### REQUEST FOR BOARD ACTION

## HENDERSON COUNTY BOARD OF COMMISSIONERS

**MEETING DATE:** April 20, 2011

**SUBJECT:** Register of Deeds – Request to Use ROD Restricted Funds for

**Automation, Enhancement and Document Preservation** 

PRESENTER: Nedra Moles, Register of Deeds

**ATTACHMENTS:** Budget Amendment

## **SUMMARY OF REQUEST:**

The General Assembly enacted legislation in 2002 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. This fund is a portion of the County's Restricted General Fund Balance.

Attached for the Board's consideration is a budget amendment to use the Register of Deeds Restricted General Fund Balance. The Register of Deeds is required to preserve and store the real property records located in the office. The records are microfilmed and sent to Archives in Raleigh, N.C. for storage and preservation. The Register of Deeds has COTT Systems as the vendor to create the microfilm from the CDs that the office generates. The cost to create this microfilm to bring the records current is \$16,000.00. The cost per image is \$.05 and the estimate number of images is 320,000.

The Board is also requested to approve the use of \$2,500 in restricted funds to complete a plat scanning project. Completion of this project would be a tremendous asset to both the Register of Deeds and Tax Department for preservation and automation. Once the Register of Deeds Office goes on-line, the plats would also be available on-line. The original plats would then be stored for preservation, but would also be accessible if needed.

#### **BOARD ACTION REQUESTED:**

The Board is requested to approve the attached Budget Amendment appropriating the funds from the Automation Enhancement and Preservation Fund to the line-items specified above. No county funds are involved in this request.

#### **Suggested Motion:**

I move the Board of Commissioners approve the attached budget amendment to use \$18,500 in Register of Deeds Restricted General Fund Balance for the line-items specified above.

# LINE-ITEM TRANSFER REQUEST HENDERSON COUNTY



Department:	Register of Deeds		
Please make the following line-item transfers:			
What expense	line-item is to be increas	sed?	
	Account 115418 - 539000 115418- 512600 115418-518000	Line-Item Description Contracted Services Temporary/Part-Time FICA	\$16,000 \$2,300 \$200
What expense line-item is to be decreased? Or what additional revenue is now expected?			
	Account 114990 - 401000	Line-Item Description Fund Balance Approp-ROD Restric	Amount \$18,500
Justification: Please provide a brief justification for this line-item transfer request.  AEPF funds for microfilm creation, and temporary salary for plat scanning project. Approved by the Board of Commissioners April 20, 2011.			
Authorized by	Department Head	Date	For Budget Use Only
Authorized by Budget Office		Date	Batch #
Authorized by County Manager		 Date	Batch Date