

**City of Carson City  
Agenda Report**

**Date Submitted:** March 21, 2014

**Agenda Date Requested:** April 3, 2014  
**Time Requested:** 5 Minutes

**To:** Mayor and Supervisors  
**From:** Max Cortes, Court Administrator  
Alan Glover, Clerk/Recorder

**Subject Title: For possible action:** Action to approve the purchase of a Flexscan microfilm scanner, Flexscan software and essential items for the proper installation and functioning of the equipment in the amount of \$59,782 using court restricted funds pursuant to NRS 19.0302.

**Staff Summary:** The microfilm machine used by the Clerk/Recorder's Office has broken and served out its lifespan. The Flexcan microfilm scanner is state of the art and will provide the Clerk/Recorder's Office with the necessary equipment to meet statutory requirements to retain City and Court documents. The Clerk/Recorder in cooperation with the First Judicial District Court Judges has agreed to pool funds to purchase the equipment as a joint project for the benefit of the County Clerk and Court Clerk. Total purchase price is \$67,782.00.

The First Judicial District Court Judges have agreed to use funding pursuant to NRS 19.0302 in the amount of \$59,782 and the Clerk/Recorder's Office has agreed to commit \$8,000.00 towards the purchase. The First Judicial District Court contacted the State of Nevada Archives Office to obtain a quote for scanning the court's documents. The quote came in at \$111,058. Purchasing the equipment is a viable alternative.

**Type of Action Requested:** (check one)

Resolution                       Ordinance  
 Formal Action/Motion         Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to approve the purchase of a Flexscan microfilm scanner, Flexscan software and essential items for the proper installation and functioning of the equipment in the amount of \$59,782 using court restricted funds pursuant to NRS 19.0302.

**Explanation for Recommended Board Action:** The Clerk/Recorder has the duty to preserve the City's and the First Judicial District Court's records. The new equipment will greatly assist the Clerk/Recorder's Office to perform these duties.

**Applicable Statue, Code, Policy, Rule or Regulation:** NRS 19.0302

**NRS 19.0302 Additional fees in civil actions: Special account for benefit of court; certain amount to be remitted to organization that operates legal services in larger counties.**

1. Except as otherwise provided by specific statute and in addition to any other fee required by law, each clerk of the court or county clerk, as appropriate, shall charge and collect the following fees:

(a) On the commencement of any action or proceeding in the district court, other than those listed in paragraphs (c), (e) and (f), or on the transfer of any action or proceeding from a district court of another county, to be paid by the party commencing the action, proceeding or transfer \$99

(b) On the appearance of any defendant or any number of defendants answering jointly, to be paid upon the filing of the first paper in the action by the defendant or defendants..... \$99

(c) On the filing of a petition for letters testamentary, letters of administration or a guardianship, which fee does not include the court fee prescribed by NRS 19.020, to be paid by the petitioner:

(1) Where the stated value of the estate is \$200,000 or more..... \$352

(2) Where the stated value of the estate is more than \$20,000 but less than \$200,000 \$99

(3) Where the stated value of the estate is \$20,000 or less, no fee may be charged or collected.

(d) On the filing of a motion for summary judgment or a joinder thereto \$200

(e) On the commencement of an action defined as a business matter pursuant to the local rules of practice and on the answer or appearance of any party in any such action or proceeding, to be paid by the party commencing, answering or appearing in the action or proceeding thereto. \$1,359

(f) On the commencement of:

(1) An action for a constructional defect pursuant to NRS 40.600 to 40.695, inclusive; or

(2) Any other action defined as "complex" pursuant to the local rules of practice,

➤ and on the answer or appearance of any party in any such action or proceeding, to be paid by the party commencing, answering or appearing in the action or proceeding..... \$349

(g) On the filing of a third-party complaint, to be paid by the filing party \$135

(h) On the filing of a motion to certify or decertify a class, to be paid by the filing party \$349

(i) For the issuance of any writ of attachment, writ of garnishment, writ of execution or any other writ designed to enforce any judgment of the court..... \$10

2. Except as otherwise provided in subsection 4, fees collected pursuant to this section must be deposited into a special account administered by the county and maintained for the benefit of the court. The money in that account must be used only:

(a) To offset the costs for adding and maintaining new judicial departments, including, without limitation, the cost for additional staff;

(b) To reimburse the county for any capital costs incurred for maintaining any judicial departments that are added by the 75th Session of the Nevada Legislature; and

(c) If any money remains in the account in a fiscal year after satisfying the purposes set forth in paragraphs (a) and (b), to:

(1) Acquire land on which to construct additional facilities for the district court or a regional justice center that includes the district court; (2) Construct or acquire additional facilities for the district court or a regional justice center that includes the district court; (3) Renovate or remodel existing facilities for the district court or a regional justice center that includes the district court; (4) Acquire furniture, fixtures and equipment necessitated by the construction or acquisition of additional facilities or the renovation of an existing facility for the district court or a regional justice center that includes the district court; (5) Acquire advanced technology; (6) Pay debt service on any bonds issued pursuant to subsection 3 of NRS 350.020 for the acquisition of land or facilities or the construction or renovation of facilities for the district court or a regional justice center that includes the district court; (7) In a county whose population is less than 100,000, support court appointed special advocate programs for children, at the discretion of the judges of the judicial district;

(8) In a county whose population is less than 100,000, support legal services to the indigent and to be used by the organization operating the program for legal services that receives the fees charged pursuant to NRS 19.031 for the operation of programs for the indigent; or (9) Be carried forward to the next fiscal year.

3. Except as otherwise provided by specific statute, all fees prescribed in this section are payable in advance if demanded by the clerk of the court or county clerk. 4. Each clerk of the court or county clerk shall, on or before the fifth day of each month, account for and pay to the county treasurer:

(a) In a county whose population is 100,000 or more, an amount equal to \$10 of each fee collected pursuant to paragraphs (a) and (b) of subsection 1 during the preceding month. The county treasurer shall remit quarterly to the organization operating the program for legal services that receives the fees charged pursuant to NRS 19.031 for the operation of programs for the indigent all the money received from the clerk of

the court or county clerk pursuant to this paragraph. (b) All remaining fees collected pursuant to this section during the preceding month. (Added to NRS by 2009, 2479; A 2011, 3652)

**Fiscal Impact:** \$8,000 Clerk/Recorder's General Fund Budget  
\$59,782 NRS 19.032 Court Restricted Funds

**Funding Source:** Court Restricted Funds Acct #101-4710-412.77.78  
Clerk/Recorder's General Fund Budget

**Supporting Material:** Quote No. 98168 High Desert Microimaging, Inc.

**Prepared By:** Max Cortes, Court Administrator.

<b>Reviewed By:</b> <u>James T. Russell</u>	Date: <u>3/24/2014</u>
James T. Russell, District Court Judge, Dept I	
<u>James E. Wilson, Jr.</u>	Date: <u>3/24/2014</u>
James E. Wilson, Jr., District Court Judge, Dept II	
for: <u>Kathleen King</u>	Date: <u>3-25-14</u>
Alan Glover, Clerk/Recorder	
<u>Marena Works</u>	Date: <u>3/25/14</u>
Marena Works, Interim City Manager	
<u>Randy Mumf</u>	Date: <u>3/25/14</u>
Randy Mumf, District Attorney	
<u>Nick Proventi</u>	Date: <u>3/25/14</u>
Nick Proventi, Finance Director	

**Board Action Taken:**

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____

(Vote Recorded By)  
\_\_\_\_\_



High Desert Microimaging, Inc.  
 1225 Financial Blvd.  
 Reno, NV 89502  
 PH: (775) 359-6980 FAX: (775) 359-7019

# Quotation

Quote Number:  
98168

Quote Date:  
Feb 26, 2014

Page:  
1

**Quoted to:**  
 CARSON CITY DISTRICT COURT CLK  
 885 E. MUSSER ST, STE #3031  
 CARSON CITY, NV 89701-4775

Customer ID	Good Thru	Payment Terms	Sales Rep	
CARSON CITY DISTRICT	3/28/14	Net 30 Days	MIKE FARRELL	
Quantity	Item	Description	Unit Price	Extension
1.00	1060-400	FLEXSCAN MICROFILM SCANNER (NEW)	47,100.00	47,100.00
1.00	1060-120	FLEXSCAN ROLL FILM CARRIER	8,000.00	8,000.00
3.00	INSTALL SOFTWARE	SOFTWARE INSTALLATION / TRAINING	800.00	2,400.00
1.00	QUICK IMAGE	QUICK IMAGE CLEANUP	2,195.00	2,195.00
1.00	AE#Y024-600K	ASCENT CAPTURE IMAGE VOLUME 600K/YR	2,940.00	2,940.00
1.00	MC1700-0100	KOFAX CAPTURE SUPPORT	647.00	647.00
1.00	9999-001	ANNUAL SUPPORT	4,500.00	4,500.00
			Subtotal	67,782.00
			Sales Tax	
			Total	67,782.00

**Mike Farrell**

Prepared By: \_\_\_\_\_



**PURCHASE ORDER**  
 CITY OF CARSON CITY  
 PURCHASING & CONTRACTS  
 201 NORTH CARSON ST #11  
 CARSON CITY, NV 89701

**PURCHASE  
 ORDER NO.  
 007847**

DATE: 3/24/2014

VENDOR PHONE: (775)359-6980  
 VENDOR FAX: (775)359-7019  
 VENDOR #: 11071  
 VENDOR ADDRESS: HIGH DESERT MICROIMAGING SHIP TO: CLERK-RECORDER  
 INC. 885 E. MUSSER STREET  
 1225 FINANCIAL BLVD CARSON CITY, NV 89701  
 RENO, NV 89502

*Our P.O. # MUST Appear on ALL Invoices, Packages and Correspondence*

<b>DELIVER BY</b>		<b>REQUISITION #</b>	<b>REQUISITION DATE</b>	<b>CONFIRMED BY</b>	
05/01/2014		0000008543	03/24/2014		
<b>FOB</b>		<b>ACCOUNT NUMBER</b>		<b>AUTHORIZED BY</b>	
		Multiple Accounts		KIM BELT	
<b>ITEM #</b>	<b>QUANTITY/ UNIT</b>	<b>DESCRIPTION ARTICLE OR SERVICE</b>		<b>UNIT COST</b>	<b>EXTENDED COST</b>

1	1.00 / EA	NEW MICROFILM MACHINE FOR CLERK RECORDERS OFFICE	59,782.000	59,782.00 0
2	1.00 / EA	MICROFILM MACHINE FOR CLERK RECORDERS OFFICE	8,000.0000	8,000.00

**TOTAL PURCHASE AMOUNT \$67,782.00**

Send Original and One Copy of Invoice to:  
**CLERK-RECORDER**  
 885 E. MUSSER STREET  
 CARSON CITY, NV 89701

AUTHORIZED SIGNATURE *Dancy Paulson*



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FOB		ACCOUNT NUMBER		AUTHORIZED BY
		Multiple Accounts		KIM BELT
ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE	UNIT COST	EXTENDED COST

Account	Project	Amount
10147104127778		59,782.00
10102134137720		8,000.00