



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: December 20, 2018

Staff Contact: Sue Merriwether, Clerk-Recorder

Agenda Title: For Possible Action: To accept the Annual Technology Fund Report submitted pursuant to NRS 247.306, which contains an estimate of proceeds that will be collected by the Clerk-Recorder in fiscal year 2018/19 and a proposal for the expenditures of those proceeds. (smerriwether@carson.org)

Staff Summary: NRS 247.306 requires the Clerk-Recorder to submit an annual report to the Board of Supervisors which contains an estimate of the proceeds that will be collected in the next fiscal year pursuant to NRS 247.305 as fees for recording a document, instrument, paper, notice, deed, conveyance, map, chart, survey or any other writing, along with a proposal for expenditures of those proceeds. This report is being submitted in compliance with that statutory requirement.

Agenda Action: Formal Action/Motion

Time Requested: 5 min

Proposed Motion

I move to accept the Annual Technology Fund Report as submitted.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

Nevada state law requires the proceeds collected from fees for certain services, including the recording, copying and certification of certain documents, to be accounted for separately in the county's general fund. The Nevada Legislature created a fund for the acquisition and improvement of technology in the county recorder's office. It may be used only to enhance technology and training within the county recorder's office. NRS 247.306 also requires the county recorder to submit an annual report to the board of county commissioners of the county. In accordance with NRS 247.306, the Carson City Clerk-Recorder is submitting its annual report to the Board of Supervisors.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 247.306

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: Recorder Fees/Technology 101-0000-341-05-01

Supplies/Technology 101-0213-413-06-20

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: \$30,000 is budgeted FY 19 in both the revenue and expense accounts. These are restricted funds; therefore, the balance at 6/30/18 will be carried forward during the budget augmentation process.

Alternatives

Accept, modify or do not accept the Annual Technology Fund Report as submitted.

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)



Susan Merriwether
Carson City Clerk-Recorder

**ANNUAL TECHNOLOGY FUND REPORT
CARSON CITY CLERK-RECORDER'S OFFICE**

Expenditures through November 1, 2018

Maintenance and Licensing	\$2,037
Training, Travel and Memberships	\$3,108
Technology and software	\$18,912
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Total Expenditures:	\$24,057

Balance of technology fund as of November 1, 2018 is: \$71,949.92

NRS 247.306(3a)

The estimate of the proceeds that the county recorder will collect pursuant to NRS 247.305 are as follows:

- January 1, 2019 –December 31, 2019:
An estimate of 9996 recordings collecting approximately \$49,980.

NRS 247.306(3b)

Proposal for expenditures in 2019:

- Training, Travel and Memberships
 - Travel, accomodations and membership out of state training
 - Travel, accomodations and membership in state travel
- Maintenance and Licensing
 - Not covered under Information Technology budget.
- Technology and software
 - Computer Screen
 - Map scanner

The funds are held in a separate account and the balance in the account must be carried forward to the next fiscal year, pursuant to NRS 247.306.