

| Projection | | Level | Ac | Organization | Object | Account Description | 2025 APPROVED | | 2024 Revised Budget | | 2024 Actuals | | Unspent Budget | 2023 Revised | | 2023 Actuals | | Unspent Budget | Stress Test | 2025 Revised | Succession |
|------------|----------|-------|----|--------------|--------|------------------------------|---------------|--|---------------------|--|--------------|--|----------------|--------------|--|--------------|--|----------------|-------------|--------------|-------------|
| 20251 | APPROVED | E | | 1010140 | 510110 | PAYROLL | \$650,016.19 | | \$598,159.65 | | \$602,406.02 | | (\$4,246.37) | \$578,606.43 | | \$557,198.09 | | \$21,408.34 | | \$666,397.66 | \$16,381.47 |
| 20251 | APPROVED | E | | 1010140 | 510111 | TRAVEL PAY | \$23,578.62 | | \$23,578.62 | | \$23,578.62 | | \$0.00 | \$23,578.62 | | \$23,578.62 | | \$0.00 | | | |
| 20251 | APPROVED | E | | 1010140 | 510200 | ANNUAL ATTRITION CALCULATION | (\$19,342.63) | | \$0.00 | | \$0.00 | | \$0.00 | \$0.00 | | \$0.00 | | \$0.00 | | | |
| 20251 | APPROVED | E | | 1010140 | 520130 | BENEFITS | \$0.00 | | \$0.00 | | \$3.22 | | (\$3.22) | \$0.00 | | \$0.00 | | \$0.00 | | | |
| 20251 | APPROVED | E | | 1010140 | 520131 | PAYROLL TAXES | \$51,801.11 | | \$47,823.69 | | \$45,594.30 | | \$2,229.39 | \$44,263.41 | | \$42,380.18 | | \$1,883.23 | | | |
| 20251 | APPROVED | E | | 1010140 | 520132 | WORKERS COMP | \$7,089.75 | | \$6,019.81 | | \$3,267.95 | | \$2,751.86 | \$7,434.03 | | \$3,382.37 | | \$4,051.66 | | | |
| 20251 | APPROVED | E | | 1010140 | 520133 | INSURANCE | \$96,186.34 | | \$85,803.50 | | \$84,953.97 | | \$849.53 | \$82,556.03 | | \$82,208.12 | | \$347.91 | | | |
| 20251 | APPROVED | E | | 1010140 | 520134 | RETIREMENT | \$119,964.33 | | \$117,462.23 | | \$115,677.24 | | \$1,784.99 | \$114,804.84 | | \$114,276.92 | | \$527.92 | | | |
| 20251 | APPROVED | E | | 1010140 | 520135 | COMMUNICATIONS ALLOW | \$2,879.76 | | \$2,879.76 | | \$2,879.76 | | \$0.00 | \$2,879.76 | | \$2,879.76 | | \$0.00 | | | |
| 20251 | APPROVED | E | | 1010140 | 540210 | SUBS & MEMBERSHIPS | \$10,800.00 | | \$10,800.00 | | \$8,652.40 | | \$2,147.60 | \$10,800.00 | | \$9,549.58 | | \$1,250.42 | -\$1,300.00 | \$9,500.00 | |
| 20251 | APPROVED | E | | 1010140 | 540220 | PUBLIC NOTICES | \$200.00 | | \$200.00 | | \$0.00 | | \$200.00 | \$200.00 | | \$147.24 | | \$52.76 | -\$200.00 | \$0.00 | |
| 20251 | APPROVED | E | | 1010140 | 540271 | FOOD BUSINESS | \$3,000.00 | | \$3,150.00 | | \$2,993.36 | | \$156.64 | \$3,150.00 | | \$1,394.73 | | \$1,755.27 | -\$100.00 | \$2,900.00 | |
| 20251 | APPROVED | E | | 1010140 | 540272 | EMPLOYEE AWARDS | \$2,500.00 | | \$2,500.00 | | \$2,169.07 | | \$330.93 | \$2,048.95 | | \$1,825.80 | | \$223.15 | | | |
| 20251 | APPROVED | E | | 1010140 | 540450 | UNIFORMS/LINENS | \$700.00 | | \$700.00 | | \$0.00 | | \$700.00 | \$800.00 | | \$521.14 | | \$278.86 | -\$700.00 | \$0.00 | |
| 20251 | APPROVED | E | | 1010140 | 540540 | DONATIONS | \$28,345.82 | | \$36,026.00 | | \$7,680.18 | | \$28,345.82 | \$39,026.00 | | \$3,000.00 | | \$36,026.00 | -\$2,570.33 | \$5,775.49 | |
| 20251 | APPROVED | E | | 1010140 | 540610 | MISC SUPPLIES | \$700.00 | | \$700.00 | | \$555.98 | | \$104.02 | \$700.00 | | \$454.76 | | \$245.24 | | | |
| 20251 | APPROVED | E | | 1010140 | 540643 | COMPUTER EQUIP | \$3,500.00 | | \$3,650.00 | | \$3,304.84 | | \$345.16 | \$2,700.00 | | \$2,200.92 | | \$499.08 | | | |
| 20251 | APPROVED | E | | 1010140 | 540693 | OPERATIONS EXPENSE REDUCTION | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | \$0.00 | | \$0.00 | | \$0.00 | | | |
| 20251 | APPROVED | E | | 1010140 | 542240 | OFFICE SUPPLIES | \$4,000.00 | | \$4,000.00 | | \$3,711.43 | | \$288.57 | \$4,000.00 | | \$5,135.90 | | (\$1,135.90) | -\$500.00 | \$3,500.00 | |
| 20251 | APPROVED | E | | 1010140 | 548230 | TRAVEL/EDUC& TRNG | \$36,000.00 | | \$46,200.00 | | \$46,620.65 | | (\$420.65) | \$48,250.00 | | \$29,340.93 | | \$18,909.07 | | | |
| 20251 | APPROVED | E | | 1010140 | 548231 | MILEAGE/LOCAL TRAVEL | \$1,700.00 | | \$3,100.00 | | \$1,254.63 | | \$1,845.37 | \$3,100.00 | | \$1,612.72 | | \$1,487.28 | -\$200.00 | \$1,500.00 | |
| 20251 | APPROVED | E | | 1010140 | 548330 | EDUCATION & TRAINING | \$5,000.00 | | \$5,000.00 | | \$1,635.72 | | \$3,364.28 | \$8,000.00 | | \$1,928.54 | | \$6,071.46 | -\$2,000.00 | \$3,000.00 | |
| 20251 | APPROVED | E | | 1010140 | 560252 | EQUIP REP/CONTRACTS | \$35.00 | | \$35.00 | | \$0.00 | | \$35.00 | \$35.00 | | \$0.00 | | \$35.00 | | | |
| 20251 | APPROVED | E | | 1010140 | 562280 | TELEPHONE | \$240.00 | | \$240.00 | | \$16.83 | | \$223.17 | \$240.00 | | \$32.63 | | \$207.37 | | | |
| 20251 | APPROVED | E | | 1010140 | 590920 | TELEPHONE ALLOCATION | \$3,517.44 | | \$2,834.40 | | \$2,834.40 | | \$0.00 | \$3,315.48 | | \$2,930.46 | | \$385.02 | | | |
| 20251 | APPROVED | E | | 1010140 | 590922 | EMAIL ALLOCATION | \$945.00 | | \$722.16 | | \$722.16 | | \$0.00 | \$651.45 | | \$651.48 | | (\$0.03) | | | |
| 20251 | APPROVED | E | | 1010140 | 590930 | INSURANCE ALLOCATION | \$5,659.00 | | \$6,185.00 | | \$6,185.00 | | \$0.00 | \$4,464.00 | | \$4,464.36 | | (\$0.36) | | | |
| 20251 | APPROVED | E | | 1010140 | 590940 | MAINTENANCE ALLOCATION | \$46,369.38 | | \$46,369.38 | | \$46,369.38 | | \$0.00 | \$33,761.00 | | \$33,761.04 | | (\$0.04) | | | |
| 20251 | APPROVED | E | | 1010140 | 590945 | VEHICLE ALLOCATION | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | \$0.00 | | \$0.00 | | \$0.00 | | | |
| 20251 | APPROVED | E | | 1010140 | 640743 | COMPUTER EQUIPMENT | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | \$65,000.00 | | \$51,707.23 | | \$13,292.77 | | | |
| | | | | | | | | | | | | | \$41,032.09 | | | | | \$107,801.48 | \$27,570.33 | | D1 |



Shauna Brady <sbrady@co.davis.ut.us>

Succession Planning for Commission Office

Mindy Adams <madam@co.davis.ut.us>

Wed, Jun 18, 2025 at 12:01 PM

To: Bob Stevenson <bstevenson@co.davis.ut.us>, Lorene Kamalu <lkamalu@co.davis.ut.us>, John Crofts <jcrofts@co.davis.ut.us>, Shauna Brady <sbrady@co.davis.ut.us>, Christopher Bone <cbone@co.davis.ut.us>, John Robinson <jmrobinson@co.davis.ut.us>

Hello all,

Following up on our discussion yesterday, Shauna has proposed a succession plan for the Commission Office.

To ensure a smooth transition and continued support, the suggestion is to hire two Executive Assistants now, anticipating Shauna's retirement in November of this year. This would allow ample time for training. After Shauna retires, one of the current Executive Assistants could potentially fill her role as Office Manager.

HR was asked to provide the budget implications for the remainder of 2025. Utilizing the savings from the vacant part-time position, the net increase to the budget through the end of the year would be \$16,381.47. This budget adjustment would need to be approved through the standard Budget Committee revision process.

Listed below are the actual numbers provided by Marina Brito:

| PT - CJCC Coordinator 2025 budget | | | | |
|---|--------------|-------------|-------------|-------------|
| Object | \$ | | | |
| 510110 - Payroll | \$34,824.61 | | | |
| 520131 - Taxes | \$2,664.08 | | | |
| 520132 - WC | \$31.34 | | | |
| Total | \$37,520.03 | | | |
| | | | Notes | |
| FT - Executive Assistant (18) at midpoint | | Difference: | \$70,282.97 | Full year |
| Object | \$ | Prorated: | \$16,381.47 | 1/2 of 2025 |
| 510110 - Payroll | \$65,125.00 | | | |
| 520131 - Taxes | \$4,982.00 | | | |
| 520132 - WC | \$59.00 | | | |
| 520133 - Insurance | \$25,465.00 | | | |
| 520134 - Retirement | \$12,172.00 | | | |
| Total | \$107,803.00 | | | |

Please let me know if you have any other questions at this time.

Mindy Adams
Davis County Human Resources
Business Partner ~ Recruitment
801.451.3125

