

MARION COUNTY BOARD OF COUNTY COMMISSIONERS

ADMINISTRATIVE BUDGET TRANSFER REPORT

05/06/2023 to 05/26/2023

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 cdes 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 # 2023-8-493 *Date Executed:* 05/16/2023

Fleet Management is requesting approval to move funding from Contract Services to Postage & Freight account due to increased postage & shipping. Fleet Management is also requesting approval to move funding from Contract Services to Utility Waste Services Disposal to cover the waste oil, filters, coolant and tire disposal.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 178	- 534101	Contract Serv Other Misc	\$3,000
From	0010	- 178	- 534101	Contract Serv Other Misc	\$600
To	0010	- 178	- 543102	Utility Services Waste Disposal	\$3,000
To	0010	- 178	- 542201	Postage and Freight	\$600

Facilities Management

Journal Number # 2023-8-365 *Date Executed:* 05/08/2023

Facilities Management is requesting a one-time transfer of \$6,000 from Repairs & Maintenance Jail to Rentals and Leases Equipment. The consistent expenditure on the account is for department office printers, however we also utilize this account to rent equipment needed for day to day operations/repairs. We have had to rent more equipment than usual this year due to multiple pieces of equipment being under repair at Fleet and additional generators being utilized during the hurricane season. We currently have a pending invoice of \$7,254.85 with Sunbelt for a back up generator at the Marion County Jail, as our main generator on site had failed and needed to be repaired. With only \$4,551.66 available in the account, we are looking to transfer \$6,000 additional which will help to cover this invoice as well as an additional buffer for future rental needs.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 180	- 546135	Repairs and Maint Jail	\$6,000
To	0010	- 180	- 544101	Rentals and Leases Equipment	\$6,000

Facilities Management

Journal Number # 2023-8-1349 *Date Executed:* 05/26/2023

Facilities Management is requesting a transfer of \$8,500 from Regular Salaries & Wages to Overtime. In an effort to complete time sensitive projects as well as accommodate an increase to on-call emergencies while being understaffed, Facilities has expended their available overtime budget. Regular Salaries & Wages has available funding due to vacant positions.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 180	- 512101	Regular Salaries and Wages	\$8,500
To	0010	- 180	- 514101	Overtime	\$8,500

Facilities Management

Journal Number # 2023-8-1368 *Date Executed:* 05/26/2023

Facilities Management is requesting a one-time transfer of \$5,500 from Contract Services - Janitorial to Clothing and Wearing Apparel. This line is used for technician uniforms, MC logo apparel for office staff, boot reimbursements, and also operational clothing items such as coveralls, hats and specified footwear worn to pressure wash, paint etc. Besides the price increases associated with these items, we have also had to purchase a higher quantity as our stock of uniform tee shirts have been utilized and we have increased our staff. This transfer will fund the remaining boot reimbursements and uniforms needed this fiscal year. Our contract services janitorial line has available budget as it was originally funded for the alternate janitorial company to take over at a higher contractual rate, but has not been utilized.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 180	- 534116	Contract Serv Janitorial	\$5,500
To	0010	- 180	- 552107	Clothing and Wearing Apparel	\$5,500

Guardian Ad Litem Technology

Journal Number # 2023-8-1479 *Date Executed:* 05/24/2023

The County project Manager advised the GAL office of the need for Intune licensing (device management software used for configuring, software installation, and other purposes) for the remainder of the fiscal year. The above request is to cover the cost. It appears, this will be approximately \$1,680 annually and we will request the expense in our upcoming budget proposal for FY 2023-24.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 263	- 551101	Office Supplies	\$700
To	0010	- 263	- 552106	Computer Software	\$700

Planning and Zoning

Journal Number # 2023-8-1246 *Date Executed:* 05/26/2023

The Planner II and Senior Planner positions continue to be difficult positions to fill. Due to a lack of applications, we are looking to pay to advertise these positions. The funds are available in Operating Supplies - PPE because the cost of getting PPE was lower than expected. The amount transferred covers the cost to advertise in the American Planning Association website and the Florida chapter.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 320	- 552119	Operating Supplies - PPE	\$650
To	0010	- 320	- 549990	Other Current Charges Misc Expenses	\$650

Southeastern Livestock Pavilion

Journal Number # 2023-8-1128 Date Executed: 05/22/2023

The Southeastern Livestock Pavilion needs to transfer funds into utility services waste disposal for the added expense of a construction dumpster. The facility has been doing several self-preformed repairs to the facility replacing wood in the back stalls and other small improvement project. This transfer will cover current expenses for the software 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	- 370	- 546301	Repairs and Maint Equipment	\$550
To	0010	- 370	- 543102	Utility Services Waste Disposal	\$550

Fine and Forfeiture Fund

State Attorney Technology

Journal Number # 2023-8-1766 Date Executed: 05/26/2023

The State Attorney's Office requests to transfer funds from office supplies to operating supplies - computer hardware in order to meet the obligations for computer purchases.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1010	- 206	- 551101	Office Supplies	\$3,000
To	1010	- 206	- 552116	Operating Supplies Computer Hardware	\$3,000

Marion County Airport Fund

Marion County Airport

Journal Number # 2023-8-343 Date Executed: 05/19/2023

The Marion County Airport needs to transfer funds into utilities services - waste disposal for the addition fuel surcharge fees and the increase of additional tenants at the airfield. With the addition of the new T-hangars the airport did not consider the additional funding needed for the waste disposal line item in the budget. This transfer will cover current expenses for the dues and memberships 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	1035	- 415	- 552101	Gasoline Oil and Lubricants	\$1,500
To	1035	- 415	- 543102	Utility Services Waste Disposal	\$1,500

Marion County Airport

Journal Number # 2023-8-345 Date Executed: 05/19/2023

The Marion County Airport needs to transfer funds into repairs and maintenance - equipment for the increase of self-preformed equipment maintenance on mowing equipment at the airfield. The Airport has hired experienced staff that has reduced the need to contract equipment maintenance to an outside vendor. The experienced staff has increased airfield maintenance efficiencies and reduced the down time for equipment due to transportation and vendor scheduling. This transfer will cover current expenses for the dues and memberships 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	1035	- 415	- 546257	Repairs and Maint Fleet Management	\$2,500
To	1035	- 415	- 546301	Repairs and Maint Equipment	\$2,500

Marion County Airport

Journal Number # 2023-8-346 Date Executed: 05/19/2023

The Marion County Airport needs to transfer funds into other current charges - misc. expenses for an increase of credit card charges at the facility. The Airport has seen an increase of customers paying for fuel or other sale items with credit cards causing the increase. This transfer will cover current expenses for the dues and memberships 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	1035	- 415	- 534101	Contract Serv Other Misc	\$3,300
To	1035	- 415	- 549990	Other Current Charges Misc Expenses	\$3,300

Marion County Airport

Journal Number # 2023-8-692 Date Executed: 05/19/2023

The Marion County Airport needs to transfer funds into operating supplies for an increase of operational supplies, cleaning supplies and facility additions. The Airport has increased efforts at the facility that enhance customer service at the office and on the airfield. This transfer will cover current expenses for the dues and memberships 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	1035	- 415	- 546101	Repairs and Maint Bldgs and Grnds	\$4,000
To	1035	- 415	- 552116	Operating Supplies Computer Hardware	\$4,000

Marion County Airport

Journal Number # 2023-8-1563 Date Executed: 05/26/2023

The Marion County Airport needs to transfer funds into office supplies for the increase in printer ink and office supplies. The facility added a new printer for staff last year and did not account for the additional ink increase in the current fiscal year. This transfer will cover current expenses for the office supplies 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	1035	- 415	- 546101	Repairs and Maint Bldgs and Grnds	\$150
To	1035	- 415	- 551101	Office Supplies	\$150

Criminal Justice Court Costs Fund

Court Innovations Staff Attorney

Journal Number # 2023-8-277 Date Executed: 05/10/2023

The purpose of this request is to transfer funding from professional services to office supplies. Funding is available since the department has not had any paid legal internships this year. The unspent funds would be used to purchase replacement furniture for the lobby of a judicial suite.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1052	- 270	- 531109	Professional Services	\$9,000
To	1052	- 270	- 551101	Office Supplies	\$9,000

Fire Rescue and EMS Fund

Fire Rescue Services

Journal Number # 2023-8-970 *Date Executed:* 05/19/2023

This year Task Force 8 received State funding that allowed them to purchase many necessary items for deployments. As a result of the excess funding received this year there were many items that needed to be shipped thereby increasing the amount of postage used. There are sufficient funds in Profession Services-Medical to cover the estimated amount of postage needed for this fiscal year, provided that there are no more additional items that need to be shipped. It is anticipated that this should be a one time transfer.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1120	- 300	- 531339	Prof Serv Medical Immunization	\$300
To	1120	- 300	- 542201	Postage and Freight	\$300

Stormwater Program

Stormwater Program

Journal Number # 2023-8-322 *Date Executed:* 05/16/2023

Several new tablets have been deployed, increasing the planned monthly expenditures, as well as an unplanned expenditure to set up the text message archive service. This transfer should allow for expenditures through the end of the fiscal year.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1131	- 430	- 540101	Travel and Per Diem	\$1,300
To	1131	- 430	- 541101	Communications Services	\$1,300

Marion County Utility Fund

Utilities Management

Journal Number # 2023-8-1031 *Date Executed:* 05/26/2023

Due to the need to fill open positions, Utilities has been working with Human Resources for alternative advertising methods. In order to implement these alternative sources, we will require additional funds in Other Current Charges – Misc. Expenses. With the increased water line and sewer line documents, the number of color copies is much greater than budgeted. This will require additional funds in Rentals and Leases Equipment, and also affects the need for funds for paper and toners in Office Supplies. However, there are funds that can be transferred from Professional Services, as there has not been a need for outside legal services as budgeted. 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	- 531109	Professional Services	\$9,500
To	4520	- 440	- 544101	Rentals and Leases Equipment	\$1,000
To	4520	- 440	- 549990	Other Current Charges Misc Expenses	\$1,000
To	4520	- 440	- 551101	Office Supplies	\$7,500

Utilities Wastewater System

Journal Number # 2023-8-1038 *Date Executed:* 05/26/2023

Open positions in organization ZF445535 - Wastewater Operations have been difficult to fill, resulting in unused funds for salaries. This has required those employed to work additional overtime. However, this overtime will create a shortfall in the overtime account. This request is to move funds from Regular Salaries and Wages to Overtime. 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	- 512101	Regular Salaries and Wages	\$7,500
To	4520	- 445	- 514101	Overtime	\$7,500