

# CLARK COUNTY BOARD OF COMMISSIONERS

## AGENDA ITEM

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**Petitioner:** Lynn Marie Goya, Clark County Clerk

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**Recommendation:**

**Receive a report of the projected expenditures related to the County Clerk Technology Fee of the Office of the County Clerk for Fiscal Year 2022; and approve and authorize the creation of one (1) full-time limited-perm Records Administration Manager (A33) position to be funded by the County Clerk Technology Fee. (For possible action)**

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**FISCAL IMPACT:**

Fund #:	2290.937	Fund Name:	County Clerk Technology Fee
Fund Center:	1070606000	Funded PGM/Grant:	N/A
Amount:	\$2,117,095		
Description:	N/A		
Additional Comments:	No Impact to the General Fund		

**BACKGROUND:**

Pursuant to NRS 19.016, the County Clerk receives \$5 for fee for each document filed. This commission is accounted for separately in the CC Tech Fee fund in the County General Fund, which was created by ordinance.

The money in the account must be used only to acquire technology for or to improve technology used in the office of the county clerk, including, without limitation, costs related to 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.

In addition, money from this account will be used to create and fund one (1) full-time limited-perm Records Administration Manager (A33) position to manage and support the technology needs and operations of the Clerk's Office.

The County Clerk now submits this report to the Board of County Commissioners, which contains a general plan for expenditures of the proceeds from the additional commission collected.

FY22 budget of \$2,117,095 includes \$994,555 FY22 estimated revenue and \$1,122,540 FY21 carryover balance. During FY22, this budget unit may be used as delineated below:

- Customer Service System Enhancements and Professional Services to Improve Efficiency, \$1,362,095  
Customer Service, and Automation of Business (may include FFN renewals; marriage certificate filing; public records search interface; website enhancements; kiosks; Acclaim replacement; and other)
- Business Continuity \$25,000
- Public Meetings and Records System Enhancements \$150,000
- New Records Administration Manager (A33) Technology Support Position (100% Funding) \$225,000

Cleared for Agenda

**05/04/2021**

File ID#

**21-594**

•	Meeting and Conference Room Upgrade	\$150,000	
•	Technology Refresh (such as computers, printers, scanners, counters)		\$175,000
•	Training & Conferences and related Travel – Technology Focused		\$30,000
Total			\$2,117,095