



STAFF REPORT

Report To:	Board of Supervisors	Meeting Date:	February 18, 2021
Staff Contact:	Aubrey Rowlatt, Clerk/Recorder		
Agenda Title:	For Possible Action: Discussion and possible action regarding the Annual Technology Fund Report required to be submitted pursuant to NRS 247.306, containing the estimated proceeds collected by the Carson City Clerk-Recorder in Fiscal Year ("FY") 2021 and a proposal for the expenditures of those proceeds. (Aubrey Rowlatt, arowlatt@carson.org)		

Staff Summary: This report shows the estimated proceeds and expenditures for FY 2021. NRS 247.306 requires the Carson City Clerk-Recorder to submit to the Board of Supervisors an annual report which contains: (1) an estimate of the proceeds that the county recorder will collect from the additional fee that is authorized to be charged for recording certain writings pursuant to subsection 2 of NRS 247.305 in the following FY; and (2) 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 FY.

Agenda Action:	Formal Action / Motion	Time Requested: 5 Minutes
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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

N/A

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 FY does not revert to the county general fund, and the balance in the account must be carried forward to the next FY. 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 balance rolled forward from FY 2020 and the projected revenue and expenditures for FY 2021 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 - Recorder Technology Fees
1011080-441070 Revenue - Technology Fee

Is it currently budgeted? Yes

Explanation of Fiscal Impact: Please see attached for breakdown of anticipated FY 2021 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_20_21.pdf](#)

Board Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

REPORT OF COUNTY RECORDER'S TECHNOLOGY FUND (NRS 247.306)

FY 20/21 REVENUE		
FY 20 Revenue Balance Carryover		\$126,492
FY 21 Expected Revenue	Based on \$5.00 per recorded document (NRS 247.305)	\$64,000
TOTAL FY 20/21 PROJECTED REVENUE BALANCE		\$190,492
FY 21 EXPENDITURES		
Southwest Airlines	Travel to and from Recorder's Association annual meeting in Las Vegas, NV for Recorder and Chief Deputy Recorder.	-\$636
Dell Financial Services LLC	Laptop	-\$1,499
FTR Ltd.	Board, commissions and committee recording software.	-\$7,011
Complete Document Management Solutions Inc.	Training and service on FlexScan film reader.	-\$175
FY 21 EXPECTED EXPENDITURES		
US Imaging, Inc.	Digital imaging of 1862-1962 land records and index books. This contract was signed in January of 2020; however, it is scheduled to commence in February 2021 due to COVID-19.	-\$28,459
Dell Financial Services LLC	Laptop	-\$1,499
SUBTOTAL EXPENDITURES		-\$39,279
PROJECTED REMAINING BALANCE		\$151,213