



WASHOE COUNTY

"Dedicated To Excellence in Public Service"

www.washoecounty.us

STAFF REPORT

BOARD MEETING DATE: September 25, 2018

DATE: September 25, 2018
TO: Board of County Commissioners
FROM: Lawrence R. Burtness, Washoe County Recorder
(775) 328-3661, lburtness@washoecounty.us
THROUGH: Lawrence R. Burtness
SUBJECT: Acknowledge receipt of annual report of projected proceeds and expenditures in the account used for the acquisition and improvement of technology in the Office of the County Recorder for FY 2018/19. (All Commission Districts)

SUMMARY

This report is submitted pursuant to NRS 247.306(3), which states that the County Recorder shall submit to the Board of County Commissioners a report of the projected proceeds and expenditures from the account for acquiring and improving technology in the Office of the County Recorder for FY 2018/19.

Department Strategic Objective supported by this item: Public participation and open, transparent communication.

PREVIOUS ACTION

An account for acquisition and improvement of technology in the Office of the County Recorder was adopted by the Board of County Commissioners on 11/27/2001. Funds have been accruing in the account, IN20014, for the purchase of software, equipment and training to enhance technology in the Office of the County Recorder.

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

AGENDA ITEM # _____

fee not to exceed \$5 for recording a document. The \$5 fee is accounted for separately 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 \$3,385,523 have been made from this account. In order to be in compliance with NRS 239B.030, an ongoing project to redact personal information from public records will continue to be funded by the Recorder's Office technology fund. Additionally, maintaining the integrity of the historical public record by the ongoing restoration and preservation of the original documents is accomplished using this account.

FISCAL IMPACT

No impact to the General Fund. All projected expenditures are to be paid from the IN20014 account. Expected revenue for account IN20014 during FY 2018/19 will be approximately \$359,027. The FY2018/19 budget expenditure recommendation for the IN20014 account is \$359,027.

FY2018/19 projected expenditures include the following:

Annual software maintenance support agreement	\$ 90,906
Department Systems Technician position	83,121
Temporary employee staffing	25,000
FY2011/12 reduction plan, to General Fund	84,400
New and replacement peripheral hardware	25,000
Off-site storage of permanent public records	4,000
Seminars / travel to facilitate technology training	20,000
Reserve for contingencies	<u>26,600</u>
Total	\$359,027

RECOMMENDATION

It is recommended that the Board of County Commissioners acknowledge the receipt of the annual report of projected proceeds and expenditures in the account used for the acquisition and improvement of technology in the Office of the County Recorder for FY 2018/19.

POSSIBLE MOTION

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

“Move to acknowledge receipt of the annual report of projected proceeds and expenditures in the account used for the acquisition and improvement of technology in the Office of the County Recorder for FY 2018/19.”