

# MARION COUNTY BOARD OF COUNTY COMMISSIONERS

## ADMINISTRATIVE BUDGET TRANSFER REPORT

06/20/2025 to 07/02/2025

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

#### Public Relations

Journal Number # 2025-9-1155 Date Executed: 06/23/2025

Transfer funds from Printing and Binding to Operating Supplies to cover the cost of new equipment. The equipment needed is a Blackmagic Design ATEM Mini Extreme ISO - Sound Board. This is a one time request.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 106	- 547101	Printing and Binding	\$1,500
To	0010	- 106	- 552108	Operating Supplies	\$1,500

#### Human Resources

Journal Number # 2025-9-1455 Date Executed: 06/23/2025

We are requesting a one-time transfer from our Training Materials & Supplies to our Training & Education account. The reason these funds are being requested is due to needing to purchase two (2) DISC assessments and there are not enough funds available. Sufficient funds are available in Training Materials & Supplies to support this transfer.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 170	- 555301	Training Materials and Supplies	\$100
To	0010	- 170	- 555501	Training and Education	\$100

### **Information Technology**

*Journal Number #* 2025-10-107 *Date Executed:* 07/01/2025

Information Technology is requesting funds of \$10,000.00 be transferred from Regular Salaries & Wages to Overtime to cover additional overtime costs for the remainder of this fiscal year. IT has experienced vacancies, which has led to employees working overtime to meet County needs. These vacancies have led to savings that will cover this transfer request.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 174	- 512101	Regular Salaries and Wages	\$10,000
To	0010	- 174	- 514101	Overtime	\$10,000

### **Procurement Services**

*Journal Number #* 2025-10-106 *Date Executed:* 07/01/2025

Transfer funds in the amount of \$1,030.00 from Oper Supplies - Comp Hardware to Training & Education and from Computer Software to Travel & Per Diem in the amount of \$700. This transfer will allow two staff to attend the Eunaverse Bonfire Conference. We have a surplus in the computer accounts due to prices being less than anticipated. We are short funds to attend the Eunaverse Bonfire Conference as we were unaware of it at the time of us implementing the platform. This conference is a necessary opportunity to attend and gain knowledge. Going live, we need to focus on making it most efficient for staff and vendors. This is a onetime transfer.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 176	- 552106	Computer Software	\$700
From	0010	- 176	- 552116	Operating Supplies Computer Hardware	\$1,030
To	0010	- 176	- 540101	Travel and Per Diem	\$700
To	0010	- 176	- 555501	Training and Education	\$1,030

### **Code Enforcement**

*Journal Number #* 2025-9-2295 *Date Executed:* 06/24/2025

Funds to pay for foreclosure filing fee and process server fee for upcoming foreclosure on code enforcement lien(s).

The average cost for foreclosure filings is \$425.00 per case filing fee(s) and the average process server fee(s) \$100.00 per case file.

Funds are available in Gasoline, Oil & Lubricants. \$2,000.00 to be transferred to Other Curr Chrg - Clerk and \$500.00 to be transferred to Professional Services.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 317	- 552101	Gasoline Oil and Lubricants	\$2,500
To	0010	- 317	- 531109	Professional Services	\$500
To	0010	- 317	- 549120	Other Current Charges Clerk	\$2,000

### **Community Services**

*Journal Number #* 2025-9-1417 *Date Executed:* 06/26/2025

Community Services requests a one-time transfer of \$225.00 from Postage & Freight to Operating Supplies. Additional supplies are necessary to host the monthly AHAC meeting.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 340	- 542201	Postage and Freight	\$225
To	0010	- 340	- 552108	Operating Supplies	\$225

## Fine and Forfeiture Fund

### State Attorney Technology

Journal Number # 2025-10-108 Date Executed: 07/01/2025

The State Attorney's Office requires additional funding in Training and Education to support enhanced training for new employees assigned to network operations. Sufficient savings are available in Travel and Per Diem, and a transfer of funds is recommended to cover these training needs.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1010	- 206	- 540101	Travel and Per Diem	\$1,100
To	1010	- 206	- 555501	Training and Education	\$1,100

## TMF Transportation Planning Organization

### TPO Federal Highway Administration

Journal Number # 2025-10-210 Date Executed: 07/02/2025

Transfer funds from Office Supplies to Operating Supplies Computer Hardware. The transfer covers the costs of two monitors for a TPO staff member. This expense is also covered in the current TPO's Unified Planning Work Program (UPWP) budget under the Task 1 Computer Equipment.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1029	- 407	- 551101	Office Supplies	\$500
To	1029	- 407	- 552116	Operating Supplies Computer Hardware	\$500

## RLE MSTU for Road Improvements

### Contracted Road Construction RLE MSTU

Journal Number # 2025-10-279 Date Executed: 07/02/2025

Due to an unforeseen increase in equipment repairs—including hydraulic repairs and tire tube replacements—Municipal Services is requesting additional funds in Repairs/Maint - Equipment. Sufficient funds are available in Repairs/Maint - Roads to accommodate this transfer. This is a one-time adjustment to address the current maintenance needs.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1302	- 505	- 546131	Repairs and Maint Roads	\$2,500
To	1302	- 505	- 546301	Repairs and Maint Equipment	\$2,500

## Silver Springs Shores Special Tax District

### Silver Springs Shores

Journal Number # 2025-9-2077 Date Executed: 06/24/2025

Due to updated calculation for the cost of Microsoft G5/F3+Security, Silver Springs Shores - Operating - Computer Software will need additional funds to proceed. The funds are available in Operating Supplies to transfer to Operating - Computer Software. This will be a one-time occurrence.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1320	- 520	- 552108	Operating Supplies	\$715
To	1320	- 520	- 552106	Computer Software	\$715

## Marion County Utility Fund

### Utilities Management

*Journal Number #* 2025-9-1034

*Date Executed:* 06/24/2025

The Utilities Department has had some minor adjustments needed to a couple of accounts. Repairs and Maintenance Buildings and Grounds needs additional funds due to tree removal around the administrative building. Repairs and Maintenance Fleet Management requires more funding due to inflation. Funds are available in Repairs and Maintenance Equipment as the handheld meter reader repair was less than budgeted, and funds are available in Gasoline, Oil and Lubricants as vehicles have not been used by engineers due to a lack of engineers. 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	- 552101	Gasoline Oil and Lubricants	\$5,000
From	4520	- 440	- 546301	Repairs and Maint Equipment	\$3,500
To	4520	- 440	- 546101	Repairs and Maint Bldgs and Grnds	\$3,500
To	4520	- 440	- 546257	Repairs and Maint Fleet Management	\$5,000

### Utilities Wastewater System

*Journal Number #* 2025-9-1048

*Date Executed:* 06/23/2025

The Utilities Department has had more license renewals done for operators than were budgeted. Part of this is due to open positions that were filled with employees who already have a license but the license is close to needing renewal. Part of this due to an emphasis on getting current employees additional licenses. Funds are available in Training and Education due to hiring employees that already have a license. This request is to move funds from Training and Education to Dues and Memberships. 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	- 555501	Training and Education	\$500
To	4520	- 445	- 554201	Dues and Memberships	\$500