

Legislative, Rules & Governmental Operations
County Clerk/DMV Agenda
June 27, 2025

COMMITTEE MEMBERS: Supervisors STROUGH, Conover, Wild, Driscoll, Maday, Geraci and Thomas.

- Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board.

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Privilege of the Floor and public comment
- IV. Action Agenda/New Business Items:
 1. Request: Fund Senior Legal Recording Clerk position created in County Clerk 2025 Budget.
Rationale: Position was reinstated but not funded in 2025 budget process. The Senior Legal Recording Clerk position will be funded in place of Legal Recording Clerk. Currently there is no succession planning to Principal Legal Recording Clerk if one were to retire in the future. Further explanation in Personnel Request.
- V. Discussion Items:
- VI. Referrals/Pending Items: None.
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments:

Resolution Request Form No. 20

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: COUNTY CLERK

DATE: JUNE 27, 2025

(a) Purpose of Request:

Amend Table of Organization to fund Senior Legal Recording Clerk position (Grade 12 - \$51,890) and unfund the Legal Recording Clerk position (\$47,800)

(b) Details:

The Senior Legal Recording Clerk position was created, but not funded, in the 2025 Budget. This position will provide essential support to the Principal Legal Recording Clerk and provide for a clear path of succession for employees. This position has the potential to contribute increased revenues through enhanced criminal search services & would be a valuable investment in the office's efficiency and effectiveness

(c) Previous Resolution Number:

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

A.1410 110

Note: No additional monies are needed for this action in 2025 - funds are available within the existing salary lines due to vacancies

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS