



Gaston County

Gaston County
Board of Commissioners
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County Manager

Board Action

File #: 16-313

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	Keigher	Philbeck	Price	Williams	Vote
2016-168	06/28/2016	MP	TP	A	A	AB	AB	A	A	A	U

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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 JUNE 28, 2016 BOARD MEETING**

Department	Account Number	Project #	Amount
#4110 Clerk to the Board			
Professional Services: Other	10-4110-199-000		(17,950)
Salaries	10-4110-121-000		15,113
Salaries - Longevity Pay	10-4110-127-000		2,582
FICA	10-4110-181-000		255
Justification For Request: This budget change request is necessary due to one employee retiring. This caused an extra longevity payment as well as vacation payout. This BCR corrects those overdrawn salary and benefit account overages.			
#4131 Budget & Purchasing			
Salaries	10-4311-121-000		(45,000)
Salaries - Overtime	10-4311-122-000		45,000
Justification For Request: Section 7 of the Budget Ordinance states: The Budget Officer is authorized to make transfers between departments for certain nondiscretionary accounts including salaries and benefits. Funding is needed due to an increase in vacancies and overtime being used to cover high call volumes. The department currently has \$3,000 available in the Overtime account. Lapsed salary funds are available for transfer due to increase in vacancy rate. Requires no further appropriation of funds.			
#4131 Budget & Purchasing			
Salaries	10-4130-121-000		(34,716)
Salaries	10-4131-4131-121-000		30,000
FICA	10-4131-4131-181-000		2,295
Retirement	10-4131-4131-182-000		2,421
Justification For Request: Section VII of the FY16 budget ordinance grants the Budget Officer the ability to make transfers between certain centrally calculated line items, specifically salaries and benefits. This budget change ensures that the above listed line items will not be in the negative at year's end. This change requires no further appropriation of funds.			
#4131 Budget & Purchasing			
Printing	10-4131-4132-341-000		(1,300)
Advertising	10-4131-4132-370-000		(800)
Other Services	10-4131-4131-399-000		2,100
Justification For Request: Funding is needed for intern who is helping the organization with PBB, Lean Management, and Grants administrator. Costs for printing and advertising are lower than projected so funding is available. Requires no further appropriation of funds.			
#4140 Tax			
Special Programs	10-4140-298-000	16151-0001	(80)
Special Programs	10-4140-298-000	16154-0001	(25)
Special Programs	10-4140-298-000	16150-0001	105
Justification For Request: A transfer of funds is needed within the account to cover other subprojects (utility bills).			
#4170 Elections			
Elections	10-4170-697-000		(10,000)
Rent of Equipment	10-4170-432-000		4,000
Employee Development/Training	10-4170-395-000		6,000
Justification For Request: Transfer funds from Elections to Rent of Equipment to cover increased charges of copies needed in preparation of informational packets for voters and precinct workers, instruction addendums to training manuals, and training material in regards to the new election laws. Transfer funds from Elections to Employee Development/Training for National Certification Training in Fort Myers, FL for Director of Elections and Deputy Director of Elections.			
#4170 Elections			
Elections	10-4170-697-000		(135)
Dues & Subscriptions	10-4170-491-000		135
Justification For Request: Transfer funds from Elections to Dues & Subscriptions to cover shortage in account to pay for dues for staff for the North Carolina Association of Director of Elections and to cover Notary Public fees for staff.			
#4180 Register of Deeds			
Equipment Lease & Assurance	10-4180-432-000		(1,500)
Employee Development/Training	10-4180-395-000		1,500
Justification For Request: Having the honor to serve as President of the North Carolina Association of Register of Deeds, I have had additional travel this year. With this transfer, I feel it should complete the expected travel until the end of June. My presidential term will end September 2016.			
#4210 Information Technology			
Professional Services: Other	10-4210-199-000		(12,000)
Rental: Data Processing Equipment	10-4210-421-000		12,000
Repairs & Maintenance: Equipment	10-4210-352-000		(5,000)
Rental: Data Processing Equipment	10-4210-421-000		5,000
Justification For Request: Not enough funds budgeted for remainder of FY15-16 for Contract 2009-403 and 2011-475 for month-to-month lease for ShoreTel equipment and unplanned expenses for hardware equipment removal.			
#4210 Information Technology			
Software Rental & License Fee	10-4210-422-000		(22,600)
Data Processing Equipment	10-4210-520-000		22,600
Justification For Request: To purchase server for County ERP software project.			
#4210 Information Technology			
Repairs & Maintenance: Equipment	10-4210-352-000		(24,876)
Special Programs: Software	10-4210-298-000	16046-0001	24,876
Justification For Request: To purchase scheduled Data Center replacement server.			

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#4210 Information Technology			
Special Programs			
Data Center Hardware	10-4210-298-000	16047-0001	(2,400)
Special Programs			
Software	10-4210-298-000	16046-0001	2,400
Office Supplies/Materials	10-4210-260-000		(400)
Mobile Telephone Usage	10-4210-321-010		400
Justification For Request: Funds needed to complete unplanned end of year software purchase and mobile phone charges.			
#4250 Public Works - Fleet			
Repairs & Maintenance: Buildings	10-4265-4250-351-000		(500)
Mobile Telephone Usage	10-4265-4250-321-010		500
Justification For Request: To cover the cost of unanticipated additional phone charges. As urgent vehicle situations occur, there may be a need to receive text messages or photos of vehicles. Currently, these phone functions cost extra on our mobile telephone plan.			
#4265 Public Works			
Professional Services	10-4265-4265-199-000		(2,600)
Salaries - Longevity	10-4265-4250-127-000		2,600
Justification For Request: To reconcile the account for end of year accounting purposes.			
#4310 County Police			
Commun Equipment: Maintenance	10-4310-4310-356-000		(3,679)
Software Rental & License Fee	10-4310-4310-422-000		3,679
Justification For Request: To balance the account and cover the County Police share of the Microsoft Enterprise Agreement to Software One (formerly Compucom).			
#4310 County Police			
Other Services	10-4310-4310-399-000		(5,000)
Photographic Supplies	10-4310-4310-294-000		(3,000)
Uniforms	10-4310-4310-212-000		8,000
Justification For Request: To cover current invoices and those still to be received through FY16.			
#4311 County Police - 911			
Repairs & Maintenance: Equipment	10-4311-352-000		(8,000)
Telephone Service	10-4311-321-000		8,000
Justification For Request: To cover unanticipated rate increases by AT&T during the fiscal year.			
#4311 County Police - 911			
Professional Services: Other	10-4311-199-000		(1,000)
Vehicle Maintenance: Parts	10-4311-253-000		1,000
Justification For Request: To cover unanticipated vehicle repairs.			
#4311 County Police - 911			
Education Materials/Supplies	10-4311-231-000		(1,800)
Employee Development/Training	10-4311-395-000		1,800
Justification For Request: Additional funds requested for Employee Development/Training due to an increase in training needs due to newly promoted supervisory and training staff.			
#4311 County Police - 911			
Salaries	10-4311-121-000		(188)
Salaries - Longevity	10-4311-127-000		188
Justification For Request: To balance the Salaries-Longevity account that is overdrawn.			
#4315 Sheriff's Office			
FY 11 Civil Process Funds	10-4315-4315-298-000	11042-0001	10,285
2013 GCC/VAWA Grant Match	10-4315-4315-298-000	11042-0002	(7,944)
2013 GCC Supplies	10-4315-4315-298-000	11042-0003	(1,101)
2013 GCC Travel	10-4315-4315-298-000	11042-0004	(1,240)
Justification For Request: This is to transfer remaining balances in project accounts for the 2013 Governor's Crime Commission grant match to the project account for FY11 civil process funds. FY11 civil process funds provided the matching funds for the grant which is now completed and closed. Thus, the balances in projects 11042-0002 through 0004 are no longer needed for the grant match and should be transferred back to the project containing appropriations for FY11 civil process funds. For additional information, see board resolutions 2014-134 and 2013-400, and a County Manager approved budget change request dated 5/4/15.			
#4315 Sheriff's Office			
Salaries	10-4315-4315-121-000		(20,000)
Overtime	10-4315-4315-122-000		20,000
Justification For Request: As of the date of this request, overtime expenditures have exceeded budgeted amounts. Major factors associated with our overtime expenditures are: higher than average staff turnover due to resignations, retirements, and terminations; the length of time it takes to hire and train new detention officers which can take three and a half months or longer; and, the need to call in employees to cover for other employees on FMLA, limited light duty, or required in-service training. This budget change request transfers anticipated savings from salaries and wages in order to ensure enough funds are budgeted for overtime.			
#4315 Sheriff's Office			
Clothing & Bedding	10-4315-4315-213-000		(2,877)
Inmate Supplies	10-4315-4315-230-000		(2,877)
Janitorial Supplies	10-4315-4315-211-000		5,754
Justification For Request: The Sheriff's Office anticipates having to make several purchases of janitorial supplies to ensure enough supplies are on hand through June 30. The anticipated purchases include toilet tissue for use by inmates, large and medium trash can liners, several cases of gloves, and various disinfectants. In order to ensure the janitorial supplies account is not overspent, this budget change request transfers expected savings from inmate supplies and clothing & bedding to the janitorial supplies account.			

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#4315 Sheriff's Office

Professional Services: Other	10-4315-4315-199-000		(2,741)
Clothing & Bedding	10-4315-4315-213-000		(1,000)
Educational Materials/Supplies	10-4315-4315-231-000		(2,100)
Food Service Supplies	10-4315-4315-236-000		(1,700)
Uniforms	10-4315-4315-212-000		7,541

Justification For Request: As of the date of this request, the uniform account has a remaining balance of \$1,292. In order to meet the agency's uniform needs through June 30, this budget change request transfers anticipated savings from other operating expense accounts into the uniforms account.

#4315 Sheriff's Office

Inmate Supplies	10-4315-4315-230-000		(4,100)
Printing	10-4315-4315-341-000		4,100

Justification For Request: The Sheriff's Office anticipates having to order several cases of printing items that are used in the jail, including inmate property envelopes, shack envelopes, money envelopes, and small/large paper bags to hold property of inmates transferring to state prisons. In order to ensure enough funds are available to purchase these items, this budget change request transfers anticipated savings from inmate supplies to the printing account.

#4340 Fire Marshal

Comm Equipment: Maintenance	10-4340-356-000		(7,000)
Software Rental & License Fee	10-4340-422-000		7,000

Justification For Request: To pay for annual Microsoft Enterprise Agreement to Software One.

#4350 Building Inspections

Employee Training	10-4350-395-000		(1,475)
Mileage Reimbursement	10-4350-311-000		1,000
Equipment: \$250 - \$4,999	10-4350-530-000		125
Uniforms	10-4350-212-000		350

Justification For Request: To repay mileage driven in personal vehicle for director; equipment funds will be used to pay additional taxes and shipping figure incorrectly when ordering new HP tablets; and uniform funds will be used to order new County Inspections and PPE equipment for new employee.

#4350 Building Inspections

Employee Development/Training	10-4350-395-000		(2,500)
Banking Fees	10-4350-194-000		2,500

Justification For Request: Funds will be used to pay for banking fees associated with permits purchased with credit cards.

#4370 GEMS

Repairs & Maintenance: Equipment	10-4370-352-000		(15,636)
Repairs & Maintenance: Buildings	10-4370-351-000		3,656
Repairs & Maintenance: <\$5000	10-4370-530-000		11,980

Justification For Request: To cover a credit card terminal, a biometric safe, a replacement printer, and station cleanup and replacement furniture and equipment.

#4372 Rescue Squads

Rescue Squad Supplements	10-4372-694-000		(24,075)
Motor Vehicles	10-4372-540-000		24,075

Justification For Request: We have the opportunity to purchase comprehensive extended warranty plans for new BLS ambulances, thereby decreasing the long-term cost of ownership and repairs, as well as potentially improving vehicle up-time. The point of sale cost per truck is \$4,815 and covers six years or 150,000 miles with no deductible. Based on the plans offered, the coverage, and the length of the coverage, this is determined to be the sweet spot for cost-benefit. Five trucks at \$4815 each. These extended warranty plans were not spec'd with the original trucks, but will be included in the bid and purchase price in the future.

#4372 Rescue Squads

Equipment & Furniture: >\$5,000	10-4372-510-000		(20,826)
Medical Supplies	10-4372-239-000		4,363
Miscellaneous Expenditures	10-4372-499-000		2,532
Equipment & Furniture: <\$5,000	10-4372-530-000		4,797
Motor Vehicles	10-4372-540-000		9,134

Justification For Request: Funds are needed for stretcher retention system for a replacement BLS ambulance and for the extended warranty plan for the approved FY 2016 BLS ambulance. Funds are also needed for replacement supplies and small equipment for units being replaced. Additional funds are also needed to cover the cost of annual EMS Week awards and activities for Rescue Squads, as well as internet reimbursements.

#4380 Animal Care & Enforcement

Professional Services	10-4380-193-000		(3,000)
Food-Animal	10-4380-221-000		3,000

Justification For Request: Funds will allow us to meet the feeding requirements set by the NC Animal Welfare Administrative Code.

#4720 Public Works - Solid Waste

Repairs & Maintenance: Buildings	60-4720-351-000		(11,000)
Professional Services: Banking	60-4720-194-000		10,200
Repairs & Maintenance: Vehicles	60-4720-353-000		800

Justification For Request: To cover banking shortfall due to fees associated with increased usage of credit cards for payments by landfill customers and to cover costs associated with annual vehicle inspections for the Division.

#4721 Public Works - Energy Center

Repairs & Maintenance: Equipment	60-4721-352-000		(10,250)
Heat/Lights/Water/Natural Gas	60-4721-331-000		10,000
Janitorial Supplies	60-4721-211-000		250

Justification For Request: To cover the Heat/Lights/Water/Natural Gas shortfall due to increased gas flow from the landfill and increased usage of blowers to handle the volume and to cover costs associated with towels and soap on the uniform contract, but not paid under the Uniforms account.

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#4910 Planning Rent of Equipment Office Supplies/Materials	10-4910-4911-432-000 10-4910-4911-260-000		554 (554)
Justification For Request: Rental equipment with Ricoh - increase due to number of copies being processed.			
#4910 Planning Temporary Help Services Advertising	10-4910-4910-393-000 10-4910-4910-370-000		2,000 (2,000)
Justification For Request: Intern to assist staff with reading and reviewing of documents for the comprehensive land use plan update and scanning of documents.			
#4920 EDC Printing Professional Services	10-4920-4920-341-000 10-4920-4920-199-000		(12,000) 12,000
Justification For Request: Funds needed for water/sewer consulting study for Belmont and Project Y2.			
#4920 EDC Printing Dues & Subscriptions	10-4920-4920-341-000 10-4920-4920-491-000		(1,000) 1,000
Justification For Request: Funds needed to cover expenses for Salesforce software, contact database.			
#4920 EDC Other Services Books	10-4920-4920-399-000 10-4920-4920-293-000		(100) 100
Justification For Request: Funds needed in Books line item to cover funds associated with the purchase of legal requirement contracts book - School of Government.			
#4921 Travel & Tourism Employee Development/Training Dues & Subscriptions	22-4921-395-000 22-4921-491-000		(300) 300
Justification For Request: Funds are needed in Dues & Subscriptions to cover The Greater Charlotte Hospitality & Tourism Alliance membership dues. This was not a budgeted item from the previous director - the new T&T Director would like to add Gaston County as a member.			
#4921 Travel & Tourism Employee Development/Training Miscellaneous Expense	22-4921-395-000 22-4921-499-000		(170) 170
Justification For Request: Funds are needed in Miscellaneous Expense to cover the cost of a cart used in the Visitors Center for coffee. Per Finance, the cart was coded incorrectly and needs to be re-coded to the Miscellaneous Expense account to cover the cost.			
#4921 Travel & Tourism Special Grants Printing	22-4921-620-000 22-4921-341-000	16094-0001	(2,800) 2,800
Justification For Request: Funds are needed in Printing to cover the cost of printing the GC Visitors Guide. The new T&T Director changed the guide from a brochure to a magazine to promote Gaston County as a destination. The guides are larger in size and have 64 pages versus the previous guide which had 39 pages. Due to this, the printing costs were higher and this transfer is necessary to cover the increase.			
#4921 Travel & Tourism Special Grants Professional Services	22-4921-620-000 22-4921-199-000	16094-0001	(500) 500
Justification For Request: Funds are needed in Professional Services for a custom hotel occupancy forecast from Smith Travel Research. This report is market specific and assisted us with budget planning for FY17.			
#4921 Travel & Tourism Special Grants Janitorial Supplies	22-4921-620-000 22-4921-211-000	16094-0001	(50) 50
Justification For Request: Funds are needed for janitorial supplies - items are used for cleaning as we set up and take down our booth at site events.			
#4921 Travel & Tourism Special Grants Office Supplies	22-4921-620-000 22-4921-260-000	16094-0001	(400) 400
Justification For Request: To cover file folders for organization and notebooks for T&T Board.			
#4921 Travel & Tourism Special Grants Miscellaneous Supplies	22-4921-620-000 22-4921-299-000	16094-0001	(150) 150
Justification For Request: To cover the purchase of a saw to be used to cut a boat that was donated to the Visitors Center. The boat will be used as a display table for literature and as a way to advertise the Belmont Rowing Club.			
#4921 Travel & Tourism Special Grants Temporary Help	22-4921-620-000 22-4921-393-000	16094-0001	(2,100) 2,100
Justification For Request: To cover the cost of a new person to assist with weekend events. The new T&T Director will be present at all events where T&T has awarded grant funding and will support other events as time allows. He has hired a temporary staff person to assist in community engagement. The funds are needed to cover costs in paying the temporary employee.			
#4921 Travel & Tourism Special Grants Advertising Resource Materials Books Photographic Supplies Promotional Items	22-4921-620-000 22-4921-370-000 22-4921-292-000 22-4921-293-000 22-4921-294-000 22-4921-372-000	16094-0001	(2,500) (2,500) (100) (100) (100) 5,300

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Justification For Request: Funds are needed in Promotional Items for the purchase of water bottles and t-shirts to be given out at Hospitality Night with the Gastonia Grizzlies, BikeFest with Parks & Rec, National Trails Day with Carolina Thread Trail all to be held on June 4, 2016. T&T will be present at each event to promote Gaston County as a destination.

#4921 Travel & Tourism

Special Grants	22-4921-620-000	16094-0001	(3,000)
Postage	22-4921-325-000		3,000

Justification For Request: Funds are needed in Postage to cover the increase in price to mail/ship the 2016/2017 Visitors Guides. The new T&T Director changed the guide from a 39-page brochure to 64-page magazine. Due to the increase in weight and size the cost to ship has increased.

#4921 Travel & Tourism

Special Grants	22-4921-620-000	16094-0001	(1,500)
Other Services	22-4921-399-000		1,500

Justification For Request: Funds are needed in Other Services to cover the graphics designers cost in completing the Visitors Guide. Due to the guide being larger, more pages, and an overall new look, the cost to construct the guide increased from years past by approximately double the cost.

#4921 Travel & Tourism

Special Grants	22-4921-620-000	16094-0001	(2,000)
Rent of Equipment	22-4921-432-000		2,000

Justification For Request: Funds are needed in Rent of Equipment to cover the cost of a new Postage Machine. This machine was necessary as the previous one was 8-years old and could not handle the type of mailings needed. Also, with the size (8 ½ x 11) of the new visitors guide a larger machine was needed.

#4950 Cooperative Extension

Office Supplies/Materials	10-4950-4950-260-000		(400)
Equip/Furn: \$250-\$4,999	10-4950-4950-530-000		400

Justification For Request: Per a request from Gaston IT, Cooperative Extension agrees to install a courtesy phone in the lobby of the Citizens Resource Center to serve conference center customers and also to serve as a component of our building emergency/safety planning.

#4950 Cooperative Extension

Office Supplies/Materials	10-4950-4950-260-000		(20)
Equip/Furn: \$250-\$4,999	10-4950-4950-530-000		20

Justification For Request: To purchase server for County ERP software project.

#4960 Natural Resources

Office Supplies/Materials	10-4960-260-000		(70)
Mobile Telephone Usage	10-4960-321-010		70

Justification For Request: Funds for remainder of budget year due to upgrading to smart phones and MiFi for new surveying equipment.

#5100 DHHS - Public Health

Salaries	11-5100-5114-5128-121-000		(23,200)
FICA	11-5100-5114-5128-181-000		(1,775)
Special Programs	11-5100-5114-5128-298-000	16223-0001	24,975

Justification For Request: The Gaston County Healthy Wells Program has lapsing salaries and benefits due to the short turnaround time to hire UNCC student interns to scan and digitize records for the Healthy Wells grant's first year. These funds are needed for other grant expenses related to the Healthy Wells program costs as outlined in the federal grant award. Transfer of funds is within the existing Public Health budget and no additional funds are required. These are non-County funds.

#5100 DHHS - Public Health

Postage	11-5100-5110-325-000		(2,500)
Professional Services - Banking	11-5100-5110-194-000		1,500
Employee Development/Training	11-5100-5110-395-000		1,000

Justification For Request: To cover the increase in banking fees due to the new monthly service charges for the credit card machines used for clinical patient payments received at Hudson, Highland, and Summit, and expenses for State Health meetings and educational trainings as expenses have exceeded original budgetary estimates. These funds are within the Public Health budget and require no additional funds.

#5100 DHHS - Public Health

Program Supplies	11-5100-5117-237-000		(350)
Rent of Equipment	11-5100-5117-432-000		350

Justification For Request: Transfer of funds is needed for proper account coding for equipment rental of water filtration system.

#5100 DHHS - Public Health

Program Supplies	11-5100-5150-5151-237-000		(2,300)
Drugs	11-5100-5150-5151-238-000		2,300

Justification For Request: To cover high risk pregnancy drugs in the Maternity clinic as costs have exceeded original budgetary estimates.

#5300 DHHS - Social Services

Other Services - Home Study Contract	20-5300-5310-399-000	16062-0001	(12,286)
Rental: Data Processing Equipment	20-5300-5310-421-000		12,286

Justification For Request: Gaston County DSS was notified by Purchasing that IT has a contract with EPlus for telecommunication services that our agency is benefiting from. In order to cover the remainder of this fiscal year, our department will be drafted for \$12,286 for the lease payments. Therefore, we are requesting to transfer funds from an account line that we are not utilizing currently to Rental: Data Processing Equipment.

#5300 DHHS - Social Services

Special Programs: Digital Doc Maint	20-5300-5310-298-000	16103-0001	(24,000)
Equipment/Furniture: \$250-\$4,999	20-5300-5310-530-000		24,000

Justification For Request: The DSS agency was informed recently by IT that any older scanners remaining in the department would need to be replaced due to compatibility issues with scanning into Compass. After auditing, it has been discovered that 52 scanners will need to be replaced. These Fuji scanners cost \$998 each, therefore, we will need approximately \$52,000 to replace them. There are some remaining funds left in the Equipment/Furniture account, but not enough for the entire purchase, so we are requesting to transfer \$24,000 from Digital Document Maintenance to Admin: Equipment/Furniture.

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#5300 DHHS - Social Services

CPS Drug Screening	20-5300-5581-475-000	16079-0001	3,000
Client Needs Not Met in Other Acct	20-5300-5581-475-000	16081-0001	(1,500)
Emergency Food/Clothing	20-5300-5581-475-000	16072-0001	(1,500)
Foster Care Special Equipment	20-5300-5581-475-000	16075-0001	(500)
Certified Birth Certificates	20-5300-5310-399-000	16066-0001	400
Home Study Contracts	20-5300-5310-399-000	16062-0001	(400)

Justification For Request: In Children/Family Services we are required to perform court ordered drug screenings on parents and obtain certified birth certificates of children entering custody. Due to the increased need for these services, we are requesting to transfer funds from other projects within the same account line.

#5600 DHHS - Social Services

Transportation of Clients	20-5600-5640-315-000		5,800
Transportation of Clients	20-5600-5650-315-000		(3,300)
Other Services	20-5600-5640-399-000		(1,000)
Program Supplies	20-5600-5640-237-000		(1,000)
Repairs & Maintenance: Equipment	20-5600-5640-352-000		(500)

Justification For Request: The Adult and Aging Services program transports clients from their homes to the Adult Day Care sites. Due to the increased cost of .25 per mile for Central Transportation to transport the clients, we are requesting to move funds from several other accounts to cover the cost until the end of the fiscal year.

#5600 DHHS - Social Services

Home Delivered Meals: Donations	20-5600-5622-840-504		(500)
Donations	20-5600-840-501		500

Justification For Request: The Adult and Aging Services program receives donations for Aging Services and Nutrition Services. A deposit was entered into the wrong account and then moved after the request to appropriate the funds had been submitted. This transfer will correct the erroneous budget change request made in January.

#6110 Library

Book Binding and Rebinding	10-6110-6110-343-000		(526)
Printing	10-6110-6110-341-000		526

Justification For Request: To cover the billing from the Print Shop for the remainder of the fiscal year.

#6110 Library

Book Binding & Rebinding	10-6110-6110-343-000		(850)
Office Supplies/Materials	10-6110-6110-260-000		850

Justification For Request: To cover printing costs that exceeded original budgeted estimates for the remainder of the fiscal year.

#6120 Parks & Recreation

Recreation Programming	10-6120-298-000	16091-0001	(700)
Printing	10-6120-341-000		700

Justification For Request: Additional printing funds are needed due to more extensive advertising of recreation programs and special events.

#6141 Museum

Professional Services: Other	10-6141-199-000		(500)
Other Services	10-6141-399-000		(500)
Equipment/Furniture: \$250-\$4,999	10-6141-530-000		1,000

Justification For Request: To purchase replacement office furniture for the director's office. Total cost is \$1,674.91. Approximately \$700 is available in Equipment/Furniture; therefore, we are requesting a transfer of \$1,000. The existing furniture is very old, mismatched, and non-ergonomic.

#6141 Museum

Other Services	10-6141-399-000		(600)
Employee Development/Training	10-6141-395-000		600

Justification For Request: To cover unanticipated costs of travel and registration for the Director to attend the annual meeting for the American Alliance of Museums May 25-27, 2016 in Washington, DC.