



# Gaston County

Gaston County  
Board of Commissioners  
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## Board Action Report

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File #: 20-181, Version: 1

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