

OFFICE OF THE WARREN COUNTY CLERK
PAMELA J. VOGEL, COUNTY CLERK
SUEANNE S. LINEHAN, DEPUTY

Warren County Support Services Committee: Co. Clerk/DMV
June 24, 2019 – 10:15 a.m.

- I. Committee Meeting Call to Order
- II. Motion to approve minutes of prior committee meeting (No pending items).
- III. Action Agenda/New Business:

A. **Notice to Fill MV License Reg. Clerk Full-time (A.1410110 Full time salaries):**

The office requests approval to fill the position Motor Vehicle License Clerk Full-Time due to the vacancy created by resignation. Employee has accepted a position as Communications Officer with the Warren Co. Sheriff's Office. Position will be filled from a Civil Service Eligible List when available (expect test to be posted end July-early Aug. 2019). The position is a Grade 8, entry level/base, \$ 34,988, all FT CSEA benefits. Current employee was earning \$ 37704. NTF has been sent to HR/CS, Co. Administrator, Budget Officer. Being presented to Committee/Chair as of this time.

B. **Transfer of Funds: From FT Salaries (A.1410 110) to OT Salaries (A.1410 120): \$ 5000**

- DMV generates significant revenue for Warren County in the form of both mv use tax as well as approx. 12.7% on transactions performed within the office by MV clerks. Annual DMV revenue from both sources amounts to approximately \$ 1 million.
- DMV is experiencing extremely high activity with monthly retention fees up approx. 20%. DMV transaction activity ytd: 28,000 transactions, increase 2500 over last ytd.
- DMV Real ID and EDL transactions increasing due to 2020 deadline. Requirements are more involved than traditional license documentation. Multiple staff required to process. Acting DMV Commissioner describes these as: very complicated.
- Efforts are being made to address customer service during this time of high volume, seasonal trends, staff vacations, vacancies, and ongoing new employee training by maximizing use all trained staff, revising staff schedules, adding temp staff for dealer work, and expanding of web page information.
- Prior year OT typically dedicated to required supervisory coverage during vacations. In order to attempt to adequately service our customers, additional use of OT has been necessary. Budget for 2019 nearly exhausted (\$ 2700, balance approx. \$ 300).
- Additional funds for OT to be transferred from unexpended FT funds (due to lag in FT replacement).
- Transfer amount: \$ 5000 based on projected OT needs of approx. 8 hrs wk/18 wks.

C: **Special Thank You's:**

- Our B & G dept: Once again, for building a functional, professional workspace for the DMV. Especially appreciated during time of high volume/activity.
- IT: For promptly responding to our need for expanded pages/bullets/links to DMV Real ID/EDL information.
- WCSO Security Personnel: For monitoring our DMV each and every day ~ from a friendly smile to customers when entering the building to providing essential intervention and/or WCSO patrol calls as necessary, ensuring the safety of both customers and staff alike.

No Further Business.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: County Clerk/DMV

SIGNED: 

DATE: 6/11/2019

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1410110	Fulltime salaries	A.1410 120	Overtime Salaries	\$ 5000.00

Please state reason for transfers requested: To balance appropriation code to cover overtime costs - due to high seasonal trends and DMV Real ID/EDL volume. Revenue up approx. 20%

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.