



**Scott Grigg**

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TO: Collin County Commissioners

FROM: Scott Grigg

DATE: September 15, 2025

RE: Budget amendment for release of contingency funds to activate 2  
Title Specialist clerk approved in FY2025 budget

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The Collin County Commissioners approved of 3 Title Specialist positions related to changes in the office related to HB 718 for the FY2025 Budget. We are currently in the process of getting staff trained to fill the positions. However, we currently have 2 part time clerks that are already trained to be title clerks despite being classified as registration clerks. I would like the approval to utilize one of the 3 approved Title Specialist positions but as two part time positions. In the spirit of budgetary concerns, this move would allow me to fill the time of a full time clerk without all the costs related to hiring a full time person.

As a reminder, the changes coming with the new requirements there has been an increase in title service companies in Collin County and they are currently operating with no oversight. Texas Transportation Code allows my office to require all title services to register and be licensed by the Tax Office. This will require them to go through a background check and allow us to audit their paperwork. Due to the increase in fraud related to these businesses, I find this important to protect my office as well as the tax payers of Collin County.

We have also identified a need to create a program to specifically focus on the needs of our smaller auto dealerships around the county that have been forced to use Web Dealer. Their needs and how their business models differ from the larger dealers was not taken into consideration when HB 718 was put in place. This is where the second of the 2 title specialist positions I would like to activate will be utilized.

End of Memo