



Gaston County

Gaston County
Board of Commissioners
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County Manager

Board Action

File #: 16-247

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
2016-133	05/24/2016	MP	JC	A	A	A	A	AB	A	A	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 MAY 24, 2016 BOARD MEETING**

<u>Department</u>	<u>Account Number</u>	<u>Project #</u>	<u>Amount</u>
#4120 County Manager			
Food & Provisions	10-4120-220-000		(200)
Dues & Subscriptions	10-4120-491-000		200
Justification For Request: Due to unexpected increases in membership dues to professional organizations such as ICMA and N3CMA, additional funds are necessary in the 491 account for periodicals subscriptions due before the end of the fiscal year.			
#4130 Finance			
Other Contracts & Subsid	28-4401-699-000		(50)
Professional Services: Other	28-4401-199-000		50
Other Contracts & Subsid	28-4402-699-000		(50)
Professional Services: Other	28-4402-199-000		50
Other Contracts & Subsid	28-4405-699-000		(50)
Professional Services: Other	28-4405-199-000		50
Other Contracts & Subsid	28-4406-699-000		(50)
Professional Services: Other	28-4406-199-000		50
Other Contracts & Subsid	28-4407-699-000		(50)
Professional Services: Other	28-4407-199-000		50
Other Contracts & Subsid	28-4408-699-000		(50)
Professional Services: Other	28-4408-199-000		50
Other Contracts & Subsid	28-4410-699-000		(50)
Professional Services: Other	28-4410-199-000		50
Other Contracts & Subsid	28-4413-699-000		(50)
Professional Services: Other	28-4413-199-000		50
Other Contracts & Subsid	28-4416-699-000		(50)
Professional Services: Other	28-4416-199-000		50
Other Contracts & Subsid	28-4417-699-000		(50)
Professional Services: Other	28-4417-199-000		50
Other Contracts & Subsid	28-4418-699-000		(50)
Professional Services: Other	28-4418-199-000		50
Justification For Request: Only \$2,000 was budgeted to perform a financial review of the Fire Protection Districts for fiscal year ending June 30, 2015. The contract with Martin Starnes & Associates, CPAs, P.A. is for \$2,050 per Fire Protection District. This budget change request will move funds to cover the additional \$50 per fire district.			
#4170 Elections			
Elections	10-4170-697-000		(500)
Rent of Equipment	10-4170-432-000		500
Justification For Request: Funds to cover shortage in equipment rental fund and delivery costs for the 2016 June Congressional Primary Election.			
#4180 Register of Deeds			
Equipment Maintenance	10-4180-352-000		(2,000)
Professional Banking Services	10-4180-194-000		2,000
Justification For Request: Installed credit card machines to better serve the citizens. Need to appropriate funds to cover the fees that are charged to use machines.			
#4260 Public Works - Fleet			
Other Vehicle Supplies	10-4265-4250-259-000		(100)
Postage	10-4265-4250-325-000		100
Justification For Request: This Budget Change Request transfers available funds from the Other Vehicle Supplies account to the Postage account to cover underestimated costs. Due to the change from NAPA to other outside vendors, we now send LED lights and defective parts back to have them repaired. No additional appropriations are necessary as a result of this Budget Change Request.			
#4261 Grounds Maintenance			
Clothing Allowance	10-4261-185-000		(1,248)
Uniforms	10-4261-212-000		1,248
Justification For Request: The purpose of this request is to transfer funds from the Clothing Allowance account to the Uniforms account. Grounds Maintenance now uses a uniform service instead of providing a clothing allowance for employees.			

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#4265 Public Works - Administration

Professional Services	10-4265-4265-199-000		(16,000)
Salaries - Overtime	10-4265-4260-122-000		10,000
Salaries - Overtime	10-4265-4265-122-000		3,000
Advertising	10-4265-4265-370-000		3,000

Justification For Request: This Budget Change Request transfers available funds from the Professional services account to the Salaries - Overtime accounts to cover estimated costs for the remainder of the fiscal year. Overtime is necessary when a county building has emergency needs after hours that cannot wait until the next business day. We also use overtime for supervision of Community Service workers on the weekend and to maintain our service levels during departmental vacancies. Due to the need for more than typical legal advertising, funds are also being requested to be moved into the Advertising account. No additional appropriations are necessary as a result of this Budget Change Request.

#4310 County Police

Salaries	10-4310-4310-121-000		(6,048)
Salaries - Longevity	10-4310-4310-127-000		6,048

Justification For Request: The Gaston County Police Department requests funds be transferred into the above listed account. This transfer will balance the Salaries-Longevity account that is overdrawn.

#4315 Sheriff's Office

Resource Materials	10-4315-4315-292-000		(486)
Books	10-4315-4315-293-000		(29)
Photographic Supplies	10-4315-4315-294-000		(2,000)
Office Supplies	10-4315-4315-260-000		2,515

Justification For Request: As of the date of this request, the Sheriff's Office has a \$476 remaining balance in the office supplies account. The agency anticipates needing to order replacement printer cartridges/toner through the remaining fiscal year, among other office supplies. Thus, this budget change request is necessary to meet office supply needs through June 30.

#4315 Sheriff's Office

Laundry & Dry Cleaning	10-4315-4315-392-000		(450)
Advertising	10-4315-4315-370-000		450

Justification For Request: The Sheriff's Office anticipates that it may need to find a replacement for a professional-level position. In order to select the right replacement for the position, the Sheriff's Office would like to recruit from a wide pool of potential applicants. Thus, the Sheriff's Office intends to advertise the expected opening on various websites such as NCLM.org, NCACC.org, and GovernmentJobs.com. Each of these websites requires a fee for advertising services.

#4315 Sheriff's Office

Mobile Telephone Usage	10-4315-4315-321-010		(2,000)
Telephone Service	10-4315-4315-321-000		2,000

Justification For Request: As of the date of this request, expenditures for the telephone service account have exceeded budgeted amounts. This is to transfer anticipated savings in mobile telephone usage to the telephone service account ensuring sufficient funds for the remainder of the fiscal year.

#4350 Building Inspections

Office Furn/Equip: \$5,000-\$99,000	10-4350-510-000		(3,194)
Office Furn/Equip: \$250-\$4,999	10-4350-530-000		3,194

Justification For Request: Money will be used to purchase (2) HP Elite x2 1012 Tablet to replace older mobile field inspector units currently in place.

#4350 Building Inspections

Uniforms	10-4350-212-000		(632)
Software Rental/License Fee	10-4350-422-000		(368)
Clothing Allowance	10-4350-185-000		1000

Justification For Request: Funds to correct negative balance in clothing allowance account. Transferred money mistakenly last month from this account to banking account to cover banking fees.

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#4380 Animal Care & Enforcement

Professional Services	10-4380-193-000		(6,000)
Janitorial Supplies	10-4380-211-000		6,000

Justification For Request: To transfer money from Professional Services to Janitorial Supplies. Funds will allow us to meet the cleaning requirements set by the NC Animal Welfare Administrative Code Section .0200 - Facilities and Operating Standards; 02 NCAC 52J .0201 GENERAL, and 02 NCAC 52J .0207 SANITATION.

#4720 Public Works - Solid Waste

Professional Services: Other	60-4720-199-000		(15,614)
Salaries: Longevity Pay	60-4720-127-000		2,614
Professional Services: Banking	60-4720-194-000		8,000
Janitorial Supplies	60-4720-211-000		2,500
Miscellaneous Supplies	60-4720-299-000		2,500

Justification For Request: This Budget Change Request transfers available funds from the Professional Services: Other account into the Longevity, Banking, Janitorial Supplies, and Miscellaneous Supplies accounts. The shortages in the Banking account are due to fees associated with the increased use of credit card payments. The Longevity Account was overdrawn due to a retirement mid-year. The Miscellaneous and Janitorial Supplies shortages are due to needs associated with the maintenance and care at our six recycling/convenience sites. No additional appropriations are required as a result of this Budget Change Request.

#4721 Renewable Energy Center

Repairs & Maintenance: Equipment	60-4721-352-000		(2,500)
Postage	60-4721-325-000		2,500

Justification For Request: These funds will cover costs associated with the shipping of oil samples from our power production generators. We have shipped more samples this year due to an engine failure in the fall, and the running of all three generators full-time in the spring. The requested funds will cover costs for the remainder of the fiscal year. No additional funds appropriations are required as a result of this Budget Change Request.

#4950 Cooperative Extension

Printing	10-4950-4950-341-000		(400)
Food & Provisions	10-4950-4950-220-000		400

Justification For Request: This line item transfer is to cover food purchases for 4-H volunteer trainings and Healthy Harvest School Nutrition and Gardening programs. Nutrition programming expanded in 2016 and required additional resources.

#5100 DHHS - Public Health

Laboratory Supplies	11-5100-5113-5120-234-000		(800)
Mileage Reimbursement	11-5100-5113-5120-311-000		800

Justification For Request: Transfer of funds is needed for the clinic administrative local mileage reimbursement as expenses have exceeded original budgetary estimates. These funds are within the Public Health budget and require no additional funds.

#5300 DHHS - Social Services

Office Supplies/Materials	20-5300-5310-260-000		(500)
Program Supplies	20-5300-5310-237-000		500

Justification For Request: Per the Finance Office, we are required to transfer funds from Office Supplies to Program Supplies for purchases made for the Child Advocacy Center. Cost of the supplies was \$432.49.

#5520 DHHS - Social Services

Temporary Help Services	20-5520-4800-4827-393-000		(1,500)
Food & Provisions	20-5520-4800-4827-220-000		1,500

Justification For Request: The Workforce Innovation & Opportunity Acts provides employment and training to adults, dislocated workers, and youth who need job placement, retraining, or career development services. Funds are being transferred to cover cost of refreshments for WIOA trainings and Job Fairs. 100% Federal Funds - no County funds.

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#5520/5300 DHHS - Social Services

WIA Administration Salaries	20-5520-4800-4810-121-000		(80)
WIA Administration Longevity	20-5520-4800-4810-127-000		80
Public Asst: Emergency Food/Clothing	20-5300-5581-475-000	16072-0001	(4,000)
Public Asst: FC Special Equipment	20-5300-5581-475-000	16075-0001	(1,000)
Public Asst: Foster Parent/Child Acti	20-5300-5581-475-000	16076-0001	(1,000)
Public Asst: Respite Care - Adults	20-5300-5581-475-000	16082-0001	(4,000)
Public Asst: CPS Drug Screenings	20-5300-5581-475-000	16079-0001	10,000

Justification For Request: Funds are being transferred between WIA Salary and Longevity accounts for the WIA program to clean up the overspending in the longevity account. 100% Federal funds, no County funds. Our Child Protective Services Division is required by law to request drug screenings for parents with suspected drug issues. Due to the high volume of related tests, we are requesting to transfer funds from accounts with lower spending to the CPS Drug Screening account. No additional County funds required.

#5820 Veterans Services

Repairs & Maintenance: Equipment	10-5820-352-000		(300)
Office Supplies	10-5820-260-000		300

Justification For Request: VSO has exhausted Office Supplies budget for current year. We do not anticipate any expenditures for Repairs & Maintenance: Equipment before 6/30/2016. Request transfer of funds to cover VSO Office Supplies expenditures through end of current budget year.

#5830 Juvenile Crime Prevention Cou

Psychological testing	10-5830-699-028	16178-0001	(7,750)
Making Proud Choices	10-5830-699-028	16220-0001	(4,370)
Juvenile Mediation	10-5830-699-028	16175-0001	2,400
Community Outreach	10-5830-699-028	16172-0001	9,720

Justification For Request: This budget change request is to reallocate funds for FY15-16. At its April 12, 2016 meeting the Gaston County Juvenile Crime Prevention Council voted to reallocate funds from two programs (Psychological Testing and Making Proud Choices) to two currently funded programs Juvenile Mediation and Community Outreach.

#6110 Library

State Aid to Public Libraries Grant	10-6110-6110-298-000	15046-0001	(1,300)
Other Communications	10-6110-6113-329-000		1,300

Justification For Request: We increased bandwidth midyear causing an increase in cost for all branches. We have two months remaining to pay at a total cost of \$2,679.82. We currently have \$1,380 in our budget, leaving a shortage of \$1,299.44. Not only did we increase the bandwidth, but we incurred a one-time fee of \$50 for each branch to make the change. There was also a reconnect fee charged for Dallas and Stanley when the bills were late and internet was disconnected. The reconnect fee was \$50 each. There were also some late fees incurred and paid through the second half of the year.

#6110 Library

Employee Development/Training	10-6110-6113-395-000		(35)
Mileage Reimbursement	10-6110-6113-311-000		35

Justification For Request: Branch Manager expensed mileage due to driving personal vehicle to a Summer Reading Workshop.

#6110 Library

Repairs & Maintenance: Equipment	10-6110-6110-352-000		(190)
Office Supplies/Materials	10-6110-6110-260-000		190

Justification For Request: We had a Command Communications Comswitch that had to be replaced in our Dallas branch. IT has already paid for this device and must be reimbursed. This was unexpected and was not budgeted. The office supply budget has been depleted. Please move funds to cover this expense.