



Gaston County

Gaston County
Board of Commissioners
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Public Works

Board Action

File #: 20-181

Commissioner Jack Brown - Public Works - To Appropriate Funds from the Courthouse Parking Fund Balance Account into the Other Services Account (\$3,700)

STAFF CONTACT

Ray Maxwell, P.E. - Director - Public Works - 704-862-7551

BUDGET IMPACT

Appropriation of current year revenues to an expense account to cover gateway payment provider fees. No additional County funds.

BUDGET ORDINANCE IMPACT

Minimal impact to the current budget ordinance.

BACKGROUND

Gaston County utilizes the services of Passport Labs, Inc. as a gateway payment provider for patrons of the judicial campus parking lot. Passport Labs, Inc. hosts a mobile app that allows those utilizing the lot to pay for parking. In addition, Passport Labs, Inc. hosts a website to process and collect payment for parking violations issued in the Gaston County judicial campus lot. Passport Labs, Inc. invoices Gaston County on a monthly basis for gateway and processing fees for all transactions occurring on the mobile app and citation payment website.

At the direction of the Finance Department, Gaston County Public Works has previously processed all payments to Passport Labs, Inc. utilizing a balance sheet account. It has now been determined that the monthly processing fees due should be paid from an expense account. Gaston County Finance Department has created a new account, Other Services, in which future fees for Passport Labs, Inc. will be applied. Funding from the current budget in the amount of \$3,125.00 has been transferred into the Other Services account to cover processing fees due for the remainder of the

(Continued on Page 2)

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	CBrown	JBrown	AFraley	BHovis	Thelgher	TPhilbeck	CMorley	Vote
2020-110	04/28/2020	RW	BH	A	A	A	A	A	A	A	U

DISTRIBUTION:

Laserfiche Users

A=AYE, N=NAY, AB=ABSENT, ABS=ABSTAIN, U=UNANIMOUS

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\$3,125.00 has been transferred into the Other Services account to cover processing fees due for the remainder of the fiscal year. Gaston County Finance is also requesting that additional funds be transferred into the Other Services account to cover processing fees previously paid in FY 20. Since there are insufficient funds available in the current budget to cover retroactive payments, approval of this Board Action and Budget Change Request will appropriate \$3,700.00 from the Courthouse Parking Fund Balance necessary to cover all FY 20 expenditures. A line item has been added to the FY 21 budget to cover future processing fees submitted by the gateway provider.

POLICY IMPACT

N/A

ATTACHMENTS

Budget Change Request (BCR)

GASTON COUNTY BUDGET CHANGE REQUEST

TO: Dr. Kim S. Eagle COUNTY MANAGER

FROM: 4265 Public Works - Courthouse Parking
Dept. # Department Name

Ray Maxwell P.E. 3/20/2020
Department Director's Name Date

TYPE OF REQUEST:

☐ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds *

☐ Project Transfer Within Department & Fund

☒ Additional Appropriation of Funds *

☐ Line Item Transfer Between Departments*

* Requires resolution by the Board of Commissioners

ACCOUNT DESCRIPTION (As it appears in the budget)	ACCOUNT NUMBER	AMOUNT
	Fund - Function - Dept - Division - Object - Project	Whole Dollars Only
	xxx - xx - xxxx - xxxx - xxxxx - xxxxxx	(See Note Below)
Fund Balance Appropriated	027-99-9900-0000-490000	(3,700)
Other Services	027-01-4265-4260-530015	3,700

JUSTIFICATION FOR REQUEST:

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Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.