

Support Services Committee
County Clerk/DMV Agenda
August 24, 2020

COMMITTEE MEMBERS: Supervisors Magowan, Leggett, Wild, Bruno, Driscoll, Hogan and Shepler

I. Committee meeting called to order by the Chair

II. Approval of minutes of prior Committee Meeting

III. Action Agenda/New Business Items:

1. Request: for a transfer of funds from Budget Code A.1410 110, *FT Salaries*, to Budget Code A. 1410 120, *Overtime*.

Rationale: in light of COVID-19, the 2020 County Clerk/DMV OT appropriation of \$2,700 is nearly exhausted (i.e. a result of additional supervisor time required for DMV appointment scheduling, set-up, implementation as per EO 202.51; unprecedented volume of callbacks-public's need for information due to the three month "pause"; alteration of DMV operation to respond to social distancing, room capacity). As we continue to experience the public's demand for DMV services, the office needs to ensure appropriate supervisory coverage, should it be necessary, for the remainder of 2020 by amending the 2020 adopted budget to accommodate and additional \$2,000. Revised A.1410 120: Total \$4,700.

Funds available from MVR vacancy which occurred just prior to COVID-19 closure - \$ 29,157 unused balance from vacant position.

County Clerk/DMV revenue accounts beginning to experience increased gains. Approx. 58% Jan-July ytd.

IV. Discussion Items: None

V. Referrals/Pending Items: None

VI. Privilege of the Floor and public comment (please allow 15 second delay on live stream meetings)

VII. Motion to Adjourn

Attachments:

1. Resolution Request Form No. 10 – Transfer of Funds

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: 8/15/2020

| <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 | \$ 2000.00 |

Please state reason for transfers requested: To balance appropriation code to cover overtime costs - due to need for additional staff services brought on by COVID-19 pandemic. . Funds will be transferred from unused FT salary due to vacancy.

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.