



# Gaston County

Gaston County  
Board of Commissioners  
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## County Manager

## Board Action

File #: 16-133

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
2016-066	03/22/2016	MP	AF	A	A	A	A	N	A	A	6 - 1

### 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 MARCH 22, 2016 BOARD MEETING**

<u>Department</u>	<u>Account Number</u>	<u>Project #</u>	<u>Amount</u>
<b>#4130 Finance</b>			
Salaries	10-4130-121-000		(2,000)
Other Services	10-4130-399-000		2,000
Justification For Request: Temporary Accounting Technician services are needed to help cover the workload. A finance department retiree has been hired on a part-time basis to perform some of the accounting duties.			
<b>#4170 Elections</b>			
Elections	10-4170-697-000		(3,500)
Employee Development/Training	10-4170-395-000		3,500
Justification For Request: Transfer funds from Elections to Employee Development/Training. Funds needed to cover February County Election Officials training in Durham for staff and board members.			
<b>#4180 Register of Deeds</b>			
Travel & Training	10-4180-395-000		(500)
Mileage	10-4180-311-000		500
Justification For Request: Due to "travel only" a need to move money into a mileage account is needed.			
<b>#4250 Public Works</b>			
Bessemer City Park Storm Drainage	40-4265-4260-580-000	14100-0001	(5,000)
Partner's General Maintenance	40-4265-4260-580-000	14098-0001	5,000
Justification For Request: Based on concerns from citizens regarding ADA access to the Partner's facility, Public Works has solicited prices to install a new ADA compliant parking lot beside the Partner's Auditorium. Cedar Hill Grading, Inc. submitted the low bid for the work, their price is \$54,764.00. Public Works currently has \$50,000 in a Partner's General Maintenance account. We would like to move \$5,000 from the completed Bessemer City Park Storm Drainage project to the Partner's General Maintenance account so that the construction contracts can be drafted and the parking lot can be installed.			
<b>#4261 Grounds Maintenance</b>			
Program Supplies	10-4261-237-000		(150)
Other Vehicle Supplies	10-4261-259-000		150
Justification For Request: The purpose of this request is to transfer money from the Program Supplies account to the Other Vehicle Supplies account so we can pay for occasional car washes for County vehicles.			
<b>#4265 Public Works</b>			
Repairs & Maintenance: Bldgs	10-4265-4260-351-000	16105-0001	(5,000)
Electric			
Other Services	10-4265-4260-399-000		(2,000)
Repairs & Maintenance: Bldgs	10-4265-4260-351-000	16124-0001	5,000
Building Interior Lighting			
Miscellaneous Expense	10-4265-4260-499-000		2,000
Justification For Request: This Budget Change Request transfers available funds from the Repairs & Maintenance: Bldgs – Electric project and from the Other Services account to the Repairs & Maintenance: Bldgs – Building Interior Lighting project and Miscellaneous Expense in order to cover costs associated with re-lighting projects at various county locations. This project included new bulbs and ballasts as needed to maintain proper function of lighting at county buildings and parking lots. No additional appropriations are necessary as a result of this Budget Change Request.			
<b>#4265 Public Works</b>			
Equip/Furn: \$250-\$4,999	10-4265-4230-530-000		(1,000)
Employee Development	10-4265-4230-395-000		1,000
Justification For Request: This Budget Change Request transfers available funds from the Equip/Furn: \$250 - \$4,999 account to the Employee Development account to cover costs associated with supervisory training at the School of Government in Chapel Hill. This training was a new opportunity presented after the budget planning for FY 15-16. No additional appropriations are necessary as a result of this Budget Change Request.			
<b>#4370 GEMS</b>			
Other Services	10-4370-399-000		(655)
Advertising	10-4370-370-000		655
Justification For Request: Additional funds are needed to cover the cost of recruiting efforts at job fairs and conferences.			

**County Manager - Listing of Departmental Budget Change Requests to be Accepted as Information**  
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<b><u>Department</u></b>	<b><u>Account Number</u></b>	<b><u>Project #</u></b>	<b><u>Amount</u></b>
<b><u>#4910 Planning</u></b>			
Food & Provisions	10-4910-4910-220-000		2,000
Office Supplies/Materials	10-4910-4910-260-000		(1,000)
Mileage Reimbursement	10-4910-4910-311-000		(1,000)
Justification For Request: 2035 Comprehensive Land Use Plan Update to accommodate lunch and food items for the Steering Committee Meetings, Planning Board, and Planners Meetings.			
<b><u>#5100 DHHS – Public Health</u></b>			
Postage	11-5100-5110-325-000		(540)
Professional Services - Other	11-5100-5110-199-000		540
Justification For Request: Transfer of funds is needed for the cost of professional services expense in the presentation and documentation of the DHHS board strategic planning report. Public Health state accreditation standards require that the board approve a strategic plan and set priorities to meet this requirement. Transfer of funds is within the Public Health budget and no additional funds are required.			
<b><u>#5100 DHHS – Public Health</u></b>			
Professional Services – Other	11-5100-5114-5125-199-000		(1,629)
Equipment / Furniture	11-5100-5114-5125-530-000		1,629
Justification For Request: Transfer of funds is needed for the purchase of a computer for Environmental Health staff who inspect restaurants. Staff needs access to a computer to document the inspections and grading requirements. These funds are within the Public Health budget and no additional funds are required.			
<b><u>#5100 DHHS – Public Health</u></b>			
Motor Fuels	11-5100-5150-5151-251-000		(3,040)
Vehicle Maintenance/Parts	11-5100-5150-5151-253-000		(1,100)
Vehicle Repairs/Maintenance	11-5100-5150-5151-353-000		(900)
Motor Fuels	11-5100-5114-5128-251-000		3,040
Vehicle Maintenance/Parts	11-5100-5114-5128-253-000		1,100
Vehicle Reports/Maintenance	11-5100-5114-5128-353-000		900
Justification For Request: A vehicle was transferred from the Maternity division to Environmental Health division within Public Health. Transfer of funds is needed so that the costs associated with the vehicle are charged to the appropriate cost center. These funds are within the Public Health budget and no additional funds are required.			
<b><u>#5300 DHHS – Social Services</u></b>			
Other Services – Home Study Contract	20-5300-5310-399-000	16062-0001	(1,000)
Other Services – Volunteer Background	20-5300-5310-399-000	16197-0001	1,000
Justification For Request: Funds are being moved from the Administrative Home Study Contract project to the Volunteer Background Check project to cover expenses that were unanticipated during the budget process of FY 2015-2016. New requirements have been put in place requiring background checks for each volunteer.			
<b><u>#6120 Parks &amp; Recreation</u></b>			
Software Rental & License Fee	10-6120-422-000		(3,000)
Professional Services	10-6120-199-000		(2,000)
Professional Services - Banking	10-6120-194-000		5,000
Justification For Request: The purpose of this request is to transfer funds into the Professional Services – Banking account. The funds will be used to set up a PayFlow Pro Account which will permit Parks and Recreation to process credit card fees for facility use. The credit card payment option has been long requested by facility users and will be more convenient than the current cash or check payment options.			
<b><u>#4110 Commissioners</u></b>			
Printing	10-4110-341-000		(2,000)
Miscellaneous Expend	10-4110-499-000		(1,000)
Food & Provisions	10-4110-220-000		3,000
Justification For Request: This budget transfer is required to cover the Food & Provisions account for the remainder of FY16.			

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<u>Department</u>	<u>Account Number</u>	<u>Project #</u>	<u>Amount</u>
<b>#4124 Public Information</b>			
Equip/Furn: \$5,000 Or >	10-4124-4125-510-000		(2,900)
Software Rental & License Fee	10-4124-4125-422-000		2,600
Repairs & Maintenance: Equipment	10-4124-4125-352-000		300
Justification For Request: To cover the renewal charges for annual software and hardware assurance and installation for the broadcast switcher, automation system, and bulletin board. The transfer also accounts for the annual cost of audio/video editing software. Assurance covers updates, upgrades, some equipment failures and online phone support.			
<b>#4131-4131 Budget &amp; Purchasing</b>			
Special Grants	40-4110-620-000	16240-0001	(3,500,000)
Special Grants	40-4110-620-000	16257-0001	500,000
Special Grants	40-4110-620-000	16258-0001	300,000
Special Grants	40-4110-620-000	16258-0002	125,000
Special Grants	40-4110-620-000	16258-0003	75,000
Special Grants	40-4110-620-000	16259-0001	10,000
Special Grants	40-4110-620-000	16259-0002	110,000
Special Grants	40-4110-620-000	16259-0003	55,000
Special Grants	40-4110-620-000	16259-0004	144,000
Special Grants	40-4110-620-000	16259-0005	227,000
Special Grants	40-4110-620-000	16259-0006	180,000
Special Grants	40-4110-620-000	16259-0007	45,000
Special Grants	40-4110-620-000	16259-0008	45,000
Special Grants	40-4110-620-000	16259-0009	33,000
Special Grants	40-4110-620-000	16259-0010	75,000
Special Grants	40-4110-620-000	16259-0011	76,000
Special Grants	40-4110-620-000	16260-0001	90,000
Special Grants	40-4110-620-000	16260-0002	125,000
Special Grants	40-4110-620-000	16260-0003	76,000
Special Grants	40-4110-620-000	16260-0004	66,500
Special Grants	40-4110-620-000	16260-0005	55,000
Special Grants	40-4110-620-000	16260-0006	87,500
Special Grants	40-4110-620-000	16261-0001	156,000
Special Grants	40-4110-620-000	16261-0002	14,000
Special Grants	40-4110-620-000	16261-0003	80,000
Special Grants	40-4110-620-000	16261-0004	250,000
Special Grants	40-4110-620-000	16262-0001	88,500
Special Grants	40-4110-620-000	16262-0002	20,000
Special Grants	40-4110-620-000	16262-0003	25,000
Special Grants	40-4110-620-000	16262-0004	366,500
Justification For Request: This budget change is necessary to spread the Township Improvement Grant funds (BOC Resolution numbers 2016-034, 2016-035, 2016-036, 2016-037, 2016-038, and 2016-039) to project numbers specific to the approved projects. It requires no additional appropriation of funds.			
<b>#4130 Finance</b>			
Salaries	10-4130-121-000		(2,500)
Other Services	10-4130-399-000		2,500
Justification For Request: Temporary Accounting Technician services are needed to help cover the workload until an open Finance Department position has been filled. A Finance Department retiree has been hired on a part-time basis to perform some of the accounting duties.			
<b>#4130 Finance</b>			
Salaries	10-4130-121-000		(2,500)
Other Services	10-4130-399-000		2,500
Justification For Request: Temporary Accounting Technician services are needed to help cover the workload until an open Finance Department position has been filled. A Finance Department retiree has been hired on a part-time basis to perform some of the accounting duties.			

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<u>Department</u>	<u>Account Number</u>	<u>Project #</u>	<u>Amount</u>
<b>#4131 Budget</b> Motor Vehicles Motor Vehicles	10-4310-4310-540-000 10-4380-540-000		(45,220) 45,220
Justification For Request: One SUV was to be purchased in Animal Control (4380) and one in County Police (4310). Both vehicles were inadvertently budgeted in County Police. This budget change corrects that error. Section VII of the budget ordinance allows for transfers between certain centrally calculated line items, specifically motor vehicles. No additional appropriation of funds is necessary.			
<b>#4131 Budget &amp; Purchasing</b> Special Projects - Lean Management Other Services	10-4131-4131-298-000 10-4131-4131-399-000	16001-0001	(5,000) 5,000
Justification For Request: Funding for intern helping the organization with PBB, Lean Management, and Grants administrator. This budget transfer is necessary from Lean Management to Other Services for proper accounting purposes. Requires no further appropriation of funds.			
<b>#4140 Tax Dept</b> Temporary Help Employee Development	10-4140-393-000 10-4140-395-000		(8,500) 8,500
Justification For Request: A transfer of funds is needed for additional out-of-town classes for several of the appraisers and collections staff through the remaining FY15/16.			
<b>#4170 Elections</b> Elections Printing	10-4170-697-000 10-4170-341-000		(1,000) 1,000
Justification For Request: Transfer funds from Elections to Printing. Funds needed to cover printing of training manuals for precinct Chief Judges and Judges for Election Day as well as One Stop workers. Instructions for procedures and the EVID (Election Day electronic poll book) and SOSA (One-Stop) program are included.			
<b>#4265 Public Works</b> Professional Services Advertising	10-4265-4265-199-000 10-4265-4265-370-000		(1,000) 1,000
Justification For Request: This Budget Change Request transfers available funds from the Professional Services account to the Advertising account to cover unanticipated costs of advertising. The Public Works Office has spent more this fiscal year than is typical due to project bids, advertisements for consultants, and upset bid notices for surplus bid property. No additional appropriations are necessary as a result of this Budget Change Request.			
<b>#4310 County Police</b> Printing Janitorial Supplies	10-4310-4310-341-000 10-4310-4310-211-000		(1,200) 1,200
Justification For Request: The Gaston County Police Department requests funds be transferred and accepted into the above listed account. Funds were not budgeted in FY15-16 but items have been purchased that will be paid from the janitorial supply account.			
<b>#4311 Communications</b> Repairs & Maintenance Telephone Service	10-4311-352-000 10-4311-321-000		(12,000) 12,000
Justification For Request: AT&T has increased the rates for providing necessary telephone service to the 911 Comm Center that affects all incoming and outgoing non-911 telephone lines. This increase occurred during the current fiscal year with no prior notice; after the FY16 budget was approved. There are sufficient funds in the 352 account to support this transfer of funds.			
<b>#4311 Communications</b> Equip/Furn Rent of Equipment	24-4311-530-000 24-4311-432-000		(2,500) 2,500
Justification For Request: The funds placed in the 432 account for lease 2014-333 were for the scheduled payments, but did not factor in the NC Sales Tax which was assessed afterwards on the actual payment invoice. There are sufficient funds in the 530 account to support this change.			

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<u>Department</u>	<u>Account Number</u>	<u>Project #</u>	<u>Amount</u>
<b>#4520 DHHS - Social Services</b>			
ACCESS Equip/Furn: \$250-\$4,999	10-4520-4520-530-000		(400)
ACCESS Office Supplies/Materials	10-4520-4520-260-000		400
Justification For Request: ACCESS needs to replace four communications headsets at a cost of \$192 each. There is currently only \$427 left in the Office Supplies account. Therefore, we request to transfer an additional \$400 from ACCESS Equip/Furniture \$250-\$4,999 to ACCESS Office Supplies.			
<b>#4910 Planning</b>			
Equipment	10-4910-4910-530-000		485
Office Supplies/Materials	10-4910-4910-260-000		(485)
Justification For Request: Insufficient funding in Planning's Equipment account to purchase a Canon LV Projector.			
<b>#4921 Travel &amp; Tourism</b>			
Food & Provisions	22-4921-220-000		(500)
Software Rental & License Fee	22-4921-422-000		500
Justification For Request: Director Michael Applegate is rebranding T&T and needs new domains to remain secure for only GC T&T to use. Additional funds are needed to secure these domains: charlottesplayground.com; charlottesplayground.org, and charlottesplayground.net. We are requesting to move \$500 from our Food & Provisions line item as we have only needed to use 13% of what was originally budgeted.			
<b>#4950 NC Cooperative Extension</b>			
Advertising	10-4950-4950-370-000		300
Printing	10-4950-4950-341-000		(300)
Justification For Request: Cooperative Extension has started using Facebook advertising in order to share upcoming workshops with the public. In some cases we will use this form of marketing rather than the printing and distributing flyers.			
<b>#5100 DHHS - Public Health</b>			
Professional Services - Medical	11-5100-5130-193-000		(3,500)
Professional Services - Medical	11-5100-5115-193-000		3,500
Laboratory Supplies	11-5100-5113-5120-234-000		(2,200)
Office Supplies	11-5100-5113-5120-260-000		2,200
Justification For Request: Transfer of funds is needed for outside lab expenses for the Gynecology clients and additional office supplies in the clinical administrative area as expenses have exceeded original budgetary estimates. Transfer is within the Public Health budget and no additional funds are required.			
<b>#5300 DHHS - Social Services</b>			
Office Supplies/Materials	20-5300-5310-260-000		(300)
Miscellaneous Expenditures: Small Appliance Replacement	20-5300-5310-499-000	16208-0001	300
Justification For Request: Transferring funds from 5310 Administration Office Supplies to 5310 Administration Miscellaneous to cover the cost of replacement microwaves and other small equipment not deemed as office supplies.			
<b>#5520 DHHS - Social Services</b>			
Equipment/Furniture \$250-\$4,999	20-5520-4800-4810-530-000		(1,500)
Miscellaneous Expenditures	20-5520-4800-4810-499-000		1,500
Justification For Request: Workforce Innovation and Opportunity Act (WIOA) funding is 100% federal funding that helps adults, dislocated workers, and youth clients to become more employable through training for new career. Funds are being transferred to cover projected expenditures not covered in other line items through the end of the fiscal year. There is no required match in county funds. 100% Federal Funds, No County Funds.			
<b>#5520/5521 DHHS - Social Services</b>			
WIA Adult/DW Salaries	20-5520-4800-4827-121-000		(150)
WIA Adult/DW Overtime	20-5520-4800-4827-122-000		150
WIA Adult/DW Salaries	20-5520-4800-4827-121-000		(2,575)
WIA Adult/DW Longevity	20-5520-4800-4827-127-000		2,575
WFBG Client Participation Exp	20-5521-5522-699-032		(24,062)
Work First Overtime	20-5521-5522-122-000		24,062
Justification For Request: Funds are being transferred between salary accounts and longevity accounts to clean up any overspending in account line items. The Work First Overtime account has overspent due to unanticipated barriers with the State of NCFast system. The WIA Overtime account has overspent due to the need for staff to transition records during a gap in contracted services to another system. Work First and WIA is 100% Federal funds, no County funds.			

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<b><u>Department</u></b>	<b><u>Account Number</u></b>	<b><u>Project #</u></b>	<b><u>Amount</u></b>
<b><u>#5600 DHHS - Social Services</u></b>			
Nutrition Other Services	20-5600-5622-399-000		(1,000)
Nutrition Janitorial Supplies	20-5600-5622-211-000		1,000
Justification For Request: Due to an increase in cost for supplies and an increase in participants visiting the Nutrition sites, we are requesting to transfer \$1,000 from Nutrition Other Services to Nutrition Janitorial Supplies.			
<b><u>#5600 DHHS - Social Services</u></b>			
Professional Services - Other	20-5600-5623-199-000		(6,000)
Professional Services - Medical	20-5600-5623-193-000		6,000
Justification For Request: Funds are being transferred between two Adult Services In Home Aide accounts in order to provide needed services. There has been an increase in the number of cases that require the nursing assessment at the higher level of care.			
<b><u>#6120 Parks &amp; Recreation</u></b>			
Professional Services: Banking	10-6120-194-000		(2,520)
Software Rental & License Fee	10-6120-422-000		2,520
Justification For Request: The purpose of this request is to transfer funds from the Professional Services: Banking account to the Software Rental and License Fees account. These funds will be used to pay the annual software data and storage fees associated with the Max Galaxy scheduling system used for park facility reservations.			
<b><u>#6120 Parks &amp; Recreation</u></b>			
Repairs & Maintenance: Bldgs	10-6120-351-000		(3,620)
Equipment/Furniture	10-6120-530-000		3,620
Justification For Request: The purpose of this request is to transfer funds from the Repairs & Maintenance account to the Equipment & Furniture account. These funds will be used to purchase a mini pontoon boat which will be used to clean debris from lakes and ponds in the park system. Debris includes heavy items such as logs and tires as well as trash. The Jon boat we currently use has a maximum weight capacity of 400 pounds which makes it difficult for two employees to safely haul equipment necessary for removing debris (chainsaws, etc.) and the debris itself. The pontoon boat will provide a stable platform for employees to work and sufficient weight capacity (650 pounds) for staff to safely clean lakes.			