



REQUEST FOR BOARD ACTION

ITEM NO. 11

DATE OF MEETING: January 19, 2016

REQUESTED BY: Katherine C. Brafford, Finance Director

SHORT TITLE: Approval of a FY 2015-2016 Budget Ordinance Amendment to Appropriate Fund Balance in Fund 49: AE&P (Automation Enhancement & Preservation) Fund for Technology at the Register of Deeds Office.

BACKGROUND: On June 22, 2015 the Board of Commissioners adopted a Budget Ordinance for FY 2015-2016. The adopted Budget Ordinance appropriated \$58,000 for capital outlay in Fund 49: AE&P Fund. Of this amount, \$10,000 has been encumbered for use thus far. The Register of Deeds would like to utilize Courthouse Computer Systems (CCS) to digitize records in the Register of Deeds office. The quote given by CCS includes estimates for CCS to scan and make electronically searchable all land record index books from 1875 – 1989. CCS would make all scanned images searchable both over the internet and in the Register of Deeds office. To maintain security and allow the public continued access to the large quantify of books, all scanning would be conducted on-site. No books would ever leave the Register of Deeds office.

SPECIFIC ACTION REQUESTED: To consider approving a budget ordinance to appropriate Fund Balance in Fund 49 in the amount of \$40,000 to cover the additional amount needed for this work. If the budget ordinance is approved, we are asking additionally that the Board approve a Purchase Order in the amount of \$79,200 to be issued to Courthouse Computer Systems for their services.

The foregoing Ordinance, upon motion of Commissioner _____ and second by
Commissioner _____, and having been submitted to a roll call vote and received the
following votes: YES Votes: _____ NO Votes: _____ ABSTAIN: _____
was approved _____ denied _____ on this the 19th day of January 2016:

George R. Brown, Jr., Chairman

ATTEST:

Melissa Pedersen, Clerk to the Board

BUDGET ORDINANCE AMENDMENT TITLE: Appropriate Fund Balance in the AE&P Fund (Register of Deeds)

Introduced by: Randell Woodruff, County Manager Date: 1/19/2016 Item #: _____

Fund: 49 Department: Register of Deeds Division: AE&P Fund



PENDER COUNTY, NORTH CAROLINA

FY 2016 Budget Amendment # 47 Date Approved: _____
 Appropriations

REVENUES		EXPENDITURES	
Increase: <input checked="" type="checkbox"/>		Decrease: <input type="checkbox"/>	
Account # and Title	Amount	Account # and Title	Amount (leave off \$ sign)
49-399000 Appropriated Fund Balance	\$40,000.00	49-407400: Capital Outlay	\$40,000.00
Total:		Total:	
	\$40,000.00		\$40,000.00

Reason and Justification for Request:
 To appropriate Fund Balance in the amount of \$40,000 from Fund 49: AE&P (Automation Enhancement & Preservation) Fund to allow Courthouse Computer Systems (CCS) to digitize records in the Pender County Register of Deeds office. These services would include scanning and making electronically searchable all land record index books from 1875 - 1989. CCS would make all scanned images searchable both over the Internet and in the Register of Deeds office. The estimate for this work is \$79,200. Current funds already budgeted would make up the difference between this additional appropriation and the amount quoted by CCS for these services.

Dept Mgr. Approval: _____ Date: _____ Finance Officer Approval: _____ Date: _____ Budget Officer Approval: _____ Date: _____

Board Approval (When Applicable) Item # _____ Date of Minutes _____