

# MARION COUNTY BOARD OF COUNTY COMMISSIONERS

## ADMINISTRATIVE BUDGET TRANSFER REPORT

04/25/2025 to 05/09/2025

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.

### General Fund

#### Employee Health Clinic

Journal Number # 2025-7-2715 Date Executed: 04/30/2025

We are requesting a one-time transfer of funds from three Employee Health Clinic accounts—Clothing and Wearing Apparel, Dues and Memberships, and Medical Supplies—to Repairs/Maintenance - Office Machine. This transfer is necessary to cover the unexpected repairs of the hearing booth and audiometer, which were not initially budgeted. The available funds in these accounts result from several factors: new scrubs were not purchased for staff, the construction of a new health clinic will offset medical supply needs, and the Dues and Memberships account has historically had surplus funds at the end of the fiscal year. Given these circumstances, reallocating funds will ensure essential maintenance without compromising clinic operations.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 172	- 554201	Dues and Memberships	\$40
From	0010	- 172	- 552103	Medical Supplies	\$100
From	0010	- 172	- 552107	Clothing and Wearing Apparel	\$100
To	0010	- 172	- 546401	Repairs and Maint Office Machine	\$240

#### Information Technology

Journal Number # 2025-8-284 Date Executed: 05/05/2025

Marion County Information Technology is requesting an Administrative Transfer to cover unforeseen expenses for Personal Protective Equipment (PPE).

Our team has experienced a greater need than the original amount budgeted for FY25.

We are requesting funds of \$40.00 be transferred from Books, Pubs & Subscriptions to Operating Supplies - PPE to cover additional expenses, utilizing savings in IT subscriptions to cover PPE costs.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 174	- 552119	Operating Supplies - PPE	\$40
To	0010	- 174	- 554101	Books Publications and Subscriptions	\$40

**Procurement Services**

Journal Number # 2025-7-2104 Date Executed: 04/28/2025

Procurement Services requests a one-time transfer of \$5,000.00 from Salaries & Wages to Overtime. This request is necessitated by a current vacancy of the Procurement and Contract Analyst position, which is critical to the department's operations. In the interim, existing staff will assume additional responsibilities, and the requested funds will support the necessary overtime until the position is filled.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 176	- 512101	Regular Salaries and Wages	\$5,000
To	0010	- 176	- 514101	Overtime	\$5,000

**Animal Services**

Journal Number # 2025-7-1898 Date Executed: 04/28/2025

Transfer funds from Repairs and Maintenance Buildings and Grounds to Operating Supplies Computer Hardware. Due to new work stations for staff, additional funds are needed in Computer Hardware. These work stations are for programs to be able to perform their work duties more efficiently.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 315	- 546101	Repairs and Maint Bldgs and Grnds	\$600
To	0010	- 315	- 552116	Operating Supplies Computer Hardware	\$600

**Animal Services**

Journal Number # 2025-7-2676 Date Executed: 04/28/2025

Transfer funds from Repairs and Maintenance Buildings and Grounds to Travel and Per Diem. Funds are needed in Travel and Per Diem to cover expenses for up coming training classes. This training will expand the knowledge of staff when dealing with animal cruelty cases.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 315	- 546101	Repairs and Maint Bldgs and Grnds	\$3,000
To	0010	- 315	- 540101	Travel and Per Diem	\$3,000

**Southeastern Livestock Pavilion**

Journal Number # 2025-8-130 Date Executed: 05/02/2025

The Southeastern Livestock Pavilion (SELP) needs to transfer funds into Operating Supplies for the addition of street lights at the facility.

The Department, in collaboration with Facilities Management, has recognized the necessity for extra lighting in the parking area and driveway leading to the north arena and campground at the Southeastern Livestock Pavilion. This added lighting will significantly enhance safety and improve visibility for pedestrians attending events at the venue. The necessary funds are accessible from the transfer lines, thanks to savings for reprioritization of funding from Travel and Per Diem along with Printing and Binding.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 370	- 547101	Printing and Binding	\$4,992
From	0010	- 370	- 540101	Travel and Per Diem	\$3,000
To	0010	- 370	- 552108	Operating Supplies	\$7,992

**Southeastern Livestock Pavilion***Journal Number #* 2025-8-131*Date Executed:* 05/02/2025

The Southeastern Livestock Pavilion (SELP) needs to transfer funds into Computer Software for an increase and upgrade for EventPro software.

The Department aims to enhance efficiency and improve customer service for event holders by investing in additional services through its current software. Transferring these funds will enable the integration of a new module into EventPro, which will introduce an electronic signature feature for our contracts and provide training on the existing software for the newly appointed Manager. This addition will simplify and streamline our current processes by eliminating the need for four physical signatures, as well as the tasks of scanning, printing, and using a courier service. Moreover, it will enable us to finalize contracts within a shorter span of time than the current process. This request entails a one-time cost without any recurring fees. Implementing electronic signatures will lead to significant savings on printing, paper, and staff time. The funds are available from Training and Education as the department has deferred a training expense till next year.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 370	- 555501	Training and Education	\$2,065
To	0010	- 370	- 552106	Computer Software	\$2,065

**Stormwater Program****Stormwater Program***Journal Number #* 2025-7-1841*Date Executed:* 04/28/2025

Due to current expenses outpacing initial estimates, Repairs and Maintenance - Fleet Management requires an increase. \$4,000 will be transferred from Repairs and Maintenance - Building and Grounds to cover these expenses. This is a one-time change.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1131	- 430	- 546257	Repairs and Maint Fleet Management	\$4,000
To	1131	- 430	- 546101	Repairs and Maint Bldgs and Grnds	\$4,000

**Rainbow Lakes Estates MSD****Rainbow Lakes Estates General Government***Journal Number #* 2025-7-2495*Date Executed:* 04/29/2025

An unexpected increase in Utility Services – Security Light costs has exceeded the budgeted amount for the fiscal year. To cover this expense, funding is available in Operating Supplies. The future budget has been adjusted accordingly to accommodate this increase, making this a one-time amendment.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1300	- 500	- 552108	Operating Supplies	\$300
To	1300	- 500	- 543111	Utility Services Security Light	\$300

**Marion County Utility Fund****Utilities Management***Journal Number #* 2025-8-875*Date Executed:* 05/09/2025

Due to the growth in the county, and the number of projects for water and sewer line construction, overtime for Construction Inspectors is running above budget. Additionally, there is an opening for a Construction Inspector. Because of this position opening, funds are available to transfer from Regular Salaries and Wages. 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 #* 2025-8-883*Date Executed:* 05/09/2025

Additional accessories are needed to complete the installation of the conference room to make it consistent with other departments for video conferencing. Information Technologies (IT) has identified these accessories, and Utilities has approved the options. Funds are available in Other Current Charges Refunds, as there have not been as many pro rata refunds as expected. This request is to move funds from Other Current Charges – Refunds to Operating Supplies – Computer Hardware to complete this work. 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	- 549112	Other Current Charges Refunds	\$3,000
To	4520	- 440	- 552116	Operating Supplies Computer Hardware	\$3,000

**Utilities Management***Journal Number #* 2025-8-884*Date Executed:* 05/09/2025

When determining needs for completing the conference room, it was discovered that the current computer is not compatible. Most of the hardware needs to be upgraded in order to effectively be utilized for remote meetings. Budgeted expenses for collection fees and recording fees are significantly less than expected, allowing for a transfer of funds from Other Current Charges – Misc Expenses to Operating Supplies – Computer Hardware to purchase these needed 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	- 549990	Other Current Charges Misc Expenses	\$6,000
To	4520	- 440	- 552116	Operating Supplies Computer Hardware	\$6,000

**Utilities Water System***Journal Number #* 2025-8-878*Date Executed:* 05/09/2025

Repairs and Maintenance Fleet Management are more than were budgeted. Because of this, there is a need to add funds to this object. Expenses for Professional Services are running well below anticipated spending, so there are funds available to 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	- 442	- 531109	Professional Services	\$9,500
To	4520	- 442	- 546257	Repairs and Maint Fleet Management	\$9,500

**Utilities Wastewater System***Journal Number #* 2025-8-882*Date Executed:* 05/09/2025

Repairs and Maintenance are more than were budgeted in Buildings and Grounds and Fleet Management. Because of this, there is a need to add funds to these two objects. Expenses for Professional Services and Parts Vehicle and Equipment are running well below anticipated spending, so there are funds available to transfer from these two objects. This is a one-time request.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	4520	- 445	- 552257	Parts Vehicle and Equipment	\$9,500
From	4520	- 445	- 531109	Professional Services	\$9,500
To	4520	- 445	- 546101	Repairs and Maint Bldgs and Grnds	\$9,500
To	4520	- 445	- 546257	Repairs and Maint Fleet Management	\$9,500