

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: 16 November 2016

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

PRESENTER: Lee King, 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, and document preservation. This fund is a portion of the County's Restricted General Fund Balance.

The Register of Deeds is requesting the Board of Commissioners approve the use of \$45,100 in available funding from the Automation Enhancement and Preservation Fund to pay for the following expenses:

\$27,600 for Contracted Services for annual software maintenance renewal.

\$17,500 for Contracted Services for automated electronic backup system for 5 years

Attached for the Board's consideration is a Budget Amendment to use the Register of Deeds Restricted General Fund Balance to pay for software maintenance and to implement the ImageShield System which will offer an offsite backup and 5 years protection of all of our digital images. With the nearing completion of the Phase 1 Digitization Project, this program will be used to protect over 2.5 million images of our documents.

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 \$45,100 in Register of Deeds Restricted General Fund Balance.

Department: Register of Deeds

Please make the following line-item transfers:

What expense line-item is to be increased?

Account	Line-Item Description	Amount
115418 – 539000	Contracted Services	\$ 45,100

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

Account	Line-Item Description	Amount
114990 - 401002	Fund Balance Approp-ROD Restrict	\$ 45,100

Justification: Please provide a brief justification for this line-item transfer request.
Software maintenance and support. Approved by the BOC 16 November 2016

Register of Deeds	16 November 2016
Authorized by Department Head	Date

Authorized by Budget Office	Date
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<u>Authorized by County Manager</u>	<u>Date</u>
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For Budget Use Only

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