



# STAFF REPORT

**Report To:** Board of Supervisors                      **Meeting Date:** December 15, 2022

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

**Agenda Title:** For Discussion Only: Presentation and discussion regarding the status of completed and pending projects for the Carson City Clerk-Recorder's Office and the transition plan for the newly elected Clerk-Recorder. (Aubrey Rowlett, arowlett@carson.org).

Staff Summary: The current Clerk-Recorder will provide an update to the Board of Supervisors ("Board") before the Clerk-Recorder elect takes office on January 2, 2023.

**Agenda Action:** Other / Presentation                      **Time Requested:** 10 minutes

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**Proposed Motion**

N/A

**Board's Strategic Goal**

Efficient Government

**Previous Action**

N/A

**Background/Issues & Analysis**

William Scott Hoen was elected to be the Carson City Clerk-Recorder commencing January 2, 2023 (due to the New Year's Day holiday, the actual first day of work will be January 3, 2023). The current Clerk-Recorder will provide the Board with a transition plan and a status update on projects completed and currently underway in preparation for the newly elected Clerk-Recorder.

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

Section 5.100 of the Carson City Charter

**Financial Information**

**Is there a fiscal impact?** No

**If yes, account name/number:**

**Is it currently budgeted?** No

**Explanation of Fiscal Impact:** N/A

**Alternatives**

N/A

**Attachments:**

[BOS\\_office transition.pdf](#)

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

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(Vote Recorded By)

# OFFICE OF THE CLERK-RECORDER

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TRANSITION OF OFFICE TO CLERK-RECORDER ELECT, SCOTT HOEN

# INTRODUCTION

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- Carson City Clerk-Recorder Elect, Scott Hoen.
- Transition plan.
- Status of projects previously presented in the Clerk-Recorder's five-year strategic plan.

# RECORDER

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## COMPLETED PROJECTS:

- Implementation of Landmark/Pioneer recording software.
- Purchase map printer and scanner for instant map recording and map image availability to public.
- Implementation of Recording Notification Service.
- Digitization of recorded documents and indexes dated 1862 – 1969.

## PENDING PROJECTS:

- Importing digitized images and indexes of 1862-1969 to Landmark/Pioneer recording software.
- Purchase and install fireproof shelving to house original old books onsite.
- Purchase large capacity scanner for front counter.
- Continuation of recorded document image review for quality and accuracy.

# CLERK (PUBLIC RECORDS/PUBLIC MEETINGS)

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## COMPLETED PROJECTS:

- In conjunction with the District Attorney's Office, this department streamlined the process for receiving public records requests for Carson City and created a public portal for submitting public records requests. Additionally, this department created an informational website for the public regarding the public records request process.

## CONTINUING PROJECTS:

- Digitizing court records.
- Digitizing City documents.

# CLERK (NOTARY/MARRIAGES)

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## COMPLETED PROJECTS:

- Implementation of Landmark/Pioneer recording software.

## CONTINUING PROJECTS:

- Digitizing and redacting recorded historical marriage records.

# CLERK (ELECTIONS)

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## COMPLETED PROJECTS:

- Increased full-time staff to 3.
- Worked with Secretary of State and Department of Motor Vehicles to implement automatic voter registration processes and procedures.
- Implemented same-day registration processes and procedures pursuant to legislative changes.
- Created and chaired bi-monthly meetings of the Nevada Association of County Clerks and Election Officials to discuss legislated election reform and how to implement across the state.
- Redistricting.

## CONTINUING PROJECTS:

- Statewide voter registration system implementation as required by legislation to be in place by 2024.
- Purchase of electronic pollbooks that will comply with same-day registration administrative requirements.
- Voter list maintenance.



# PUBLIC ADMINISTRATOR

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- Assisted families, mortuaries and the City with approximately 150 Public Administrator matters.
  - Estate administration (if applicable).
  - Signing cremation authorizations and assisting with indigent assistance.
  - Assisting family members with obtaining legal counsel and applying for appropriate court approval.
  - Locating and notifying next-of-kin.
  - Identifying potential assets of decedent and obtaining legal counsel if estate administration was necessary.

# RECOMMENDATIONS

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- Separate Public Administrator's office from Clerk-Recorder's Office.
- Reconfigure Clerk-Recorder's Office to provide more space for elections and a public researching area for the Recorder's office.

# THANK YOU

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