

Legislative, Rules & Governmental Operations
County Clerk/DMV Agenda
October 30, 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 – *Oct 2, 2025*
- III. Privilege of the Floor and public comment
- IV. Action Agenda/New Business Items:
 1. Request: Unfund and retain the currently vacant (as of 11/2/25) Principal Legal Recording Clerk (Salary: \$67,589) and repurpose the funding to the already existing position, Legal Recording Clerk (Salary: \$45,751).

Rationale: The transfer of the previous incumbent to Deputy Real Property Director has left a vacancy for which no existing staff members are currently qualified for immediate promotion. Maintaining full staffing is critical to preventing operational backlogs and ensuring the County Clerk's statutory duties are executed efficiently. This action ensures we can hire an immediate replacement to keep the office fully operational, and creates an annual net budget savings of \$21,838 in salary costs. In the future when a clerk is qualified, we would request funding for the Principal title, at which point the redundant Legal Recording Clerk position will be defunded.
- V. Discussion Items:
- VI. Referrals/Pending Items:
 1. Local Real Estate Transfer Tax continued conversation with requested information.
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments: 2026 Budget, Salary Schedules, and Recap

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: County Clerk

DATE: 10/24/2025

- (a) Title of Requested Position: **Legal Recording Clerk (already established, just not funded)**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$45,751 Grade 7**
- (c) Effective Date for New Position*: **11/24/2025**
**Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
****UNFUND BUT RETAIN* Principal Legal Recording Clerk - Grade 15, Salary \$67,589
*need to fund in the future***
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.1410 110 - Salaries - Full-time
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue: