



# Gaston County

Gaston County  
Board of Commissioners  
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## County Manager

## Board Action

File #: 16-192

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

DO NOT TYPE BELOW THIS LINE

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
2016-105	04/26/2016	AF	JC	AB	A	A	A	A	AB	A	U

### DISTRIBUTION:

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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 APRIL 26, 2016 BOARD MEETING**

<u>Department</u>	<u>Account Number</u>	<u>Project #</u>	<u>Amount</u>
<b>#4110 Commissioners</b> Miscellaneous Expenditure Equip/Furn: \$250-\$4,999	10-4110-499-000 10-4110-530-000		(4,200) 4,200
Justification For Request: A budget change is necessary to purchase Courthouse iPads (7) for the Commissioners paperless meetings. This includes Apple Care enrollment, charging wall unit, screen shields and kiosk stands.			
<b>#4120 County Manager</b> Employee Development/Training Equip/Furniture: \$250-\$4,999	10-4120-395-000 10-4120-530-000		(520) 520
Justification For Request: The transfer is necessary to purchase a stand-up desk to relieve back problems. Funds were not planned for this expenditure but are available as a result of less travel and training this fiscal year.			
<b>#4122 Human Resources</b> Program Supplies Mobile Telephone Usage	10-4122-237-000 10-4122-321-010		(165) 165
Justification For Request: Did not budget enough for sufficient funds for mobile phone usage. Able to pull funds from Program Supplies due to excess funds.			
<b>#4122 Human Resources</b> Office Supplies/Materials Books	10-4122-260-000 10-4122-293-000		(107) 107
Justification For Request: Unexpected requirement for purchase of Notary Public manuals. No funds allocated to this account.			
<b>#4131 Budget</b> Salaries Salaries - Overtime	10-4310-4310-121-000 10-4310-4310-122-000		(60,000) 60,000
Justification For Request: Section VII of the Budget Ordinance authorizes the Budget Officer to make transfers between departments for certain nondiscretionary accounts including salaries and benefits. The Gaston County Police Department's overtime account is depleted due to several recent homicides and numerous vacancies within the community policing division. This budget change will balance the overtime account and cover future overtime cost to be incurred during the remainder of the FY 2016. Lapsed salary from vacancies will be used to supplement the increase in overtime, no additional appropriation of funds will be necessary.			
<b>#4131 Budget</b> GFHS: Clinic/Pharm-Active GFHS: Clinic/Pharm-Retiree	81-4190-189-011 81-4190-189-012		(20,000) 20,000
Justification For Request: Section VII of the Budget Ordinance authorizes the Budget Officer to make transfers between departments for certain nondiscretionary accounts including the self-insurance fund. This transfer is necessary due to the increase of active employees retiring, therefore increasing retiree pharmacy expenses.			
<b>#4170 Elections</b> Other Services Postage	10-4170-399-000 10-4170-325-000		(5,000) 5,000
Justification For Request: Transfer funds from Other Services to Postage. Funds needed to cover additional postage costs related to State Board of Elections and Legislative requirements in regards to voter identification and voter outreach.			
<b>#4170 Elections</b> Elections Postage	10-4170-697-000 10-4170-325-000		(5,000) 5,000
Justification For Request: Transfer funds from Elections to Postage. Funds needed to cover additional postage costs related to State Board of Elections and Legislative requirements in regards to voter identification and voter outreach.			

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**#4170 Elections**

Elections	10-4170-697-000		(10,000)
Printing	10-4170-341-000		5,000
Postage	10-4170-325-000		5,000

Justification For Request: Due to General Assembly legislation requiring an additional election on June 7, 2016, and State Board of Elections training requirements for poll workers, we have had to increase our mailing and postage costs to voters for new voter registration cards and training materials for our precinct workers.

**#4265 Public Works**

Professional Services	10-4265-4265-199-000		(3,346)
Salaries - Longevity	10-4265-4250-127-000		215
Salaries - Longevity	10-4265-4260-127-000		802
Salaries - Longevity	10-4265-4265-127-000		2329

Justification For Request: This Budget Change Request transfers available funds from the Professional Services account to multiple Salaries - Longevity accounts within the Public Works Department to reconcile accounts for end of year accounting purposes. No additional appropriations are necessary as a result of this Budget Change Request.

**#4265 Public Works**

Professional Services	10-4265-4265-199-000		(3,200)
Rental of Equipment	10-4265-4260-432-000		2,000
Repairs & Maintenance: Vehicles	10-4265-4260-353-000		1,200

Justification For Request: This Budget Change Request transfers available funds from the Professional Services account to the Rental of Equipment and the Repairs & Maintenance: Vehicles accounts to cover estimated costs for the remainder of this fiscal year due to unanticipated expenses. No additional appropriations are necessary as a result of this Budget Change Request.

**#4310 County Police**

Professional Services: Other	10-4310-4310-199-000		(5,000)
Printing	10-4310-4310-341-000		(2,500)
Professional Services: Medical	10-4310-4310-193-000		7,500

Justification For Request: The Gaston County Police Department requests funds be transferred and accepted into the above listed account. This transfer will cover current invoices and those still to be received through FY16. Due to an accident and the unexpected sickness and death of Police K9 Indio, funds have been depleted from the 193 account.

**#4310 County Police**

Other Services	10-4310-4310-399-000		(1,500)
Miscellaneous Expenditures	10-4310-4310-499-000		1,500

Justification For Request: During this fiscal year the Gaston County Police Department has incurred expenses that fall under the miscellaneous expenditure account for payment. No funds were budgeted for this account therefore a transfer of funds is requested to cover current expense and any that may occur during the remainder of fiscal year 2016.

**#4315 Sheriff's Office**

Net Motion Project	10-4315-4315-298-000	12109-0002	(7,177)
FY 12 Civil Process Funds	10-4315-4315-298-000	12109-0001	7,177

Justification For Request: This is to transfer the remaining balance in a project account for the Net Motion project. Board resolution 2011-259 appropriated FY12 civil process revenues for the Net Motion project. The applicable project is completed and the balance in the Net Motion project account is no longer needed for Net Motion. Thus, the balance in the Net Motion project should be transferred back to the project containing FY12 civil process appropriations.

**#4340 Fire Marshal's Office**

Office Supplies	10-4340-260-000		(60)
Miscellaneous	10-4340-499-000		60

Justification For Request: Need to transfer \$60 to Miscellaneous Account (10-4340-499-000) in order to pay for six (6) tickets for the Annual Firemen's Awards Banquet held on 3/26/16 in Mount Holly.

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**#4350 Building Inspection**

Books	10-4350-293-000		(541)
Training	10-4350-395-000		(678)
Travel-Mileage reimbursement	10-4350-311-000		1219

Justification For Request: These funds will be used to pay mileage reimbursement to department director for use of personal vehicle for county business during the months of Dec. through Feb.

**#4350 Building Inspection**

Professional Services	10-4350-199-000		(1,000)
Clothing	10-4350-185-000		(1,020)
Banking Services	10-4350-194-000		2,020

Justification For Request: Due to the increased amount of permits being issued the estimated banking services funds in the budget must be increased to cover banking transaction fees.

**#4370 Emergency Medical Services**

Other Services	10-4370-399-000		(16,574)
Employee Development/Training	10-4370-395-000		15,554
Equipment & Furniture: \$250 - \$4,999	10-4370-530-000		1,020

Justification For Request: Additional funds are needed to cover the cost of biannual paramedic refresher training for all GEMS personnel. During this biannual retraining, all GEMS paramedics undergo recertification as National Registry Paramedics and certification courses in Advanced Cardiac Life Support, Advanced Medical Life Support, Advanced Stroke Life Support, Pre-Hospital Trauma Life Support, Pediatric Advanced Life Support, Emergency Pediatric Care, Geriatrics for EMS, CPR, and EMS Safety. Funds are also needed to cover the cost of three replacement chairs.

**#4372 Rescue Squads**

Other Services	10-4372-399-000		(1,284)
Program Supplies	10-4372-237-000		1,284

Justification For Request: Funds are needed to cover the cost of replacement Drive Cams for Squad assigned units.

**#4520 DHHS - Social Services**

ACCESS Marketing - Paid Advertise	10-4520-4520-371-000		(800)
ACCESS Office Supplies/Materials	10-4520-4521-260-000		800

Justification For Request: Due to a large invoice for copy paper of \$520, we are requesting to transfer \$800 from ACCESS Marketing/Advertising to ACCESS Office Supplies allowing for additional expenses for the remainder of the fiscal year.

**#4720 Public Works - Solid Waste**

Repairs & Maintenance: Equipment	60-4720-352-000		(5,050)
Postage	60-4720-325-000		500
Dues & Subscriptions	60-4720-491-000		4,550

Justification For Request: This Budget Change Request transfers available funds from the Repairs & Maintenance: Equipment account into the Postage and Dues & Subscriptions accounts. The Postage account is where the Division pays for oil sample mailings. Because of issues that arose with one of the generators in the fall, an increased number of samples had to be analyzed. The additional funds needed in the Dues & Subscriptions account are due to a new Title V air permit. The Division was not aware at the beginning of the fiscal year if this permit was going to be necessary, nor how much the annual fee would be. No additional funds are required as a result of this Budget Change Request.

**#4921 Travel & Tourism**

Special Programs	22-4921-298-000	16093-0001	(22,500)
Special Programs	22-4921-298-000	16267-0001	22,500

Justification For Request: Project 16093-0001 Travel & Tourism Study was assigned \$45,000. The study was completed by Magellan Strategy Group for \$19,440; which has been paid to the vendor. This leaves a balance of \$25,560 still assigned to the Travel & Tourism study. These funds are needed for production costs for the TV show, Life in the Carolinas which will highlight Crowders Mountain. The reason for this project (16267-0001) is to showcase Gaston County as "An Outdoor Adventure, Come Anytime" and it will help execute T&T's new branding efforts of looking at Gaston County from a new perspective. This project (16267-0001) aligns with T&T's new vision and mission.

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**#4921 Travel & Tourism**

Food & Provisions	22-4921-220-000		(400)
Dues & Subscriptions	22-4921-491-000		400

Justification For Request: Funds needed for the cost of membership dues for the NC Sports Association. GC T&T has been a member in the past, but it was not budgeted for this fiscal year. The new T&T Director is a part of this group and by GC being involved it will assist in promoting Gaston County as the premier outdoor recreation destination in NC's Piedmont region. No additional funds.

**#4921 Travel & Tourism**

Professional Services	22-4921-199-000		(3,500)
Promotional Items	22-4921-372-000		3,500

Justification For Request: Due to T&T's rebranding efforts, funds are necessary to purchase a branded tent/tablecloth for upcoming Expo and for future partner/visitor engagements. Purchases will also be made for promotional items to promote Gaston County as a destination. All items will feature our new logo and will promote Gaston County as the premier outdoor recreation destination in NC's Piedmont region. This requires no additional appropriation of funds.

**#4921 Travel & Tourism**

Marketing	22-4921-371-000		(9,900)
Printing	22-4921-341-000		9,900

Justification For Request: Funds needed for the cost of printing the Visitor Guide. The new T&T Director has been asked to get on board with the GGDC so all rebranding efforts are aligned with one another. The guide will change from a 4x9 pamphlet to an 8 1/2x11 magazine; this is a necessary tool used by visitors and community partners and should be a worthy publication of the destination it represents. T&T will spend \$22,096 on the new guide and it will promote Gaston County as the premier outdoor recreation destination in NC's Piedmont region. The previous guide had the same content, look, pictures, etc. for over eight years.

**#4921 Travel & Tourism**

Equipment/Furniture	22-4921-530-000		(1,200)
Employee Development	22-4921-395-000		(1,000)
Office Supplies	22-4921-260-000		2,200

Justification For Request: Funds are needed in Office Supplies to purchase five display cases for literature for the Visitors Center lobby. The cases are under \$250 each, so the Equipment Account cannot be used. Further funds are needed in Office Supplies to purchase a small table for a coffee/water station for the Visitors Center lobby. The table is under \$250, so the Equipment Account cannot be used. Per the Assistant Financial Services Manager, these two expenses are classified as Office Supplies. No additional appropriation of funds will be needed.

**#4950 NC Cooperative Extension**

Printing	10-4950-4950-341-000		(300)
Professional Services: Banking	10-4950-4950-194-000		300

Justification For Request: This request is to move funds from printing into the banking services line item in order to pay \$30/month rental and service charges for a new credit card terminal at Cooperative Extension. The terminal will provide easier customer service for clients registering for Extension workshops and 4H camps.

**#5100 DHHS - Public Health**

Motor Fuels & Lubricants	11-5100-5114-5128-251-000		(4,000)
Vehicle Maintenance/Parts	11-5100-5114-5128-253-000		4,000

Justification For Request: Transfer of funds is needed to cover the cost of vehicle maintenance as expenses have exceeded original budgetary projections. Transfer of funds is within the Public Health budget and no additional funds are required.

**#5100 DHHS - Public Health**

Postage	11-5100-5110-325-000		(500)
Dues & Subscriptions	11-5100-5110-491-000		500
Program Supplies	11-5100-5113-5120-237-000		(700)
Dues & Subscriptions	11-5100-5113-5120-491-000		700

Justification For Request: Transfer of funds is needed to cover the cost of dues and subscriptions as expenses have exceeded original budgetary projections. Transfer of funds is within the Public Health budget and no additional funds are required.

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**#5300 DHHS - Social Services**

Administration - Printing	20-5300-5310-341-000		(4,700)
CAC Bldgs, Structures, & Improvements	20-5300-5585-580-000	16264-0001	4,700

Justification For Request: Due to relocating the Child Advocacy Center to the Highland Health Center, there is a need to renovate the space for offices. Gaston County Public Works was able to speak with a contractor who priced renovating Office 031 in the lower level of Highland Health Center. The cost for adding sound insulation above the ceiling, constructing new walls making three offices, adding sound insulation to the new walls, painting, etc. is \$4,700. We are currently underspending in DSS Admin printing line item, therefore, we are requesting to transfer funds from printing to building improvements.

**#5300 DHHS - Social Services**

Office Supplies/Materials	20-5300-5310-260-000		15,000
Equipment/Furniture: \$250-\$4,999	20-5300-5310-530-000		(3,000)
Printing	20-5300-5310-341-000		(5,000)
Software Rental	20-5300-5310-422-000		(7,000)

Justification For Request: Due to high costs of copy paper in July and February for increased printing in Child Welfare for increased investigation reports and replacing several 16-year old chairs with broken parts, we need to transfer funds to (5310) Administration Office Supplies to cover the cost of furniture that cost less than \$250 each, and office supplies for the remainder of this year.

**#5300/5521 DHHS - Social Services**

Admin Salaries	20-5300-5310-121-000		(16,725)
Admin Longevity	20-5300-5310-127-000		16,725
Work First Salaries	20-5521-5522-121-000		(2,001)
Work First Longevity	20-5521-5522-127-000		2,001

Justification For Request: Funds are being transferred between Salary accounts and Longevity accounts to correct any overspending in Longevity account line items due to numerous employees retiring and to transfer money for future expected retirements.

**#5300/5582 DHHS - Social Services**

Printing	20-5300-5310-341-000		(800)
Janitorial Supplies	20-5300-5310-211-000		800
Shelter Program Supplies	20-5582-237-000		(800)
Shelter Office Supplies/Materials	20-5582-260-000		800

Justification For Request: Our agency supplies hand sanitizer and Lysol spray for public access areas to help reduce illnesses. This seems to be increasing in demand; therefore, we are requesting to move \$800 from 5300 Printing to 5300 Janitorial Supplies. Due to increased printing of brochures for the Shelter, we need to transfer \$800 from Shelter Program Supplies to Shelter Office Supplies to cover costs for the remainder of the fiscal year.

**#5310 DHHS - Social Services**

Other Services - Home Study Contract	20-5300-5310-399-000	16062-0001	(10,000)
Other Services - Child Support Filing	20-5300-5310-399-000	16068-0001	10,000

Justification For Request: Gaston County Child Support Enforcement provides services to families and children through the establishment and enforcement of Orders for Support. Due to increased demand for child support services, funds are being transferred to cover anticipated filing fee costs through June 30, 2016. (66% Federal funds, 34% County)

**#5520 DHHS - Social Services**

Temporary Help Services	20-5520-4800-4827-393-000		(20,000)
Office Supplies	20-5520-4800-4827-260-000		20,000

Justification For Request: The Workforce Innovation & Opportunity Acts provides employment & training to Adults, Dislocated Workers, and Youth who need job placement, retraining, or career development services. Funds are being transferred to cover projected expenditures through the end of the fiscal year. There is no required match in county funds. 100% Federal Funds - No County Funds.

**#5600 DHHS - Social Services**

Equipment/Furniture \$250-\$4,999	20-5600-5650-530-000		(600)
ADC Food & Provisions	20-5600-5650-220-000		600

Justification For Request: We are requesting to transfer \$600 from the Adult Day Care Equipment/Furniture line to the Adult Day Care Food & Provisions for resident snacks due to increase number in clients.

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**#6120 Parks & Recreation**

Mileage Reimbursement	10-6120-311-000		(300)
Employee Development/Training	10-6120-395-000		300

Justification For Request: The purpose of this request is to transfer funds from the Mileage Reimbursement account to the Employee Development/Training account. Additional funds were needed to cover a staff trip to Raleigh to accompany Gaston County participants at NC State Senior Games.

**#6130 Parks & Rec - Senior Center**

Special Programs	10-6130-298-000	16092-0001	(3,000)
Senior Games	10-6130-298-000	13270-0001	3,000

Justification For Request: The purpose of this request is to transfer budgeted funds to Senior Games project number in order to track expenditures for the Senior Games Steering Committee.

**#6130 Parks & Rec - Senior Center**

Repairs & Maintenance	10-6130-352-000		(150)
Employee Development/Training	10-6130-395-000		150

Justification For Request: The purpose of this request is to transfer funds to the Employee Development/Training to cover a shortfall in the training budget. Unexpected mandatory training was required this year to cover new responsibilities resulting from an employee vacancy.

**#6141 Museum**

Employee Development/Training	10-6141-395-000		(60)
Food & Provisions	10-6141-220-000		60

Justification For Request: To fund the new 220 Food & Provisions account needed to pay for food purchased for the Museum Director interview day.