



## STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** March 17, 2022

**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") 2022 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 2022. 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 Clerk-Recorder will collect from the additional fee imposed 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.

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 balance rolled forward from FY 2021 and the projected revenue and expenditures for FY 2022 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:** Recorder Technology Fees/Expense: 1010213-500620

Recorder Technology Fees/Revenue: 1011080-441070

**Is it currently budgeted?** Yes

**Explanation of Fiscal Impact:** The beginning balance of \$185,880 is available as of July 1, 2021. Expected revenues for FY 2022 are \$63,585 and expected expenses are \$27,070, which leaves an expected balance at June 30, 2022 of \$222,395; see attached for details.

**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\\_2022.pdf](#)

**Board Action Taken:**

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

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

Aye/Nay

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\_\_\_\_\_

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



# Aubrey Rowlett

## Carson City Clerk-Recorder

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### REPORT OF COUNTY RECORDER'S TECHNOLOGY FUND PURSUANT TO NRS 247.306 FISCAL YEAR 2021/2022

<b><u>FY 21 BALANCE</u></b>	<b>\$185,880.24</b>
Balance as of 7/01/2021	
<b><u>FY 22 EXPECTED REVENUE</u></b>	<b>\$63,585</b>
Based on \$5.00 per recorded document (NRS 247.305)	
<b>TOTAL FY 21/22 PROJECTED REVENUE BALANCE:</b>	<b>\$249,465.24</b>
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<b><u>FY 22 EXPECTED EXPENDITURES</u></b>	
<b>Conway Communications</b>	<b>\$1,200</b>
Additional Wi-Fi access points in Recorder's office.	
<b>CDW LLC</b>	<b>\$53.01</b>
Webcam for Recorder computer.	
<b>Memberships</b>	<b>\$260.00</b>
Memberships to Property Records Industry Association (PRIA) and County Fiscal Officers Association (CFOA) to continue ongoing education of leading recordation and document archival technology being used throughout the state and country.	
<b>CDW LLC</b>	<b>\$19.53</b>
Speakers for Recorder computer.	
<b>Amazon</b>	<b>\$38.51</b>
Roller for scanner at Recorder's front counter.	
<b>SHI International Corp</b>	<b>\$108.48</b>
Adobe Acrobat Reader license to allow Recorder's office to create and edit PDF writeable forms for use by the public.	
<b>Landmark</b>	<b>\$7,000</b>
Importing digital images and index of 1862-1962 land records into recordation software.	
<b>US Imaging Inc.</b>	<b>\$18,390.48</b>
Digital imaging of 1862-1962 land records and index books.	
<b>SUB TOTAL EXPECTED EXPENDITURES:</b>	<b>\$27,070.01</b>
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<b>FY 21/22 PROJECTED REMAINING BALANCE:</b>	<b>\$222,395.23</b>