



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: July 8, 2025

DATE: Monday, June 2, 2025

TO: Board of County Commissioners

FROM: Kalie M. Work, Washoe County Recorder
(775) 328-3664, kwork@washoecounty.gov

THROUGH: Kalie M. Work

SUBJECT: Recommendation to acknowledge receipt of the annual report of the Recorder Technology Fund (IN20014), a fund created pursuant to NRS 247.305(2) for the acquisition and improvement of technology in the Recorder's Office, which has projected proceeds in the amount of [\$419,760.00] and projected expenditures in the amount of [\$389,959.00] for FY26. Recorder's Office. (All Commission Districts.) FOR POSSIBLE ACTION

SUMMARY

This report is submitted pursuant to NRS 247.306(3), which requires the County Recorder to submit an annual report to the Board of County Commissioners providing the Recorder Technology Fund's projected proceeds and expenditures for FY26. The Recorder's Technology Fund is used exclusively for the acquisition and improvement of technology and technology related services, as required by NRS 247.306(2).

Department Strategic Objective supported by this item: Stewardship of our Community through Innovation, Security, and Accessibility

PREVIOUS ACTION

The Recorder's Technology Fund is used for the conversion and archiving of records, purchasing hardware and software, maintaining technology, training employees in the operation of technology, and contracting for professional services related to technology.

AGENDA ITEM # _____

BACKGROUND

Pursuant to NRS 247.305(2), the County Recorder may charge and collect, in addition to any fee that a county recorder is otherwise authorized to charge and collect, an additional fee not to exceed \$5 for recording a document. The additional fee is accounted for separately and deposited in an account that must be used only for the acquisition and improvement of technology in the Office of the County Recorder.

The money in the account:

- (a) Must be accounted for separately in the county general fund. Any interest earned on money in the account, after deducting any applicable charges, must be credited to the account. Money that remains in the account at the end of the fiscal year does not revert to the county general fund, and the balance in the account must be carried forward to the next fiscal year. NRS 247.306(1)
- (b) The money in the account must be used only to acquire technology for or improve the technology used in the Office of the County Recorder, including, without limitation, costs related to acquiring or improving technology for converting and archiving records, purchasing hardware and software, maintaining the technology, training employees in the operation of the technology and contracting for professional services relating to the technology. NRS 247.306(2)

This account provides funding for a variety of technology-related activities. Since inception, expenditures totaling \$6,165,970.55 have been made from this account.

FISCAL IMPACT

No impact to the General Fund. Sufficient authority for all projected expenditures exists within the Recorder Technology Fund (IN20014). Anticipated proceeds for FY26 are roughly \$419,760.00.

FY26 projected expenditures include the following:

Annual Software Maintenance Support Agreement	\$135,916
Historic book preservation and restoration	\$40,000
Recording Software Test Database	\$30,568
Recording Software Disaster Recovery	\$24,656
Business Technologist II	\$133,819
Office Assistant, Intermittent BCC Approval 5/1/2019	\$25,000
Total	\$389,959

RECOMMENDATION

Recommendation to acknowledge receipt of the annual report of the Recorder Technology Fund (IN20014), a fund created pursuant to NRS 247.305(2) for the acquisition and improvement of technology in the Recorder's Office, which has projected proceeds in the amount of \$419,760.00 and projected expenditures in the amount of \$389,959.00 for FY26.

POSSIBLE MOTION

Should the Board agree with staff's recommendations, a possible motion would be:

“Move to acknowledge receipt of the annual report of the Recorder Technology Fund (IN20014), a fund created pursuant to NRS 247.305(2) for the acquisition and improvement of technology in the Recorder's Office, which has projected proceeds in the amount of \$419,760 and projected expenditures in the amount of \$389,959 for FY26.”