

MARION COUNTY BOARD OF COUNTY COMMISSIONERS

ADMINISTRATIVE BUDGET TRANSFER REPORT

06/21/2024 to 07/03/2024

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.

General Fund

Fleet Management

Journal Number # 2024-10-220 *Date Executed:* 07/02/2024

Due to increased pick ups of used oil and used oil filters for proper disposals, we are low on funding for this account. Fleet is requesting additional funds to cover our expenses through the end of the fiscal year.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 178	- 552119	Operating Supplies - PPE	\$1,200
To	0010	- 178	- 543102	Utility Services Waste Disposal	\$1,200

Facilities Management

Journal Number # 2024-9-1583 *Date Executed:* 06/25/2024

Facilities Management main generator for E/F pods at the jail is down and in need of repairs. Repairs include the replacement of an injection pump as well as all valves, gaskets, adjustments, filters, covers and testing. The cost of this repair is \$7,463 and we are requesting to transfer this amount from jail repairs and maintenance to repairs and maintenance of equipment. Furthermore, during the time the generator is down for repairs, it is necessary to rent a back-up portable generator in case of a power outage. We are requesting this amount of \$5,178 be transferred from contract services janitorial to equipment rentals. These two (2) accounts are insufficient in funding as they normally fund small repairs to tools/equipment and short-term rentals of lifts and other equipment. Jail repairs and maintenance and janitorial contract services both have excess funds due to a decrease in repairs and emergency cleanings. This will be a one-time transfer to fund repairs from the necessary accounts.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 180	- 534116	Contract Serv Janitorial	\$5,178
From	0010	- 180	- 546135	Repairs and Maint Jail	\$7,463
To	0010	- 180	- 546301	Repairs and Maint Equipment	\$7,463
To	0010	- 180	- 544101	Rentals and Leases Equipment	\$5,178

Facilities Management

Journal Number # 2024-9-1698 Date Executed: 06/25/2024

Facilities Management is requesting a one-time transfer of \$9,000 to the travel and per diem account from repairs and maintenance small projects. The travel account is under budget as three (3) team members attended the Tyler Conference, which was not budgeted for ahead of time. Additionally, we have two (2) members attending the upcoming FFIN conference as well as three (3) members attending the AMA's Project Management Workshop.

	<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	\$9,000
To	0010	- 180	- 540101	Travel and Per Diem	\$9,000

County Court Judges Technology

Journal Number # 2024-9-2492 Date Executed: 06/28/2024

The purpose of this request is to transfer unspent funds from Repairs & Maintenance and Computer Software into Operating Supplies. Funding is available since the department did not spend as much as expected on repairs and software due to cost savings. Transferring the funds into Operating Supplies will allow the department to purchase needed supplies.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 219	- 552106	Computer Software	\$3,931
From	0010	- 219	- 546312	Repairs and Maint Computer Equipment	\$647
To	0010	- 219	- 552108	Operating Supplies	\$4,578

Animal Services

Journal Number # 2024-9-1236 Date Executed: 06/21/2024

Due to having vacant animal care tech positions, Animal Services has temporary employees helping to perform those duties. Funds are available in Professional Services to cover the cost of the temporary services.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 315	- 531338	Prof Serv Miscellaneous	\$9,000
To	0010	- 315	- 534101	Contract Serv Other Misc	\$9,000

Code Enforcement

Journal Number # 2024-9-1367 Date Executed: 06/21/2024

This transfer is necessary due to an additional invoice received from Apex Process Service for cases submitted for an injunction.

Funds are available in Repairs/Maintenance - Equipment to be transferred to Professional Services for this one time transfer.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 317	- 546301	Repairs and Maint Equipment	\$459
To	0010	- 317	- 531109	Professional Services	\$459

Code Enforcement

Journal Number # 2024-9-1404 Date Executed: 06/21/2024

This transfer is necessary due to the upcoming utilization of the Tyler Payment system. Per Information Technology, this is required for departments that will be accepting credit card payments. Funds are available in Printing and Binding to be transferred to Computer Hardware for an Ingenico Lane 7000 credit card reader and Computer Software for annual maintenance cost per unit \$180.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 317	- 547101	Printing and Binding	\$810
To	0010	- 317	- 552116	Operating Supplies Computer Hardware	\$630
To	0010	- 317	- 552106	Computer Software	\$180

Parks and Recreation

Journal Number # 2024-10-51 Date Executed: 07/02/2024

The Parks & Recreation Department needs to transfer funds into rentals and lease-equipment for boat and kayak rentals utilized for recreation summer camp programming. The funding is available from the transfer line because the Department has unspent funds in the transfer line. This transfer will cover current expenses in rentals and lease-equipment along with any additional expenses for the remainder of the fiscal year.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 360	- 552119	Operating Supplies - PPE	\$3,500
To	0010	- 360	- 544101	Rentals and Leases Equipment	\$3,500

TMF Transportation Planning Organization

TPO Federal Highway Administration

Journal Number # 2024-9-1341 Date Executed: 06/21/2024

Transfer funds from BR407549-531109 Professional Services to BR407549-544101 Rentals and Leases. 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. Room rental reservation will be made on 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	- 531109	Professional Services	\$950
To	1029	- 407	- 544101	Rentals and Leases Equipment	\$950

TPO Transportation Disadvantaged

Journal Number # 2024-9-1340 Date Executed: 06/21/2024

Transfer funds from BR409549-551101 Office Supplies to BR409549-549201 Advertising. The transfer covers the costs for an advertisement in the Ocala Gazette for a Transportation Disadvantaged Board Member request for membership. Two vacancies are open to be filled by citizens from the community

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1029	- 409	- 551101	Office Supplies	\$225
To	1029	- 409	- 549201	Advertising Legal	\$225

Marion County Airport Fund

Marion County Airport

Journal Number # 2024-10-50 *Date Executed:* 07/02/2024

The Marion County Airport needs to transfer funds into Computer Software for an addition of Monday.com software. The Department is investing in new software services to increase communication efforts throughout the Department, Monday.com will help in these efforts. The funds are available from in Repairs & Maintenance Building and Grounds. The funds are available from 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	- 546101	Repairs and Maint Bldgs and Grnds	\$300
To	1035	- 415	- 552106	Computer Software	\$300

Fire Rescue and EMS Fund

Fire Rescue Services

Journal Number # 2024-9-1959 *Date Executed:* 06/25/2024

The Training Division utilizes the conference room that is located on the second floor of the building to conduct virtual interviews with new hires, which typically takes place a minimum four times a year. In the event of a disaster, the Special Operations Command is activated and that conference room is utilized to conduct state/federal meetings virtually. Because of the amount of use in the room, Marion County Fire Rescue worked with the Information Technology Project Manager to determine the best setup for holding virtual meetings/interviews. Information Technology staff walked through the location and provided an estimate with regard to the equipment that they will purchase when funds are available to install and set up for the conference room located at Operations. There are funds available in Operating Supplies that can be utilized for this purpose in order to outfit the conference room in preparation for these hiring interviews and for hurricane preparedness.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1120	- 300	- 552108	Operating Supplies	\$3,900
To	1120	- 300	- 552116	Operating Supplies Computer Hardware	\$3,900

Fire Rescue Services

Journal Number # 2024-10-222 *Date Executed:* 07/02/2024

The MSTU Department issues and mails out letters for the fire assessment to the residents of Rainbow Lakes Estates that has to be completed annually. This is the second year of notices and Fire Rescue will pay the invoice since the Rainbow Lakes Estates MSBU for Fire Protection is moving towards being under the county fire assessment. As a result, there is a need to pay for a vendor to send out the mailings for proper notification of the change. Money is being moved from Office Supplies to cover this cost.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1120	- 300	- 551101	Office Supplies	\$7,700
To	1120	- 300	- 542201	Postage and Freight	\$7,700

Stormwater Program

Stormwater Program

Journal Number # 2024-9-1787 *Date Executed:* 06/25/2024

This adjustment transfers \$5,000 from Repairs/Maintenance - Buildings & Grounds to Repairs/Maintenance - Fleet Management in Stormwater. Several recent unexpected repairs, including to pumping stations, have caused repair costs to escalate beyond original projections, and the account needs a transfer to meet the new projection. Repairs/Maintenance - Fleet Management 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	\$5,000
To	1131	- 430	- 546257	Repairs and Maint Fleet Management	\$5,000

Marion County Utility Fund

Utilities Management

Journal Number # 2024-9-1958 *Date Executed:* 06/28/2024

Marion County Utilities (MCU) has difficulty utilizing the large conference room for conference calls, TEAMS meetings and WEBEX meetings due to the current sound system. Information Technology (IT) evaluated the room and has given a quote to upgrade the sound system and microphones to make these meetings more feasible. There were some slight changes in the software required in the budget for FY2024, which has made funds available to cover this installation. This request is to move funds from Computer Software (552106) to Computer Hardware (552116) in the Utilities Management Organization. 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	- 552106	Computer Software	\$4,500
To	4520	- 440	- 552116	Operating Supplies Computer Hardware	\$4,500

Utilities Water System

Journal Number # 2024-9-1516 *Date Executed:* 06/21/2024

Marion County Utilities (MCU) has been repairing and replacing multiple water tanks during FY2024. Because the tanks are needed, at times the repairs require the tank to be taken off line. In order to ensure service to the customers, tanks will occasionally be rented. The communications budget was greater than the actual expenses, resulting in available funds to cover these rentals. This request is to move funds from Communications Services object to Rentals and Leases - Equipment in the Water Organization. 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	\$5,000
To	4520	- 442	- 544101	Rentals and Leases Equipment	\$5,000