

REQUEST FOR BOARD ACTION

**HENDERSON COUNTY
BOARD OF COMMISSIONERS**

MEETING DATE: November 3, 2008

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

ATTACHMENTS: Request from Register of Deeds
Budget Amendment

SUMMARY OF REQUEST:

Beginning in January 2002, 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. This fund is a portion of the County's Restricted General Fund Balance. Only the Board of Commissioners may authorize the use and release of these restricted funds.

Attached for the Board's consideration is a request from Nedra Moles, Register of Deeds, to use the Register of Deeds Restricted General Fund Balance for indexing system upgrades and archival document conversion. The attached budget amendment appropriates \$88,000 requested from the restricted general fund balance for this purpose. Completion of the implementation changes is anticipated to be completed by January 1, 2009.

BOARD ACTION REQUESTED:

Request that the Board consider approving the request by the Register of Deeds to use restricted fund balance for this purpose and approve the attached budget amendment appropriating the necessary funds necessary for this request.

Suggested Motion:

I move that the Board of Commissioners approve the request by the Register of Deeds and the associated budget amendment to use Restricted General Fund Balance for the purposes indicated.

Break-Down of Request for Funds

IKON: Up-Grade to Indexing System

Phase II:	\$12,870.00	(Implementation of Changes to Consolidated Real Property Indexes)
Phase III:	\$12,870.00	(Implementation of Changes to Vital Records Indexes)
Phase IV:	\$11,385.00	(Changes to Allow for Modifications to Indexes)
Phase V:	\$13,875.00	(New Server Installation and Training)
	<u>\$51,000.00</u>	Line-item 539000- Contracted Services

COTT:

	\$14,200.00	(Re-Print of Index Books to Archival Quality)
	\$ 7,400.00	(Re-Make of Microfilm)
	<u>\$21,600.00</u>	Line-item 522600 Printing and Binding Line-item 539000 Contracted Services, respectively

<u>Caskie Graphics:</u>	\$15,000.00	(Flat Cabinets with Archival Envelopes) Line-item 526020- Dept Supplies Non-Expe
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<u>TOTAL:</u>	<u>\$88,000.00</u>	
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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>115418-539000</u>	<u>CONTRACTED SERVICES</u>	<u>\$ 58,800</u>
<u>115418-522600</u>	<u>PRINTING AND BINDING</u>	<u>\$ 14,200</u>
<u>115418-526020</u>	<u>DEPARTMENTAL SUPPLIES</u>	<u>\$ 15,000</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 APPROPRIATED</u>	<u>\$ 88,000</u>
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Justification: *Please provide a brief justification for this line-item transfer request.*

BUDGET AMENDMENT TO APPROPRIATE REGISTER OF DEEDS RESTRICTED FUND BALANCE FOR AUTOMATION AND DOCUMENT PRESERVATION AS REQUESTED FOR CONTRACTED SERVICES DURING FY2009.

REGISTER OF DEEDS
Authorized by Department Head

11/3/2008
Date

Authorized by Budget Office

Date

Authorized by County Manager

Date

For Budget Use Only

Batch #

BA

Batch Date