

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title		
08001-0001	08001 - COUNTY CLERK/0001 - ADMIN	1	Deputy County Clerk II -Land and Vitals		

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
F-Supported	Supported	The number of Land and Vital documents filed are continuing to increases as well average wait time for customers. Based off NemoQ data showing wait time and transaction time - stats support additional positions in the County Clerk's Office to keep up with the increasing workload and help eliminate clerk errors due to feeling rushed to move the queue. Request is only for one clerk but stats support more.

WHY is this position needed?	
The County Clerk is requesting one additional Deputy County Clerk II (533) position. The County Clerk's office is responsible for issuing marriage licenses, informal marriage licenses, birth certificates and recording assumed names. The McKinney office customers often experience long wait times that regularly exceed acceptable service standards. Additionally, the continuous prolonged wait times are negatively affecting productivity and work quality indicating a need for an additional position.	

HOW will this position benefit your office and/or the County?	
The addition of one Deputy County Clerk II will help to reduce extended wait times, ensure continuity of operations and compliance with statutory requirements. The responsibilities of the office have increased while staffing levels have remained limited. The addition of one Deputy County Clerk II is necessary to ensure critical functions continue without interruption during absences and peak workloads. An additional clerk will also reduce the constant pressure to move the line which results in errors that in turn leads to rework, corrections or compliance issues. The additional clerk would also allow for cross-training in the different roles the County Clerk's office fulfills. Cross-training is an integral part of the clerk's training methodology as to protect the integrity of the office and sustain the level of service expected by the public.	

Is there statutory authority for this request?		Will this generate revenue?		If Yes, potential amount?	
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Job Duties of NEW Position	
The clerk is responsible for issuing certified copies of state and local birth and death records to properly qualified applicants as defined by the Texas Administrative Code by following legislative requirements. While issuing birth and death records, the clerk will ensure that the record prints straight and clearly and that the record number has been documented in all of the required locations, including records that have been voided for any reason. The clerk is responsible for accurately issuing, reviewing and recording marriage licenses by following Texas Family Code. The clerk will check the application and license to ensure its accuracy at each stage up to and after recording. The clerk will verify that all required information is printed or written legibly and accurately, each applicant has signed and dated where indicated and the clerk will sign and date each section required on the application and the license. The clerk will also ensure that images are clear and straight at each point of recording. The clerk will then verify all information and return the marriage license to the customer in person or by mail at their return address listed on the back of the license. The clerk is responsible to process e-Recording documents. The clerk will visually inspect all documents that are received electronically that are included in each order to ensure that the document is signed and contains a notary acknowledgement. The notary acknowledgment must include a clear and legible notary's seal with an unexpired commission date on the date that the document was executed/signed. Clerk will rotate on a weekly basis to process all online requests through Permitium. Clerk will ensure that all proper documentation has been uploaded and all surveys have been completed accordingly. Clerk will keep open communication with the customer on the status of their application. Clerk will follow all established guidelines when cashiering the request. Clerk will ensure that all shipping labels are accurate before mailing out the record. For pick ups, clerk will request the identification of the customer to verify that the information matches the request. At the end of business day, clerk will ensure that all records still scheduled for pick up are locked in a secure filing cabinet. Completed online orders should be processed in a timely manner daily. The clerk receives assumed name applications electronically and in person. When the clerk receives a notarized assumed name application, the clerk will ensure that all information printed or written on the application is correct and the form is notarized and signed properly. If the clerk received an assumed name application electronically, the clerk will ensure that all information on the application is correct and that all applicants are present with proper identification to sign the assumed name certificate. Once all parties have signed the certificate, the clerk will be responsible for taking payment and certifying the document properly with a signature and seal. The clerk will scan the document and trailer page into the software and verify that the document image is straight and clear. The clerk will return the original document and receipt of payment to the customer. The clerk records all plats that are brought into our office and have been through the approval process. Clerk will enter the number of pages of the plat, how many labels are needed, and how many tax certificates to upload. The customer can pay by cash, check or credit card and provide a valid government photo ID. Once cashiered, the clerk will place the labels on the plat and tax certificates. Clerk will then scan the plat in our OCE scan software. They will ensure the image is clear and legible. Once complete the image is then verified before giving all other copies to the customer. The clerk will file TABC applications by checking application for proper jurisdiction, accuracy and signatures. Clerk will sign and seal the document in the appropriate section and charge a proper fee for the signature. The application will be indexed in the docket spreadsheet. The clerk will prepare a notice, if required, to be scanned and posted to the County Clerk's Public Notices webpage. Following the posting the clerk will prepare a folder and file all documents related to the transaction. Clerk will utilize the Nemo-Q to effectively call customers daily. Clerk will ensure that each customer receives a ticket from the Nemo-Q kiosk before being called to the counter. Clerk will click the next button to call a customer to the counter. If a customer does not have their paperwork complete, clerk will move the ticket to the standby queue. The standby queue will be checked frequently throughout the day by the clerk to ensure that all customers have been assisted. Clerk will call the standby ticket no more than three times before removing the ticket from the standby queue. At the end of each day, clerk will ensure that all tickets have been called and processed. The clerk is to process any mail received within 1-2 business days of receipt. If mail is not processed within the specified timeframe, a supervisor is to be notified immediately. Mail will be placed in a basket in a secure, specified location and is to be processed no later than the following morning. FedEx and Priority mail is to be processed the same day of receipt. Upon receipt, the clerk will ensure that all requests are completed with properly completed applications, notary seals and signatures, and have clear legible copies of approved, required identification along with appropriate payment. The clerk will perform a thorough review of all documents processed and/or issued before completing the transaction. The clerk will make sure the document meets our filing criteria before accepting the document for recording. A second clerk will then confirm it has been entered correctly, accurately scanned, legible, straight and reproducible. The clerk will maintain a minimum accuracy rate of 98% or higher when recording and/or issuing documents. The clerk will ensure that all office procedures and/or statutes as defined by the Texas Administrative Code and/or Texas Family Code have been met while processing the order before completing the transaction for the customer. At the end of each business day, the clerk is responsible for accurately balancing their cash drawer with their daily fees summary report and remotely depositing any checks that have been received throughout the day. All reports are combined and given to the clerk who has been assigned to do the reports for that week. The appointed clerk will then transfer all the accounts and verify that all totals coincide with the various reports before scanning into the bookkeeper's folder.	

NEW POSITION(S) REQUEST										
Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Supported Quantity	FY 2027 Supported Amount
Deputy County Clerk II	1	533	Full-Time	\$48,287.00	\$79,989.00	\$48,287.00	Deputy County Clerk II/533	\$79,989.00	1	\$79,989.00
Requested NEW Position(s) Subtotal:					\$79,989.00	CORRECTED New Position(s) Subtotal:				
						SUPPORTED New Position(s) Subtotal:				
						\$79,989.00				

TRAINING INCREASE REQUESTS								
Name of Attendee	Purpose for Conference Attendance (CLE, CE, etc. as required)	Estimated Travel Expense*	Requested Quantity	Total Requested	Budget Dept. Comments	Supported Amount	FY 2027 Supported Quantity	FY 2027 Supported Total
TBD	Continuing Education	\$1,500.00	1	\$1,500.00	Department histoically spends only half of Travel and Training. Sufficient funding in current budget.	\$500.00	0	\$0.00
TBD	In-House Training	\$500.00	1	\$500.00		\$500.00	0	\$0.00
Training Requested Subtotal:				\$2,000.00	Supported Training Subtotal:			
					\$0.00			

*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking, hotel parking, per diem, etc.

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program		Priority #	Department Improvement Title						
08001-0001	08001 - COUNTY CLERK/0001 - ADMIN		1	Deputy County Clerk II -Land and Vitals						
MAINTENANCE/OPERATIONS EXPENSES (SUPPLIES, DUES, MAINTENANCE, ETC):										
Account Description	Details		Amount Requested	Budget Dept. Comments					Supported Amount	
30-0000-615510	Dues and Subscriptions		\$500.00						\$500.00	
30-0000-615101	Office Supplies		\$500.00						\$500.00	
			M&O Requested Subtotal:	\$1,000.00					Supported M&O Subtotal: \$1,000.00	
FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Supported Quantity	FY 2027 Supported Amount	FY 2026 Recommended Amount
Cubicle Package	New	1		\$14,000.00	\$14,000.00	\$14,000.00	Cubicle Package	1	\$14,000.00	\$0.00
Computer Laptop	New	1		\$2,619.00	\$2,619.00	\$4,384.00	Computer Laptop	1	\$4,384.00	\$0.00
Desk Phone	New	1		\$597.00	\$597.00	\$597.00	Desk Phone	1	\$597.00	\$0.00
Desktop Scanner	New	1		\$999.00	\$999.00	\$999.00	Desktop Scanner	1	\$999.00	\$0.00
Software-EA	New	1		\$624.00	\$624.00	\$624.00	Software-EA	1	\$624.00	\$0.00
Software Adobe Pro	New	1			\$0.00	\$130.00	Software Adobe Pro	1	\$130.00	\$0.00
		Estimated Requested Equipment Subtotal:		\$18,839.00				Supported Equipment Subtotal:		\$20,734.00 \$0.00
						Total Estimated Department Request:		\$101,828.00		
								Updated Total Department Request:		\$103,723.00
						SUPPORTED Total Department Request Utilizing FY 2027 Funds:		\$101,723.00		
						RECOMMENDED Total Department Request Utilizing FY 2026 Funds:		\$0.00		

ANALYSIS					
Q & A Discussions with Department					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Brenda G.	3/23/2026	Email	3/23/2026	Brenda G	Email
Questions TO Department			Response From Department		
I see there is a cubicle package included in this request. Will this position not be sitting at the front counter?			Yes, we will need the cubicle package to expand the front counter, if necessary		
If there is a need for a cubicle - do you have the room in your office for the cubicle?			Yes		
The cubicle package comes with an employee chair. Do you need a second chair or can I remove it from the request?			Yes, remove		
How many Deputy Clerk II - Land & Vital clerks do you currently have?			14		
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Brenda G.	3/30/2026	Email	4/21/2026	Brenda G.	Webex
Questions TO Department			Response From Department		
Do you have data that shows the average wait time in your Land and Vitals section?			Average wait time for 2025 is 14 minutes and average wait time for 2026 is 15 mins.		
Do you have a # of customers served that I could use for that?			The stats for 2026 are as of 4/7/2026. The number of customers in 2025 = 55,236 and 2026= 16,711 The performance measures will have the number of birth, death, marriage licenses recorded. Through April 25,714		
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Brenda G.	5/4/2026	Email	5/4/2026	Brenda G.	Webex
Questions TO Department			Response From Department		
Would this new Land and Vitals position actually be sitting at front desk - or in the back and able to assist as needed? Or in a cubicle up front to where customers could access them?			They would provide customer service. Whether front facing, online applications or public assistance.		

FY 2027 Department Funding Request for a NEW Position

Department/Program #		Department Name / Program			Priority #	Department Improvement Title		
08001-0001		08001 - COUNTY CLERK/0001 - ADMIN			1	Deputy County Clerk II -Land and Vitals		
Statistical Analysis								
STATISTICS RELATED TO NEW POSITION REQUEST								
# of Land and Vital Documents Filed/Issued								
Fiscal Year	# of Land and Vital Documents Filed/Issued	# of Employees	# Per Employee	% Change per Employee	Comments / Findings			
FY 2018	237,114	11	21,556					
FY 2019	239,914	11	21,810	1.2%				
FY 2020	284,017	12	23,668	8.5%	Adopted (1) Vitals Clerk			
FY 2021	352,065	12	29,339	24.0%				
FY 2022	300,066	14	21,433	-26.9%	Adopted (2) Land Recording/Index Clerks			
FY 2023	242,366	14	17,312	-19.2%				
FY 2024	247,367	14	17,669	2.1%				
FY 2025	263,648	14	18,832	6.6%				
FY 2026 as of May 31, 2026	183,231	14						
FY 2026 Year-End Estimate	274,847	14	19,632	4.2%				
Fiscal Year	# of Land and Vital Documents Filed/Issued	# of Employees Requested	Total # of Employees Requested	# Per Employee	% Change per Employee	Estimated % Change in Stat	Comments / Findings	
FY 2027 Estimate THIS Request	288,589	1	15	19,239	-2.0%	5.0%		
Fiscal Year	# of Land and Vital Documents Filed/Issued	# of Employees Recommended	Total # of Employees Recommended	# Per Employee	% Change per Employee	Comments / Findings		
FY 2027 Estimate Recommended	288,589	1	15	19,239	-2.0%			
# of Land and Vital Documents Filed/Issued								
Calendar Year	Avg. Transaction Time	# Documents Issued / Filed	Total Minutes	# of Hours	Hours per Person in a Year	Budgeted Positions	# of Positions Needed	Comment
FY 2025	11.71	263,648	3,087,318	51,455	2,080	14	24.74	Using same calc used for Tax Office
FY 2026	11.36	183,231						Estimated % Change in Stat
FY 2026 Year-End Estimate		274,847	3,122,256	52,038	2,080	14	25.02	5.0%
Fiscal Year			Total Minutes	# of Hours	Hours per Person in a Year	# Positions Requested	# of Positions Needed	Estimated % Change in Stat
FY 2027		288,588.83	3,278,369	54,639	2,080	1	26.27	5.0%
Average Wait Times in Minutes								
Services	Jan - Mar 2025	Apr - Jun 2025	Jul - Aug 2025	Sept - Dec 2025	Jan - Mar 2026	Apr - June 2026	Comment	
Abandon - Assumed Name	7.82	13.59	15.64	14.51	10.58	11.89	Report pulled from NemoQ	
Abandon Assumed Name	1.66	n/a	n/a	1.66	n/a	n/a		
Assumed Name Certificate	10.21	13.43	13.48	13.00	13.69	18.22		
Birth Certificate	12.12	15.42	13.82	14.12	14.53	16.69		
Birth Certificate - No Application	14.22	16.47	17.62	16.68	17.71	21.29		
Death Certificate	11.44	14.31	15.25	13.86	14.58	15.31		
Death Certificate - No Application	13.50	15.69	23.46	17.55	19.00	18.51		
File Trustee Notices	13.05	19.81	22.32	19.27	18.01	18.99		
Land Recording	11.93	16.67	18.59	16.48	17.72	19.74		
Main - Other	11.92	10.82	8.67	10.62	6.69	5.63		
Marriage License - Copies	9.55	12.32	13.82	12.30	13.16	16.25		
Marriage License - Formal	12.70	14.72	13.23	14.13	14.61	18.09		
Marriage License - Informal	12.81	14.31	14.83	14.05	15.15	16.72		
Marriage License - Record	13.05	16.60	18.92	16.66	15.89	18.52		
Online Copy Request Pick-up	n/a	n/a	17.07	22.65	0.09	9.15		
Plat Recording	7.54	9.86	8.48	7.66	n/a	7.25		
Vital Stats - Other	9.14	16.54	19.42	16.92	14.71	15.06		

FY 2027 Department Funding Request

Department/Program #	Department Name / Program	Priority #	Department Improvement Title							
08001-0001	08001 - COUNTY CLERK/0001 - ADMIN	2	Electronic Time Stamp							
Budget Category, FINAL Recommendation and Comments										
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding		Comments (if any)							
D-No Budget Impact	FY 2026		Timestamp is needed in Plano location to file mark records. Should be sufficient funds left over in their FY 2026 budget to purchase this.							
WHY is this request needed?										
The County Clerk is requesting one electronic time stamp machine for the Plano office. Due to the fact that the Plano office has taken on more services and in turn must have a working time/date stamp machine in order to file mark certain documents for record.										
WHAT are you requesting?										
The County Clerk's office is requesting one electronic time stamp machine for the Plano office. The County Clerk is responsible for properly file-marking all documents at the time they are received. The electronic time stamp machine-model T-3 will allow for the clerks in the Plano office to function as a true extension of the Clerk's office by having the ability to process all documents for customers without traveling to McKinney. The ability for customers to utilize this office for additional services will help to reduce the foot traffic and long lines in the McKinney office.										
Is there statutory authority for this request?		LGC 191.001; 193.001	Will this generate revenue?		If Yes, potential amount?					
FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Recommended Quantity	FY 2027 Recommended Amount	Recommended FY 2026 Amount
Electronic Time-Stamp T3	New	1			\$0.00	\$1,020.00	Electronic Time-Stamp T3	1	\$0.00	\$1,020.00
Estimated Requested Equipment Subtotal:					\$0.00		Recommended Equipment Subtotal:		\$0.00	\$1,020.00
Total Estimated Department Request:					\$0.00		Updated Total Department Request:		\$1,020.00	
							RECOMMENDED Total Department Request Utilizing FY 2027 Funds:		\$0.00	
							RECOMMENDED Total Department Request Utilizing FY 2026 Funds:		\$1,020.00	

ANALYSIS					
Q & A Discussions with Department					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Brenda G.	3/24/2026	Email	3/24/2026	Brenda G	Email
Questions TO Department			Response From Department		
How do you currently timestamp documents in the Plano location?			We moved one of our timestamp machines from our McKinney location.		
What documents cannot currently be processed at the Plano location due to not having an electronic timestamp?			We recently have expanded our services in the Plano location and want a designated timestamp in order to file mark foreclosure notices and/or trustee notices.		
Will you be sending back the timestamp to the McKinney Office if this request is approved?			We will be sending it back to McKinney.		

FY 2027 Department Funding Request

Department/Program #	Department Name / Program	Priority #	Department Improvement Title		
08001-0001	08001 - COUNTY CLERK/0001 - ADMIN	3	Satellite Office for the Collin County Clerk-Wylie/Lavon		
Budget Category, FINAL Recommendation and Comments					
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding		Comments (if any)		
G-Not Supported	Not Recommended		Location does not currently exist. Staff will not be added until location is open.		
WHY is this request needed?					
As a result of the continuous growth of Collin County, it is imperative that services grow in order to meet demand. The south-east quadrant of Collin County (Wylie/Lavon) has grown exponentially with Wylie experiencing a 9.1% growth between 2020 and 2024 and Lavon experiencing a 90% growth in the same time frame. Currently, residents of this area must travel an average of 25 miles to access County Clerk services. To better serve the constituents in this location of the county, the County Clerk's office must establish a satellite office. A satellite office would create better equity in service to the area, shorter travel times, support efficient processing of records and in case of emergencies at the main office, services can continue without interruption.					
WHAT are you requesting?					
The County Clerk's office is requesting a satellite office to be opened in the Wylie/Lavon area. A satellite office located in the south-east quadrant of the county will ensure that the residents of the area have more access to County Clerk services while assisting the McKinney and Plano offices to reduce the number of customers experiencing long wait times that regularly exceed acceptable service standards.					
HOW will this benefit your office and/or the County?					
The addition of a satellite office will ensure that customers have improved access to services provided by the County Clerk such as assumed name fillings, applications for marriage licenses and ease of access to copies of birth and death records. Transactions can be completed quickly with reduced time pressure errors, reinforcing transparency and ensuring smoother operations to meet the demands of an area with a fast growing population.					
Is there statutory authority for this request?			Will this generate revenue?		
			If Yes, potential amount?		
		Total Estimated Department Request:		\$0.00	
				Updated Total Department Request:	\$0.00
				RECOMMENDED Total Department Request Utilizing FY 2027 Funds:	\$0.00
				RECOMMENDED Total Department Request Utilizing FY 2026 Funds:	\$0.00

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title							
08001-0001	08001 - COUNTY CLERK/0001 - ADMIN	4	Lead Clerk - Satellite Office (Wylie/Lavon)							

Budget Category, FINAL Recommendation and Comments										
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding				Comments (if any)					
G-Not Supported	Not Recommended				Location does not currently exist. Staff will not be added until location is open.					

WHY is this position needed?

The County Clerk is requesting one Lead Clerk (535) position. With the potential addition of a satellite office, additional staff will also be required. The County Clerk's office is responsible for issuing marriage licenses, informal marriage licenses, birth certificates and recording assumed names. The satellite office will require a supervisor on site to manage staff and oversee office processes as well as ensure all business is conducted following legislative requirements.

HOW will this position benefit your office and/or the County?

The addition of a Lead Clerk (535) at the satellite office will ensure that all office business and processes are followed according to legislative and statutorily mandated requirements. The Lead Clerk position will be required to oversee all operations and supervise staff. The Lead Clerk will provide immediate, on-site decision-making, efficiency in cash handling and reconciliation of monies received during the business day, quality control of filings and staff coverage. The satellite office would not be designated to function as a self-managed unit. A Lead Clerk is a necessary supervisory position to ensure operational integrity, fiscal accountability and continuity of services.

Is there statutory authority for this request?		Will this generate revenue?		If Yes, potential amount?	
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Job Duties of NEW Position

The Lead Clerk will be responsible for setting goals and objectives, provide staff evaluations, and make appropriate recommendations to upper management as necessary. This position will also participate in the recruiting process by reviewing applicants, interviewing possible candidates, conducting reference checks and making recommendations for hiring/promoting staff. The position will monitor staff performance and make recommendations on any disciplinary actions. The position will ensure staff perform duties accurately and following statutory requirements including the issuance of birth certificates, death certificates, formal and informal marriage licenses, assumed names and certified copies. The position will ensure documents are properly completed and end of day balancing and reconciliation is performed following established business processes. The Lead Clerk will be responsible to create and maintain statistical reporting for all clerks assigned to the satellite location, monitor workflow and ensure quality of work meets established expectations. This position will also review office processes and recommend new policies or business practices; monitor staff time to ensure adequate coverage is available at all times; monitor budgetary needs and ensure any necessary resources are available to assist staff in the proper performance of their duties. As the population continues to increase, the services the County Clerk provides to our citizens also increases. It is vital the department have a supervisor on-site to ensure the proper management of the satellite office.

NEW POSITION(S) REQUEST											
Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Recommend Quantity	FY 2027 Recommended Amount	
Lead Clerk	1	535	Full-Time	\$56,583.00	\$89,796.00	\$56,583.00	Lead Clerk / 535	\$89,796.00	0	\$0.00	
Requested NEW Position(s) Subtotal:					\$89,796.00	CORRECTED New Position(s) Subtotal:			\$89,796.00		
						RECOMMENDED New Position(s) Subtotal:					\$0.00

TRAINING INCREASE REQUESTS										
Name of Attendee	Purpose for Conference Attendance (CLE, CE, etc. as required)	Estimated Travel Expense*	Requested Quantity	Total Requested	Budget Dept. Comments	Recommend Amount	FY 2027 Recommend Quantity	FY 2027 Recommend Total		
TBD	Continuing Education	\$1,500.00	1	\$1,500.00		\$0.00	0	\$0.00		
TBD	In-House Training	\$500.00	1	\$500.00		\$0.00	0	\$0.00		
*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking, hotel parking, per diem, etc.					Training Requested Subtotal:	\$2,000.00	Recommended Training Subtotal:			\$0.00

MAINTENANCE/OPERATIONS EXPENSES (SUPPLIES, DUES, MAINTENANCE, ETC):									
Account Description	Details			Amount Requested	Budget Dept. Comments	Recommend Amount			
30-0000-615510	Dues and Subscriptions			\$500.00		\$0.00			
30-0000-615101	Office Supplies			\$500.00		\$0.00			
M&O Requested Subtotal:				\$1,000.00		Recommended M&O Subtotal:	\$0.00		

FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Recommend Quantity	FY 2027 Recommend Amount	FY 2026 Recommend Amount
Cubicle Package	New	1		\$14,000.00	\$14,000.00	\$14,000.00	Cubicle Package	0	\$0.00	\$0.00
Computer Laptop	New	1		\$2,619.00	\$2,619.00	\$4,384.00	Computer Laptop	0	\$0.00	\$0.00
Desk Phone	New	1		\$597.00	\$597.00	\$597.00	Desk Phone	0	\$0.00	\$0.00
Desktop Scanner	New	1		\$999.00	\$999.00	\$999.00	Desktop Scanner	0	\$0.00	\$0.00
Software-EA	New	1		\$624.00	\$624.00	\$624.00	Software-EA	0	\$0.00	\$0.00
Software Adobe Pro	New	1			\$0.00	\$130.00	Software Adobe Pro	0	\$0.00	\$0.00
Estimated Requested Equipment Subtotal:					\$18,839.00	Recommended Equipment Subtotal:			\$0.00	\$0.00
Total Estimated Department Request:					\$111,635.00	Updated Total Department Request:			\$113,530.00	
RECOMMENDED Total Department Request Utilizing FY 2027 Funds:								\$0.00		
RECOMMENDED Total Department Request Utilizing FY 2026 Funds:								\$0.00		

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title							
08001-0001	08001 - COUNTY CLERK/0001 - ADMIN	5	Deputy County Clerk II -Land and Vitals (2) Satellite Office (Wylie/Lavon)							

Budget Category, FINAL Recommendation and Comments										
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding				Comments (if any)					
G-Not Supported	Not Recommended				Location does not currently exist. Staff will not be added until location is open.					

WHY is this position needed?

The County Clerk is requesting two additional Deputy County Clerk II (533) positions for the proposed Wylie/Lavon satellite office. The County Clerk's office is responsible for issuing marriage licenses, informal marriage licenses, birth certificates and recording assumed names. The addition of a County Clerk office will provide services to residents in the south-west quadrant of the county while also assisting the McKinney and Plano offices to reduce the number of customers experiencing long wait times that regularly exceed acceptable service standards.

HOW will this position benefit your office and/or the County?

The addition of two additional Deputy County Clerks II is necessary to ensure the proposed office can function according to established processes and legislative requirements.

Is there statutory authority for this request?		Will this generate revenue?		If Yes, potential amount?	
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Job Duties of NEW Position

The clerk is responsible for issuing certified copies of state and local, birth and death records to properly qualified applicants as defined by the Texas Administrative Code by following legislative requirements. While issuing birth and death records, the clerk will ensure that the record prints straight and clearly and that the record number has been documented in all of the required locations, including records that have been voided for any reason. The clerk is responsible for accurately issuing, reviewing and recording marriage licenses by following Texas Family Code. The clerk will check the application and license to ensure its accuracy at each stage up to and after recording. The clerk will verify that all required information is printed or written legibly and accurately, each applicant has signed and dated where indicated and the clerk will sign and date each section required on the application and the license. The clerk will also ensure that images are clear and straight at each point of recording. The clerk will then verify all information and return the marriage license to the customer in person or by mail at their return address listed on the back of the license. The clerk is responsible to process e-Recording documents. The clerk will visually inspect all documents that are received electronically that are included in each order to ensure that the document is signed and contains a notary acknowledgement. The notary acknowledgment must include a clear and legible notary's seal with an unexpired commission date on the date that the document was executed/signed. Clerk will rotate on a weekly basis to process all online requests through Permitium. Clerk will ensure that all proper documentation has been uploaded and all surveys have been completed accordingly. Clerk will keep open communication with the customer on the status of their application. Clerk will follow all established guidelines when cashiering the request. Clerk will ensure that all shipping labels are accurate before mailing out the record. For pick ups, clerk will request the identification of the customer to verify that the information matches the request. At the end of business day, clerk will ensure that all records still scheduled for pick up are locked in a secure filing cabinet. Completed online orders should be processed in a timely manner daily. The clerk receives assumed name applications electronically and in person. When the clerk receives a notarized assumed name application, the clerk will ensure that all information printed or written on the application is correct and the form is notarized and signed properly. If the clerk received an assumed name application electronically, the clerk will ensure that all information on the application is correct and that all applicants are present with proper identification to sign the assumed name certificate. Once all parties have signed the certificate, the clerk will be responsible for taking payment and certifying the document properly with a signature and seal. The clerk will scan the document and trailer page into the

NEW POSITION(S) REQUEST											
Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Recommend Quantity	FY 2027 Recommended Amount	
Deputy County Clerk II	2	533	Full-Time	\$48,287.00	\$159,978.00	\$48,287.00	Deputy County Clerk II / 533	\$159,978.00	0	\$0.00	
Requested NEW Position(s) Subtotal:					\$159,978.00	CORRECTED New Position(s) Subtotal:			\$159,978.00		
								RECOMMENDED New Position(s) Subtotal:			\$0.00

TRAINING INCREASE REQUESTS									
Name of Attendee	Purpose for Conference Attendance (CLE, CE, etc. as required)	Estimated Travel Expense*	Requested Quantity	Total Requested	Budget Dept. Comments	Recommend Amount	FY 2027 Recommend Quantity	FY 2027 Recommend Total	
TBD	Continuing Education	\$1,500.00	2	\$3,000.00		\$0.00	0	\$0.00	
TBD	In-House Training	\$500.00	2	\$1,000.00		\$0.00	0	\$0.00	
*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking, hotel parking, per diem, etc.				Training Requested Subtotal:	\$4,000.00	Recommended Training Subtotal:			\$0.00

MAINTENANCE/OPERATIONS EXPENSES (SUPPLIES, DUES, MAINTENANCE, ETC):					
Account Description	Details	Amount Requested	Budget Dept. Comments	Recommend Amount	
30-0000-615510	Dues and Subscriptions	\$500.00		\$0.00	
30-0000-615101	Office Supplies	\$500.00		\$0.00	
M&O Requested Subtotal:		\$1,000.00		Recommended M&O Subtotal:	\$0.00

FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Recommend Quantity	FY 2027 Recommend Amount	FY 2026 Recommend Amount
Cubicle Package	New	2		\$14,000.00	\$28,000.00	\$14,000.00	Cubicle Package	0	\$0.00	\$0.00
Computer Desktop	New	2		\$1,592.00	\$3,184.00	\$2,630.00	Computer Desktop	0	\$0.00	\$0.00
Desk Phone	New	2		\$597.00	\$1,194.00	\$597.00	Desk Phone	0	\$0.00	\$0.00
Desktop Scanner	New	2		\$999.00	\$1,998.00	\$999.00	Desktop Scanner	0	\$0.00	\$0.00
Software Adobe Pro	New	2			\$0.00	\$624.00	Software Adobe Pro	0	\$0.00	\$0.00
Software-EA	New	2		\$624.00	\$1,248.00	\$130.00	Software-EA	0	\$0.00	\$0.00
Estimated Requested Equipment Subtotal:					\$35,624.00	Recommended Equipment Subtotal:			\$0.00	\$0.00
Total Estimated Department Request:					\$200,602.00	Updated Total Department Request:			\$202,938.00	
RECOMMENDED Total Department Request Utilizing FY 2027 Funds:										\$0.00
RECOMMENDED Total Department Request Utilizing FY 2026 Funds:										\$0.00

FY 2027 Department Funding Request

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
08001-0001	08001 - COUNTY CLERK/0001 - ADMIN	6	Satellite Office for the Collin County Clerk-Frisco/Prosper/Celina
Budget Category, FINAL Recommendation and Comments			
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)	
G-Not Supported	Not Recommended	Location does not currently exist. Staff will not be added until location is open.	
WHY is this request needed?			
As a result of the continuous growth of Collin County, it is imperative that services grow in order to meet demand. The north-west quadrant of Collin County (Frisco/Prosper/Celina) has grown exponentially with Frisco experiencing a 17.3% growth between 2020 and 2024. Prosper experienced a 47.5% growth and Celina experienced a 208.6% growth in the same time frame. Currently, residents of this area must travel an average of 20 miles to access County Clerk services. To better serve the constituents in this location of the county, the County Clerk's office must establish a satellite office in this area. A satellite office would create better equity in service to the area, shorter travel times, support efficient processing of records and in case of emergencies at the main office, services can continue without interruption.			
WHAT are you requesting?			
The County Clerk's office is requesting a satellite office to be opened in the Frisco/Prosper/Celina area. A satellite office located in the north-west quadrant of the county will ensure that the residents of the area have more access to County Clerk services while assisting the McKinney and Plano offices to reduce the number of customers experiencing long wait times that regularly exceed acceptable service standards.			
HOW will this benefit your office and/or the County?			
The addition of a satellite office will ensure that customers have improved access to services provided by the County Clerk such as assumed name fillings, applications for marriage licenses and ease of access to copies of birth and death records. Transactions can be completed quickly with reduced time pressure errors, reinforcing transparency and ensuring smoother operations to meet the demands of an area with a fast growing population.			

Total Estimated Department Request: \$0.00

Updated Total Department Request: \$0.00

RECOMMENDED Total Department Request Utilizing FY 2027 Funds: \$0.00

RECOMMENDED Total Department Request Utilizing FY 2026 Funds: \$0.00

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title							
08001-0001	08001 - COUNTY CLERK/0001 - ADMIN	7	Lead Clerk - Satellite Office (Frisco/Prosper/Celina)							

Budget Category, FINAL Recommendation and Comments										
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding				Comments (if any)					
G-Not Supported	Not Recommended				Location does not currently exist. Staff will not be added until location is open.					

WHY is this position needed?

The County Clerk is requesting one Lead Clerk (535) position. With the potential addition of a satellite office, additional staff will also be required. The County Clerk's office is responsible for issuing marriage licenses, informal marriage licenses, birth certificates and recording assumed names. The satellite office will require a supervisor on site to manage staff and oversee office processes as well as ensure all business is conducted following legislative requirements.

HOW will this position benefit your office and/or the County?

The addition of a Lead Clerk (535) at the satellite office will ensure that all office business and processes are followed according to legislative and statutorily mandated requirements. The Lead Clerk position will be required to oversee all operations and supervise staff. The Lead Clerk will provide immediate, on-site decision-making, efficiency in cash handling and reconciliation of monies received during the business day, quality control of filings and staff coverage. The satellite office would not be designated to function as a self-managed unit. A Lead Clerk is a necessary supervisory position to ensure operational integrity, fiscal accountability and continuity of services.

Is there statutory authority for this request?		Will this generate revenue?		If Yes, potential amount?	
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Job Duties of NEW Position

The Lead Clerk will be responsible for setting goals and objectives, provide staff evaluations, and make appropriate recommendations to upper management as necessary. This position will also participate in the recruiting process by reviewing applicants, interviewing possible candidates, conducting reference checks and making recommendations for hiring/promoting staff. The position will monitor staff performance and make recommendations on any disciplinary actions. The position will ensure staff perform duties accurately and following statutory requirements including the issuance of birth certificates, death certificates, formal and informal marriage licenses, assumed names and certified copies. The position will ensure documents are properly completed and end of day balancing and reconciliation is performed following established business processes. The Lead Clerk will be responsible to create and maintain statistical reporting for all clerks assigned to the satellite location, monitor workflow and ensure quality of work meets established expectations. This position will also review office processes and recommend new policies or business practices; monitor staff time to ensure adequate coverage is available at all times; monitor budgetary needs and ensure any necessary resources are available to assist staff in the proper performance of their duties. As the population continues to increase, the services the County Clerk provides to our citizens also increases. It is vital the department have a supervisor on-site to ensure the proper management of the satellite office.

NEW POSITION(S) REQUEST											
Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Recommend Quantity	FY 2027 Recommended Amount	
Lead Clerk	1	535	Full-Time	\$56,583.00	\$89,796.00	\$56,583.00	Lead Clerk / 535	\$89,796.00	0	\$0.00	
Requested NEW Position(s) Subtotal:					\$89,796.00	CORRECTED New Position(s) Subtotal:			\$89,796.00		
								RECOMMENDED New Position(s) Subtotal:			\$0.00

TRAINING INCREASE REQUESTS									
Name of Attendee	Purpose for Conference Attendance (CLE, CE, etc. as required)	Estimated Travel Expense*	Requested Quantity	Total Requested	Budget Dept. Comments	Recommend Amount	FY 2027 Recommend Quantity	FY 2027 Recommend Total	
TBD	Continuing Education	\$1,500.00	1	\$1,500.00		\$0.00	0	\$0.00	
TBD	In-House Training	\$500.00	1	\$500.00		\$0.00	0	\$0.00	
*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking, hotel parking, per diem, etc.				Training Requested Subtotal:	\$2,000.00	Recommended Training Subtotal:			\$0.00

MAINTENANCE/OPERATIONS EXPENSES (SUPPLIES, DUES, MAINTENANCE, ETC):					
Account Description	Details	Amount Requested	Budget Dept. Comments	Recommend Amount	
30-0000-615510	Dues and Subscriptions	\$500.00		\$0.00	
30-0000-615101	Office Supplies	\$500.00		\$0.00	
		M&O Requested Subtotal:	\$1,000.00	Recommended M&O Subtotal:	\$0.00

FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Recommend Quantity	FY 2027 Recommend Amount	FY 2026 Recommend Amount
Cubicle Package	New	1		\$14,000.00	\$14,000.00	\$14,000.00	Cubicle Package	0	\$0.00	\$0.00
Computer Laptop	New	1		\$2,619.00	\$2,619.00	\$4,384.00	Computer Laptop	0	\$0.00	\$0.00
Desk Phone	New	1		\$597.00	\$597.00	\$597.00	Desk Phone	0	\$0.00	\$0.00
Desktop Scanner	New	1		\$999.00	\$999.00	\$999.00	Desktop Scanner	0	\$0.00	\$0.00
Software-EA	New	1		\$624.00	\$624.00	\$624.00	Software-EA	0	\$0.00	\$0.00
Software Adobe Pro	New	1			\$0.00	\$130.00	Software Adobe Pro	0	\$0.00	\$0.00
Estimated Requested Equipment Subtotal:					\$18,839.00	Recommended Equipment Subtotal:			\$0.00	\$0.00
Total Estimated Department Request:					\$111,635.00	Updated Total Department Request:			\$113,530.00	
RECOMMENDED Total Department Request Utilizing FY 2027 Funds:										\$0.00
RECOMMENDED Total Department Request Utilizing FY 2026 Funds:										\$0.00

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
08001-0001	08001 - COUNTY CLERK/0001 - ADMIN	8	Deputy County Clerk II -Land and Vitals (2) Satellite Office (Frisco/Prosper/Celina)

Budget Category, FINAL Recommendation and Comments		
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)
G-Not Supported	Not Recommended	Location does not currently exist. Staff will not be added until location is open.

WHY is this position needed?

The County Clerk is requesting two additional Deputy County Clerk II (533) positions for the proposed Frisco/Prosper/Celina satellite office. The County Clerk's office is responsible for issuing marriage licenses, informal marriage licenses, birth certificates and recording assumed names. The addition of a County Clerk office will provide services to residents in the north-east quadrant of the county while also assisting the McKinney and Plano offices to reduce the number of customers experiencing long wait times that regularly exceed acceptable service standards.

HOW will this position benefit your office and/or the County?

The addition of two additional Deputy County Clerks II is necessary to ensure the proposed office can function according to established processes and legislative requirements.

Is there statutory authority for this request?		Will this generate revenue?		If Yes, potential amount?	
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Job Duties of NEW Position

The clerk is responsible for issuing certified copies of state and local, birth and death records to properly qualified applicants as defined by the Texas Administrative Code by following legislative requirements. While issuing birth and death records, the clerk will ensure that the record prints straight and clearly and that the record number has been documented in all of the required locations, including records that have been voided for any reason.

The clerk is responsible for accurately issuing, reviewing and recording marriage licenses by following Texas Family Code. The clerk will check the application and license to ensure its accuracy at each stage up to and after recording. The clerk will verify that all required information is printed or written legibly and accurately, each applicant has signed and dated where indicated and the clerk will sign and date each section required on the application and the license. The clerk will also ensure that images are clear and straight at each point of recording. The clerk will then verify all information and return the marriage license to the customer in person or by mail at their return address listed on the back of the license. The clerk is responsible to process e-Recording documents. The clerk will visually inspect all documents that are received electronically that are included in each order to ensure that the document is signed and contains a notary acknowledgement. The notary acknowledgment must include a clear and legible notary's seal with an unexpired commission date on the date that the document was executed/signed. Clerk will rotate on a weekly basis to process all online requests through Permitium. Clerk will ensure that all proper documentation has been uploaded and all surveys have been completed accordingly. Clerk will keep open communication with the customer on the status of their application. Clerk will follow all established guidelines when cashiering the request. For pick ups, clerk will request the identification of the customer to verify that the information matches the request. At the end of business day, clerk will ensure that all records still scheduled for pick up are locked in a secure filing cabinet. Completed online orders should be processed in a timely manner daily.

The clerk receives assumed name applications electronically and in person. When the clerk receives a notarized assumed name application, the clerk will ensure that all information printed or written on the application is correct and the form is notarized and signed properly. If the clerk received an assumed name application electronically, the clerk will ensure that all information on the application is correct and that all applicants are present with proper identification to sign the assumed name certificate. Once all parties have signed the certificate, the clerk will be responsible for taking payment and certifying the document properly with a signature and seal. The clerk will scan the document and trailer page into the software and verify that the document image is straight and clear. The clerk will return the original document and receipt of payment to the customer. The clerk records all plats that are brought into our office and have been through the approval process. Clerk will enter the number of pages of the plat, how many labels are needed, and how many tax certificates to upload. The customer can pay by cash, check or credit card and provide a valid government photo ID. Once cashiered, the clerk will place the labels on the plat and tax certificates. Clerk will then scan the plat in our OCE scan software. They will ensure the image is clear and legible. Once complete the image is then verified before giving all other copies to the customer. The clerk will file TABC applications by checking application for proper jurisdiction, accuracy and signatures. Clerk will sign and seal the document in the appropriate section and charge a proper fee for the signature. The application will be indexed in the docket spreadsheet. The clerk will prepare a notice, if required, to be scanned and posted to the County Clerk's Public Notices webpage. Following the posting the clerk will prepare a folder and file all documents related to the transaction. Clerk will utilize the Nemo-Q to effectively call customers daily. Clerk will ensure that each customer receives a ticket from the Nemo-Q kiosk before being called to the counter. Clerk will click the next button to call a customer to the counter. If a customer does not have their paperwork complete, clerk will move the ticket to the standby queue. The standby queue will be checked frequently throughout the day by the clerk to ensure that all customers have been assisted. Clerk will call the standby ticket no more than three times before removing the ticket from the standby queue. At the end of each day, clerk will ensure that all tickets have been called and processed. The clerk is to process any mail received within 1-2 business days of receipt. If mail is not processed within the specified timeframe, a supervisor is to be notified immediately. Mail will be placed in a basket in a secure, specified location and is to be processed no later than the following morning. FedEx and Priority mail is to be processed the same day of receipt. Upon receipt, the clerk will ensure that all requests are completed with properly completed applications, notary seals and signatures, and have clear legible copies of approved, required identification along with appropriate payment.

The clerk will perform a thorough review of all documents processed and/or issued before completing the transaction. The clerk will make sure the document meets our filing criteria before accepting the document for recording. A second clerk will then confirm it has been entered correctly, accurately scanned, legible, straight and reproducible.

The clerk will maintain a minimum accuracy rate of 98% or higher when recording and/or issuing documents. The clerk will ensure that all office procedures and/or statutes as defined by the Texas Administrative Code and/or Texas Family Code have been met while processing the order before completing the transaction for the customer.

At the end of each business day, the clerk is responsible for accurately balancing their cash drawer with their daily fees summary report and remotely depositing any checks that have been received throughout the day. All reports are combined and given to the clerk who has been assigned to do the reports for that week. The appointed clerk will then transfer all the accounts and verify that all totals coincide with the various reports before scanning into the bookkeeper's folder.

NEW POSITION(S) REQUEST										
Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Recommend Quantity	FY 2027 Recommended Amount
Deputy County Clerk II	2	533	Full-Time	\$48,287.00	\$159,978.00	\$48,287.00	Deputy County Clerk II / 533	\$159,978.00	0	\$0.00
Requested NEW Position(s) Subtotal:					\$159,978.00	CORRECTED New Position(s) Subtotal:				
						RECOMMENDED New Position(s) Subtotal:				
						\$0.00				

TRAINING INCREASE REQUESTS									
Name of Attendee	Purpose for Conference Attendance (CLE, CE, etc. as required)	Estimated Travel Expense*	Requested Quantity	Total Requested	Budget Dept. Comments	Recommend Amount	FY 2027 Recommend Quantity	FY 2027 Recommend Total	
TBD	Continuing Education	\$1,500.00	2	\$3,000.00		\$0.00	0	\$0.00	
TBD	In-House Training	\$500.00	2	\$1,000.00		\$0.00	0	\$0.00	
*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking, hotel parking, per diem, etc.		Training Requested Subtotal:			\$4,000.00	Recommended Training Subtotal:			\$0.00

MAINTENANCE/OPERATIONS EXPENSES (SUPPLIES, DUES, MAINTENANCE, ETC):				
Account Description	Details	Amount Requested	Budget Dept. Comments	Recommend Amount
30-0000-615510	Dues and Subscriptions	\$500.00		\$0.00
30-0000-615101	Office Supplies	\$500.00		\$0.00
		M&O Requested Subtotal:	\$1,000.00	Recommended M&O Subtotal:
		\$0.00		

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program				Priority #	Department Improvement Title				
08001-0001	08001 - COUNTY CLERK/0001 - ADMIN				8	Deputy County Clerk II -Land and Vitals (2) Satellite Office (Frisco/Prosper/Celina)				
FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Recommend Quantity	FY 2027 Recommend Amount	FY 2026 Recommend Amount
Cubicle Package	New	2		\$14,000.00	\$28,000.00	\$14,000.00	Cubicle Package	0	\$0.00	\$0.00
Computer Desktop	New	2		\$1,592.00	\$3,184.00	\$2,630.00	Computer Desktop	0	\$0.00	\$0.00
Desk Phone	New	2		\$597.00	\$1,194.00	\$597.00	Desk Phone	0	\$0.00	\$0.00
Desktop Scanner	New	2		\$999.00	\$1,998.00	\$999.00	Desktop Scanner	0	\$0.00	\$0.00
Software Adobe Pro	New	2			\$0.00	\$624.00	Software Adobe Pro	0	\$0.00	\$0.00
Software-EA	New	2		\$624.00	\$1,248.00	\$130.00	Software-EA	0	\$0.00	\$0.00
		Estimated Requested Equipment Subtotal:			\$35,624.00		Recommended Equipment Subtotal:		\$0.00	\$0.00
		Total Estimated Department Request:			\$200,602.00		Updated Total Department Request:		\$202,938.00	
RECOMMENDED Total Department Request Utilizing FY 2027 Funds:										\$0.00
RECOMMENDED Total Department Request Utilizing FY 2026 Funds:										\$0.00