



GASTON COUNTY BOARD OF COMMISSIONERS
BOARD ACTION

County Admin Building
128 W. Main Avenue.
Gastonia, NC 28052

County Manager

File #: 16-017

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

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
2016-010	01/26/2016	TP	CB	A	A	A	A	A	A	A	U

DISTRIBUTION:

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GASTON COUNTY BOARD OF COMMISSIONERS

BOARD ACTION

REQUESTED ACTION: The BOC is requested to accept the following Budget Change Requests as information.

COMMISSION SPONSOR: Commissioner Tom Keigher.

Staff Contact: Bryant Morehead, Interim Assistant County Manager - 704-866-3101

BACKGROUND:

<u>Department</u>	<u>Account Number</u>	<u>Project #</u>	<u>Amount</u>
<u>#4140 Tax</u>			
Temporary Help	10-4140-393-000		(100)
Janitorial Supplies	10-4140-211-000		100
Justification For Request: A transfer of funds is needed to cover janitorial supplies for the year which was not budgeted for FY15/16.			
<u>#4210 Information Technology</u>			
Salaries	10-4210-121-000		(24,951)
Professional Services: Other	10-4210-199-000		24,951
Justification For Request: The Gaston County website is the first place most businesses, visitors, and citizens go to look for information and assistance. It is the face of Gaston for many people. We want to update the appearance to make it more memorable and inviting, improve the navigation to make it easier to locate information, ensure the site is accessible via mobile devices (tablets, phones, etc.), implement a new content management solution, clean up and remove old information, and a general refresh of the entire site. With Joe Will working part-time for now, we have the money in salaries to fund this project without affecting other areas.			
<u>#4265-4260 Public Works - Facilities</u>			
Temporary Help Services	10-4265-4260-393-000		(5,000)
Miscellaneous Expenditures	10-4265-4260-499-000		5,000
Justification For Request: This Budget Change Request transfers available funds from the Temporary Help Services Account to the Miscellaneous Expenditure Account to cover costs associated with small tools and miscellaneous supplies needed for repairs and maintenance of County facilities. These items include, but are not limited to, batteries for small tools, screwdrivers, bits, saw blades, etc. No additional appropriations are necessary as a result of this Budget Change Request.			
<u>#4265-4260 Public Works - Facilities</u>			
Repairs & Maintenance: Bldgs	10-4265-4260-351-000		
Jail Kitchen Ceiling Grid Replacement		16190-0001	(10,850)
Repairs & Maintenance: Bldgs	10-4265-4260-351-000		
Jail Kitchen Floor Repair		16191-0001	10,850
Justification For Request: This Budget Change Request transfers available funds from the Repairs & Maintenance: Bldgs - Jail Kitchen Ceiling Grid Replacement project to the Repairs & Maintenance: Bldgs - Jail Kitchen Floor Repair project to cover costs associated with replacing current flooring with a urethane concrete flooring system. This floor must be replaced due to recent inspections by the State of NC Jail Inspector. He cited safety and health code violations, as the floor is cracked, broken, and failing in many areas. Insufficient funds are available in the Floor Repair project account to address the deficiencies properly. This BCR moves funds out of the ceiling grid replacement account to address the inspector's floor concerns.			
<u>#4315 Sheriff's Office</u>			
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.			
#4350 Building Inspections			
Books	10-4350-293-000		(900)
Mileage Reimbursement	10-4350-311-000		900
Justification For Request: Mileage reimbursement for use of personal vehicle to perform inspections duties.			
#4520 ACCESS			
Repairs & Maintenance: Bldgs	10-4520-4521-351-000		(1,200)
Software Rental & License Fee	10-4520-4520-422-000		1,200
Justification For Request: This budget change is necessary to cover the monthly rental cost for Acroprint Timeclock for the ACCESS Department. The cost for this software and time clock was not budgeted in this year's budget due to starting after the budget was submitted. In addition, the cost is a little higher in the beginning to pay the initial cost for the clock and our system was blocking the invoices that were being submitted. Therefore, we are transferring funds within the ACCESS budget to cover the cost of invoices from April 2015 through June 2016. This budget change requires no additional county funds.			
#4921 Travel & Tourism			
Marketing	22-4921-371-000		(100)
Janitorial Supplies	22-4921-211-000		100
Justification For Request: Additional funds are needed to cover supplies used at the front desk such as Lysol, Clorox Disinfecting Wipes, and antibacterial hand sanitizer. These items are used to disinfect public/common areas in the lobby and around the front desk.			
#4921 Travel & Tourism			
Marketing - Paid Ads	22-4921-371-000		(5,000)
Temporary Help	22-4921-393-000		5,000
Justification For Request: Additional funds are needed for extra help to complete the 2016 Visitors Guide. A temporary employee is working two days a week to assist with this project due to being down to only two full-time staff members. This project should be completed by mid-to-late January 2016.			
#4960 Natural Resources			
Special Programs Expenditure	10-4960-298-000	16039-0001	(2,000)
Special Programs Expenditure	10-4960-298-000	16040-0001	(4,100)
Employee Development/Training	10-4960-395-000		(2,770)
Equip/Furn: \$250-\$4,999	10-4960-530-000		(900)
Equip/Furn: \$5,000 or >	10-4960-510-000		9,770
Justification For Request: GNRD's contract with NCDA&CS-DSWC includes a \$10,000 purchase of GPS equipment (\$7,500 state/\$2500 county). The state funds became available after the current county budget was approved. Deferring the expenditures for the contributing accounts until next fiscal year should not be detrimental to the programs each supports. Purchasing the additional equipment this FY will position the department to be more effective and efficient at providing services that increase water quantity on farms for crops, livestock, and fire protection as well as providing other economic and environmental benefits. Using Global Positioning System surveying equipment requires significantly less time.			
#5300 DHHS - Social Services			
Food & Provisions	20-5300-5310-220-000		(110)
Special Programs			
Employee Recognition & Awards	20-5300-5310-298-000	16061-0001	110
Justification For Request: Funds are being moved from the Administration Food & Provisions account to the Administration Employee Staffing Recognitions and Awards account. The account was budgeted at \$1,000, but due to increase staffing recognitions suggested by the Cultural Committee, we are transferring additional funds to cover cost for the year.			
#5600 DHHS - Social Services			
EGADC	20-5600-298-000	15260-0001	(300)
Bldgs, Structures, & Improvements	20-5600-5650-580-000	15260-0001	300
Justification For Request: Funds are being moved from the Adult Services donations account project #15260-001 to the East Gaston Adult Daycare building account to cover the cost to add fencing around the patio area to prevent client wheelchairs from falling off the edge. The account was budgeted at \$1,600, but the quote for the fencing is \$1691.05. We are transferring enough for possible additional charges.			

#6110 Library Special Programs Food & Provisions	10-6110-6110-298-000 10-6110-6110-220-000	15046-0001	(650) 650
Justification For Request: This transfer is requested in order to pay for the meal on Staff Development Day, February 15, 2016. We feel it is important that employees are together for their meal during the day, it gives everyone and opportunity to meet and greet those employees who we do not see often.			
#6141 Museum Repairs & Maintenance: Bldgs Miscellaneous	10-6141-351-000 10-6141-299-000		(300) 300
Justification For Request: This budget change request is to transfer funds to pay for building/grounds type expenses that are not repairs or maintenance. Finance advised to move funds to 299 in order to pay for handicap signs the museum needs per Steve Wilkins instruction. The signs are approximately \$80, but we anticipate having similar expenses later in the fiscal year.			

Policy Impact: N/A

FISCAL IMPACT ANALYSIS: N/A

Is Item Included in current budget? Yes X No N/A

Recommended sources of funds:

ATTACHMENTS: None