



# Gaston County

Gaston County  
Board of Commissioners  
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## County Manager

## Board Action

File #: 17-103

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	Frale	Grant	Hovis	Keigher	Philbeck	Worley	Vote
2017-061	03/28/2017	RW	TK	A	AB	A	A	A	A	A	U

### **DISTRIBUTION:**

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**COUNTY MANAGER – LISTING OF DEPARTMENTAL BUDGET CHANGE REQUESTS  
TO BE ACCEPTED AS INFORMATION AT THE MARCH 28, 2017 BOARD MEETING**

<u>Department</u>	<u>Account Number</u>	<u>Project #</u>	<u>Amount</u>
<b>#4110 Clerk to the Board</b>			
Professional Services: Other	10-4110-199-000		(12,300)
Employee Development/Training	10-4110-395-000		12,000
Mobile Telephone	10-4110-321-010		300
Justification For Request: To cover travel and mobile for the remainder of FY17.			
<b>#4120 County Manager</b>			
Other Services	10-4120-399-000		(300)
Mileage Reimbursement	10-4120-311-000		300
Justification For Request: To cover mileage reimbursement for the remainder of FY17.			
<b>#4120 County Manager</b>			
Other Services	10-4130-260-000		(750)
Dues & Subscriptions	10-4130-530-000		750
Justification For Request: To cover our new annual organizational membership to Montcross Area Chamber of Commerce.			
<b>#4122 Human Resources</b>			
GFHS: Clinic/Pharm-Active	81-4190-189-011		(19,000)
GFHS: Clinic/Pharm-Retiree	81-4190-189-012		19,000
Justification For Request: Increase in retirees and therefore more usage of Gaston Family Health Services which in turn increases the cost.			
<b>#4122 Human Resources</b>			
Other Medical Supplies	10-4122-239-000		(900)
Advertising	10-4122-370-000		(900)
Printing	10-4122-341-000		1,800
Justification For Request: Additional printing due to wellness flyers and other information regarding wellness initiative activities.			
<b>#4130 Finance</b>			
Office Supplies/Materials	10-4130-260-000		(2,500)
Employee Development/Training	10-4130-395-000		2,500
Justification For Request: Needed to cover employee development and training scheduled for FY2017.			
<b>#4130 Finance</b>			
Office Supplies/Materials	10-4130-260-000		(100)
Janitorial Supplies	10-4130-211-000		100
Justification For Request: To cover janitorial supplies for the remainder of FY2017.			
<b>#4131 Budget &amp; Purchasing</b>			
Vehicles	60-4720-540-000		(90,783)
Transfers to General Fund	60-9800-980-010		90,783
Transfers From: Solid Waste	10-9800-980-560		(90,783)
Vehicles	10-4265-4260-540-000		90,783
Justification For Request: To correct an oversight as funds for a backhoe were inadvertently put in the landfill instead of the facilities account.			
<b>#4131 Budget &amp; Purchasing</b>			
Special Programs	10-4131-4131-298-000	17193-0001	(8,147)
Special Programs	10-4131-4131-298-000	17247-0001	8,147
Justification For Request: To move funds into the correct project number for the UNCC Fellowship. That position will assist with compliance reporting and writing due to increased reporting requirements and demands for service improvement.			

County Manager – Listing of Departmental Budget Change Requests to be Accepted as Information  
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<b>#4131 Budget &amp; Purchasing</b>			
Communication Equipment	10-4340-356-000		(7,400)
Maintenance			
Communication Equipment	10-4330-356-000		7,400
Maintenance			
Justification For Request: To correct an oversight as funds were inadvertently budgeted in the wrong department.			
<b>#4131 Budget &amp; Purchasing</b>			
Retirees: Insurance Claims	81-4190-183-004		(119,135)
Retirees: Life Insurance	81-4190-183-008		119,135
Justification For Request: To ensure funding exists for the remainder of the year in the retiree life insurance line item. This amount is projected to be sufficient through the end of the fiscal year.			
<b>#4150 County Attorney</b>			
Printing	10-4150-341-000		(500)
Postage	10-4150-325-000		(500)
Office Supplies	10-4150-260-000		(500)
Employee Development/Training	10-4150-395-000		1,500
Justification For Request: To cover a shortage in the Employee Development/Training account.			
<b>#4170 Elections</b>			
Elections	10-4170-697-000		(6,000)
Postage	10-4170-325-000		6,000
Justification For Request: To pay for postage charges and BRM (Business Reply Mail).			
<b>#4170 Elections</b>			
Elections	10-4170-697-000		(25)
Mileage Reimbursement	10-4170-311-000		25
Justification For Request: To cover mileage reimbursement to Deputy Director Garver for two trips for EVID training in Matthews, NC.			
<b>#4260 Public Works/Facilities</b>			
Professional Services: Other	10-4265-4260-199-000		(6,000)
Miscellaneous Expenditures	10-4265-4260-499-000		6,000
Justification For Request: To cover costs associated with small tools and miscellaneous supplies needed for repairs and maintenance of County facilities.			
<b>#4310 County Police</b>			
Special Programs	26-4310-4310-298-000	07300-0001	(1,660)
Controlled Substance Abuse Tax	26-4310-4310-511-002	50112-0001	1,660
Justification For Request: To cover purchases made with the state controlled substance abuse tax funds.			
<b>#4310 County Police</b>			
Salaries	10-4310-4310-121-000		(17,528)
Salaries - Longevity Pay	10-4310-4310-127-000		17,528
Photographic Supplies	10-4310-4310-294-000		(3,000)
Books	10-4310-4310-293-000		3,000
Printing	10-4310-4310-341-000		(2,500)
Professional Services: Medical	10-4310-4310-193-000		2,500
Justification For Request: To balance the accounts that are overdrawn and cover expenses incurred due to new hires and an upcoming sergeants/captains assessment center testing.			

**County Manager – Listing of Departmental Budget Change Requests to be Accepted as Information**  
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<b>#4311 911 Communications</b>			
Repairs & Maintenance: Equipment	10-4311-352-000		(457)
Rental: Data Processing Equipment	10-4311-421-000		457
Justification For Request: To fund the public safety data center hardware upgrade.			
<b>#4315 Sheriff's Office</b>			
Mobile Telephone Usage	10-4315-4315-321-010		(3,500)
Telephone Service	10-4315-4315-321-000		3,500
Justification For Request: To ensure the telephone service account is funded through FY17.			
<b>#4315 Sheriff's Office</b>			
Salaries - Overtime	10-4315-4323-122-000		(20,000)
Salaries - Overtime	10-4315-4315-122-000		20,000
Justification For Request: To fund the administration overtime account. Overtime expenditures are due to retirements, terminations, in-service training, and the assistance of other counties during Hurricane Matthew in 2016 (reimbursement has been requested).			
<b>#4315 Sheriff's Office</b>			
Advertising	10-4315-4315-370-000		(70)
Food & Provisions	10-4315-4315-220-000		70
Justification For Request: To provide refreshments for the GED graduation and Christmas lunch supplies. Funds were not allocated to this account for FY16/17.			
<b>#4315 Sheriff's Office</b>			
Photographic Supplies	10-4315-4323-294-000		(3,090)
Photographic Supplies	10-4315-4315-294-000		3,090
Justification For Request: To fund photographic supplies in the administration division. Funds were only allocated to the jail division for FY16/17.			
<b>#4350 Building Inspections</b>			
Employee Training	61-4350-395-000		(705)
Printing	61-4350-341-000		705
Justification For Request: To purchase permit placards.			
<b>#4370 GEMS</b>			
Special Projects	10-4370-298-000	17057-0001	(2,400)
Special Projects	10-4370-298-000	17216-0001	2,400
Justification For Request: Transfer special project funds from mask fit testing to body armor so that we can complete the outfitting of units.			
<b>#4520 ACCESS</b>			
Other Advertising	10-4520-4520-373-000		(200)
Marketing - Paid Advertisement	10-4520-4520-371-000		200
Justification For Request: ACCESS is now required to advertise with "public transportation" signs on each of their vehicles. This request funds that requirement.			
<b>#4520 ACCESS</b>			
Repair & Maintenance: Buildings	10-4520-4521-351-000		(75)
Miscellaneous Supplies	10-4520-4521-299-000		75
Justification For Request: To fund Miscellaneous Supplies to buy stools for transporters.			

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<b>#4720 Public Works - Solid Waste</b>			
Repairs & Maintenance: Buildings	60-4720-351-000		(22,000)
Professional Services: Banking	60-4720-194-000		22,000
Justification For Request: To cover the costs associated with fees the division pays for credit card usage services. The number of customers paying with credit cards has continuously increased over the last four year. A special project was completed this year in which payment was received by credit card contributing to the shortfall.			
<b>#4910 Planning</b>			
Postage	10-4910-4910-325-000		(704)
Equipment/Furniture	10-4910-4910-530-000		704
Justification For Request: To purchase three docking stations for new laptops for Land Use Officers.			
<b>#4911 Planning/Code Enforcement</b>			
Rent of Equipment	10-4910-4911-432-000		700
Board Member Expenditures	10-4910-4911-170-000		(700)
Justification For Request: To cover overage projected for 3 <sup>rd</sup> and 4 <sup>th</sup> quarters for rent of equipment due to staff scanning paper copies of zoning permits into the online system from 1992 until present. Staff also scanning BOA agendas, zoning, and complaint cases as well.			
<b>#4920 EDC</b>			
Advertising	10-4920-4920-370-000		(5,700)
Equipment/Furniture: \$5,000	10-4920-4920-510-000		5,700
Justification For Request: To cover cost of new plotter printer. Current plotter printer is 5+ years old and used for printing maps for prospect projects weekly.			
<b>#4920 EDC</b>			
Professional Services	10-4920-4920-199-000		(1,800)
Dues & Subscriptions	10-4920-4920-491-000		1,800
Justification For Request: Funds needed for renewal of implan services. Used for analyzing economic impacts for prospect projects.			
<b>#4920 EDC</b>			
Professional Services	10-4920-4920-199-000		(5,160)
Telephone Services	10-4920-4920-321-000		5,160
Justification For Request: Funds needed for Shoretel hardware/software installation at EDC and Travel & Tourism building. Shoretel hardware/software will be installed in every office (14 phones total) to replace out of date phone systems. Amount split with Travel & Tourism department.			
<b>#4921 Travel &amp; Tourism</b>			
Equipment/Furniture	22-4921-530-000		(1,000)
Miscellaneous Expenditures	22-4921-499-000		1,000
Justification For Request: To fund the miscellaneous expenditures account.			
<b>#4921 Travel &amp; Tourism</b>			
Printing	22-4921-341-000		(2,000)
Rent of Equipment	22-4921-432-000		2,000
Justification For Request: To cover expenses for the remainder of FY17.			
<b>#4921 Travel &amp; Tourism</b>			
Professional Services	22-4921-199-000		(3,500)
Promotional Items	22-4921-372-000		3,500
Justification For Request: To cover additional expenses associated with GO campaign and Get Outside theme for T&T.			

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<b>#4921 Travel &amp; Tourism</b>			
Professional Services: Other	22-4921-199-000		(5,160)
Telephone Service	22-4921-321-000		5,160
Justification For Request: Funds needed for Shoretel hardware/software installation at EDC and Travel & Tourism building. Shoretel hardware/software will be installed in every office (14 phones total) to replace out of date phone systems. Amount split with EDC.			
<b>#5100 DHHS - Public Health</b>			
Salary	11-5100-5112-5115-121-000		(8,625)
FICA	11-5100-5112-5115-181-000		(660)
Retirement	11-5100-5112-5115-182-000		(655)
Special Programs	11-5100-5112-5115-298-000	17004-0001	9,940
Justification For Request: To cover expenses related to the Nurse Family Partnership program operations costs and client services.			
<b>#5100 DHHS - Public Health</b>			
Software Rental & License Fee	11-5100-5110-422-000		(2,500)
Special Programs	11-5100-5110-298-000	17246-0001	2,500
Justification For Request: To support the Gaston County NC Med Assist Over-the-Counter Medication Assistance event for Gaston County residents. This program offers medications to low income and uninsured residents.			
<b>#5100 DHHS - Public Health</b>			
Laboratory Supplies	11-5100-5113-5120-234-000		(5,000)
Professional Services: Other	11-5100-5113-5120-199-000		5,000
Program Supplies	11-5100-5117-237-000		(500)
Professional Services - Other	11-5100-5117-199-000		500
Professional Services - Medical	11-5100-5150-5151-193-000		(6,000)
Professional Services - Other	11-5100-5150-5151-199-000		6,000
Justification For Request: For medical waste removal services and interpreting services in the clinical areas as costs will exceed budgetary estimates.			
<b>#5100 DHHS - Public Health</b>			
Salaries	11-5100-5113-5120-121-000		(4,340)
Unemployment Insurance	11-5100-5113-5120-184-000		4,340
Salaries	11-5100-5110-121-000		(2,785)
Unemployment Insurance	11-5100-5110-184-000		2,785
Salaries	11-5100-5150-5151-121-000		(5,300)
Unemployment Insurance	11-5100-5150-5151-184-000		5,300
Justification For Request: To fund unemployment claim payments for former staff who filed claims and additional funds are needed for the unemployment insurance account line item.			
<b>#5100 DHHS - Public Health</b>			
Salaries	11-5100-5114-5128-121-000		(11,210)
FICA	11-5100-5114-5128-181-000		(858)
Special Programs	11-5100-5114-5128-298-000	17030-0001	12,068
Justification For Request: To transfer lapsed salary for federal grant funded Healthy Wells project to fund other project expenses.			
<b>#5100 DHHS - Public Health</b>			
Salaries	11-5100-5112-5134-121-000		(10,577)
FICA	11-5100-5112-5134-181-000		(810)
Retirement	11-5100-5112-5134-182-000		(776)
Group Insurance	11-5100-5112-5134-183-000		(5,250)
Special Programs	11-5100-5112-5134-298-000	17016-0001	17,413
Justification For Request: To fund new Childcare Health Consultant hire with Smart Start state grant funds.			

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<b>#5100 DHHS - Public Health</b>			
Salaries	11-5100-5113-5122-121-000		(3,267)
Salaries - Longevity	11-5100-5113-5122-127-000		3,267
Salaries	11-5100-5130-121-000		(5)
Salaries - Overtime	11-5100-5130-122-000		5
Justification For Request: To reconcile longevity and overtime accounts.			
<b>#5300 DHHS - Social Services</b>			
Digital Doc Mgmt/Maintenance	10-4920-4920-370-000		(5,700)
Other Communications	10-4920-4920-510-000		5,700
Justification For Request: To install GPS in approximately 50 agency vehicles for safety, accountability, and transparency. There is no cost for the equipment with a three-year contract (50% reimbursable).			
<b>#5300 DHHS - Social Services</b>			
Home Study Contracts	20-5300-5310-399-000	17070-0001	(10,000)
Interpreters	20-5300-5310-399-000	17071-0001	(10,000)
Child Support Filing Fees	20-5300-5310-399-000	17076-0001	20,000
Justification For Request: The DHHS Child Support Division has seen an increase in cases and court filing fees. This cost is reimbursed at 66% with federal funds.			
<b>#5300 DHHS - Social Services</b>			
Home Study Contracts	20-5300-5310-399-000	17070-0001	(24,000)
CPS Drug Screens	20-5300-5581-475-000	17089-0001	24,000
Justification For Request: The DHHS Children & Family Services unit has seen a huge increase in reports of abuse and neglect. Due to this, we have seen an increase in the number of drug screenings. These can be ordered by workers to substantiate a case or by the court. In order to maintain the expected standards, we must increase the drug screen account to cover the increased demand.			
<b>#5520 DHHS - Social Services</b>			
WIA Adult Client Participation	20-5520-4800-4827-699-005		(18,000)
WIA Office Supplies	20-5520-4800-4827-260-000		18,000
Justification For Request: To cover copy paper purchase. (100% federal funds)			
<b>#5520 DHHS - Social Services</b>			
WIA Adult Client Participation	20-5520-4800-4827-699-005		(3,500)
WIA Adult Food & Provisions	20-5520-4800-4827-220-000		3,500
Justification For Request: The WIOA Adult Program has increased expenses in Food & Provisions this FY due to increased number of Job Fairs offered at the agency and an increase in employers attending. The program provides lunch for the employers. (100% federal funds)			
<b>#5520 DHHS - Social Services</b>			
WIA Salary	20-5520-4800-4827-121-000		(168)
WIA Longevity	20-5520-4800-4827-127-000		168
Justification For Request: To cover shortfall in longevity account.			
<b>#5520 DHHS - Social Services</b>			
Temporary Help Services	20-5520-4800-4842-393-000		(1,000)
Employee Development/Training	20-5520-4800-4842-395-000		1,000
Justification For Request: To cover additional training for the WIOA Youth Program.			
<b>#5520 DHHS - Social Services</b>			
Board Members Expenditures	20-5520-4800-4810-170-000		(1,250)
Dues & Subscriptions	20-5520-4800-4810-491-000		1,250
Justification For Request: The WIOA Program has incurred additional expenses by joining the Economic Development Commission to improve regional assessments. (100% federal funds)			

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<b>#5600 DHHS - Social Services</b>			
CAPDA Salaries	20-5600-5660-121-000		(158)
CAPDA Longevity	20-5600-5660-127-000		158
Nutrition Services	20-5600-5622-121-000		(35)
Nutrition Longevity	20-5600-5622-127-000		35
IHA Salaries	20-5600-5622-121-000		(105)
IHA Longevity	20-5600-5623-127-000		105
Gaston ADC Salaries	20-5600-5640-121-000		(162)
Gaston ADC Longevity	20-5600-5640-127-000		162
E Gaston ADC Salaries	20-5600-5650-121-000		(73)
E Gaston ADC Longevity	20-5600-5650-127-000		73
Justification For Request: To cover longevity account due to unexpected retirements.			
<b>#5867/5300 DHHS - Social Services</b>			
Special Programs/Child Welfare - TA	20-5867-5869-298-000	17101-0001	(8,000)
Other Contracts & Subsidy	20-5867-5863-699-000		(4,000)
OFA-Foster Care Special Needs	20-5300-5581-475-000	17064-0001	12,000
Justification For Request: To cover three special needs child placements.			
<b>#6110 Library</b>			
Postage	10-6110-6110-325-000		6,500
Special Programs (State Aid)	10-6110-6110-298-000	16099-0001	(6,500)
Justification For Request: To cover postage for the remainder of the fiscal year.			
<b>#6110 Library</b>			
Motor Fuels & Lubricants	10-6110-6110-251-000		(224)
Dues & Subscriptions	10-6110-6110-491-000		224
Justification For Request: To cover Rotary dues for the second half of FY17.			
<b>#6120 Parks &amp; Recreation</b>			
Office Supplies/Materials	10-6120-260-000		(36)
Miscellaneous Expenditures	10-6120-499-000		36
Justification For Request: To cover shortfall in the miscellaneous expenditures account.			
<b>#6130 Senior Center</b>			
Special Programs	10-6130-298-000	17054-0001	(35)
Employee Development/Training	10-6130-395-000		35
Justification For Request: To cover shortfall in the employee development/training account.			
<b>#6130 Senior Center</b>			
Senior Center Programming	10-6130-298-000	17054-001	(157)
Employee Development/Training	10-6130-395-000		157
Justification For Request: Additional funds needed to cover travel for Senior Programs events.			
<b>#6141 Museum</b>			
Building & Grounds Maintenance	10-6141-351-000		(10,000)
Special Programs	10-6141-298-000	17053-0001	10,000
Justification For Request: To replace two broken kiosks in the Textile Exhibit. The kiosks will be replaced with information to enhance the STEAM program which is offered to local fourth graders.			