



Gaston County

Gaston County
Board of Commissioners
www.gastongov.com

County Manager

Board Action

File #: 16-362

Commissioner Keigher - County Manager - To Accept Departmental Budget Change Requests as Information

STAFF CONTACT

Bryant Morehead - Interim Assistant County Manager - 704-866-3101

BACKGROUND

N/A

ATTACHMENTS

Departmental Budget Transfers

I, Donna S. Buff, Clerk to the County Commission, do hereby certify that the above is a true and correct copy of action taken by the Board of Commissioners as follows:

NO.	DATE	M1	M2	Brown	Carpenter	Fraley	Kelgher	Philbeck	Price	Williams	Vote
2016-193	07/28/2016	MP	CB	A	A	A	A	A	A	AB	U

DISTRIBUTION:

Laserfiche Users

A=AYE, N=NAY, AB=ABSENT, ABS=ABSTAIN, U=UNANIMOUS

**COUNTY MANAGER – LISTING OF DEPARTMENTAL BUDGET CHANGE REQUESTS
TO BE ACCEPTED AS INFORMATION AT THE JULY 28, 2016 BOARD MEETING**

<u>Department</u>	<u>Account Number</u>	<u>Project #</u>	<u>Amount</u>
#4110 Clerk to the Board			
Professional Services: Other	10-4110-199-000		(4,920)
Salaries - Overtime	10-4110-122-000		180
FICA	10-4110-181-000		4,500
Mobile Telephone Usage	10-4110-321-010		240
Justification For Request: This budget change request is necessary due to one employee retiring, resulting in an extra longevity payment and vacation payout as well as overtime for the new employee. Mobile Telephone (iPads) account overage due to a higher monthly charge. This BCR corrects overdrawn Salaries-Overtime, FICA, and Mobile Telephone overages.			
#4120 County Manager			
Office Supplies	10-4120-260-000		(260)
Longevity	10-4120-127-000		260
Justification For Request: Funds need to be moved to cover a shortfall in the Longevity account.			
#4122 Human Resources			
Salaries	10-4124-4125-121-000		(44)
Salaries - Longevity Pay	10-4124-4125-127-000		44
Justification For Request: Longevity account is short \$44.			
#4122 Human Resources			
Salaries	10-4124-4124-121-000		(37)
Salaries - Longevity Pay	10-4124-4124-127-000		37
Justification For Request: Longevity account is short \$37.			
#4122 Human Resources			
Salaries	10-4122-121-000		(406)
Salaries - Longevity Pay	10-4122-127-000		406
Justification For Request: Longevity account is short \$406.			
#4130 Finance			
Office Supplies/Materials	10-4130-260-000		(300)
Other Services	10-4130-399-000		300
Justification For Request: Additional funds are needed for extra Shred-It services for end-of-year document purge. Extra pickup service is not covered under the umbrella contract for the Admin Bldg.			
#4131 Budget			
Retirement	11-5100-5110-182-000		(9,500)
Salaries	11-5110-5110-121-000		9,500
Retirement	11-5100-5112-5134-182-000		(350)
Salaries	11-5100-5112-5134-121-000		350
FICA	11-5100-5113-5120-181-000		(2,000)
Retirement	11-5100-5113-5120-182-000		(10,000)
Salaries	11-5100-5113-5123-121-000		(47,500)
Salaries	11-5100-5113-5120-121-000		33,500
Retirement	11-5100-5113-5121-182-000		(2,600)
Retirement	11-5100-5113-5122-182-000		(1,000)
FICA	11-5100-5113-5123-181-000		(4,700)
Retirement	11-5100-5113-5123-182-000		(5,800)
Salaries	11-5100-5130-121-000		(22,000)
Salaries	11-5100-5150-5151-121-000		(13,000)
Retirement	11-5100-5130-182-000		(9,000)
Retirement	11-5100-5150-5151-182-000		(13,000)
Salaries	11-5100-5117-121-000		53,500
FICA	11-5100-5117-181-000		3,500
Salaries	11-5100-5114-5126-121-000		(6,000)
Salaries	11-5100-5114-5128-121-000		6,000
Salaries	11-5100-5113-5121-121-000		38,500
FICA	11-5100-5113-5121-181-000		1,400
Salaries	11-5100-5113-5122-121-000		1,000

County Manager – Listing of Departmental Budget Change Requests To Be Accepted As Information

Page 2

Justification For Request: Section VII of the Budget Change Ordinance allows the budget officer to make transfers between departments for non-discretionary accounts including salary and benefits. Transfer of funds is needed for DHHS Public Health salaries for adjustments in position changes within the department during the fiscal year.

#4131 Budget			
Retiree Insurance Claims	81-4190-183-004		(206,000)
Retirees: Insurance Admin	81-4190-183-005		22,711
Retirees: Dental Claims	81-4190-183-006		6,400
Retirees: Dental Admin	81-4190-183-007		137
Retirees: Life Insurance	81-4190-183-008		38,100
COBRA: Dental Insurance Claims	81-4190-183-011		2,000
Health Insurance Admin Fee	81-4190-189-005		45,711
Dental Insurance Claims	81-4190-189-006		21,000
Life Insurance - Active Emp	81-4190-189-008		25,000
HSA: County Contrib - Active	81-4190-189-009		21,000
HSA: County Contrib - Retiree	81-4190-189-015		24,000

Justification For Request: This budget is necessary to correct several accounts that are and will be overdrawn by the end of the fiscal year.

#4131 Budget			
Telephone Service	10-4315-4315-321-000		5
Mobile Telephone Usage	10-4315-4315-321-010		(5)

Justification For Request: Cleaning up telephone service account.

#4131 Budget			
Education Materials/Supplies	10-4340-231-000		(52)
Salaries - Longevity Pay	10-4340-127-000		52

Justification For Request: Cleaning up longevity account.

#4131 Budget			
Communication Equip Maint	10-4340-356-000		(7,672)
Communication Equip Maint	10-4330-356-000		7,672

Justification For Request: To correct an overage in public safety communications charges.

#4131 Budget			
Salaries	10-4310-4310-121-000		(23,000)
Salaries	10-4315-4315-121-000		(23,000)
Salaries	10-4325-121-000		46,000

Justification For Request: To properly fund the law enforcement separation allowance through the end of the fiscal year.

#4131 Budget			
Salaries	10-4180-121-000		(138)
Longevity	10-4180-127-000		138

Justification For Request: To correct an overage in longevity.

#4140 Tax Dept			
Temporary Help	10-4140-393-000		(550)
Employee Development/Training	10-4140-395-000		550

Justification For Request: To cover classes for the appraisal and collections staff through FY15/16.

#4140 Tax Dept			
Special Programs	10-4140-298-000	16147-0001	(280)
Special Programs	10-4140-298-000	16146-0001	70
Special Programs	10-4140-298-000	16148-0001	210
Temporary Help	10-4140-393-000		(600)
Rental of Equipment	10-4140-432-000		600

Justification For Request: A transfer of funds is needed within Special Programs to cover other subprojects and a transfer to cover Ricoh copier usage through FY15/16.

#4140 Tax Dept			
Temporary Salary	10-4140-393-000		(1,137)
Salaries - Longevity	10-4140-127-000		1,137

County Manager – Listing of Departmental Budget Change Requests To Be Accepted As Information
Page 3

Justification For Request: To cover longevity shortfall.

#4140 Tax Dept			
Temporary Help	10-4140-393-000		(440)
Employee Development/Training	10-4140-395-000		440

Justification For Request: To cover training through FY15/16.

#4150 County Attorney			
Advertising	10-4150-370-000		(286)
Salaries - Longevity Pay	10-4150-127-000		286

Justification For Request: To cover a longevity shortage.

#4160 Public Works - Courts			
Jury Expense	10-4265-4160-698-000		(75)
Equipment/Furniture \$250-\$4,999	10-4265-4160-530-000		75

Justification For Request: To cover costs of unanticipated furniture expenses due to extensive wear. Chairs in need of replacement have been used in excess of 15 years.

#4170 Elections			
Elections	10-4170-697-000		(2,150)
Rent of Equipment	10-4170-432-000		2,150

Justification For Request: To cover additional click charges on the Ricoh copier due to increased activity in printing voter cards, voter and precinct worker information packets and manuals, and additional voter outreach projects.

#4170 Elections			
Elections	10-4170-697-000		(1,500)
Postage	10-4170-325-000		1,500

Justification For Request: To cover postage for the remainder of FY15/16.

#4170 Elections			
Elections	10-4170-697-000		(3,500)
Salaries - Overtime	10-4170-122-000		3,500

Justification For Request: To cover overtime hours.

#4170 Elections			
Elections	10-4170-697-000		(750)
Salaries - Overtime	10-4170-122-000		750

Justification For Request: To cover overtime hours for the remainder of FY15/16.

#4230 Public Works - Print Shop			
Repairs & Maintenance: Equipment	10-4265-4230-352-000		(200)
Office Supplies/Materials	10-4265-4230-260-000		200

Justification For Request: To cover costs of Xerox machine supplies necessary for machine function.

#4250 Public Works - Fleet			
Repairs & Maintenance: Buildings	10-4265-4250-351-000		(500)
Lawn Maintenance	10-4265-4250-354-000		500

Justification For Request: To cover costs of an unanticipated increase in charges. The new lawn maintenance contracted provider charges \$80 per cut which is an increase from the old contracted rate of \$20 per cut.

#4250 Public Works			
Resource Materials	10-4265-4250-292-000		(100)
Motor Fuels and Lubricants	10-4265-4250-251-000		100

Justification For Request: To reconcile the account for the remainder of the fiscal year.

#4260 Public Works/Facilities Mgmt			
Professional Services	10-4265-4260-199-000		(4,000)
Telephone Services	10-4265-4260-321-000		4,000

Justification For Request: To cover underestimated costs for the remainder of FY15/16.

County Manager – Listing of Departmental Budget Change Requests To Be Accepted As Information

Page 4

#4260 Public Works/Facilities Mgmt			
Professional Services: Other	10-4265-4260-199-000		(5,200)
Salaries: Overtime	10-4265-4260-122-000		5,200
Justification For Request: To reconcile overtime account for the remainder of FY15/16.			
#4265 Public Works			
Bldg Struct & Improvements: Bessemer City Park Storm Drainage	40-4265-4260-580-000	14100-0001	(3,470)
Bldg Struct & Improvements: Dallas Park CMAQ Trail	40-4265-4260-580-000	16254-0001	3,470
Justification For Request: Gaston County was awarded a Federal Congestion Mitigation and Air Quality (CMAQ) improvement grant to provide funding to construct a walking/biking trail from Gastonia Technology Parkway to Gaston College and the Gaston County Park at Dallas. This Budget Change Request is to correct the amount of non-federal match funds according to the approved contract.			
#4310 County Police			
Other Services	10-4310-4310-399-000		(1,000)
Uniforms	10-4310-4310-212-000		1,000
Justification For Request: To reconcile the Uniforms account for the remainder of FY15/16.			
#4310 County PD - Communications			
Office Supplies/Materials	10-4311-260-000		(3,000)
Employee Development/Training	10-4311-395-000		3,000
Justification For Request: Budget change necessary due to training for newly promoted supervisory and training staff.			
#4315 Sheriff's Office			
Inmate Supplies	10-4315-4315-230-000		(550)
Law Enforcement Supplies	10-4315-4315-235-000		550
Justification For Request: To cover the costs of outstanding orders.			
#4315 Sheriff's Office			
Inmate Supplies	10-4315-4315-230-000		(72)
Miscellaneous Expenditures	10-4315-4315-499-000		72
Justification For Request: To purchase used wheelchairs for inmates with disabilities.			
#4315 Sheriff's Office			
Photographic Supplies	10-4315-4315-294-000		(2,000)
Office Supplies	10-4315-4315-260-000		2,000
Justification For Request: To pay for printer cartridges and other office supplies through FY15/16.			
#4315 Sheriff's Office			
Salaries	10-4315-4315-121-000		(20,000)
Overtime	10-4315-4315-122-000		20,000
Justification For Request: To reconcile the overtime account.			
#4330 Emergency Management			
Other Services	10-4330-399-000		(120)
Salaries - Longevity	10-4330-127-000		120
Justification For Request: To reconcile the longevity account.			
#4330 Emergency Management			
Other Services	10-4330-399-000		(80)
Heat/Lights/Water/Nat Gas	10-4330-331-000		80
Justification For Request: To reconcile this account for the remainder of FY15/16.			
#4350 Building Inspections			
Office Supplies	10-4350-260-000		(1,000)
Motor Fuel	10-4350-251-000		(3,250)
Banking Fees	10-4350-194-000		2,500
Employee Training/Development	10-4350-395-000		1,000
Printing	10-4350-341-000		750

County Manager – Listing of Departmental Budget Change Requests To Be Accepted As Information

Page 5

Justification For Request: Funds will be used for permit placards, forms for building permits, banking service fees, and building inspector certification training classes.

#4350 Building Inspections

Salaries	10-4350-121-000		(2,565)
Longevity	10-4350-127-000		2,565

Justification For Request: Funds will be used to pay longevity for employee who retired.

#4370 GEMS

Professional Services: Medical	10-4370-193-000		(2,400)
Educational Materials/Supplies	10-4370-231-000		(6,000)
Office Supplies/Materials	10-4370-260-000		(4,000)
Laundry & Dry Cleaning	10-4370-392-000		(2,299)
Professional Services: Banking	10-4370-194-000		3,155
Professional Services: Other	10-4370-199-000		11,339
Telephone	10-4370-321-000		205

Justification For Request: Available funds need to be moved to pay the remainder of the cost of the annual Medical Cost Settlement fees to NCACC. This fee is based on how much we receive each year and is somewhat of a moving target. This year we are receiving more settlement funds than projected, so fees to the NCACC are higher. Funds also needed to cover year-end expenses in other accounts.

#4370 GEMS

Laundry & Dry Cleaning	10-4370-392-000		(701)
Repairs & Maintenance: Equipment	10-4370-352-000		(5,558)
Uniforms	10-4370-212-000		2,142
Repairs & Maintenance: Buildings	10-4370-351-000		4,117

Justification For Request: To cover expense overruns for uniforms and building maintenance at Cherryville and South Point.

#4520 DHHS - ACCESS

Repairs & Maintenance: Bldgs	10-4520-4521-351-000		(3,800)
Repairs & Maintenance: Vehicles	10-4520-4521-353-000		3,800

Justification For Request: To cover increased costs for ACCESS vehicle maintenance.

#4520 DHHS - ACCESS

Janitorial Supplies	10-4520-4520-211-000		(108)
Janitorial Supplies	10-4520-4521-211-000		108

Justification For Request: To cover janitorial supplies through FY15/16.

#4520 DHHS - ACCESS

Food & Provisions	10-4520-4520-220-000		(200)
Food & Provisions	10-4520-4521-220-000		200
Marketing - Paid Advertisement	10-4520-4520-371-000		(210)
Professional Services: Other	10-4520-4520-199-000		210
Office Supplies/Materials	10-4520-4521-260-000		(160)
Janitorial Supplies	10-4520-4521-211-000		160

Justification For Request: To cover food for staff training, janitorial supplies, and vehicle cameras.

#4520 DHHS - ACCESS

Salaries	10-4520-4521-121-000		(3,500)
Salaries - Overtime	10-4520-4521-122-000		3,500

Justification For Request: ACCESS overtime account used more than expected due to several vacancies.

#4720 Public Works - Solid Waste

Repairs & Maintenance: Buildings	60-4720-351-000		(6,000)
Professional Services: Banking	60-4720-194-000		6,000

Justification For Request: To cover underestimated costs of banking. Banking fees have increased due to an increase of customers paying with credit cards.

#4721 Public Works/Energy Center

Repairs & Maintenance: Equipment	60-4721-352-000		(9,000)
Salaries	60-4721-121-000		3,000
Heat/Lights/Water/Nat Gas	60-4721-331-000		6,000

County Manager – Listing of Departmental Budget Change Requests To Be Accepted As Information

Page 6

Justification For Request: To reconcile salaries and cover underestimated budgeting for utilities due to continual operation of all three generators.

#4910 Planning

Salaries - Longevity Pay
Salaries

10-4910-4910-127-000
10-4910-4910-121-000

558
(558)

Justification For Request: To reconcile the longevity account.

#4910 Planning

Professional Services
Printing Expenditure
Advertising Expenditure

10-4910-4910-199-000
10-4910-4910-341-000
10-4910-4910-370-000

4,000
(2,251)
(1,749)

Justification For Request: Increase contract to N-Focus Planning by an additional estimated \$4,000 for additional Comprehensive Land Use Plan Services. This \$4,000 additional is comprised of \$1,760 in performed services (Robyn Stuber at five community meetings). Expenditure of the balance should be preapproved by the Planning Director before services are performed through December 31, 2016.

#4911 Planning

Salaries - Longevity
Salaries

10-4910-4911-127-000
10-4910-4911-121-000

149
(149)

Justification For Request: To reconcile the longevity account.

#4921 Travel & Tourism

Equipment/Furniture
Promotional Items
Temporary Help

22-4921-530-000
22-4921-372-000
22-4921-393-000

(1,300)
(500)
1,800

Justification For Request: To cover costs of employee to assist working at area events.

#4921 Travel & Tourism

Office Supplies
Miscellaneous

22-4921-260-000
22-4921-499-000

(110)
110

Justification For Request: To cover a saw, blade, and battery charger. A kayak was donated from the Belmont Rowing Group and T&T Director, Mike Applegate made the kayak into a display table that will be used in the lobby of the Visitors Center.

#4921 Travel & Tourism

Board Member Expense
Salaries - Overtime

22-4921-170-000
22-4921-122-000

(22)
22

Justification For Request: Funds needed to cover a slight overage in the overtime account.

#4921 Travel & Tourism

Motor Fuels
Advertising
Employee Training/Development
Other Services

22-4921-251-000
22-4921-370-000
22-4921-395-000
22-4921-399-000

(2,200)
(900)
(800)
3,900

Justification For Request: To cover expenses associated with producing the 2016 Visitors Guide.

#4950 NC Cooperative Extension

Rent of Equipment
Printing

10-4950-4950-432-000
10-4950-4950-341-000

400
(400)

Justification For Request: To cover costs for the Extension's Ricoh copier.

#4950 NC Cooperative Extension

Program Supplies
Salaries - Longevity Pay
Professional Services: Banking

10-4950-4950-237-000
10-4950-4950-127-000
10-4950-4950-194-000

(300)
50
250

Justification For Request: To reconcile accounts at the end of FY15/16.

#4950 NC Cooperative Extension

Extension Employee Salaries & Benefits
Salaries

10-4950-4950-195-000
10-4950-4950-121-000

(1,000)
1,000

Justification For Request: To reconcile salaries account.

County Manager – Listing of Departmental Budget Change Requests To Be Accepted As Information

Page 7

#5100 DHHS - Public Health

Program Supplies	11-5100-5150-5151-237-000		(1,200)
Dues & Subscriptions	11-5100-5150-5151-491-000		1,200

Justification For Request: To cover Maternity Clinic provider registration fees to NC Tracks system and training subscription services as expenses have exceeded original budgetary estimates.

#5100 DHHS - Public Health

Professional Services - Medical	11-5100-5150-5151-193-000		(4,000)
Professional Services - Other	11-5100-5150-5151-199-000		4,000

Justification For Request: To cover maternity patient interpreting services as costs have exceeded original budgetary estimates. Interpreter services are required by the State for patient care.

#5100 DHHS - Public Health

Postage	11-5100-5110-325-000		(3,000)
Telephone Service	11-5100-5110-321-000		3,000

Justification For Request: To reconcile phone service account.

#5300 DHHS - Social Services

Office Supplies	20-5300-5310-260-000		(500)
Janitorial Supplies	20-5300-5310-211-000		500

Justification For Request: To cover janitorial supplies for the remainder of FY15/16.

#5300 DHHS - Social Services

Travel Allowance	20-5300-5310-312-000		(900)
Communication Equip Maintenance	20-5300-5310-356-000		900

Justification For Request: To cover remaining payment for FY15/16.

#5300/5582 DHHS - Social Services

Other Vehicle Supplies	20-5300-5310-259-000		(600)
Resource Materials	20-5300-5310-292-000		(2,200)
Office Supplies	20-5300-5310-260-000		2,800
Program Supplies	20-5300-237-000		(20)
Office Supplies	20-5300-260-000		20

Justification For Request: To cover costs for the remainder of FY15/16.

#5521 DHHS - Social Services

WFBG Client Participation	20-5521-5522-699-032		(5,000)
Emergency Assistance	20-5521-5522-475-000		5,000

Justification For Request: To reconcile the emergency assistance account due to a higher volume of client need.

#5600 DHHS - Social Services

Other Utilities	20-5600-5650-339-000		(20)
Other Utilities	20-5600-5640-339-000		20

Justification For Request: To reconcile accounts at the end of the fiscal year.

#5600 DHHS - Social Services

Other Utilities	20-5600-5650-339-000		(75)
Other Utilities	20-5600-5640-339-000		75

Justification For Request: To reconcile accounts at the end of the fiscal year.

#5820 Veterans Services

VSO Matching Grant	10-5820-298-000	16280-0001	(861)
Employee Training/Development	10-5820-395-000		861

Justification For Request: To cover employee training at the recent National Association of Veteran Service Officers training conference.

#6110 Library

Food & Provisions	10-6110-6110-220-000		(145)
Other Communications	10-6110-6113-329-000		145

Justification For Request: To cover internet service at one of the branch libraries for the remainder of FY15/16.

County Manager – Listing of Departmental Budget Change Requests To Be Accepted As Information
Page 8

#6110 Library State Aid to Public Library Telephone Service	10-6110-6110-298-000 10-6110-6113-321-000	16099-0001	(650) 650
Justification For Request: To cover telephone service for the remainder of the fiscal year.			
#6110 Library Repairs & Maintenance: Equipment Printing	10-6110-6110-352-000 10-6110-6110-341-000		(600) 600
Justification For Request: To cover printing for the remainder of the fiscal year.			
#6110 Library Repairs & Maintenance: Equipment Office Supplies	10-6110-6110-352-000 10-6110-6113-260-000		(189) 189
Justification For Request: To cover office supplies for the remainder of the fiscal year.			
#6110 Library Salaries Longevity Salaries Longevity Salaries Longevity	10-6110-6110-121-000 10-6110-6110-127-000 10-6110-6112-121-000 10-6110-6112-127-000 10-6110-6113-121-000 10-6110-6113-127-000		(5,244) 5,244 (319) 319 (2,829) 2,829
Justification For Request: To cover longevity accounts for the remainder of the fiscal year.			
#6141 Museum Repairs & Maintenance: Buildings Miscellaneous Supplies Software Rental & License Fee Equip/Furn: \$250-\$4,999	10-6141-351-000 10-6141-299-000 10-6141-422-000 10-6141-530-000		(1,720) 120 600 1,000
Justification For Request: To purchase a coffee maker for meetings, events, etc., to upgrade PastPerfect (3 more users) and Adobe (to interactive cloud), and washer and dryer for collections.			
#6141 Museum Repairs & Maintenance: Buildings Equip/Furn \$250-\$4,999	10-6141-351-000 10-6141-530-000		(100) 100
Justification For Request: To cover the cost of washer/dryer (previous change was short).			