

MARION COUNTY BOARD OF COUNTY COMMISSIONERS

ADMINISTRATIVE BUDGET TRANSFER REPORT

03/07/2025 to 03/20/2025

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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Human Resources

Journal Number # 2025-6-1098 *Date Executed:* 03/19/2025

Human Resources is requesting a one-time transfer of funds from Training and Education Program to Training and Education. This transfer is essential to support several employees attending training sessions that contribute to the overall success of the county. These educational opportunities align with the Training and Education Program’s guidelines, which aim to encourage employees to take on greater responsibilities within County Government. Moving forward, a three-year rotating schedule will be implemented to maintain certifications, and these funding needs will be accounted for during future budget planning seasons.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|--------------------------------|---------------|
| From | 0010 | - 170 | - 555520 | Training and Education Program | \$570 |
| To | 0010 | - 170 | - 555501 | Training and Education | \$570 |

Facilities Management

Journal Number # 2025-6-516 *Date Executed:* 03/10/2025

Facilities Management is requesting a one-time transfer of \$5,000 to Clothing and Wearing Apparel from Computer Software. Clothing is in need of funding as we have added three new technicians and two new supervisors, as well as filled vacant positions, resulting in an increase to shirts, pants, hats, boots etc. The cost of these items has risen, as did the boot allowance threshold, which accounts for additional costs up to \$4,125 annually. Computer Software has excess funds as we originally budgeted for Cartegraph's workorder system, but did not renew the software.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|------------------------------|---------------|
| From | 0010 | - 180 | - 552106 | Computer Software | \$5,000 |
| To | 0010 | - 180 | - 552107 | Clothing and Wearing Apparel | \$5,000 |

Facilities Management

Journal Number # 2025-6-525 Date Executed: 03/11/2025

Facilities Management is requesting a one-time transfer of \$2,500 to Operating Supplies - PPE from Computer Software. 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 such as safety gloves, glasses, respirators, cooling towels, sun sleeves and hydrating supplies. Computer Software has excess funds as we originally budgeted for Cartegraph's workorder system, but did not renew the software.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|--------------------------|---------------|
| From | 0010 | - 180 | - 552106 | Computer Software | \$2,500 |
| To | 0010 | - 180 | - 552119 | Operating Supplies - PPE | \$2,500 |

Drug Court

Journal Number # 2025-6-1108 Date Executed: 03/18/2025

A budget transfer is requested to reallocate funds into Training and Education. Adult Drug Court plans to send 3 staff members to the National Drug Court Conference this year and additional funds are needed to cover the registration. This training will be beneficial for all staff to ensure they remain up to date on the latest best practices, legal updates, and evidence-based approaches to effectively support program participants in their recovery journey.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|------------------------|---------------|
| From | 0010 | - 282 | - 540101 | Travel and Per Diem | \$500 |
| To | 0010 | - 282 | - 555501 | Training and Education | \$500 |

Water Resources

Journal Number # 2025-6-1099 Date Executed: 03/18/2025

Additional funding is needed in Training and Education to pay for Leadership Ocala/Marion enrollment fees for the Water Resources Liaison. \$625 will be transferred from Professional Services to cover the shortfall.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|------------------------|---------------|
| From | 0010 | - 433 | - 531109 | Professional Services | \$625 |
| To | 0010 | - 433 | - 555501 | Training and Education | \$625 |

TMF Transportation Planning Organization

TPO Federal Highway Administration

Journal Number # 2025-6-1614 Date Executed: 03/19/2025

Transfer \$2,800 from Computer Software to Communications Services to cover the cost of Teams wireless phones per the request of IT. TPO was informed by IT on March 18, 2025, that they plan to proceed with a purchase of new phones this fiscal year.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|-------------------------|---------------|
| From | 1029 | - 407 | - 552106 | Computer Software | \$2,800 |
| To | 1029 | - 407 | - 541101 | Communications Services | \$2,800 |

Criminal Justice Court Costs Fund

Juvenile Alternative Program Drug Court

Journal Number # 2025-6-1110 *Date Executed:* 03/18/2025

A budget transfer is requested to reallocate funds into Training and Education. Juvenile Treatment Court will be sending a staff member to the National Drug Court Conference this year and additional funds are needed to cover the registration. This training will be beneficial and ensure staff remain up to date on the latest best practices, legal updates, and evidence-based approaches to effectively support program participants in their recovery journey.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|------------------------|---------------|
| From | 1052 | - 272 | - 548101 | Promotional Activities | \$550 |
| To | 1052 | - 272 | - 555501 | Training and Education | \$550 |

Solid Waste Disposal Fund

Solid Waste Collection

Journal Number # 2025-6-709 *Date Executed:* 03/13/2025

Solid Waste is requesting a transfer in the amount of \$1,000 from Operating Supplies PPE to Printing and Binding. These funds are needed to cover cost for purchase of Civil Infraction forms. After reviewing our budget, excess funds were available in Operating Supplies PPE. This is a one-time change.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|--------------------------|---------------|
| From | 4010 | - 425 | - 552119 | Operating Supplies - PPE | \$1,000 |
| To | 4010 | - 425 | - 547101 | Printing and Binding | \$1,000 |

Marion County Utility Fund

Utilities Management

Journal Number # 2025-6-484 *Date Executed:* 03/07/2025

The Line Crew is planning to work overtime to install water mains throughout the county as the daylight hours extend. Due to a lack of qualified engineers to hire, there are funds available in Regular Salaries and Wages. This request is to move funds from Regular Salaries and Wages to Overtime to cover these additional costs. 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 | \$9,000 |
| To | 4520 | - 440 | - 514101 | Overtime | \$9,000 |

Utilities Water System

Journal Number # 2025-6-548 *Date Executed:* 03/07/2025

Marion County Utilities has added software for sample tracking of water and wastewater. This was not budgeted in Computer Software for FY25. Funds are available in Parts Vehicle and Equipment to cover the additional funds needed. This request is to move funds from Parts Vehicle and Equipment to Computer Software to cover these additional expenses. 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 | - 552257 | Parts Vehicle and Equipment | \$750 |
| To | 4520 | - 442 | - 552106 | Computer Software | \$750 |

Utilities Water System

Journal Number # 2025-6-549 *Date Executed:* 03/07/2025

Due to unfilled positions, Water Operations has required more overtime than was budgeted. Due to open positions, funds are available in Regular Salaries and Wages. This request is to move funds from Regular Salaries and Wages to Overtime to cover these additional costs. 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 | - 512101 | Regular Salaries and Wages | \$9,000 |
| To | 4520 | - 442 | - 514101 | Overtime | \$9,000 |