



WASHOE COUNTY

Integrity Communication Service

www.washoecounty.us

STAFF REPORT

BOARD MEETING DATE: July 14, 2020

DATE: Monday, June 22, 2020
TO: Board of County Commissioners
FROM: Kalie M. Work, Washoe County Recorder
(775) 328-3664, kwork@washoecounty.us
THROUGH: Kalie M. Work
SUBJECT: Recommendation to 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 FY21. (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 FY21.

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

PREVIOUS ACTION

An account for acquisition and improvement of technology funds have been accruing in the Recorder Technology Fund, (account IN20014) 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.

On 11/27/2001 the board approved the account for acquisition and improvement of technology in the Office of the County Recorder.

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 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 \$4,216,897.86 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 Recorder Technology Fund account. Anticipated resource available during FY21 expected to be approximately \$779,415.00.

FY21 projected expenditures include the following:

Annual Software Maintenance Support Agreement	\$116,422
Investment Pool Allocation	2,200
Document Redaction Collaboration with Clerk	30,000
Department Systems Technician Position	95,870
Office Assistant I, Intermittent BCC Approval 5/1/2019	25,000
FY2011/12 Reduction Plan to General Fund	84,400
Professional Services BCC Approval 9/24/2019	425,523
Total	\$779,415

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 FY21.

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 FY21.”