



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: December 16, 2025

DATE: October 9, 2025

TO: Board of County Commissioners

FROM: Valerie Moser, Chief Fiscal Officer
(775) 328-3569, Valerie.Moser@washoecourts.us

THROUGH: Alicia Lerud, District Court Administrator and Clerk of Court

SUBJECT: Recommendation to the Board of County Commissioners to retroactively acknowledge a supplemental grant of \$9,500.00 which increases the original award to \$13,173.96 [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. District Court. (All Commission Districts.)

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

Original award of \$3,673.96 received consent at the May 13, 2025, meeting.

BACKGROUND

The Second Judicial District Court (SJDC) is currently using outdated and unsupported CMS which was implemented in 1998.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. SJDC was scheduled to go live with the new CMS the first week of November 2025 and as with any new system of this magnitude, it has now been pushed back to February of 2026, as a result there continues to be a concerted effort from the IT team, court staff, and

AGENDA ITEM # _____

the vendor to keep the conversion on task while still maintaining day to day technology needs of the Court.

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: *Supplemental \$9,500 to increase total to \$13,173.96*

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

Budget authority of \$9500.00 exists in IO 12386 and will be transferred to IO 12511 via budget adjustment. No new budget authority is necessary.

RECOMMENDATION

It is recommended that the Board of County Commissioners retroactively acknowledge a supplemental grant of \$9,500.00 which increases the original award to \$13,173.96 [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.

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 supplemental grant of \$9,500.00 which increases the original award to \$13,173.96 [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.