



Rick Hogaboam, MPA, Clerk  
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**TO:** Board of County Commissioners  
**FROM:** Rick Hogaboam  
**DATE:** July 11, 2024  
**SUBJECT:** Clerk's Budget Workshop #2

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**Auditor Budget:**

- Defund current Vacant 512, Chief Deputy
  - o \$178,569.62 removed from salaries/benefits
  - o Total change, year-over-year, would be a **reduction of \$441,138.62**
    - Previous year-over-year reduction was estimated at \$262,569

**County Assistance:**

- Requesting an adjustment to 413080 for New/reclassified positions:
  - o Previous amount of \$5,172 requested for one equity adjustment to supervisor based on years in grade
  - o An additional \$16,298.77 is requested for a new total of \$21,470.77
    - This increase covers equity adjustments for PCN573 and PCN465, based on years of service and grade placement (see attached).

**Court Clerk:**

- Requesting an increase of \$14,518.55 in 413080 for specialty pay for designated chief deputy:
  - o This gross amount covers a net \$12,000 salary increase for the court clerk supervisor/designated chief deputy position as specialty pay for functioning as the designated senior clerk deputy.
  - o The initial year-over-year budget for the Court Clerk was a reduction of \$74,669. **The new reduction would be \$60,150.45.**

**Elections:**

- Current Expense:
  - o Moved \$76,500 of 53301 Service Contracts from Consolidated Election to Current Expense Elections:
  - o Reduce the \$25,000 in 413080 New/reclassified positions to
    - PCN746, Office Manager, is \$62,129.60 in a Grade 14E, with a range of \$60,320 MIN, \$71,780 MID, \$83,241.60 MAX. This PCN was restructured in 2023; however, this employee was performing similar duties since 2019, as manager in the Elections' Office. Approaching 6 years of service in this grade, the request is for an annual salary of \$68,000, an increase of \$5,870.40 plus benefits

- for a gross total of \$7,106.73
  - \$10,000 additional for further review of the Elections Office.
- New total is \$17,106.73, a reduction from the \$25,000 of \$7,893.27
- Reduce 684240 from \$300,000 to \$200,000 to cover additional capital needs (see worksheet).
- Add \$1000 to purchase two shirts per employee for Canyon County Elections, to be worn in office as desired and/or any public events and/or trainings.
- +\$76,500
- -\$7,893.27
- -\$100,000
- +\$1,000
  - = Current Expense Total reduction of \$30,393.27 from first workshop for a **new total of \$225,579.27**
  - = Reduction of \$76,500 from Consolidated Elections

**Recorder:**

- Remain as is.

In total, with this updated workshop, the Clerk is requesting an even greater reduction from the first workshop as highlighted throughout this memo.