



## STAFF REPORT

**Report To:** Board of Supervisors                      **Meeting Date:** December 5, 2019

**Staff Contact:** Aubrey Rowlett, Clerk-Recorder

**Agenda Title:** For Possible Action: Discussion and possible action regarding the Annual Technology Fund Report submitted pursuant to NRS 247.306, containing the estimated proceeds collected by the Carson City Clerk-Recorder in fiscal year 2019/2020 and a proposal for the expenditures of those proceeds. (Aubrey Rowlett, arowlett@carson.org)

**Staff Summary:** This report shows the estimated proceeds and expenditures for fiscal year 2019/2020. NRS 247.306 requires the Carson City Clerk-Recorder to submit to the Board of Supervisors an annual report which contains: (a) an estimate of the proceeds that the Clerk-Recorder will collect from the additional fee imposed pursuant to subsection 2 of NRS 247.305 in the following fiscal year; and (b) a proposal for expenditures of the proceeds from the additional fee imposed pursuant to subsection 2 of NRS 247.305 for the costs related to the technology required for the office of the Clerk-Recorder for the following fiscal year.

**Agenda Action:** Formal Action / Motion                      **Time Requested:** Consent

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### **Proposed Motion**

I move to accept the report and proposal for expenditures as presented.

### **Board's Strategic Goal**

Efficient Government

### **Previous Action**

This report is brought annually to the Board of Supervisors pursuant to NRS 247.306.

### **Background/Issues & Analysis**

NRS 247.305 allows a county recorder to collect an additional fee of \$5 for recording a document, instrument, paper, notice, deed, conveyance, map, chart, survey or any other writing. This fee is to be submitted to the county treasurer for credit to the account established pursuant to NRS 247.306 and 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 a 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.

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. This includes 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.

This report as presented identifies the projected revenue and expenditures for fiscal year 2019/2020 as they can be determined at this time.

**Applicable Statute, Code, Policy, Rule or Regulation**

NRS 247.305 and 247.306

**Financial Information**

**Is there a fiscal impact?** Yes

**If yes, account name/number:** 1010213-500620 Expense - General Fund / Recorder Technology Fees  
1011080-441070 Revenue - General Fund / Technology Fee

**Is it currently budgeted?** Yes

**Explanation of Fiscal Impact:** \$30,000 is budgeted for fiscal year 2020 in both the revenue and expense accounts. These are restricted funds and therefore the June 30, 2019 balance of \$95,957.32 will be carried forward during the budget augmentation process. Please see attached for breakdown of anticipated fiscal year 2020 revenues and expenses.

**Alternatives**

1. Do not accept the Annual Technology Report as presented.
2. Suggest modifications to the Report.
3. Provide alternative direction.

**Attachments:**

[Annual Tech Fund Breakdown\\_2019.docx](#)

**Board Action Taken:**

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

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



# Aubrey Rowlatt Carson City Clerk-Recorder

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## REPORT OF RECORDER'S TECHNOLOGY FUND PURSUANT TO NRS 247.306 FISCAL YEAR 2019/2020

FY 18/19 Balance carryover: \$ 95,957.32

### FY 19/20 REVENUE

FY 19/20 Projected Revenue: \$ 51,990.00 \$5.00/recorded document NRS 247.305  
Sub Total: \$147,947.32

### FY 19/20 EXPENDITURES (actual and expected)

Rick's AEC Reprographics	\$ 15,987.00	(KIP map printer/scanner)
Rick's AEC Reprographics	\$ 1,500.00	(KIP annual maintenance 7/1/19-6/30/20)
Conference	\$ 642.96	(County Fiscal Officers Association)
US Imaging	<u>\$ 29,708.60</u>	(expected expense for digitizing records dated 1862-1962)
Sub Total:	\$ 47,838.56	

FY 19/20 PROJECTED BALANCE: \$100,108.76