



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: May 13, 2025

**DATE:** March 25, 2025

**TO:** Board of County Commissioners

**FROM:** Valerie Moser, Chief Fiscal Officer  
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**THROUGH:** Alicia Lerud, District Court Administrator and Clerk of Court

**SUBJECT:** Recommendation to the Board of County Commissioners to retroactively acknowledge a grant of \$3,673.96 [no County match required], awarded to the Second Judicial District Court from the Supreme Court of Nevada, Administrative Office of the Courts to fund a contractor to supplement the court's Information Technology (IT) team in the conversion of the case management system; with a grant period of 3/20/2025 – 12/31/2026; and direct Finance to make the necessary budget amendments. District Court. (All Commission Districts.)

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### **SUMMARY**

This award will fund a contractor to supplement the court's IT team in the implementation and data migration of the existing Case Management System (CMS) into a new, modern CMS which will improve efficiency in case processing and support electronic access.

**Washoe County Strategic Objective supported by this item:** Efficient Delivery of Regional Services

### **PREVIOUS ACTION**

No previous Board action.

### **BACKGROUND**

The Second Judicial District Court is currently using an outdated and unsupported CMS which was implemented in 1998. Working with the Nevada Administrative Office of the Courts (AOC), a new vendor was selected through an RFP process and the Court has been taking the necessary steps towards implementation and transition since 2023. The system is scheduled to go live September 2025 and the next several months will be very time and staff intensive.

AGENDA ITEM # \_\_\_\_\_

Award was taken to next available BCC meeting upon notifications.

### **GRANT AWARD SUMMARY**

**Project/Program Name:** *Second Judicial District Court*

**Scope of the Project:** *To fund a contractor to supplement the court's Information Technology (IT) team in the conversion of the case management system.*

**Benefit to Washoe County Residents:** *To support the implementation of a modern-day CMS for the Second Judicial District Court to improve efficiency in case processing and support electronic access.*

**On-Going Program Support:** *N/A.*

**Award Amount:** *\$3,673.96*

**Grant Period:** *March 20, 2025 – December 31, 2026*

**Funding Source:** *ARPA – State and Local Fiscal Recovery Funds (SLFRF), State of Nevada, Administrative Office of the Courts*

**Pass Through Entity:** *Supreme Court of Nevada, Administrative Office of the Courts (AOC)*

**Assistance Listing #/CFDA:** *21.027*

**Grant ID Number:** *SLFRF2JDPF*

**Match Amount and Type:** *N/A*

**Sub-Awards and Contracts:** *N/A*

### **FISCAL IMPACT**

Should the board accept this grant award and approve these amendments, the FY25 Second Judicial District Court adopted budget will be increased by \$3,673.96 in both revenues and expenditures in the following accounts:

| <b>Cost Object &amp; Description</b> | <b>G/L Account &amp; Description</b> | <b>Amount</b> |
|--------------------------------------|--------------------------------------|---------------|
| IO 12511 – SJDC AOC IT Team Support  | Federal Grants - 431100              | \$3,673.96    |
| IO 12511 – SJDC AOC IT Team Support  | Professional Services - 710100       | \$3,673.96    |

### **RECOMMENDATION**

It is recommended that the Board of County Commissioners retroactively acknowledge a grant of \$3,673.96 [no County match required], awarded to the Second Judicial District Court from the Supreme Court of Nevada, Administrative Office of the Courts to fund a contractor to supplement the court's Information Technology (IT) team in the conversion of the case management system; with a grant period of 3/20/2025 – 12/31/2026; and direct Finance to make the necessary budget amendments

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be:  
Recommend to the Board of County Commissioners to retroactively acknowledge a grant of \$3,673.96 [no County match required], awarded to the Second Judicial District Court from the Supreme Court of Nevada, Administrative Office of the Courts to fund a contractor to supplement the court's Information Technology (IT) team in the conversion of the case management system; with a grant period of 3/20/2025 – 12/31/2026; and direct Finance to make the necessary budget amendments