

MARION COUNTY BOARD OF COUNTY COMMISSIONERS

ADMINISTRATIVE BUDGET TRANSFER REPORT

06/07/2024 to 06/20/2024

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 cdes 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.

General Fund

Human Resources

Journal Number # 2024-9-834 Date Executed: 06/13/2024

Human Resources is requesting a one-time transfer from our Training and Education Program account to our Employee Service Awards account. The reason for this transfer is due to the need to order more enamel pins. The enamel pins are not a common purchase as they are ordered in quantities of 100 and we have not had to order more in a few years, but this year we ordered additional 10 and 20-year pins. There are funds available in the Training and Education Program account to cover this request.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 170	- 555520	Training and Education Program	\$650
To	0010	- 170	- 552113	Employee Service Awards	\$650

Information Technology

Journal Number # 2024-9-825 Date Executed: 06/17/2024

For this current fiscal year 2024, Marion County Information Technology is requesting an administrative transfer to fund unexpected overtime costs in the amount of \$7,500.00.

IT has experienced several vacancies, which has led to employees working overtime to meet County needs. These vacancies have led to savings that will cover this transfer request.

fiscal year. In addition, Procurement now has a county vehicle for the Vendor Liaison and will need to transfer funds to cover this fiscal year gas expenses. The money saved from not having to pay for the Tyler Conference allows for more training and travel opportunities. This is a onetime transfer.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 174	- 512101	Regular Salaries and Wages	\$7,500
To	0010	- 174	- 514101	Overtime	\$7,500

Procurement Services

Journal Number # 2024-9-809

Date Executed: 06/13/2024

Transfer funds in the amount of \$1,400.00 from Procurement Training & Education to Procurement Travel & Per Diem in the amount of \$1,300.00 and to Procurement Gas, Oil & Lubricants in the amount of \$100. This transfer will allow staff to attend the Amazon Reshape Conference that wasn't budgeted because we joined Amazon Business this fiscal year. In addition, Procurement now has a county vehicle for the Vendor Liaison and will need to transfer funds to cover this fiscal year gas expenses. The money saved from not having to pay for the Tyler Conference allows for more training and travel opportunities. This is a onetime transfer.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 176	- 555501	Training and Education	\$1,400
To	0010	- 176	- 540101	Travel and Per Diem	\$1,300
To	0010	- 176	- 552101	Gasoline Oil and Lubricants	\$100

Veterans Court

Journal Number # 2024-9-1422

Date Executed: 06/19/2024

We are requesting to establish a budget for apparel and transfer funding to this new expense line. The program has received some state funding this year to help offset the cost of drug screens so additional funding is available to be used elsewhere. The Veterans' Treatment Court provides shirts for the program volunteers and mentors to wear during court events and court sponsored events and this transfer will allow us to purchase them.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 291	- 531109	Professional Services	\$1,000
From	0010	- 291	- 540101	Travel and Per Diem	\$500
To	0010	- 291	- 552107	Clothing and Wearing Apparel	\$1,500

Planning and Zoning

Journal Number # 2024-9-634

Date Executed: 06/10/2024

A shortage of funds in Contract Services - Other Misc is due to an increase in the agenda cases of Planning and Zoning Public meetings at the BCC, which increased the number of hours for the Sheriff special detail. Funds for this request are available in Professional Services (\$1,000.00). This is a one time request

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 320	- 531109	Professional Services	\$1,000
To	0010	- 320	- 534101	Contract Serv Other Misc	\$1,000

Veterans Service Office

Journal Number # 2024-9-568

Date Executed: 06/07/2024

Transfer funds from Office Supplies to recently added Operating Supplies due to purchases to align with correct account code. Next budget year funds will be allocated correctly to cover these types of costs. This is a onetime request.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 378	- 551101	Office Supplies	\$1,500
To	0010	- 378	- 552108	Operating Supplies	\$1,500

MSTU Assessments*Journal Number #* 2024-9-97*Date Executed:* 06/10/2024

MSTU/Assessments is requesting a transfer of funds from Operating Supplies to Clothing and Wearing Apparel to cover the cost of departmental shirts. Funds are available from Operating Supplies due to supplies not being needed as anticipated. This will be a one-time change.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 410	- 552108	Operating Supplies	\$46
To	0010	- 410	- 552107	Clothing and Wearing Apparel	\$46

911 Management Fund**911 Management***Journal Number #* 2024-9-405*Date Executed:* 06/07/2024

911 Management is requesting a transfer of funds to cover the expenses related to Tyler Payments for implementing the Enterprise Permitting and Licensing (EPL) platform. Unfortunately, our current payment system is incompatible with Tyler's platform, and this unforeseen issue arose after the initial budget was proposed. This amendment will cover the cost of one card reader, the first year of maintenance for the card reader, and a receipt printer/check scanner for the 911 Management department.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1071	- 313	- 552108	Operating Supplies	\$2,433
To	1071	- 313	- 552116	Operating Supplies Computer Hardware	\$2,433

Tourist Development Tax**Visitors and Convention Bureau***Journal Number #* 2024-9-270*Date Executed:* 06/12/2024

Tourist Development is requesting to transfer funds from Promotional Activities to Dues and Memberships to cover the cost of dues for US Travel Association. Membership in this organization allows VCB staff access to valuable industry resources, education and the opportunity to submit for awards. This membership also provides access to discounts related to event produced by US Travel Association, such as IPW (an international travel tradeshow) and ESTO (educational seminar for tourism organizations).

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1074	- 155	- 548101	Promotional Activities	\$3,384
To	1074	- 155	- 554201	Dues and Memberships	\$3,384

Solid Waste Disposal Fund**Solid Waste Disposal***Journal Number #* 2024-9-468*Date Executed:* 06/11/2024

Funds are needed for Operating Supplies-Computer Hardware and Communication Services to cover costs for the utilization of Tyler as a payment platform. These funds will be used to purchase credit card readers and receipt printers for the scalehouse and administrative staff to process payments. Funds are available in Repairs & Maintenance Fleet Management for this one time transfer.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	4010	- 423	- 546257	Repairs and Maint Fleet Management	\$9,900
To	4010	- 423	- 541101	Communications Services	\$2,900
To	4010	- 423	- 552116	Operating Supplies Computer Hardware	\$7,000

Solid Waste Recycling*Journal Number #* 2024-9-546*Date Executed:* 06/12/2024

Additional funds are needed in the Fleet Repairs and Maintenance and Fleet Parts. This current budget year, a new object code was created for parts and Fleet transitioned to a different billing platform process. This adjustment is needed to cover costs through the remainder of the fiscal year FY23-24. 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	\$5,000
To	4010	- 427	- 552257	Parts Vehicle and Equipment	\$2,500
To	4010	- 427	- 546257	Repairs and Maint Fleet Management	\$2,500

Marion County Utility Fund

Utilities Management*Journal Number #* 2024-09-85*Date Executed:* 06/07/2024

Marion County Utilities (MCU) Line crew is using more Operating Supplies than budgeted, because the budget had no history for a base. Courier Services are encountering more time than budgeted. Because there has not been a need to utilize contract employees in the Management Organization of MCU, there are funds available in Contract Services to transfer to these line items. 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	- 534101	Contract Serv Other Misc	\$5,300
To	4520	- 440	- 552108	Operating Supplies	\$5,000
To	4520	- 440	- 534108	Contract Serv Wells Fargo	\$300

Utilities Management*Journal Number #* 2024-9-695*Date Executed:* 06/14/2024

In anticipation of Hurricane season, Marion County Utilities needs to trim up some trees around the main office building. Painting the interior was more expensive than expected, and it was also noted that the gutters were in disrepair. Because of these additional unbudgeted costs, funding is needed to complete the tree trimming. There are funds available in the Repairs & Maintenance Equipment line item to cover this transfer. 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
To	4520	- 440	- 546101	Repairs and Maint Bldgs and Grnds	\$2,500