



PUBLIC NOTICE IS HEREBY GIVEN THAT THE
BOARD OF COMMISSIONERS OF UTAH COUNTY, UTAH
WILL HOLD A PUBLIC MEETING
IN THE COMMISSION CHAMBERS - ROOM 1400
OF THE UTAH COUNTY ADMINISTRATION BUILDING
100 E CENTER ST, PROVO, UT 84606
June 26, 2024 - 2:00 PM

The public may participate at the anchor location stated above. Public comments will be limited to two (2) minutes per individual unless otherwise approved by the Board.

When necessary, board members may participate electronically, with the anchor location as stated above.

Or you may watch the meeting live on YouTube under the heading UTAH COUNTY GOVERNMENT or by going to the link: <https://www.youtube.com/channel/UckRYDnXVDLGv9792bhWn9Wg/videos>

Next two upcoming Commission Meeting dates: Wednesday, July 10, 2024 at 2pm and Wednesday, July 17, 2024 at 2:00 pm.

~COMMISSION MEETING MINUTES~
Rules Suspended until Commissioner Powers Gardner called in via Zoom.

Commissioner Gordon (Chair) in attendance. Commissioner Powers Gardner and Commissioner Sakievich via Zoom.

Others in attendance, see attached attendance sheet and Zoom list.

(Meeting called to order: 2:08pm)

PRAYER/READING/THOUGHT: Josh Chapple
PLEDGE OF ALLEGIANCE: Rudy Livingston

CONSENT AGENDA

1. RATIFICATION OF WARRANT REGISTER FOR JUNE 26, 2024 INCLUDING NOTES AND COMMENTS FROM THE COMMISSIONERS AS RECORDED ON THE INTERNAL SYSTEM.

-Jolynn Clegg, Clerk

APPROVED ON CONSENT

2. AGREEMENT WITH UTAH VALLEY CONVENTION CENTER TO HOST 3 ONE-DAY TRAINING EVENTS FOR LOCAL GOVERNMENT FINANCE OFFICERS. AGREEMENT IS FOR TWO SMALL ROOMS AND FOOD FOR 25 GUESTS.

-Jeremy Walker, Auditor

APPROVED ON CONSENT

Agreement: 2024-511

3. APPROVE AND AUTHORIZE THE SIGNING OF AN AMENDMENT TO UC 2021-913 WITH PREMIER FUNERAL SERVICES FOR INDIGENT BURIALS.

-Juli VanGinkel, Health

APPROVED ON CONSENT

Agreement: 2024-512

4. APPROVE AND AUTHORIZE THE SIGNING OF UTAH COUNTY LOCAL AUTHORITY APPROVAL OF SUBSTANCE MISUSE PREVENTION AREA PLAN FOR FY 2025

-Juli VanGinkel, Health

APPROVED ON CONSENT

Agreement: 2024-513

5. APPROVE AND AUTHORIZE THE SIGNING OF AN AGREEMENT WITH ICARE HOME HEALTH HOSPICE FOR THE SENIOR COMPANION PROGRAM.

-Juli VanGinkel, Health

APPROVED ON CONSENT

Agreement: 2024-514

6. APPROVE AND AUTHORIZE AN AGREEMENT WITH R&R PARTNERS, INC. FOR 'KNOW YOUR SCRIPT' CAMPAIGN MATERIALS FOR SUBSTANCE ABUSE PREVENTION.

-Juli VanGinkel, Health

APPROVED ON CONSENT

Agreement: 2024-515

7. APPROVE AND AUTHORIZE THE SIGNING OF AN AGREEMENT WITH UNIVERSITY OF UTAH HEALTH PLANS TO ACCEPT INSURANCE PAYMENTS FOR MEDICAL SERVICES PROVIDED AT UTAH COUNTY HEALTH DEPARTMENT.

-Juli VanGinkel, Health

APPROVED ON CONSENT

Agreement: 2024-516

8. APPROVE AND AUTHORIZE THE SIGNING OF THE ARTICLES OF AGREEMENT FOR THE HAZARD MITIGATION GRANT PROGRAM REQUIRED TO RECEIVE THE FOURTH INCREMENT OF THE FEDERAL FUNDS ALREADY OBLIGATED AND APPROVED UNDER UCA 2023-178 IN REFERENCE TO THE HOBBLE AND PAYSON DEBRIS BASIN REHABILITATION PROJECT.

-Richard Nielson, Public Works

APPROVED ON CONSENT

Agreement: 2024-517

9. APPROVE AND AUTHORIZE THE SIGNING OF THE OBLIGATING DOCUMENT FOR AWARD / AMENDMENT FOR THE HAZARD MITIGATION GRANT PROGRAM REQUIRED TO RECEIVE THE FOURTH INCREMENT OF THE FEDERAL FUNDS ALREADY OBLIGATED AND APPROVED UNDER UCA 2023-178 IN REFERENCE TO THE HOBBLE AND PAYSON DEBRIS BASIN REHABILITATION PROJECT.

-Richard Nielson, Public Works

APPROVED ON CONSENT

Agreement: 2024-518

10. APPROVE AND AUTHORIZE THE SIGNING OF A SUBDIVISION IMPROVEMENT AND WARRANTY AGREEMENT WITH KIRK JOHNSON FOR THE JOHNSON SUBDIVISION PLAT A IN THE AMOUNT OF \$3,973.00 FOR A CASH WARRANTY BOND.

-Richard Nielson, Public Works

APPROVED ON CONSENT

Agreement: 2024-519

11. APPROVE AN AMENDMENT TO AGREEMENT 2023-968 ADJUSTING THE DEADLINE FOR OBLIGATING PROJECT FUNDS.

-Ezra Nair, Commission

APPROVED ON CONSENT

Agreement: 2024-520

12. RATIFY APPROVAL OF AN INTERAGENCY AGREEMENT FOR COUNTY POVERTY MITIGATION.

-Ezra Nair, Commission

APPROVED ON CONSENT

Agreement: 2024-521

13. APPROVE THE SIGNING OF THE RESOLUTION AMENDING THE ANNUAL REGULAR MEETING SCHEDULE FOR THE BOARD OF EQUALIZATION OF UTAH COUNTY, UTAH, FOR THE YEAR 2024.

-Ezra Nair, Commission

APPROVED ON CONSENT

Resolution: 2024-522

REGULAR AGENDA

1. APPROVE AND AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH FAMILYSEARCH TO PROVIDE FAMILY HISTORY OPPORTUNITIES AT THE UTAH COUNTY JAIL

-Alan Lisonbee, Sheriff

APPROVED ON CONSENT

Agreement: 2024-523

2. APPROVE AND AUTHORIZE THE EXECUTION OF A DIGITAL MEDIA SERVICES AGREEMENT WITH CAPTURE FILMS LLC

-Josh Chappell, Sheriff

APPROVED ON CONSENT

Agreement: 2024-524

3. APPROVE AND AUTHORIZE CONTRACT WITH STATE OF UTAH, DIVISION OF TECHNOLOGY SERVICES, UTAH GEOSPATIAL RESOURCE CENTER FOR \$20,000.00 GRANT FUNDING FOR MONUMENT REPLACEMENT, PRESERVATION AND RESTORATION OF PUBLIC LAND SURVEY SECTION CORNERS.

-Anthony Canto, Surveyor

APPROVED ON CONSENT

Agreement: 2024-525

4. AUTHORIZE AN ADDITION TO THE STAFFING PLAN IN THE ENVIRONMENTAL HEALTH DIVISION OF THE HEALTH DEPARTMENT. ADD ONE (1) FULL-TIME, CAREER SERVICE, VEHICLE EMISSIONS COMPLIANCE SPECIALIST POSITION. [STAFFING PLAN DETAILS FOR HR USE: ACCOUNT 230-43110, JOB CODE: 3014; GRADE 723]

-Mhai Lee, Human Resources

APPROVED ON CONSENT

Agreement: 2024-526

5. APPROVE A LATE 2023 DISABLED VETERAN EXEMPTION APPLICATION FOR STEPHANIE & SCOTT WOLFE, SERIAL NO. 26:068:0185, WITH A FINDING THAT THE FAILURE OF THE CLAIMANT TO TIMELY FILE THE APPLICATION WAS BEYOND THE CLAIMANT'S REASONABLE CONTROL AND TO NOT EXTEND THE DEADLINE WOULD BE AGAINST EQUITY OR GOOD CONSCIENCE.

-Miranda North, Auditor

APPROVED ON CONSENT

Agreement: 2024-527

6. ADOPT AN ORDINANCE TO AMEND SECTION 12.64.J OF THE UTAH COUNTY LAND USE ORDINANCE RELATED TO LOCATION RESTRICTIONS FOR SOLAR ENERGY COLLECTION AND STORAGE SYSTEMS; AND ENERGY DISTRIBUTION OPERATIONS AND FACILITIES IN THE GOSHEN VALLEY PLANNED COMMUNITY (P-C) ZONE.

-Greg Robinson, Community Development

APPROVED ON CONSENT

Ordinance: 2024-528

7. APPROVE AND AUTHORIZE THE EXECUTION OF AN AMENDMENT TO AGREEMENT NO. 2023-210 WITH SPANISH FORK CITY FOR 911 AMBULANCE AND FIRE RESPONSE

-Kirk Bertelsen, Community Development

(Timestamp: 05:30)

BEN VAN NOY *(Utah County Deputy Attorney)* **EXPLAINED THAT THIS IS AMENDING THE FIRE RESPONSE MAP. SPRINGVILLE CITY DIDN'T WANT TO PARTICIPATE IN AN INTERLOCAL AGREEMENT WITH THE COUNTY. MAPLETON AND SPANISH FORK HAVE AGREED TO ABSORB THEIR AREAS. DISCUSSION WITH COMMISSIONER GORDON REGARDING FEES.**

COMMISSIONER SAKIEVICH: MOTION TO APPROVE

COMMISSIONER GORDON: SECOND

AYE: ALL IN FAVOR

PASSED: 2/0

Agreement: 2024-529

8. APPROVE AND AUTHORIZE THE SIGNING OF A SUBDIVISION IMPROVEMENT AND WARRANTY AGREEMENT WITH STORYTELLER CANYON TH DEVELOPER, L.P., A DELAWARE LIMITED PARTNERSHIP FOR THE SUNDANCE RECREATIONAL RESORT PLAT O IN THE AMOUNT OF \$1,183,549.72 FOR A CASH CONSTRUCTION BOND AND \$94,689.38 FOR A CASH WARRANTY BOND.

-Richard Nielson, Public Works

APPROVED ON CONSENT

Agreement: 2024-530

9. APPROVE AND AUTHORIZE THE SIGNING OF A RELEASE LETTER OF THE FIRST 25% OF THE DEVELOPMENT ESCROW FOR UTAH REAL ESTATE VENTURES, LLC PER AGREEMENT 2023-720.

-Richard Nielson, Public Works

APPROVED ON CONSENT

Agreement: 2024-531

10. APPROVE AND AUTHORIZE THE SIGNING OF AN AGREEMENT WITH GENEVA ROCK PRODUCTS, INC., FOR AGGREGATE PRODUCTS TO BE USED FOR THE 2024 SEASON WITH PRICING AND PRODUCT TO BE BASED ON AVAILABILITY AND LOCATION OF MATERIALS TO ROAD WORK BEING DONE.

-Richard Nielson, Public Works

APPROVED ON CONSENT

Agreement: 2024-532

11. APPROVE AND AUTHORIZE THE SIGNING OF CHANGE ORDER #10 TO AGREEMENT #2022-177 FOR GSBS ARCHITECTS FOR CHANGES TO THE PATROL AND MEDICAL REMODEL/EXPANSION PROJECT.

-Richard Nielson, Public Works

APPROVED ON CONSENT

Agreement: 2024-533

12. APPROVE AND AUTHORIZE THE SIGNING OF AMENDMENT #1 OF UCA #2022-313 WITH GALLOWAY & COMPANY, INC., WHICH CHANGES THE COMPANY INFORMATION AND AMENDS THE ARCHITECTURAL SERVICES DESIGN AND CONSTRUCTION SUPPORT COSTS.

-Richard Nielson, Public Works

APPROVED ON CONSENT

Agreement: 2024-534

13. APPROVE AND AUTHORIZE THE SIGNING OF CHANGE ORDER #02 TO AGREEMENT #2023-1208 FOR CALVIN L. WADSWORTH CONSTRUCTION LLC FOR THE FUEL ISLAND EXPANSION PROJECT.

-Richard Nielson, Public Works

APPROVED ON CONSENT

Agreement: 2024-535

14. APPROVE PROPERTY TAX ACTIONS INCLUDED IN RECOMMENDATION LETTER
2024-9

-Adam Beck, Commission

(Timestamp: 09:40)

ADAM BECK (*Utah County Deputy Attorney*) **EXPLAINED THIS RECOMMENDATION LETTER WAS PRETTY STRAIGHT FORWARD. NO QUESTIONS FROM THE COMMISSIONERS.**

COMMISSIONER SAKIEVICH: MOTION TO APPROVE

COMMISSIONER GORDON: SECOND

ALL IN FAVOR: AYE

PASSED: 2/0

Agreement: 2024-536

15. APPROVE FIFTH AMENDMENT TO AGREEMENT NO. 2020-1089 BETWEEN UTAH
COUNTY AND THE UTAH COUNTY PUBLIC DEFENDER ASSOCIATION FOR THE
PROVISION OF LEGAL DEFENSE FOR THE YEAR 2024

-Ezra Nair, Commission

(Timestamp: 10:55)

EZRA NAIR (*Utah County Administrator*) **EXPLAINED THAT THEY RE-EVALUATED THIS AGREEMENT AFTER AN AUDIT HAD BEEN FINISHED. RECOMMENDATION THAT THE COUNTY FUND QUARTERS THREE AND FOUR. DISCUSSION WITH COMMISSIONER POWERS GARDNER, COMMISSIONER SAKIEVICH, COMMISSIONER GORDON REGARDING THE AMOUNTS THE COUNTY SHOULD FUND. JOSH ESPLIN TALKED ABOUT THE REASON BEHIND BACK DATING THEIR PAY REQUEST.**

COMMISSIONER GORDON: MOTION TO APPROVE FOUR ATTORNEYS, ONE SOCIAL WORKER AND 4% INCREASE FOR THIRD AND FOURTH QUARTERS AND TO INCLUDE DEFENSE RESOURCES AT 503,000.

COMMISSIONER POWERS GARDNER: SECOND

ALL IN FAVOR: AYE

APPROVE: 3/0

Agreement: 2024-537

16. ADOPT A RESOLUTION PROVIDING NOTICE AND STATING THE FOLLOWING: 1) UTAH COUNTY INTENDS TO LEVY A TAX RATE THAT EXCEEDS THE COUNTY'S CERTIFIED TAX RATE FOR CALENDAR YEAR 2025; 2) THE DOLLAR AMOUNT OF AND PURPOSE FOR ADDITIONAL AD VALOREM TAX REVENUE THAT WOULD BE GENERATED BY THE PROPOSED INCREASE IN THE CERTIFIED TAX RATE; AND 3) THE APPROXIMATE PERCENTAGE INCREASE IN AD VALOREM TAX REVENUE FOR THE COUNTY BASED ON THE PROPOSED INCREASE; AND SETTING A PUBLIC HEARING TO DISCUSS THE PROPOSAL TO LEVY A TAX RATE THAT EXCEEDS UTAH COUNTY'S CERTIFIED TAX RATE AND THE PUBLIC HEARING TO DISCUSS UTAH COUNTY'S 2025 BUDGET FOR THE GENERAL FUND AND OTHER BUDGETARY FUNDS OF UTAH COUNTY FOR THURSDAY, AUGUST 15, 2024, AT 6:00 P.M. IN ROOM #1400 OF THE COUNTY ADMINISTRATION BUILDING AT 100 EAST CENTER STREET IN PROVO, UTAH

-Ezra Nair, Commission

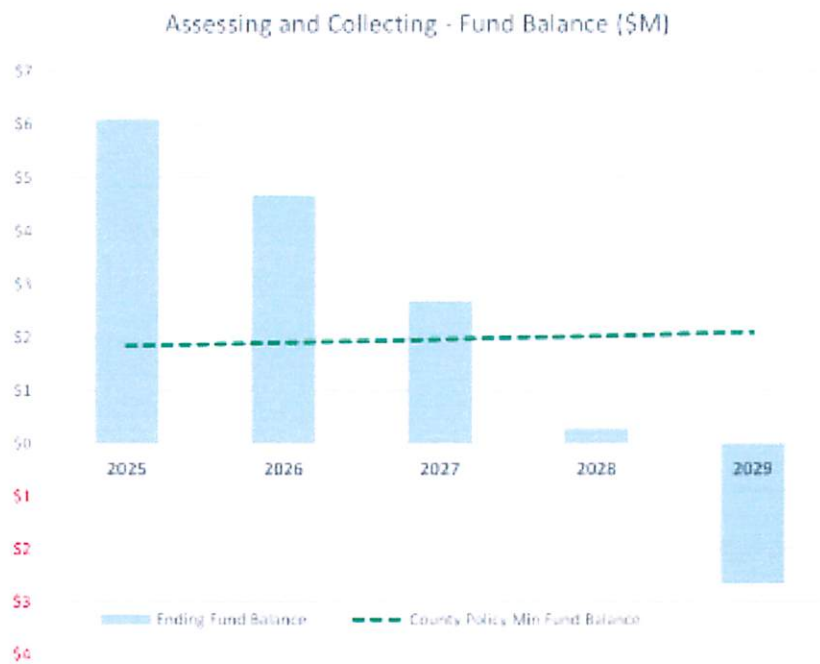
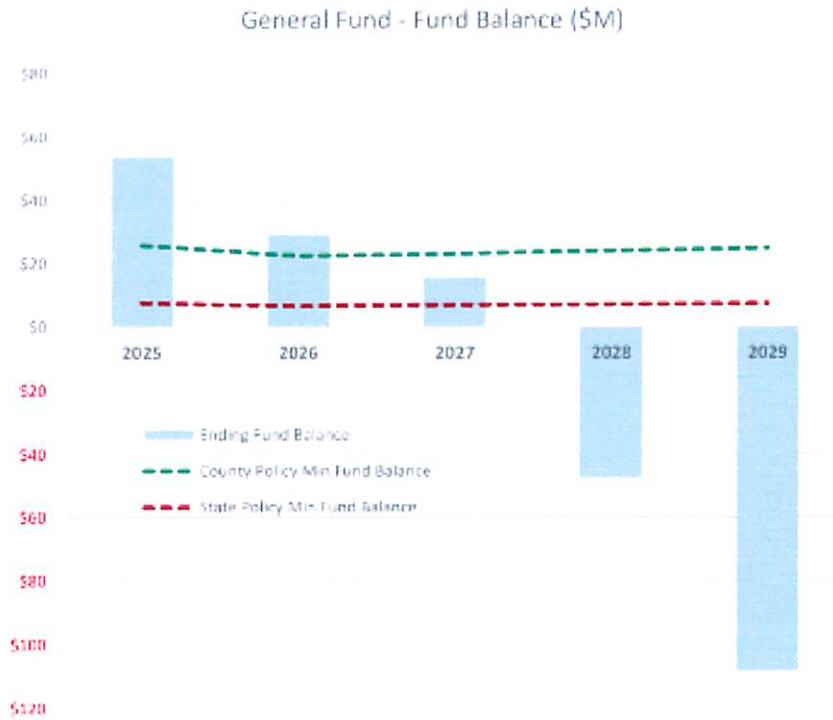
(Timestamp: 29:48)

EZRA NAIR *(Utah County Administrator)* **BRIEF EXPLANATION OF THE RESOLUTION. RODD MANN** *(Utah County Auditor)* **AND RUDY LIVINGSTON** *(Utah County Deputy Auditor)* **REPORT ON MAILING OF NOTICES AND THE TRUTH IN TAXATION MEETING. EXPLANATION AND RECOMMENDATIONS OF THE TAX INCREASE AMOUNTS. USING THE FOLLOWING SLIDES.**

ADDITIONAL QUESTIONS AND DISCUSSION WITH COMMISSIONER GORDON, COMMISSIONERS SAKIEVICH AND COMMISSIONER POWERS GARDNER.

Fund	2025	2026	2027	2028	2029
100					
Property Tax Revenue	78,312,900	80,178,900	82,110,200	84,109,100	86,177,900
Sales Tax Revenue	53,509,600	55,382,500	57,320,900	59,327,200	61,403,700
Other	23,017,500	23,814,800	24,641,600	25,499,000	26,388,200
Revenues	154,840,000	159,376,200	164,072,700	168,935,300	173,969,800
Expenses	(137,574,900)	(144,960,200)	(152,580,800)	(159,393,600)	(166,326,900)
Rev Over (under) exp	17,265,100	14,416,000	11,491,900	9,541,700	7,642,900
Estimated Salary Variance	2,929,541	3,105,018	3,281,630	3,420,885	3,555,341
Specific Adjustments (Exp)	(12,833,930)	(14,681,500)	(66,351,600)	(40,398,000)	(38,324,200)
Specific Adjustments (Rev)	-	-	75,250,000	-	9,000,000
Transfer to other funds	(884,782)	(2,585,324)	(12,043,118)	(11,136,092)	(17,425,028)
Projected Surplus (Deficit)	6,675,929	(24,745,806)	(13,371,188)	(63,571,707)	(60,550,987)
Beginning Fund Balance	47,259,571	53,935,500	29,189,695	15,818,506	(47,753,201)
Ending Fund Balance	53,935,500	29,189,695	15,818,506	(47,753,201)	(108,304,187)
Max Fund Balance	78,312,900	80,178,900	82,110,200	84,109,100	86,177,900
County Policy Min Fund Balance	25,858,280	22,440,825	23,225,141	24,037,195	24,877,957
State Policy Min Fund Balance	7,742,000	6,718,810	6,953,635	7,196,765	7,448,490
Tax Increase (Enter a value in a column)	\$ 25,000,000				
Annual Impact per 100K of Taxable Value:	\$ 31.29				
Monthly Impact per 100K of Taxable Value:	\$ 2.61				
Annual impact on average home:	\$ 91.54				
Monthly impact on average home:	\$ 7.63				

Fund (Assessor, Tax Admin, Treasurer)	2025	2026	2027	2028	2029
290					
Property Tax Revenue	11,059,200	11,411,300	11,775,700	12,152,800	12,543,100
Other	1,944,600	2,000,600	2,059,000	2,119,300	2,181,700
Revenues	13,003,800	13,411,900	13,834,700	14,272,100	14,724,800
Expenses	(14,992,900)	(15,950,300)	(16,949,200)	(17,884,400)	(18,854,700)
Rev Over (under) exp	(1,989,100)	(2,538,400)	(3,114,500)	(3,612,300)	(4,129,900)
Estimated Salary Variance	911,657	958,991	1,005,683	1,039,743	1,071,665
Specific Adjustments (Exp)	27,700	145,500	146,300	147,100	141,100
Specific Adjustments (Rev)	-	-	-	-	-
Transfer to other funds	-	-	-	-	-
Projected Surplus (Deficit)	(1,049,743)	(1,433,909)	(1,962,517)	(2,425,457)	(2,917,135)
Beginning Fund Balance	7,138,784	6,089,041	4,655,132	2,692,615	267,158
Ending Fund Balance	6,089,041	4,655,132	2,692,615	267,158	(2,649,976)
County Policy Min Fund Balance	1,846,885	1,905,687	1,966,542	2,029,518	2,094,698
Tax Increase (Enter a value in a column)	\$ 1,000,000				
Annual Impact per 100K of Taxable Value:	\$ 1.18				
Monthly Impact per 100K of Taxable Value:	\$ 0.10				
Annual impact on average home:	\$ 3.45				
Monthly impact on average home:	\$ 0.29				



Utah County General-2025 Estimate			Utah County A&C-2025 Estimate		
2024 Tax Rate Value	\$ 79,906,382,475		2024 Tax Rate Value	\$84,452,034,192	
Tax Rate	0.000652		Tax Rate	0.000109	
Total Revenue	\$ 52,098,961		Total Revenue	\$ 9,205,272	
Average Home Value	\$ 532,000		Average Home Value	\$ 532,000	
Annual Cost on Average Home	\$ 190.78		Annual Cost on Average Home	\$ 31.89	
CTR Revenue	\$ 52,098,961	Set Additional Revenue to get Rate and Impact Info	CTR Revenue	\$ 9,205,272	
Additional Request Revenue	\$ 25,000,000		Additional Request Revenue	\$ 1,000,000	
Total Revenue	\$ 77,098,961		Total Revenue	\$ 10,205,272	
Proposed Tax Rate	0.000965		Proposed Tax Rate	0.000121	
% Increase	47.99%		% Increase	10.86%	
Annual Impact on Average Home	\$ 91.54		Annual Impact on Average Home	\$ 3.46	

High-Level Impact of Projections

Item	2024	2025	2026
Revenue			
Sales Tax		1,809,600	1,872,900
Property Tax		1,802,900	1,866,000
New Revenue		3,612,500	3,738,900
Expenses			
Attorney		2,028,980	903,420
CJC Subsidy		738,500	
Clerk		79,200	375,000
Community Development		525,000	(206,000)
Public Defender		2,500,000	
Public Works		750,000	
Sheriff		3,002,700	2,332,400
Unfunded CIP		3,500,000	3,500,000
New Expenses		13,124,380	6,904,820
Net Changes		(9,511,880)	(3,165,920)
Total Budget	(9,800,805)	(19,312,685)	(22,478,605)

COMMISSIONER GORDON READ THE RESOLUTION FOR APPROVAL.

Resolution No. 2024 - 538

RESOLUTION

WHEREAS, the Board of County Commissioners of Utah County, Utah, desires to provide notice as required by Utah Code 59-2-919 in order to levy tax rates that exceed the certified tax rates, and to set a public hearing to discuss the proposal to levy tax rates that exceed the certified tax rates and to discuss Utah County's 2025 calendar year budget for the general fund and other budgetary funds of Utah County.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of Utah County, Utah, as follows:

The Board of County Commissioners of Utah County, Utah, provides notice and states the following:

- 1) Utah County intends to levy a tax rate that exceeds the County's certified tax rate
 - a. For the County General Fund, and
 - b. For the County Assessing and Collecting Fund;
- 2) the dollar amount of additional ad valorem tax revenue that would be generated by the proposed increase in the certified tax rate is:
 - a. \$ 25,000,000 for the General Fund, and
 - b. \$ 1,000,000 for the Assessing and Collecting Fund;
- 3) The additional ad valorem tax revenue that would be generated by the proposed increase in the certified tax rate would be utilized by the County as follows:
 - a. For the General Fund, for all lawful purposes including the funding of law enforcement and public safety needs, roads and infrastructure, necessary capital improvements, and public services to address the needs of growth throughout the County, and
 - b. For the Assessing and Collecting Fund, for all lawful purposes including to promote the accurate valuation and uniform assessment levels of property and to promote the efficient administration of the property tax system;
- 4) The approximate percentage increase in ad valorem tax revenue for the County based on the proposed increase is:
 - a. 47.99 % for the General Fund, and
 - b. 10.86 % for the Assessing and Collecting Fund.

The date, time and location for a public hearing to discuss the proposal to levy tax rates that exceed Utah County's certified tax rates and for the first public hearing to discuss Utah County's 2025 budget for the general fund and other budgetary funds of Utah County; is hereby set for Thursday, August 15, 2024, at 6:00 p.m. in room #1400 of the County administration building at 100 East Center Street in Provo, Utah.

COMMISSIONER SAKIEVICH: MOTION TO APPROVE

COMMISSIONER POWERS GARDNER: SECOND

ALL IN FAVOR: AYE

APPROVE: 3/0

Resolution: 2024-538

BOARD OF COMMISSIONERS FOR UTAH COUNTY
PUBLIC MEETING ATTENDANCE SHEET

June 26, 2024 - 2:00 p.m.

PRINT CLEARLY

Name:

Agency:

Halene Drake
RUDY, LIVINGSTON
Linnea Fletcher
M. J. Jensen
Chen Tackell
Chris Bobeck
Theron Case
Alice Black

Records
Auditor
UCHD
Assessor's
UCHD
Assessor
Assessor's
Commission Office

Minutes approved at the July 31, 2024 Board of Commissioners of Utah County, Utah public meeting.



Brandon B. Gordon, Commission Chair

ATTEST:


DEPUTY CLERK

