

# MARION COUNTY BOARD OF COUNTY COMMISSIONERS

## ADMINISTRATIVE BUDGET TRANSFER REPORT

07/26/2024 to 08/12/2024

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.

<b>General Fund</b>
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**Information Technology**

*Journal Number #* 2024-11-265                      *Date Executed:* 08/05/2024

IT incurred unexpected overtime hours during the Global Outage that occurred on July 19, 2024. Most of IT staff were required to work overtime hours in an effort to get the County's technology back up and fully functioning. Employees began working during the early morning hours and through the weekend to ensure the County's business operations were restored, utilizing a triage methodology to prioritize life safety functions first. Additionally, IT has also experienced some position vacancies, which has necessitated employees working overtime hours to meet the County's technological needs. These vacancies have led to a savings in our Regular Salaries and Wages. IT is requesting funds of \$6,000.00 be transferred from Regular Salaries & Wages to Overtime to cover overtime costs.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 174	- 512101	Regular Salaries and Wages	\$6,000
To	0010	- 174	- 514101	Overtime	\$6,000

**Facilities Management**

*Journal Number #* 2024-11-463                      *Date Executed:* 08/09/2024

Facilities Management is requesting a one-time transfer of \$4,000 to our Clothing line from Office Supplies. Clothing is in need of funding as we have added seven (7) new technicians as well as filled vacant positions, resulting in an increase to shirts, pants, hats, boots etc. Furthermore, the cost of these items has risen, as did the boot allowance threshold. Office Supplies has an overage for this time of year which may be a result of more virtual collaboration in place of printed documents.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 180	- 551101	Office Supplies	\$4,000
To	0010	- 180	- 552107	Clothing and Wearing Apparel	\$4,000

**Animal Services**

Journal Number # 2024-10-2418 Date Executed: 07/29/2024

Due to having vacant animal care tech positions longer than anticipated, Animal Services has temporary employees helping to perform those duties. We are requesting to transfer funds available within the department's budget to cover the cost of the temporary services. Funds are available in Gasoline, Oil & Lubricants.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 315	- 552101	Gasoline Oil and Lubricants	\$9,500
To	0010	- 315	- 534108	Contract Serv Wells Fargo	\$500
To	0010	- 315	- 534101	Contract Serv Other Misc	\$8,000
To	0010	- 315	- 544101	Rentals and Leases Equipment	\$1,000

**Planning and Zoning**

Journal Number # 2024-11-413 Date Executed: 08/09/2024

Due to an increase in costs for phone and data usage, additional funds are needed in Communications Services to cover the additional costs. Funds are available in Contract Services-Staff Leasing for this one-time transfer to cover expenses through the end of the year.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 320	- 534115	Contract Serv Staff Leasing	\$400
To	0010	- 320	- 541101	Communications Services	\$400

**Parks and Recreation**

Journal Number # 2024-11-263 Date Executed: 08/05/2024

The Parks & Recreation Department needs to transfer funds into Communication Services for an increase of new service fee for the point of sale service lines at KP Hole. There was also an increase for the addition of SMARSH licenses fee that was not previously budgeted. The funding is available from the transfer lines for operation expense savings throughout FY24.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 360	- 552108	Operating Supplies	\$4,500
From	0010	- 360	- 540101	Travel and Per Diem	\$5,000
To	0010	- 360	- 541101	Communications Services	\$9,500

**Parks and Recreation**

Journal Number # 2024-11-264 Date Executed: 08/05/2024

The Parks & Recreation Department needs to transfer funds into Promotional Activities for an increase of new branded tent canopies for events. The Department ordered the tent canopies and did not realize that another purchase had not been paid for until after the order was received. This transfer will cover the current expense for the tent canopies. The funding is available from the transfer lines for operation expense savings throughout FY24.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 360	- 552108	Operating Supplies	\$1,600
To	0010	- 360	- 548101	Promotional Activities	\$1,600

**Bellevue Sportsplex**

Journal Number # 2024-11-262 Date Executed: 08/05/2024

The Marion County Parks & Recreation Department needs to transfer funds into Repair and Maintenance Building & Grounds for Bellevue Sportsplex. Bellevue Sportsplex requires necessary fence repairs to multiple fields. These damaged areas were not identified previously and will need to be repaired to maintain safety on the fields. The funds are available from Contracted Services due to cost savings for self-performed field maintenance.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 363	- 534101	Contract Serv Other Misc	\$4,727
To	0010	- 363	- 546101	Repairs and Maint Bldgs and Grnds	\$4,727

**Cooperative Extension Service**

Journal Number # 2024-11-100 Date Executed: 08/05/2024

Transfer \$71.00 from Office Supplies to Print & Bind to cover the cost of business cards for the Water Resource agent. We had not added any funds to that object code in any past budgets. In the future, we will use University of Florida funding to cover the cost. This is a one-time charge, if that changes, we will add funds to future budgets to cover these types of expenses.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 372	- 551101	Office Supplies	\$71
To	0010	- 372	- 547101	Printing and Binding	\$71

**Water Resources**

Journal Number # 2024-11-153 Date Executed: 08/08/2024

The Water Resources Liaison was selected to participate in Leadership Ocala-Marion for this cycle. A transfer is required to pay for the registration fee, as this was not anticipated during the last budget cycle. \$844 will be transferred from Professional Services to Training & Education to cover the fee.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 433	- 531109	Professional Services	\$844
To	0010	- 433	- 555501	Training and Education	\$844

<b>TMF Transportation Planning Organization</b>
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**TPO Federal Highway Administration**

Journal Number # 2024-11-455 Date Executed: 08/08/2024

Transfer funds from Professional Services to Software. The transfer is necessary to cover the additional and increased costs of software licenses to the TPO. Costs are covered in the TPO's two-year UPWP, Task 1 Administration.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1029	- 407	- 531109	Professional Services	\$275
To	1029	- 407	- 552106	Computer Software	\$275

**TPO Transportation Disadvantaged**

Journal Number # 2024-10-2791 Date Executed: 07/31/2024

Transfer funds from Office Supplies to Operating Supplies. The transfer covers the costs for a plaque to honor departing Chair of the Transportation Disadvantaged Local Coordinating Board (TDLCB). The TPO is the planning agency for the TDLCB and offers support services for all meeting functions. This expense is tied to the current TPO's Unified Planning Work Program (UPWP) under the Transportation Disadvantaged program, Task 1 Office Supplies.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1029	- 409	- 551101	Office Supplies	\$100
To	1029	- 409	- 552108	Operating Supplies	\$100

**Marion County Airport Fund**

**Marion County Airport**

Journal Number # 2024-11-477 Date Executed: 08/12/2024

The Marion County Airport needs to transfer funds into Gas, Oil and Lubricant. This budget line was impacted by a previous FY24 administrative transfer to support another line item that was short, Utility Services, Electric and Water-Sewer. The Airport overextended the available funds and should have transferred a smaller amount from this account. Additionally, the Airport incurred an increase use in both road vehicles and maintenance equipment with the current staffing and mowing efforts. The funds are available from the transfer line as the Airport staff were able to attend a free training on airport fuel systems in FY24 instead of paying for the training as previously budgeted.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1035	- 415	- 555501	Training and Education	\$1,500
To	1035	- 415	- 552101	Gasoline Oil and Lubricants	\$1,500

**Rainbow Lakes Estates MSD**

**Rainbow Lakes Estates General Government**

Journal Number # 2024-11-84 Date Executed: 08/01/2024

Rainbow Lakes Estates General Government is requesting funds to be re-appropriated from the Professional Services to Utility Services Security Lights. Funds are needed in Utility Services Security Lights due to additional security lights used. There are available funds in Professional Services as Procurement Services negotiates a new contract for security patrolling. This will be a one-time change.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1300	- 500	- 531109	Professional Services	\$50
To	1300	- 500	- 543111	Utility Services Security Light	\$50

**Rainbow Lakes Estates General Government**

Journal Number # 2024-11-88 Date Executed: 08/01/2024

We are requesting that funds be transferred from Rainbow Lakes Estates - Professional Services to Rainbow Lakes Estates - Property Appraiser. These funds will be used to pay Levy County Property Appraiser for our allocated portion of their budget for the 4th Quarter appropriations. The amount calculated for the year was not sufficient. Funds are available in Professional Services while we await private security patrol contract negotiation. This will be a one time change.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1300	- 500	- 531109	Professional Services	\$50
To	1300	- 500	- 549140	Other Current Charges Prop Appraiser	\$50

**RLE Comm Res Facility MSTU**

**Rainbow Lakes Estates Recreation**

Journal Number # 2024-10-2571 Date Executed: 07/29/2024

Rainbow Lakes Estates Recreation is requesting funds be re-appropriated from Contract Services - Janitorial to Rentals and Leases - Equipment. Funds are needed in Rentals and Leases - Equipment to rent a carpet cleaning machine for the recreation office to perform a routine cleaning. Funds are available in Contract Services - Janitorial due to a decrease in private janitorial costs. This will be a one-time change.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1301	- 504	- 534116	Contract Serv Janitorial	\$40
To	1301	- 504	- 544101	Rentals and Leases Equipment	\$40

**Marion Oaks MSTU for General Services**

**Marion Oaks MSTU for General Services**

*Journal Number #* 2024-11-86                      *Date Executed:* 08/01/2024

Marion Oaks MSTU for General Services has incurred Fleet transactions due to annual vehicle inspections and logo changes that are now required. We are requesting that the funds be re-appropriated from Utility Services - Street Lights to Parts - Vehicle/Equipment and Repairs and Maintenance - Fleet Management. The Street Light funds are available because the street light installation project will not be completed until the next fiscal year. This is a one- time occurrence.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1311	- 512	- 543201	Utility Services Street Light	\$500
To	1311	- 512	- 546257	Repairs and Maint Fleet Management	\$380
To	1311	- 512	- 552257	Parts Vehicle and Equipment	\$120

**Silver Springs Shores Special Tax District**

**Silver Springs Shores**

*Journal Number #* 2024-11-85                      *Date Executed:* 08/01/2024

Silver Springs Shores Special Tax District is requesting funds be re-appropriated from Repairs and Maintenance - Buildings and Grounds to Parts -Vehicle/Equipment. These Fleet costs were for annual vehicle inspections as well as required logo changes. The funds are available in Repairs and Maintenance - Buildings and Grounds as we have been able to lessen spending on tools we acquire. This is a one- time occurrence.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1320	- 520	- 546101	Repairs and Maint Bldgs and Grnds	\$28
To	1320	- 520	- 552257	Parts Vehicle and Equipment	\$28

**Silver Springs Shores**

*Journal Number #* 2024-11-87                      *Date Executed:* 08/01/2024

Silver Springs Shores Special Tax District is requesting a re-appropriation of funds from Operating Supplies to Computer Software. The funds are needed to cover the changes to the Canva subscription that IT has put in place. We have the funds available in Operating Supplies as we use the materials and goods we already have purchased throughout the fiscal year. This is a one- time change.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1320	- 520	- 552108	Operating Supplies	\$80
To	1320	- 520	- 552106	Computer Software	\$80

**Silver Springs Shores**

*Journal Number #* 2024-11-268                      *Date Executed:* 08/09/2024

The Silver Springs Shores Community Center is seeking fund transfer and budget adjustments to address increased operational costs and equipment damage. We request a transfer of \$800 to Communications - Community Center to cover the cost of community center phones usage for the remainder of the budget period due to increasing inflation costs. Additionally, we are requesting a transfer of \$200 to Communications Services for the replacement of two desktop phones that were damaged due to lightning storm. To accommodate these adjustments, we have identified \$1,000 available funds in the Utility Services - Heating account which can be utilized for this one-time transfer.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1320	- 520	- 543112	Utility Services Heating	\$1,000
To	1320	- 520	- 541111	Communications Community Center	\$800
To	1320	- 520	- 541101	Communications Services	\$200

**Marion County Utility Fund**

**Utilities Wastewater System**

*Journal Number #* 2024-11-698

*Date Executed:* 08/08/2024

The Utilities Wastewater System cost center encountered unforeseen electrical repair needs that demanded immediate attention. Due to lower-than-anticipated expenses in the Repairs and Maintenance - Buildings and Grounds account for this fiscal year, we request a one-time transfer of these funds to the Repairs and Maintenance - Equipment account to cover the unexpected electrical repair costs.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	4520	- 445	- 546101	Repairs and Maint Bldgs and Grnds	\$9,000
To	4520	- 445	- 546301	Repairs and Maint Equipment	\$9,000