

Support Services
County Clerk/DMV Agenda
March 23, 2026

COMMITTEE MEMBERS: Supervisors GILLIGAN, Strough, Turner, Driscoll, Strainer, Maday and Etu.

- 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 Principal Legal Recording Clerk and defund one Legal Recording Clerk.
Rationale: Last year, we voluntarily unfunded the Principal position, but retained it to support a Legal Recording Clerk position for adequate staffing. Now that our Senior Legal Clerk is ready for advancement, we are requesting funding for the Principal role so she can step into it.
 2. Request: Transfer \$15,000 to A.1410 110 Salaries - Regular from Contingent Fund.
Rationale: \$15,000 will cover the difference between the Principal and Legal Clerk positions for the remainder of the year.
- 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. 10

Resolution Request Form No. 20

Last year's Resolution Request Form No. 11 & Corresponding Agenda

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: 3/11/2026

- (a) Purpose of Request:
Fund Principal Legal Recording Clerk and unfund Legal Recording Clerk.
- (b) Details:
Last year we voluntarily unfunded the Principal Legal Recording Clerk position in order to hire staff into the role of Legal Recording Clerk. Since our Senior Legal Recording Clerk is now in the position to be promoted, we are requesting to fund the Principal and unfund a Legal Recording Clerk position, bringing us back to our organizational structure of 2025.
- (c) Previous Resolution Number:
2025/436
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.1990 4569 Contingency Account - \$15,000

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

* as listed in budget and LOGOS

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:

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. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Clerk

SIGNED: *Cary L Black*

DATE: 3/11/2026

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

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	A.1410 110	Salaries - Regular	\$15,000

Please state reason for transfer request:

Fund Principal Legal Recording Clerk and defund one Legal Recording Clerk

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