

## **REQUEST FOR BOARD ACTION**

### **HENDERSON COUNTY BOARD OF COMMISSIONERS**

**MEETING DATE:** April 2, 2012

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

**PRESENTER:** Nedra Moles, Register of Deeds

**ATTACHMENTS:** Yes  
1. Budget Amendment

#### **SUMMARY OF REQUEST:**

N.C.G.S. 161-11.3 regulates the retention of 10% of the fees collected by the Register of Deeds office. These funds are to be set aside annually in a non-reverting Automation Enhancement and Preservation Fund and are to be used for computer and imaging technology. The Register of Deeds is requesting that \$115,050.00 for the purchase of the following items be released from the Automation Enhancement and Preservation Fund:

\$ 21,600	Wide-Format Scanner/Printer to allow plats and Surveys to be scanned and viewed on the public Web-site.
\$ 2,150	Archival Paper for Printing Recorded Documents
\$ 700	Binders for Birth and Death Records
\$ 63,000	Software License for New Indexing System that was purchased last budget year. This is a one-time payment.
\$ 27,600	Software Maintenance & Support Agreement for New Indexing System, July, 2011-June, 2012.

Attached for the Board's consideration is a budget amendment to use the Register of Deeds Restricted General Fund Balance to pay for technology upgrades.

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

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

#### **Suggested Motion:**

*I move the Board of Commissioners approve the attached budget amendment to use \$115,050 in Register of Deeds Restricted General Fund Balance.*

**LINE-ITEM TRANSFER REQUEST  
HENDERSON COUNTY**



**Department:** Register of Deeds

*Please make the following line-item transfers:*

**What expense line-item is to be increased?**

Account	Line-Item Description	Amount
<u>115418 - 522600</u>	<u>Printing and Binding</u>	<u>\$2,850</u>
<u>115418 - 526020</u>	<u>Non-Expendable Supplies</u>	<u>\$1,565</u>
<u>115418 - 526201</u>	<u>Non-Capital Technology</u>	<u>\$66,705</u>
<u>115418 - 535400</u>	<u>MA - Computer Software</u>	<u>\$27,600</u>
<u>115418 - 552000</u>	<u>Capital Outlay - Technology</u>	<u>\$16,330</u>

**What expense line-item is to be decreased? Or what additional revenue is now expected?**

Account	Line-Item Description	Amount
<u>114990 - 401000</u>	<u>Fund Balance Approp-ROD Restrict</u>	<u>\$ 115,050</u>
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**Justification:** *Please provide a brief justification for this line-item transfer request.*

AEPF funds to pay for temporary staff and associated benefits. Approved by the BOC 4/2/12

Register of Deeds 4/2/12

Authorized by Department Head Date

Authorized by Budget Office Date

Authorized by County Manager Date

*For Budget Use Only*

Batch #                     

BA #                     

Batch Date