

**COUNTY MANAGER – LISTING OF DEPARTMENTAL BUDGET CHANGE REQUESTS
TO BE ACCEPTED AS INFORMATION AT THE SEPTEMBER 27, 2016 BOARD MEETING**

<u>Department</u>	<u>Account Number</u>	<u>Project #</u>	<u>Amount</u>
#4125 Public Information			
Audio-Visual Supplies	10-4124-4125-232-000		(50)
Office Supplies/Materials	10-4124-4125-260-000		50
Justification For Request: To cover a shortage in our Office Supplies account. Taking \$50 from AV Supplies to place in Office Supplies.			
#4130 Finance			
Salaries	10-4130-121-000		(5,984)
Salaries - Longevity	10-4130-127-000		5,984
Justification For Request: Longevity pay for two department employees retiring August 1, 2016.			
#4130 Finance			
Other Services	10-4130-399-000		(2,500)
Employee Development	10-4130-395-000		2,500
Justification For Request: The Finance department has lost several key employees due to retirement in the past two years. Additional funds are needed for new employee training.			
#4131 Budget			
Professional Services	10-4265-4265-199-000		(20,215)
Janitorial Services	10-6110-6113-358-000		11,348
Janitorial Services	10-4265-4260-358-000		3,796
Janitorial Services	10-4370-358-000		254
Janitorial Services	10-4920-4920-358-000		2,324
Janitorial Services	10-4921-358-000		2,324
Janitorial Services	10-4310-4310-358-000		169
Justification For Request: The originally contracted vendor for janitorial package #2 terminated the contract after two months service. The next lowest responsible, responsive bidder will be awarded the contract. The new contractor's price is \$20,215 higher than the original vendor's price. Section VII of the budget ordinance authorizes the budget officer to make transfers between departments for certain nondiscretionary accounts which are calculated centrally including janitorial services. This Budget Change Request will move funds to address this shortfall.			
#4131 Budget			
Retirees: Dental Admin	81-4190-183-007		398
Retirees: Insurance Claims	81-4190-183-004		(398)
Justification For Request: The administrative fee per member has increased as well as the number of retirees. This necessitates an increase in the budget. Section VII of the budget ordinance authorizes the budget officer to make transfers for certain nondiscretionary accounts included in the self-insurance fund.			
#4315 Sheriff's Office			
Office Supplies	10-4315-4315-260-000		(60)
Miscellaneous Expenditures	10-4315-4315-499-000		60
Justification For Request: Purchased two pedestal fans on the p-card for our training rooms. Received an email from the purchasing department on 8-15-16 there was a change on what could be purchased from Office Supplies. We are now to use miscellaneous expenditures for this type of purchase.			
#4910 Planning			
Professional Services: Other	10-4910-4910-199-000		2,000
Advertising	10-4910-4910-370-000		(1,000)
Postage	10-4910-4910-325-000		(1,000)
Justification For Request: To pay consultant (Robyn Stuber) to assist with the 2035 Comprehensive Land Use Plan rewrite. Robyn Stuber was an employee of N-Focus Planning and Design, Inc., but is no longer employed with the company. Gaston County wishes to continue to retain her land use planning and consulting services. It is the intention that these funds will cover the services necessary to complete the 2035 Comprehensive Land Use Plan Project.			

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#4910 Planning			
Repairs & Maintenance: Equipment	10-4910-4910-352-000		1,000
Office Supplies/Materials	10-4910-4910-260-000		(1,000)
Justification For Request: HP Plotter Maintenance and Repair service needed at this time. The amount needed to repair the plotter exceeds the amount in the budget for this fiscal year.			
#5100 DHHS - Public Health			
Postage	11-5100-5110-325-000		(6,000)
Special Programs	11-5100-5110-298-000	17047-0001	6,000
Justification For Request: Transfer of funds is needed for expenditures related to Public Health Team training and consultation services provided by Paradigm 360 Coach Training that were not budgeted in the original FY17 budgetary estimates. Transfer of funds is within the Public Health budget and no additional funds are required.			
#5585 DHHS - Social Services			
Building, Structure	20-5300-5585-580-000	17186-0001	(500)
Repairs & Maintenance: Equipment	20-5300-5585-352-000		500
Justification For Request: The Child Advocacy Center has had two telephone extensions and mailbox licenses install in their new facility. We did not budget enough in this line item for FY16-17 to cover these new costs.			
#6130 Senior Center			
Office Supplies	10-6130-260-000		(300)
Equipment/Furniture	10-6130-530-000		300
Justification For Request: To buy a new color printer for the Parks & Recreation office. The printer is used daily for Senior Center materials and it is also used by Parks & Recreation.			