result, this new account was under budgeted and needs additional funds to cover remaining fleet parts costs for the remainder of the current fiscal year.

Excess funds are available in the Gasoline, Oil and Lubricants account.

This is a one-time change.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|-----------------------------|---------------|
| From | 4010 | - 423 | - 552101 | Gasoline Oil and Lubricants | \$6,000 |
| To | 4010 | - 423 | - 552257 | Parts Vehicle and Equipment | \$6,000 |

Solid Waste Recycling

Journal Number # 2024-10-860 Date Executed: 07/16/2024

Fleet Repairs and Maintenance account needs additional funds to cover remaining invoices for the rest of the fiscal year.

Excess funds are available in the Promotional Activities account.

This is a one-time change.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|------------------------------------|---------------|
| From | 4010 | - 427 | - 548101 | Promotional Activities | \$9,000 |
| To | 4010 | - 427 | - 546257 | Repairs and Maint Fleet Management | \$9,000 |

Marion County Utility Fund

Utilities Management

Journal Number # 2024-10-923 Date Executed: 07/16/2024

Marion County Utilities has had openings for a Construction Tech for part of the year, requiring overtime to keep the inspections current. Additionally, the workload is greater due to the number of construction jobs requiring inspection. This request is to move funds from Salaries to Overtime in Utilities Management. This is a one-time request.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|----------------------------|---------------|
| From | 4520 | - 440 | - 512101 | Regular Salaries and Wages | \$9,500 |
| To | 4520 | - 440 | - 514101 | Overtime | \$9,500 |

Utilities Management

Journal Number # 2024-10-924 Date Executed: 07/16/2024

A prior BAR allocated an estimated amount of funds for purchased parts for fleet repairs which was moved from Fleet Maintenance, however, the estimated amount was not sufficient. Buildings and grounds maintenance have been higher than budgeted, but equipment repairs have been lower than budgeted. This request is to move funds from Fleet Repairs and Maintenance to Vehicle Parts and from Equipment Repairs and Maintenance to Buildings and Grounds Maintenance in Utilities Management. This is a one-time request.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|------------------------------------|---------------|
| From | 4520 | - 440 | - 546301 | Repairs and Maint Equipment | \$2,500 |
| From | 4520 | - 440 | - 546257 | Repairs and Maint Fleet Management | \$2,000 |
| To | 4520 | - 440 | - 552257 | Parts Vehicle and Equipment | \$2,000 |
| To | 4520 | - 440 | - 546101 | Repairs and Maint Bldgs and Grnds | \$2,500 |

Utilities Water System

Journal Number # 2024-10-1632 Date Executed: 07/22/2024

Due to increased workload, brass parts are being exhausted from stock. Because of this, Marion County Utilities has a need to replenish that stock and requires additional funds in the Operating Supplies. Communications expenses are trending much lower than budgeted, allowing the funds to be transferred from this line. This is a one-time request.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|-------------------------|---------------|
| From | 4520 | - 442 | - 541101 | Communications Services | \$9,500 |
| To | 4520 | - 442 | - 552108 | Operating Supplies | \$9,500 |

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| Insurance Fund |
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Risk and Benefit Services

Journal Number # 2024-10-347 Date Executed: 07/09/2024

Risk and Benefits Services requires a one-time transfer of funds from Operating Supplies to Repairs and Maintenance - Fleet Management due to unforeseen vehicle repair needs. Lower overall spending and reduced furniture/retention box purchases this year have left unallocated funds in operating supplies.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|------------------------------------|---------------|
| From | 5010 | - 162 | - 552108 | Operating Supplies | \$500 |
| To | 5010 | - 162 | - 546257 | Repairs and Maint Fleet Management | \$500 |

Risk and Benefit Services

Journal Number # 2024-10-383 Date Executed: 07/10/2024

Risk and Benefits is requesting a one-time transfer of funds from Operating Supplies to Postage and Freight. This transfer is necessary to cover the cost of mailing open enrollment flyers to employees. While a third party previously covered this expense, the responsibility has shifted to the county moving forward. To reflect this change, budget adjustments will be made for the upcoming fiscal year. This transfer is possible due to underspending in the Operating Supplies account. The department has minimized equipment purchases and replacements this year, resulting in available funds.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|---------------------|---------------|
| From | 5010 | - 162 | - 552108 | Operating Supplies | \$300 |
| To | 5010 | - 162 | - 542201 | Postage and Freight | \$300 |

Employee Wellness Program

Journal Number # 2024-10-342

Date Executed: 07/09/2024

The Employee Wellness Program requests a one-time transfer of funds from Operating Supplies to Printing and Binding. This transfer is necessary to cover the cost of flyers for the upcoming open enrollment. Due to insufficient funds in the Printing and Binding account, this transfer is required. In previous years, a third party covered the expense of these flyers. However, moving forward, the county will assume this responsibility. To accommodate this change, the program has identified unspent funds in Operating Supplies due to reduced equipment purchases and a lack of replacement equipment being acquired. This transfer will ensure sufficient resources are available to print and distribute the flyers to departments. The Employee Wellness Program will adjust its budget for the next fiscal year to account for this ongoing expense.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|----------------------|---------------|
| From | 5010 | - 163 | - 552108 | Operating Supplies | \$2,000 |
| To | 5010 | - 163 | - 547101 | Printing and Binding | \$2,000 |