

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: May 2, 2005

SUBJECT: Register of Deeds – Request to use ROD Restricted Funds for Automation, Enhancement and Document Preservation

ATTACHMENTS: Budget Amendment

SUMMARY OF REQUEST:

The Board will recall that the General Assembly enacted legislation that required counties to place 10 percent of certain revenues generated by the Register of Deeds Office into a fund to pay for automation enhancements and document preservation beginning in January 2002. This fund which is a portion of the County's Restricted General Fund Balance has in excess of \$150,000 currently. Only the Board of Commissioners may authorize the use and release of these restricted funds.

Attached for the Board's consideration is a budget amendment requesting to use the Register of Deeds Restricted General Fund Balance to cover the cost of reproducing CDs of indexed data from the old vendor, Cott Systems, Inc., that can be utilized by the current vendor, IKON Office Solutions, during the changeover of information systems in the Register of Deeds Office. Also included in this total cost is a support agreement and training provided by IKON. The total proposed cost to obtain the indexed data along with the necessary training and support is \$33,378.

COUNTY MANAGER'S RECOMMENDATION:

I support the use of these restricted funds by the Register of Deeds Office to cover the cost of obtaining the indexed data along with training and support. It would be appropriate for the Board to consider adopting the attached budget amendment to appropriate \$33,378 from the Register of Deeds Restricted General Fund Balance for this request.

**HENDERSON COUNTY
BUDGET AMENDMENT**

CODE	ACCOUNT DESCRIPTION	DEBIT+	CREDIT-
115418-538100	PROFESSIONAL SERVICES	\$ 3,700.00	
115418-539000	CONTRACTED SERVICES	\$ 29,678.00	
114990-401000	FUND BALANCE-RESERVED FOR ROD		\$ 33,378.00
TOTAL		\$ 33,378.00	\$ 33,378.00

EXPLANATION

AMENDMENT TO BUDGET REGISTER OF DEEDS RESTRICTED FUND BALANCE FOR AUTOMATION, ENHANCEMENT AND DOCUMENT PRESERVATION FUNDS TO COVER COSTS ASSOCIATED WITH THE CHANGEOVER IN INFORMATION SYSTEMS WITHIN THE REGISTER OF DEEDS OFFICE DURING FISCAL YEAR 2005.

PREPARED BY: JCM

DATE: 5/2/2005

BATCH #: _____

BATCH DATE: _____

APPROVAL: _____

JV# _____