



Scott Grigg

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TO: Collin County Commissioners

FROM: Scott Grigg

DATE: May 18, 2026

RE: Budget amendment for release of contingency funds to hire title clerk approved in FY2025 budget

The Collin County Commissioners approved of 3 positions related to changes in the office related to HB 718 for the FY2025 budget and extended into the FY2026 Budget. The office is finally in the position where we have qualified people to fill the final Title Clerk position and I am asking that the funds be released so that we can hire or promote someone into that position.

End of Memo

Below is a detailed list of what items were approved with this position. I would not need the phone, another \$1,173.00 expense, at this time due to the work station that the title clerk would be using already has a phone. All other items would be needed to perform the duties of the job.

Request Title		TITLE SPECIALIST FOR MCKINNEY DEALER ROOM (HB718)					Priority #	4
Item Description / Account Description	Final Outcome	User Name / Title	New / Replace	Account # and Project String	Adopted Qty	Final Unit Cost	Final Total Amount	
Chair - Employee	Adopted	Title Specialist	New	0001-10001-0001-41-30-0000-698801-	3	\$435.00	\$1,305.00	
Title Specialist / 532 (Requested Title/Grade) SALARY Full-Time Title Specialist / 532 (HR Corrected Title/Grade) SALARY	Adopted			Personnel	3	\$41,642.00	\$124,926.00	
Title Specialist / 532 (Requested) BENEFITS Full-Time Title Specialist / 532 (Corrected) BENEFITS	Adopted			Personnel	3	\$25,635.00	\$76,905.00	
Computer - Desktop	Adopted	Title Specialist	New	0001-10001-0001-41-30-0000-698801-	3	\$1,867.00	\$5,601.00	
Phone - Employee Desk Phone	Adopted	Title Specialist	New	0001-10001-0001-41-30-0000-698801-	3	\$391.00	\$1,173.00	
Software - EA	Adopted	Title Specialist	New	0001-10001-0001-41-30-0000-698801-	3	\$979.00	\$2,937.00	
Request Title		TITLE SPECIALIST FOR MCKINNEY DEALER ROOM (HB718)					Priority #	4
						TITLE SPECIALIST FOR MCKINNEY DEALER ROOM (HB718) Adopted Total	\$212,847.00	