



Gaston County

Gaston County
Board of Commissioners
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County Manager

Board Action

File #: 17-220

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

STAFF CONTACT

Bryant Morehead - 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 | Fraley | Grant | Hovis | Keigher | Philbeck | Morehead | Vote |
|----------|------------|----|----|-------|--------|-------|-------|---------|----------|----------|------|
| 2017-156 | 06/27/2017 | TP | AF | A | A | A | A | 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 27, 2017 BOARD MEETING**

| <u>Department</u> | <u>Account Number</u> | <u>Project #</u> | <u>Amount</u> |
|--|-----------------------|------------------|---------------|
| #4122 Human Resources | | | |
| GFHS: Clinic/Pharm-Active | 81-4190-189-011 | | (7,000) |
| GFHS: Clinic/Pharm-Retiree | 81-4190-189-012 | | 7,000 |
| Justification For Request: Increase in number of retirees resulted in increased cost. | | | |
| #4122 Human Resources | | | |
| Other Services | 10-4122-399-000 | | (480) |
| Mileage Reimbursement | 10-4122-311-000 | | 80 |
| Employee Development/Training | 10-4122-395-000 | | 400 |
| Justification For Request: To cover training and mileage for the remainder of the fiscal year. | | | |
| #4131 Budget & Purchasing | | | |
| Retirees: Insurance Claims | 81-4190-183-004 | | (77,350) |
| Retirees: Insurance Admin | 81-4190-183-005 | | 77,000 |
| Retirees: Dental Admin | 81-4190-183-007 | | 350 |
| Health Insurance: Claims | 81-4190-189-004 | | (175,000) |
| Health Insurance: Admin Fee | 81-4190-189-005 | | 175,000 |
| Justification For Request: Section VII of the Budget Ordinance states: The Budget Officer shall also have the authorization to make transfers between accounts for funds appropriated in the Self Insurance Fund. There is a need to move money to cover the last two months of the fiscal year. | | | |
| #4140 Tax | | | |
| Temporary Help | 10-4140-393-000 | | (450) |
| Equipment/Furniture | 10-4140-530-000 | | 450 |
| Justification For Request: To add a quad network jack to the board room to allow the network connections to be moved from behind the board members' seats. | | | |
| #4170 Elections | | | |
| HLW: Elections | 10-4170-331-000 | | (5,000) |
| Elections | 10-4170-697-000 | | 5,000 |
| Justification For Request: To cover Elections expenses through the end of the FY. | | | |
| #4250 Public Works - Fleet | | | |
| Other Vehicle Supplies | 10-4265-4250-259-000 | | (200) |
| Postage | 10-4265-4250-325-000 | | 200 |
| Justification For Request: Due to the usage of outside vendors, parts are being shipped more frequently for repairs. This resulted in an increase in postage costs. | | | |
| #4260 Public Works - Facilities | | | |
| Elevator Maintenance | 10-4265-4260-355-000 | | (20,000) |
| Professional Services | 10-4265-4265-199-000 | | (9,000) |
| Repairs & Maintenance: Equipment | 10-4265-4260-352-000 | | 29,000 |
| Justification For Request: To cover costs associated with repairs and maintenance of chillers and generators. Costs have increased due to several generators that provide critical back-up power for 911 Communications towers requiring major repairs. As these units continue to age, the cost to maintain them and ensure that they function properly during power outages is becoming more frequent and expensive. | | | |
| #4140 Tax | | | |
| Temporary Help | 10-4140-393-000 | | (1,115) |
| Equipment/Furniture | 10-4140-530-000 | | 1,115 |
| Justification For Request: To cover five additional monitors needed for tax collections staff for FY17. | | | |

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| #4170 Elections | | | |
| Elections | 10-4170-697-000 | | (2,600) |
| Employee Development/Training | 10-4170-395-000 | | 2,600 |
| Justification For Request: To cover training expenses for national certification (CERA) classes for Deputy Director Mary Jane Garver and Elections Specialist Karen Foster. | | | |
| #4180 Register of Deeds | | | |
| Office Supplies | 10-4180-260-000 | | (2,500) |
| Professional Services | 10-4180-194-000 | | 2,500 |
| Justification For Request: use of credit card machines has been very successful and the amount budgeted for fees has been depleted. | | | |
| #4230 Public Works - Print Shop | | | |
| Employee Development/Training | 10-4265-4230-395-000 | | (895) |
| Software Rental & License Fee | 10-4265-4230-422-000 | | 895 |
| Justification For Request: To cover costs for the initial purchase and installation of a subscription-based web-to-print system for the Print Shop. | | | |
| #4250 Public Works - Fleet Maint. | | | |
| Other Vehicle Supplies | 10-4265-4250-259-000 | | (280) |
| Mobile Telephone Usage | 10-4265-4250-321-000 | | 250 |
| Software Rental & License Fee | 10-4265-4250-422-000 | | 30 |
| Justification For Request: To cover a slight increase for the mobile telephone plan. | | | |
| #4250 Public Works - Fleet Maint. | | | |
| Other Vehicle Supplies | 10-4265-4250-259-000 | | (100) |
| Postage | 10-4265-4250-325-000 | | 100 |
| Justification For Request: Due to increased use of outside vendors, this budget change is necessary to cover increased shipping charges for parts. | | | |
| #4260 Public Works - Facilities | | | |
| Temporary Help Services | 10-4265-4260-393-000 | | (800) |
| Repairs & Maintenance: Vehicles | 10-4265-4260-353-000 | | 800 |
| Justification For Request: To cover estimated costs for the remainder of the fiscal year. | | | |
| #4310 County Police | | | |
| Photographic Supplies | 10-4310-4310-294-000 | | (5,000) |
| Postage | 10-4310-4310-325-000 | | (1,000) |
| Printing | 10-4310-4310-341-000 | | (2,000) |
| Advertising | 10-4310-4310-370-000 | | (2,000) |
| Dues & Subscriptions | 10-4310-4310-491-000 | | (1,000) |
| Other Services | 10-4310-4310-399-000 | | 4,000 |
| Professional Services: Medical | 10-4310-4310-193-000 | | 1,000 |
| Uniforms | 10-4310-4310-212-000 | | 3,500 |
| Law Enforcement Supplies | 10-4310-4310-235-000 | | 2,500 |
| Justification For Request: To cover the above accounts for the remainder of the fiscal year. The hiring/outfitting of new employees along with the amount of Vice narcotic investigations have cause the deficits. | | | |
| #4315 Sheriff's Office | | | |
| Transport of Prisoners | 10-4315-4315-313-000 | | (1,000) |
| Laundry & Dry Cleaning | 10-4315-4315-392-000 | | (500) |
| Resource Materials | 10-4315-4315-292-000 | | (500) |
| Uniforms | 10-4315-4315-212-000 | | (500) |
| Other Medical Supplies | 10-4315-4315-239-000 | | 2,500 |
| Justification For Request: To purchase 10 AED batteries. The batteries in rotation need replacing. | | | |

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| #4315 Sheriff's Office | | | |
| Clothing & Bedding | 10-4315-4323-213-000 | | (1,050) |
| Food Service Supplies | 10-4315-4323-236-000 | | 1,050 |
| Justification For Request: To cover plastic meal trays and fry baskets for inmate meals. Deficit caused by higher than average inmate count and broken items in current inventory. | | | |
| #4315 Sheriff's Office | | | |
| Education Materials/Supplies | 10-4315-4315-231-000 | | (250) |
| Other Services | 10-4315-4315-399-000 | | 150 |
| Miscellaneous Expenditures | 10-4315-4323-499-000 | | 100 |
| Justification For Request: To cover shredding services and phone interpreting for the remainder of the fiscal year. Also, funds needed in Misc Expenditures for reimbursement of an inmate's property. | | | |
| #4315 Sheriff's Office | | | |
| Postage | 10-4315-4323-325-000 | | (500) |
| Inmate Supplies | 10-4315-4323-230-000 | | (1,000) |
| Printing | 10-4315-4323-341-000 | | 1,500 |
| Justification For Request: To cover printing items used in the jail such as inmate property envelopes, shuck envelopes, and money envelopes. | | | |
| #4380 ACE | | | |
| Professional Services | 10-4380-193-000 | | (9,000) |
| Janitorial Supplies | 10-4380-211-000 | | 6,000 |
| Food & Provisions - Animal | 10-4380-221-000 | | 3,000 |
| Justification For Request: Funds will allow us to get the feeding and care supplies needed and meet the cleaning requirements set by the NC Animal Welfare Administrative Code. | | | |
| #4911 Code Enforcement | | | |
| Office Supplies/Materials | 10-4910-4911-260-000 | | 300 |
| Mileage Reimbursement | 10-4910-4911-311-000 | | (300) |
| Justification For Request: To cover IT purchases. | | | |
| #4921 Travel & Tourism | | | |
| Promotional Items | 22-4921-372-000 | | (1,020) |
| Dues & Subscriptions | 22-4921-491-000 | | 1,020 |
| Justification For Request: To cover membership dues for Rotary Club of Gastonia for T&T Director and for the yearly subscription to the Gaston Gazette. | | | |
| #5100 DHHS - Public Health | | | |
| Travel/Training | 11-5100-5112-5115-395-000 | | (3,000) |
| Mileage Reimbursement | 11-5100-5112-5115-311-000 | | 1,000 |
| Mileage Reimbursement | 11-5100-5112-5119-311-000 | | 2,000 |
| Justification For Request: Transfer needed for Community Health Education local travel reimbursement as expenses have exceeded original budgetary projections. | | | |
| #5100 DHHS - Public Health | | | |
| Printing | 11-5100-5113-5121-341-000 | | (450) |
| Printing | 11-5100-5113-5123-341-000 | | 450 |
| Justification For Request: Transfer needed for printing in the Immunization clinic as expenses have exceeded original budgetary projections. | | | |
| #5400/5300 DHHS - Social Services | | | |
| FNS EBT Call Center Costs | 20-5400-5383-498-001 | | (8,000) |
| The Work Number | 20-5300-5310-399-000 | 17259-0001 | 8,000 |
| Justification For Request: The Work Number is a call center that DSS agencies use for wage verifications. This service was paid for the State of NC, but due to the increased cost for the service the State is passing the costs to the counties. Our county began being drafted in April 2017. We will be drafted again in May 2017 then will be drafted quarterly in FY18. Since this is a new cost, we have requested a new account code and now need to transfer funds fund the account. | | | |

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| #5520/4800 DHHS - Social Services | | | |
| WIOA Salaries | 20-5520-4800-4827-121-000 | | (2,057) |
| WIOA Longevity | 20-5520-4800-4827-127-000 | | 2,057 |
| WIOA Repairs & Maintenance: Equip | 20-5520-4800-4827-352-000 | | (500) |
| WIOA Mileage Reimbursement | 20-5520-4800-4827-311-000 | | 500 |
| WIOA Software Rental & License Fees | 20-5520-4800-4827-422-000 | | (1,500) |
| WIOA Employee Development/Training | 20-5520-4800-4827-395-000 | | 1,500 |
| Justification For Request: To reconcile the above accounts for the remainder of the fiscal year. | | | |
| #5582 DHHS - Social Services | | | |
| Employee Development/Training | 20-5582-395-000 | | (120) |
| Mobile Telephone Usage | 20-5582-321-010 | | 120 |
| Justification For Request: To cover broadband service for the remainder of the fiscal year. | | | |
| #5582/5585 DHHS - Social Services | | | |
| Shelter Donations | 20-5582-298-000 | 08162-0001 | (230) |
| Professional Services:Banking | 20-5582-194-000 | | 230 |
| CAC Donations | 20-5300-5585-298-000 | 16282-0001 | (230) |
| Professional Services:Banking | 20-5300-5585-194-000 | | 230 |
| Justification For Request: To accept credit card donations with a swipe square. | | | |
| #5600 DHHS - Social Services | | | |
| Nutrition: Repairs & Maintenance: Equip | 20-5600-5622-352-000 | | (182) |
| MOW Volunteer Recruitment | 20-5600-5622-298-000 | 16244-0001 | 182 |
| Justification For Request: To cover Nutrition Program printing for the remainder of the fiscal year. | | | |
| #5600 DHHS - Social Services | | | |
| EGADC Donations | 20-5600-298-000 | | (2,340) |
| EGADC Equipment/Furniture | 20-5600-5650-530-000 | | 1,170 |
| GADC Equipment/Furniture | 20-5600-5640-530-000 | | 1,170 |
| Justification For Request: To transfer donated funds to cover computers at Adult Day Care. | | | |
| #5600 DHHS - Social Services | | | |
| Other Medical Supplies | 20-5600-5660-239-000 | | (2,000) |
| Professional Services | 20-5600-5660-193-000 | | 2,000 |
| Justification For Request: The CAPDA program requires RN assessments for new CAP clients - this transfer covers an increase in assessments. | | | |
| #5600 DHHS - Social Services | | | |
| Nutrition Other Services | 20-5600-5622-399-000 | | (3,500) |
| Nutrition Miscellaneous Expenditures | 20-5600-5622-499-000 | | 3,500 |
| Justification For Request: To assist with volunteer recruitment for Meals on Wheels. | | | |
| #5600 DHHS - Social Services | | | |
| EGADC Transportation of Clients | 20-5600-5650-315-000 | | 14,000 |
| GADC Transportation of Clients | 20-5600-5640-315-000 | | (1,000) |
| GADC Other Services | 20-5600-5640-399-000 | | (2,000) |
| GADC Equipment/Furniture | 20-5600-5640-530-000 | | (900) |
| EGADC Other Services | 20-5600-5650-399-000 | | (6,000) |
| EGADC Buildings, Structures | 20-5600-5650-580-000 | 17187-0001 | (1,900) |
| EGADC Equipment/Furniture | 20-5600-5650-530-000 | | (1,150) |
| EGADC Employee Development/Training | 20-5600-5650-395-000 | | (800) |
| EGADC Telephone | 20-5600-5650-321-000 | | (250) |
| Justification For Request: The transportation costs for East Gaston Adult Daycare has increased drastically this fiscal year due to adding clients that live further from the facility. | | | |
| #5600 DHHS - Social Services | | | |
| EGADC Printing | 20-5600-5650-341-000 | | (50) |
| EGADC Dues & Subscriptions | 20-5600-5650-491-000 | | 50 |
| Justification For Request: To cover NCADSA membership dues for the EGADC. | | | |

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| #6110 Library | | | |
| Repairs & Maintenance: Equipment | 10-6110-6113-352-000 | | (2,100) |
| Office Supplies/Materials | 10-6110-6110-260-000 | | 2,100 |
| Justification For Request: To cover BMP contract for the remainder of the fiscal year. | | | |
| #6120 Parks & Recreation | | | |
| Lawn Maintenance | 10-6120-354-000 | | (1,000) |
| Motor Fuels & Lubricants | 10-6120-251-000 | | 1,000 |
| Justification For Request: To reconcile the above account for the remainder of the fiscal year. | | | |
| #6120 Parks & Recreation | | | |
| Recreation Programming | 10-6120-298-000 | 17052-0001 | (500) |
| Printing | 10-6120-341-000 | | 500 |
| Justification For Request: To reconcile the above account for the remainder of the fiscal year. | | | |
| #6140 Museum | | | |
| Special Programs | 10-6141-298-000 | 17053-0001 | (10,000) |
| Repairs & Maintenance: Buildings | 10-6141-351-000 | | 10,000 |
| Justification For Request: To provide matching funds to repair the ceiling of the Anne Biggers Furr Learning Station. At present, it cannot be used in the summer due to lack of insulation and HVAC. | | | |
| #6141 Museum | | | |
| Salaries | 10-6141-121-000 | | (11,000) |
| Repairs & Maintenance: Bldgs | 10-6141-351-000 | | 11,000 |
| Justification For Request: To repair and upgrade the Museum's train depot allowing its use during the summer with insulation and HVAC. | | | |
| #6141 Museum | | | |
| Salaries | 10-6141-121-000 | | (5,000) |
| Professional Services: Other | 10-6141-199-000 | | 5,000 |
| Justification For Request: To develop the Master Plan and Interpretation Plan for Re-Accreditation of the Museum and foster the development of the Dallas Historic District. The Museum board has acquired the services of a historic preservation architect to develop a plan to restore the old county jail. | | | |